UNIVERSITY OF GUELPH

School of Theatre, English and Creative Writing (SoTEC)

GRADUATE HANDBOOK 2024-25

~ Updated: November 2024~

* Subject to Change *

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2   PURPOSE

This handbook is designed to provide necessary information for students and faculty in the **MA English**, **MA Theatre Studies**, and **PhD in Literary/Theatre Studies (LSTS) program**.

All School academic policies and procedures are subordinate to the language of the Graduate Calendar. Students and faculty should become familiar with the calendar language regarding programs and degree regulations.

All students are expected to familiarize themselves with universities policies and codes of conduct. These include policies covering human rights, which can be found on the website of the Diversity and Human Rights Office. It offers resources on issues pertaining to disability, discrimination, and harassment, 2SLGBTQA+ and racialization. DHR also regularly programs workshops.

3   ADMINISTRATION

3.1   KEY CONTACTS
- ➢ Director of School of Theatre, English and Creative Writing - Sally Hickson
- ➢ Administrative Assistant to the Director - Olga Petrik
- ➢ Graduate (Academic) Program Assistant – Pam Keegan
- ➢ Graduate Program Coordinator (TBD) – Gregor Campbell
- ➢ Office of Graduate and Postdoctoral Studies (OGPS) - gradrec2@uoguelph.ca

3.2   THE GRADUATE COMMITTEE

The Graduate Committee consists of the Graduate Program Coordinator, three elected faculty members, an MA student representative, and a PhD student representative. The Committee works alongside the graduate student representatives to enhance the graduate programs within the department and to make sure each is running smoothly according to their respective sets of expectations. Generally, the Committee reviews policy, considers proposed changes to a given program, approves directed reading courses, reviews thesis/dissertation proposals, and addresses or reviews major changes that might arise during a student's experience in their given program.

The current graduate committee consists of:
1. Dr. Gregor Campbell, Graduate Program Coordinator
2. Dr. Daniel O'Quinn
3. Dr. Aylin Malcolm
4. Dr. Mark Fortier

3.3   ETC: ENGLISH AND THEATRE COUNCIL (STUDENT COMMITTEE)

ETC (the English and Theatre Council for SETS) represents every graduate student in the department. Responsibilities include electing representatives to sit on Graduate Committee and Department meetings that do not involve individual student programs or admissions decisions; organizing both professionalization and social events for the graduate student body; facilitating community between MA and PhD students; and providing support and resources for SETS graduate students. It is administered by

an executive of MA and PhD representatives for the Graduate Committee, as well as the Graduate Professional Officer. Students are encouraged to become active in graduate student affairs. For information about ETC's activities, please see: https://www.facebook.com/EnglishTheatreCouncil.

3.4   EMAIL
All students are assigned an email account and address. Email is the official means of communication in the University, which means that even if you use another email provider, **our communications to you will continue to use your @uoguelph account**. It is imperative that you monitor that account regularly.

3.5   GRADUATE STUDENT MAILBOXES
SOTEC graduate students and GTAs working in SETS courses have boxes in the SOTEC mailroom (MCKN 422). It is important that you check your box regularly.

4   COURSELINK: SOTEC GRADUATE RESOURCES

Courselink is the University of Guelph's official classroom platform that houses all your registered courses. Here, you will also have access to our **SOTEC Graduate Resources and Workshops** page for SOTEC graduate students and faculty to access. You will automatically be given access to this site at the start of your graduate studies. This space provides details about MA thesis and MRP proposals, templates, workshop information, and information about various awards and scholarships. All graduate students should check this site regularly for updates and important information and prompts throughout your studies.

This site provides details on MA thesis and MRP proposals, workshop information, and information about various awards and scholarships. All graduate students should check this site regularly and should consult this site and this handbook on a regular basis.

5   THE GRADUATE CALENDAR

The Graduate Calendar, which is updated annually, is the official guide to policies and regulations involving graduate studies at the University. You should familiarize yourself with the main sections in the calendar, particularly Sections I through IV. For a list of class and University dates please see the Schedule of Dates. Please keep an eye on these deadlines and bookmark it for future easy access. Note all dates found within the Graduate Calendar and binding.

Important deadlines:

Wednesday, October 1, 2024	20th class day Fall semester Last day to complete UNIV*7100 course
Friday, January 31, 2025	20th class day Winter semester Advisory Committee form due (online) MA Thesis/MRP Proposal due

6 THE OFFICE OF GRADUATE AND POSTDOCTORAL STUDIES (OGPS)

OGPS is located on the 3rd floor of the University Centre, is the administrative centre for most aspects of graduate students' academic life. The OGPS partners with the Office of Registrarial Services and other academic and administrative units to maintain academic standards and the integrity of graduate programs. The staff in the OGPS provide services that are briefly described below.

The OGPS website is an excellent source of information on the academic aspects of your program.
You are encouraged to visit the New Students webpage where you will find important information about topics such as:

- registration,
- payment of fees,
- funding and financial aid,
- ID cards,
- Academic Integrity course,
- Forms and Documents.

All graduate records forms can be found on the Graduate Studies Forms and Documents. Please see section for more details about Forms and Documents.

7 REGISTRATION, ACADEMIC INTEGRITY, GRADES

Please refer to the "Quick-Guide" for detailed registration information. Registration information and the Student Planning Tool should first be reviewed online before contacting the APA or Graduate Coordinator for assistance. Students are also urged to reach out to Enrolment Services (es@uoguelph.ca) when issues arise from WebAdvisor.

To activate registration for each semester, students must use the following number one of the following:
1. UNIV*7510 Active Full-time Registration OR
2. UNIV*7520 Active Part-time Registration

Students must register for at least one course each semester. If all coursework is complete, registration is required in a second course (one of):
- UNIV*7500 Thesis/Research Writing: Thesis students and PhD students;
- ENGL*6803: English MA students working on Major Research Paper (MRP);
- THST*6500: Theatre Studies MA students working on Major Research Paper (MRP).

Registration guide and online tutorials:
- https://graduatestudies.uoguelph.ca/current/registration
- https://www.uoguelph.ca/registrar/studentplanning/tutorial
- https://www.youtube.com/watch?v=JatTzxxGhvQ.

7.1 ACADEMIC INTEGRITY

Academic integrity is a code of ethics for teachers, students, researchers, and writers. It is fundamental to the University of Guelph's educational mission and to ensuring the value of the scholarly work conducted here. UNIV*7100 Academic Integrity for Graduate Students is a course which provides definitions, examples, and exercises to help graduate students understand the importance of academic integrity and learn how to avoid academic misconduct in their own work.

This course is required of all graduate students and must be completed with 20 days of commencing their graduate program. **UNIV*7100 is automatically added for new students; no need to register.**

7.2 GRADES

Grades in graduate courses normally fall within a narrow band of variation. A grade of less than 60% is a failure. For PhD students the minimum mark in prescribed courses for continuation is 70%.

You should monitor your final grades at the end of each semester to ensure they have been submitted. At the beginning of each semester starting in your second semester, you should also check your grades from the previous semester(s) to ensure they are accurate. Any grade with a number (i.e., 085) or SAT is satisfactory.

If you receive an INC (incomplete) or INP (in progress), a grade must be submitted by your advisor the semester following the INC/INP grade, otherwise it will automatically change to an INF (incomplete fail). **INF grades need to be formally petitioned by the student to remove it from your record, and then a grade can be submitted.** You will not be able to complete your degree or graduate until the INF grade has been resolved. **Petitions for Academic Consideration** can be accessed on OPGS Forms and Documents. A petition needs to be accompanied with a letter of support from the Graduate Program Coordinator and are submitted to setsgrad@uoguelph.ca.

N.B. It is the student's responsibly to monitor their grades and connect with the instructor of the course if a grade has not been submitted at the end of each term.

8 FINANCIAL INFORMATION

SOTEC offers every full-time graduate student a funding package that is outlined in their offer letter from the University. It is important to note that the department has a fixed number of graduate teaching assistantships (GTAs) along with graduate service assistantships (GSAs). A given funding offer and funding guarantee are calculated annually, not by semester.

8.1 GRADUATE TEACHING ASSISTANTSHIPS (GTAS)

Graduate teaching is integral to curricular design in the undergraduate programs of SETS. As much as possible within the constraints of scheduling we try to match students with the most appropriate courses. To be considered for a GTA position, you must apply online. You will be notified of postings via an email sent by the Administrative Assistant to the Director. Graduate Teaching Assistants are organized by the Canadian Union of Public Employees (CUPE), and they work under a negotiated Collective Agreement.

8.2 GRADUATE SERVICE ASSISTANTSHIPS (GSAS-1 AND -2)

Also organized by CUPE and conducted under the terms of a negotiated Collective Agreement, this category of student employment by the University of Guelph can take one of two forms:

1. **GSA-1** involves work related to funded research projects. This work is supervised by a faculty member and includes collaborative research efforts, including survey or field work.

2. **GSA-2** involves what is often considered non-academic work. This kind of service assistantship might involve social media work, event organising on behalf of the department, and general clerical duties.

3. For detailed distinctions between GTA and GSA work please consult this helpful FAQ.

8.3 APPLYING FOR A GTA OR GSA-1

Positions in both categories of graduate student employment at the University of Guelph are posted at http://www.uoguelph.ca/sessional_ta/.

Your online application is then forwarded to the School. You are eligible to apply for assistantships in other programs if you meet their criteria. Only registered graduate students are eligible to apply for GTA positions. **Note**: GSA-2 positions may be listed on the university website's hiring pages or by the university concerns seeking to hire.

8.4 GRADUATE RESEARCH ASSISTANTSHIPS

Graduate Research Assistantships are offered on an irregular basis through research institutes (e.g. Re-vision or IICSI) These assistantships are not offered under/protected by a collective agreement and have a different pay rate than Unit 1 and 2 positions.

1. GRA-1 is a paid research assistantship that is directly related to your own field of study.

2. GRA-2 is a paid research assistantship that is related to a specific university research program - it is not directly related to your field of study and/or your specific program.

GRA-1s and GRA-2s are often advertised within their respective research and/or teaching units.

8.5 SESSIONAL WORK

Sessional or instructor work is occasionally available on a semesterly/contract basis for ABD PhD graduate students (e.g., students who have completed their coursework and passed their comprehensive examinations). Sessional postings are listed on the University of Guelph job portal. If you are hired as a sessional instructor, you are responsible for designing and teaching an entire course. All sessional workers are considered Unit 2 members by the collective agreement outlined by CUPE 9193.

8.6 PAYMENT OF FEES

There are several options for payment—debit, certified cheque, money order, or internet/telephone banking and wire transfer. Personal cheques and cash will not be accepted. The fee schedule, as well as the "AUTHORIZATION FOR SETTLEMENT," form are found on WebAdvisor. This form must be completed and submitted to Student Financial Services by the deadline date.

The schedule of dates for making payments, and late fee information are also found on the web:
http://www.uoguelph.ca/registrar/studentfinance/

9 AWARDS AND SCHOLARSHIPS

If you are still within your guaranteed funding period for your designated program, you should apply to the annual competitions for funding from the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Ontario Graduate Scholarship (OGS). For more information on these important scholarships (including university-specific deadlines) you should review the university-specific web page on Government Funded Awards.

All graduate students whose transcripts are in a competitive range are expected to apply to the annual competitions for funding from the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Ontario Graduate Scholarship Plan (OGS).

9.1 ONTARIO GRADUATE SCHOLARSHIP (OGS)

Prospective applicants, including foreign student applicants, are strongly encouraged to apply for the Ontario Graduate Scholarship (**OGS**) in advance of applying for admission to a program at the University of Guelph.

The main sources of Provincial funding for MA and PhD students are the Ontario Graduate Scholarship Program (OGS). The Ontario Graduate Scholarship (OGS) Program recognizes academic excellence in graduate studies at the master's and doctoral levels in all disciplines of academic study. Please visit the U of G OGS site for more details.

Application deadline: January 31

9.2 SSHRC MASTERS SCHOLARSHIP

The Canada Graduate Scholarships Master's (CGS-M) aims to develop research skills and assist in training highly qualified personnel by supporting students who demonstrate a high standard of scholarly achievement in undergraduate and graduate studies. Scholarships are awarded based on academic excellence. They are available to Canadian students and permanent residents while studying in Canada at Canadian universities.

Application deadline: December 1

9.3 SSHRC DOCTORAL SCHOLARSHIP

Incoming doctoral students are strongly advised to arrive with a draft of their SSHRC proposals and solicit feedback from their advisors. Workshops are offered on the preparation of successful applications. The awards are announced in the spring, so you only need to apply if you are planning full-time studies in the following year.

SSHRC offers scholarships that provide financial support to outstanding graduate students pursuing a doctoral degree in social sciences and humanities. Canada Graduate Scholarship Doctoral (CGS-D) awards are valued at $35,000 per year for 3 years. SSHRC Fellowship awards are valued at $20,000 per year for 1,

2, 3, or 4 years. Both the SSHRC CGS-D and Fellowships are open to Canadian citizens or permanent residents of Canada. There is a single application and selection process (SSHRC Online System) for the CGS-D and the Fellowships.

Application deadline: September 30

9.4   RESEARCH AND TRAVEL FUNDING

The College of Arts offers limited funding for graduate research and travel through a semesterly "Graduate Travel, Research, and Creation Fund." Normally, the fund is only applicable for the Fall and Winter semester, but you can retroactively apply for it if you travel for conference or research-related reasons during the Summer semester. If you are interested in retroactively applying, you should contact Andrew Bailey.

9.5   BURSARIES

The University of Guelph has established several ACCESS awards which provide bursaries for students in financial need. To be eligible for these bursaries, students must complete a needs assessment application available from Student Financial Services.

10 GRADUATE RECORDS/FORMS & DOCUMENTS

All graduate records forms can be found on Graduate Studies Forms and Documents. Here is a list of frequently used forms:

- o   Advisory Committee Appointment GryphForm
- o   Appeal for Extension of Maximum Program Duration
- o   Course Add/Drop / Course Waiver Request
- o   Degree Program GryphForm
- o   Full-Time / Part-Time Transfer GryphForm
- o   Graduate Grade Change
- o   Leave of Absence/Withdrawal/Academic Break Application GryphForm
- o   Ontario Visiting Graduate Student Application
- o   Ontario Visiting Graduate Student Withdrawal
- o   Petition for Academic Consideration
- o   Plan of Study
- o   Progress Report GryphForm
- o   Transfer Application (Study Option/Degree Program Transfer)

It is your responsibility to access these forms and submit them in a timely manner.

10.1 DIGITAL SIGNATURES

Digital signatures are required on all forms submitted through the department and to OGPS. For a step-by-step tutorial on digital signatures, please go to OGPS Digital Signatures.

10.2 Progress Reports

The Office of Graduate Studies requires all graduate students to provide a Progress Report for each semester through GryphForms (online portal). The progress report is reviewed by the APA and is then emailed to the Advisor and Advisory Committee for review.

GryphForms (online portal) information and process:

- Review the GryphForms Student Guide.
- Login to the OGPS Portal.
- Complete/update your Student Profile (where your Advisory Committee information is entered).
- Complete your portion of the progress report and press submit.

The report indicates whether progress is Satisfactory, of Some Concerns, or Unsatisfactory. In the case of Some Concerns and Unsatisfactory, the form is to be sent to the Graduate Program Coordinator and OGPS with an action plan. You will be emailed a copy.

10.3 Petition for Academic Consideration

Circumstances may arise in a graduate student's program where requests for changes are considered by the Appeals and Petitions Committee of OGPS. The decision of the Senate Committee on Student Petitions is final. All graduate forms, including Appeals and Petition are to be completed by the student, and can be found on OGPS Forms and Documents. Before submitting a Petition, please reach out to both your advisor and the APA. The Appeals and Petitions Committee meets to review appeals once per month.

10.4 Thesis and Completion Forms and Information

All thesis/graduation forms can be found on Graduate Studies Forms and Documents. Here is a list of frequently used forms:

- Doctoral Final Examination Arrangements
- Early Completion Rebate GryphForm
- Examination Request Form
- Graduation Application
- Graduation Application - WebAdvisor Instructions

11 ADVISORS AND ADVISORY COMMITTEES

Every graduate student needs an advisory committee. You are responsible for contacting faculty and seeking out a primary advisor, who will then help you with the formation of the rest of your committee. You should feel free to meet with potential advisors before making your final decision.

It is a good idea during the advisory committee process to seek advice and information from your peers and/or the Graduate Coordinator, read publications by potential advisors, and consider overall compatibility. An advisor not only supervises a student's research paper, thesis, or dissertation but is also expected to offer guidance about all professional matters.

For a list of faculty and their respective areas of research, please refer to the [SOTEC faculty research and areas of specialisation page on the department website](#).

If you do not receive a reply from a faculty member after a week, send a follow-up with a gentle reminder. If you still do not receive a reply, you are encouraged to contact the Graduate Program Coordinator (GPC). The English & Theatre graduate student council (the ETC) also provides peer advice and help with matters concerning finding an advisor (etc@uoguelph.ca) For more information on the ETC please refer to the supplementary (final) portion of this handbook.

When you have your advisor and committee member(s) in place, submit your Advisory Committee Appointment form through the [Graduate Portal](#).

- MA MRP students require an advisor and 1 additional committee member.
- MA Thesis students require an advisor and 2 committee members.
- PhD students require 1 advisor and 2 committee members.

Any changes made to the Advisory Committee later require a new Advisory Committee Appointment form.

Deadline: The Advisory Committee Form (online [OPGS Forms and Documents](#)) is due the 20ᵗʰ class day of your second semester: Friday, January 31, 2025.

11.1 OTHER GRADUATE FACULTY ON THE ADVISORY COMMITTEE

[Policy on Graduate Faculty: Policy on Appointment to Graduate Faculty Status](#)

Should the Advisor and Candidate wish to include a committee member who is not Regular Graduate Faculty of the University of Guelph, a nomination must be filed and approved for the proposed new Advisory Committee member's designation as a *Special Graduate Faculty* member—who may serve on the Committee only—or as an *Associated Graduate Faculty* member, who may serve as Co-Advisor with the UG Co-Advisor. The Regular Graduate Faculty Advisor should request that the Graduate Program Coordinator email the nominee with an invitation. Should the nominee agree, either the Advisor or the Coordinator requests from the nominee a current CV, outlining education, experience, scholarly publication record, and any prior or current involvement in graduate education. The university also requires that the nominee's Date of Birth appear on the CV.

11.2 SPECIAL AND ASSOCIATED GRADUATE FACULTY NOMINATION PROCESS

- The Graduate Coordinator or Director formally emails the nominee. Once the nominee has accepted the nomination, the nominee sends their CV and Date of Birth to the Graduate Coordinator/Director;
- The Graduate Coordinator sends the CV and DOB to the Academic Program Assistant to fill in the [Graduate Faculty Nomination Form](#);
- The APA compiles the completed form, the nominee's CV, including Date of Birth, and submits the nomination package to the Dean of Arts for approval;
- If approved by the Dean, the package is then sent to the Office of Graduate and Postdoctoral Studies (OGPS) to review and send up to final review;

- If the nomination passes final review, the Administrative Academic Assistant to the Assistant Vice-President (Graduate Studies) will notify the Special or Associated Faculty Member, the Graduate Program Coordinator, and the APA by formal letter;
- The Special or Associated Graduate Faculty Member will reply to the AAP-AVP-GS that they formally accept;
- The SETS Administrative Assistant will create a Human Resources appointment ID number;
- Once all steps to approval of the nomination have been met, the student will complete or revise their Advisory Committee form with the Special/Associated Graduate Faculty added.

11.3 DEGREE PROGRAM SUBMISSION FORM

If you are submitting your first Advisory Committee form, you will also be prompted to also submit a **Degree Program GryphForm.**

- To access this form, follow the same steps above in 1a only instead of selecting Advisory Committee GryphForm you will select Degree Program GryphForm.
- Once you're signed in, you will again add your student information (as above in section b); Then, scroll down and fill in the "Type of Submission" (first time or revision) and any courses you are currently registered in or having taken in previous semesters. You can add more courses as needed by selecting "Add another course;"
- You can then "Save for later" at the bottom or scroll up and select "I Confirm" green button; This will again automatically be sent to the APA via email to approve and then your advisor/committee to approve.

12 MASTER'S MRP STREAM

The MRP is a substantial research exercise that, while not as complex or as extensive as a thesis, still provides the student with training in research methodology. Typically, an MRP is a paper of 7,500-8,500 words (25-30 pages) or equivalent.

12.1 MA ENGLISH MRP
- Expected Completion Period: 3 semesters (one year)
- *Maximum Program Duration: 6 semesters (two years)*
- Six (6) courses (3.0 credits)
- MA Major Research Project: ENGL*6803 Research Project (1 credit)
- **Total: 4.0 credits**

12.2 MASTER'S ENGLISH TIMELINE

• Semester 1 • Fall	• Register for three graduate courses. • Apply for a Teaching Assistantship. • Start looking for a primary advisor around November or December and developing your MRP topic.

• Semester 2 • Winter	• Register for three graduate courses. • Apply for a Teaching Assistantship. • January: Finalize advisor and send them a draft of your research proposal. • Early February: Research proposal and Advisory Committee Form due
• Semester 3 • Summer	• Register for your MRP: Course codes are ENGL*6803 or THST*6500 • Research and writing begin for your MRP. Try to meet every 2-3 weeks with your advisor. • June: Apply to graduate through WebAdvisor for fall convocation. • August: Submit your MRP by mid-August to your advisor (~8,000 words) to your primary advisor.

12.3 MA THEATRE MRP

The MA Theatre Studies MRP stream is a research-based degree that offers students the opportunity to work with award-winning theatre scholars and practitioners. The program provides an integrated graduate education that applies several dynamic approaches to theatre studies that merge theory and practice and aims to prepare students for both doctoral-level study and careers in the academy, and for a broad range of careers related to the performing arts.

Expected Timeline:

- 5 courses, plus THST*6500 Research Paper. Of the five courses, two are required (THST*6150 and THST*6220, both are offered in the Fall semester only). In addition, two of the remaining three courses must have THST prefixes.
- Fall Semester: 3 Fall courses including THST*6150 and THST*6220; start looking for an Advisor.
- Winter Semester: 2 Winter courses, plus submission of MRP Proposal by the end of the Winter Semester. Advisory Committee forms should be submitted to the APA by the 20th class day.
- Summer Semester: THST*6500 Research Project.

12.4 MASTER'S MRP THEATRE TIMELINE

Semester 1 Fall	• Register for two or three graduate courses (5 required total for graduation) • Apply for a Teaching Assistantship • Start looking for a primary advisor around November or December and developing your MRP topic
Semester 2 Winter	• Register for two or three graduate courses (5 required total for graduation) • January: Finalize advisor and send them a draft of your research proposal • Early February: Research proposal and Advisory Committee Form due

Semester 3 Summer	• Register for your MRP: Course codes are ENGL*6803 or THST*6500 • Research and writing begin for your MRP. Try to meet every 2-3 weeks with your advisor • June: Apply to graduate through WebAdvisor for fall convocation. • August: Submit your MRP to your advisor in mid-August (~8,000 words) to your primary advisor

12.5 FINDING AN MRP ADVISOR

All MRP proposals must be developed in consultation with a faculty member who will serve as advisor and assessor/second reader. Students should begin the process of identifying an advisor **no later** than the beginning of the Winter semester, if full-time; and no later than the beginning of the semester preceding that during which the MRP should be completed.

Every graduate student must have an Advisory Committee, chaired by the Advisor, as described in the degree regulations in the Graduate Calendar. All students are encouraged to take the initiative to seek out possible advisors, researching their expressed areas of specialization and publications. Advisors may change if necessary. Students are encouraged to discuss any changes in their Advisory Committees with their Advisor and/or the Graduate Coordinator. Students have the right to meet with their advisor in person and should do so at least once a semester.

Finding an Advisor is one of the most important steps in a student's graduate program. Students should feel free to meet with potential Advisors before making their final decision. It is a good idea during this process to seek advice and information from their peers and/or the Graduate Coordinator, read publications by potential Advisors, and consider overall compatibility. An Advisor not only supervises a student's research paper but is also expected to offer guidance about all professional matters.

Students should keep in mind that SETS faculty members who are specialists in the students' area of interest may not be available for supervision because of prior commitments. It is important that students and potential Advisors are aware of their respective timetables and expected commitments to avoid future complications (i.e., factoring in an Advisor's study leave or conference travel).

12.6 THE MRP PROPOSAL

Students are required to write a proposal in consultation with their MRP Advisor. It is normal that Advisors will require several drafts of the proposal before they approve it.

The proposal must:

- Include a proposal cover page found in the SETS Graduate Resources Courselink Site;
- be submitted to the Academic Programs Assistant by the **20th class day of the second semester;**
- include an explicit statement of the research question and hypothesis, the scholarly and theoretical contexts of the central argument, the scholarly significance of the proposed idea, a sense of the proposed methodology, and a preliminary bibliography;
- be identified as ENGL*6803 Major Research Project;
- be submitted by the Advisor (receipt of the proposal from a faculty member's email constitutes the statement of approval by the advisor).

MRP Proposals may be approved as submitted, approved subject to revisions, or not approved. For example, the Graduate Committee's recommendations for revisions may require a tighter focus or greater clarity of argument, more details about the methodological approach, or expansion of the bibliography. Students must work closely with their Advisors to implement these revisions. Depending on the nature of the Graduate Committee's recommendations for revisions, the proposal may have to be revised and re-submitted, revised to the Advisor's satisfaction, or entirely reconceptualized and re-submitted. Normally, the requirement to re-submit comes with a deadline.

MRP proposals are due January 31, 2025. Templates can be accessed from the Courselink Resources Page.

12.7 THE MRP SECOND READER

The student, in consultation with the Advisor, should select a Second Reader, which is added to the advisory committee as the "advisory committee member." If necessary, the Graduate Committee will suggest a Second Reader.

12.8 MRP GRADUATION AND COMPLETION FORMS

All graduate records forms can be found on the Graduate Studies Forms and Documents page if any links below are broken.

➢ Early Completion Rebate GryphForm
➢ Graduation Application
➢ Graduation Application - WebAdvisor Instructions

12.9 MRP SUBMISSION

When the Advisor pronounces the MRP ready, the student submits copies to the Advisor and the Second Reader. No further action is required from the student.

The final grade for the MRP reflects both the Advisor and Second Reader's grading. The advisor will submit the final grade using a Graduate Grade Change Form to the APA.

13 MASTER'S THESIS STREAM

In this option, the student produces a comprehensive study of approximately 20,000 words or equivalent. The thesis involves a range of skills: developing an original argument about a topic with which a student has become sufficiently familiar; pursuing and synthesizing extensive, necessary additional research; and executing an effective thesis.

Writing a thesis requires stamina and perseverance to re-draft, re-write, and, if needed, re-conceptualize the argument based on feedback from the Advisor and the Advisory Committee. Thus, the thesis-based MA is a demanding option that may take more time and effort than initially expected. Students should carefully consider their time limits, work habits, and life requirements and responsibilities before choosing to undertake this option.

13.1 THESIS COURSEWORK

4 courses, plus a thesis (20,000-25,000 words/80-100 pages)

- Fall Semester: 2 Fall courses; start looking for an Advisor,
- Winter Semester: 2 Winter courses; submission of thesis proposal. You should submit your Advisory Committee form to the APA by the 20th class day,
- Summer Semester: Thesis and Oral Examination.

13.2 MASTER'S THESIS TIMELINE

Semester 1 Fall	• Register for two graduate courses • Apply for a Teaching Assistantship • Start looking for a primary advisor and submit to them your research proposal as soon as possible*. MA Thesis students who have graduated within three semesters are often around 1/3rd done writing their first draft by the start of the second semester. *Note: You do not have to formally submit your Advisory Committee Form or Research Proposal until Feb.
Semester 2 Winter	• Register for two graduate courses • Apply for a Teaching Assistantship • Continue to work on your thesis. Try to have 2/3rd drafted by the end of the semester • Early February: Research proposal and Advisory Committee Form due
Semester 3 Summer	• Register for UNIV*7500 (thesis) • Apply for a Teaching Assistantship • Aim to complete your first draft (~20,000 words) around June and begin revising in consultation with your advisors • Sign up to defend your thesis in August if you want to graduate to at the Fall convocation.

13.3 THESIS PROPOSAL

Thesis proposals must be developed with the student's MA Advisor and should:

- be submitted by email to the APA <u>by the MA Advisor</u>.
- be submitted by the **20th class day of the second semester.**
- include a clear articulation of the research question and hypothesis, the scholarly and theoretical contexts of the central argument, the scholarly significance of the proposed idea, a sense of the proposed methodology, a breakdown of chapters and description of their respective foci, and a preliminary bibliography.

Thesis Proposals may be approved as submitted, approved subject to revisions, or not approved. Thus, the

Graduate Committee may recommend revisions that require a tighter focus or greater clarity of argument, more details about the methodological approach, and expansion of the bibliography. Students must work closely with their Advisors to implement these revisions. Depending on the nature of the Graduate Committee's recommendations for revisions, the proposal may have to be revised and re-submitted, revised to the Advisor's satisfaction, or entirely reconceptualized and re-submitted. Normally, the requirement to re-submit comes with a deadline.

MRP proposals are due Friday, January 31, 2025. Templates can be accessed from the CourseLink Resources Page.

13.4 MA THESIS ADVISORY COMMITTEE

All MA thesis projects must have an Advisory Committee consisting of two faculty members: the Advisor, the Committee chair, and the Second Reader. Students must secure an Advisor no later than the beginning of the winter term. A student can recommend a Second Reader in consultation with the Advisor, or the Graduate Committee may suggest one together with their approval of the thesis proposal. When appropriate, the Second Reader can be a graduate faculty member from another department. Students should advise the APA and Graduate Program Coordinator when their Advisory Committee is established; and if/when it changes.

The Advisor or Second Reader may decide an MA thesis is of insufficient quality to proceed to the defense, whether a defense date has been scheduled or not. In these cases, the student will be provided with detailed feedback as well as options for continuation.

All graduate records forms can be found on the [Graduate Studies Forms and Documents](#) page if any links below are broken.

13.5 MA THESIS GRADUATION AND THESIS DOCUMENTS
  ➢ [Early Completion Rebate GryphForm – Use this form if you defend at the beginning of the semester following your final semester.](#)
  ➢ [Examination Request Form – Submit to advisor and advisory committee before the thesis defense and submit to the APA a minimum of 2 weeks before the defense date.](#)
  ➢ [Graduation Application](#)
  ➢ [Graduation Application - WebAdvisor Instructions](#)

13.6 MA THESIS DEFENSE PROCEDURE

When the Advisory Committee pronounces the thesis ready the student must consult the University of Guelph policies on thesis submission:

https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion

13.7 MA THESIS ORAL EXAMINATION COMMITTEE

This committee is formed before or after the Advisory Committee determines the thesis is defense ready. It should consist of:

- The Advisor

- The Second Reader of the Advisory Committee
- Additional Examination Member (not on Advisory Committee)
- A Chair, who must be a member of SETS (usually the GPC)

13.8 MA THESIS ORAL EXAMINATION ADMINISTRATION

An Examination Chair will be appointed and approved prior to the date of the scheduled exam, who is the Graduate Coordinator or their designate.

➢ *A minimum of 8 weeks before the defense:*
- The Graduate Advisory Committee agrees on a timetable for completion of the Thesis.
- A defense date is scheduled by the advisor in coordination with the two Advisory Committee members to form part of the final Examination Committee.
- One additional Graduate Faculty member will be invited to join the Exam Committee.
- The Graduate Program Coordinator will chair the defense unless a conflict in scheduling arises.

➢ *A minimum of 4 weeks before the defense:*
- The advisor will notify the APA and GPC of the external examiner, defense committee, and day and time of the defense.
- *The advisor will notify the APA if the defense will be a hybrid in-person and online defense requiring a Teams invite to be shared with the department.*
- The APA will schedule an online defense or book a room and send out a calendar invite.

➢ *A minimum of 2 weeks before the defense:*
- The student/candidate will fill out, sign, and send the [Examination Request Form](#) to the advisor to sign and send to the <u>advisory</u> committee members to sign off on the Examination Request and Summary of Advice to Student and send the form to setsgrad@uoguelph.ca.
- The APA will acquire the Graduate Program Coordinator's signature and send the final documentation to OGPS.
- The advisor sends the GPC the thesis to be sent to the defense committee, including the external examiner.

➢ *A minimum of 3 days before the defense:*
- The APA will send the Chair documents to the defense chair (usually the Graduate Program Coordinator).

13.9 MA THESIS ORAL EXAMINATION

The Defense Chair (usually the Graduate Program Coordinator) chairs the examination. The candidate will present a 10–20-minute account of the thesis's context, focus, methodology, influences, and findings to the defense examination committee. This presentation is followed by questions posed by the Second Reader and Advisor. The exam is open to the public.

- *If the defense a hybrid defense where a laptop is required, the advisor or defense chair will obtain the departmental laptop 30 minutes before the defense. The candidate will use a laptop*

for their presentation and the departmental laptop will be used to present the candidate to the online audience.

- The examination committee will meet *10 minutes before the start of the defense.*
- Once the committee is ready for the candidate to present, the defense chair will invite the candidate into the room (or online).
- The Chair will introduce the candidate to the committee and to the audience.
- The candidate will speak for approx. ten minutes to 20 minutes presenting the purpose, method, and conclusions of the research.
- The Chair will inform the candidate when the period has ended.
- The examination will then commence. Each examiner will be allowed up to twenty minutes to question the candidate in the following order:
    1. External Examiner
    2. Examination Committee Member
    3. Advisor
- When the question period is complete, the candidate and the audience (if applicable) are excused; the examining committee will then begin its deliberations and vote on the candidate's performance on the thesis and in the defence.
- When a verdict is agreed upon, the Chair will recall the candidate and announce the decision of the examining committee.
- Immediately following the defense, the Chair of the Examination Committee will email or present the defense paperwork to the defense committee for each committee member to sign. The Chair will email the final documents to the setsgrad@uoguelph.ca.

The MA Oral Examination Committee may ask the student to make minor or major revisions as a condition of a provisional pass. The student must complete these revisions to the satisfaction of the Advisor before submitting the final copy of the thesis.

13.10 MA THESIS SUBMISSION

Regulations regarding the process of submission of the dissertation are found here:
https://calendar.uoguelph.ca/graduate-calendar/general-regulations/thesis/.

When the thesis, in its final form, has been prepared after the final oral examination, the candidate will review the thesis submission instructions and submit the electronic (.pdf format only) copy and any supplementary files via the Atrium. Care must be taken to submit the thesis with pages numbered, arranged in the appropriate order and free from typographical and other errors. Upon submission, the thesis will be reviewed for adherence to the formatting guidelines by staff in the Office of Graduate and Postdoctoral Studies within a reasonable time frame (approximately one to three working days).

14 THE PHD IN LITERARY STUDIES/THEATRE STUDIES (LSTS)

14.1 PHD PROGRAM'S BENCHMARK DATES

➢ Semester 1: Arrive with a secured Advisor and a draft of a dissertation proposal for SSHRC or OGS fellowship applications (if qualifying)
➢ Semester 2: Advisory Committee submitted by 20th class day
➢ Semester 4-6: Qualifying Exams (QE)
➢ Semester 7 (mid): Dissertation Proposal approved
➢ Semester 12: Final PhD Oral Dissertation

14.2 PHD SUGGEST 4-YEAR PATHWAY

The following table provides a suggested pathway through the program. This pathway is meant to help students and eventual candidates complete the program within the guaranteed funding period (12 semesters) or within the average 4 – 5-year time of completion.

Year One

Semester 1 Fall	• Register for two graduate courses • Start looking for a primary advisor and putting together your committee
Semester 2 Winter	• Register for two graduate courses • Early February: Advisory Committee Form due (3 committee members) • Work with your advisory committee to determine the process through which you will satisfy the QE requirements. This includes identifying the 1 major and 2 minor areas as well as determining how you will qualify for each
Semester 3 Summer	• Work on completing your two minor and one major area and begin drafting your thesis proposal

Year Two

Semester 4 Fall	• Register for one graduate course • Complete your two minor and one major area qualifications and complete your thesis proposal by the end of the term

Semester 5 Winter	With your thesis proposal complete, your QE committee will assemble and comprise of: Two new COA faculty members appointed by the GPC; two members of your advisory committee; and the chair (typically the GPC) and assess your thesis proposal. At this stage they will decide if revisions are necessary before proceeding to the Oral Qualifying Examination • Sit for your Oral Qualifying Examination • If you pass your OQE, the Graduate Program Committee will review your thesis proposal. If the grad committee approves your proposal, you are now considered a PhD candidate
Semester 6 Summer	• Work on your thesis

Year Three

Semester 7 Fall	• Work on your thesis
Semester 8 Winter	• Work on your thesis
Semester 9 Summer	• Work on your thesis

Year Four

Semester 10 Fall	• Work On Your Thesis
Semester 11 Winter	• Work On Your Thesis
Semester 12 Summer	• Work On Your Thesis • Defend Your Thesis

14.3 PHD ADVISORY COMMITTEE

The formation of the Advisory Committee is one of the most important steps in the PhD program. PhD students are advised to secure an Advisor prior to arriving at Guelph, and no later than the beginning of the winter term of their first year. The PhD Advisory committee must consist of:

1. The Advisor
2. A Second committee member from SETS
3. A Third committee member from SETS or, when appropriate, from a department outside of SETS*

* It is up to the student and the Advisor to decide which of them approaches faculty about joining the committee. If the External Member is from another university, they need to be appointed formally as Special or Affiliated Graduate Faculty.

Any changes made to the advisory committee after the initial form is submitted online will require an Updated advisory committee appointment, which follows the same steps as above.

14.4 OTHER GRADUATE FACULTY ON THE PHD ADVISORY COMMITTEE

Should the Advisor and Candidate wish to include a committee member who is not Regular Graduate Faculty of the University of Guelph, a nomination must be filed and approved for the proposed new Advisory Committee member's designation as a *Special Graduate Faculty* member—who may serve on the Committee only—or as an *Associated Graduate Faculty* member, who may serve as Co-Advisor with the UG Co-Advisor. The Regular Graduate Faculty Advisor should request that the Graduate Program Coordinator email the nominee with an invitation. Should the nominee agree, either the Advisor or the Coordinator requests from the nominee a current CV, outlining education, experience, scholarly publication record, and any prior or current involvement in graduate education. The university also requires that the nominee's Date of Birth appear on the CV.

14.5 PHD GRADUATE STUDENT RESPONSIBILITIES

From the choice of Advisor, choice of research project and through to degree completion, graduate students must recognize that they carry the primary responsibility for their success. The responsibilities assigned to Advisors, Advisory Committees and Departments/Schools provide the framework within which students can achieve success. Students should take full advantage of the knowledge and advice that the Advisor and Advisory Committee have to offer and make the effort to keep the lines of communication open. Specifically, each graduate student has a responsibility to:

- Make a commitment to grow intellectually, in part by fulfilling course requirements as outlined by the Advisory Committee, and to contribute to a field of knowledge by developing and carrying out a program of research.
- Learn about all appropriate deadline dates and regulations associated with registration, award applications and graduation requirements, as specified in the Graduate Calendar and/or the Office of Graduate Program Services and/or the Department or School, and/or the Procedures and Deadlines of the PhD Program, as appropriate.
- Recognize that thesis and research project topics must be within the scope of the appraised and approved graduate program as set out in the program descriptions in the Graduate Calendar.
- Choose, with the approval of the Advisor and Advisory Committee, a topic of research for which adequate resources are available, including financial and physical resources and faculty expertise.
- Conform to University, Faculty and Program requirements, academic standards, and guidelines including those related to deadlines, thesis or research project style, course requirements, intellectual property, academic misconduct, and any relevant safety and/or workplace regulations.

- Produce a thesis or research project which is the student's own work, and which meets the University and School's standards for style and quality, reflecting a capacity for independent scholarship in the discipline.
- Consider and respond to advice and criticisms provided by the Advisor or members of the Advisory Committee.
- Meet or communicate regularly with the Advisor. The frequency and timing of meetings will depend on the nature of the research being undertaken and the stage in the student's program. However, meetings should be of sufficient frequency that the Advisor can make an adequate assessment of the student's progress each semester and the student will receive timely feedback on what is being done well and where improvement is needed. The student should also interact with individual Advisory Committee members and other faculty as appropriate and meet with the Advisory Committee, normally no less than once per semester, to review progress. The student should inform the Advisor regularly about progress and provide the Advisor with an annual report for distribution to the Advisory committee.
- On a regular basis, make available to the Advisor all original research materials, retaining a copy where appropriate.
- Be prepared to approach first the Advisor and then the Graduate Coordinator or Chair with any perceived problems or changes in circumstances that could affect performance. The student should maintain open communication with his/her Advisor and Graduate Coordinator concerning any problem either real or perceived. (If circumstances warrant, students may wish to consider a leave of absence on compassionate grounds. Information about this may be obtained from Graduate Program Services or from the School's Graduate Coordinator.)
- Submit, with specific reasons, any request for the replacement of an Advisor or member of the Advisory or Examining Committee to the School's Graduate Coordinator should a personal or professional conflict arise. Students should take immediate steps to change their Advisor or a member of their Advisory Committee in cases where an appropriate academic relationship cannot be maintained. In most circumstances, the first step would be to meet with the Graduate Coordinator.
- Recognize that changing Advisors after program entry may have consequences in terms of the nature and focus of an appropriate research topic and may alter funding planned prior to the change from the initial Advisor as outlined in the University's letter of funding.
- Recognize that the student may be obliged to satisfy specific performance requirements that were agreed to at the time of acceptance to the graduate program. These performance requirements may relate to internal or external funding support that the student receives.
- Recognize that progress will be evaluated every semester by the Advisor and Advisory Committee and reported to the Program and in the case of "some concerns" or "unsatisfactory" performance, to OGPS.

14.6 PHD ADVISOR RESPONSIBILITIES

A Faculty Advisor's primary task is to guide and inspire their students to reach their fullest scholarly potential. The Advisor should promote conditions conducive to a student's research and intellectual growth, providing appropriate guidance on the progress of the research and the standards expected. The Advisor is directly responsible for the supervision of the student's program. In this capacity, the Advisor assists the student's program planning, ensures that the student is aware of all program requirements,

degree regulations, and general regulations of the PhD Program and the Office of Graduate and Postdoctoral Studies, provides counsel on all aspects of the program, and keeps informed about the student's research activities and progress. It should go without saying that responsibility lies as well with the advisee to keep their Advisor informed and able to carry out these responsibilities. Good supervisory practice includes the following:

- Facilitate the student's intellectual growth and contribution to a field of knowledge.
- Guide the student, with the assistance of the Advisory Committee, in the development of a program of study; providing appropriate guidance to the student on the nature of research and the standard expected and being accessible to give advice and constructive feedback; making clear the expectations the Advisor and the School have of the student at the outset. With the student the Advisor establishes a realistic timetable for completion of various phases of the program.
- Assist in the development and execution of a research program or project, including grant applications if and where applicable; working with the student, in consultation with the Graduate Coordinator, to form a QE committee; ensuring that this committee meets with the student at determined, reasonable intervals.
- Maintain communication channels with the student via telephone, electronic communication, and/or other means for consultation and discussion of the student's academic progress and research problems. This responsibility, however, does not and cannot mandate the Advisor's chasing or hounding of an advisee who is patently not doing their part to remain in regular, consistent, effective contact.
- Examine written material submitted by the student and provide suggestions for improvement; informing the student of the approximate time it will take for submitted written material to be returned with comments. Normally, comments should be returned to the student within two weeks, although circumstances such as absences from campus or unusually heavy workload may require that the Advisor take longer than two weeks to review the student's work. Such adjustments to the scheduling of submission and feedback should be negotiated between the student and their Advisor.
- Advise the student as to the acceptability of the draft thesis or research project prior to submission to the Advisory Committee; indicating in writing whether the Advisor believes the thesis or research project is not ready for submission or will not be ready within a particular time; in cooperation with the Director or School's Graduate Coordinator, helping to organize submissions for the QE written and oral examinations.
- Advise with respect to appropriate deadline dates and regulations associated with thesis review, examination, and submission, as specified in the Graduate Calendar and/or by the Office of Graduate and Postdoctoral Studies.
- Assist with necessary research arrangements, within the norms appropriate to the discipline and the limits of the material and human resources of the University, to facilitate the execution of the student's thesis or major paper research.
- Support the student in creating and maintaining an environment conducive to completion of the research project. Apart from the university's safety and workplace regulations, and policies and laws established to protect the student's rights and freedoms—as well as to ensure compliance with the same policies and laws—the Advisor should, whenever possible, alert the student as to risks that may arise during the research process; and to provide training, guidance, equipment, etc. to contend effectively with such risks, or to assist in securing such support.

- Facilitate adequate communication among and support by the Advisory Committee, through the scheduling of meetings, preparation of evaluation reports, formulation of plans to rectify or enhance the student's progress and fulfilling the requirements that attend a progress report of "Some Concerns" or "Unsatisfactory Progress." **Note:** A "Satisfactory" evaluation reflects expected progress in course work and research. A "Some Concerns" report is compatible with an expectation for successful completion of the program but indicates some specific concerns regarding the student's performance to date and/or progress in course work or research or both. An "Unsatisfactory" report clearly signals concern about the student's performance in course work and/or research, and potential to complete the program. Unsatisfactory progress could include failure to meet agreed research milestones, including the timely preparation of a research proposal. Such reports must include all Advisory Committee members' signatures and are submitted to OGPS.
- Comply with any commitment of financial support made to the student as part of the offer of admission. If expected financial support becomes unavailable, the Advisor will work with the School and Faculty of Graduate Studies to ensure support for the student.
- Help the student devise a plan in preparation for their career beyond completion of their degree programs.

14.7 PHD ADVISORY COMMITTEE RESPONSIBILITIES

Members of an Advisory Committee can do much to enhance the academic experience for a student, allowing the student to take advantage of a range of expertise in the discipline. The specific responsibilities of an effective Advisory Committee are as follows:

- Encourage the student's intellectual growth to become a competent contributor to a field of knowledge. In this context, the Advisory Committee must provide constructive criticism and provocative discussion of the student's ideas as the program develops. The Committee should ensure that the student is exposed to a wider range of expertise and ideas than can be provided by the Advisor alone, including directing the student as appropriate to consult with experts outside the Committee.
- Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems.
- Attend regular meetings of the Advisory Committee with the student, normally no fewer than one per semester.
- Develop with the student's involvement in his/her first semester, and formally approve, a list of courses that would constitute the program of study. (This program of study is not considered final until also approved by the School and the Faculty of Graduate Studies. Such approval will not normally be withheld if the proposed program meets the published program requirements.)
- In consultation with the Advisor, confirm and approve progress reports in those cases where there are concerns or when the progress being made is inadequate. ("Some Concerns" and "Unsatisfactory" progress reports will also be forwarded to the School and the Faculty of Graduate Studies.)
- Formulate a plan of action with the student to ameliorate or adequately address any problems that have been identified because of a semester progress review of "Some Concerns" or "Unsatisfactory."

- Inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the customary two-week turnaround, for instance because of absence from campus or an unusually heavy workload, provide the student with an estimate of the time feedback will take.
- Review and comment on drafts of written material, normally with a two-week turnaround. Inform the student as to whether a research project is complete or a thesis ready for submission to the final examination committee or not. If additional work is required, provide feedback to guide the student toward satisfactory completion of the work.

14.8 DISSERTATION PROPOSAL

The basis for the Qualifying Exam is a written Dissertation Proposal. This proposal should be between 3,000 and 5,000 words in length, not including the bibliography. It should include the following elements:

- A statement of the disciplinary importance of the research and anticipated contribution to the subject.
- An articulation of the location of the project with respect to alternative positions in current literature.
- A clear statement of the major research question(s) that the dissertation proposes to treat and the proposed strategy for addressing it.
- A working table of contents with a sketch of what each chapter contributes to the overall argument of the dissertation.
- A modest annotated bibliography of a core sample of the literature that the student has already read (15-20 texts), plus a broader bibliography, not annotated, of works the student has identified as important to read as the project progresses.

The Dissertation Proposal must be provided to the Qualifying Examination committee no later than four weeks before the oral QE is to take place. Additionally, the advisory committee will provide the examining committee with a short-written evaluation of the quality of the student's research performance to date and of their potential as a researcher. This must be done, at the latest, by the date of the OQE and will typically be made available to the examining committee members at or shortly before the exam.

The Graduate Coordinator and advisor will also confirm that the student has completed all the required coursework and other requirements before the Oral Qualifying Exam. The advisory committee will complete an OQE Readiness Form to certify that the student is ready to proceed to the oral QE.

14.9 QUALIFYING EXAM (QE)

As early as possible, ideally by the 5th semester for a full-time student, the student is required to pass a qualifying exam to assess their knowledge of the subject area and related fields. The QE exam has the following steps:

1. Identification of the two Minor and one Major areas of expertise.
2. Completion of the requirements for the Minors and Major areas.
3. Supervisor letter identifying completion of requirements.
4. Assembly of QE committee.

5. Writing of thesis proposal.
6. Submission of thesis proposal to QE committee.
7. Oral exam.

The Qualifying Examination is an examination by the academic unit in which the student is enrolled (as distinct from an examination by the Advisory Committee). Upon satisfactory completion, the student is deemed to have met the departmental standards and becomes a candidate for the PhD degree.

14.9.1 Area Requirements & Competency Requirements / Thesis Proposal / Oral Qualifying Examination (OQE)

(1) Area Requirements & Competency Requirements
Students in the PhD program are required to demonstrate competency in **1 major** and **2 minor areas**:

Colonial / Postcolonial Studies	Environmental Literary Studies	Theatre History / Theory
Canadian Literature	Intersectional Identities	Transnational 19th Century
Performance Studies	Digital Humanities	Early Modern Studies
Children / YA Literature	Cultural Studies	Literary Theory
Critical Race Theory	Film and Media Studies	*An Area of Your Choosing*

A **minor area** requirement can be satisfied in **one** of the following ways and a **major area** requirement can be satisfied in **one of the following ways plus a successful PhD Oral Qualifying Exam**:

1. Two graduate-level semester courses in the area, with a grade of 74% or above, or the equivalent grade from another university.
2. A three-hour written exam on selected primary texts, arranged by the advisory committee.
3. The creation of two undergraduate course syllabi (one survey and one topic) with an 8–10-page rationale.
4. An appropriate MA research project (MRP or Thesis).
5. An article published in a peer-reviewed journal or some equivalent professional achievement.
6. Experiential or Community Engaged Learning.

Note that work done at the graduate level prior to entering the PhD program (e.g. a MA research project and previous graduate courses) can be credited towards the satisfaction of area requirements.

Your advisory committee will make the decision about competency requirements, and the level of competence required, at a meeting at the end of your second semester.

Additional Requirements: You may be required to demonstrate competence in one or more skills that your advisory committee decides are needed for your thesis work. Examples of such skills include a language other than English, facility with programming languages, or script experience with data mining. The advisory committee may choose not to require competency at all.

Upon completion of the major and minor requirements, the supervisor will submit a 1 – 2-page letter to the graduate committee outlining how the requirements have been successfully met. Any additional requirements (language or otherwise) should be identified here.

14.9.2. QE Committee

After completion of the major and minor requirements, the supervisor will assemble the QE committee. It is comprised of the following members:

- The Chair/Director of the academic unit (or designate) or the Chair of the Graduate Program Committee, who acts as Chair of the examination committee except when this person is also a member of the advisory committee. In that event, the Chair will designate another member of the regular graduate faculty of the unit to chair the examination;
- Two members, normally of the regular or associated graduate faculty who are not members of the Advisory Committee;
- Two members of the Advisory Committee;
- Normally, at least one of the Qualifying Examination committee members must be from outside the department/discipline in which the student is registered. That person may be a member of the Advisory Committee.

14.9.3. Thesis Proposal

The basis for the Oral Qualifying Exam (OQE) is a written thesis proposal (sometimes also called the dissertation proposal). This proposal should be between 3,000 and 5,000 words in length, not including the bibliography. It should include the following elements:

- A statement of the disciplinary importance of the research and your anticipated contribution to the subject.
- Anuy7h articulation of the location of your project with respect to alternative positions in current literature.
- A clear statement of the major research question(s) that the thesis proposes to treat and the proposed strategy for addressing it.
- A working table of contents with a sketch of what each chapter contributes to the overall argument of the thesis.
- A modest annotated bibliography of a core sample of the literature that you have already read (15-20 texts), plus a broader bibliography, not annotated, of works you have identified as important to read as the project progresses.

Students should anticipate several rounds of revisions for the thesis proposal.

The Thesis Proposal must be provided to the Oral Qualifying Examination committee no later than four weeks before the OQE is to take place.

Additionally, the advisory committee will provide the examining committee a short written evaluation of the quality of your research performance to date and of your potential as a researcher. This must be done, at the latest, by the date of the OQE and will typically be made available to the examining committee members at or shortly before the exam.

The Graduate Coordinator and advisor will also confirm that you have completed all the required coursework, minor and major areas and language requirements before the Oral Qualifying Exam.

14.9.4. Oral Qualifying Exam

The OQE is an examination by the academic unit in which you are enrolled (as distinct from an examination by the advisory committee). Upon completing it satisfactorily, you are deemed to have met the departmental standards and become a candidate for the PhD degree.

As a qualifying examination, consideration is to be given not only (1) to your knowledge of the subject matter and ability to integrate the material derived from their studies, but also (2) to your ability and promise in research. It is also the qualifying examination committee's task to determine whether the proposed thesis addresses a question that is manageable and worth undertaking. The examining committee determines the relative importance to be given to the written thesis proposal and your oral discussion, defence and amplification of that proposal. The examining committee, appointed by the Graduate Coordinator on behalf of the School's Director, consists of the QE committee and a Chair (typically the Graduate Coordinator).

The student is deemed to have passed the qualifying examination if not more than one of the examiners votes negatively. An abstention is regarded as a negative vote. The results of the quality examination are reported to Assistant Vice-President (Graduate Studies) through the Director of the School. The report to the AVP (Graduate Studies) will record the decision as unsatisfactory or satisfactory.

The Oral Qualifying Examination must be completed as early as possible and typically no later than the fifth semester for full-time students. The OQE is taken after the completion of coursework, minor and major area requirements, and the completion of the thesis proposal.

If you do not take the OQE before the end of the minimum duration period, you may be required by the Board of Graduate Studies to withdraw from the doctoral program.

If you fail your OQE on your first attempt, you may repeat the exam. You must re-attempt the exam within one semester of failing the OQE, or six weeks after the termination of the minimum duration period, whichever is sooner. A second failure constitutes a recommendation to the Board of Graduate Studies that you be required to withdraw.

14.10 ADMINISTRATION OF THE QE EXAMINATION

The Advisor will coordinate the QE exam by:

- Approaching the faculty recommended to join the QE Examination Committee.
- Sending a notice about the QE Examination details (time and location) and the final composition of the QE Examination to all members of this committee and the student.
- Ensuring that the two designated QE examiners are supplied copies of the QE reading lists well in advance.
- Coordinating an oral examination date with the committee, student, and graduate coordinator and informing the GPC and APA of the QE oral defense date.

The Academic Program Assistant will coordinate the *oral* QE exam by:

- Booking rooms/scheduling online meeting for the oral examinations once a date/time is coordinated by the Advisor/Examination Committee.
- Submitting the Request for Qualifying Examination to the Office of Graduate and Postdoctoral Studies.
- Sending the Qualifying Examination Forms to the chair of the Oral QE defense.
- Submitting the final Qualifying Examination paperwork signed by the committee to the Office of Graduate and Postdoctoral Studies (OGPS) to add the grade to the candidate's record.

14.11 THE PHD DISSERTATION

Following successful completion of the oral Qualifying Exam, the student must complete an original research project on an advanced topic. The dissertation committee will consist of three members of the graduate faculty, one of whom assumes the primary advisory role. Ideally, the dissertation supervisor has worked with the student, in an advisory capacity, from her/his first semester in the program.

Each candidate shall submit a dissertation, written by the candidate, on the research carried out by the candidate on an approved topic. The dissertation is expected to be a significant contribution to knowledge in its field and the candidate must indicate in what ways it is a contribution. The dissertation must demonstrate mature scholarship and critical judgement on the part of the candidate, and it must indicate an ability to express oneself in a satisfactory literary style. Approval of the dissertation is taken to imply that it is judged to be sufficiently meritorious to warrant publication in reputable scholarly media in the field.

Once the prospectus has been reviewed by the Advisor and deemed ready for the committee to review, the advisor will send the prospectus to the Graduate Program Coordinator to distribute to the committee. The Graduate Program Coordinator will notify the advisor and the candidate of the committee's decision (acceptable, needs revisions, unacceptable). Once the final decision is made, the APA will receive the final copy of the prospectus for the candidate's file.

If the Advisory Committee deems that the dissertation prospectus, after multiple revisions, is still not acceptable in three-months' time, the final revision will be submitted to the Graduate Committee by the three-month deadline, accompanied by the Advisory Committee's concerns.

The dissertation should normally be between 50,000 and 75,000 words in length.

14.12 PHD DISSERTATION DEFENSE EXTERNAL EXAMINER

The choice of an external examiner must be made carefully. Normally, the Advisory Committee and the candidate will agree on a short list of possible examiners. When an External has been identified and a date chosen, this information, along with a copy of the proposed External's CV, is relayed by the advisor to the Graduate Coordinator, who works with the Advisor on the approval and invitation process.

External Examiners must be approved by the Graduate Studies Committee. They may only serve in that capacity at the University once in three years, and must meet the following arms-length criteria:

1. not have served as advisor to the student's advisor.

2. not have participated in joint projects with the advisor.
3. not have been a student or member of the graduate faculty at the University in the last 5 years.

Once an External Examiner has been identified, the Advisor and the candidate may have no contact with them until the defense.

The External Examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the Graduate Program Coordinator or Director who will then provide these comments to the candidate and the Advisory Committee.

The University provides the School (SETS) with a small amount of money to cover the expenses of the External Examiner. In general, this will cover a modest honorarium. In practice, this means that we can rarely afford to bring externals from a great distance. If the ideal external is situated farther away than our budget permits, the Advisory Committee may:

- seek funding from other sources to arrange for a guest lecture, or
- use the video-conferencing facility provided for this purpose by the Office of Teaching and Learning, at a cost; or by an approved online meeting platform.

14.13 PHD DISSERTATION EXAMINATION PROCEDURES

The examining committee is comprised of:

1. The Advisor,
2. Another member of the Advisory Committee, selected by the committee,
3. A member of the regular graduate faculty, who is not a member of the Advisory committee, selected by the Graduate Committee (aka "Internal Examiner"),
4. A member of the regular graduate faculty who is not a member of the Advisory Committee, appointed to Examination Chair, usually the Graduate Program Coordinator, and
5. The External Examiner, who satisfies the criteria outlined above.

The final oral dissertation examination is devoted chiefly, but not necessarily entirely, to the defense of the doctoral thesis. The final oral examination for the PhD is by ancient tradition a public event. It is not uncommon for candidates to invite friends, colleagues, and family to watch. SETS may or may not return to its earlier practice of announcing the examination to the broader university community and/or to the public.

14.14 ADMINISTRATION OF THE FINAL ORAL DISSERTATION DEFENSE

An Examination Chair will be appointed and approved prior to the date of the scheduled exam, who is the Graduate Coordinator or their designate.

➢ *A minimum of 6 weeks before the defense:*
- The Advisor, GPC, and the candidate will agree on a short list of possible examiners. When an External has been identified and a date chosen, this information, along with a copy of the proposed External's CV, is relayed by the advisor to the Graduate Coordinator, who works with the Advisor on the approval and invitation process.

➢ *A minimum of 4 weeks before the defense:*
- Once the external has been approved and agreed to serve as the external, the Advisor will send the external information, the examination committee members, and date and time as coordinated with the final oral defense committee to the APA.
- *The advisor will notify the APA if the defense will be a hybrid in-person and online defense requiring a Teams invite to be shared with the department.*
- The APA will initiate the Doctoral Final Examination Arrangements form once the external has been confirmed and send it to the APA. Once the dissertation has been submitted, no further changes can be made until it has been examined.
- The APA to assist in completing the Examination Request Form, which needs to be sent advisory committee to complete the Summary of Advice to Student. Once complete, the APA will send the form to OGPS.
- The advisor or the GPC ensures all members, including the External Examiner, receive copies of the dissertation at least 4 weeks prior to the oral examination.
- The APA will send a formal invitation, agenda, and book the room or create a virtual meeting to the defense committee and candidate.

➢ *A minimum of 3 days before the defense:*
- The APA will send the Chair documents to the defense chair (usually the Graduate Program Coordinator).

14.15 THE FINAL ORAL DISSERTATION DEFENSE PROCEDURE
- *If the defense is a hybrid defense where a laptop is required, the advisor or defense chair will obtain the departmental laptop 30 minutes before the defense. The candidate will use a laptop for their presentation and the departmental laptop will be used to present the candidate to the online audience.*
- The examination committee will meet 10 minutes before the start of the defense.
- The Chair will introduce the candidate to the committee and to the audience (if applicable).
- The candidate will speak for approx. 25 to 30 minutes explaining the purpose, method, and conclusions of research. The Chair will inform the candidate when the thirty-minute period has ended.
- The formal examination will consist of two rounds of questions; the first round will last approx. one hour (15 minutes per examiner). The sequence of questions will be in the following order:
  1. the external examiner
  2. the additional member ("internal external")
  3. the advisory committee member
  4. the advisor
- The second round of questions will be limited to 5-10 minutes per examiner, though the external examiner may be given a longer period. The Chair may, at their discretion, ask for further questions from the committee.
- When the second question period is complete, the candidate and the audience are excused.
- The examining committee will then begin its deliberations and vote on the candidate's performance on the thesis and in the defense.

- When a verdict is agreed upon, the Chair will recall the candidate (back in the room or online) and announce the decision of the examining committee.
- The examination committee will all sign the Recommendation for Graduation, Certificate of Approval (Doctoral Thesis), and Report of Doctoral Examination Committee. The Final documentations are then sent by the chair of the defense to the APA for the Director's signature and for final submission of the paperwork to OGPS.

14.16 PHD DISSERTATION SUBMISSION

Regulations regarding the process of submission of the dissertation are found here: https://calendar.uoguelph.ca/graduate-calendar/general-regulations/thesis/.

When the thesis, in its final form, has been prepared after the final oral examination, the candidate will review the thesis submission instructions and submit the electronic (.pdf format only) copy and any supplementary files via the Atrium. Care must be taken to submit the thesis with pages numbered, arranged in the appropriate order and free from typographical and other errors. Upon submission, the thesis will be reviewed for adherence to the formatting guidelines by staff in the Office of Graduate and Postdoctoral Studies within a reasonable time frame (approximately one to three working days.

15 TIPS FOR YOUR SUCCESS AS A GRADUATE STUDENT

Graduate study constitutes an altogether different level of inquiry and commitment than undergraduate education. The skills acquired during your undergraduate degree will be the basis for a broadening and deepening of your scholarly activity. This simultaneous expansion and concentration take time, focus, and guidance within temporal and other constraints. Over the course of your studies at UG, you are expected to become: (1) more theoretically sophisticated, within the methodological frameworks not only directly relevant or applicable to your project(s), but also those that inform or complicate them; and (2) more attentive and answerable to the broadest contours and most minute nuances of the objects of your analysis, discretely and over a more extensive temporal duration or history, and across wider worlds. You alone can pursue your own trajectory and development—or not—through courses, research or creative projects, and both solitary and communal work.

15.1 OFFICE OF TEACHING AND LEARNING

OTL (located in Day Hall) offers many resources for graduate students and graduate teaching assistants, including video tutorials, sample materials, and workshop courses on teaching-related topics that rotate each semester. Students may take these workshops singly, according to their interests, or in a combination leading to a Letter of Completion, which can be noted in a CV or included in a Teaching Dossier. You can access relevant resources and information by clicking the far-right tab: https://otl.uoguelph.ca/

15.2 WRITING SERVICES

We are all judged on our writing. Being able to communicate well is often the difference between a successful and an unsuccessful scholar. You should see all written work as an opportunity to develop your writing skills. Revising, editing, and proofreading are essential. The Graduate Committee often declines to accept proposals, etc. that are poorly written.

Writing Services, as part of The Learning Commons in the McLaughlin Library, provides individual writing consultation and workshops to help graduate students develop their knowledge and skills in graduate-level academic writing and research strategies.

Professional Writing Consultants provide 50-minute consultations at any point in the writing process, from the early research stage to final editing. Students can book a maximum of 3 appointments per semester online at: http://www.lib.uoguelph.ca/get-assistance/writing

Graduate Student Writing Advisors provide 20-minute drop-in consultations in Writing Central, located on the 1st floor of the McLaughlin Library. Help is provided on a first-come, first-served basis. Library staff provide writing and research workshops for graduate students throughout the fall and winter semesters. To book an appointment or for more information, visit Writing Services at: http://www.lib.uoguelph.ca/get-assistance/writing.

15.3 ATTENDANCE AND PARTICIPATION

Seminars are the primary place for testing your ideas with your scholarly peers. Your immediate peers often present material for feedback in seminar. Lack of attendance and participation is disrespectful to all and undermines the purpose of the seminar itself.

15.4 HELPFUL LINKS

- ➢ **CUPE LOCAL 3913:** Represents Teaching Assistants and Sessional Instructors. http://www.cupe3913.on.ca/
- ➢ **GRADUATE STUDENT ASSOCIATION (GSA):** The GSA administers a dental plan for graduate students and sets policies on health benefits. It also operates the very popular Grad Lounge in the University Centre. http://www.uoguelph.ca/gsa/
- ➢ **ACCUTE:** The Association of Canadian College and University Teachers of English is the major professional society for literary studies in Canada. It hosts an annual refereed conference at the Congress of Humanities and Social Sciences, usually on the last weekend of May. Papers are accepted based on abstracts submitted in response to the annual Call for Papers. For many graduate students, participation in ACCUTE is an important step in their progression as a scholar. http://www.accute.ca/
- ➢ **CATR: The** Canadian Association for Theatre Research is the foremost society in theatre studies in Canada. Its annual conference at the Congress of Humanities and Social Sciences features panels and workshops in an increasingly broad range of topics and approaches. Graduate students play a prominent role in the association's activities. http://www.catr-acrt.ca/
- ➢ **CONGRESS OF HUMANITIES AND SOCIAL SCIENCES:** The Congress (formerly and still occasionally called "the Learneds") is an annual event during which dozens of scholarly societies meet at a designated university over a two-week period. Most academic associations schedule a conference lasting three or four days in that period. In addition to the conferences, the Congress hosts lectures and events, and an important book fair of Canadian academic publishing. http://www.ideas-idees.ca.

15.5 UG ACRONYMS: A GLOSSARY

UG Acronym Dictionary: https://www.uoguelph.ca/uaic/acronym-dictionary

- ➢ AAD – Administrative Assistant to the Director (e.g., Olga Petrik)
- ➢ ABD – "All but Dissertation" (aka "PhD Candidate" or "Doctoral Candidate")
- ➢ ADA – Associate Dean, Academic
- ➢ ADRGS – Associate Dean, Research and Graduate Studies
- ➢ APA – Academic Program Assistant, Undergraduate and Graduate Programs (e.g., Pam Keegan)
- ➢ AWOL – Absent Without Leave
- ➢ A&P – Admissions and Progress Committee
- ➢ BGS – Board of Graduate Studies
- ➢ CCS – Computing and Communications Services
- ➢ COA – College of Arts
- ➢ CRWR – Creative Writing
- ➢ CUPE – Canadian Union of Public Employees (3913 Units 1&2 represent GTAs, GSAs, Sessionals)
- ➢ DHR – Diversity and Human Rights
- ➢ GAM – Graduate Admissions and Marketing
- ➢ GPA – Graduate Program Advisor (if/when applicable)
- ➢ GPC – Graduate Program Coordinator (aka Graduate Coordinator)
- ➢ GPPC – Graduate Programs and Policies Committee (aka Graduate Program Committee)
- ➢ GSA – Graduate Service Assistant
- ➢ GTA – Graduate Teaching Assistant

- IMPR – Critical Studies in Improvisation
- LOA – Leave of Absence
- LOP – Letter of Permission
- LSTS – Literature Studies/Theatre Studies (SETS PhD program)
- MPD – Maximum Program Duration
- OGPS – Office of Graduate and Postdoctoral Studies
- OGS – Ontario Graduate Scholarship Program (provincial scholarship program)
- OSAP – Ontario Student Assistance Program (provincial student loan program)
- OQE – Oral Qualifying Examination (for PhD students)
- OTL – Office of Teaching and Learning
- PGO – Postdoctoral and Graduate Operations
- POS – Plan of Study
- QE – Qualifying Examination (for PhD students)
- RAG – Resource Allocation for Graduates
- REB – Research Ethics Board
- RTW – Required to Withdraw
- SOTEC – School of Theatre, English and Creative Writing
- SAS – Student Accessibility Services
- SSHRC – Social Sciences and Humanities Research Council