

Département d'études anglaises

Université de Montréal

Graduate Student's Guide

<http://lm.umontreal.ca/programmes-cours/etudes-anglaises/>

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Information for prospective graduate students

The department is located in the *Pavillon Lionel-Groulx* at 3150 Jean-Brillant, room C-8132. Written requests for information should be addressed to:

*Graduate Secretary
Département d'études anglaises
Université de Montréal
C.P. 6128, Succursale Centre-ville
Montréal, Québec
H3C 3J7
e-mail: info-etang@umontreal.ca*

The Director of Graduate Studies is Professor Heïke Harting. Telephone requests should be directed to the Graduate Secretary (514) 343-5736. Fax: (514) 343-6443.

Application for admission

To apply for graduate admission the student should fill out the official graduate admission on line at : <http://www.futursetudiants.umontreal.ca/fr/index.html>

The application form along with the application fees, birth certificate, 3 letters of reference (from Professors in the field of literary studies), letter of intent, writing sample (10 to 20 pages), official copies of the transcripts and thesis proposal (for prospective Ph.D. students) should be sent to the following address:

**Registrar's office
Université de Montréal
C.P. 6205, Succursale Centre-ville
Montréal (Québec), Canada H3C 3T5**

Students can also bring their documents to the Registrar's office at:

**Université de Montréal
Service de l'admission et du recrutement
Pavillon J.-A.-DeSève, 3e étage
2332, boul. Édouard-Montpetit
Montréal Québec H3T 1J4**

Deadlines for admission

The deadlines for application are **February 1st** (for September) and **September 15th** (for January). Late applications for September may be considered until **May 1** if the dossier is complete and there are still places in the programme. There are no late applications for January.

Financial assistance

A: Bursaries and Scholarships:

The department offers its best doctoral students four-year funding packages comprising grants, teaching assistantships and research assistantships. All applicants for full-time study whose applications are received by February 1 are automatically considered for these fellowships. The department's ceiling for graduate student funding is \$27,000. When a student is awarded a grant from an organisation such as SSHRC and FQRSC, the department revisits its funding package so that the total funding that student receives does not exceed \$27,000. The department offers a limited number of part-time teaching jobs to Ph.D. students, most often after completion of their course work and comprehensive exams.

Residents of Quebec may be eligible for financial aid under the government's programme of loans and bursaries or for the Bourses d'excellence offered by *FQRSC (Fonds québécois de la recherche sur la société et la culture)*. Ph.D. candidates who are residents of Canada may apply for fellowships offered by SSHRC (Social Sciences and Humanities Research Council). The deadlines are in early October. Students in their final undergraduate year should apply through their home universities.

Ph.D. students who are Canadian or permanent residents do not pay out-of-province fees. Students from other countries may apply to their governments or to such bodies as the Commonwealth Association for fellowships. In addition, citizens of many foreign countries may be exempted from the foreign student tuition fees through programmes administered by their embassies. These countries include most of South America and many French-speaking countries. (See '*Étudier à l'Université de Montréal*' '*Guide du candidat étranger*' for further information or on the internet at the following URL address :

<http://www.futursetudiants.umontreal.ca/fr/etudiants-internationaux/index.html>

B: Alma Mater Travel Fund:

Eligibility and terms:

- all requests must be submitted in advance of the planned travel
- only *travel* expenses can be reimbursed to a maximum of \$400
- grants are intended primarily for Ph.D. students registered 'en rédaction'
- limit of ONE grant per student
- conference paper must be linked to the main area of doctoral research

Deadlines for submitting travel fund applications:

- January 15 (for conferences in February, March, April, May)
- May 15 (for conferences in June, July, August, September)
- September 15 (for conferences in October, November, December, January)
(If the 15th falls on a weekend, the following Monday)

Application procedure:

The application consists of a form submitted to the English Department as well as several supporting documents e-mailed to the Director of Graduate Studies. The student should ask her/his supervisor to forward a brief letter of support to the Director of Graduate Studies.

Submit to the English Department:

- form providing a realistic estimate (ticket price) of travel, signed by the student
- if grant is awarded, original receipts plus *all boarding passes* in the case of flights (following travel)

E-mail to the Director of Graduate Studies (in a single e-mail):

- conference call for papers
- copy of the accepted abstract/proposal
- statement explaining how the paper relates to student's doctoral research
- letter of acceptance or copy of the conference programme (can also be submitted in paper form)
- brief letter from supervisor attesting to student's progress and relevance of conference paper to thesis research

Language requirements

Graduate courses in English are given entirely in the English language, but, because the official language of this University is French and the vast majority of its students and professors francophone, prospective students must have some working knowledge of French. We expect our students will want to participate in the life of the university. Working in the department and the university, both anglophone and francophone students are able to live in a milieu that has few parallels in North America; the presence of the two languages is the principal cultural phenomenon that makes the milieu exceptional.

Students may be required to take a test consisting of the translation of a short passage in French. Those who do not pass the test may be asked to take one or more courses in the French language. Candidates for whom English is not a native language may be required to show competence in oral and written English by means of a proficiency test. Depending on the nature of their thesis projects, Ph.D. candidates may be required to show proficiency in a third language.

Registration

Registration is held **3 times a year (for fall, winter and summer)** in the English Department office usually in May, August and December. At their first registration new students work out a "plan global d'études" in consultation with the Director of Graduate Studies. Over the course of their M.A. or their Ph.D. programme, students should take no more than two courses with any one professor. Ph.D. students may take **one** directed reading course. However, directed reading courses must be approved by the graduate committee and the professor directing the reading course must submit a syllabus to the graduate committee. (Directed reading courses are not offered to M.A. students.) Exceptions require that the student write a letter to the Graduate Studies Committee. Course changes and cancellations are allowed until mid-September for fall and mid-January for winter; students should consult the Calendrier universitaire for the specific dates. All of these changes must be made with the Graduate Secretary. Students who are unable to submit papers by their professor's deadline should inform their professor and must file a "demande de délai" with the Graduate Secretary. Extensions will be granted in exceptional cases only. **Courses outside the department:** For either the M.A. or Ph.D. programme, students may take **one** course outside the department. Exceptions require that the student write a letter to the Graduate Studies Committee.

Courses such as the following might be approved:

- 1) A course in English literature at another university which is not at the time available in our department;
- 2) A course in French literature, Comparative literature, Art History or Cinema at this university;
- 3) Any other course, either in this university or elsewhere, which is demonstrably relevant to the student's individual programme.

Courses taken before entering the programme: Up to two courses in total followed as *étudiant(e) libre* at the Université de Montréal may be credited as part of an M.A. or Ph.D. programme, provided that they have received grades of at least B. In the case of re-application after leaving the programme, only courses previously followed (within 10 years of the re-application) which have received a grade of at least B may be credited toward the new programme.

M.A. programmes

Requirements for admission to the M.A. programme

To be accepted into the M.A. programme the student must possess:

- a) B.A. in English (*spécialisé* or *majeur*) from this university, with a grade-point average of at least 3.3, or an equivalent degree from another university. The student should have taken at least one advanced undergraduate course in each of the following fields:
 - Nineteenth-century British Literature
 - Nineteenth-century American Literature
 - Twentieth-century British Literature
 - Twentieth-century Canadian Literature
 - Twentieth-century American Literature

- b) Aptitude for advanced literary studies, which the department will evaluate in the light of the following materials (submitted in English), which should be sent with the application:
 - 3 letters of reference
 - undergraduate grades
 - a letter of intent (1-2 page)
 - a 10-20 page writing sample

- c) Students who have not taken courses in all the above-mentioned areas, or whose preparation is otherwise considered inadequate, may be required to do additional course work. If no more than two extra courses (6 credits) are required, they are considered “complementary” and do not affect the time limit for completing the programme; if more than two courses are required, they are called “preparatory,” and extra time is allowed to complete them.

Equivalences: Degrees taken in English-language universities

B.A. honours: the usual B.A. Honours degree, generally involving ten or more courses (60 credits) in English, will be acceptable for admission to the M.A., provided the student has taken prerequisite courses in literature equivalent to those offered in the Université de Montréal programme.

B.A. with major in English: this degree will be acceptable for admission to the M.A. if the student has at least 42 credits in English, including the equivalent prerequisite courses.

B.A. general or B.A. minor in English: students will be expected to have taken at least 18 credits in English and 18 in related fields. Those students will normally have to take a full year of work at the undergraduate level.

Two types of M.A.

There are two options for the M.A.: the M.A. with thesis (“avec mémoire”) and the M.A. without thesis (“sans mémoire”). Entrance requirements are the same for both degrees. All students are registered in the M.A. without thesis in the first instance. Those who would like to write a thesis need to submit their thesis proposal, bibliography and sample chapter before the end of their second semester.

The M.A. with thesis requires 15 credits of course work and a thesis (between 75 and 100 pages including bibliography).

The M.A. without thesis offers two possibilities: the M.A. with “travail dirigé” (24 credits of course work and 21 credits for a revised and expanded essay written in the context of a student’s course work); and the M.A. with “stage” (24 credits of course work, 15 credits for the stage and 6 credits for the student’s written report on the stage).

Requirements and regulations for the M.A. degree (both types)

The passing mark for each course is C; a grade-point average of 2.7 must be achieved for course work as a whole. Failure in more than two courses eliminates a student from the programme. After failing one course, a student may take the same course again if it is offered, replace the failed course by a different course, or redo some or all of the work of the original course. The maximum grade for the failed course or its replacement is C (Article 56). Penalties for plagiarism are detailed in the “Règlement disciplinaire concernant le plagiat” at this address: http://www.etudes.umontreal.ca/publications/annu_pdf/2006-2007/fesrgl.pdf

Required course: all M.A. students are required to take ANG 6032 Modern Literary Theory.

Time limit: A full-time student must complete all requirements for the degree in six semesters (two years). A half-time student has nine semesters (3 years). This time may be extended by one or two semesters for students who are required to take “preparatory courses.” Upon request, a student may be granted an extension of one year. Students may get permission to suspend their registration for up to three semesters; time spent in suspension is not part of the six or nine semester time limit.

Requirements and regulations for the M.A. with thesis

Course work: One year of full-time study or two years of half-time study, during which time students complete 15 credits.

Deadlines for applying to the M.A. with thesis:

A student must have a director for his or her thesis before the end of the first semester. Students who do not have a director by this time will not be allowed to register in the thesis option. The chair of the department and/or the director of graduate studies will counsel students about potential directors when they enter the programme.

A student's application to do an M.A. thesis must be submitted to the Graduate Studies Committee by the end of the second semester.

The deadline for students who begin in September is April 15.

For students who enter the program in January, the deadline is August 15.

A summer start is rare but for those who begin in May, the deadline is December 15.

In order to allow for feedback from the research director, the student should submit a complete draft of the proposal, bibliography and sample chapter to the research director several weeks in advance of this deadline.

Application to the M.A. with thesis consists of:

- 1) 2-page single-spaced, thesis proposal (prepared according to SSHRC requirements)
- 2) 3-5 page preliminary bibliography of the principal primary and secondary texts
- 3) 20-25 page chapter whose place in the overall structure of the thesis is clear from the thesis proposal
- 4) *FESP* form 'enregistrement du sujet de mémoire' (found on the *FESP website*),

This application is evaluated by the Graduate Studies Committee, which may require that it be revised before being approved. If the application is refused, the sample chapter, with revision, can serve as the travail dirigé for the M.A. without thesis.

Format of M.A. thesis proposal:

The proposal should be two pages, single-spaced, 12pt. with 1 inch margins. It is written in essay form and should include the following:

1. Topic and thesis statement
2. State of research on the topic: A concise survey of what has been written on the topic, especially in recent years
3. Contribution of thesis to the field
4. Methodology: Theoretical / methodological approach(es), especially if the topic is historical or generic in focus
5. Provisional table of contents and chapter outline: Indicate briefly what is to be achieved in each chapter and which chapter you have submitted as a sample.

M.A. Thesis:

Students receive 3 credits for researching their thesis project. For best results, students should maintain close contact with their thesis directors, reporting regularly on their progress. The thesis is an initiation to research, not a lifetime project; 75 to 100 well-argued pages are normally sufficient. For correct formatting of the thesis, please consult the University's guidelines in the 'Guide de présentation et d'évaluations des mémoires de maîtrise et des thèses de doctorat'. The Guide is available on line at this address: <http://www.fesp.umontreal.ca/>

A full-time student who works steadily should be able to complete a thesis in one semester, and receive the degree after four or five semesters in the department. After completion, the thesis is evaluated by a jury of three professors (including the student's supervisor), and defended orally by the student.

M.A. thesis with a creative component

With approval from the Graduate Studies Committee and the support of their director, students can include a creative component in their M.A. thesis. Their creative work can constitute up to 50% of the thesis. The balance of the thesis discusses the creative work and/or provides a theoretical or literary critical complement. The sample chapter for a creative M.A. thesis can be a piece of creative writing as long as the place of that writing within the thesis is clearly indicated in the chapter outline in the proposal. The proposal follows the usual two-page structure and makes clear both the conceptual/theoretical framework for the thesis and the relationship of that framework to the creative writing. Students applying for this option require one full-time faculty member to serve as thesis director. Mme Scott serves as co-director.

Requirements and regulations for the M.A. without thesis

Course work: Twenty-four credits of course work and a minimum of one year of full-time study or the equivalent at half-time. Most students will need another semester to complete the course work.

Travail Dirigé:

In a student's final semester, s/he will revise and expand one term paper written for one of his/her courses. (The professor who gave the course may serve as the director of the travail dirigé.) The revision of the paper is meant to raise it to a professional level, at or near publication quality. It should be 25 to 30 pages, be well-focussed, develop a clear and coherent argument, reflect the relevant scholarship, and respect MLA Handbook guidelines for documentation.

The paper should be given to the Graduate Secretary at least two months in advance of the student's deadline for completing the degree. The Graduate Committee will appoint two professors to evaluate the paper (one of whom is the professor for whom the essay was originally written).

Stage:

- a) A student's written request to do a stage must be submitted to the Graduate Studies Committee by the end of the second semester. The deadline for students who begin in September is April 15. For students who enter the program in January, the deadline is August 15. (A summer start is rare but for those who begin in May, the deadline is December 15.) Once the letter is approved by the Grad Chair and one Professor (who will act as "UdeM supervisor"), the student is considered in the "Option Stage."
- b) During the final term of coursework, the student determines where s/he will do the stage and finds a "stage supervisor" in the milieu where the stage will take place. In collaboration with the stage supervisor, the student fills out the forms which formalize their agreement.
- c) The student submits the forms to the Graduate Secretary for approval by the Grad Chair and the UdeM supervisor. Because there are budgetary considerations, the forms have to be approved before the stage can begin.
- d) Once the forms are approved, the student is registered 'en redaction de rapport' and will have this status until s/he submits a report (at which point s/he will be registered 'en correction'). If the stage takes place in the winter term, for example, the report will be submitted by the end of June and graded during the summer term; if the stage takes place in the fall term, the report will be submitted by the end of January and graded during the winter term.
- e) The stage takes place over a period of 15 weeks, one semester, and is the equivalent of 60 contact hours. (The student is not a replacement worker and the supervisor retains full responsibility.)
- f) The role of the stage supervisor is to support and guide the student as well as to write a report evaluating the student's skills (professionalism, initiative, autonomy, etc). Once the report is received by the Graduate Secretary, the stage supervisor is paid 500\$ by UdeM. The Grad Chair "accepts" or "refuses" the stage on the basis of the stage supervisor's report.

- g) Following the stage, the student has one month to submit to the Graduate Secretary a 15-18 page report: 35% of the report should describe the stage and 65% should analyse the stage, especially what the student learned about the profession, about English Studies, about the corpus addressed, etc. This report is graded by the U de M supervisor and one other professor.

Ph.D. programme

Requirements for admission to the Ph.D. programme

To be accepted for the Ph.D. programme the student must possess:

- a) An M.A. in English (from this university or its equivalent from another university) with an average of at least 3,3. Outstanding M.A. candidates may be admitted to the Ph.D. programme after completion of M.A. course work.
- b) Aptitude for advanced literary studies, which the department will evaluate in the light of letters of reference, transcripts, a letter of intent, a 10-20 page writing sample, and a research proposal which should be sent with the application.

Requirements and regulations for the Ph.D. programme

Time limit: A full-time student must complete all requirements for the degree in fifteen semesters (five years). A student who registers at half time for part of his studies is allowed eighteen semesters (six years). Upon request, a student may be granted an extension of one year. Also, students are permitted to suspend their registration for a maximum of three semesters; time spent in suspension is not part of the fifteen or eighteen semester time limit.

Registration: Two years of full-time registration, or one year of full-time registration and two years at half-time, during which students must complete 15 credits of course work, including a course in literary theory. The passing mark for each course is C; a grade-point average of 2.7 must be achieved for course work as a whole. Failure in any course terminates the candidacy of a Ph.D. student. If the Graduate Studies Committee considers that a student's performance is unsatisfactory for any reason, it may recommend to the Dean that the student be dropped from the programme. Upon the completion of all required course work and examinations, a student is registered "en rédaction de thèse," for which the fees are substantially lower.

Thesis

Thesis directors are agreed upon at the beginning of a student's enrollment. In the (rare) case of a change in thesis director, it is the responsibility of the student to inform his/her former director as well as the chair of the Graduate Studies Committee of the change.

A Ph.D. thesis normally consists of about two hundred pages. For correct formatting of the thesis, please consult the University's guidelines in the 'Guide de présentation et d'évaluations des mémoires de maîtrise et des thèses de doctorat'. The Guide is available at the bookstore or on line at this address:

<http://www.fes.umontreal.ca/Fichiers/guide-presentation.pdf>

Upon completion, the Ph.D. thesis is evaluated by a jury consisting of three professors from the English Department, and one from outside the university. The final step is a public oral defence.

Procedure for submitting thesis proposal: During the first year in the program—on June 1 for those who began in September and on November 1 for those who began in January—a student must submit a two-page, single-space research proposal (prepared according to SSHRC requirements), the FES form 'enregistrement du sujet de recherche (to be found on the FES website), a 5-8 page preliminary bibliography and the examination reading lists.

Ph.D. Comprehensive Examinations

The comprehensive examinations consist of:

- 1) two written field examinations
- 2) a thesis prospectus
- 3) an oral examination

Deadlines: The comprehensive exams must be completed by the end of the student's sixth semester in the programme: two full years, whether the student is full-time or half-time. This is a Faculty of Graduate Studies deadline and no extensions are possible.

Students who start their program in the fall submit their research proposals and reading lists by June 1 of their first year, while students who start their program in January submit their research proposals and reading lists by November 1 of their first year. This schedule allows all students approximately 12 months of preparation time.

Scheduling of examinations:

Exams are given in May and November. Students starting in the fall term will take their exams in May, and those starting in the winter term will take their exams in November. The overall process takes from 4 to 6 weeks. The dates for the different parts of the examination are established by the Chair of Graduate Studies according to the following guidelines:

- Week 1:** prospectus submitted to the Graduate Secretary, usually at the end of that week
- Week 2:** take-home exam picked up Monday, submitted the following Monday by 3pm. The take-home exam consists of two essays, each of them no longer than 4000 to 5000 words (including a bibliography). Like graduate seminar papers, the essays must include critical secondary material, develop a logical argument, and demonstrate the candidate's command over his or her chosen field of examination. The essays should be double-spaced and written in Times 12.
- Week 3:** in-class exam, usually at the end of that week.
- Week 4-6:** the oral exam will be scheduled as soon after the in-class exam as possible (contingent upon faculty availability).

1) Field exams

One field exam takes the form of a take-home examination, for which the student has to answer 2 out of 3 questions. (The student picks up the questions on a Monday 9am and submits two 12-15 page essays the following Monday before 3pm.) The second field exam takes the form of an in-class examination, for which the student has to answer 3 out of 5 questions in 6 hours. The student chooses which field exam is written at home and which one is written in class. This choice should be indicated in the letter to the Graduate Studies Committee.

Deadlines and Procedures for submitting field lists:

- Students who start their program in the fall (September) submit lists by June 1st and sit exams the **following May**;
- Students who start their program in the winter (January) submit lists by November 1st and sit exams the **following November**

The student, in consultation with her/his thesis director, writes a letter to the Graduate Studies Committee proposing the reading lists for each field exam. The letter should make clear when the student intends to write the exams, which field exam will be taken in-class and which field exam will be taken at home. Exams in fields other than those listed below are possible with the permission of the Graduate Studies Committee.

- Renaissance Literature
- Literature from 1660 to 1800
- British Romantic Literature
- Victorian Literature
- 19th century American Literature
- Early 20th century British Literature
- Late 20th century British Literature
- Early 20th century American Literature
- Late 20th century American Literature

- African-American Literature
- Canadian Literature
- Quebec Literature
- Postcolonial Literature and theory
- Criticism and Theory
- Gender and Sexuality Studies

2) Ph.D. thesis prospectus

As an important part of the comprehensive examinations, the thesis prospectus is submitted in Week One of the examination period. Students are strongly encouraged to follow the guidelines outlined below and to submit a draft of their prospectus to the members of their jury at least six weeks in advance of the exam period in order to get their feedback. They should also anticipate having to make some revisions following the oral examination.

Guidelines for Ph.D. thesis prospectus: A Ph.D. prospectus must include the following:

- 1) **Topic and thesis statement;**
- 2) **State of research on the topic:** A concise survey of what has been written about this topic, especially in recent years;
- 3) **Contribution to the field:** How the thesis will add to, or develop, knowledge in the chosen field; how it differs in approach, scope, or perspective from what has been written;
- 4) **Methodology:** Theoretical/methodological approach(es), especially if the topic is historical or generic in focus;
- 5) **Provisional table of contents and chapter outline:** Not just a table of contents, but a paragraph-long abstract of each chapter. (It is, of course, normal for chapters to be reordered, or parts of chapters recombined, in the course of writing, but this is still a good exercise for the student at the beginning of the endeavour);
- 6) **Provisional bibliography:** This should not be a field survey, but a provisional bibliography of the principal primary and secondary texts and/or archival sources to be consulted. Obviously, this bibliography will develop and change in the course of research and writing;
- 7) The Ph.D. prospectus should be no longer than **15 pages** (12 pages minimum); excluding the provisional bibliography.

3) Oral examination

The oral pertains primarily to the thesis prospectus but the student may be asked questions on the two field exams. Students should prepare a 5 to 10 minute introductory statement about their prospectus to be delivered orally (not read) at the outset.

Results of Ph.D. Comprehensive Examinations

At the end of the oral, the jury may declare the examination passed, failed, or 'ajourné.' Failure terminates the student's candidacy. 'Ajourné' means that the examination is unsatisfactory and the student has a period of no longer than six months (a Faculty deadline) to remedy the deficiency.

In order for the comprehensive examinations to be passed and for the student to register 'en rédaction,' all three parts (in-class, take-home and thesis prospectus) must pass. If any part is weak, the result of the examination is 'ajourné.' The weak part(s) must be rewritten – at the next sitting (November or May) for written exams or within four months for the prospectus.

Major revisions to thesis prospectus

In the case of a weak thesis prospectus, the student will receive a written statement of the required revisions and a deadline (within four months) for submitting the revised prospectus to the Graduate Secretary. Once the revised thesis prospectus has been accepted by the jury, the student submits this final version to the Graduate Secretary for his/her dossier.

Minor revisions to thesis prospectus

Minor revisions do not lead to the exam being 'ajourné.' Students have one month to submit minor revisions to their supervisor. Once the revisions have been accepted by the supervisor, the student submits a final version to the Graduate Secretary for his/her dossier.

Procedure for examining committee: Following the oral, the 'Président-rapporteur' submits to the Graduate Secretary:

- a) the examination form signed by all members of the jury
- b) the three pages from each juror detailing their assessment of each part of the exam
- c) in the case of adjournment, a statement explaining which part of the exam needs to be rewritten (take-home, in-class and/or thesis prospectus). If the thesis prospectus required major revisions, the statement enumerates the revisions and sets a date for their completion. A copy of this statement is sent to the student.

Credits for Professional Development

(required for students who entered in September 2008 and can be claimed by those who entered prior to this date)

In recognition of the process of professionalization, students will receive credit for their participation in scholarly and related activities outside the context of regular course-work. These activities might include special courses, editorial work, inter-university exchanges, presentations at colloquia and special publications (unrelated to coursework). The Graduate Studies Committee decides on a case-by-case basis which activities or combination of activities receives three credits for Professional Development.

These credits, accumulated throughout the program of study, are part of the dissertation credits and are added to the student's transcript at the end of the program, when the student defends her/his thesis.

To receive credit, students submit to the Graduate Secretary within one month of the activity or publication, the following information and supporting documents:

Title/description of activity (conference program etc.), role of student, student's abstract or proposal, title of event, information about host organisation, letter confirming student's participation.

In the case of publications, students should provide full publication details and a copy of the letter confirming that the final version has been submitted and accepted.