

Études anglaises
Université de Montréal

Graduate Student's Guide

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Information for prospective graduate students

The Department is located in Pavillon Lionel-Groulx at 3150 rue Jean-Brillant, Suite C- 8090. Requests for information should be addressed to the Graduate Administrative Assistant <csup@littlm.umontreal.ca> or the Director of Graduate Studies, Professor Heather Meek <heather.meek@umontreal.ca>.

Application for admission

To apply for graduate admission the student should fill out an official graduate admission application online for [the M.A. program](#) or [the Ph.D. program](#).

Questions can be addressed to: esp-admission@esp.umontreal.ca

Deadlines for application

The deadlines for application are **February 1** (for September) and **September 1** (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 a limited number of four-year funding packages for doctoral students. All applicants for full-time study whose applications are received by February 1 are automatically considered for these fellowships, which are comprised of grants, teaching assistantships, and research assistantships. When a student is awarded a grant from an organisation such as SSHRC or FRQ, the Department adjusts its funding package so that the total funding that student receives does not exceed the amount promised by the Department. The Department also offers a limited number of part-time teaching positions to PhD students, most often after completion of 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 [FRQSC](#) (Fonds de recherche du Québec – Société et Culture). PhD candidates who are residents of Canada may apply for fellowships offered by [SSHRC](#) (Social Sciences and Humanities Research Council). The deadlines are in September or October. Students in their final undergraduate year should apply through their home universities.

The UdeM Registrar's Office provides detailed information on [tuition fees](#) applicable to students living in Quebec, with and without permanent residency; students living in a Canadian province other than Quebec, with and without permanent residency; and international students.

International students will be automatically considered for a "[Bourse d'exemption](#)" when they apply to Université de Montréal. International students may also apply to their governments and embassies, or to such bodies as the Association of Commonwealth Universities. International students are encouraged to contact "[UdeM International](#)" for specific questions on relevant financial support (as well as on matters of travel to and integration in Montreal).

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 PhD students registered *en rédaction*
- Limit of 1 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 Studies section and 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 Studies section:

- 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 2 languages is the principal cultural feature that makes the milieu exceptional.

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.

Registration

Registration is held **3 times a year (for fall, winter, and summer)** in the English Studies Section office usually in May, August, and February. In their first or second semester, students enrolled in the “thesis” option submit a “[Plan global d’études](#)” in consultation with their supervisor. **Over the course of their MA or their PhD program, students should take no more than 2 courses with any 1 professor.** PhD students may take 1 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 MA students.)

Course changes and cancellations are allowed until mid-September for fall and mid-January for winter; students should consult the [University Calendar](#) for the specific dates. **All of these changes must be made with the Graduate Administrative Assistant.**

Students who are unable to submit written assignments by their professor’s deadline should inform their professor and the [Graduate Administrative Assistant](#) by email. **Extensions will be granted in exceptional cases only.**

Courses outside the Department: For either the MA or PhD program, students may take 1 course [outside the Department](#) or [outside the University](#). Exceptions require that the student write a letter to the Graduate Studies Committee.

Courses such as the following might be approved with the consent of the Graduate Director and the student’s research supervisor:

- 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 program.

Courses taken before entering the program: Up to e courses in total taken as an *étudiant libre* at the Université de Montréal may be credited as part of an MA or PhD programme. The student must have received a minimum grade of B in the course for it to be credited. In the case of re-application after leaving the programme, only courses previously taken within 10 years of the re-application which have received a grade of at least B may be credited toward the new program.

MA programs

Requirements for admission to the M.A. programme

To be considered for acceptance into the M.A. programme the student must possess:

- a) A B.A. in English (*spécialisé* or *majeure*) 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:
 - 19th-century British or American literature
 - 20th-century British or American literature
 - 20th-century Canadian or African literature

- b) An 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:
 - 2 letters of reference
 - undergraduate transcripts
 - a letter of intent (1-2 pages)
 - a 15-20 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 2 extra courses (6 credits) are required, they are considered “complementary” and do not affect the time limit for completing the programme; if more than 2 courses are required, they are called “preparatory,” and extra time is allowed to complete them.

Equivalences: Degrees taken in English-language universities

BA honours: the usual BA Honours degree, generally involving 20 or more courses (60 credits) in English, will be acceptable for admission to the MA, provided the student has taken prerequisite courses in literature equivalent to those offered in the Université de Montréal programme.

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

BA general or BA 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.

The MA degree

The MA with thesis (“avec mémoire”) or “travail dirigé” is a normal prerequisite for doctoral studies. The MA with internship (“avec stage”) provides training for a variety of occupations in the fields of culture, publishing, public relations, and CEGEP teaching. Students in this option benefit from both academic and professional supervision. The MA with internship (“avec stage”) is not considered a preparatory degree for doctoral studies.

All students are registered in the MA without thesis in the 1st instance. Those who would like to write a thesis need to submit a thesis proposal and bibliography, along with the form “Enregistrement du sujet de recherche”.

The MA with thesis requires 18 credits of course work and a thesis (between 50 and 60 pages including bibliography).

The MA without thesis offers 2 possibilities: the MA with “travail dirigé” (27 credits of course work and 15 credits for a revised and expanded essay written in the context of a student’s course work); and the MA 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 MA degree (all types)

The passing mark for each course is C (the equivalent of a 2.0 grade-point average); a minimum cumulative grade-point average of 2.7 (the equivalent of a B-) must be maintained across all coursework for the successful completion of the MA. Failure in more than 2 courses eliminates a student from the programme. After failing 1 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 (all with the Graduate Director’s approval). The maximum grade for the failed course or its replacement is B- (see: <https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/reglement-pedagogique-des-etudes-superieures-et-postdoctorales/#section-xx-evaluation-de-la-maitrise-avec-stage-et-avec-travail-dirige-et-fin-de-la-candidature>).

Penalties for academic dishonesty and plagiarism are detailed here: <https://integrite.umontreal.ca/reglements-disciplinaires/le-saviez-vous/>.

Required course: All MA students are required to take ANG 6032 - *Modern Literary Theory*. MA students enrolled in the “mémoire” or “travail dirigé” options are required to take ANG 6914 – *Research Methods and Bibliographies*.

Important note: *Students must enroll in every semester: fall, winter, and summer.*

Time limit: A full-time student must complete all requirements for the degree in 6 terms (2 years). A half-time student has 9 terms (3 years). This limit may be extended by 1 or 2 terms for students who are required to take “preparatory courses.” Upon request, and with the recommendation of the research supervisor, a student may be granted an extension of 1 year. Students may seek permission to suspend their registration for up to 3 terms; time spent in suspension does not count toward the 6 or 9 term time limit. Please note that international students are not permitted to request a suspension of studies (though exceptions can be made in cases of illness).

Specific requirements and regulations for the MA with thesis

Course work: 18 credits of course work are to be completed within 1 year of full-time study or 2 years of half-time study. Exceptions may be granted, with the approval of the Director of Graduate Studies, permitting a student to enroll in one course during the thesis-writing stage or to extend their full-time registration.

Deadlines for applying to the MA with thesis: _____

A student must have secured a supervisor for their thesis before the end of the 1st term. The Director of Graduate Studies will counsel students about potential supervisors when they enter the program. Once the research supervisor is secured, students must write to the [Graduate Administrative Assistant](#) to inform them.

A student's application to do an MA thesis must be submitted to the Graduate Studies Committee **by the end of the 2nd term.**

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 supervisor, the student should submit a complete draft of the proposal and a bibliography to the research supervisor several weeks in advance of this deadline.

An application to the MA with thesis consists of:

- A thesis proposal (see below)
- A 3-5 page preliminary bibliography of the principal primary and secondary texts
- The completed ESP form "[Enregistrement du sujet de recherche](#)"

This application is evaluated by the Graduate Studies Committee, which may require that it be revised before being approved.

Format of MA thesis proposal:

The proposal should be 2 pages, single-spaced, 12 pt. 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.

Completing the MA thesis:

Students receive 3 credits for researching their thesis project. For best results, a student should maintain close contact with the thesis supervisor, reporting regularly on their progress. The thesis is an initiation to research and is normally 50 to 60 in length. For correct formatting of the thesis, please consult the University's guidelines in the [Guide des mémoires et des thèses](#).

A full-time student registered in the thesis option should be able to complete a thesis in 1 term and receive the degree after 4 or 5 terms 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.

MA thesis with a creative component

With approval from the Graduate Studies Committee and the support of their supervisor, students can include a creative component in their MA 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 proposal follows the usual 2-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 supervisor.

Specific requirements and regulations for the MA without thesis

Course work: 27 credits of course work and a minimum of one year of full-time study or the equivalent at half-time. Most students will need one or two additional full-time terms to complete the course work.

Travail Dirigé: A student's travail dirigé takes the form of a revised and expanded term paper that was written for one of their courses. (The professor who gave the course may serve as the supervisor of the travail dirigé.) At the end of the student's 3rd term, they must, in consultation with the supervisor, submit a 1-2 page proposal, outlining the principal objectives, proposed methodology, and expected contribution to scholarship of their project. In a student's final term, they will complete the travail dirigé. The revision and expansion of the term paper is meant to raise it to a professional level, at or near publication quality. The final product 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 Administrative Assistant](#) at least 2 months in advance of the student's deadline for completing the degree. The Graduate Committee will appoint 2 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 2nd term**. 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 graduate chair and 1 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 they 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 and include the duties of the intern and the responsibilities of the host.
- c) The student submits the forms to the [Graduate Administrative Assistant](#) for approval by the graduate chair and the UdeM supervisor. Because there are budgetary considerations, the forms have to be approved by all parties 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 they submit a report (at which point they 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* normally takes place over a period of 15 weeks, or 1 term, 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 Administrative Assistant, 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* (15 credits), the student has 1 month to submit to the [Graduate Administrative Assistant](#) a 15-18 page report (6 credits): 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 UdeM supervisor and one other professor.

PhD program

Requirements for admission to the PhD program

To be accepted for the PhD program the student must possess:

- a) An MA in English from UdeM or its equivalent from another university with a grade-point average of at least 3.3. Outstanding MA candidates may be admitted to the PhD programme after completion of MA 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 15-20 page writing sample, and a research proposal which should be sent with the application.

Requirements and regulations for the PhD program

Time limit: A full-time student must complete all requirements for the degree in 15 terms (5 years). A student who registers at half time for part of his studies is allowed 18 terms (6 years). Upon request, a student may be granted an extension of 1 year. Also, students are permitted to suspend their registration for a maximum of 3 terms; time spent in suspension is not part of the 15- or 18- term time limit. Please note that international students are not permitted to request a suspension of studies (though exceptions can be made in cases of illness).

Registration: 2 years of full-time registration, or 1 year of full-time registration and 2 years at half-time, during which students must complete 15 credits of course work, including ANG 6032 - *Modern Literary Theory*. The passing mark for each course is C (the equivalent of a 2.0 grade-point average); a minimum cumulative grade-point average of 2.7 (the equivalent of a B-) must be maintained across all coursework for the successful completion of the PhD. Failure in any course terminates the candidacy of a PhD 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.

Penalties for academic dishonesty and plagiarism are detailed here: <https://integrite.umontreal.ca/reglements-disciplinaires/le-saviez-vous/>.

Upon the completion of all required course work and comprehensive examinations, with the additional requirement that students be enrolled full-time for 6 complete semesters, a student is registered "en rédaction de thèse," for which the fees are substantially lower.

Important note: *Students must enroll in every semester: fall, winter, and summer.*

Thesis

The thesis supervisor is agreed upon during the student's first term. In the (rare) case of a change in thesis supervisor, it is the responsibility of the student to inform their former supervisor as well as the chair of the Graduate Studies Committee of the change.

In certain cases and with appropriate approval, a student may have a co-supervisor from either within or outside the university. A "[co-tutelle](#)" arrangement is also possible, in which one of the supervisors is based at an international institution.

For more information on thesis supervision, see <https://esp.umontreal.ca/fileadmin/esp/documents/Cheminement/Encadrement/EncadrementBonnesPratiques.pdf>.

A PhD thesis normally consists of about 200-250 pages (including bibliography). For correct formatting of the thesis, please consult the University's guidelines in the [Guide des mémoires et des thèses](#).

Upon completion, the PhD thesis is evaluated by a jury consisting of 3 professors (including the thesis supervisor) from the Department and 1 from outside the university. The final step is a public oral defence.

Procedure for submitting thesis proposal: During the 1st 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 **2-page, single-space research proposal, the ESP form "[Enregistrement du sujet de recherche](#)," a 5-8 page preliminary bibliography and the 2 examination reading lists.**

The research proposal should include:

- specific, focused and feasible research question(s) and objectives
- clear description of the proposed methodology
- significance and expected contributions to research

PhD comprehensive examinations

The comprehensive examinations consist of:

- 2 written field examinations
- A thesis prospectus and chapter
- An oral examination

Deadlines: The comprehensive exams must be completed by the end of the student's 6th term in the programme: 2 full years, whether the student is full-time or half-time. This is a ESP (Études supérieures et postdoctorales) 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 1st year.

End of year 1:

2-page proposal (with 5-8 page bibliography) and 2 reading lists of 25-30 entries each.

Half-way through year 2:

Part 1 of the exam takes place over a 2-week period:

- In-class exam [day 1] at 9 am (scheduled to end at 3 pm)
- Take-home exam: questions received by student at noon a week later [day 8], with the two exams due a week later [day 15 of the process]

End of year 2:

Part 2 of the exam takes place over a 2-3 week period:

- Prospectus and one chapter are due on day 1 of the process
- Oral exam on the prospectus and chapter scheduled by the committee 2-3 weeks later

Students who begin the PhD program in September (fall term) must submit their proposal and reading lists the following May.

- On December 1st of their second year in the program, part 1 of the exam begins: in-class exam on December 1st; questions emailed to student for the take-home exam on December 8th; essays submitted by student via email on December 15th. (These dates are adjusted if they fall on a weekend.)
- On May 1st of the following year, part 2 of the exam begins: prospectus and one chapter submitted; the oral exam takes place 2-3 weeks later. (This date is adjusted if it falls on a weekend.)

If a student does not pass part 1 in December, they will resit the exam the following February. If a student does not pass part 2 in May, they will resit the exam in August of the same year (to be done within 2 years of their entry in the program).

Students who begin the PhD program in January (Winter term) must submit their proposal and reading lists in December of that year.

- On June 1st of their second year in the program, part 1 of the exam begins: in-class exam on June 1st; questions emailed to student for the take-home exam on June 8th; essays submitted by student via email on June 15th. (These dates are adjusted if they fall on a weekend.)
- On November 1st of the same year, part 2 of the exam begins: prospectus and one chapter submitted; the oral exam takes place 2-3 weeks later. (This date is adjusted if it falls on a weekend.)

If a student does not pass part 1 in June, they will resit the exam in August of the same year. If a student does not pass part 2 in November, they will resit the exam in January of the following year (to be done within 2 years of their entry in the program).

1 -- In-class and take-home exams

For the in-class portion of the examination, the student must answer 3 out of 5 questions in 6 hours. For the take-home portion of the examination, the student must answer 2 out of 3 questions. (The student receives the questions on a designated day at noon and submits two 12-15 page essays one week later before 3 pm). Like graduate seminar papers, the essays must include critical secondary material, develop a logical argument, and demonstrate the candidate's command over their chosen field of examination. The essays should be double-spaced and written in Times New Roman 12.

The student chooses which field exam is written in class and which one is written at home. 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
- Students who start their program in the winter (January) submit lists by November 1st

The student, in consultation with their thesis supervisor, **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 are frequent in fields listed below, but exams in other fields 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 -- PhD thesis prospectus and chapter

Students are strongly encouraged to follow the guidelines for the prospectus outlined below and to submit drafts of their prospectus and chapter to their supervisor at least 6 weeks in advance of the exam period in order to receive feedback in a timely manner. They should also anticipate having to make some revisions following the oral examination.

Guidelines for PhD thesis prospectus:

A PhD 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 the 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:** Methodological approaches/strategies for literary analysis, 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 PhD prospectus should be a minimum of 12 pages and no longer than **15 pages**, *excluding* the provisional bibliography.

3 -- Oral examination

The oral exam pertains to the submitted thesis prospectus and chapter. Students should prepare a 5-10 minute introductory statement about their prospectus to be delivered orally (not read) at the outset.