

**DEPARTMENT OF HISTORY**  
**GRADUATE PROGRAM HANDBOOK**

**2020/2021**

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Spring, 2020

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## PREFACE

Welcome to the graduate program in the Department of History at the University of Calgary. This handbook describes the programs in our department and explains the various policies and procedures that have been developed to help students succeed in the program. It is updated annually to reflect the requirements as they pertain to incoming students for that year.

### Important Dates:

Fall Term Technically Begins:	August 31, 2020
Faculty of Grad Studies Orientation	September 2, 2020
History Graduate Orientation:	September 4, 2020
First Day of Fall-Term Instruction:	Thursday, September 8, 2020
Secondary Language Exam:	Postponed to January
Tuition and Fee Deadline:	September 25, 2020
SSHRC Orientation Session:	TBA
SSHRC Workshops:	TBA
PhD SSHRC Deadline:	October 1, 2020
MA SSHRC Deadline:	December 1 (submit in November)
Winter Term Technically Begins:	January 11, 2021
First Day of Winter Instruction:	Monday, January 13, 2021
GAC Application Internal Deadline:	January 15, 2021
Second-Language Exam:	January 15, 2021 at 10:00 a.m.
Tuition and Fee Deadline:	January 22, 2021
Secondary Language Exam	April 17, 2021 at 10:00 a.m.
Annual Progress Report Deadline:	May 25 (for completion of both the student and supervisor portions)

For other important dates see the Graduate Calendar's [Academic Schedule](#).

There are many resources on campus that provide relevant information for graduate students. Please familiarize yourself particularly with the following sites.

### Faculty of Graduate Studies (FGS) Website:

FGS maintains a website with a great deal of valuable information for both students and supervisors (<http://www.grad.ucalgary.ca>). See especially the "Managing My Program" portion of the site (<http://grad.ucalgary.ca/current/managing-my-program>) for links related to registration, supervision, academic integrity, examinations, and convocation. We also recommend reviewing the "My GradSkills" portion of the site (<https://www.ucalgary.ca/mygradskills>), which provides information on a wide range of professional development opportunities available to graduate students (such as

workshops on everything from improving writing skills to preparation for the job market).

### **FGS Calendar:**

The Faculty of Graduate Studies Calendar (catalogue) can be found at <https://grad.ucalgary.ca/current/graduate-calendar> . It outlines the policies and procedures relevant to both master's and doctoral students. It also provides information on awards and financial assistance for graduate students at <https://www.ucalgary.ca/pubs/calendar/grad/current/awards-and-financial-assistance-for-graduate-students.html> . The History Department's section of the FGS Calendar can be found at <http://www.ucalgary.ca/pubs/calendar/grad/current/history-hist.html>.

The relationship between supervisor and student is a main feature of our thesis-based programs. Policies related to supervision are outlined in the FGS calendar at <https://grad.ucalgary.ca/faculty-staff/information-supervisors> and <https://www.ucalgary.ca/pubs/calendar/grad/current/gs-j.html> .

### **SECTION 1 – HISTORY GRADUATE PROGRAM DIRECTOR AND ADMINISTRATOR**

The Graduate Program Administrator (GPA) is Ms. Lori Somner (telephone 403-220-3839; email [somner@ucalgary.ca](mailto:somner@ucalgary.ca) or [histgrad@ucalgary.ca](mailto:histgrad@ucalgary.ca)). Her office is located in SS 656.

The Graduate Program Director (GPD) is Dr. David Marshall. His office is SS 638 (telephone 403-220-3837; email [marshall@ucalgary.ca](mailto:marshall@ucalgary.ca)).

### **SECTION 2 – PROGRAM STRUCTURE AND GOVERNANCE**

The faculty member serving as Graduate Program Director (GPD) is appointed by the Head of the Department of History. The Graduate Studies Committee (GSC) is chaired by the Director and is responsible for the overall structure and administration of the program. This includes issues of policy and curriculum, certain administrative issues such as leaves of absence and program extensions, as well as admissions and funding. Day to day administrative issues are usually handled by the Graduate Program Administrator (GPA). There is some overlap in the duties of the GPD and GPA so if you have questions you should feel free to contact either of them to start with.

### **SECTION 3 – DEGREES OFFERED**

The Department of History offers three graduate degrees:

- Master of Arts (thesis-based)
- Master of Arts (course-based)
- Doctor of Philosophy

The requirements of the three programs are outlined in the FGS Calendar (<http://www.ucalgary.ca/pubs/calendar/grad/current/history-hist.html>) and also detailed in the Appendix of this handbook. Students can request to transfer between the two MA programs until February 1 of their first year.

## **SECTION 4 – ANNUAL REGISTRATION**

All graduate students must register each year no later than the deadline for their annual registration month (normally September), regardless of whether they are doing coursework or not.

All students doing coursework must complete a Course Registration Form before the start of classes for that year and have their selections signed off on by their supervisor and the GPA. The form will be sent to students by the GPA over the summer months.

Once the form has been approved, students can electronically enrol in courses through their student centre. Changes to registration once the form has been submitted are done online.

After the registration deadline, a Change of Course Registration Form is required to change courses, and a late fee will be charged by the Faculty of Graduate Studies. Please refer to [the section on registration](#) on the FGS website, under Managing My Program.

Students needing to register for a directed reading course will discuss this with their supervisor who will then request that a course be timetabled by the GPA. The GPA will then register the student for this specific course.

Students are responsible for knowing important program dates, such as those listed on p. 3 of this handbook and those in the Faculty of Graduate Studies Calendar under [Academic Schedule](#)).

## **SECTION 5 – TUITION FEES AND GENERAL FEES**

Tuition Fees and General Fees are assessed by the Registrar's Office and are processed through FGS. The assessed amount and deadlines for payment are noted on students' fee statements in their Student Centre. Details are available from the University Calendar at <http://www.ucalgary.ca/pubs/calendar/current/p-1-2.html>. The Academic Schedule lists deadlines for payment: <https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>

**Terminology:**

“Tuition fees” pay for instruction. “General fees” pay for specific services as listed. “Anniversary term” is the term one begins the program (usually Fall) -- fee calculations are based on the anniversary term.

**Timing:**

Students typically pay tuition and general fees four times a year. One third of the annual cost is paid in Fall Term (due in mid- September), another third is paid at the beginning of Winter Term (due in mid- January), and a third of the annual cost is paid in Spring/Summer Term, broken into two payments (half due in mid-May the rest due in early July).

**Fee Paying Process:** There are two basic ways to pay fees.

- To pay in full for the term, one can either set up online bank payments by going to My UofC, clicking the “Academic” tab and “My Account Balance,” then clicking “Pay Online” to get to an instructions page, or one can pay directly at the Registrar’s Office (before fee deadlines described above).
- To pay by monthly instalments (at no extra cost), qualified students can enrol in the Graduate Student Payment Plan. Only students who have an applicable source of funding at the U of C can enrol, as the payment plan subtracts fees from funding payments. Contact the GPA for clarification as to what qualifies as an “applicable source of funding.” Please note that it takes about 10 days to process a payment plan request, and a late fee will be applied if one doesn’t initiate the process early enough to avoid being late on the first payment. For more information visit <https://grad.ucalgary.ca/current-students/thesis-based-students/fees-and-funding/payment-plan>.
- Some general fees are paid each term, others are paid once a year. For more detailed information about what services are provided from general fees and how they are billed visit <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-general-fees.html>.

## **SECTION 6 – FUNDING**

### **Funding Policy**

#### **PhD Program**

In accordance with the University of Calgary Graduate Student Funding Policy of 2020, the History Department offers four years of minimum guaranteed funding for every PhD student it admits.<sup>1</sup> The minimum level of funding for a domestic doctoral student is \$18,000 CAD per year. The sums for international students are \$22,000 before candidacy (up to 24 months from first enrolment), \$18,000 afterwards.

For those who begin their programs on or after 1 May 2020, the minimum level of funding for a domestic doctoral student is \$18,000, and for international students it is \$20,000. Students are responsible for paying tuition and general fees.

The department strives to exceed these minimums when possible.

Funding beyond year four is not guaranteed. Doctoral Students who are fully funded by an external agency (such as the scholarship agency of a foreign government) to an amount equal to or greater than the this guaranteed minimum amount may be admitted without additional funding, with approval of the Dean of Graduate Studies. Funding from a First Nations, Metis or Inuit organization (i.e. band funding or similar) is not considered external funding under this operating standard; Doctoral Students are eligible for university and/or external funding up to at least the Program-Set Minimum Doctoral Funding Level.

#### **MA Programs**

While the History Department does not have a guaranteed funding policy for our MA programs, funding is competitively available to both thesis-based and course-based students (for up to two years and one year respectively). Funding levels are determined initially by academic merit as evidenced in admissions applications and, in the case of thesis-based students, good academic standing and progress after the first year in the program. Part-time students are not eligible for funding.

#### **Additional Information**

Full-time students in both the PhD and thesis-based MA programs must apply for major external funding for which they are qualified as a condition of their funding.

**Funding Policy:** The Department of History's funding policy, was revised March 2020, is available in the Graduate section of the department's website, under [Funding](#).

**Initial Offers and Detailed Funding Letters:** If funding is offered, an initial funding offer accompanies the offer of admission to the program and sets out the minimum

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<sup>1</sup> Minimum guaranteed funding is contingent upon continued full-time registration, good academic standing, and normal academic progress. Student progress is reviewed regularly, and the departmental Graduate Studies Committee (GSC) may, for cause, withdraw or adjust funding. The GSC judges academic standing on a number of factors, including timely fulfilling of degree requirements, marks, students' annual progress reports, and supervisors' and instructors' comments. Ordinarily, an A- average and timely progress in taking language examinations and comprehensive examinations are indicators of good academic standing. Conscientious fulfillment of teaching and research obligations is also expected.

Funding payments normally run from late September through April, with no payments in the summer. There are a few exceptions, such as payments from a newly earned SSHRC or the awards formerly known as QEII's, and summer departmental employment (which is not common).

Each academic year (normally in mid-summer) the department will establish in writing with each student (and the student's supervisor) the specific sources of funding for the student for the coming school year. In this letter the GPD will also specify the dollar amount of funding offered for that year. Please note that if a student subsequently earns outside funding for the upcoming year, some of the funds offered in this letter will likely be taken back, and students may receive a revised letter to that effect. However, it is our aim to ensure that recipients of substantial awards end up with more funding overall than has been promised by the department.

Please bear in mind that funding is a delicate topic, so we ask that students be sensitive to issues of confidentiality with respect to fellow students.

**Main Sources of Funding:** Graduate student funding comes from a number of different sources and in various forms with different stipulations and conditions. The most common forms of funding are as follows:

- **Graduate Assistantship in Teaching/Nonteaching (GAT/GANT):** GAT's and GANT's are among the most common funding sources. They can be awarded in full, half, or even smaller amounts. A GAT (sometimes referred to as a Teaching Assistantship) involves working with professors in the classroom in a support capacity, typically by grading exams and assignments, advising students, and, in some cases, delivering a lecture. A GANT involves working with a professor in a research capacity. A full unit of GAT/NT consists of 204 hours over a term (in theory, 12 hours per week x 17 weeks), while a half unit consists of 102 hours, etc. The student and professor will fill out an Assignment of Assistantship Duties form for a GAT or GANT (as mandated by the Graduate Students' Association [GSA]). Especially for GATs, the workload may be unevenly distributed throughout the term in accordance with the duties that the student is assigned to complete. For dollar values see the [GSA Collective Agreement](#), Schedule A.

Although every effort is made to match students to courses and research that complement their area of interest, this is not always possible. Almost all graduate students are assigned some teaching duties in areas that are distant from their field of expertise.

Teaching duties are a normal part of most people's funding packages. Students are free to decline a GAT, but the amount of annual funding will be reduced by the corresponding amount, even if that brings total annual funding below the minimum guaranteed level.

- **Graduate Assistantship Research (GAR):** GAR's are paid from funds held by a researcher to assist with research responsibilities at a minimum hourly rate of \$18.03. GARs are paid after students submit time sheets approved by the Researcher (rather than monthly, as GAT/NTs are). It is important that students submit their time sheets regularly to ensure a regular payment for their services.
- **Faculty of Graduate Studies Scholarships (FGSS):** The FGSS is provided by FGS and awarded by the Department of History. There are no duties or conditions attached to it. These scholarships are paid monthly on the 25th of the month.
- **AGES (Alberta Graduate Excellence Scholarships):** AGES are provided by the Province of Alberta and open to Canadian citizens and permanent residents. They are awarded by FGS. There are no duties or conditions attached to them. They are normally paid monthly on the 25th of the month.
- **Other Sources of Funding:** Grants, scholarships, and bursaries are important opportunities for students to both add to their funding (even with the policy against double-dipping) and build their scholarly resume. An overview of internal and external award opportunities is available at: <http://grad.ucalgary.ca/awards/opportunities>.

Thesis-based students are required to apply to at least the following two competitions if eligible (various eligibility restrictions apply, depending upon the award).

- **Graduate Award Competition (GAC)** (including Special Awards and Bursaries): All students should apply to the GAC competitions they are qualified for.

Eligible Ph.D. students are also expected to apply specifically for Open and Killam Scholarships through the Graduate Award Competition. See <http://grad.ucalgary.ca/awards/opportunities/gac> for more information.

- **Social Sciences and Humanities Research Council (SSHRC):** We have well-established procedures to assist students in preparing their tri-council SSHRC applications. SSHRC awards enhance the student's academic record and the more successful our students are in winning external funding, the more financial support there is for everyone. PhD students submit their applications to the History Department for a mid-October deadline. MA students submit their applications electronically by the end of November. For more information visit <http://www.sshrc->

[crsh.gc.ca/funding-financement/umbrella\\_programs-programme\\_cadre/talent-eng.aspx](http://crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx).

- **Travel Grants:** Limited additional funding can be applied for to offset some of the costs of travel for research or to present at conferences. See particularly:
  - **The VP Research Thesis/Dissertation Research Grant:**  
<https://www.ucalgary.ca/research/researchers/apply-grants/grants-internal/urgc-programs>
  - **FGS grants for conference presenting:**  
<https://iac01.ucalgary.ca/FGSA/Public/SpecificAward.aspx?AwardID=5149>  
<https://iac01.ucalgary.ca/FGSA/Public/SpecificAward.aspx?AwardID=5427>
  - **History Department Funds for Travel:** There **may be** funds available through the Department of History to support research travel costs for thesis-based students. Students preparing for a major research trip directly related to their thesis/dissertation should inquire of the GPD about the availability of funds. To receive funds when available, students will be asked to submit a brief proposal (one page) outlining the nature of the travel and its relevance and importance for the thesis/dissertation, and attach a brief budget and letter of support from the supervisor. Upon completion of the travel, proof that the travel was actually undertaken must be submitted, such as a boarding pass and/or hotel invoice.

## SECTION 7 – GRADUATE STAND-ALONE TEACHING

Ph.D. students may be able to teach courses as the instructor of record, subject to the terms of Article 23.4 of the collective agreement between TUCFA and the Board of Governors which reads as follows:

“Students enrolled in a Master’s or Doctoral program at the University of Calgary may be offered teaching opportunities as a Sessional Appointee, for maximum two (2) half-course equivalents during their program. In such a case, the department is not required to post the position and may offer the course to the graduate student. The rights of first refusal of previous Sessional Appointees shall not be invoked for these courses. Once a graduate student has taught two (2) courses under this article, he/she shall no longer be eligible for consideration under this article and shall be considered as any other individual applying for a sessional appointment. Previous teaching experience as a graduate student shall not be considered in the granting of the right of first refusal.”

Additionally, the department has established the following policies regarding teaching by graduate students:

- Although teaching experience is important, it is secondary to research and writing, and in any conflict between them, researching and writing the dissertation must assume priority.
- Only Ph.D. students, and only those who have successfully completed their candidacy exams are eligible to apply to teach a course.
- Graduate student teaching will normally be limited to Spring and Summer sessions and to courses that will attract high enough enrolment to be cost-effective for the Spring/Summer terms.
- In the interest of timely degree progress, the student's supervisor must give approval before a course can be assigned.
- In the interest of equity, students who have not yet taught their own course will be preferred over those who have.
- Students in the sixth year of their program or beyond are not eligible to teach courses under the terms of Article 23.4.

All other sessional hiring follows the procedures of Article 23 in the collective agreement which, in practice, means that sessional instructors with sufficient experience have right of first refusal.

## **SECTION 8 – ANNUAL PROGRESS REPORT**

An annual progress report (APR) must be submitted by all thesis-based students every year. The reports become available in early May. The student will be prompted to prepare their on-line report by an e-mail message from the Faculty of Graduate Studies as well as the Graduate Program Administrator. Once the student has completed their portion, their supervisor will complete theirs, then the report returns to the student for review and they in turn submit the report to the GPD for approval. When possible, students and supervisors should meet or communicate before the report is completed to discuss the various issues that need to be addressed in the report. For more information on APR completion visit <https://grad.ucalgary.ca/current/managing-my-program/supervision/annual-progress-report>.

## **SECTION 9 – LANGUAGE REQUIREMENT**

All graduate students must fulfill the (non-English) second language requirement to complete their programs, in a language agreed upon with the supervisor. Most typically, this is done by examination, during which students will be required to translate an academic text of about 500 words during a two-hour period. Students are allowed to use a dictionary during this exam and will be assessed on their ability to translate in sufficient detail the facts and arguments, subject matter and meaning of the text provided. If a student does not succeed on the first attempt, they may retake the exam (it is normally offered at the beginning of fall and winter terms and additional exams can be scheduled as needed). To prepare, students are welcome to audit U of C language courses (they can be added using a Graduate Change of Registration form with proper signatures). Students must fulfill the second language requirement before

they can file a notice to defend a thesis, submit an MRE for marking, or schedule a candidacy exam. It is important not to delay in addressing this requirement.

Students are not required to take an exam if their first (non-English) language is related to their area of research or they provide the GPD with documentation demonstrating that the second language requirement has been fulfilled at the MA level.

## **SECTION 10 – RESEARCH RESPONSIBILITIES, STANDARDS OF CONDUCT, AND ETHICS**

**Original Research:** A fundamental aspect of a postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a Major Research Essay, Masters Thesis, or Doctoral Dissertation that represents a unique aspect of their discipline of study. Although scholarly work is conducted under the supervision of a faculty member, and that faculty member may help to provide funding for the costs of the research, the writing of the thesis must be primarily the work of the student. The student is responsible for acquiring appropriate skill in the use of any equipment or method that is employed, recognizing the importance of the reproducibility and quality of data.

**Intellectual Property:** Please visit the FGS website to familiarize yourself with the U of C's intellectual property policies: <https://grad.ucalgary.ca/current/managing-my-program/academic-integrity> .

**Research Ethics Approval:** It is the responsibility of the student to formally apply for ethics approval prior to data collection for an MRE, thesis or dissertation that uses human subjects in research (typically, for historians, this would mean interviews). For more information visit <https://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb> .

**Acknowledgements:** Recognition of the financial support provided by various agencies and sources, related to the costs of doing research, must be provided in any public presentation or publication of the research generated.

**Misconduct:** Students are expected to conform to university standards with respect to honesty and integrity in coursework and research, as well as in non-academic conduct. The FGS Calendar outlines what comprises academic and non-academic misconduct at <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-r.html> .

## **SECTION 11 – PROBLEM SOLVING**

Graduate school, like life in general, can be challenging at times. It is important to stay proactive about one's well-being during the program. Students have access to a range of support services to assist in dealing with various issues that may arise. The FGS

“Living Well” page is a good place to start:

<http://www.grad.ucalgary.ca/current/student-services/health-wellness> .

International students are also strongly encouraged to visit the FGS “International Student Support” page: <http://www.grad.ucalgary.ca/current/student-services/international-student-support>. Please also be aware that a leave of absence from the program is possible if difficult circumstances arise. For more information visit <http://www.grad.ucalgary.ca/current/managing-my-program/leave>.

We urge students who are facing difficulties to let the GPA or GPD know about them, so that they can direct students to appropriate support services when possible. The university strives to provide resources to assist with everything from academic struggles to food insecurity, to health situations, to misconduct of peers or professors.

## **SECTION 12 – APPROPRIATE CONDUCT IN THE WORKPLACE**

Graduate students should be fully cognizant of the University of Calgary’s [harassment](#) and [sexual violence](#) policies and [Code of Conduct](#). Students are strongly encouraged to ask the GPD or department head if they are not entirely sure if their actions, or the actions of others, are safe and legal. Violation of these policies can be harmful to everyone involved, so it is essential to be informed and proactive to insure that appropriate behavior is maintained. Report violations to the GPD. Please keep in mind that the legal standards of Affirmative Consent are different than common practice of the past. For a clear explanation of them visit <https://www.justice.gc.ca/eng/cj-tp/victims-victimes/def.html>.

## **SECTION 13 – ORGANIZATIONS OF NOTE**

**History Graduate Students' Union (HGSU):** The HGSU represents the interests of history graduate students at the University of Calgary. The association's mandate is a broad one, including the organization of a wide range of academic and social events and activities. Membership in the association is entirely voluntary, however we strongly encourage students to see what the HGSU has to offer. For further information, consult the HGSU website: <http://hist.ucalgary.ca/hgsu/> and attend the orientation meeting in September, for the Executives’ brief introduction to the HGSU.

**Graduate Students' Association (GSA):** The GSA is the umbrella organization in the university dedicated to promoting the interests of graduate students. It offers a number of events and programs which may be of interest to you. For further information, please consult the website: <https://gsa.ucalgary.ca/>

## **APPENDIX: MA and PhD Program Schedules**

Below are timelines indicating typical progress and expectations in each of the three history programs.

### **MA – Thesis Based**

#### **YEAR ONE**

In the first year, students will focus primarily on course work, and define their thesis project in consultation with the (interim) supervisor.

#### **August-September**

1. Consult with interim supervisor (over the summer, or in very early September) to:
  - Determine whether pursuing a history MA or an MA in the History and Philosophy of Science
  - Begin developing a thesis topic
  - Fill out MA course registration form and obtain interim supervisor's signature.  
Courses normally include:
    - HTST 690
    - Four 600 level History seminar courses already timetabled.<sup>2</sup>
2. Submit MA Course Registration form to the GPA by the first day of regular instruction (see "Important Dates" on p. 3). Register for courses electronically.
3. Attend Orientations (see "Important Dates" on p. 3)
  - Department of History mandatory orientation and lunch
  - Department of History mandatory teaching-assistant workshop
  - Faculty of Graduate Studies (FGS) orientation session
4. Begin graduate seminars (see "Important Dates" on page 3).
5. Write second language exam, if needed, during the first full week of instruction.
6. Begin preparing to apply for external funding for Year 2:
  - Make a list of external funding for which you are eligible.
  - Attend History SSHRC Orientation session, TBA in September.
  - Attend optional FGS SSHRC Information Session, TBA

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<sup>2</sup> With the permission of the GPD, one course may be taken at the 500 level with the understanding that additional work will be required, and one graduate course can be taken outside of the History Department's offerings.

- In consultation with your supervisor, begin drafting the Outline of Proposed Research (hereafter “SSHRC Proposal”).

### **October**

- Continue coursework and refining thesis topic.
- If eligible, work on SSHRC application by lining up referees, gathering transcripts in acceptable form, and continuing to draft the SSHRC proposal.

### **November**

- Continue coursework.
- If eligible for SSHRC:
  - Submit draft SSHRC proposal for assessment at departmental workshop.
  - Revise draft proposal, taking into account input from workshop and supervisor.
  - Submit application through the Tri-Council’s online system at least a day before their deadline of December 1 (the system is fragile, sometimes breaks down, and no grace period is offered).

### **December**

- Complete fall coursework. Enjoy some rest over winter break.

### **January**

- Language exams offered in the first full week of instruction.
- Begin Winter-Term course work (see “Important Dates” on p. 3)
- Submit Graduate Award Competition (GAC) application for Special Awards and Bursaries <https://grad.ucalgary.ca/awards/award-opportunities/university-awards> (see “Important Dates” on p. 3 for deadline).

### **February- April**

- Complete second term of course work.
- Begin background reading and preparations for primary research for MA thesis.
- If using human subjections in research (ie: oral history interviews), [ethics approval](#) must be secured before such work begins.

### **May-August**

- Conduct thesis research
- Submit Annual Progress Report in May

- Departmental funding letters are typically sent in July, announcing funding sources and levels for the next academic year.

## **YEAR TWO**

During the second year, the focus is on writing the thesis, which will be defended in an oral examination, normally in the second term.

### **September**

- Language exams offered in the first full week of classes.
- If applying to doctoral programs and eligible for SSHRC awards, consult the SSHRC website to begin preparing a PhD application see <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx>.

Please note that PhD SSHRC applications for enrolled MA students are submitted through the institution at which the MA is being completed (the U of C in this case). Follow the timeline of first-year PhD students in terms of preparing a PhD SSHRC application this term. Note that the process and timeline are quite different than the MA SSHRC.

### **October-December**

- Continue preparing MA thesis.

### **January**

- Language exams offered in the first full week of classes. Please note that the language requirement must be met before the MA thesis can be defended.

### **February-April**

- By February, the thesis should be starting to take final shape. FGS has strict guidelines as to how the thesis should be formatted, which can be found here: <https://grad.ucalgary.ca/current/thesis/guidelines>. Don't wait until the last minute to review them, as a costly delay could result.
- To avoid paying fees for spring/summer term, the thesis must be defended by the end of Winter term and all documentation to FGS before the fee deadline for Spring term.
- Supervisors are responsible for composing the examining committee. See <https://www.ucalgary.ca/pubs/calendar/grad/current/gs-m.html> for details.
- A Notice of Defense of Thesis (which includes the names of all committee members and the time, date, and location of the defence) needs to be filed with FGS by the GPA no later than a month before the date of the thesis defense.

- A defensible thesis must be provided to examiners a minimum of three weeks prior to the date of defense. While many examiners now prefer an electronic copy of the thesis, students should offer to provide a hard copy and do so in a timely fashion if requested.
- After the defense and approval for all required changes, the appropriate forms can be submitted to FGS and the thesis can be submitted to the Vault. See FGS website on thesis submission requirement and forms at <https://grad.ucalgary.ca/current/thesis/ethesis>.
- The department requires the identical thesis to be submitted electronically to the GPA for our records. Traditionally students have provided a bound copy of the thesis to their supervisors, but some supervisors now prefer an electronic copy instead.

### May

- Annual Progress Report is due if thesis has not been defended and filed.

## **MA – Course-Based**

### August-September

- Consult with interim supervisor over the summer or first days of September to:
  - Begin formulating a Major Research Essay (MRE) topic.
  - Fill out MA course registration form and obtain interim supervisor's signature.

Courses normally included:

- HTST 690
- Five 600 level History seminar courses already timetabled.<sup>3</sup>
- Submit MA Course Registration form to the GPA by the first day of regular instruction (see "Important Dates" on p. 3). Register for courses electronically.
- Attend Orientations
  - Department of History's mandatory teaching-assistant workshop
  - Department of History mandatory orientation and lunch
  - Optional FGS orientation

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<sup>3</sup> With the permission of the GPD, one course may be taken at the 500 level with the understanding that additional work will be required, and one graduate course can be taken outside of the History Department's offerings.

- Begin coursework (see “Important Dates” on p. 3)
- Write second language exam, if needed, in the first full week of instruction.

### **October-December**

- Complete Fall-Term coursework.
- Continue to refine MRE topic

### **January**

- Language exams offered in the first full week of instruction
- Continue with course work
- Continue to refine MRE topic

### **February-April**

- Complete second term of coursework.
- Conduct preliminary research and background reading for MRE.
- If using human subjects in research (ie: interviews), ethics approval must be secured before such work begins. For more information on this process visit: <https://www.ucalgary.ca/research/researchers/ethics-compliance> .

### **May-June**

- Enrol in History 651 in Spring Term.
- Complete Annual Progress Report in May.

### **July-August**

- Enrol in History 653, normally in Summer Term, to complete MRE.
- The MRE should be completed and submitted for marking during the enrolment period for 653. Normally students can only apply for a deferral of term work for about an additional month before the grade for the course will become an F. Students may be required to withdraw from the program and reapply to complete their degree (and pay the application fee) and they will certainly have to enrol in 653 again and pay the course fee again. If there is concern about completing the course on time, students should consider registering for it in Fall Term instead (or withdrawing if already enrolled, and signing up for the course again in the Fall).
- Submit completed MRE to supervisor and one other faculty member. Second reader should be agreed upon between supervisor and student. The supervisor is responsible for arranging for the second reader, collecting their mark, and submitting a mark for History 653, which concludes the student’s program.

## PhD

### YEAR ONE

During this year, students focus on the course work, begin preparation for candidacy examinations, and refine dissertation projects.

In 2020, the Department of History approved a Revised Candidacy Statement to provide students with a step-by-step guide to the candidacy process, which includes a discussion of first-year activities. See [https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015\\_history\\_department\\_candidacy\\_statement.pdf](https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf)

REPLACE THIS LINK WITH NEW ONE.

### August-September

- Over the summer or in early September, in consultation with the (interim) supervisor (and the GPD in some cases):
  - Select primary and secondary fields for Ph.D. program from the following: Canada, History of Science, Latin America, Medieval and Early Modern Europe, Military/Diplomatic, Modern Europe and Britain, United States, World, African History.
  - Discuss thesis topic and possible doctoral supervisory committee membership.
  - Establish how language requirement will be met.
  - Complete a course registration form, signed by the interim supervisor.

Please note that PhD course requirements are:

- One three-credit reading course in the primary area (HTST791.XX). This course will become the basis for comprehensive reading in the primary area in preparation for candidacy.
  - One three-credit course in the secondary area (HTST 791.XX). This course will become the basis for comprehensive reading in the secondary area in preparation for candidacy.
  - Two additional three-credit graduate courses, normally in history.<sup>4</sup>
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- Submit PhD Course Registration form to the GPA by the first day of regular instruction (see “Important Dates” on p. 3). Register for courses electronically and be aware that changes may have to be done by paper form.
  - Attend Orientations
    - Department of History mandatory teaching-assistant workshop
    - Department of History mandatory orientation and lunch.

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<sup>4</sup> HTST 690 is mandatory for all PhD students and counts as one of the two “additional courses,” unless an equivalent has been completed in the MA program. One three-credit graduate course outside of the History Department is an option (but requires approval from the supervisor and the GPD).

- Optional FGS orientation session
- Begin coursework (see “Important Dates” on p.3).
- Unless exempt, write the appropriate second language exam in the first full week of regular instruction.
- Prepare list of sources of external funding for which to apply this academic year.
- Begin to apply for the SSHRC award if eligible:
  - Consult the SSHRC website: [http://www.sshrc-crsh.gc.ca/funding-financement/umbrella\\_programs-programme\\_cadre/talent-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx) (talent program) for an overview of what is involved in applying for this award.
  - Submit a Notice of Intent in late September.
  - Attend optional FGS PhD SSHRC workshop (TBA).
  - Attend mandatory Department of History SSHRC workshop organizational meeting (TBA)
  - In consultation with supervisor, begin drafting a research proposal.

### **October**

- Submit SSHRC draft proposal for workshopping and attend departmental workshop.
  - Revise draft application, taking into account input from workshop and your supervisor.
  - Submit SSHRC application to the History Department before announced internal deadline.

### **November-December**

- Primary supervisor and secondary area specialist meet with the student to begin establishing the approximate dates of the written and oral field of study (FoS) exams, as well as to discuss the thesis proposal. Incoming students should expect to advance to candidacy between 16 and 20 months after their program start date. This meeting will establish expectations of the student, supervisor, and secondary-area specialist. For more information, see the Department of History’s [Candidacy Statement](#).
- Supervisory Committee should be established and the required form submitted to FGS via the GPA

### **January**

- Continue with coursework.
- Language exam offered in the first full week of regular instruction.

- Prepare Graduate Awards Competition (GAC) application (including Open and Killam awards, special awards, and bursaries) for submission by the internal deadline (see “Important Dates” on p. 3).

### **February-April**

- Complete coursework.
- Students should finalize about 80% of their reading lists with their Supervisors and Secondary Area Specialists. For information on the reading lists, see the Department of History’s [Candidacy Statement](#):

### **May-August**

- Submit Annual Progress Report in May.
- Continue preparation for candidacy in primary and secondary areas.
- In consultation with the Supervisor, students begin to prepare the thesis proposal.
- Department funding for the next academic year will be announced in writing, normally in July.

## **YEAR TWO**

This year students will complete candidacy examinations and begin work on their doctoral dissertations.

### **September**

- Submit registration for the coming year and pay fees.
- Language exams are given during the first full week of courses. If a student has not passed the language exam by October of their second year, the student and his/her Supervisor, along with the GPD, will meet to make a plan to achieve a positive result.
- Prepare a list of sources of external funding if eligible. Follow application timelines as explained for Year One.

Please note: Before reductions to Ph.D. coursework were introduced in September of 2017, students sometimes did not advance to candidacy until after April of their second year. Incoming students now have a reduced course load and reading courses that directly contribute to preparing their fields, so the expectation is that candidacy will be completed between December and April of the second year. Exceptions will only be made for documented cause.

### **October-March**

- As the student nears the first of their written candidacy examinations, the Primary Area Supervisor, in consultation with the student, determines the composition of the entire Field of Study Committee.
- One month before the oral FoS examination, the Primary Area Supervisor instructs the GPA to file a Notice of Candidacy, which publicly announces the date of the oral Field of Study examination and the composition of the Field of Study Committee. See the [Candidacy Statement](#) for further details.

### **March-August**

- If using human subjects in dissertation research, ethics approval must be secured before such work can begin. For more information on this process visit <https://www.ucalgary.ca/research/researchers/ethics-compliance>.
- Once candidacy exams and the thesis defense are completed, student conducts thesis research.
- Annual Progress Report is due in May.

### **YEAR THREE**

During this year, you will focus primarily on research for and beginning to write the dissertation.

### **September**

- Prepare a list of sources of external funding to apply for. Follow timelines for Year One for these applications.

### **October-August**

- Research and Write.

### **May**

- Annual Progress Report is due in May.

### **YEAR FOUR**

During this year, students focus on writing the thesis, which will be defended in an oral examination.

### **September**

- Apply for funding for which you are eligible as needed and appropriate if you will not complete the degree within four years.

## October-?

- Keep writing. Consult frequently (at least on a monthly basis) with your supervisor and submit draft chapters.
- Submit some chapters to the other supervisory committee members. FGS policy mandates that “all members of the Supervisory Committee must have reviewed the student’s research and a relevant written sample of the materials related to the thesis before an examination can be scheduled.” All supervisory-committee members should be in agreement as to the ways each shall participate at this stage.
- FGS has strict guidelines as to how the thesis should be formatted, which can be found here: <https://grad.ucalgary.ca/current/thesis/guidelines> . Don’t wait until the last minute to review them, as a costly delay could result.
- About three months before the thesis defense, the Supervisor and/or Supervisory Committee must recommend the name of the proposed External Examiner and submit proper forms to the GPA for their approval by FGS. FGS has final approval of the External Examiner. The Supervisor and/or Supervisory Committee will also recommend the other Examining Committee members at this stage, in consultation with the student.
- At least a month before the oral defense date, the Notice of Oral Defense needs to be prepared, signed, and sent by the GPA to the Faculty of Graduate Studies (allow 5 weeks if any members will be participating remotely, as access to rooms with the proper equipment is limited).
- A defensible thesis must be distributed to examiners no later than 3 weeks prior to the date of defense (in electronic or hard copy, as each examiner prefers).
- Final changes to the thesis need to be made and the thesis must be submitted to the Vault at FGS before the fee deadline of a term to avoid paying the fees for that session. For details of final submission visit <https://grad.ucalgary.ca/current/thesis/ethesis> . An electronic copy of the version of the thesis that is sent to the vault must also be sent to the GPA for departmental archiving.
- Traditionally students have provided supervisors with a bound copy of the dissertation. Some supervisors now prefer an electronic copy.