

Brock University

PhD in Interdisciplinary Humanities

Policies and Procedures Manual

Last Updated on 7 October 2020

TABLE OF CONTENTS

CONTACT INFORMATION		4
SECTION I	General Policies and Procedures	7
	Graduate Program Director	
	Program Committee	
	Admissions Committee	
	Admissions Criteria	
	Funding Policy	
	Offers of Financial Support	
	Continuation of Financial Support	
	Graduate Student Employment, Duties, and Rates of Pay	
	Course credit/paid employment	
	Program Structure	
SECTION II	Student Supervision	23
	Thesis Supervisor and Supervisory Committee	
	If Supervisor Leaves Brock	
	Change in Supervisor	
	Responsibilities of Thesis Supervisors	
	Additional Guidelines for Supervisors	
	Responsibilities of the Supervisory Committee	
	Guidelines for Students	
	Graduate Student Representatives	
	Ethical and Professional Conduct	
	Academic Progress	
	Mid-term Progress Report	
	Year-end Progress Report	
	Program and Course Evaluation	
	Grading of Courses	
	General Student Feedback.	
	Course Feedback	
	Program Feedback	
	Appeals	
SECTION III	Thesis	28
	Thesis Proposal	
	Thesis Submission	
	Thesis Defence	
	Examining Committee	

Contact Information

Dean, Faculty of Humanities

Carol Merriam [merriamc@brocku.ca]

Dean, Faculty of Graduate Studies

Suzanne Curtin [scurtin@brocku.ca]

Associate Dean of Graduate Studies and Research, Faculty of Humanities

Keri Cronin [keri.cronin@brocku.ca]

Administrative Assistant, PhD Program in Interdisciplinary Humanities

Brittany Nagy [HUMA@brocku.ca]

Graduate Program Director

Mathew Martin, Professor of English Language and Literature [mmartin@brocku.ca]

Graduate Program Websites

Faculty of Graduate Studies

<https://brocku.ca/graduate-studies/>

Ph.D. in Interdisciplinary Humanities

<https://brocku.ca/humanities/phd-interdisciplinary-humanities/>

Faculty Program Committee Members 2020-2021

Lynn Arner, Associate Professor, English Language and Literature (larner@brocku.ca)

Irene Maria F. Blayer, Professor, Modern Languages, Literatures and Cultures (iblayer@brocku.ca)

Alex Christie, Assistant Professor, Centre for Digital Humanities (achristie@brocku.ca)

Stefan Dolgert, Associate Professor, Political Science (sdolgert@brocku.ca)

David Fancy, Professor, Dramatic Arts (dfancy@brocku.ca)

Jason Hawreliak, Associate Professor, Centre for Digital Humanities (jhawreliak@brocku.ca)

Mathew Martin, Professor, English (mmartin@brocku.ca) (director)

Elizabeth Neswald, Associate Professor, History (eneswald@brocku.ca)

Trevor Norris, Associate Professor, Educational Studies (trevor.norris@brocku.ca)

Daniel Samson, Associate Professor, History (dsamson@brocku.ca)

Core Faculty Members

Core Faculty members serve a three-year term and may apply for renewal. Colleagues who wish to renew their membership or to become members of the Core Faculty are asked to submit a brief letter and an up-to-date CV. In the letter, they should outline their interest in participating in the program as well as their research expertise in Interdisciplinary Humanities. The Program Committee reviews all applications. Core faculty member status will be granted to faculty members who have a record of ongoing high quality scholarly and/or creative work (as evidenced by their CV and as determined by the criteria delineated in the Collective Agreement between BUFA and Brock University and the stipulations for tenure and promotion). A call for affiliation will be circulated each year in September. Calls for affiliation may be forwarded to individual faculty members throughout the year if a student is seeking admission in the program and wishes to work under their supervision.

Core Faculty

Lynn Arner, English Language and Literature (larner@brocku.ca)

Gregory Betts, English Language and Literature (gbetts@brocku.ca)

Irene Blayer, Modern Languages, Literature, and Cultures (iblayer@brocku.ca)

Alexander Christie, Centre for Digital Humanities (achristie@brocku.ca)

Jane Koustas, Modern Languages, Literatures, and Cultures (jkoustas@brocku.ca)

Christine Daigle, Philosophy (cdaigle@brocku.ca)

Stefan Dolgert, Political Science (sdolgert@brocku.ca)

David Fancy, Dramatic Arts (dfancy@brocku.ca)

Margot Francis, Sociology / Women's and Gender Studies (mfrancis@brocku.ca)

Jason Hawreliak, Centre for Digital Humanities (jhawreliak@brocku.ca)

Mathew Martin, English Language and Literature (mmartin@brocku.ca)

Elizabeth Neswald, History (eneswald@brocku.ca)

Trevor Norris, Education (tnorris@brocku.ca)

Andrew Pendakis, English Language and Literature (apendakis@brocku.ca)

Matthew Royal, Music (mroyal@brocku.ca)

Danny Samson, History (dsamson@brocku.ca)

Christina Santos, Modern Languages, Literatures, and Cultures / Communication, Popular Culture, and Film (csantos@brocku.ca)

Elizabeth Sauer, English Language and Literature (esauer@brocku.ca)

Sue Spearey, English Language and Literature (sspearey@brocku.ca)

Mark Spencer, History (m Spencer@brocku.ca)

SECTION I General Policies and Procedures¹

Graduate Program Director

In the last year of the Graduate Program Director's (GPD) 3-year term, the GPD will seek nominations, including self-nominations, for the position from the list of participating faculty members. The Program Committee will receive nominations and make a recommendation to the Dean of the Faculty of Humanities. The appointment will be subject to the procedures in the *Brock University Collective Agreement*.

It is the duty of the GPD to oversee the graduate program. The GPD carries out all duties in consultation with the Program Committee and the Associate Dean of Humanities, Graduate Studies and Research, with the support of a Graduate Administrative Assistant, appointed by the Associate Dean. The GPD receives a half course release per year.

Specific duties include:

- Serve as Chair of the Program Committee.
- Provide guidance to students who are enquiring about the program and/or about their options within the program.
- Provide guidance for resident graduate students with respect to their applications for external scholarships and fellowships.
- Be available as a source of guidance with respect to students' interactions with the program, including the selection of courses.
- Oversee the preparation and maintenance of graduate program materials, which include advertising posters, the program web page, the program Facebook page, the *Brock Graduate Calendar* and other university publications. Liaise with the Faculty of Humanities Social Media Coordinator and other such persons at Marketing and Communications and the Faculty of Graduate Studies.
- Work with the Associate Dean of Humanities, Graduate Studies and Research, and with the Faculty of Graduate Studies to promote the program. Liaise with the Office of Research Services and the Vice-President, Research and Associate Vice-President, Research (Humanities and Social Sciences) to generate opportunities for students in the program.
- Oversee the Program budget.
- Co-ordinate course scheduling, teaching arrangements, course assessment and feedback, and course and curriculum development.

¹ Note that some program regulations are governed by the Brock University Faculty Handbook which can be updated at any time during the academic year. This program handbook is updated only once a year in the fall. Therefore, it is always key to consult the Faculty Handbook for the latest policies. While some regulations may be grandfathered, some others as well as changes in process and administration of policy may not.

- Co-ordinate TA positions/funding for incoming students.
- Co-ordinate and proctor language exams and coordinate and chair comprehensive examinations.
- Meet with the incoming students, review program policies and expectations, and post the most recent copy of the *Policies and Procedures Manual* on the program website.
- Oversee a program orientation and social occasion to welcome incoming graduate students in the Fall of each year.
- Ensure that all students' files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on.
- Oversee students' progress through monitoring grades and arranging for their progress reports. The GPD brings any problems to the attention of the Program Committee.
- Bring students' concerns to the attention of the Program Committee and liaise with the Student Representative.
- Oversee arrangements for each student's thesis oral defense as per the Faculty of Graduate Studies guidelines. This involves contacting all members of the doctoral defense examination committee, determining a time and room for the examination, advertising the examination (on the program website and where appropriate).
- Provide copies of the completed thesis to the External Examiner and all other members of the Examining Committee, and ensure that the written comments of the External Examiner are received at least one week prior to the thesis oral examination.
- The GPD is a member of the Graduate Council and attends its monthly meetings. The purpose of Graduate Council is to provide a forum for GPDs, and others involved in graduate programs, to meet and exchange ideas about administrative aspects of graduate programs.

Program Committee

The Program Committee consists of the Graduate Program Director, all faculty members teaching in the program in a given year, at least 6 appointed members, and the Student Representative. The Student Representative is a voting member of the committee except on matters of admission, awards adjudication, and other confidential matters concerning students and faculty. All appointed members are appointed by the GPD and will serve a 3-year term. It is the duty of the Program Committee to oversee and monitor the graduate program and to plan for further program development when appropriate.

Quorum for Program Committee meetings shall be 4 members of the committee and the GPD. A simple majority vote is sufficient to pass motions. The GPD does not vote except in cases of ties.

The Program Committee is responsible for determining course offerings. Electives will be chosen according to the following two broad principles: individual courses must be truly interdisciplinary; the program tries to offer a course in each of the four fields over two years.

The Program Committee also reviews the progress of each student. First-year students are reviewed in January and in August. After the first year, the Program Committee reviews students annually, in August, after they have submitted their PhD progress reports. The Program Committee discusses each student's progress from the perspective of their grades, PhD progress reports, and their CV. Student reviews can occur at other times if a student receives a grade of B or lower in a course or if there is some other concern regarding the student's performance such as failing to fulfill a program requirement (see regulations further below about academic progress). Feedback is given in the form of a brief letter prepared by the GPD based on the recommendations of the Program Committee. Probationary status or withdrawal decisions will be made by the Program Committee after having reviewed the student progress. The GPD will communicate such decisions to the Faculty of Graduate Studies for processing.

It is also the duty of the Program Committee to consider feedback about the program provided by the students. On the basis of this feedback, the Program Committee is in the position to make recommendations that would deal with student concerns. These recommendations are forwarded to the appropriate individuals by the GPD.

Admissions

The Program Committee, minus the student representative, will make decisions regarding admissions. Applications and accompanying materials will be submitted electronically to the Faculty of Graduate Studies. Committee members will be given access to the applications database, maintained by the Faculty of Graduate Studies, and can begin review applications in advance of February 1, the closing date for applications. Applications received after February 1 will be considered on the basis of available spaces. Normally, no applications for the fall academic term will be considered after August 1. Applications made later than August 1 may be considered for Winter entry. Once the program has rejected an application, the applicant must wait until the next academic year to re-apply. Applicants to whom the Program Committee extends an admissions offer will be given two weeks upon receipt of the offer to respond.

After February 1, each Program Committee member will consider the applications and make a short list, taking into account the qualifications of each candidate, funding limitations, and program limitations due to teaching and other resources. Faculty members may be invited and/or may request to meet with the Committee during this process (e.g., a faculty member may wish to make a case for accepting a particular applicant). In the interests of protecting potential students, faculty members, and the program, the Committee may also raise concerns about potential supervisors. In the event that concerns arise about a potential supervisor, the GPD will discuss those concerns with the faculty member identified as potential supervisor and report back to the Committee with a recommendation for resolution. The Admissions Committee will typically make its final selection in consultation with the potential supervisor and subject to the approval of the Dean of Graduate Studies. The GPD chairs admissions meetings and engages in discussion but does not vote on specific candidates. However, most decisions are made by consensus. Voting becomes necessary only if there are opposing views.

Offers of admission will not be made unless/until the applicant's file is complete: strong applicants, whose files are not complete, will be contacted by the GPD and informed of the program's interest, but no firm offer will be given until all documents are submitted.

Admissions Criteria

To be admitted in the program, applicants must have a completed MA in a Humanities program or cognate discipline normally with a minimum average grade of at least 80%. A candidate must have demonstrated impressive intellectual abilities, excellent reading and writing skills, interests and

background consonant with the emphasis and aims of the program, and will have presented an interdisciplinary, innovative and original proposal for the plan of study.

Funding Policy

The Committee will be guided in its selection of new graduate students by a funding policy developed to ensure that:

1. All students in normal residence in the program are offered financial support for 4 years. There are four general sources of funding for graduate students: a) Fellowships - administered by the Faculty of Graduate Studies and available to all full-time students; b) Graduate teaching assistantships – coordinated by the GPD and administered by the Department where the TAship takes place in the first year. In subsequent years students are responsible to apply for TA positions; c) Research grant contributions - from the student's supervisor or other faculty members, when available; d) External awards (e.g. OGS, SSHRC) - administered by the Faculty of Graduate Studies. The amount of all sources of funding is variable.
2. The distribution to students of financial resources such as Teaching and/or Research Assistantships is carried out in a fair and equitable manner, taking into account the interests and abilities of the student and the availability of funds.

Offers of Financial Support

Students offered admission in the program shall be informed of the normal completion time for the program, the minimum total level of financial support that is promised, the period of time over which this support will be provided, and any special conditions concerning continuation of the support.

The minimum total level of financial support may include amounts received from internal scholarships and bursaries, as well as all four sources of funding mentioned in the funding policy, above. The source and amount of funds may vary over the period of graduate studies. As well, fellowship funds from the University may be used in a discretionary manner to entice highly qualified students. The basic funding for any student must not drop below the minimum requirement as designated by the Dean of Graduate Studies.

Students are expected to apply for SSHRC doctoral fellowships and OGS every year they are eligible for these sources of external funding.

Continuation of Financial Support

A student whose performance has been reviewed by the Program Committee and is judged to be unsatisfactory will normally receive written warning and suggestions for improvement each year. If the student's performance does not improve sufficiently within a reasonable time period or if a student fails to meet program requirements and is put on academic probation by a Program Committee decision, financial support may be reduced or discontinued. Written warning and an opportunity for improvement need not be given in cases of serious misconduct or serious neglect of duties.

It is recognized that difficulties may arise owing to inadequate transfer payments from the province, or to non-renewal of external research grants and contracts. However, the University will make every effort to maintain financial support for continuing graduate students at the levels promised. Primary responsibility

rests with the Program and the Office of Graduate Studies, where decisions concerning admissions and offers of financial support are made.

Full-time Students

Full-time graduate students are defined as students whose main purpose is graduate study for the purpose of obtaining a graduate degree. Graduate study differs from undergraduate study in that it is for most students an activity that is highly concentrated, demanding and all-consuming. Full-time graduate students are defined according to regulations as follows:

- they must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students in all documentation;
- they must be considered by the University to be in full-time study;
- they must maintain regular contact with their graduate program director and supervisor;
- they must be geographically available and visit the campus regularly. Without forfeiting full-time status, a graduate student, while under supervision, may be absent from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such absence exceeds four weeks in any one term, written approval of the student's absence by the Graduate Program Director is forwarded to the Faculty of Graduate Studies and approved by the Dean of Graduate Studies (or designate); (see brocku.ca/graduate-studies/current-students/student-forms)
- it is advisable for full-time graduate students to notify their Graduate Program Director and supervisor of any employment undertaken outside the University; they must limit University employment to an average of no more than ten hours a week of University paid work in a given term. This ten hour a week rule applies to paid employment on campus and includes Graduate Teaching Assistantships and Research Assistantships. Approval to work on campus for more than an average of ten hours per week requires the approval of the graduate supervisor, the Graduate Program Director, and the Dean of Graduate Studies.

Part-time Students

Students who are accepted into the program on a part-time basis have a maximum of eight years to complete the degree requirements. By the end of their third year they will complete their course work: the two half-credit core courses and four approved half-credit electives, normally at the pace of one full credit per year. Additionally, they will take the non-credit HUMA 7N07 in year one and two. The students must complete their comprehensive exams and thesis proposal no later than the winter term of the sixth year of their program, and specific deadlines for the completion of these requirements must be set by the students in consultation with their supervisory committee and approved by the graduate program committee by the end of the third year. In their remaining two years the students will complete their thesis and be prepared to defend it at the end of the winter term of their eighth year. The students must complete the degree's language requirement before they defend.

Graduate Student Employment, Duties, and Rates of Pay

According to University regulations, students “must limit University employment to an average of no more than ten hours a week of University paid work in a given term.” This includes Graduate Teaching Assistantships (GTA) and Research Assistantships (RA). Normally, each graduate student will be assigned the equivalent of two Graduate Teaching Assistantships for each of four years of full-time study in the PhD program. Each of these has a nominal workload of 120 hours (60 per term). However, a graduate student is permitted to work an average of 10 hours per week at University employment for the

16 weeks that make up each of the three terms (fall, winter, spring/summer). This amounts to a total of 160 hours per term. Beyond the 160 hours, the graduate student must have *prior* approval from the Thesis Supervisor, the Graduate Program Director, and the Dean of Graduate Studies by completing the Request for [Approval of Extra On-Campus Employment Hours form](#). Students who are not on track with their program requirements and/or who are on probationary status will not be given permission to work extra hours.

In some cases, students receive Research Fellowships and Research Assistantship support to work on their own thesis research. In such circumstances, requirements as to maximum hours of work do not apply. However, when payment is for assistance with research not closely related to the student's thesis research, the average number of hours worked per week must not exceed ten (including TA hours, if applicable); the rate of pay will follow the Office of Research Services guidelines.

Graduate Student Teaching Assistantship

GTA positions, including duties and rates of pay, are regulated in accordance with the CUPE 4207 Collective Agreement. http://www.brocku.ca/webfm_send/17632

Associated with a Graduate Student Teaching Assistantship is a nominal workload of 120 hours per term. The Graduate Student Teaching Assistantship can include Teaching Assistant, Marker-Grader, Course Coordinator and/or Lab Demonstrator duties. The Employer may assign Graduate Student Teaching Assistantships to full-time students enrolled in a master's degree or doctoral program at Brock University. Graduate students who are not offered a Teaching Assistantship under Article 22.01 (b) may be assigned or apply to individual appointments under Article 22.01 (c), (d), (e) and/or (f).

The GPD arranges TAships in the student's first year. Beyond the first two terms, students are required to apply for TAships. Positions are listed at various times of the year on the HR webpage: <http://www.brocku.ca/hr/careers/positions.php?id=cupe> All applicants must fill out the CUPE application form and submit it along with a complete application package to the Department Chair. The CUPE form can be found on the job postings page. PhD students are given preference in hiring according to the collective agreement: http://www.brocku.ca/webfm_send/17632

Before the beginning of the fall term, the Chair of the Department where the TAship is held and the Instructor shall inform GTAs of their assignments and the nominal hours of work expected over the term. The nominal hours of work are estimates of the time, including preparation, which would normally be required by a graduate student to carry out the assigned duties. It is the Instructor and Chair's responsibility to ensure that adequate preparation time is allowed; it is the graduate student's responsibility to be prepared. It is the Instructor's duty to meet with her/his TAs at the beginning of the term for advance discussion of the work expected, the methods to be used in evaluating the TA's work, and the scheduling of duties throughout the term. TA duties extend from the date that lectures begin until the due date for course marks and may be distributed unevenly over the term. However, the maximum number of hours of work required in any one week should not normally exceed 20 hours per week. Anticipated excessive fluctuations shall be clearly identified at the time of course assignment. Graduate student employees shall identify to the employer any known academic obligations that may interfere with their duties. If unreasonable demands interfere with a student's own academic program, he/she should speak with the GPD. Except in emergencies, GTAs should receive at least one week's notice of special duties such as proctoring or lecturing.

Instructor positions

Students may apply for instructor positions posted on the HR website. Instructor positions, including duties and rates of pay, are regulated in accordance with the CUPE 4207 Collective Agreement. http://www.brocku.ca/webfm_send/17632

Students will need approval to work extra hours to apply on instructor positions. Only students who have completed all program requirements but the thesis will be permitted to work as instructors.

Program Structure

Students are required to successfully complete 6 half-credit courses, including the two compulsory core courses (HUMA 7P01 and HUMA 7P02); a language exam that demonstrates reading competency in a language beyond English; a compulsory non-credit research and professionalization seminar in the first and second year, HUMA 7N07; written and oral comprehensive exams; a capstone project proposal; a capstone project and a capstone project defense.

Year One:

- one of HUMA 7P01, HUMA 7P02
- two or three half-credits from program course offerings or approved electives
- HUMA 7N07
- comprehensive examination reading lists submitted to GPD by June 30
- thesis Supervisory Committee finalized by August 31

Year Two:

- one of HUMA 7P01, 7P02
- HUMA 7N07
- one or two half-credits from program course offerings or approved electives
- comprehensive examinations completed by August 31

Year Three:

- capstone project research
- final capstone project proposal including a bibliography submitted to the supervisory committee by April 1, to be approved by the supervisory committee and the GPD by April 30

Year Four:

- completion of language requirement before defense
- completion of capstone project and defense

Detailed Description of Program

Course work

All students must obtain approval of their proposed program of study from the GPD prior to registration each term. Students must take 4 courses in addition to the two core seminars (HUMA 7P01 and HUMA

7P02) and in addition to the Research and Professionalization seminar (HUMA 7N07). Except with the approval of the GPD, students may take a maximum of one half-credit course elective. Courses are to reflect the interdisciplinary nature of the program. These may be drawn from the Faculty of Graduate Studies course bank (at the MA or PhD level) or may be the Directed Reading course (HUMA 7P90). Students may only take the Directed Reading (HUMA 7P90) course once.

Course work is intended to provide students with breadth while the thesis research provides them with depth. As part of the student's coursework a directed reading course is intended to broaden rather than narrow the student's intellectual horizons and therefore should not significantly overlap with the student's dissertation research or be directly transferable into that research.

HUMA 7P05 will not count toward the degree but will be transcribed. A course outline delineating the topic, reading list and list of requirements must be submitted to the GPD one week prior to the start of the course.

Interdisciplinary Research Core Seminar I (HUMA 7P01)

Interdisciplinary Research and Writing in the Humanities

All students participate in this seminar, which introduces them to theoretical and methodological approaches to interdisciplinary studies. The course strives to provide students with an opportunity to engage in active discussion and to begin to constellate their specific interests and articulate their field of inquiry in preparation for writing their thesis proposals. **Calendar description:** The nature and academic requirements of interdisciplinary studies, including research methodologies and resources. Focus on reading, discussion, writing, and the ongoing construction of an interdisciplinary thesis in the Humanities.

Interdisciplinary Research Core Seminar II (HUMA 7P02)

Fields of Interdisciplinary Study

All students participate in the seminar based on the exploration of the program's four fields: 1) Ways of Knowing; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities. This course acts as preparation for both the comprehensive exams and the thesis proposal. **Calendar description:** Introduction to the four fields of the Interdisciplinary PhD in Humanities: 1) Ways of Knowing; 2) Critique and Social Transformation; 3) Culture and Aesthetics; 4) Technology and Digital Humanities.

Professionalization and Research Seminar (HUMA 7N07)

This non-credit seminar is designed to provide students with an opportunity to discuss their program of study with other students in the context of specific topics of discussion to be determined by the instructor and to be drawn from the students' interests. It also functions as a professionalization seminar. Students must continue with this seminar and participate in the research sessions of the seminar in Year II. Students are encouraged to continue with this seminar in Years III and IV. The seminar may include guest speakers and a conference or colloquium and aims to provide students with a forum to explore and articulate their research ideas. The seminar strives to prepare students to actively engage in academic inquiry outside of Brock University. Presentations in this seminar are normally open to all students and faculty in the program. **Calendar description:** Non-credit compulsory research seminar for first and second-year students. Forum to develop thesis research topics and academic skills.

Teaching Apprenticeship (HUMA 7P05)

This course will be evaluated as credit/no-credit and will not count toward the six half-credit required courses for the completion of the degree. Students must have completed all course work (including HUMA 7N07), thesis proposal and language exam before being eligible to sign up for the course. This course allows students to take part in the design, development and delivery of an undergraduate course and allows them to develop a teaching portfolio. **Calendar description:** Participation in the development and delivery of an undergraduate course under the mentorship of a Brock faculty member. Development of a teaching portfolio.

Language Requirement

Students will be required to demonstrate reading competency in one language other than English by means of a written examination. Students will translate a short passage of approximately 750 words into English. Use of a dictionary is permitted. The exam is pass/fail and may be taken as many times as is necessary for the student to pass the exam. The student is responsible for informing the GPD that she or he is prepared to write the exam, and the student must pass the exam before defending her or his thesis. The GPD will select texts in the language chosen by the student and their supervisor. The GPD will administer the exam. The exams will be anonymized and assessed by one examiner. Students will have 2 hours to write their exam.

The language chosen is to be related to the program of study and must be approved by the supervisor. In cases where no other language than English is relevant to the program of study, reading competence in French will be required. Evidence of passing a similar language exam in an MA degree may take the place of the PhD language exam at the discretion of the GPD and the Program Committee.

See Appendix C for the appropriate signature form.

Comprehensive Examinations

The comprehensive examinations must be completed by August 31 of Year II of the program. The comprehensive exams consist of two written examinations (general and specific) and one oral examination. Students must complete all of their course requirements before they take the comprehensive examinations. All exams are graded pass/fail. Each exam has a separate examination committee whose members grade the exam (see below). Both examination committees, along with the GPD, will constitute the oral examination committee.

By June 30 of Year I, students and their supervisors will create and submit to the GPD reading lists of 35 texts for each written exam. For the specific exam, the student, in consultation with his or her supervisory committee, will devise a reading list that covers the broad field related to his or her research. While some of these texts might duplicate those that are on the thesis bibliography, this exam is to cover a wider area than the narrow thesis topic. The program's four standard reading lists in place for the general exams will serve as a starting point for the general exam reading list, with at least 14 texts chosen from each of the standard lists for the student's two chosen fields, with the option of substituting five alternative texts.

Normally, the student will begin writing her or his comprehensive examinations no later than April 30 of Year II in the program. Two months before commencing to write, the student will notify the GPD of her or his intention to write the exams. At that point, The GPD will provide an opportunity to the student to exclude potential examiners. The written exam portions completed by no later than July 15, and the comprehensive examinations must be defended by August 31.

By April 30 of Year II, the student will be given the exam questions for both the general and the specific comprehensive exams. In response to each question, the student will write an essay of roughly 10,000 words, not including notes and bibliography. The essays must be original work. The student may not show the supervisory committee or exam committees drafts of the exams. The student must submit both exams to the GPD by July 15. Exams submitted after this deadline will receive a failing grade, and the student will be withdrawn from the program. Requests for extensions must be approved by the program committee and will be granted only on documented medical and compassionate grounds. The GPD will then circulate the exams to the examination committees (see below), who will return a grade of pass or fail within a week of receipt of the exams. The exams will be evaluated for the comprehensive and thorough knowledge they display of the exam reading lists, the depth of the intellectual engagement with these texts and the development of the student's thinking in her or his research area, and the quality of the writing. The student must pass both written exams in order to proceed to the oral examination, which will take place no later than August 31.

The student must pass all three exams in order to advance to ABD status. If the student fails a written exam, the examination committee will provide the student with written commentary upon the specific areas in which the exam falls short. The student will then be given an opportunity to revise the exam in light of the commentary. The student must submit the revised exam for regrading no later than two weeks after receiving the examination committee's written commentary. If the student fails the oral exam, she or he may retake the exam within three months of the initial oral exam. Any student who fails any one of the three exams more than once will be withdrawn from the program.

Exam #1: Specific Field

The examination committee will consist of the student's supervisory committee. At least one month prior to the commencement of writing, the student will propose three exam questions in consultation with the supervisor. The supervisor (who may, of course, consult with the rest of the thesis committee) will choose one of these questions for the exam and submit it to the GPD. The question will not be shared with the student before the commencement of the exam. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails.

Exam #2: General Fields

The examination committee will consist of the student's supervisor and two other members from the list of HUMA core faculty members. At least one month before the commencement of the exam, the examination committee will choose two questions from the program's bank of questions posted on the program's web site and submit them to the GPD. The student will be provided these two questions at the commencement of the exam and will answer one of the two questions. All members of the committee will grade the examination. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails.

Exam #3: Oral Exam

Once the student has passed the two written exams, he or she will take the oral exam. The GPD or designate will chair the oral exam. The student's supervisor may not chair the oral exam. The examiners

will consist of the examination committee from both Exam #1 (Specific Field) and Exam #2 (General Fields). The length of this exam is three hours.

The oral exam will consist of questions and answers related to the two written exams. It may begin with a statement by the student that clarifies some points he or she made in the written exams, or the student's supervisor might choose to begin with a question. The purpose of this exam is to ask questions about the written exams and to draw out some of the relationships between the two general interdisciplinary fields and the field of the student's thesis research.

All members of the committee will grade the examination. Unanimity among the examiners is not required for a passing grade. If all members, except for one, agree that the examination is satisfactory, the student passes. If more than one member of the committee deems the examination unsatisfactory, the student fails. The Chair does not have a vote.

Oral examinations will be recorded. The recording will be kept confidentially in electronic format in the student's file by the GPD. The audio file will be destroyed once the student graduates or leaves the program.

See Appendix C for the appropriate signature form.

Capstone Project Proposal

By April 1 of Year III, students will submit their final, revised, capstone project proposal and bibliography to the Supervisory Committee and the GPD for approval. The proposal will be 20-25 pages. The project topic is to reflect the interdisciplinary nature of the program. The proposal is to reflect on-going work with the supervisor and must be approved by the Supervisory Committee and the GPD no later than April 30, Year III. If a student's proposal is not approved by the Supervisory Committee and the GPD/Program Committee, the student will be withdrawn from the program.

In cases where the Supervisory Committee approves a proposal but the GPD has concerns about the quality of the proposal, the GPD will discuss those concerns with the student supervisor. If disagreement persists or if the GPD is concerned that there is no plan in place to address the shortcomings of the proposal, the GPD will consult with the Program Committee and assess whether to approve the proposal or not. The Program Committee may opt to

- Approve the proposal as submitted
- Approve the proposal as submitted and offer recommendations on how to address the concerns and successfully complete the project
- Request revisions prior to approval
- Not approve the proposal

The Program Committee will notify the student and the supervisory committee of its decision in writing. The letter will delineate the reasons for the decision, provide suggestions for revisions if appropriate, and will set a reasonable deadline for the proposal's resubmission for approval if appropriate. The revised proposal will be submitted to the Supervisory Committee and GPD who shall assess the proposal anew and in light of the requests for revisions. The process of approval/non-approval is the same as for the first submission of the thesis proposal.

See Appendix C for the appropriate signature form. See section III for more details on the process for thesis proposals.

Capstone Project

The capstone project will be completed in Year IV, and should reflect the interdisciplinary nature of the degree. The length and format of the final submission will be determined by the student in consultation with his or her supervisor and approved by the Program Committee. Normally a thesis will be 250-300 pages. For information on the thesis and the defense, see Section II of this handbook.

There are four capstone pathway options available to students: dissertation, suite research-creation, thesis by project. All capstone pathways must reflect the interdisciplinary nature of the degree and must demonstrate the candidate's capacity for original thought, independent study, and the ability to produce high-level work in one's field. All capstone pathways are required to be rigorous scholarly works which develop a clear argument, articulate the place of the project within the existing literature in the field, and state the significance and importance of the project for the humanities.

Students must identify which capstone pathway they will pursue in their application to the program. A student's request to change capstone pathways must be approved by the supervisor and supervisory committee, in consultation with the Program Director. All capstone pathways must be completed by the end of year 4 of the program, including the public defense and any other component required.

Dissertation

The student will complete a written manuscript on their research topic. The length and format of the final submission will be determined by the student in consultation with their supervisor, supervisory committee, and Program Director. Normally a dissertation will be 200-300 pages.

This capstone pathway envisions students presenting their scholarly investigations in the form of a monograph.

Suite

The student will complete a collection of essays on a common theme. Though composed as stand-alone pieces, each essay is modelled as a journal article and highlights different dimensions of a shared question/investigation, without specifically linking to a single argument on that subject. A variation on the dissertation, the length and format of the final submission will be determined by the student in consultation with their supervisor, supervisory committee, and Program Director. Normally a suite will be 200-300 pages.

This capstone pathway envisions a series of linked essays which would allow students to move material quickly to publication.

Research-creation

The student will complete a research-creation project combining creative practice in their chosen media with scholarly investigation. Their final project may include non-textual components—such as, but not limited to, digital media, audio, and/or visual production—accompanied by a written scholarly text of 100-150 pages. Students must demonstrate their capacity to complete the research-creation project in the proposal. This includes listing skillsets (e.g., 3D modelling, film/video editing, painting) necessary for completing the project.

This capstone pathway allows students to engage in their creative practice while integrating their scholarly investigations.

Thesis by project

The student will complete a thesis by project combining the design of a project with scholarly investigation. Their final project may include components such as construction of digital projects (e.g., curated digital materials, data visualizations, GIS projects), reports, policy briefs, exhibit catalogues, or any documentation describing the project and pertaining to it. These components will be accompanied by a written scholarly text of 100-150 pages. Students must demonstrate their capacity to complete the research-creation project in the proposal. This includes listing skillsets (e.g., computer programming) necessary for completing the project.

This capstone pathway allows students to pursue *new digital forms*, *collaborate* with non-academic bodies such as NGOs, cultural institutions, and businesses, and to develop concrete applications that integrate their scholarly investigations.

An investigation into the implications of systems of immanent thought for questions of aesthetics and politics. Thinkers include Bergson, Bradotti, Colebrook, Deleuze, Guattari, Manning, Massumi, Negri, Spinoza, and Whitehead

HUMA 7P37 Genre and Cultural Production: Form and Meaning

Genre theory and criticism of cultural productions such as film, television, literature, print, and music.

HUMA 7P51 Hermeneutics of Personal, Social, and Artistic Transformation(s)

Theories of interpretation structure subjective and intersubjective experience. Theorists may include M. Heidegger, H. G. Gadamer, P. Ricoeur, H. Marcuse, R. Ingarten, M. Foucault, and J. Habermas.

HUMA 7P52 Feminist Theory and Knowledge Production

Investigates the production of knowledge in relation to gender, sexuality, race, and class. Key sites of inquiry include futurity, inequity in academe, neo-colonialist fantasies about Muslim women, and struggles among different groups of academic feminists (such as neo-liberal humanists versus antifa feminists). Authors may include Wiegman, Sedgwick, Ahmed, Loomba, Messer-Davidow, and Love.

HUMA 7P53 Colonial/Post-colonial Histories

Examination of colonial and post-colonial history, fiction and art in colonial and settler-colonial societies.

HUMA 7P54 Subjectivity Beyond Postmodern Global Capitalism

An examination of the possibilities of reconstituting subjectivity outside the logic of capitalist identity, through theory and literature. Writers include Gabriel Garcia Marquez, Thomas Pynchon, RD Laing, Felix Guattari, Giorgio Agamben, Maurice Merleau-Ponty and others.

HUMA 7P55 Fanaticism: Political and Aesthetic Dimensions

Analysis of texts and art related to political, religious, and aesthetic extremism, excess, passion – and their value – counterparts: moderation, balance, and reason. Discussions and debates will focus on how these conceptual dichotomies have shaped thought, dissent, and creative activity from the ancient world until the present.

HUMA 7P56 Consumerism as Worldview

Explores the origins, nature and implications of consumerism as a worldview from historical, philosophical, political, cultural and ecological perspectives. Themes to be examined include: commodification; branding; ‘McDonaldization’; citizen/consumer and modern/postmodern divide; historical progress; and technology and ideology. Authors may include Marx, Arendt, Heidegger, Baudrillard.

HUMA 7P57 Current Questions about Education, Democracy and the Public Good

Examination of current and historical perspectives on the relationship between democracy and education, and threats to the public good. Humanities approach to education that explores populism, radicalism, political apathy, individualization, academic freedom, and indoctrination.

HUMA 7P58 Thinking and Representing the Anthropocene and Extinction

An interdisciplinary examination of the philosophical and cultural meanings of the Anthropocene and extinction.

HUMA 7P71 Theory and Praxis of Digital Humanities

Introduction to computationally-supported methods and applications for analysis, expression, and teaching in the digital humanities. Course will provide readings on topics ranging from agent-based simulations to text analysis, and practical instruction in 3D modeling and Geographic Information Systems.

Note: No programming skills required.

HUMA 7P72 Deep Maps in the Digital Humanities

Course provides a theoretical and practical overview of evolving expressive forms in the digital humanities, with a specific focus on the deep map. Students will review extant literature on the deep map, and participate in the conception, creation and design assessment of a proposed innovation for the Deep Map, expressed in Augmented Reality.

HUMA 7P73 Principles of Interactive Media: Theory and Design

Key theoretical concepts and debates related to interactivity, games, participatory media, and design. Analysis of interactive texts including videogames, augmented reality platforms, and social networking sites.

HUMA 7P74 Prototyping humanities scholarship in unreal times

Interdisciplinary study of realist and non-realist techniques in literature and the digital humanities. Humanities approaches to prototyping visualizations, maps, and virtual reality artifacts, with a focus on critical analysis and open access publication. No previous technical expertise whatsoever assumed.

HUMA 7P90 Directed Reading

Research course with directed study and regular meetings with a faculty member, covering topics not offered in a designated course, and with permission of the Graduate Program Director.

SECTION II Student Supervision

Graduate research is recognized as a partnership involving students, supervisors, and the Program. For graduate students, graduate studies often represent a career development path that leads to gainful employment. To achieve that end within a reasonable time, proper supervision is a key element and it is vital that students be provided with responsible, professional supervision that is sensitive to student needs and free of personal conflict that might interfere with intellectual development. Data shows that the quality of supervision is an important variable contributing to the quality of the thesis, and to a suitable completion time for the thesis work.

Selection of faculty to serve on thesis committees is the joint responsibility of the student and the thesis supervisor. Faculty members who are requested to serve as Supervisory Committee Members are not obligated to do so, but reasons for not serving should be made clear.

Note: The student, with the supervisor's approval, must notify the GPD in writing about the committee membership and the approximate date when membership was finalized. Decisions with respect to the make-up of the Supervisory Committee are expected to be finalized by August 31 at the end Year I.

Thesis Supervisor and Supervisory Committee

Supervisory privileges will be granted to core faculty members. Adjuncts, including emeriti, will not be granted supervisory privilege but may be allowed to serve on supervisory committees at the discretion of the Program Committee. Core faculty members who lack PhD and/or MA thesis supervisory experience may be assigned a mentor in their first assignment as thesis supervisor in the program. The Program Committee may also appoint a co-supervisor to ensure quality of supervision. The Program Committee may withdraw supervisory privileges if important concerns are raised about the quality of the supervision. If such concerns are raised, the GPD will initiate discussions with the supervisor and the Program Committee. Before withdrawing supervisory privileges, the Program Committee may decide to appoint a co-supervisor or a mentor.

The Thesis Supervisor assumes primary responsibility for the student's thesis work. The Supervisory Committee is composed of the Thesis Supervisor and two other faculty members who are members of the Core Faculty. One of the members of the Supervisory Committee may be from outside the program, subject to approval by the GPD and the Program Committee. The members of the Supervisory Committee who are not the Thesis Supervisor play a similar role to that of the Thesis Supervisor, but do not have primary responsibility for the student's work (see specific responsibilities below). The composition of the Supervisory Committee must be approved by the GPD and must be in place and operational by no later than August 31 at the end Year I. Any changes must be approved by the GPD.

It is recognized that, when faculty members agree to supervise a graduate student, they assume a number of responsibilities and carry certain duties, many of which are not formally identified in the designation of workload. Rather, the intention is to provide some principles designed to enhance academic quality, safeguard student welfare, and expedite progress to satisfactory completion of degree requirements.

Brock University Policy governs both student and faculty roles and responsibilities. For a description of the supervisor's role, rights and responsibilities, please see the Faculty Handbook:

https://brocku.ca/university-secretariat/facultyhandbook/section3 - B_9

For a description of the student's role, rights and responsibilities, please see the Graduate Calendar:

[Graduate Students Rights and Responsibilities](#)

Responsibilities of Thesis Supervisors: Assisting Students to Achieve Their Scholarly Potential

The student has the right to expect expertise and accessibility from the supervisor. It is reasonable to expect that the supervisor offer assistance with the design, planning, and conduct of feasible research projects; introduce the student to the network of scholars or scholarly work in the area of specialization; encourage and support scholarship and fellowship applications; encourage conference attendance; and provide support for the presentation and publication of the research results.

Additional Guidelines for Supervisors

- Be reasonably accessible to the student for consultation and discussion of academic progress, research problems, course selection, etc.
- Communicate with the GPD on the student's progress, respond to queries from the GPD and Program Committee regarding any concerns, and be available to meet with the GPD when needed.
- Work with the student and the GPD to co-ordinate and schedule the Written and Oral Comprehensive Exams.
- Offer supervision and advice appropriate to the stage of the student's work (proposal stage, problem design stage, analysis and writing stage, oral defense stage, and with the publication of results).
- Help the student establish and modify a suitable timetable for completion of the various stages of the thesis requirements.
- Give timely response to written work with constructive suggestions for improvement.
- As indicated in the University's Policy on Intellectual Property, inform the student that the responsibility for utilization and publication of data is held jointly by the supervisor and the student, and endeavour to clarify early in the program some general principles regarding publication credit (and patent rights should that be relevant to the research).
- Assist the student with attempts to acquire external funding or provide such funding, when possible. In addition, support students financially, when possible, to permit attendance at conferences.
- Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student.
- Make a suitable alternative arrangement for supervision when on extensive leave or absence from the university.

Responsibilities of the Rest of the Supervisory Committee

The other Supervisory Committee Members are expected to follow the guidelines laid down for the primary supervisor with the exception that they do not have primary responsibility for the student.

It will be the responsibility of the Supervisory Committee

- to review the student's progress at least once a year (usually in preparation for the PhD Progress Report), with the student and supervisor, maintaining a record that these consultations have occurred
- to meet at least once to review and formally approve the proposed thesis research presented to the committee as a thesis proposal. This provides a mechanism for committee members to suggest improvements and to record their ideas about the work before it is undertaken
- to sit on the comprehensive examination committee
- to read and approve of the thesis before it is sent out to an External Examiner. The entire Supervisory Committee should agree upon major changes to a proposal or thesis before it is sent out
- to indicate that the thesis is ready for the defense by signing the *Thesis Approval Form* (see the Faculty of Graduate Studies webpage), which is submitted to the Graduate Program Director

- to participate in the oral defense as scheduled

Guidelines for Students

By engaging in a graduate program, the student has made a commitment to devote the time and energy necessary to conduct and complete a research project and, if the results warrant it, prepare the work for dissemination through conference presentations and publications. The supervisor has the right to expect that the student demonstrate ability, initiative, and receptivity. Additional guidelines for the student are as follows. The student should:

- conform to University and Faculty requirements and procedures with regard to registration and graduation requirements, and to thesis style and standards
- in cooperation with the Supervisory Committee, including the supervisor, develop a timetable for completion of all stages of the thesis work
- meet regularly with the supervisor to review progress and interact with other members of the Supervisory Committee as appropriate
- give serious consideration to and respond to the advice and criticism received from the Thesis Supervisor and the rest of the Supervisory Committee
- recognize that the supervisor and other members of the Supervisory Committee have other teaching, research, and administrative obligations that may preclude an immediate response to queries or the provision of feedback
- be familiar with University and Faculty requirements and standards for graduate studies as available in this document, in the Graduate Calendar, and in the University's policy on Intellectual Property.
- conform to basic principles of academic integrity and professionalism with respect to the handling of data and in the development of a mature and objective relationship with the supervisor, other members of the Supervisory Committee, other scholars, as well as fellow students and staff at the University
- consult with her or his Supervisory Committee if major changes are required during the conduct of the research
- take part in the academic life of the Program, which includes, among others, attending colloquia or talks organized by the Program

Note: Supervisors and Students are invited to also consult the Best Practices document posted on the program website.

Student Representative

One student from the program will serve as Student Representative to the GPD and Program Committee for the whole student body. In September, the GPD will issue a call for nominations, including self-nominations. If more than one nomination is received, students will elect the Student Representative by electronic ballot conducted by the GPD who will identify a neutral party to receive and tally the votes. The representative will be a voting member of the Program Committee except on matters of admission, awards adjudication, and other confidential matters concerning students and faculty and may participate in other committees as deemed appropriate by the GPD. Responsibilities include bringing concerns of graduate students to the Graduate Program Director, and/or relevant committees; providing a student perspective in discussions of program issues; serving as an information resource to other students; and facilitating graduate student social activities.

Academic Progress

Upon registration, students will consult closely with their Thesis Supervisor and the GPD to plan a program of study and develop a thesis topic. The progress of first-year graduate students will be evaluated in January of the student's first year (mid-term progress report) and, in August (PhD Progress Report). In the second and subsequent years, the student's progress will be reviewed after the submission of the PhD Progress Report in August. If the GPD, the Program Committee, the Thesis Supervisor, or members of the Supervisory Committee have expressed concern about a continuing graduate student's progress at the time of the annual report, that student may be asked to prepare an additional report. Progress deemed to be unsatisfactory will form the basis of a recommendation to the Dean that the student be put on academic probation or withdrawn from the program. If a student has a standing of less than B (i.e., 70%) in at least one half-credit course, continuation in the program will be subject to review by the Program Committee.

Mid-term Progress Report

This report, due in mid-January, is to be completed by all first-year PhD students (See Appendix A for details). Thesis Supervisors also complete a mid-term report on the student (see Appendix B), which they discuss with the student. The student's progress report and the Thesis Supervisor's report are forwarded to the GPD. These progress reports, TA evaluations (if available), and reports from course instructors (if any) will be reviewed by the Program Committee and a feedback letter will be sent to the student and supervisor.

PhD Progress Report

Each year by the end of August students and their supervisors will independently submit to the GPD a report on the student's progress through the program (see Appendix C). The student will also submit her or his updated C.V. Both reports will become part of the student's file. If, having reviewed both reports, the GPD deems the student's progress to be satisfactory, she or he will inform the student and supervisor of this in writing. This assessment will also become part of the student's file. If the GPD deems the student's progress as problematic, she or he will bring the student's file to the program committee for assessment. The program committee may request further information from either the student or the supervisor. If the program committee deems the student's progress unsatisfactory, it will inform the student and supervisor of the assessment in writing, accompanied by recommendations for future improvement. This written program committee assessment will also become part of the student's file. If a student receives more than two unsatisfactory ratings in a row, the student may be withdrawn from the program.

Program and Course Evaluation

Evaluation of Courses

Students will be given an opportunity to evaluate each course and instructor(s) at the end of each term.

Grading of Courses

As a result of regulation adopted by Senate, all courses except for the thesis must be given a numerical grade. HUMA 7N07 and HUMA 7P05 will be graded SA/IN and CR/NC respectively.

General Student Feedback

Feedback from students regarding the program is encouraged. They are encouraged to approach their supervisor, other members of their Supervisory Committee and/or Graduate Program Director. They may also wish to raise concerns with the Student Representative.

Program Feedback

Students will meet at least once annually with the GPD to provide feedback about the graduate program. This information will be communicated to the Program Committee.

Appeals

All graduate students have the right to appeal academic decisions. An appeal is a request that an academic decision (e.g., a grade or standing in a program) be changed, based on the evidence supplied by the student, or that a regulation be waived on compassionate grounds or because of extenuating circumstances. Details regarding appeals can be found in the Graduate Calendar and in the Faculty Handbook.

SECTION III Thesis

Please note that all thesis regulations must operate in conjunction with those outlined in the Graduate Calendar.

Thesis Proposal

Graduate students must submit a thesis proposal in accordance with the graduate program's procedures (FHB regulation). The proposal must be approved the student's Supervisory Committee and the GPD. This will be completed by April 30 of Year III.

During the composition of the thesis proposal students are encouraged to meet informally with members of their Supervisory Committee to discuss and refine their ideas. Students should expect to complete revisions on the proposal. It is therefore advised that students circulate an early draft of the proposal in January of Year III. When students have completed a final draft of their written proposal, the Committee will have an official proposal meeting with the student. More than one official meeting of the Supervisory Committee may be required before a thesis proposal is approved.

The contents of the written proposal are to be determined by the committee. Minimally, it should include an introduction, literature review, outline of research questions and objectives, description of methodology and theoretical framework, and references. A supervisory committee may request that other elements be included as relevant to the project. The rationale for the project and hypothesis should be clearly stated. It should be no longer than 25 pages.

All committee members will read the proposal and discuss potential revisions in argumentation, required documentation or methodology with the student. When committee members are satisfied that the proposed project is viable, they will sign the *Proposal Approval Form* (see Appendix C). The Thesis Supervisor will then forward it to the GPD and the process delineated above will be followed for final approval. The student must inform the Supervisory Committee of any substantive changes to the project after the original proposal is approved.

Thesis Submission for Defense

Please see <http://brocku.ca/graduate-studies/current-students/student-forms> for a list of all the required forms.

A submitted thesis must be accompanied by a *Thesis Approval Form* (see Faculty of Graduate Studies). The form attests that the student's supervisor and committee members have approved the thesis for submission. The Graduate Program Director will adjudicate all disputes between students, supervisors and Supervisory Committees regarding submission of the thesis. If a student is dissatisfied with the judgment proposed by the GPD, the candidate may appeal to the Dean of Graduate Studies.

The thesis should be formatted as described in the Faculty of Graduate Studies guidelines. The candidate must submit 3 copies of the approved thesis, with the *Thesis Approval Form* appended, to the Graduate Program Director. The student is required to provide the Supervisory Committee with additional copies of the manuscript if requested. The thesis must be presented at least seven weeks in advance of the anticipated date for the oral defense, to permit the circulation of the thesis to external and internal/external examiners and the reception of their report. The manuscript may be submitted electronically but hard copies are required for the external and internal/external examiners.

Thesis Defense

Please review and follow the Faculty of Graduate Studies guidelines, available here: [Thesis defenses and document submission](#)

Examining Committee

The examination committee of a doctoral defense will minimally comprise the supervisory committee, an internal/external examiner (from outside the graduate program but within Brock University) and an external examiner. The approval of the external examiner is the responsibility of the Dean of Graduate Studies or designate. The Dean of Graduate Studies (or designate) will serve as Chair.

External Examiner

The External Examiner must have the expertise required to assess the thesis's content and methodology. The scholar must be external to the University and not have participated in any way in the thesis project. He or she will be principally responsible for provision of an independent, objective evaluation of the academic quality of the thesis. She or he will normally be a full professor and a member of the faculty of graduate studies at his or her institution. In some cases the external examiner may be at the rank of Associate.

In preparation of the submission of the thesis, the student and supervisor must provide the following to the GPD:

- a) the names of the Supervisory Committee
- b) a list of two to four candidates to serve as External Examiner. The list should provide the contact information of each candidate, and a brief statement of each candidate's qualifications
- c) a list of two to four candidates to serve as Internal/External Examiner
- d) the thesis title
- e) page length of the thesis text (excluding references and appendices)
- f) an abstract of the thesis

The supervisor and student should not contact potential external examiners to discuss availability. Any contact with the designated candidates prior to the thesis defense should be brought to the attention of the GPD. Upon receipt of the list of External Examiners the GPD will review the list for approval. They shall determine the nature and extent of contributions made to the thesis during its development by all potential External Examiners. Casual knowledge of the thesis by a potential External Examiner shall not necessarily constitute grounds for precluding such an individual from invitation. Once the list of candidates has been approved, the GPD will forward the list to the Dean of Graduate Studies. The Dean of Graduate Studies will approve a ranked list of potential external examiners and the GPD shall invite them to serve according to this approved list. The Dean's decision on the list is final. The Dean of Graduate Studies appoints the external examiner.

The External Examiner will write a letter to the Dean indicating if the thesis is of sufficient quality to merit an Oral Defence. This letter must be received at least one week prior to the scheduled thesis defence. The letter will be made available to the candidate and supervisor. If this letter is not received at least one week prior to the scheduled defence, the defence will be postponed to a later date.

Internal/external examiner

The internal/external examiner brings breadth to the examination process. They need not be an expert in the area covered by the thesis but must have an interest and competence in the area. The same criteria apply to the internal/external examiner as to the external examiner: they must be at arm's length and they must be, preferably, at the rank of full professor. The list of potential internal/external examiners will be approved and ranked by the Dean of Graduate Studies.

The Defense

On the day of the examination, the GPD (or designate) will take copies of the *Report of Graduate Thesis Examination Board* and one copy of the *Certificate of Approval* forms to the examining room and ensure that the room is arranged in a suitable fashion. The Chair of the Examining Committee directs the proceedings of the thesis defense. The oral examination will be open to anyone who wishes to attend, but only the candidate and members of the examining committee may participate in questioning. At the beginning of the defense, the Chair of the Examining Committee will describe the rules to be followed and ensure that the candidate and all members of the Examining Committee are familiar with those rules.

The Candidate will present a public seminar outlining the thesis (not to exceed 30 minutes).

This will be followed by a period of questioning by the Examining Committee during which the student should be the only person responding to the questions. The order of questioning will be: the External Examiner, the Internal/external Examiner, and members from the Examining Committee as directed by the Chair, and finally the Thesis Supervisor. The Chair of the Examining Committee may pose questions at any time.

In the first round of questioning, each questioner will have a maximum of fifteen minutes to ask questions. There can be second and subsequent rounds of questions. The order of questioning and timing of questions at this stage is at the discretion of the Chair of the Examining Committee.

When the questioning process is complete, the Candidate and anyone else who is not a member of the Examining Committee will be asked to leave the room and the Examining Committee will meet to come to a decision with respect to the acceptability of the thesis and the defense.

Last-Minute Absence of a Chair or Committee Member

Occasionally, because of illness or accident or any other unforeseen circumstance, a member of an Examining Committee may be unable to attend a scheduled Defense. To enable the exam to proceed, the following procedures should be followed:

- a) The Administrative Assistant will inform the Candidate and the Examining Committee of the delay of the missing committee member. If the member is still in transit, or a replacement for the missing committee member is being located, the Administrative Assistant will inform the Examining Committee of the member's or substitute member's expected time of arrival, and the time when the Defence will re-convene.
- b) If the Supervisor is absent, an existing member of the Thesis Supervisory Committee will be appointed as Acting Supervisor by the Chair, after an in-camera discussion with members of the Examination Committee.
- c) If the Chair of the Examination Committee is absent, the Dean of Graduate Studies Office will arrange for a replacement within one hour.

- d) If the External Examiner is absent, the External Examiner's responsibilities and vote will be assumed by the Chair. The Chair will pose the questions submitted by the External Examiner.
- e) If an Internal Examiner from the Thesis Supervisory Committee is absent, another member from the same committee will represent the absentee member. The designate will pose the questions provided by the missing member. If an appropriate designate from the Thesis Supervisory Committee cannot be located, the Chair will act on behalf of the absentee member.

The examination must be postponed and re-scheduled at the earliest possible convenience of the student if the External Examiner or the Supervisor fail to notify or appear within one hour of the scheduled time for the Defence. The examination must also be re-scheduled if two members of the Examination Committee fail to appear. Otherwise, the exam is to proceed according to the above procedures, even if the Examination Committee includes only the External Examiner and one Internal Examiner from the Supervisory Committee.

Decisions Open to the Examining Committee

The thesis and defence will be graded on a pass-fail system, using the following classifications:

- a) Thesis Satisfactory and Accepted as Submitted (This determination applies even if there are minor typographical errors to be corrected)
- b) Thesis Accepted after Minor Corrections or Modifications (This categorization requires the candidate to re-write small sections of the thesis. Assessment of the revised thesis will be undertaken by the Thesis Supervisor)
- c) Thesis Accepted Conditionally upon Completion of Major Modifications as Outlined on Attached Sheet. The Examining Committee will not re-convene after producing a conditional acceptance. Instead, assessment of the revised thesis will be undertaken by:
 - i. The Chair of the Defence (FHB Regulation), and
 - ii. The Thesis Supervisor, or a sub-committee of the Examining Committee (A decision on the steps for final assessment will be taken by the full Examining Committee at the Thesis Defence)
- d) Decision Deferred until
 - i. Completion of Major Modifications as Outlined on Attached Sheet and
 - ii. A New Defence Has Been Completed
- e) Thesis Unsatisfactory and Not Acceptable

Acceptance of the thesis will require acceptance by two-thirds of the Examining Committee and must include acceptance by the External Examiner. If revisions are necessary, the Examining Committee will specify the areas for revision and the date by which the revision is to be submitted and approved.

- a) Ph.D. candidates should be given two to four weeks to complete minor revisions
- b) Ph.D. candidates should be given four to twelve weeks to complete major revisions

If the Examining Committee has difficulty coming to a decision regarding (a) acceptance or non-acceptance of the thesis; (b) the terms for acceptance of the thesis, the case will be referred to the Dean of Graduate Studies. The Dean will determine the steps required for the Examination Committee to reach a consensus, and the Ph.D. candidate will be advised that a decision is pending.

A Fail grade will be awarded if either the External Examiner or more than one-third of the Examining Committee find the thesis to be unacceptable. The Ph.D. candidate may, at the discretion of the Examining Committee, be permitted a second and final thesis submission and defence in the event of a Fail grade. The second defence will be scheduled for no later than one calendar year after the first. The Examining Committee of the second thesis defence should be identical to that of the first, barring circumstances that prohibit its re-constitution. A fee will be charged for the second examination.

For appeals relating to the procedures followed in a Thesis Examination, see the Graduate Calendar.

Style Guidelines for Theses

Paper and Formatting

- A good bond paper (20 lb.) must be used for all copies of the thesis. Paper size should be 8 1/2" X 11" (21.5 X 28 cm), with margins of one and one-half inches on the left side and one inch on all other sides.
- Theses must be typewritten. All photocopies must be clearly legible and uniform in impression and colour.
- All typing must be in Times New Roman, font size 12, double-spaced except for quotations, footnotes, legends, and references, which shall normally be single-spaced (there should be double-spacing *between* references)
- *Preliminary pages* (i.e., Title page, Abstract, Acknowledgements, Table of Contents, List of Figures, List of Appendices) are numbered at the bottom, centre, using lower case Roman numerals. The Title page is page (i), but no number appears on this page.
- *All pages following* the preliminary pages are numbered in one continuous sequence using Arabic numerals at the top right of the page, *with the following exceptions*: Number placement should be at the bottom centre of the page on the first page of each chapter.

Organization

- The first and last pages should be blank and unnumbered.
- After the *Certificate of Approval*, pages should be in the following order: the title page, the abstract, the acknowledgements, a table of contents, a list of tables, a list of figures, and a list of

appendices.

- After the text, there should be a reference section. This is to be done in the format described in the *MLA Style Sheet for final manuscripts* (Current Edition).
- The appendices follow the references.
- The abstract should be fewer than 500 words and should outline the problem, methods, main results, and general conclusion of the thesis.
- Each thesis will have its own unique structure of chapters and sections. However, the first chapter of most theses will be an “introduction” which presents the purpose, method and scope of the study together with a survey of the literature. The final chapter will be for "conclusions" and a survey of the argument of the thesis as a whole.

Further Details Regarding Thesis Preparation

For further information on matters of organization, style and presentation, consult the *Modern Language Association Style Manual* (Current Edition), paying special attention to the section on theses and dissertations.

Submission Guidelines for Approved Theses

Follow the guidelines in the *Graduate Calendar*, Section XVI:

XVI. Submission and Deposit of Thesis

Submission of Thesis

When the thesis is in its final form (following defence), has been approved by the graduate program, and meets FGS Thesis Format Specifications, the student will submit the thesis to the Brock University Digital Repository. The student must also submit to the Faculty of Graduate Studies the Certificate of Approval, the Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses, and the Brock University thesis and Major Research Paper Copyright Licence. Under certain circumstances (e.g. to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated) a graduate student may request a restriction on the circulation of the thesis for up to a period of twelve months.

Follow the guidelines provided by the Faculty of Graduate Studies: E-thesis submission

Helpful Hints to Students

The Proposal

Try to get your committee together as soon as possible. They will provide valuable input to help focus your ideas. Do not wait until your proposal is “perfect” before submitting it to your committee for feedback. Submit a draft to your committee well in advance of the deadline and be prepared for discussion and changes. Be sure you get them to sign the *Proposal Approval* and forward it to the GPD.

Preparing the Document for Submission Prior to the Defense

The final stages of thesis preparation will take much longer than you think. Those last few hours of formatting and printing have taken some students several days. Your final draft must be approved by your supervisor and the rest of your Supervisory Committee before the Oral Defense can be scheduled.

Preparing for the Defense

Talk to your supervisor about possible External Examiners early in the thesis process. You may not get your first choice, so be prepared with your supervisor to submit a list of two to four candidates to the GPD before you submit your completed thesis. The list should include the contact information of each candidate and a statement of his or her qualifications.

Try to arrange one practice defense, and one practice of the presentation you will make at the defense. This can be arranged with the instructor coordinating HUMA 7N07 or the GPD if it is to be scheduled in the spring term. The presentations should not be over 30 minutes in length, and should provide a brief overview of your goals, hypotheses, most important findings, and discussion. Use visual aids when possible. Attend other students' defenses before your own so you know what to expect! HUMA 7N07 provides you with a venue to hold your practice defense. Arrange with the instructor for a time to do it.

Final Stage Status

Students who register for final stage status receive a reduction in tuition.

From the *Graduate Calendar*, Section VII: Final Stage Status

Students approved for Final Stage Status by their graduate program must have a complete draft of their Major Research Paper or Thesis, that requires no further research or additional chapters/sections, and must be deemed by their graduate program committee to be able to complete their exit requirement within the subsequent term. Final Stage Status may only be awarded once and only for one term. The Final Stage Status Form is found at: brocku.ca/graduate-studies/current-students/student-forms

SECTION IV Practical Information and Deadlines

Deadlines for Graduation

It is often hard to determine how long ahead of each deadline things have to happen in order for the deadline to be met. This timetable should help. Students might also wish to contact the Faculty of Graduate Studies.

For Fall graduation (October)

1. An **Application to Graduate** must be filled out by July 1.
2. A completed **Graduate Record Form** (completed online by the GPD) must reach the Graduate Studies Office at least six weeks before the graduation date. The Graduate Record Form indicates that all course work has been finished, that the thesis oral defence has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding. No changes are possible after this date.
3. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions, keeping in mind that all requirements and forms must be completed and submitted to the Faculty of Graduate Studies at least 6 weeks before the graduation date. This means that the thesis defence should be held by the beginning of August at the latest and the student should get her/his committee-approved copies of the thesis to the GPD by the beginning of July so that arrangements can be made. It can often take time to contact an appropriate External Examiner and for the Examiner, supervisor, and others to adjust their schedules to accommodate a thesis defence date.

For Spring graduation (1st weekend in June)

1. An **Application to Graduate** must be filled out by February 1.
2. A completed **Graduate Record Form** (completed online by the GPD) must reach the Graduate Studies Office at least six weeks before the graduation date. The Graduate Record Form indicates that all course work has been finished, that the thesis oral defence has been held, and that all revisions have been completed. The thesis, at this point, goes to the library for binding. No changes are possible after this date.
3. Allow at least 1 month between the thesis defence and the time that a completed version is ready for binding to ensure sufficient time for revisions, keeping in mind that all requirements and forms must be completed and submitted to the Faculty of Graduate Studies at least 6 weeks before the graduation date. This means that the thesis defence should be held by the beginning of March at the latest and the student should get her/his committee-approved copies of the thesis to the GPD by the beginning of February so that arrangements can be made. It can often take time to contact an appropriate External Examiner and for the Examiner, supervisor, and others to adjust their schedules to accommodate a thesis defence date.

Photocopying and Other Thesis Expenses

The Program will cover the cost of printing copies of the thesis required for the Examining Committee (i.e., defense draft). The Office of Graduate Studies also administers some funds for this purpose. Please allow 2 weeks for the thesis to be sent to the printers/photocopiers and returned.

Travel for Research and Conferences

Bursaries for travel to conferences are available from the program (\$400/fiscal year per student), the Faculty of Graduate Studies and HRI. However, students must also be prepared to cover at least some of the costs of conference attendance themselves. Please contact the appropriate person well in advance of the conference to apply for these funds.

Upon return from the conference, the student must submit receipts (including boarding passes) and complete a Travel and Expense report, available through Financial and Administrative Services: <http://www.brocku.ca/finance/faculty-and-staff/forms>

Note: Reimbursement for conference attendance or travel requires submission of original, relevant receipts and boarding passes as well as proof of exchange rate, if applicable.

Occasionally, the GPD may have a small amount of funds available to students for research expenses, including trips. Also, additional funds may be available for travel. Contact the GPD.

Financial support

All students are expected to apply for OGS and SSHRC if eligible. There are also many scholarships and bursaries available to particular groups or students who can demonstrate need. Information about scholarships can be obtained from the Office of Research Services, from the Faculty of Graduate Studies website, and from the Graduate Calendar. The Graduate Studies Office holds an information session in the fall regarding various funding sources. It is highly recommended that students attend these sessions.

Leading Seminars

Some students may not have led seminars prior to entering the program. Leading seminars as a Teaching Assistant involves leading discussions among small groups of students (between 10 and 20). The material and topics are decided by the course instructor. You are expected to meet with the course instructor regularly to go over the material that should be covered in seminar. You will also be required to hold office hours and assist with marking. As a graduate student you may also be given the opportunity to prepare and give a lecture. The Center for Pedagogical Innovation (CPI) has special workshops early in September and throughout the year to help prepare students for conducting seminars. Graduate students are expected to participate. If you participate in a given group of seminars, you will be awarded a Teaching Assistant Certificate. See CPI for more details. First-time seminar leaders are expected to attend program-organized training session(s). Discuss with the GPD if any issues or concerns arise in your employment as a Teaching Assistant.

Keep an up-to-date Curriculum Vitae (CV)

In the academic world it is important to keep an up-to-date CV. This makes it much easier to prepare progress reports and application materials. As well, there may be occasions when you will be asked for an update of your activities and sudden opportunities may arise for prizes, fellowships, etc., for which you

might need to produce a CV in little time. A standard format for an academic curriculum vitae is shown in Appendix D. Not all of these headings will be relevant to you at this stage of your career, but you can add headings as needed. HUMA 7N07 will address the topic of CVs and academic identity. In addition, you can always consult with your supervisor or GPD about your CV.

Applying for Postdoctoral Positions

This will happen when you are busiest. Start to network early. Talk to your supervisor and keep a list of potential postdoctoral positions. Some applications (SSHRC) will be due well before you graduate. Be aware of the deadlines.

SECTION V APPENDICES

APPENDIX A - Mid-term Progress Reports – New Students

The January student progress report (Due January 15) is submitted to the Thesis Supervisor with a copy to the GPD, and should be organized using the following outline:

- a. General Information**
 1. Student's name
 2. Date of entry into the program
 3. Expected completion date
 4. Fields of study
- b. Goals**

Describe your short and long-term goals for your education and career (1 paragraph)
- c. Courses**

List each course taken in the previous term, grade obtained, and main accomplishments (e.g., summarize papers, presentations, placements)
- d. Thesis**
 1. Committee members (if decided)
 2. Brief summary of research topic
 3. Describe progress on thesis and indicate actual or projected dates for various components (first draft of proposal, proposal approval by committee, first-draft of thesis, thesis approval by committee)
- e. Awards and scholarships**
- f. Research activities**

Summarize any activities other than those described above
- g. Conference and workshop activities**
 1. Presentations
 2. Attendance
- h. Teaching activities**

List Teaching Assistantships or other teaching activities (e.g., marking, co-ordinating). Append evaluations if available. List any steps toward professional development with respect to teaching (e.g., Instructional skills workshops)
- i. Service to the department, university, and/or community**

Committee memberships, community service, etc.
- j. Other activities**

APPENDIX B - Mid-term Progress Reports - Thesis Supervisors

Feedback Form for Supervisors of Graduate Students - Due January 31

Graduate Student: _____

Supervisor: _____

The purpose of this form is to give supervisors an opportunity to provide structured, formal feedback concerning their graduate students' progress after their first term in the program. Please describe the student's progress under the following headings. Be sure to address the specific questions outlined. If any of your comments should be kept in confidence, please be sure to indicate this on the form.

1. Course work

- a. Were you consulted with respect to appropriate course work?
- b. Given the student's goals, do you believe the course work taken and/or proposed is appropriate?
- c. Are there any courses that you believe would be important for the student to take before graduation?
- d. Do you have any concerns about the quantity or quality of course work completed?
- e. After checking with the student's instructors, other supervisors for Teaching Assistantships, Apprenticeships, as relevant, please indicate whether there are any concerns or special acknowledgements regarding the student's performance.

2. Thesis

- a. Have you discussed a timetable for the completion of the thesis?
- b. Are you satisfied with the student's progress toward completion of the thesis?
- c. Are the student's goals for completion realistic?
- d. Are there any specific concerns about the student's progress?

3. Other accomplishments

Are there any other accomplishments that should be mentioned here (e.g., publications, awards, etc.).

4. Overall evaluation

Assess the student's overall progress so far. Any comments or concerns that can be included directly in the letter to the student would be appreciated. Please include any cautions, guidance, and/or special praise that you think should come to the student through the committee.

Appendix C – Other Forms

Thesis Proposal Signature Sheet
Language Exam
Comprehensive Exams Completion Form
Annual Progress Report

***Thesis Proposal – Signature Sheet
PhD Program in Interdisciplinary Humanities***

This proposal is submitted in partial fulfillment of the PhD in Interdisciplinary Humanities at Brock University. The undersigned agree that the proposal meets the requirements outlined in the “Interdisciplinary Humanities Policies and Procedures Manual” and that it is satisfactory, requiring no revisions.

Thesis Title:

Student

Name: _____ ID number: _____

Date: _____

Signature: _____

Supervisory Committee

Supervisor Name: _____ Date: _____

Signature: _____

Graduate Program Director

Name: _____ Date: _____

Signature: _____

The original of this form, along with a copy of the proposal, shall be kept in the student’s file.

Language Exam

PhD Program in Interdisciplinary Humanities

This certifies that that student has passed an exam that tests reading competency in

_____.

Name: _____ ID number: _____

Date: _____

Graded by: _____

Graduate Program Director: _____

Comprehensive Exams – Signature Sheet
PhD Program in Interdisciplinary Humanities

This certifies that the student has successfully completed all comprehensive exams in partial fulfillment of the PhD Program in Interdisciplinary Humanities.

Student

Name: _____ ID number: _____

Date: _____

Signature: _____

Exam Fields and Outcome

General: _____ Pass or Fail

Specific: _____ Pass or Fail

Oral: _____ Pass or Fail

Examiners

Supervisor Name: _____ Date: _____

Signature: _____

Graduate Program Director

Name: _____ Date: _____

Signature: _____

Annual Progress Report
PhD Program in Interdisciplinary Humanities

Student:

Supervisor:

Date:

Program Requirements Achieved

Research Activities and Professional Development

Goals for the Upcoming Academic Year (Including Program Requirements to be Achieved)

Summary of Overall Progress in the Program

GPD Signature:

APPENDIX D - Standard Format for Academic Curriculum Vitae**NAME, ADDRESS****FORMAL EDUCATION** (*this no longer includes high school*)**ACADEMIC DISTINCTIONS AND AWARDS** (*e.g., scholarships, fellowships, prizes*)**ACADEMIC POSITIONS HELD**

CURRENT POSITION

ACADEMIC HISTORY

SCHOLARLY ACTIVITIES: (*presented in this order using APA style for all references*)Publications:

- a) Books and chapters contributed to books
- b) Articles in refereed journals
- c) Published refereed conference proceedings
- d) Articles in non-refereed journals
- e) Reports to government or other agencies
- f) Book reviews

Work Submitted for PublicationPapers Presented at Conferences and Learned SocietiesGrants obtained (*generally not applicable to graduate students*)

- a) Internal grants

b) External grants

Teaching activities (*Include courses taught or co-taught, lectures given, teaching apprenticeships, Teaching Assistantships, Marker positions, Coordinator positions, etc. Append teaching/TA evaluations if available*).

Professional Development (*e.g., Instructional skills workshops, Certificate in Teaching and Learning, progress on Teaching Dossier*).

Other Scholarly Activities (*May include research apprenticeships, Brock Research Days, work under revision, Brock-related research presentations, etc.*)

- a) Services as an assessor/referee
- b) Presentations (*Invited Talks - Academy, Community, Workshops*)
- c) Membership in scholarly or professional societies
- d) Consulting activities
- e) Discipline specific activities

University and Community Service - *Brock committee duties (name of committee, role), community involvement.*

Appendix E – Sources of Information for PhD Students

Graduate Calendar

<http://www.brocku.ca/webcal/current/graduate>

Forms

<http://brocku.ca/graduate-studies/current-students/student-forms>

Registration Policies

<http://www.brocku.ca/registrar/guides/grad/>

Graduate Students Association

<http://www.brocku.ca/graduate-students-association>

Financial Support

<http://www.brocku.ca/graduate-studies/current-students/financial-support>

Regulations and Policy for Graduate Students

<http://brocku.ca/graduate-studies/current-students/academic-policies>