

Department of
History
University of
Calgary

**Graduate Student Handbook
2017-2018**

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Preface

Welcome to the graduate program in the Department of History at the University of Calgary. This Handbook describes the program in which you are enrolled, and explains the various policies and procedures that have been developed to help you succeed in your program.¹ Please ensure that you have the latest version.

You should also familiarize yourself with the *Faculty of Graduate Studies Calendar* on the web at <http://grad.ucalgary.ca/current/graduate-calendar>

Please pay close attention to the following documents found in the Calendar:

- The Faculty of Graduate Studies (**FGS**) Calendar, which contains the policies and procedures related to supervision of both Master's and Doctoral research, as well as candidacy and oral examinations: <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>
- In particular refer to the section on Supervision in the Faculty of Graduate Studies website under “Managing My Program”. All students must meet with their supervisor to complete the Student-Supervisor Checklist found in this section <http://grad.ucalgary.ca/current/managing-my-program/supervision>
- Department of History Candidacy Statement for doctoral students. https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf
- Department of History section of the FGS Calendar: <http://www.ucalgary.ca/pubs/calendar/grad/current/history-hist.html>
- Awards and Financial Assistance for Graduate Students which details the various forms of financial support available: <http://www.ucalgary.ca/pubs/calendar/grad/current/awards-and-financial-assistance-for-graduate-students.html>

Please feel free to make an appointment if you have any questions or concerns.

1. Program Office and Administrator

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

The Graduate Program Director is Dr. Jewel Spangler and she is located in SS602 (telephone 403-220-6425; email spangler@ucalgary.ca).

2. Program Structure and Governance

The Graduate Program Director (**GPD**) is appointed by the Head of the Department of History. The Graduate Studies Committee (**GSC**) is chaired by the Director and is responsible for the overall structure and administration of the program. This includes issues of policy and curriculum, certain administrative issues such as leaves of absence and program extensions, as well as admissions and funding. Day to day administrative issues are usually handled by the Graduate Program Administrator and when necessary the Graduate Program Director.

3. Degrees Offered

The Department of History offers three graduate degrees:

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

The requirements of the three programs, also detailed in the Faculty of Graduate Studies Calendar, are discussed below.

4. Registration

All graduate students **must** register each year no later than the deadline for their annual registration month (usually **September**). They must activate their enrollment even if they are not taking courses.

Until the registration deadline, students are responsible for knowing important program dates, as well as those that are listed in the Faculty of Graduate Studies Calendar (see Academic Schedule, <http://www.ucalgary.ca/pubs/calendar/grad/current/academic-schedule.html>.) Any changes to registration **must** be done online. After the deadline date, a *Change of Course Registration* form is required, and a late fee will be charged by the Faculty of Graduate Studies. Please refer to the section on registration under Managing My Program. <http://grad.ucalgary.ca/current/managing-my-program/registration>

Students wishing to register in a directed studies course (PhD students only), audit a course, or enroll in a course outside of the Department of History **must** fill out a *Change of Course Registration* form.

All students taking courses **must** have their course selection approved by their supervisor and the GPD (Graduate Program Director). An MA or PhD Program Course Registration form must be completed in the first year of your program.

5. Fees

Fees are assessed by FGS (Faculty of Graduate Studies), and administered by the Fees Office. The assessed fees and deadlines for payment are noted on the students' fee statement in their Student Center. Details on tuition and General fees amounts are available from the FGS website at <http://grad.ucalgary.ca/current/tuition>. Note, MA students will pay full tuition fees for their first year, and Ph.D. students will pay full tuition fees until they pass their candidacy examinations. Subsequently, MA and Ph.D. students will pay continuing fees which are lower.

Fees can be paid in full each semester or by installment form through the Graduate Student Payment Plan, available through this link <http://www.ucalgary.ca/registrar/fees/graduatepayment>.

6. Funding

The Department of History's funding policy adopted in May 2009 is as follows:

In accord with the University of Calgary Graduate Funding Position, the History Department seeks to guarantee minimum funding for each Ph.D. student who is admitted to the program and who applies for funding. The minimum level of funding for a doctoral student is determined through benchmarking with comparable history departments in Canada. In accord with the University of Calgary Funding Position and applying to students entering the program as of September 2017, we offer all doctoral students the equivalent of \$13,500, plus domestic tuition and general fees. International students can take advantage of the Faculty of Arts differential fee program that pays a portion of the difference between international and domestic tuition. The department strives to provide some financial support for all graduate students. Support may come from a combination of internal or external scholarships, trust funds, Faculty of Graduate Studies Scholarships (FGSS), Graduate Assistantships (Teaching or Nonteaching; GAT/NT), Grad Assistants Research (GSGAR), etc. A measure of self-funding may be included. Departmental funding offers are intended to guarantee minimum funding, and may be adjusted if funding from other sources is awarded. Funding is subject to the following expectations and conditions:

1. The department's priorities for graduate student funding are:
 - Priority 1: All Doctoral students who are in the first four years of the doctoral program
 - Priority 2: Masters students in the first year of the program as ranked by the GSC
 - Priority 3: Masters students in the second year of their program as ranked by the GSC
 - Priority 4: Doctoral students in the fifth or subsequent years of their program.
2. Continued funding is dependent on good academic standing and normal academic progress. The GSC regularly reviews student progress, and may, for cause, withdraw funding or change a student's funding priority. The GSC judges academic standing on a number of factors, including fulfilling degree requirements, grades, students' annual progress reports, and supervisors' and instructors' comments. Ordinarily, an A- average and timely progress in taking language examinations and comprehensive examinations are indicators of good academic standing. Conscientious fulfillment of teaching and research obligations is expected.
3. Students receiving funding from the History Department or the University of Calgary are expected to apply for all external funding for which they are qualified.
4. Each academic year, the department will establish in writing for the benefit of each student and the student's supervisor the sources of funding for the student for that year, and the external funding.

Beyond this official policy, please bear in mind the following:

- Funding is of course a delicate topic, so we ask you to be sensitive to issues of confidentiality.
- Graduate student funding comes from a number of different sources and forms (i.e., aid assistance and scholarships based on merit and specific terms of reference), with different stipulations and conditions:

- **Graduate Assistantship in Teaching/Nonteaching (GAT/GANT),**

GAT and GANT's can be awarded in full, half, third, quarter and sixth units. A GAT involves assisting professors in the classroom, typically by grading exams and assignments, advising students, and, in most cases, delivering a lecture. A GANT involves working with a professor with research responsibilities. A full unit of GAT/NT consists of 204 hours over a term (12 hours per week x 17 weeks), while a half unit consists of 102 hours. You and the professor to whom you have been assigned will be required to fill out an Assignment of Assistantship Duties form for a GAT or GANT (as mandated by the Graduate Students' Association [GSA]).

Note: In assigning GATs although every effort is made to match students to courses that complement their area of interest, this is not always possible. Almost all graduate students are assigned GAT units as part of their funding package. **You are free to decline a GAT, but the amount of your funding will be reduced by the appropriate amount for either a half or full GAT.**

- **Graduate Assistantship Research (GSGAR),** GSGAR's are paid from funds held by a Researcher to assist with research responsibilities. A GSGAR pays a minimum hourly rate of \$18.03. GARs are paid after students submit time sheets approved by the Researcher. It is important that students submit their time sheets regularly to ensure a regular payment for their services.

- **Queen Elizabeth II Scholarships (QE II)** are provided by the Province of Alberta and open to Canadian citizens and permanent residents. They are awarded by the Faculty of Graduate Studies (FGS). There are no duties or conditions attached to them.

- **Faculty of Graduate Studies Scholarships (FGSS)** are provided by FGS and awarded by the Department of History. There are no duties or conditions attached to them.

- **External grants, scholarships, and bursaries** are extremely important, and students are required to apply for any and all for which they are eligible. Students should be aware that winning of external grants, scholarships and bursaries enhance the student's academic record. If you are successful in obtaining external funds, the amount of funds coming from the History Department will be reduced. Put another way, while you do not get to keep all of everything (no "double-dipping" is allowed), you will be better off both financially and academically than if you had not won external funds.

- **Social Sciences and Humanities Research Council (SSHRC):** All eligible students, both **Ph.D.** and **MA**, are required to submit a scholarship application for SSHRC. Over the years, we have developed a set of procedures to assist students in preparing their applications, and we have a very good track record. This is clearly a win-win situation: SSHRC enhances the student's academic record and the more successful our students are in winning external funding, the more financial support there is for everyone. (usually due **November 1 to Grad Studies**)
- **Open and Killam Scholarships:** All eligible **Ph.D.** students are also required to apply for Open and Killam Scholarships through the Graduate Awards Competition (there is a single application, usually due **January 15**).
- **Graduate Award Competition (GAC):** **MA** students are required to apply for the Graduate Award Competition (GAC) which includes Special Awards and Bursaries (usually due **February 1**).
- **Research Travel costs:** There MAY be funds available through the Department of History to support research travel costs for **MA** students. You **must** submit to the GPD a brief proposal (1-2 pages) outlining the nature of the travel, its relevance and importance for your research, a brief budget, and a letter of support from your supervisor. Upon completion of the travel, you **must** submit proof that the travel was actually undertaken, such as a boarding pass and/ or hotel invoice.
- **Other Grants, Fellowships, Scholarships:** There are a number of grants, fellowships and scholarships available for specific purposes:
 - **Internal Grants (Formally URGC Grants)**
 - Refer to website for application and dates:
<http://www.ucalgary.ca/research/researchers/apply-grants/grants-internal>
 - https://www.ucalgary.ca/research/files/research/170424_vpr_thesis_grants.pdf
 - **NB: PhD students are required to have passed their Candidacy Examination, and received their Supervisory Committee's official approval of the dissertation proposal.**
 - **Conference Travel Grants:**
Canadian citizens and permanent residents apply to FGS for conference travel funding (various dates - Refer to the Faculty of Graduate Studies Graduate Awards Database):
<https://iac01.ucalgary.ca/FGSA/Public/PublicHome.aspx>

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

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

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

- Although teaching experience is important, it is secondary to research and writing, and in any conflict between them, researching and writing the dissertation **must** assume priority.
- Only Ph.D. students who have successfully completed their candidacy exams are eligible to teach a course (in practical terms, this will be interpreted as meaning that exams **must** have been passed no fewer than 30 days prior to the beginning of the class in question).
- Graduate student teaching will normally be limited to Spring and Summer sessions.
- In the interest of timely degree progress, the student's supervisor **must** approve of him/her teaching the course.
- In the interest of equity, students who have not yet taught will be preferred over those who have.
- Students in the sixth year of their program or beyond are not eligible to teach courses under the terms of Article 23.4.

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

7. PROGRAM DESCRIPTIONS

7.1 MA THESIS-BASED

The thesis-based MA has been designed to provide you with the opportunity to pursue original research based on primary sources in your area of interest, as well as a broader exposure to history at a graduate level. The MA is an excellent preparation for doctoral studies, and many of our MA's have gone on to Ph.D. programs in Canada, the US, the UK, and Australia, and a number of those have gone on to academic positions of their own. The thesis-based MA is designed to be **completed in two academic years**. Below is a timeline of what should be done in good time, and which indicates a satisfactory degree of progress.

Year One

In your first year, you will focus primarily on your courses and in consultation with your (interim) supervisor, you will begin to define your thesis project. Although we strive to offer a comprehensive range of courses, it is not always possible to match students' areas of interest. It is neither intended nor normal that students take a seminar in the precise area of their thesis research.

September

- **Department of History mandatory orientation, Wednesday, September, 6, 2017 9:30 – 1:00 (SS 623), Lunch to follow with Faculty.**
- **Department of History mandatory Teaching Assistant Workshop, Thursday, September 7, 2017 (9:30 to 4:00) (SS623)**
- **Faculty of Graduate Studies (FGS) Orientation Session, Friday September 8, 2017**
<http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation>
- In consultation with your interim supervisor you will need to do the following:

Select a research area drawn from the following list:

- Canada
- Europe
- Latin America
- United States
- Britain
- China
- Atlantic History
- History of Science
- Intellectual History
- Military-Diplomatic History
- Political History
- Popular Culture
- Religious History
- History of Gender and Sexuality
- Social History
- Western Canada/Borderlands/Frontier

In cooperation with the Department of Philosophy, the History Department offers a Master of Arts degree in the History and Philosophy of Science. Students who choose this concentration are required to take courses in the relevant departments. Candidates enrolled in the Department of History are expected to work with more than one instructor in History.

- Meet with (interim) supervisor to discuss thesis topic as soon as possible.

In consultation with your (interim) supervisor, select courses for Year 1 (total of 6 [3 credit] courses required) and register in them through your student center. Also submit your 1st year MA Course Registration form to the Graduate Program Administrator (Lori), *after you have obtained your Supervisor's signature, by **September 12, 2017***. Your courses should include:

- HTST 690 (3 credits)
- Five 600 level History courses already timetabled (3 credits each) which **must include one course outside of your research area**.

NB: With the permission of the GPD, one course may be taken at the 500 level *with the understanding that additional work will be required*.

- Prepare a list of sources of external funding for which you will apply. You **must apply** for the following if eligible:
 1. SSHRC (only open to Canadian citizens and permanent residents)
 2. Graduate Award Competition: Special Awards and Bursaries
 3. External funding for which you are eligible
 - If eligible for SSHRC MA Graduate scholarship, consult the SSHRC website: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp
 - Attend Faculty of Graduate Studies SSHRC Information Session: **TBA in September**
 - Attend Department of History SSHRC Workshop: **TBA in September**
 - In consultation with supervisor, begin drafting your application
- **Second Language Exam:** In consultation with your supervisor, determine a second language relevant to your research project and write the appropriate language examination (**Thursday, September 14, 2017 from 10:00-12:00**). A student fulfills the second language requirement by translating in sufficient detail the facts and arguments, subject matter and meaning of a text provided in the exam. The student is not required to take the exam if he or she has provided the Graduate Program Director (GPD) a transcript record or written documentation demonstrating that the second language requirement has been fulfilled at the MA or BA level, or the student is demonstrably fluent in the language of their area of research. Usually the translation text is about 500 words in length. The student is given two hours to finish the exam and is allowed to use a dictionary. If you do not succeed on the first attempt, you may audit language courses for free (add it to a Graduate Change of Registration form and obtain signatures). If French is your second language, we strongly urge you to participate in the French Translation Workshop offered in the History Department in the Fall Term at no cost for students. See the GPA (Lori) for more details. **You must pass the language exam before you can file notice to defend your thesis.** Do not wait until your second year to test your knowledge.

October

- Submit SSHRC MA Research draft proposal and attend departmental workshop: TBA in October
- Revise your draft application taking into account input from workshop and your supervisor

December

- Submit your application directly to SSHRC by their application deadline of December 1 January

- Language exam offered - **Friday, January 12, 2018**

February

- Submit Graduate Award Competition Application (GAC) for Special Awards and Bursaries for **February 1, 2018** deadline
<http://grad.ucalgary.ca/awards/opportunities/gac>

May

- Annual Progress Report due: **May 31, 2018**
- Departmental Funding Announced for 2018/2019 Academic Year.
- If you are using human subjects in your research you must get ethics approval.

<https://ucalgary.ca/research/researchers/ethics-compliance/cfieb>

Year Two

During the second year, you will focus on writing your thesis, which you will defend in an oral examination.

May - September:

- Thesis Research

September

- Language exams offered at end of first week of regular classes
- If applying to doctoral programs, and eligible for SSHRC Doctoral Fellowships and Scholarships, consult the SSHRC website <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx> Attend first departmental SSHRC workshop (*September, TBA*)
 - In consultation with supervisor, begin drafting your application

October

- If applying to Ph.D. programs, submit SSHRC Doctoral Fellowship draft application and attend departmental workshop (*October, TBA*)
- Revise draft application taking into account input from workshop and your supervisor

November:

- Submit SSHRC Doctoral Fellowship Application to Department (*November TBA*)

January

- Language exams offered at the end of first week of regular classes. **NOTE: You cannot defend your thesis before you have passed your second language exam.**

February

- You should now be well advanced in writing your thesis (refer to the FGS website for Thesis Guidelines at <http://grad.ucalgary.ca/current/thesis/guidelines>).
- Notice of Defense of Thesis needs to be filed by Graduate Administrator **at least four weeks before the date of defense**. Your supervisor is responsible for composing your committee at least five weeks prior to your examination date. A defensible

thesis must be provided to examiners a minimum of **3 weeks prior to date of defense**. Note: After your defense and when you have completed approved changes to your thesis, you can submit the appropriate forms to the Faculty of Graduate Studies and then submit your thesis to the Vault. See FGS website on thesis submission and required forms at <http://grad.ucalgary.ca/current/thesis/ethesis>. It is expected that the student will provide both his or her supervisor and the Department of History with bound copies of the thesis.

May

- Annual Progress Report due: **May 31** if you have not finished your thesis.

NOTE: Students going on to Ph.D. programs must be sure to complete their drafts and revisions in sufficient time to defend their theses well before the end of the summer. Do not put your supervisors and the examining committee in a difficult position to meet your deadline by leaving your thesis unfinished until June. Generally, supervisors have many commitments in the summer months. Examining committees are difficult to organize since many academics are absent from campus attending to their own research during this period.

7.2 MA COURSE BASED

- Course Requirements: 12 (3 credit) courses, including History 690, 651, and 653. You may take 2 undergraduate 500 level seminars *with the understanding that additional work will be required*, and you must take 2 graduate seminars in a **secondary** field.
-
- Note, there is no full-time requirement for the course-based MA.
- You will also write a 50-60 page research paper and defend it in an oral examination.
- **You must pass a language exam prior to Notice of Defense being filed.**

7.3 PH.D. PROGRAM

We strive to offer a small, high quality Ph.D. program, through which our students will be in a favourable position to compete for academic appointments, if they so desire. Our goal is to offer close student-faculty collaboration in a supportive environment.

Year One

During this year, you will principally focus on your course work, begin preparation for your candidacy examinations, and start to define your thesis project.

In 2015, the Department of History approved a Candidacy Statement to provide students with a step-by-step guide to the candidacy process. See https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf

September

Department of History mandatory orientation, Wednesday, September 6, 2017 (09:30-1:00, SS 639) Departmental Lunch to follow.

Department of History mandatory Teaching Assistant Workshop, Thursday, September 7, 2017 (9:30 to 4:00) (SS623)

Faculty of Graduate Studies (FGS) Orientation Session, Friday September 8, 2017. See their website of information at <http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation>

In consultation with (interim) supervisor and the GPD, you will need to do the following:

1. Select Fields for Ph.D. Program

- Primary Area (Major Research Field)
- Secondary Area (Minor Field)

Primary and Secondary Areas are chosen from the following:

- Canada
- History of Science
- Latin America
- Medieval and Early Modern Europe
- Military/Diplomatic
- Modern Europe and Britain
- United States
- World

2. Meet with (interim) supervisor to discuss thesis topic and Doctoral Supervisory Committee (Three Members- Primary Area Supervisor, Secondary Area Specialist, and a third supervisor, normally outside the department, at the University of Calgary.

3. In consultation with (interim) supervisor, select courses for Year 1: 4 (3 credit) courses by September 12, 2017.

Course requirements are:

- 1 (3 credit) course as reading course in the primary area (HTST 791.XX). This course will become the basis for your comprehensive reading in the primary area in preparation for candidacy.
- 1 (3credit course in the secondary area (HTST 791.XX) This course will become the basis for your comprehensive reading in the secondary area in preparation for candidacy.
- 2 additional (3 credit) graduate courses, normally in history

HTST 690 (3 credit) is mandatory if not completed in your MA program, 1 (3 credit) course outside the Department is optional (requires approval from your supervisor)

1 (3 credit) course outside the Department is optional (requires approval of your supervisor).

4. Prepare list of sources of external funding for which you will apply

5. If eligible you **must apply** for the following:

- SSHRC (*only open to Canadian citizens and permanent residents*)
- Graduate Awards Competition Open Scholarship for Ph.D.
<http://grad.ucalgary.ca/awards/opportunities>
- Any other external funding for which you are eligible

6. Second Language Exam: In consultation with your supervisor, determine a second language relevant to your research project and write the appropriate language examination (Thursday, September 14, 2017). The student is not required to take the exam if he or she has provided the Graduate Program Director (GPD) a transcript record or written documentation demonstrating that the second language requirement has been fulfilled at the MA or BA level, or the student is demonstrably fluent in a relevant research language other than English.

A student fulfills the second language requirement by translating in sufficient detail the facts and arguments, subject matter and meaning of a text provided in the exam. Usually the text is about 500 words in length. The student is given two hours to finish the exam and is allowed to use a dictionary. If you do not succeed on the first attempt, you may audit language courses for free (add it to a Graduate Change of Registration form and obtain signatures). If your second language is French, you are strongly urged to participate in the French Translation Workshop provided free of charge in the Fall Term. For more information contact the GPA (Lori). You must pass the language exam before you can file notice to defend your thesis. Do not wait until your second year to test your knowledge.

- Consult the SSHRC website <http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/doctoral-doctorat-eng.aspx#a5>

- Attend FGS Ph.D. SSHRC workshop, TBA in September
- Attend Department of History SSHRC Workshop, TBA in September
- In consultation with supervisor, begin drafting your application

October

- Submit SSHRC Doctoral Fellowship draft application and attend departmental workshop, TBA in October
- Revise draft application taking into account input from workshop and your supervisor

November

- Submit SSHRC Doctoral Fellowship Application to Department (November 1, 2017)
- The student's Supervisory Committee should be formalized.
- During this month or early in December, the Primary Supervisor and Secondary Area Specialist should meet with the student to determine the dates of the Written and Oral Field of Study (FoS) Exams, as well as the thesis proposal. In the past, candidacy examinations were planned within 16 and no later than 20 months of the student's registration (in practical terms, this means between January and May of your second year). However, with the reduced course workload introduced in September 2017, incoming students should expect to plan candidacy in the Fall term of their second year. This meeting will also establish expectations of the student, Supervisor, and Secondary Area Specialist. For more information, see the Department of History's Candidacy Statement https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf.

December

- Supervisory Committee established and form due to FGS (see Graduate Program Administrator)

January

- Language exam offered (**Friday, January 12, 2018**)

February

- Submit Graduate Award Competition Application for Open Doctoral Awards, Killam Awards, Special Awards and Bursaries for February 1, 2018 deadline

February to April

- Depending on when they are taking their reading courses, students are working on their comprehensive reading in preparation for candidacy. Between February and April, the student and his or her Supervisor and Secondary Area Specialist should finalize up to 80% of their two reading lists, one for the Primary Area and the other for the Secondary Area. For information on the reading lists, see the Department of History's Candidacy Statement https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf.

April

- After completing course work, students continue preparation for candidacy in their Primary and Secondary Areas.
- In consultation with their Supervisor, the student begins to prepare the thesis proposal. It is important for the student to begin preparing the proposal early so that it will be ready to submit to the Supervisory Committee following the FOS examinations.

May

- Departmental Funding Announced
- Annual Progress Report due: **May 31, 2018**

Year Two

During this year, you will complete candidacy examinations.

September

- Language Exams are given during first week of courses. If a student in the second year is still unable to pass the exam, the student and his or her Supervisor, along with the GPD, will meet to discuss the student's learning strategies and ways to improve them.
- Conference Travel Grants:
 - Cdn citizens and permanent residents apply to FGS for conference travel funding (various dates - Refer to the Faculty of Graduate Studies Graduate Awards Database <https://iac01.ucalgary.ca/FGSA/Public/PublicHome.aspx>)
 - Internal Awards (Formally **URGC**)
- Refer to website for application and dates:
- https://www.ucalgary.ca/research/files/research/170424_vpr_thesis_grants.pdf

- Prepare a list of sources of external funding for which you will apply. If you have not already received major funding, you must apply for the following: (see Year One for approximate dates and links):
 - SSHRC doctoral fellowship
 - Graduate Awards Competition
 - Any other external funding for which you are eligible

September – December

NOTE: Before changes to the Ph.D. coursework were introduced in September 2017, students were expected to complete candidacy between 16 to 20 months of entering the program. However, the reduced course load and reading courses in their first year provide the student the opportunity to plan to complete candidacy before December of their second year.

Before candidacy examinations, you must have done the following:

- completed all course work
 - passed your language exam
 - Developed the thesis proposal: this will be discussed to determine whether it is acceptable at a meeting of the supervisory committee **no later than four weeks after the candidacy examination.**
- As the student nears the first of his or her written examinations, the Primary Area supervisor, in consultation with the student, determines the composition of the entire **Field of Study Committee**, comprised of the Supervisory Committee and two additional individuals, one from within the department and one normally from outside the department.
 - One month before of the oral FoS examination, the Primary Area supervisor instructs the GPA to file a Notice of Candidacy, which publically announces the date of the oral Field of Study examination and the composition of the Field of Study Committee.

There are two written take-home examinations, one in your primary and one in your secondary area. There is also an oral examination.

Refer to the Department of History's Candidacy Statement for more information on the exam format, procedure and appeals process.

https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf

January

- Language Exams are given during first week of courses.

May

- Annual Progress Report due: **May 31.**
- Students under the old rules are expected to begin work on their thesis.



Year Three

- During this year, you will focus primarily on research for and writing of your thesis.

September

- Prepare a list of sources of external funding for which you will apply. If you have not already received major funding, you must apply for the following (see Year One for dates and links):
 - SSHRC doctoral fellowship
 - Graduate Awards Competition
 - Any other external funding for which you are eligible

January

- Open Scholarship applications: due January 15.

May

- Annual Progress Report due: **May 31**.

Year Four

- During this year, you will focus on writing your thesis, which you will defend in an oral examination.

September

- Apply for funding for which you are eligible as needed and appropriate if you will not complete the degree within four years.
- Write, write, write. Consult frequently (at least on a monthly basis) with supervisor and submit drafts.

New FGS policy mandates that **“All members of the Supervisory Committee must have reviewed the student’s research, a relevant written sample of the materials related to the thesis before an examination can be scheduled”**. The student’s supervisory committee, then, is to be engaged with the student’s thesis before it is examined and especially as it nears completion. All members should be in agreement as to the ways each is reviewing the student’s research and reading relevant written samples.

- The Supervisor and/or Supervisory Committee will recommend the name of the proposed External Examiner submitted to the GPA at least 12 weeks prior to the date of the defense. Faculty of Graduate Studies will have final approval of the External Examiner. The Supervisor and /or Supervisory Committee will also recommend the other Examining Committee members as well.
- The Notice of Oral Defense needs to be prepared, signed and sent by the GPA to the Faculty of Graduate Studies at least 4 weeks before the date of defense. A defensible thesis must be handed to examiners no later than 3 weeks prior to date of defense. Final changes to thesis need to be made and the thesis needs to be submitted to the Vault in the Faculty of Graduate Studies by the fee deadline of a term to avoid paying the fees for that session. It is expected that the student will provide both his or her supervisor and the Department of History bound copies of the thesis. <https://grad.ucalgary.ca/current/thesis/ethesis>.

May

- **Complete Annual Progress Report by May 31 if you have not defended your thesis.**

History Graduate Students' Union (HGSU)

The HGSU is an organization which represents the interests of history graduate students at the University of Calgary. The association's mandate is a broad one, including the organization of a wide range of academic and social events and activities. Membership in the association is entirely voluntary, however we encourage the entire History community to explore the HGSU and see what it has to offer. For further information, consult the HGSU website: <http://hist.ucalgary.ca/hgsu/>. Please attend the orientation meeting in September, for the Executive's brief introduction to the HGSU.

Graduate Students' Association (GSA)

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

Appendix 1 - Supplemental Information

FGS Website: The Faculty of Graduate Studies maintains a web site with considerable valuable information for both students and supervisors (<http://www.grad.ualgary.ca>). There is an awards database that includes a searchable list of available scholarship awards. There are also important hints and tips for preparing strong applications for such awards and corresponding letters of reference.

Academic Regulations: The regulations governing your participation in this graduate program are fully described in the FGS calendar:
<http://www.ualgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>

Supervision: The relationship between supervisor and student is governed policies outlined in the FGS calendar at <https://grad.ualgary.ca/faculty-staff/information-supervisors> and also on the Faculty of Graduate Studies website under “Managing My Program.” <http://grad.ualgary.ca/current/managing-my-program>. Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor.

Scholarships: The student is expected to apply for scholarship funding. In the event that the student is successful with such applications, some of the promised funding may be withdrawn, but the student must still receive the minimum stipulated in the letter offering admission, and top-ups may be available. Promised funding is dependent on satisfactory progress towards completion of the degree. Internal and external scholarship information is available at: <http://grad.ualgary.ca/awards/opportunities>

Annual Report: An annual report is required to be submitted each year. Online reports are available in May (regardless of when the student began their program) and each program has their own deadline for completion of these (typically from the first of June to the end of September). The student will be prompted to prepare their on-line report by an e-mail message from the Graduate Program. A detailed instruction manual for completing the online Annual Progress Report is available at:
http://www.ualgary.ca/ittraining/files/ittraining/g_s_apr_student_dec15j.pdf

Research Activities: A fundamental aspect of a postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a thesis that represents a novel aspect of their discipline of study. Although thesis scholarly work is conducted under the supervision of a faculty member, and that faculty member may provide funding for the costs of the research, the writing of the thesis must be primarily the work of the student. Normally, the supervisor will arrange for access to the equipment and facilities needed for the conduct of the research. Opportunity to learn how to operate such equipment must be provided to the student. The student is responsible for acquiring appropriate skill in the use of the equipment, recognizing the importance of reproducibility and quality of the data. The student must have ownership (or co-ownership) of data presented in the thesis. However, laboratory records describing work sponsored by external funding agencies must remain in the laboratory. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection on the thesis research. The FGS Intellectual Property Awareness Form should be completed: <http://grad.ualgary.ca/current/managing-my-program/academic-integrity/intellectual-property>.

In recognition of the financial support provided by various agencies and sources, financial support for salary and in support of the costs of doing research must be acknowledged in any

public presentation or publication of the research generated.

My GradSkills: Many skills that are related to research and scholarly pursuit are relevant in non-academic careers, but additional skills may be appropriate for such non-academic jobs. Students should consider the possibility that they will not continue beyond their current degree in academic pursuits. In these circumstances, consideration should be given to the development of professional skills beyond those needed for an academic career. Consult the My GradSkills website, <https://www.ucalgary.ca/mygradskills/> and identify those skills that should be part of the program, and establish the manner in which those skills will be acquired.

Managing My Program: Link to all activities of graduate students including Registration, Academic Integrity, Sources of Funding, Supervision, Examinations, Convocation, Thesis. <http://grad.ucalgary.ca/current/managing-my-program>

Misconduct Information: Information on academic and non-academic misconduct can be found in the Graduate Calendar at: <http://www.ucalgary.ca/pubs/calendar/grad/current/gsr.html>.

Leave of Absence: <http://www.grad.ucalgary.ca/current/managing-my-program/leave>