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Preface

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

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

Faculty of Graduate Studies (FGS) Website:

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

FGS Calendar:

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

The relationship between supervisor and student is a main feature of our thesis-based programs. Policies related to supervision are outlined in the FGS calendar at https://grad.ucalgary.ca/faculty-staff/information-supervisors and http://grad.ucalgary.ca/current/managing-my-program.
SECTION 1 – History Program Director and Administrator

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

The Graduate Program Director (GPD) is Dr. Jewel Spangler. Her office is SS 602 (telephone 403-220-6425; email spangler@ucalgary.ca).

SECTION 2 – Program Structure and Governance

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

SECTION 3 – Degrees Offered

The Department of History offers three graduate degrees:
- Master of Arts (thesis-based)
- Master of Arts (course-based)
- Doctor of Philosophy

The requirements of the three programs are outlined in the FGS Calendar (http://www.ucalgary.ca/pubs/calendar/grad/current/history-hist.html) and also detailed in the Appendix of this handbook.

SECTION 4 – Annual Registration

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

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

Once the form has been approved, students can electronically enrol in courses through their student centre. Changes to registration once the form has been submitted are done online.
After the registration deadline, a Change of Course Registration Form is required to change courses, and a late fee will be charged by the Faculty of Graduate Studies. Please refer to the section on registration under Managing My Program https://grad.ucalgary.ca/current/managing-my-program/registration.

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

Students are responsible for knowing important program dates, such as those listed in the Faculty of Graduate Studies Calendar (see Academic Schedule, http://www.ucalgary.ca/pubs/calendar/grad/current/academic-schedule.html).

SECTION 5 – Tuition Fees and General Fees

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

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

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

Fee Reductions: For students enrolled in programs that are two or more years in length, tuition fees are reduced part way through the program.

- MA students pay full tuition fees (sometimes called “program fees”) and general fees in the first year. Starting in the term after finishing coursework (excluding Spring/Summer Terms), and continuing until completion, students pay “continuing tuition fees,” which are considerably lower, and general fees (which remain about the same).
- PhD students pay full tuition fees and general fees from the start of their program until they have passed their comprehensive exams and defended their
Thesis proposal (in their second year). From the term after passing comps./defending the proposal (excluding Spring/Summer Terms), until completion of their program, students pay “continuing tuition fees,” which are lower, and general fees, which remain about the same.

- International students pay similarly, but tuition fees are approximately double what they are for Canadian citizens and permanent residents, whether they are full or continuing tuition fees.

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

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

SECTION 6 – FUNDING

Funding Policy: The Department of History’s funding policy, adopted in April of 2018, is as follows:

PhD Program
In accordance with the University of Calgary Graduate Student Funding Policy of 2018, the History Department offers four years of minimum guaranteed funding for every PhD student it admits. ¹ The minimum level of funding for doctoral students who are Canadian citizens or permanent residents of Canada is a combination of the equivalent of domestic tuition and general fees and additional funding to reach the sum of $18,000 CAD per year. The sums for international students are $22,000 before candidacy (up to 24 months from first enrolment), and $18,000 afterwards. The department strives to exceed this minimum when possible. Funding beyond year four is not guaranteed.

¹ Minimum guaranteed funding is dependent upon good academic standing and normal academic progress. The GPD and Grad Studies Committee assess academic standing on a number of factors, including timely fulfilling of degree requirements, marks, students’ annual progress reports, and supervisors’ and instructors’ written assessments. Ordinarily, an A- average and timely progress in taking language examinations and comprehensive examinations are indicators of good academic standing. Conscientious fulfillment of teaching and research obligations is also expected.
MA Programs
While the History Department does not have a guaranteed funding policy for our MA programs, funding is competitively available to both thesis-based and course-based students (for up to two years and one year respectively). Funding levels are determined initially by academic merit as evidenced in admissions applications and, in the case of thesis-based students, good academic standing and progress after the first year in the program. Part-time students are not eligible for funding.

Additional Information:
Full-time students in both the PhD and thesis-based MA programs are expected to apply for all major external funding for which they are qualified, as a condition of their funding.

Funding for all students comes from some combination of Graduate Assistantships (Teaching or Research [GAT/R]), faculty research accounts, Faculty of Graduate Studies Scholarships (FGSS), and internal or external scholarships, awards, etc.

If a student declines an assistantship, their funding can be reduced accordingly, even if this drops them below the minimum guaranteed funding level.

If competitive funding from sources outside of departmental control is earned, these funds will be counted toward the student’s offer of funding. However, we strive to ensure that students who are awarded such funding receive enough departmental support so that their totals exceed the promised minimum.

Please note that in spite of our best efforts to ensure funding, a measure of self-funding may be necessary during the course of a student’s program.

The History Department’s priorities for graduate-student funding are:

Priority 1: Doctoral students in the first four years of their programs, at or above the guaranteed minimum level.

Priority 2: Full-time Masters students in the first year (course-based) or first and second year (thesis-based).

Priority 3: Doctoral students in the fifth year of their program.

Initial Offers and Detailed Funding Letters: The initial funding offer that accompanies an admission offer sets out the minimum total amount of funding students will be receiving for one or more years, out of which they are responsible for paying tuition and general fees. Funding payments normally run from late September through April, with no payments in the summer. There are a few exceptions, such as payments from a newly earned SSHRC or QEII award and summer departmental employment (which is not common).

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

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

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

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

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

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

- **Graduate Assistantship Research (GAR):** GAR’s are paid from funds held by a researcher to assist with research responsibilities at a minimum hourly rate of $18.03. GARs are paid after students submit time sheets approved by the Researcher (rather than monthly, as GAT/NTs are). It is important that students submit their time sheets regularly to ensure a regular payment for their services.

- **Faculty of Graduate Studies Scholarships (FGSS):** The FGSS is provided by FGS and awarded by the Department of History. There are no duties or conditions attached to it. These scholarships are paid monthly on the 25th of the month.
• **Queen Elizabeth II Scholarships (QE II):** QEII are provided by the Province of Alberta and open to Canadian citizens and permanent residents. They are awarded by FGS. There are no duties or conditions attached to them. They are normally paid monthly on the 25th of the month.

• **Other Sources of Funding:** Grants, scholarships, and bursaries are important opportunities for students to both add to their funding (even with the policy against double-dipping) and build their scholarly resume. An overview of internal and external award opportunities is available at: [http://grad.ucalgary.ca/awards/opportunities](http://grad.ucalgary.ca/awards/opportunities).

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

• **Graduate Award Competition (GAC) (including Special Awards and Bursaries):** Internal deadline is January 15, 2019. All students should apply to the GAC competitions they are qualified for.

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

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

• **Travel Grants:** Limited additional funding can be applied for to offset some of the costs of travel for research or to present at conferences. See particularly:

  • **The VP Research Thesis/Dissertation Research Grant:** [https://www.ucalgary.ca/research/files/research/180313_vpr_thesis_grants.pdf](https://www.ucalgary.ca/research/files/research/180313_vpr_thesis_grants.pdf)

  • **FGS grants for conference presenting:** [https://iac01.ucalgary.ca/FGSA/Public/InternalSearchResults.aspx](https://iac01.ucalgary.ca/FGSA/Public/InternalSearchResults.aspx)
• **History Department Funds for Travel:** There may be funds available through the Department of History to support research travel costs for thesis-based students. Students preparing for a major research trip directly related to their thesis/dissertation should inquire of the GPD about the availability of funds. To receive funds when available, students will be asked to submit a brief proposal (one page) outlining the nature of the travel and its relevance and importance for the thesis/dissertation, and attach a brief budget and letter of support from the supervisor. Upon completion of the travel, proof that the travel was actually undertaken must be submitted, such as a boarding pass and/or hotel invoice.

**SECTION 7 – GRADUATE STAND ALONE TEACHING**

Ph.D. students may be able to teach stand-alone 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 give approval before a course can be assigned.
• 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.

SECTION 8 – ANNUAL PROGRESS REPORT

An annual progress report must be submitted by all thesis-based students every year, in the spring (regardless of when the student began their program). Online reports become available for completion in early May. The History Department’s deadline for submission of both the student and advisor portions is May 25th. The student will be prompted to prepare their on-line report by an e-mail message from the Faculty of Graduate Studies as well as the Graduate Program Administrator. Once the student has completed their portion, their supervisor will complete theirs, then the report returns to the student for review and they in turn submit the report to the GPD for approval. When possible, students and supervisors should meet or communicate before the report is completed to discuss the various issues that need to be addressed in the report. For more information on APR completion visit https://grad.ucalgary.ca/current/managing-my-program/supervision/annual-progress-report.

SECTION 9 – LANGUAGE REQUIREMENT

All graduate students must fulfill the second language requirement to complete their programs, in a language agreed upon with the supervisor. Usually, this is done by examination, during which students will be required to translate an academic text of about 500 words during a two-hour period. Students are allowed to use a dictionary during this exam, and will be assessed on their ability to translate in sufficient detail the facts and arguments, subject matter and meaning of the text provided. If a student does not succeed on the first attempt, they may retake the exam (it is normally offered at the beginning of fall and winter terms and additional exams may be scheduled as needed). To prepare, students are welcome to audit U of C language courses at no cost (they can be added using a Graduate Change of Registration form with proper signatures). Students must pass the language exam before they can file a notice to defend a thesis or submit an MRE. So do not delay in addressing this requirement.

Please note: Students are not required to take the exam if they have provided the 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 non-English language related to their area of research.
SECTION 10 – RESEARCH RESPONSIBILITIES, STANDARDS OF CONDUCT, AND ETHICS

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

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

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

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

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

SECTION 11 – PROBLEM SOLVING

Graduate school, like life in general, can be challenging at times. It is important to stay proactive about one’s well-being during the program. Students have access to a range of support services to assist in dealing with various issues that may arise. The FGS “Living Well” page is a good place to start: http://www.grad.ucalgary.ca/current/student-services/health-wellness. International students are also strongly encouraged to visit the FGS “International Student Support” page: http://www.grad.ucalgary.ca/current/student-services/international-student-support. Please also be aware that a leave of absence from the program is possible if difficult circumstances arise. For more information visit http://www.grad.ucalgary.ca/current/managing-my-program/leave.
We urge students who are facing difficulties to let the GPA or GPD know about them, so that they can direct students to appropriate support services when possible. The university strives to provide resources to assist with everything from academic struggles to food insecurity, to health situations, to misconduct of peers or professors.

SECTION 12 – ORGANIZATIONS OF NOTE

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

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

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

**MA – Thesis Based**

**YEAR ONE**

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

**August-September**

1. Consult with interim supervisor to:
   - Determine whether pursuing a history MA or an MA in the History and Philosophy of Science
   - Begin developing a thesis topic
   - Fill out MA course registration form and obtain interim supervisor’s signature.
     Courses normally include:
     - HTST 690
     - Four 600 level History seminar courses already timetabled.  

2. Submit MA Course Registration form to the GPA by September 12, 2018. Register for courses electronically.

3. Attend Orientations.
   - Department if History teaching-assistant workshop (mandatory) on Tuesday, September 4, 2018, 1:00 – 4:00 p.m., Taylor Institute Learning Studio B
   - Department of History orientation (mandatory) on Wednesday, September 5, 2018, 10:00 – 1:00 p.m., SS639. Lunch to follow with Faculty.
   - Faculty of Graduate Studies (FGS) orientation session, Wednesday, September 5, 2018, 4:00 – 7:30 p.m., location TBA [http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation](http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation).


5. Write second language exam, if needed, September 14, 2018 10:00 to noon, SS639.

6. Begin preparing to apply for external funding for Year 2:
   - Make a list of external funding for which you are eligible.
   - Attend FGS SSHRC Information Session if eligible, TBA in September, and in consultation with your supervisor, begin drafting the Outline of Proposed Research (hereafter “SSHRC Proposal”).

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

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

November

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

December

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

January

- Language exams offered on January 11, 2019 at 10:00 a.m.
- Continue with course work (classes begin on January 10, 2019).
- Submit Graduate Award Competition (GAC) application for Special Awards and Bursaries by our internal deadline of January 15, 2019 [https://grad.ucalgary.ca/awards/award-opportunities/university-awards](https://grad.ucalgary.ca/awards/award-opportunities/university-awards).

February- April

- Complete second term of course work.
- Begin background reading and preparations for primary research for MA thesis.
- If using human subjecions in research (i.e.: oral history interviews), ethics approval must be secured before such work begins. For more information on this process visit [https://www.ucalgary.ca/research/researchers/ethics-compliance](https://www.ucalgary.ca/research/researchers/ethics-compliance).

May-August

- Conduct thesis research
• Submit Annual Progress Report by May 25th.
• Departmental funding letters are typically sent in July, announcing funding sources and levels for the next academic year.

YEAR TWO

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

September

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

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

October-December

• Continue preparing MA thesis.

January

• Language exams offered at the end of the first week of classes. Please note that the language requirement must be met before the MA thesis can be defended.

February-April

• By February, thesis writing should be well underway. FGS has strict guidelines as to how the thesis should be formatted, which can be found here: https://grad.ucalgary.ca/current/thesis/guidelines. Don’t wait until the last minute to review them, as a costly delay could result.
• Supervisors are responsible for composing the examining committee, at least five weeks prior to the defense date. See https://www.ucalgary.ca/pubs/calendar/grad/current/gs-m.html for details.
• A Notice of Defense of Thesis needs to be filed with FGS by the GPA at least four weeks before the date of the thesis defense. A defendable thesis must be provided to examiners a minimum of three weeks prior to the date of defense. While many examiners now prefer an electronic copy of the thesis, students must offer to provide a hard copy and do so in a timely fashion if requested.
• After the defense and approval for all required changes, the appropriate forms can be submitted to FGS and the thesis can be submitted to the Vault. See FGS website on thesis submission requirement and forms at https://grad.ucalgary.ca/current/thesis/ethesis. The department requires the identical thesis to be submitted to the GPA for archiving electronically for the Department of History. It is expected that the student will provide the supervisor with a bound copy of the final thesis to keep.

May

• Annual Progress Report is due by May 25th if thesis has not been defended and filed.

MA – Course-Based

August-September

• Consult with your interim supervisor to:
  • Begin formulating a Major Research Essay (MRE) topic.
  • Fill out MA course registration form and obtain interim supervisor’s signature.

Courses normally included:

  • HTST 690
  • Five 600 level History seminar courses already timetabled.³

• Submit MA Course Registration form to the GPA by September 12, 2018. Register for courses electronically.
• Attend Orientations.
  • Department if History’s mandatory teaching-assistant workshop, Tuesday, September 4, 2018, 1:00 – 4:00 p.m., Taylor Institute Learning Studio B.
  • Department of History mandatory orientation, Wednesday, September 5, 2018, 10:00 – 1:00, SS639. Lunch to follow with Faculty.
  • FGS orientation session, Wednesday, September 5, 2018 4:00 – 7:30 p.m. http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation

³ With the permission of the GPD, one course may be taken at the 500 level with the understanding that additional work will be required, and one graduate course can be taken outside of the History Department’s offerings.
• Attend seminars starting September 6, 2018.
• Write second language exam, if needed, September 14, 2018, 10:00 to 12:00 p.m. in SS639.

October–December

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

January

• Language exams offered January 11, 2019, at 10:00 a.m.
• Continue with course work (classes begin on January 10, 2019).
• Continue to refine MRE topic.

February–April

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

May–June

• Enroll in History 651 in Spring Term.
• Complete Annual Progress Report, due May 25.

July–August

• Enroll in History 653 in Summer Term.
• Submit completed MRE to supervisor and one other faculty members. Second reader should be agreed upon between supervisor and student. The supervisor is responsible for arranging for the second reader, collecting their mark, and submitting a mark for History 653.

PhD

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

In 2015, the Department of History approved a Candidacy Statement to provide students with a step-by-step guide to the candidacy process, which includes a discussion of first-year activities. See
August-September

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

Please note that PhD course requirements are:

- One three-credit reading course in the primary area (HTST791.XX). This course will become the basis for comprehensive reading in the primary area in preparation for candidacy.
- One three-credit course in the secondary area (HTST 791.XX). This course will become the basis for comprehensive reading in the secondary area in preparation for candidacy.
- Two additional three-credit graduate courses, normally in history.¹

- Submit PhD Course Registration form to the GPA by September 12, 2018. Register for courses electronically and be aware that changes may have to be done by form.
- Attend Orientations
  - Department if History mandatory teaching-assistant workshop, Tuesday, September 4, 2018, 1:00 – 4:00 p.m., Taylor Institute Learning Studio B
  - Department of History mandatory orientation, Wednesday, September 5, 2018, 10:00 – 1:00, SS639. Lunch to follow with Faculty.
  - FGS orientation session, Wednesday, September 5, 2018, 4:00 – 7:30 p.m. [http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation](http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation).
- Attend seminars starting September 6th, 2018.
- Unless exempt, write the appropriate second language exam, September 14, 2018 10:00 to noon, SS639.

¹ HTST 690 is mandatory for all PhD students and counts as one of the two “additional courses,” unless an equivalent has been completed in the MA program. One three-credit graduate course outside of the History Department is an option (but requires approval from the supervisor and the GPD).
• Prepare list of sources of external funding for which to apply this academic year.
• Begin to apply for the SSHRC award if eligible:
  • Consult the SSHRC website: http://www. sshrc-crsh.gc.ca/funding-financement/programmes/fellowships/doctoral-doctorat-eng.aspx for an overview of what is involved in applying for this award.
  • Attend optional FGS PhD SSHRC workshop (TBA, usually in September).
  • Attend mandatory Department of History SSHRC workshop organizational meeting (TBA in September).
  • In consultation with supervisor, begin drafting a research proposal.

**October**

• Submit SSHRC draft proposal for workshopping and attend departmental workshop (TBA in early October).
  • Revise draft application, taking into account input from workshop and your supervisor.
  • Submit SSHRC application to the History Department before announced deadline.

**November-December**

• Primary supervisor and secondary area specialist meet with the student to begin establishing the approximate dates of the written and oral field of study (FoS) exams, as well as to discuss the thesis proposal. Incoming students should expect to advance to candidacy between 16 and 20 months after their program start date. This meeting will establish expectations of the student, supervisor, and secondary-area specialist. For more information, see the Department of History’s Candidacy Statement. https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf

• Supervisory Committee should be established and form submitted to FGS via the GPA
**January**

- Continue with coursework.
- Language exam offered January 11, 2019, 10:00-12:00
- Prepare Graduate Awards Competition (GAC) application (including Open and Killam awards, special awards, and bursaries) for submission. Must be submitted to the GPA before January 15, 2019.

**February-April**

- Complete coursework.
- Students should finalize about 80% of their reading lists with their Supervisors and Secondary Area Specialists. For information on the reading lists, see the Department of History’s Candidacy Statement: [https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf](https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf).

**May-August**

- Annual Progress Report is due on May 25, 2019.
- Continue preparation for candidacy in primary and secondary areas.
- In consultation with the Supervisor, students begin to prepare the thesis proposal.
- Department funding will be announced for academic year 2019/2020 in July of 2019.

**YEAR TWO**

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

**September**

- Submit registration for the coming year and pay fees.
- Language exams are given during the first week of courses. If a student in the second year is still unable to pass the exam, the student and his/her Supervisor, along with the GPD, will meet to discuss the student’s learning strategies and ways to improve them.
- Prepare a list of sources of external funding if eligible. Follow application timelines as explained for Year One.

Please note: Before changes to Ph.D. coursework were introduced in September of 2017, students were expected to complete candidacy between 16 to 20 months of
entering the program, but sometimes did not do so until after April of their second year. Incoming students now have a reduced course load and reading courses that directly contribute to preparing their fields, so the expectation is that candidacy will be completed between December and April of the second year. Exceptions will only be made for documented cause.

**October-March**

- As the student nears the first of their written examinations, the Primary Area Supervisor, in consultation with the student, determines the composition of the entire Field of Study Committee.
- One month before the oral FoS examination, the Primary Area Supervisor instructs the GPA to file a Notice of Candidacy, which publicly announces the date of the oral Field of Study examination and the composition of the Field of Study Committee. See Candidacy Statement for further details: [https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf](https://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/2015_history_department_candidacy_statement.pdf).
- If using human subjects in dissertation research, ethics approval must be secured before such work can begin. For more information on this process visit [https://www.ucalgary.ca/research/researchers/ethics-compliance](https://www.ucalgary.ca/research/researchers/ethics-compliance).

**March-August**

- Once candidacy exams and the thesis defense are completed, student conducts thesis research.

**YEAR THREE**

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

**September**

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

**October-August**

- Research and Write.

**May**

- Annual Progress Report is due on May 25, 2021.
YEARS FOUR

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

**September**

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

**October-?**

- Keep writing. Consult frequently (at least on a monthly basis) with your supervisor and submit draft chapters.
- Submit some chapters to the other supervisory committee members. FGS policy mandates that “All members of the Supervisory Committee must have reviewed the student’s research and a relevant written sample of the materials related to the thesis before an examination can be scheduled.” All supervisory-committee members should be in agreement as to the ways each shall participate at this stage.
- FGS has strict guidelines as to how the thesis should be formatted, which can be found here: [https://grad.ucalgary.ca/current/thesis/guidelines](https://grad.ucalgary.ca/current/thesis/guidelines). Don't wait until the last minute to review them, as a costly delay could result.
- When the dissertation is approaching completion, the Supervisor and/or Supervisory Committee must recommend the name of the proposed External Examiner and submit proper forms to the GPA for their approval by FGS (about three months prior to the date of the defense). FGS has final approval of the External Examiner. The Supervisor and/or Supervisory Committee will also recommend the other Examining Committee members at this stage, in consultation with the student.
- At least 4 weeks before the oral defense date, the Notice of Oral Defense needs to be prepared, signed, and sent by the GPA to the Faculty of Graduate Studies (allow 5 weeks if any members will be participating electronically).
- A defendable thesis must be handed or sent to examiners no later than 3 weeks prior to the date of defense (in electronic or hard copy, as each examiner prefers).
- Final changes to the thesis need to be made and the thesis must be submitted to the Vault at FGS before the fee deadline of a term to avoid paying the fees for that session. For details of final submission visit [https://grad.ucalgary.ca/current/thesis/ethesis](https://grad.ucalgary.ca/current/thesis/ethesis). A copy of the version of the thesis sent to the vault must also be sent to the GPA for departmental archiving.
- Traditionally students have provided supervisors with a bound copy of the dissertation.