

**INFORMATION FOR  
GRADUATE  
STUDENTS**

**DEPARTMENT OF HISTORY**

## INTRODUCTION

### **General**

The History Department offers M.A. and Ph.D. programs on both a full-time and part-time basis. The programs are coordinated by a Graduate Committee consisting of the Graduate Coordinator, previous Coordinator, and two other faculty members from the Department. Students are encouraged to speak with the Graduate Coordinator, or members of the Committee, for advice and information, and should be in regular contact with the Department Office for administrative and financial matters. Students are encouraged to seek out other faculty members in the Department, and in the Faculty of Humanities and Social Sciences generally, for their expertise and knowledge. We are all part of a shared intellectual and scholarly community.

### **Admissions**

1. Applicants for the M.A. programs must normally hold an honours degree in history. However, students with a general degree may be eligible for admission depending on qualifications and experience.
2. Applicants for the Ph.D. program must hold a Master's degree in history or the equivalent as determined by the department head.

### **Financial Support**

1. Each year the Dean of Graduate Studies determines departmental funding for continuing and new graduate students. There are a number of levels of support: fellowships for both M.A. and Ph.D. students, and graduate assistantships (sometimes known as teaching assistantships, or TAs) or research assistantships (RAs) for both M.A. and Ph.D. students. To be eligible for funding, students must be full-time and, while they may work outside the academic program, the total number of hours worked must not exceed 24 hours per week. Refer to the following SGS guidelines: [http://www.mun.ca/sqs/support\\_guidelines.pdf](http://www.mun.ca/sqs/support_guidelines.pdf)

Students are paid bi-weekly and must arrange to have their pay deposited directly to their bank accounts. Pay statements are available on line every second Thursday. Tuition fees and all other charges can be automatically deducted on request to the School of Graduate Studies.

Financial support details are presently as follows:

M.A. program: Funding may be available for eligible students for a maximum of 12 months contingent upon the maintenance of a satisfactory academic standing. (This includes a 75% average for prescribed courses taken in each semester of the program, and a minimum of 65% in each individual course.)

Ph.D. program: Funding may be available for eligible students for a maximum of four years under the conditions outlined for the M.A. program above.

1. Students who have entered the program without fellowships may be considered for funding later if they show exceptional progress and if funds are available. 2. Graduate assistantships are also

available to both M.A. and Ph.D. students and are offered at the beginning of a semester in units of 60 hours per semester. Rates of pay are determined by collective bargaining between the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) and the university administration. It is expected that one unit will require an approximate average of four hours work per week over a 14-week term (and if finances permit, students could be assigned more than one unit). Special arrangements of workload can be made by written mutual agreement of the professor and the teaching assistant in cases where unusual exigencies arise.

A graduate assistantship can be for assistance with research, teaching or editorial work, with teaching assistance being the most common. Duties under the teaching assistantship are generally described as assisting in teaching, including marking, exam invigilation, lab presentation, or similar duties.

For copies of the current TAUMUN-MUN collective agreement, please see:  
[http://www.mun.ca/taumun/collective\\_agreement/TAUMUN\\_CA\\_2019.pdf](http://www.mun.ca/taumun/collective_agreement/TAUMUN_CA_2019.pdf)

3. Other research, teaching, and editorial assistantships are occasionally available within the department.
4. Travel funds for conferences and research are possible through various competitions (such as the Smallwood Centre for Newfoundland Studies and the Institute for Social and Economic Research) or from the Graduate Student's Union. The School of Graduate Studies disburses such funds once per graduate program. The Dean of Arts also provides travel assistance which is allocated through the School of Graduate Studies. Funds are often available in the departmental allocation for travel and/or other research expenditures, depending on budgetary discretion.

### ***Fees and Registration***

1. There is a differential fee structure for M.A. students:

#### **2020-2021**

	<b>Program fee per semester for NL students</b>	<b>Program fee per semester for other Canadian students</b>	<b>Program fee per semester for international students</b>	<b># Of Semesters Fee Must Be Paid</b>
<b>Plan A</b>	\$953	\$1,239	\$1,611	6
<b>Plan B</b>	\$635	\$826	\$1,074	9
<b>Plan C</b>	\$1,313	\$1,707	\$2,218	3

Given that the expected maximum time for completion of both the major research paper M.A. and for the thesis M.A. is three semesters, full-time M.A. students should carefully consider the options and select the appropriate plan.

2. The 2020-2021 tuition fees for new Ph.D. candidates are \$888 per semester for NL students, \$1,154 for other Canadian students, and \$1,499 per semester for International Students – for twelve semesters.

3. If the M.A. or Ph.D. program is not completed in the requisite number of semesters the university will charge a continuance fee for each additional semester. Information on fees can be found on through the School of Graduate Studies, and at: <http://www.mun.ca/sgs/MinimumExpense.pdf>.
4. Registration is done each semester online through Memorial Self-Service, or by a “Course Change Form” with the Department of History main office. For more information see: <https://www.mun.ca/sgs/current/registrationprocedures/>
5. **All graduate students in their first semester must register for History 9000 (general program registration).** Students will be automatically registered for History 9000 for each subsequent semester until they submit their notice of intention to graduate, and the Department notifies the Registrar that the student has satisfied their program requirements. Students must remain registered in their program (and continue to pay fees) until their status indicates “program completed.” Tuition fees must be paid or students will not be permitted to register for courses. Students owing fees when they finish their program will be unable to graduate until fees are paid. Being registered for History 9000 also allows you to take additional courses, with supervisor’s approval, without additional fees<sup>1</sup>, **as long as** those courses are listed on the Program of Study Form kept in the Department of History. This enables students to take courses such as database development, language courses, and so on, as appropriate to their research needs. If the course is not currently part of your Program of Study, you may have to complete and submit a [Change of Program form](#).
6. The School of Graduate Studies offers a wealth of additional workshops and programs designed to enhance your graduate experience and professional development. These are offered both within a classroom and as webinars, through the **Enhanced Development of the Graduate Experience (EDGE)** program. These include workshops on preparing grant applications, on being an effective Teaching Assistant, on research techniques, on preparing an effective resume and cover letter, on social media awareness, on thesis writing, and so on, as well as sessions that are simply about fun and socializing. They have also offered thesis writing camps, which have been very effective in helping students focus and write. Students are urged to check the website for information on these events, and to register for notifications about EDGE workshops. This can be done at: <https://www.mun.ca/edge/>
7. Just as important as your professional development is your well-being. **Self-care** is a critical part of your graduate experience, and a variety of offices and centres can be found on campus designed to help you. These include the Glenn Roy Blundon Centre for Student Life, the Student Wellness and Counselling Centre, the Sexual Harassment Office, and the Writing Centre, as well as others within the university and within the City of St. John’s generally. The School of Graduate Studies has several mechanisms in place to support students, such as emergency financial aid, emergency travel funds for circumstances of family bereavement, academic appeal processes, and others. We are all here to help you succeed, please do seek out what will help, and speak to those who can help. Find out more here:  
  
<https://www.mun.ca/covid19/>  
  
<https://www.mun.ca/sgs/current/graduatecommons.php>

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<sup>1</sup> Excluding any additional fees levied for particular courses, such as lab fees, field work fees, etc.

<https://www.mun.ca/student/supports-and-resources/index.php>

<https://www.mun.ca/student/about/Blundon-Centre.php>

<http://www.mun.ca/counselling/home/>

<https://www.mun.ca/sexualharassment/>

<https://www.mun.ca/writingcentre/>

## MASTER OF ARTS PROGRAM

### *Program Requirements*

The History Department offers M.A. programs in a broad range of geographical and thematic areas. Students in the M.A. program will choose a thesis or non-thesis (major research paper – a.k.a. MRP) option. **Students are encouraged in the first instance to enrol in the non-thesis option.** Unless a student has declared their intention to pursue the thesis option, and their supervisor(s) have approved this choice, all incoming M.A. students are registered in the non-thesis route option. In order to change their option after the start of their program students must declare their intention by filling out a Change of Route form no later than **November 30<sup>th</sup>** in the Fall Semester.

All M.A. students should consult the department or website for specified details on program requirements. On the website are links to *Guidelines for the MA Thesis* ([https://www.mun.ca/history/programs/graduate/Guidelines\\_for\\_MA\\_Thesis.pdf](https://www.mun.ca/history/programs/graduate/Guidelines_for_MA_Thesis.pdf)) and *Guidelines for History 6999*, i.e. the Major Research Paper ([https://www.mun.ca/history/graduate/Guidelines\\_for\\_HIST\\_6999.pdf](https://www.mun.ca/history/graduate/Guidelines_for_HIST_6999.pdf)). Please read the appropriate guide for further information on preparing, formatting, and submitting for assessment the paper appropriate to your option. Be aware that the MRP is administered as a course within the Department; the thesis is administered as a program requirement under the regulations of the School of Graduate Studies.

M.A. candidates who chose the **major research paper option** shall complete a **minimum of 24 credit hours**, 18 of which shall normally be 6190, 6200, and 6999. Students who choose the major research paper route will complete the following:

- Two required history courses (HIST 6190 and HIST 6200 for 6 credit hours)
- Two additional graduate history courses (6 credit hours)
- A major research paper (HIST 6999, worth 12 credit hours)

M.A. candidates who choose the **thesis option** shall complete **9 credit hours**, 6 of which shall normally be 6190 and 6200, plus a thesis. Students who choose the thesis route will complete the following:

- Two required history courses (HIST 6190 and HIST 6200 for 6 credit hours)
- One additional history graduate course (3 credit hours)
- An M.A. thesis

Please note:

- Students will be required to successfully complete HIST 6190 prior to taking HIST 6200
- Students will be required to successfully complete HIST 6200 before writing the Major Research Paper (HIST 6999) or the M.A. thesis

If a major research project or thesis requires the M.A. candidate to read a language other than English, the student must demonstrate a reading knowledge of this language. In some instances, students may be required to take a language course in addition to the courses listed above. In consultation with their supervisor and the Graduate Coordinator, students can take as electives graduate level courses in other departments of the university, or senior (4xxx) seminar courses taken with additional requirements suitable for graduate credit. These require the permission of the course instructor, and space in the course, so it is best to organize this before the start of a semester.

***Supervision***

The department will appoint a supervisor for each student. That supervisor will: 1. make recommendations on the student's program of study; 2. monitor the student's progress; and 3. report to the department and the Dean on the student's progress, recommending either continuation or termination. Supervisors can be substituted or added at any point in the program, but it must be done formally through the Department office in consultation with the Graduate Coordinator, as there is a form we must submit to the School of Graduate Studies.

***Academic Requirements***

A student who obtains less than 65% (B) in a regulation course will be required to withdraw from the program unless the Dean of Graduate Studies, on the recommendation of the student's supervisor or Supervisory Committee, supported by the Head of the History Department or his/her delegate or deputy, approves a repeat of the course. Recommendations for a repeat must provide sufficient grounds for such a course of action. Only one such repeat will be permitted in a student's program. Failure to obtain a 65% (B) in the repeated course shall lead to termination of the student's program. In exceptional circumstances, the Dean of Graduate Studies may approve a substitute course in place of the repeat under the same conditions as outlined in the preceding paragraph.

***Required Courses***

- (a) **History 6190 - Theory and Method (Fall Semester)**  
This course will survey major theoretical and methodological approaches to historical research and inquiry. Students will examine key historiographical schools (feminism, the Annales school, Marxism, postmodernism, etc.). Students will also study practical and philosophical approaches to methodological issues in history such as the use of archival documents, oral history, digital history, research ethics, and public history. Assessment in this course is as stated each year in the course syllabus by the course instructor.
- (b) **History 6200 - Masters Seminar (Winter Semester)**  
Students must successfully complete HIST 6190 before taking this course during the Winter Semester. Working primarily with their supervisors, students will study the secondary literature relevant to the field of history selected for the major research paper (HIST 6999) or thesis. During the first half of the semester, students will compile lists of appropriate secondary sources, and meet regularly with supervisors to discuss the field in general, as well as individual works.

The second half of the semester will be devoted to the preparation of a paper (approximately 20-30 pages in length), which will discuss and analyse the secondary literature under review and indicate the scope and direction of the major research paper or thesis. A draft of this paper will be discussed in seminar format, or in another format as determined by the course instructor. Assessment in this course is as stated each year in the course syllabus by the course instructor.

(d) **History 6999 - Masters Research Paper (Spring Semester)**

History 6200 must be successfully completed before beginning History 6999. Using primary and secondary source materials, a student will write a major research paper, of approximately 10,000 words (35-40 pages). The paper will normally be completed during the Spring Semester, and normally must be submitted by mid-July. The paper should be in the manner of a journal article, that is, have a clear argument, be based in part on original documentation, and have some historiographic contextualization. Unlike a journal article, it must have a select bibliography with separate entries for primary and secondary sources. The HIST 6999 paper will be graded by the supervisor and a reader appointed from either within or outside the Department, both of whose suggestions will be considered by the Graduate Coordinator in determining a final mark.

Following grading, the papers are returned to students, one (1) final clean copy of the paper must be deposited with the History Department by 31 August. Copies of the papers will be made for students, supervisors, and the library – cost to be shared between the Department and the student. A final grade will not be awarded until the student's paper is deposited. For further information, please see *Guidelines for History 6999* on the Department website -

[https://www.mun.ca/history/graduate/Guidelines for HIST 6999.pdf](https://www.mun.ca/history/graduate/Guidelines%20for%20HIST%206999.pdf).

### **Thesis Option**

In the Fall semester, thesis students will complete History 6190 and one other course (determined by the supervisor and Graduate Committee in consultation with the student). As well, they are expected to develop, in consultation with their supervisor, a suitable thesis topic along with a preliminary plan for its development.

In the Winter semester the student will complete History 6200, which constitutes the historiographic review necessary for the thesis, while working on their thesis research and beginning to write.

In the Spring semester students write their thesis, normally in the range of 100-120 pages, and conforming to the standards established by the School of Graduate Studies. The thesis is to be submitted to the Department (we recommend no later than June 30, 2016) in time for examination and revision before the end of the academic year. For further information, please see *Guidelines for MA Thesis* on the Department website:

[https://www.mun.ca/history/programs/graduate/Guidelines for MA Thesis.pdf](https://www.mun.ca/history/programs/graduate/Guidelines%20for%20MA%20Thesis.pdf).

SGS Thesis guidelines may be found at:

[http://www.mun.ca/sgs/go/guid\\_policies/theses.php](http://www.mun.ca/sgs/go/guid_policies/theses.php)

SGS procedures for the examination of M.A. theses can be found here:

## DOCTOR OF PHILOSOPHY PROGRAM

Admissions to the Ph.D. program will normally be for September, but a January admission may be considered in special circumstances. For students accepted into the program in September, mid-October shall be the deadline for confirmation of Supervisory Committee members and field titles, and December 15 shall be the final deadline for submission of field lists to the Supervisory and Graduate Committees. For students admitted in January, mid-February shall be the deadline for confirmation of Supervisory Committee members and April 15 shall be the deadline for submission of field lists to the Supervisory and Graduate Committees.

### 1. ***Thesis***

Thesis research has normally been offered in the following areas: Canadian history, Maritime history, Newfoundland and Labrador history, Environmental history, and Labour history. However, all subject areas are open to doctoral candidates, provided that a Supervisory Committee (usually 3 members) and an examination committee (2 members from Memorial University plus 1 member external to Memorial) with suitable expertise to assess the dissertation can be established. This should be discussed with your supervisor and the Graduate Coordinator prior to or at the time of application to the program.

### 2. ***Supervision***

Each student will be assigned a supervisor, or when appropriate two co-supervisors. In addition, each student will have a Supervisory Committee composed of the supervisor and two reading-field directors (normally Academic Staff Members within the Department, but they are not required to be within our Department). In the case of co-supervision both co-supervisors will sit on the Supervisory Committee.

The responsibilities of the Supervisory Committee include:

- (i) deciding on the student's program of study and submitting reading field lists to the Graduate Coordinator;
- (ii) ensuring that the Graduate Coordinator is aware (on a regular basis—i.e. once per semester) of the student's progress in the fields;
- (iii) reporting annually to the Dean on the student's progress, recommending either continuation or termination; students are now responsible for initiating this annual review
- (iv) recommending on the timing of comprehensive examinations;
- (v) and reporting that the thesis is ready for examination.



When the dissertation is submitted for examination, the Supervisory Committee must recommend three potential examiners of the thesis to the Dean of Graduate Studies via the Graduate Coordinator. The Dean will select at least one external examiner from those recommended, along with two internal examiners. Please see the School of Graduate Studies website for further information on the procedures for the submission and assessment of the dissertation,

3. **Fields**

Students will undertake supervised reading in prescribed fields in preparation for the Comprehensive Examination. The Supervisory Committee shall develop the reading fields in consultation with the student and the Graduate Coordinator. One of the examination fields must coincide with the area of thesis research. One of the reading fields may be in a subject outside the Department, with the approval of the Supervisory Committee.

The Graduate Committee recommends that each student shall meet with her/his field supervisor at least four times per semester once the field readings have begun.

The core field of study (that one undertaken with the Ph.D. supervisor(s)) shall consist of **50** titles. The two other fields shall consist of no more than **40** titles. All titles should be chosen by the field supervisor and student in consultation with each other, and approved by the field supervisor. Field reading lists must be submitted for approval by the History Department's Graduate Committee **no later than the middle of the fourth month (December 15/April 15) in Year 1 of the student's program.**

Reading fields in Canadian history should acknowledge the existence of the historiography in the French Language, and fields in other regional areas should acknowledge the existence of alternative historiographies as considered appropriate by the Supervisory Committee.

4. **Courses**

(a) During their first semester, all Ph.D. candidates must successfully complete History 7000 and 7001. Normally, HIST 7000 will be taken as HIST 6190 with doctoral students completing modified assignments as required and determined by the supervisor and instructor assigned to teach HIST 6190. However, students that have completed HIST 6190 (or its equivalent) will instead complete HIST 7000 as a directed readings course or in combination with another 6000-level course being offered in the department. HIST 7001 will normally be combined with another 6000-level course, with Ph.D. students completing modified assignments as required and determined by the supervisor and instructor assigned to teach the course, or offered as a directed readings course. The Supervisory Committee may require the candidate to complete additional graduate courses in her or his program.

(b) Students who attain less than 65% (B) in a regulation course will be required to withdraw from the program unless they repeat the course under the conditions outlined under the **Academic Requirements** section of *Master of Arts Program* (see page 4).

(c) **History 7000 – Ph.D. Seminar I (Fall Semester)**

This course will be taken as HIST 6190 with doctoral students completing modified assignments as required and determined by the supervisor and instructor assigned to teach HIST 6190. Students that have completed HIST 6190 (or its equivalent) will instead complete HIST 7000 as a directed readings course or in combination with another 6000 level course being offered in the department.

(d) **History 7001 – Ph.D. Seminar II (Fall Semester)**

This course will be combined with another 6000-level course, with Ph.D. students completing modified assignments as required and determined by the supervisor and instructor assigned to teach the course, or offered as a directed readings course.

- (e) Doctoral candidates should be prepared to devote no more than half their time to the preparation of HIST 7000 and HIST 7001 papers. The balance of their time will be committed to preparing field lists, completing FREN 6900 or equivalent language preparation, and preparing a SSHRC application, etc.

5. ***Comprehensive Examination Process\****

- (a) The Comprehensive Examination will normally take place at the end of the student's fourth semester of the candidate's second year, and no later than the end of the seventh semester, in accordance with SGS Calendar regulation 4.8.2.1.
- (b) PhD candidates will be examined by a 5-person Comprehensive Examination Committee consisting of the student's Supervisor, both members of the Supervisory Committee, and one member of the department outside the Supervisory Committee, as well as the Graduate Coordinator who serves as Chair of the examination. In some instances, the member outside of the Supervisory Committee may be selected from another department within the University. The Dean of the School of Graduate Studies, or a Delegate, will also attend the examination as a non-voting member of the Examination Committee, to observe procedures. The Comprehensive Examination consists of written and oral components, and will be based on the field lists, which were submitted to the Supervisory and Graduate Committees during the student's first semester in the program (see 3. above) and no later than three months prior to the examination. Prior to scheduling the exam, the student will submit up-to-date reading lists to the Graduate and Comprehensive Examination Committees.
- (c) The Ph.D. candidate will complete one written component for each of the three reading fields, normally a historiographic essay, supported with evidence derived from the appropriate field reading list. Each written component shall be based on a question or questions agreed upon by the Comprehensive Examination Committee. Upon receiving the question(s), the student shall have thirty (30) calendar days to complete the three written components. The three written field examinations are usually done concurrently, but if with the approval of the Supervisory Committee the student elects to do them sequentially, each examination is then given ten days, for thirty days in total. Author-date citations are permissible; however, the student may elect to use the most current version of Chicago Manual Style or Turabian. Upon receiving the question(s), the student may contact the Examination Committee for clarification on the meaning of the question(s) but may not discuss the formation of the answer with any members of the Examination Committee. A copy of each completed written component must be provided to the History Department Office as part of the submission process.

- (d) When the Comprehensive Examination Committee approves the three written fields as ready for examination, the student proceeds to the oral component of the examination. The oral component will normally take place one week after the candidate has submitted the written component for all three fields, or the last of the three exams if undertaken sequentially. The oral component generally lasts two to three hours during which time the student will be asked to clarify or expand upon the written components and the field reading lists. Candidates are permitted to have printed copies of their field reading lists in the exam room. The assessment of the written and oral components by the Comprehensive Examination Committee will be based on the candidate's mastery of material included in their field reading lists, in accordance with the guidelines provided in the SGS Calendar regulation 4.8.2.3.
- (e) Following the oral component, the Examination Committee will decide the results of the examination in accordance with SGS Calendar regulation 4.8.2.5 (a-c):
- a. The category of 'pass' will be awarded to students who demonstrate an acceptable knowledge of their area(s) (simple majority vote)
  - b. The category of 're-examination' in whole or in part if a candidate lacks sufficient depth and scope of a field(s) (simple majority vote).
  - c. The category of 'fail' (unanimous vote only) occurs if a candidate is unable to demonstrate an adequate understanding of the field(s) -- this will result in the termination of the student's program
- (f) As per SGS Calendar regulation 4.8.2.4., a candidate must satisfy all parts of the examination (i.e. written and oral components) to obtain a pass.
- (g) A re-examination, as indicated by a simple majority vote, will take place no less than one (1) month and no more than six (6) months after the first examination and will follow SGS Calendar regulation. In the event of a re-examination, a recommendation of pass or fail only can be made. Failure to successfully complete the comprehensive examination within the allotted time-frame will normally result in the student's termination from the program.
- (h) The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the Comprehensive Examination will be reported to the candidate by the Dean.

\* The composition of the Examination Committee and the timing of the process requires approval by the Dean of the School of Graduate Studies.

## **6. Thesis Proposal**

Normally, within the semester following the student's successful completion of the Comprehensive Examination, the student shall submit a written thesis proposal to the Supervisory Committee. This proposal should include the following:

- a) Scope of objectives of the thesis [key questions/problems]
- b) Significance of proposed thesis
- c) Nature of investigation [theoretical approach/methodological framework]

- d) Indication of key primary and secondary sources [include a bibliography]
- e) Proposed outline [chapter by chapter]

Once the Supervisory Committee deems the proposal acceptable, a copy will be circulated to the Graduate Committee, as well as the Head of the Department. The Graduate Coordinator will schedule the oral presentation, which normally takes place within two weeks of submission of the written proposal. During the presentation, the candidate will deliver a 15-20 minute presentation outlining the proposal to the Department, followed by a question period open to the faculty. Normally it is not required that the thesis proposal be distributed to the Department in advance of the presentation. Students, however, are welcome to share their proposal with any interested members of the Department.

Immediately following the presentation, the Graduate Committee will confer and recommend the following possibilities to the student's Supervisory Committee:

- a) Pass
- b) Pass with minor revisions
- c) Revise and re-submit

If requiring substantial revisions, the revised proposal shall be submitted to and assessed by the Supervisory Committee and the Graduate Committee within four (4) weeks of its presentation before the Department. The two possibilities on re-submission shall be: a) Pass; b) Fail. If the latter, the Graduate Committee will notify the Dean of Graduate Studies that the student's performance is unsatisfactory.

#### 7. ***Language Requirements***

All students must demonstrate a reading knowledge of French or another language appropriate to their thesis topic before taking the Comprehensive Examination. Some students, with exceptional grounding in the French language, may be excused a formal examination by the Dean of Graduate Studies on the recommendation of the Graduate Committee. All language comprehension tests require a passing grade of 50%; failure to achieve this passing grade will require re-examination. FREN 6900 is scheduled regularly for students requiring a French course to fulfil their language requirements.

All language examinations must be passed prior to the Comprehensive Examination.

#### 8. ***Thesis***

The School of Graduate Studies has a set of regulations on the form and style of the thesis:

[http://www.mun.ca/sgs/go/guid\\_policies/Guidelines\\_Theses\\_and\\_Reports.pdf](http://www.mun.ca/sgs/go/guid_policies/Guidelines_Theses_and_Reports.pdf)

SGS procedures for the examination of Ph.D. theses can be found here:

[http://www.mun.ca/sgs/PhD\\_examinations.pdf](http://www.mun.ca/sgs/PhD_examinations.pdf)

#### 9. ***Residency Requirements and Duration of Program***

Each student for an M.A. degree will normally spend at least two semesters in residence and each student for a Ph.D. will normally spend at least three semesters in residence as a graduate student at this university. Part-time students will normally spend two sets of two consecutive semesters in residence. **During the coronavirus (Covid-19) pandemic, residency requirements will not apply.**

The normal progress expected by the History Department for Ph.D. Candidates is as follows:

Semesters 1-2: Prepare and submit SSHRC proposal (Canadian citizens only); Successful completion of HIST 7000 and HIST 7001 (or equivalents); Pass language examination; Prepare for Comprehensive Exam

Semester 3: Preparation for Comprehensive Exam; Preparation of Thesis Proposal

Semesters 4-5: Successful completion of Comprehensive Examination; Thesis Proposal Presentation

Semesters 6-9: Thesis research and writing

Semesters 10-12: Submission of thesis draft; Revision; Thesis Defence

The maximum period permitted by the University for any program is seven years. Under exceptional circumstances, the limit may be extended; applications for review are dealt with individually by the Academic Council of Graduate Studies. Also under exceptional circumstances, a student may apply for a leave of absence during which no fees are assessed and the time of the leave (maximum of 12 months) is not counted in the maximum time period permitted for the graduate program. See: <https://www.mun.ca/sgs/loa.pdf>

## Further Information

### A Note on Grading

It is the professional obligation of those teaching graduate courses to specify the precise breakdown, in writing, of the grading for the course in the first week of the semester in which the course is being taught. The composition of the class participation mark (e.g., weight of general participation, oral presentations of written work, and critiques of other students work) must be made clear.

### Integrity and Ethics

- All graduate students must review and understand the information on the *Integrity and Ethics – Scholarly Essentials* web page, [www.mun.ca/sgs/current/essentials/](http://www.mun.ca/sgs/current/essentials/).
- Review the Responsibilities of Supervisors and Graduate Students and Policy on Intellectual Property documents before starting your graduate program. Ensure the IP Environment Review is signed and submitted to the School of Graduate Studies.

- Ensure the status noted in your Program of Study form is accurate Please refer to the University regulations for definitions of full-time and part-time status:  
<http://www.mun.ca/sgs/newstudents/index.php>
- Attendance and participation in seminars are required; failure to do so may result in an adverse Supervisory Report and termination of program. Students should also meet consistently with their supervisors to discuss their program of study.
- Students should ensure that any major changes in their program are discussed with their Supervisor *and* the Graduate Coordinator; such changes require the approval of the Department's Graduate Committee and the Dean of Graduate Studies.

### **Other Regulations**

More information about graduate studies can be obtained from the School of Graduate Studies:

<https://www.mun.ca/sgs/>

More information on regulations can be obtained from the Graduate section of the Memorial's University Calendar:

<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0000>

Students who experience problems with the program in general should see the Graduate Coordinator and/or the Department Head. Any concerns about particular courses should be addressed to the instructor first in most cases. Decisions may be appealed to the Graduate Coordinator and Department Head as necessary. There are a whole range of regulations and institutional officers designed to protecting your rights and ensuring your professional development is undertaken with care and excellence.

Communication is the key here, so please do seek out any assistance that will help Memorial University provide you with the best education and care that we can. We cannot help if we do not know!