STEP I
After having completed five out of eight courses for the M.A, the student will inform the Graduate Adviser and the Graduate Secretary of her or his choice of supervisor and probable topic. The Graduate Adviser, in consultation with the student and supervisor, will appoint a second member of the Department to serve on the two-member supervisory committee.

STEP II
As soon as possible after the committee is constituted, the student will provide a reading list consisting of approximately 30 titles pertaining to the research project, along with a proposal of 500-750 words, which will be submitted to the departmental Graduate Studies Committee for approval. This step is necessary before the project may proceed further. The list should contain both primary works as well as works of criticism, in a proportion deemed appropriate by the supervisory committee. Both committee members must approve the proposal before it is submitted to the Graduate Studies Committee.

Within a week of the project being approved, the Graduate Adviser will inform members of the regular faculty by e-mail of the title of the project and the names of the members of the supervisory committee, which then becomes official.

STEP III
Students should work closely with their supervisory committee in order to ensure that each member has sufficient time to evaluate the paper. The short critical paper (30-40 pages) must be approved first by the supervisor, then by the other member of the committee. Please refer to the Faculty of Graduate Studies document “Responsibilities in the Supervisory Relationship Policies” for a definition of the role of committee members and responsibilities of the student. When the paper has been accepted as the final version by both members of the supervisory committee, the student must then submit by email attachment a copy of the paper to the Graduate Adviser and the Graduate Secretary at least fifteen working days before the oral examination is scheduled. Failure to do so will result in the examination being postponed. The supervisor and the Graduate Adviser will then schedule an oral examination. The Graduate Secretary will send the “Request for Non-Thesis Oral Examination” form to the Dean of Graduate Studies at least ten working days before the oral. See the FRAN 598 Graduation and Oral Exam Checklist on the Department’s website.

STEP IV
A summary of the critical paper, together with the approved reading list, should be prepared for distribution to those present at the oral examination. The candidate should prepare an oral presentation (not to exceed 20 minutes) of the main points of the arguments made in the critical paper without using technical or literary jargon that might be incomprehensible to non-specialists. The student will also situate her or his research in the broader context of the chosen field.

After the oral presentation, the supervisory committee will question the candidate on the oral
presentation, the critical paper and the texts which appear on the reading list. Other members of the Faculty of Graduate Studies and finally, the audience, may also ask questions when the supervisory committee has completed its questioning of the candidate.

At the end of the session the candidate and the audience will leave the room and the supervisory committee will deliberate before reaching a decision on the recommendation to the Faculty of Graduate Studies.

N.B. It is the responsibility of the student to make sure that all five fee installments have been paid and that the “Application for Graduation” has been filed with the Faculty of Graduate Studies. The deadline for submission of the Application is July 1 for Fall Convocation (with all requirements for the degree completed by August 31) and December 1 for Spring Convocation (with all requirements for the degree completed by April 30).

Revised January 2014