

**Department of Art History & Visual Studies**  
*formerly History in Art*  
**Annual Review Process for Ph.D. Students**

Ph.D. students who are in their second year or beyond of study in the Department of History in Art will arrange a meeting, to be held within the first weeks of classes, with their full supervisory committee (see details below). The student will schedule the meeting, working together with the Graduate Secretary of the department, to arrange a suitable day, time, and room.

The meeting will last for approximately one hour. The meeting is intended to be a forum where the student outlines their plans to complete requirements, submit drafts of their work, and negotiate timelines. Our intention is to help students learn how to present themselves in a fiercely competitive marketplace. We believe that preparing and rehearsing this process over several years during the doctoral programme will benefit students, as it takes time and experience to learn how to describe your research and teaching experience effectively.

A student may ask the Chair or Graduate Advisor to attend the meeting *ex officio*.

Students will report at the meeting on the following goals for the academic year, which runs from September to August:

- 1) plans to apply for grants and fellowships
- 2) research and writing agenda/timeline of work during the year
- 3) plans to give papers at conferences
- 4) c.v.: they will receive comments from the committee
- 5) list of key accomplishments in past 2 years
- 6) language training or other skills, including outstanding course requirement

A document addressing these 6 points should be available for committee members by the end of the first week of classes; please hand in to Graduate Secretary in our department.

Obviously, the focus of the meeting changes as a student progresses through the program. The submitted documents should make reference to the following tasks in individual years:

*For first-year students only:*

**Year 1:**

Coursework

Preliminary dissertation proposal, provisional committee of 3 members, who are selected ad hoc for the moment until the topic and committee structure has gelled

Broad outline of comprehensive areas, if known.

N.B. This meeting will take place in **April** of each year for first year Ph.D. students. As soon as students enter the second year of their programme, this meeting will take place in September.

**Year 2:**

Formation of committee

This is point when the external member [not the external examiner] in the supervisor committee is added.

Candidacy exams: comprehensives and oral defense

**Year 3:**

Research and writing

We recommend 2 chapters as a minimum, in zero draft form, per annum.

**Year 4:**

Research and writing

We recommend 2 chapters as a minimum, in zero draft form, per annum.

**Year 5 and 6:**

Revision of draft 1, 2, 3, to finished dissertation and oral defense.

Graduate Studies allows students a maximum of 7 years, or eighty-four consecutive months, to complete the doctorate. After that, they are in extension. It is important to note that, once you exceed the time allotted, the supervisory committee has to ask for an extension from the Dean of Graduate Studies. The timeline submitted on the extension form must be adhered to strictly. The Dean of the Faculty of Graduate Studies may not grant your extension. You may be asked to withdraw from the programme. You may be asked to re-apply and re-enter the programme. These special conditions are discussed in the following sections in the Graduate Studies Calendar: Time Limits for Doctoral Degrees / Academic Concessions/ Leave of Absence and Withdrawal from Graduate Programs/ Withdrawals / Withdrawals with Dean's Permission / Withdrawal without Permission.

Department of History in Art

August 9, 2013