



**University  
of Victoria**

Art History and  
Visual Studies

# **Graduate Student Handbook**



**December 2019**

University of Victoria  
Department of Art History & Visual Studies  
Graduate Handbook  
Last Updated: December 2019

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## RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department/School.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: [uvic.ca/graduatestudies](http://uvic.ca/graduatestudies). In particular, students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship.

## CONTACT INFORMATION

The identities, contact information and roles of the primary resource personnel in the academic unit:

	Name	Office	Telephone	e-mail
Chair	Dr. Marcus Milwright	FIA 149	250-721-7940	arthistorychair@uvic.ca
Graduate Advisor	Dr. Catherine Harding	FIA 137	250-721-6303	arthistorygradadvisor@uvic.ca
Graduate Secretary	Sandra Curran	FIA 151	250-721-7942	arthistory@uvic.ca
Co-op Advisor	Allison Benner	CLE D128	250-721-7629	hufaco@uvic.ca
Student representative	Zahra Kazani			zahrak@uvic.ca

## COURSE REQUIREMENTS

### Master of Arts

The MA in Art History and Visual Studies normally consists of 15 units, including a Research Paper (AHVS 598). In the first eight months (September-April), all students will complete AHVS 501: Colloquium in Theories and Practices; AHVS 509: Workshop in Art Historical Writing, both compulsory for all students, and normally four additional courses. An additional, fifth course will normally be taken in the second year (September-April).

<b>AHVS 501 Colloquium in Theories and Practices</b>	1.5 units
<b>AHVS 509 Workshop in Art Historical Writing</b>	1.5 units
Electives ( 5 x 1.5 units)	7.5 units
<b>AHVS 598 Research Paper</b>	4.5 units

Students are to complete an extended research paper of approx. 10,000 words. Paper to be defended in an Oral Exam.

Students should consult with the graduate advisor and with their supervisor, if possible, to select courses that will potentially help with their research, fill gaps in their backgrounds, expand cultural perspectives, enrich interdisciplinary training, etc. This is best done in the summer and can be done by email before students arrive. Students may also do so in the first days of the fall term; however, some courses may already be filled.

## **Courses from Outside the Department**

Students may take up to 3 units in another department, including the Cultural Resource Management courses as electives. These courses must be related to the student's art-historical research, at the graduate level or 400 level and approved by the department. This is especially valuable for interdisciplinary research topics where faculty members in other departments have relevant expertise. Students may find it helpful to take a course with someone likely to serve on their supervisory committee.

## **Directed Studies AHVS 590**

A Directed Studies course is a Master's level course generally taught in conjunction with an undergraduate course offered during the term, with graduate-type and -level assignments defined by the instructor in consultation with the student. In a limited number of cases, when the faculty member's workload permits it, a Directed Studies may be offered independent of an undergraduate course. When taking directed studies courses that are not upgraded undergraduate courses, students will meet regularly with the instructor to discuss assigned readings and progress.

## **AHVS 598 Research Paper**

AHVS 598 is the registration-designation for the period of writing the research paper. When taking AHVS 598, students and supervisors should meet or have other regular contact, preferably once every six weeks or at least twice during a term. Again, email contact may work for some faculty, but not all; direct contact is the best.

## **Language Requirement**

Before graduation, each student will be required to demonstrate knowledge of a language other than English, appropriate to the area of special interest. This requirement will be satisfied by completion of 3 units of 200-level language or literature courses (excluding those taught in English using translations).

Also acceptable are GMST 405 or 3 units of FRAN 180. For Indigenous languages, a minimum of 4.5 units within a single language is acceptable. A grade point average of at least 4.0 (B-) is necessary for all language courses. In special circumstances, students may request permission to take a translation examination administered by the department.

## **PhD Program**

The PhD normally consists of a minimum of 39 units, with a course work component of 6.0 units (4 courses). Those who enter the AHVS department as PhD students coming from other universities must take AHVS 601 and AHVS 609, and 2 additional courses (3.0 units) as part of their required course work. Students holding a Master's from our department and entering the doctoral program with AHVS 501 and AHVS 509 as credits, will take AHVS 609 and 3 additional courses (4.5 units). The courses should be directly related to the student's particular areas of art historical interest; in some cases, courses may be taken outside of the department with permission from the supervisor and Graduate Adviser. Students must pass their courses with at least a B+ average.

If you are new to the University of Victoria (UVic), you will take:

<b>AHVS 601 Colloquium in theories and Practices</b>	1.5 units
<b>AHVS 609 Workshop in Art Historical Writing</b>	1.5 units
2 electives (1.5 units each)	3.0 units

If you are from UVic, with credit for AHVS 501 and AHVS 509, you will take:

<b>AHVS 609 Workshop in Art Historical Writing</b>	1.5 units
3 electives (1.5 units each)	4.5 units

All students will take:

<b>AHVS 693 Candidacy Exam</b>	3 units
<b>AHVS 699 Dissertation</b>	30 units

### **Courses from Outside the Department**

Students may take up to 3 units in another department, including the Cultural Resource Management courses as electives. These courses must be related to the student's art-historical research, at the graduate level or 400 level and approved by the department.

Some students may be asked to take additional courses to complete their academic background, a condition that will be stipulated at the time of admission to the PhD program.

It may be advantageous to take a course outside the department, especially if a potential outside member of the supervisory committee has highly relevant expertise for a student's training. The student should consult with the supervisor and graduate advisor regarding course selections and language training. Additional course work may be required, if deemed necessary by the department, on the advice of the supervisor, at the time of admission. The graduate secretary has forms necessary for registration in directed studies and in courses outside the department.

### **Directed Studies**

When taking Directed Studies courses (AHVS 690) students should meet regularly with the instructor to discuss assigned readings and progress on research.

### **Candidacy Exam** (*see APPENDIX I for complete detailed department policy*)

Consists of **three** parts:

- The **Major Field Examination**: take-home exam, five consecutive days; 25-page (7,500 words) critical literature review on a key theme or issue in the field, to be determined in consultation with your supervisor. Normally completed between January and March of your second year.
- The **Secondary Field Examination**: take-home exam, five consecutive days, which would normally be Monday to Friday; detailed course syllabus on a key theme in the field and 15-page (4,500 words) explanation (which may include a sample lecture), to be determined in consultation with the supervisor. Normally completed between January and March of your second year.
- The **Special Topics/Dissertation Proposal Examination**: Two weeks before the oral exam, you are to submit a 10-page (3,000 words) dissertation proposal to your committee (plus footnotes, bibliography, and images) based on the departmental format for proposals; for the oral exam prepare a 20-minute presentation of the proposal, which will be followed with two rounds of questions. At the end of the question period, the student will leave the room and the committee will discuss the oral presentation. Normally completed by mid-April of your second year.

Registration in **AHVS 699** is only permitted upon completion of **AHVS 693**.

## **Language Requirement**

PhD candidates will be required to demonstrate a good reading knowledge of at least two languages other than English which are appropriate to their area of study. In addition, they will be required to demonstrate a working knowledge of any additional languages which may be deemed by their supervisory committee to be essential for the successful completion of the dissertation. Substantial fieldwork is expected of all PhD candidates.

## **Other Requirements**

Substantial fieldwork is expected of all PhD candidates.

## **Oral Examination**

The oral examination for the dissertation **may not take place until all language requirements have been satisfied.**

## **CO-OP OPTION**

**AHVS graduate students have the option to participate in the Co-op Education Program which enables them to acquire knowledge, practical skills for employment, and workplace experience. A work term consists of four months of full-time paid employment. Students would alternate a term of study with a term of co-op work.**

To qualify for the Co-op designation upon graduation:

- MA students must complete two work terms
- PhD students must complete three work terms

To qualify for the Work Experience designation upon graduation:

- MA and PhD students must complete one work term

## **Academic credit**

Admission, retention and graduation requirements for Co-operative Education Programs are determined by the individual academic units. Consult the calendar entries in these areas for further information.

Students have full-time student status during their work term.

## **SUPERVISOR**

### **Determining your supervisor**

#### **AHVS MA Students Year 1: Finding a Supervisor**

Normally in the first year, students need to identify a faculty member willing to supervise their research paper in a topic of interest that fits the current profile of departmental expertise. For any Masters students eligible to compete for a SSHRC Canada Graduate Scholarship (GPA 7.0 and above), the supervisor should be identified early in the fall term (no later than October 1st). Everyone in the program should find a supervisor in time to prepare a proposal by the deadline in early April. One place to start thinking about which faculty member to approach is to read individual faculty profiles, including their select CVs, on the department website: <http://finearts.uvic.ca/historyinart/faculty/>

This allows students to see where professors' areas of research expertise lie, which frequently gives quite a different picture than the content of the courses they teach. We also encourage you to speak with faculty members in person. Supervisors should play an active role advising new students in selecting courses and helping them identify potential topics of the research paper.

### **Choosing Research Paper Topics & Forming Supervisory Committee**

During the spring term of the first year, students should have found a supervisor. Proposals are read at a committee meeting of all full-time department faculty members, who convene in early April, to discuss whether the proposals are acceptable, as well as, to suggest potential members of the supervisory committees.

Students are encouraged to develop their preliminary Research Paper proposals in the spring term to meet the early April deadline (even though they do not finish their course requirements till the end of the second fall semester), because this helps them make the best use of the summer term, when either language training and some research, or full time research will occur.

In certain cases, it is acceptable that a student may develop a proposal to be reviewed at the start of the fall term of the second year. The student should submit a completed proposal to the department, which will be reviewed by a committee of all faculty members. Even if the proposal is not ready by the first spring term, the supervisor and student must select an appropriate department faculty member willing to serve on the supervisory committee before the end of that term. The faculty committee will discuss who would be appropriate members for a student's supervisory committee, which in most cases includes the supervisor and another member from the department; in some cases, additional members may be included from other departments on campus. The Graduate Advisor will inform the graduate secretary of the committee members and she will update the student's record in BANNER. The supervisor and committee member(s) will sign the AHVS Proposal Approval form which will be kept in the student's file in the department.

**\*\*** When beginning to research and write their proposals, students should familiarize themselves with examples of MA research papers written by former students in the department. Lists of theses and papers can be found at the links listed below, and MA research papers are available in the AHVS main office in the Fine Arts Building.

## **AHVS Research paper formatting guidelines – APPENDIX 2**

### **SUPERVISORY COMMITTEE FOR PHD STUDENTS**

#### **Nominating your supervisory committee**

In the first year, PhD students develop a dissertation topic in consultation with their supervisor. By the early April deadline, the student should have prepared a preliminary proposal\*, usually a 10-page proposal describing the proposed research plus a preliminary bibliography. Any students applying for a SSHRC fellowship should get started as early as possible during the summer. The preliminary proposal will help potential members of the supervisory committee decide if they are interested in serving as members. The composition of the supervisory committee will be discussed at the meeting of all faculty members, in April. Of the two members in addition to the supervisor, at least one should be an Art History & Visual Studies faculty member, and at least one member must be from outside the department. All committee members must be members of the Faculty of Graduate Studies; sessional instructors and other appointments are not normally in this category.

By April of the first year, the Graduate Advisor will inform the Graduate Secretary who will be on each of the students' committee and she will update the student's record in BANNER. The supervisor and committee members will sign the AHVS Proposal Approval form which will be kept in the student's departmental file.

### **EXPECTED MEETING FREQUENCY**

#### **With your Supervisor**

The expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, by virtual meeting, or through detailed correspondence, to discuss the student's research,— i.e. supervisors and students are encouraged to meet monthly and at a minimum, should meet at least twice per term (should normally not exceed 40 business days), unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

One basic rule for graduate study and supervision is that the student and supervisor maintain regular communication, and that the student also remains in regular contact with the graduate advisor as their studies progress. While the departmental and university-wide infrastructure is in place to facilitate graduate studies, it is ultimately the student's responsibility to learn how to manage their progress.

At the beginning of each term, individual graduate students and supervisors should work out what schedule for regular meetings best suits them and draw up a schedule for these meetings each term (and when a meeting needs to be cancelled, it should be immediately rescheduled).

#### **With your Supervisory Committee**

Students would normally meet with their supervisory committee, either by direct meeting or virtual meeting, to discuss the student's research, annually, for the PhD review. More frequent meetings can be organized as needed at the request of the student or committee.

### **EXPECTED TIMELINES FOR COMPLETION**

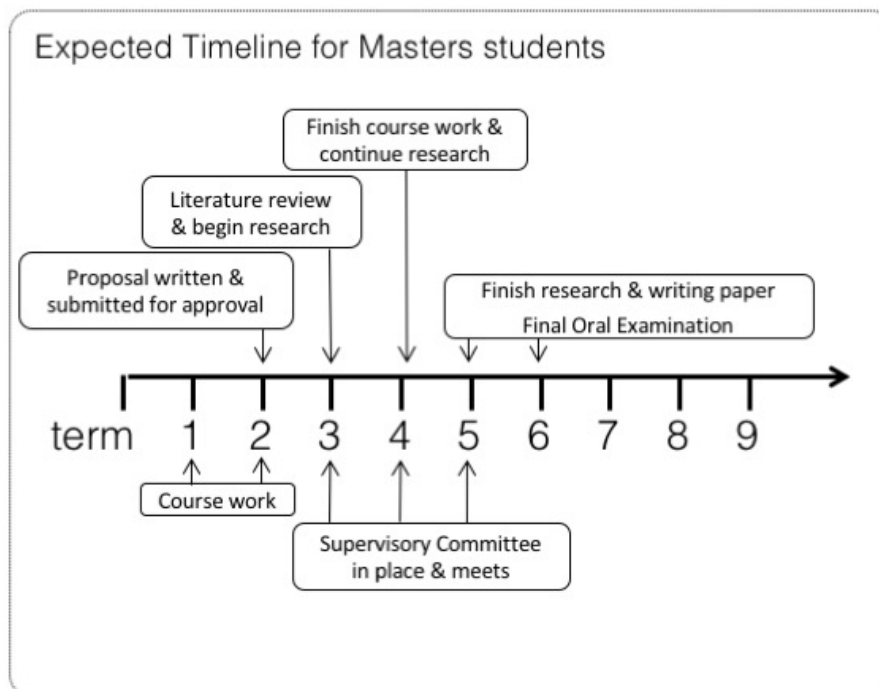
#### **MA's beyond first year:**

In October and April of each year, students will complete the Student Progress Report form and submit it to the Graduate Secretary. These reports will be kept in the student's departmental file.

Anything beyond 5 years requires a Program Extension. Students will need to complete a Request for Program Extension outlining a detailed timeline for completion, number of terms to be extended and a reason/rationale for the extension. The request will be reviewed and approved by the supervisor and Graduate Advisor before going to the Faculty of Graduate Studies for approval. Requests for extensions to programs must be made prior to the time limit expiry date for the student's program. Registration fees will return to the full program fees for all terms of the extension.

When problems arise in a graduate student's circumstances which impede the coursework and other requirements they have accepted by entering the program, their supervisor and the graduate advisor must be informed without delay so that options can be discussed and the necessary modifications can be made. If discussions with the supervisor and/or Graduate Advisor are not helpful, the student will meet with the department Chair; should the matter need to go beyond the Chair, the student can approach the Faculty of Graduate Studies, Student Counseling, the Ombudsman or the Equity Office, according to the nature of the problem.

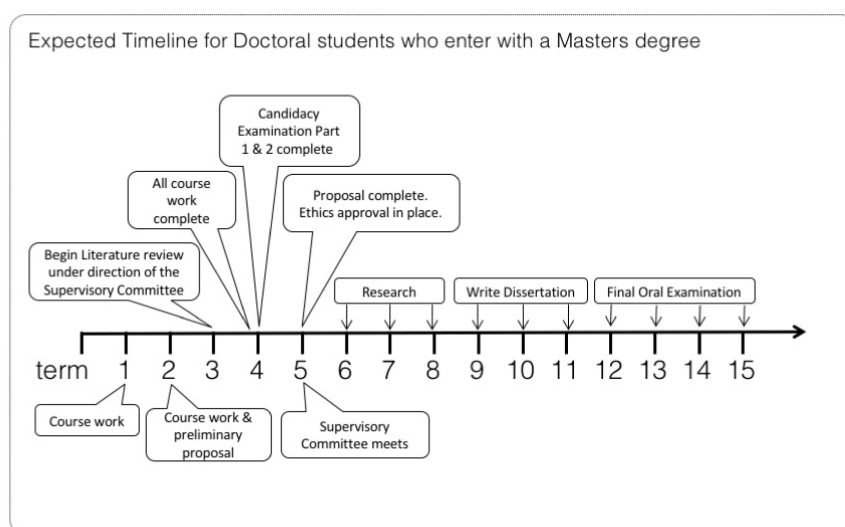




### Timely Completion of Ph.D.

In October and April of each year, students will complete a Student Progress Report and submit to the Graduate secretary. These reports will be kept in the student's departmental file.

Time in the program beyond 7 years requires a Program Extension. Students will need to complete a Request for Program Extension outlining a detailed timeline for completion, number of terms to be extended and a reason/rationale for the extension. The request will be reviewed and approved by the supervisor and Graduate Advisor before going to the Faculty of Graduate Studies for approval. Requests for extensions to programs must be made prior to the time limit expiry date for the student's program. Registration fees will return to the full program fees for all terms of the extension.



## **EXPECTED TURNAROUND TIME OF ANNOTATED THESIS, DISSERTATION OR PAPER**

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis, dissertation or paper to a student should normally not exceed 20 business days (4 weeks) from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, *etc.*

## **REQUIRED RESEARCH PAPER AND DISSERTATION FORMATS**

AHVS Dissertations to follow the Faculty of Graduate Studies format.

<http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/basics/index.php>

## **AHVS Research Paper Guidelines - APPENDIX 2**

AHVS MA Theses (1973-present):

<https://www.uvic.ca/finearts/ahvs/graduate/research/index.php>

AHVS MA Research Papers (2001-present):

<https://www.uvic.ca/finearts/ahvs/graduate/research/index.php>

AHVS PhD Dissertations:

<https://www.uvic.ca/finearts/ahvs/graduate/research/index.php>

## **OTHER REQUIRED POLICIES**

### **AHVS EMAIL GUIDELINES – APPENDIX 3**

### **AHVS Timelines for Faculty Feedback and Letter Requests – APPENDIX 4**

## **CANDIDACY EXAMINATION PROTOCOLS**

### **AHVS PhD CANDIDACY EXAMINATION GUIDELINES – APPENDIX 1**

## **UNIT FUNDING POLICIES**

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVIC has policies and guidelines for each of these funding sources, and academic units also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding.

Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

Department Awards Committee will automatically consider AHVS graduate students accepted into the programs for:

- **UVic Fellowships** of up to \$17,500 per year (MA) and \$20,000 per year (PhD)
- **UVic Graduate Awards:**

- **Tier 1** \$ 5,000 to \$10,000 per year, minimum GPA 7 - 9 domestic students and first class for International students (MA and PhD)
- **Tier 2** \$ 1,000 to \$ 5,000 per year, minimum GPA 6.5 – 9 domestic students and International student eligibility has to be done on a case by case basis as the grade scale vary (MA and PhD)

These awards are funded through the Faculty of Graduate Studies with recommendations by the department and are normally awarded to graduate students of high academic standing.

You may apply for **Teaching** and/or **Research Assistantships**. These opportunities will be circulated to AHVS graduate students via email, normally in June of each year.

### **Travel Grants**

AHVS graduate students can apply for a Travel Grant from the Faculty of Graduate Studies and the Graduate Students' Society (GSS) to support travel to conferences, workshops, or research activities. In addition to this funding, the department is able to provide students with funding up to \$200. These grants are available once per year per student.

### **Jeffrey Rubinoff Scholar in Art as a Source of Knowledge**

The scholarship is awarded to a PhD student in the field of Modern and Contemporary Art History. In addition to four years of funding, the scholar will have the opportunity to travel and attend the annual Company of Ideas Forum which is held annually in June and hosted by the Jeffrey Rubinoff Foundation at the Jeffrey Rubinoff Sculpture Park on Hornby Island, BC.

### **Company of Ideas Forum**

Funding is available through the department and the Faculty of Graduate Studies, for three graduate students to attend the forum which is held annually in June and hosted by the Jeffrey Rubinoff Foundation at the Jeffrey Rubinoff Sculpture Park on Hornby Island, BC.

### **KALMAN AWARD FOR INTERNATIONAL HERITAGE STUDIES**

Students may apply to receive \$ 1,500 to support their travel and other expenses for activities in which they can expand your learning experiences and professional networks.

Funded learning experiences include:

- Attendance at heritage-related courses, seminars, workshops and conferences in locations outside Canada or the student's country of residence, whether offered by the University of Victoria or by other institutions.
- An internship with an international government entity or with a heritage firm or professional (Canadian or international) working outside Canada.
- Self-directed study (ie AHVS 491A) in heritage conservation in a location outside Canada or the student's country of residence.

### **Sheila and John Hackett Travel Award**

Students may apply in the fall for funding to travel to the European Union for research purposes.

### **AHVS Graduate Students Applying for a SSHRC Canada Graduate Scholarship**

Canadian citizens and landed immigrants who have achieved the equivalent of a 'first class' average, as determined by each university, in each of their last two years of undergraduate study, are eligible to apply in

their first year of graduate study at the MA level for a substantial scholarship funded by the Social Sciences and Humanities Research Council of Canada (SSHRC). The deadline for the online application is normally December 1<sup>st</sup>. PhD students are eligible to apply in their first, second and third year of graduate studies. The deadline for this highly competitive scholarship is early in the fall (October); so as early as possible eligible students should begin work with their supervisors and the graduate advisor to develop a strong application and research proposal.

Graduate Admissions and Records, University of Victoria [GPA calculation information](#) and [minimum GPA's from other countries information](#).

## **Donor Awards**

The department will nominate graduate students in the fall for the following Donor Awards:

### **Awards for Art History & Visual Studies graduate students only:**

#### [Flora Hamilton Burns Fellowship](#)

Donated by Flora Hamilton Burns in memory of Emily Carr. This fellowship may be awarded to a highly-qualified student in Art History & Visual Studies.

#### [Henriette Ann Schmidt Graduate Scholarship](#)

One or more scholarships are awarded to outstanding graduate students from any department who are specializing in Aboriginal or Indigenous arts. Preference will be given to students studying Pre-Columbian art.

### **Awards open to all UVic graduate students:**

#### [Albert Hung Chao Hong Scholarships](#)

#### [General Graduate Scholarships](#)

#### [Martlet Chapter IODE Graduate Scholarship for Women](#)

#### [Cassels Shaw Graduate Fellowship](#)

#### [Howard E. Petch and David F. Strong Research Scholarship](#)

### **Eligible years for guaranteed funding**

Normally, AHVS MA students are funded for one year and PhD students for two years.

### **Research Assistantships**

### **Teaching Assistantships**

See AHVS Appointment Priority Policy – APPENDIX 6 attached.

### **Awards, Fellowships, Scholarships & Bursaries**

GPA and eligibility based on the criteria of the awards is taken into account when making the award decisions.

**FORMAL REVIEW OF STUDENT PROGRESS**

All AHVS graduate students are expected to complete a Progress Report in October and April of each year, showing what the student has accomplished during the last term and their plans for the current term. The student must obtain their supervisor's signature before handing in the completed form to the Graduate Secretary by the required deadline (October 15<sup>th</sup> and April 30<sup>th</sup> of each year).

**AHVS PhD Annual Review Policy – APPENDIX 5**

## Department of Art History & Visual Studies, University of Victoria PhD Candidacy Examination Guidelines

The Faculty of Graduate Studies regulation states: “Within three years of registration as a provisional doctoral student, and at least six months before the final oral examination [i.e., the oral defense of the dissertation], a student must pass a Candidacy Examination.” The purpose of the Candidacy Examination is to test the command of material essential to the completion of a PhD, as well as the student's competence to undertake an independent program of research that will culminate in the PhD dissertation. Students may not commence the research and writing of the dissertation until all components of the Candidacy Exam are successfully completed. The Candidacy Exam is Pass-Fail. <https://portal-portail.nserc-crsng.gc.ca>

The Candidacy Examination in Art History & Visual Studies consists of three components: Two written exams: Comprehensive Exam 1 (Major Field), and Comprehensive Exam 2 (Secondary Field), and an Oral Examination (The Candidacy). See below for details.

A full academic year is devoted to preparing for and taking the exams, after the student has completed all coursework. No coursework is to be undertaken during the year devoted to the Candidacy Examination. Details about the Candidacy Exam components are:

- **The Major Field Examination:** take-home exam, five consecutive days; 25-page (7,500 words) critical literature review on a key theme or issue in the field, to be determined in consultation with the supervisor. Normally done between November and January of Year 2.
- **The Secondary Field Examination:** take-home exam, five consecutive days, which would normally be Monday to Friday; detailed course syllabus on a key theme in the field and 15-page (4,500 words) explanation (which may include a sample lecture), to be determined in consultation with the supervisor. Normally done between January and March of Year 2.
- **The Special Topics/ Dissertation Proposal Examination:** 2 weeks before the oral exam, submit to committee a 10-page (3,000 words) dissertation proposal (plus footnotes, bibliography, and images) based on the departmental format for proposals; for the oral exam prepare a 20-minute presentation of the proposal, which will be followed with two rounds of questions. At the end of the question period, the student will leave the room and the committee will discuss the oral presentation. Normally done by mid-April of Year 2.

**Examination Committee:** The examination committee is the same as the student's PhD committee. It consists of at least two regular faculty members from the department: the supervisor and one or more departmental members, as well as one or more outside committee members from the University of Victoria. All members of the examination committee evaluate the examination answers.

**Reading Lists:** The student compiles the reading lists for the Major Field Examination (25-30 books/articles) and Secondary Field Examination (25-30 books/articles) in consultation with the supervisor and the examination committee.

**Process:** For the Major and Secondary Field Examinations, questions will be sent via e-mail at Monday, 9:00 am. Answers are due via email to the supervisor and Graduate Secretary on Friday 5:00 pm.

## **Evaluation**

**Major and Secondary Field Examinations:** A majority of committee members (2/3 or 3/4) must agree that the written exams are satisfactory to be awarded a PASS/ EXCELLENT based on the following criteria:

- a) thorough command of the scholarly literature, the major issues under debate, and future directions in research;
- b) critical insight into the central question or theme
- c) capacity to analyze theoretical frameworks and methodological approaches effectively
- d) ability to arrive at a convincing synthetic analysis of the issues
- e) ability to formulate a sophisticated argument supported by evidence
- f) excellent written skills

**Special Topic/ Dissertation Proposal Examination:** The oral examination will be considered passed if the majority of the committee (2 /3, or 3/4) judge the oral defense to be satisfactory based on the following criteria:

- a) scholarly contribution
- b) appropriate theoretical framework
- c) sound methodology
- d) ability to answer the committee's questions in a competent and insightful manner
- e) command over the proposed dissertation research process in terms of knowledge of key items in the bibliography, scope of the research, presentation of important questions, available resources, anticipated travel plans, language plans.
- f) ability to inspire confidence that they are able to pursue independent research and that they are capable of framing, planning, and bringing to completion a large-scale research project.

A student who fails the oral defense may be counseled to withdraw from the programme but has the right to attempt the examination again. Failure a second time will result in withdrawal from the programme.

**Candidacy Examination Results:** Students will be evaluated as FAIL, DEFERRED, PASS/EXCELLENT, by their examination committees.

For each student, based on the results of each of the three parts of the Candidacy Examination, the examining committee will approve one of the following decisions, with the following conditions:

### 1. (PASS/EXCELLENT)

A PASS/EXCELLENT outcome can be expected if the student achieves a PASS or EXCELLENT result in each of the three parts of the Candidacy Examination. In the case of

an EXCELLENT result, the distinction will be noted in the student's academic record for any or all of the three exams.

## 2. (DEFERRED)

If a student fails any one of the three parts of the Candidacy Examination, the failed exam(s) can be re-taken at a mutually agreed upon date between the committee and student, but no longer than six months after the first attempt, and within either the Fall or Winter session. Exams that are scheduled for a re-take, though based on the same study materials, may be framed around a different set of examination questions. Only examinations that are failed can be re-taken.

## 3. (FAIL)

The Major Field Examination, or the Secondary Field Examination, or the Special Topic/Dissertation Proposal Examination have been failed. This outcome can be expected if it is the second attempt at one or more of the three parts of the Candidacy Examination, and if the student receives a FAIL on any one of the re-taken examinations.

In the case of the oral component of the Special Topic/Dissertation Proposal Examination, the committee may, at its discretion, recommend to the examining committee that the student be allowed to re-take the oral examination without having to re-write the proposal but this must be evaluated on a case-by-case basis.

A student may attempt any part of the Candidacy Examination a second time only. In the event of a decision of FAIL, the Faculty of Graduate Studies is informed of the student's result, and the student will be asked to leave the PhD program.

### **Reporting the Outcome of the Candidacy Exam:**

The student's supervisor will provide a written report on the decision on the Major and Secondary Field Examinations and the Special Topic/ Dissertation Proposal Examination to the Graduate Advisor and Graduate Secretary, which is placed in the student's file.

All components of the Candidacy Examinations must adhere to the University of Victoria's policies on [academic integrity](#).

Students who require accommodation should notify the Graduate Advisor. Where applicable, students should register with the [Centre for Accessible Learning](#), at least two months before the exam schedule has been set.

Revised: May 2015. Oct 2015. Jan, Apr 2016. Oct 2017.



APPENDIX 2

Title of ARTH Research Paper here – make sure it is underlined

by

Jane Doe  
B.A., University of Victoria, Year

A Research Paper Submitted in Partial Fulfillment of the  
Requirements for the Degree of

Master of Arts

in the Department of Art History & Visual Studies

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University of Victoria

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## **Supervisory Committee**

Title of AHVS Research Paper here – make sure it is underlined

by

Jane Doe

B.A., University of Victoria, Year

### **Supervisory Committee:**

Dr. Steven Tyler (Department of Art History & Visual Studies)

**Supervisor**

Dr. Jennifer Lopez (Department of Art History & Visual Studies)

**Co-Supervisor or Departmental Member**

## **Abstract**

### **Supervisory Committee**

Dr. Steven Tyler (Department of Art History & Visual Studies)

### **Supervisor**

Dr. Jenifer Lopez (Department of Art History & Visual Studies)

### **Co-Supervisor or Departmental Member**

Here is where you write a brief summary about the content of the research paper. Make sure it ‘grab’ and identifies the contents or subject area of the research paper. This should be no more than several lines (anywhere from 4-8 lines maximum). This description would customarily be used in conference programs where one would be giving a paper or presenting.

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## **Acknowledgements**

Here is where you also write a brief paragraph of acknowledgements. ie. the individuals who may have helped you along the way during the program.

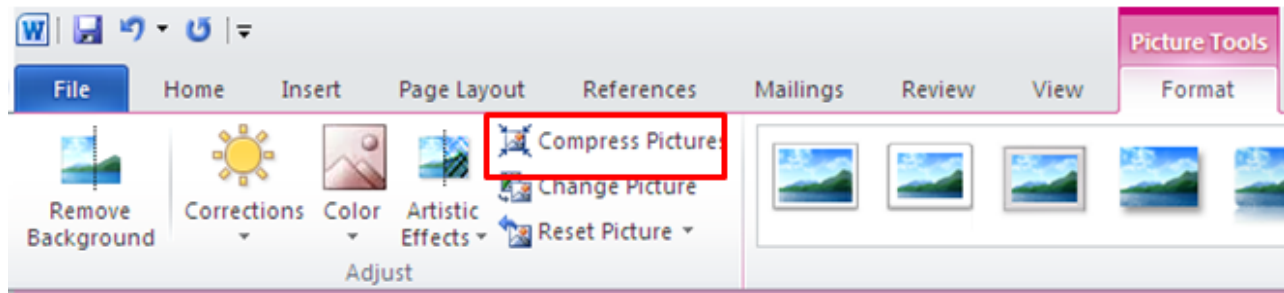
## **Dedication**

Here is where you would dedicate this research paper, if applicable, to those individuals who supported you leading up to and throughout the graduate program.

**Tip on compressing images in Word so final PDF is not too large.**

After inserting image into your Word document and resizing it, and with the image still selected:

Click on the Compress Picture Icon



Picture Quality: Select Print (220ppi)

Click OK

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# Art History & Visual Studies Email Guidelines

*formerly History in Art*

**“Face-to-face communication is still the best way to solve a problem, create camaraderie and spread goodwill.”**

-Giovinnella Gonthier, Rude Awakenings

E-mail:

- has no verbal clues or nuances
- has no body language
- can be easily misconstrued
- can be conceived in haste and too casually for the workplace
- can be combative, complex, emotional or ambiguous
- can be hazardous to relationships and careers

## E-MAIL AND EMOTION

- The human touch is often missing in e-mail as there is no immediate give and take as there is in conversation. Curt e-mails can be interpreted as ‘snippy’. Work to improve your e-mails or use the phone or talk in person.
- Flaming is venting emotions online. Typing in all capital letters is the equivalent of shouting; and besides, all caps are hard to read.
- Humor, irony and sarcasm are difficult to express.
- If you receive an e-mail that sets you off type a response and put it in your draft folder. Think about it – you may decide to trash it. Sometimes just the act of typing it provides some relief. Often it’s better to pick up the telephone or if possible, go talk to the person. Work to resolve the conflict.
- E-mail messages can be sent to people we never anticipated. If information is sensitive, confidential or heated, don’t use e-mail.

## COMPOSING E-MAIL

### SUBJECT LINE

People get lots of e-mail and it is very helpful if the subject line reflects the nature of the message.

### SALUTATION

Rather than launching into the message, begin with ‘Greetings Leo’ or ‘Dear Jill’. A salutation adds some warmth to a very one-dimensional method of communication.

### MESSAGE

Identify yourself clearly when sending a message. Include a telephone number in your message so the recipient can contact you by phone if he or she decides a conversation would be a more effective way to deal with the issue.

Convey the intent of the message in the first couple of sentences. It is generally better for each message to focus on a single issue. Often a long message is not read carefully and important issues, questions or requested actions can be missed if they are buried in a long stream of text. Give the recipient a clear indication of what action (if any) you are requesting.



It is common to dash off informal messages using abbreviations, slang, careless grammar and spelling, and short cuts when writing to someone on personal matters. Use formal language when your reader expects a more formal approach and when the e-mail is more than a transient exchange. E-mail communications on University business should adopt a professional tone and care must be taken to ensure the message accurately conveys your intent.

### **SIGNATURE**

Your e-mail signature should contain your name, title and organization, street address, e-mail address and telephone. Your organization's website is a nice addition. Quotes or sayings are not appropriate on workplace signatures.

### **SENDING E-MAIL**

Some messages and discussions don't work well over e-mail. If you are using e-mail to avoid face-to-face discussion, you probably shouldn't.

E-mail isn't private. It can be printed and forwarded beyond your control. Send only what you would want to see posted in public with your name attached.

Flame e-mails are potentially very hurtful, are usually regretted after the fact, and don't convey a very thoughtful and considered approach to an issue. A recipient can form a lasting impression from a flame.

The University, the Faculty and the Departments have forms for various requests and issues such as academic concessions, deferred exam requests, course add and drops, modified programme requests, etc. Determine if a written form is appropriate to your situation before sending an e-mail request.

Use blind copies (BCC) when sending an e-mail to a group and the recipients have not agreed to public use of their email address. It is generally considered inappropriate to send a message to an individual, and to blind copy others.

Avoid large attachments whenever possible. Make large files accessible on-line via a webpage or use a file sharing mechanism such as SharePoint. Consider the file format when sending an attachment; PDF should be used to distribute informational documents rather than sending Word files.

### **RESPONDING TO E-MAIL**

Gauge when an e-mail needs a response and be sure to respond to those you intend. If you need time to respond to an e-mail, let the sender know.

Before you use "reply all" consider whether everyone who received the original message also needs to receive your response. Only send copies to people when they need to be informed and not just as routine. When an e-mail is sent to a group of people asking for information or wanting action, many assume someone else will reply. If you are the one who replies, copy the group so everyone knows the e-mail has been answered.

Read over every e-mail before you hit 'send'. Run spell-check. It doesn't matter if the message goes to a coworker you've known for years or your new supervisor; it's a reflection of you.

*The majority of the writing in this document was gleaned from either the "Guidelines on the Use of Email, Web Pages and Discussion Forums" from the UVic Faculty of Engineering or from [www.extension.iastate.edu/mt/civility/communication/email](http://www.extension.iastate.edu/mt/civility/communication/email)*

**Department of Art History & Visual Studies**

**Timelines for Faculty Feedback and Letter Requests**

**March 17, 2015**

*Please Note: The timelines listed below may be extended if faculty are away on research trips, attending conferences or on vacation.*

**Master's Research Paper (HA598)**

Faculty normally require up to 4 weeks to respond to drafts of the research paper.

**PhD Dissertation**

Faculty normally require up to 4 weeks to respond to drafts of individual dissertation chapters.

**Proposals, Grants, and Conference Abstracts**

Faculty normally require up to 2 weeks to respond to proposals for the MA research paper, PhD dissertation, or grants, as well as for conference abstracts.

**Conference Presentations and Publications**

Faculty normally require up to four weeks to review conference presentations and publications in progress.

**Letters of Reference**

Faculty normally require 4 weeks notice to provide letters of reference.

**How to Request a Letter of Reference and Document Checklist**

When you need a letter of reference for a graduate program, grant, fellowship or job application, you approach your profs, and ask if they are willing and able to write you a letter. Then, if they agree to write for you, you email them the following documents, as email attachments, with at least a month's lead time.

**Document Checklist**

- ☐ 1 - your cv (academic term for a resumé)
- ☐ 2 - your draft letter of intent to the program you are applying for
- ☐ 3 - a description of (or link to) the program/grant/fellowship or job position and clear deadline for when they want the letter of reference in hand
- ☐ 4 - Explanation of the process: will the letter be submitted online? On pre-

existing forms:

- ☐ 5 - The FORMS or the URL where they are posted (if applicable, with all areas filled out that you can fill out, so I don't have to hunt you down for your date of birth, phone no., etc)
- ☐ 6 - full name and address of the person to send it to, including email address (always have this, even if they say they want you may have to research this to find their email or that of their department)
- ☐ 7 - a writing sample (so hold on to your papers w relevant professors' comments on it)
- ☐ 8 - informal transcripts (like you can download from the UVic website, yourself).
- ☐ 9 - Reminder of what courses you took with your recommender, what grades you received, and what topics you wrote papers on

**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



University  
of Victoria

Art History and  
Visual Studies

**DEPARTMENT OF ART HISTORY & VISUAL STUDIES**  
**APPOINTMENT PRIORITY POLICY**

*IN ACCORDANCE WITH ARTICLE 13.02 OF THE CUPE 4163 AGREEMENT*

Upon receipt of completed application forms, Teaching Assistantships (TA) are assigned at the discretion of the Chair, in consultation with the Graduate Adviser and other faculty members.

1) Normally, first priority for the **AHVS 120 & 121** positions will be given to first-year graduate students that did not receive a fellowship. Should the number of such applicants exceed the number of positions available, they will be assigned at the discretion of the Chair, with consideration being given to GPA, to relevant experience, and to other indications of potential teaching ability suggested in their graduate application file.

2) Normally, first priority for positions with 200 and 300-level courses will be given to second-year M.A. students and third-year Ph.D. students with teaching experience in the department who ALSO fulfill the following requirements:

- > most importantly, they have appropriate background in the subject of the course
- > they have made satisfactory progress in the program
- > they previously carried out satisfactorily their responsibilities as a TA, if they had such a position

3) Should available positions not be filled as indicated above, they will be assigned at the discretion of the Chair; this could include assignment of teaching assistantships to fellowship holders, to students in years other than those indicated above, etc. Consideration will be given to the other factors mentioned above.

4) In emergency situations (e.g. if a TA unexpectedly gives up their position), replacement appointments will be made at the discretion of the Chair, with consideration being given to special circumstances that may pertain, in addition to those factors enumerated.

*Updated May 2017*