

Department of English

**PhD**  
**Graduate Handbook**

2023-24



**DALHOUSIE**  
UNIVERSITY



## **Welcome to the Department of English at Dalhousie University!**

Along with exciting graduate courses, engaging faculty, and the opportunity to conduct original research, the PhD program requires some routine administrative tasks. This handbook aims to help English PhD students stay on track throughout the course of the program.

Information regarding registration, scholarships, Teaching Assistant appointments, the Dalhousie Association of Graduate Students in English (DAGSE), degree requirements, and general information about Dalhousie University can be found in this guide. Most of the information that follows is also available online through the Department of English or Faculty of Graduate Studies websites. The Graduate Administrator also sends out notices of upcoming deadlines throughout the year.

### **Graduate Committee for 2023–2024**

Dr. Bart Vautour, Graduate Coordinator

Dr. Heather Jessup, Teaching Assistant Coordinator (Fall term)

Dr. Alice Brittan, Teaching Assistant Coordinator (Winter and Summer terms)

Dr. Andrew Brown, Professional Development Coordinator

## **Department of English Staff**

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## **Mailing Address**

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## **Website**

<https://www.dal.ca/faculty/arts/english/programs/graduate.html>

## English Department Faculty Directory

Babock, Rebecca (rebecca.babcock@dal.ca); McCain 3030  
Bennett, Lyn (lyn.bennett@dal.ca); McCain 1192  
Brittan, Alice (alice.brittan@dal.ca); McCain 3192  
Brown, Andrew (Andrew.brown@dal.ca); McCain 3195  
Cawsey, Kathy (kathy.cawsey@dal.ca); McCain 3198  
Choyce, Lesley (lchoyce@dal.ca); McCain 3049  
Enns, Anthony (anthony.enns@dal.ca); McCain 3183  
Evans, David (david.evans@dal.ca); McCain 1190  
Goyette, Sue (suegoyette@dal.ca); McCain 3049  
Grant, Shauntay (shauntay.grant@dal.ca); McCain 3188  
Haslam, Jason (jason.haslam@dal.ca); McCain 1183  
Jeffers, Asha (asha.jeffers@dal.ca); McCain 3193  
Jessup, Heather (heather.jessup@dal.ca); McCain 3196  
Johnson, Billy (billyjohnson@dal.ca); McCain 2129  
Johnson, LiLi (lili.johnson@dal.ca); McCain 2195  
Kraus, Brittany (Brittany.Kraus@dal.ca); McCain 1193  
Maitzen, Rohan (rohan.maitzen@dal.ca); McCain 3185  
Robinson, Margaret (mrobinson@dal.ca); McCain 3102  
Ross, Trevor (trevor.ross@dal.ca); McCain 3047  
Sheikh, Sheheryar (sh522624@dal.ca); McCain 2115  
Turcotte, Katie (K.Turcotte@dal.ca); McCain 1195  
Vautour, Bart (bart.vautour@dal.ca); McCain 3197  
Wright, Julia (julia.wright@dal.ca); McCain 2193  
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## **Adjunct/Cross-Appointed Faculty Directory**

**Barker, Roberta** (Dalhousie University – Cross Appointment), Theatre, Gender, Women's, Canadian Studies

**Barker, William** (University of King's College), Early Modern Literature

**Brownlee, Shannon** (Dalhousie University – Cross Appointment), Film Studies

**Byers, Michele** (Saint Mary's University), Gender & Sexuality / Media & Popular Culture

**Cooper, Afua** (Dalhousie University), Dept of History

**D'Arcy, Michael** (St. Francis Xavier University), Comparative Literature

**Dawson, Carrie** (Mount Saint Vincent University), Canadian

**Edwards, Elizabeth** (University of King's College), Medieval Literature, Modern Theory

**Faber, Alyda** (Atlantic School of Theology), Theology and Literature, Ethics, Feminism

**Fraser, Graham** (Mount Saint Vincent University), Modernism

**Gantar, Jure** (Dalhousie University – Cross Appointment), Theatre Studies

**Glowacka, Dorota** (University of King's College), Contemporary Studies

**Graff, Ann-Barbara** (NSCAD University), Victorian/Gender Studies

**Green, Reina** (Mount Saint Vincent University), Early Modern

**Heffernan, Teresa** (Saint Mary's University), Contemporary Literature

**Howard, David** (King's College/NSCAD), Contemporary/Art History

**Hulan, Renée** (Saint Mary's University), Canadian Literature

**Kennedy, Seán** (Saint Mary's University), Irish Literature

**Luckyj, Christina** (Dalhousie, retired) Early Modern

**MacFarlane, Karen** (Mount Saint Vincent University), Contemporary Literature

**Malton, Sarah** (Saint Mary's University), Nineteenth Century Literature

**Meerzon, Yana** (University of Ottawa), Theatre, Drama, dramaturgy

**Morley, Stephanie** (Saint Mary's University), Medieval Literature

**Mount, Dana** (Cape Breton University), Interdisciplinary/Women's Studies

**Patterson, David** (University of Texas), Holocaust Studies

**Perkin, J. Russell** (Saint Mary's University), Nineteenth Century/Modern

**Stanivukovic, Goran** (Saint Mary's University), Renaissance

**Stone, Marjorie** (Dalhousie University, retired) Victorian

**Thompson, Judith** (Dalhousie University, retired) Romantic

**Vanderburgh, Jennifer** (Saint Mary's University), Film and Media Studies

**Wainwright, Andrew** (Dalhousie University), Canadian Literature

**Watson, Ariel** (Saint Mary's University), Irish Studies/21st-Century Drama

**Whetter, Kevin** (Acadia University), Medieval Literature

## Graduate essays

While overall grading strategies and models will vary from course to course, based on type and number of assignments, area, approach, methodology, and so on, the academic paper is a common assignment. In general, graduate essays are expected to be well-situated in terms of research on the topic(s) of the essay, fully and properly documented according to an accepted bibliographic style (in most cases, MLA or Chicago citation styles are used), and free of typographic and writing errors.

Some general definitions of essay grades are offered below. You should check with your specific instructors about their methods of grading.

**A+** Papers that earn the highest grade are rare; they are original and innovative, and add to the scholarly discussion on the topic(s) at hand. They also show considerable command of critical and other secondary material. Depending on the type of assignment, these papers could, with no or minor revisions, be considered publishable in academic journals specific to the field.

**A** These essays constitute excellent graduate work. They are original and strongly written, and show considerable command of critical and other secondary material, but would need significant revision before being considered publishable.

**A-** These essays are very good graduate-level work, and are well-written and researched, offering a good understanding of the primary material and the scholarly discussion thereof.

**B+** These essays are considered good graduate work, but show weaknesses in terms of research, argumentation or writing.

**B** These essays are satisfactory graduate work, but with substantial flaws in one or more areas of research, argumentation or writing. They may indicate difficulty in moving beyond undergraduate-level work.

**B-** Essays in this range are minimally passable graduate work, showing considerable weaknesses or errors in research, argumentation, and writing. These essays demonstrate difficulty in moving beyond undergraduate-level work.

## **Professional development**

PhD students benefit from a number of mandatory and optional workshops offered over the course of the academic year. Beginning with principles and practices of effective teaching, professional development workshops also cover topics such as public speaking and paper presentation, career options and the job search, and writing grant proposals. Please contact the Professional Development Coordinator on the Graduate Committee for more details.

## **Teaching Assistant appointments: guidelines and information**

The Department of English offers Teaching Assistant positions to most graduate students. Though duties can vary, many TAs will be responsible for leading tutorials. TA positions depend on sufficient enrollment, and fluctuating numbers mean that appointments are usually not finalized until the first week of each term. If you are assigned a TA position, you and the course instructor are required to complete a TA Duties Form to be submitted to the Graduate Administrator. The form outlines how many hours per week you are expected to work as a TA and approximates how those hours will be spent. Please include the three-hour TA training as part of the hour breakdown for Fall semester.

Teaching Assistants are automatically members of CUPE Local 3192; more information can be found at <https://3912.cupe.ca/>

A Teaching Assistant Workshop held early in the Fall Term will address the roles and responsibilities the position entails, including professor/TA relations, attendance, marking,



plagiarism, dealing with student matters, and class preparation. Lunch is provided!

Any additional information or questions are always welcomed by the Teaching Assistant Coordinator or Graduate Coordinator.

Teaching Assistants are responsible for providing their direct deposit information to payroll no later than the first week of September.

## The doctoral program timeline: from year one to year four

### YEAR 1: COURSEWORK

In the first year of the PhD program, students complete six three-credit hour ENGL 5000 or higher courses, normally three in the Fall and three in the Winter Term. Given that courses offered in Year One may not cover all areas, PhD students may opt to defer one three-credit hour course to Year Two (Winter or Fall) with the Graduate Coordinator's permission. Of the six required courses, at least one should be in the area of the proposed thesis. With prior approval from the Graduate Committee, one three-credit hour course may be taken in another Department. One three-credit hour course may be a Directed Reading course in the area of the proposed thesis. Directed Readings are normally permissible only if a regular course in the area is not being offered, if a member of the Department or an adjunct agrees to offer the course, and if the Graduate Committee approves the syllabus and its Method of Evaluation.

**Registration:** PhD students must register for REGN 9999 and selected graduate courses as applicable.

The **possible grades in the Faculty of Graduate Studies** include A+, A, A-, B+, B, B-, Marginal Failure, F, incomplete (INC) or ILL. There is a minimum requirement of "B-" to obtain credit. Dalhousie Graduate Fellowships are contingent upon students maintaining good standing in the program (i.e. all grades must be B-or higher). All course syllabi are required to include a clear Method of Evaluation, and instructors may have policies regarding extensions and lateness. The issuing of the INC grade is also at the instructor's discretion, though the Registrar automatically converts all INC to F at the end of the month subsequent to that in which the course ended. ILL grades are issued only if students provide adequate medical documentation.

By **February 15** of the first year, PhD students must submit to the Graduate Administrator the **Intent to qualify** specifying the Reading List on which they choose to be examined. In the weeks following the completion of courses, students and supervisors establish an Examining Committee and compile the final Reading List in their declared research area by **April 15**: both the Reading List (which may be revised up to 25%) and the Examining Committee must be approved by the Graduate Committee.

## **YEAR 2: READING YEAR**

Students should have established a supervisor and Examining Committee as well as an approved Reading List for the Comprehensive Examinations (see the Graduate Administrator for available Reading Lists). Departmental Reading Lists cannot be revised more than 25% and should maintain the equivalent of 75 full-length works. Note that Reading Lists are designed to develop broad expertise in a speciality, and should not to be tailored directly toward the thesis topic. Think of them as preparation to teach in your field, and to situate your specific research in a broader context. Preparation for the Comprehensive Exams should be a collaborative effort between the student and the supervisor, and students should expect to meet with their supervisors at least once a month during the reading year; some supervisors may recommend more frequent meetings, especially as the exam date draws nearer. Comprehensive Exams are normally taken no later than May of the student's second year.

**Registration:** REGN 9999 and PHDP 8000: PhD Comprehensive Exams

## **YEAR 3: THESIS WORK BEGINS**

Upon passing the PhD Comprehensive Exams (both oral and written), the student becomes a doctoral candidate and begins researching and writing the PhD Thesis Prospectus, which must be submitted to the Supervisory Committee within 12 weeks

following the exam date. The prospectus should be 1,000 to 1,500 words in length and consist of an introduction to the topic and approach, a general outline of the central issues and methods, and a bibliography of the primary and secondary works. In consultation with the supervisor and student, the Graduate Committee approves the Supervisory Committee consisting of the Supervisor and Second and Third Readers (all with some expertise in the thesis area). Once approved by the Supervisory Committee, the Thesis Prospectus is submitted for Graduate Committee approval. Once the Thesis Prospectus is approved by the Graduate Committee, candidates develop a schedule for timely completion and consult with supervisors about a workable timeline and expected chapter submissions. PhD candidates also present their proposed research to the Department as part of the weekly Speaker Series talks.

**Registration:** REGN 9999 and ENGL 9350: Doctoral Thesis.

### ***YEAR 4 and BEYOND***

PhD candidates often defend the thesis in the fourth or fifth year of the PhD program. Though some take longer to complete, the Faculty of Graduate Studies permits doctoral enrolment to six years, with possible extensions to a strict maximum of ten years. Candidates are responsible for all tuition and fees associated with continuing thesis work.

**Registration for fourth and subsequent years:** REGN 9999 and ENGL 9350 Doctoral Thesis.

## **Annual timetable: year one for PhD students**

**JULY** – Students should be officially accepted to Dalhousie and have paid the \$200 deposit to hold a place in the program. Incoming students should also register on Dal Online for REGN 9999 using an activated Net ID. All university correspondence must be through a valid @dal.ca address.

**Deadline to Register for REGN 9999 is August 1 for all students.**

**AUGUST** – Though the nature and availability of positions are subject to enrolment, Teaching Assistants are usually notified of their assignments around **August 31**. Students register for Fall and Winter Term courses.

**AUGUST/SEPTEMBER** – Incoming students meet with the Graduate Coordinator to confirm course selections for the academic year (meetings will be scheduled in August via email)

All new graduate students are required to attend the FGS orientation [Together@Dal: Grad Edition](#).

Teaching Assistants are required to attend TA workshops early in the term.

**Date: September 5, 2023**

**Time: 11:30 am - 2:30 pm**

**Location: McCain Building, Room 2190**

Students are also invited to the annual Grad Student Meet & Greet hosted by DAGSE for electing the new Executive and, of course, some meeting and greeting. (Information about each Executive position is circulated ahead of time.)

**Date: Friday September 8, 2023**

**Time: 4:00 pm**

**Location: McCain Building, Room 1198**

## September Deadlines include:

- Submitting direct deposit forms to payroll and TA duties form to Grad Administrator. A delay on submission will delay payment.
- Adding and dropping Fall Term courses in consultation with the Graduate Coordinator.
- Submitting final transcripts from past degrees to the Department (students who do not submit are subject to dismissal).

All eligible PhD students who do not already hold a Social Sciences and Humanities Research Council (SSHRC) Doctoral Scholarship or Fellowship are **required to apply**, and need to request necessary transcripts from the Graduate Administrator. SSHRC applicants are required to attend SSHRC Workshops organized by the Graduate Committee, and have access to additional SSHRC resources, proposals, and application advice available through the Graduate Administrator. Deadlines for SSHRC seem to move earlier every year; emails will be sent out with updated deadlines.

**NOVEMBER** – Teaching Assistants are notified of Winter assignments. If they haven't already, students should register for all Winter Term courses.

For students who may be encountering academic difficulties, options are available to help: with valid medical documentation, students can apply for a one-term Leave of Absence, and must do so through the Faculty of Graduate Studies in **December** for January leave. See [https://www.dal.ca/campus\\_life/health-and-wellness/my-health.html](https://www.dal.ca/campus_life/health-and-wellness/my-health.html)

**JANUARY** – Students should have finalized Winter Term course registration.

**JANUARY 15** – Year 1 students must submit the Intent to Qualify form indicating the chosen Comprehensive Exam Reading List to the Graduate Administrator. Revisions of up to 25% of the Reading List are due by **April 15**.

**MARCH** – Usual submission deadline for the August DAGSE Conference (TBA).

**APRIL** – Students should have found a faculty member to act as supervisor for the PhD Comprehensive Exams to be taken the following year, and must submit the final Reading List by **April 15**. Students should begin reading in preparation for the Exams and meet regularly with supervisors.

**MAY** – The MA Colloquium with lunch and reception. All graduate students are encouraged to attend.

**JUNE** – Register for REGN 9999 for the Summer Term.

**JULY/AUGUST** – Students continue to meet regularly with supervisors. PhD students must complete the **ANNUAL PROGRESS REPORT via GSIS (Dal Online) by August 1**. Students who do not complete the Progress Report will have their funding delayed.

## **Annual timetable: year two for PhD students**

**AUGUST** – Students **MUST** submit the ANNUAL PROGRESS REPORT via GSIS (Dal Online) by **August 1**, and those who do not comply with this FGS regulation will experience delays in scholarship payments. Students **MUST** also register for REGN 9999 by **August 1**: late registration will also delay scholarship payments.

**August 1** – Deadline to register for REGN 9999 and submit Progress Report. **Students must also register for PHDP8000: Comprehensive Exams**. Students will be notified of any TA appointments for the Fall Term. Students should continue to meet regularly with the supervisor and, as the year progresses, with other members of their Examining Committee.

**FALL (Dates vary)** – Students must apply to SSHRC and other external scholarships. Deadlines for SSHRC applications and other award nominations are set by the Department and will be announced.

## **Deadline to register for REGN 9999 for Winter Term: December 1**

**WINTER** – Students should be in the final stages of preparing for the PhD Comprehensive Exams, and should be prepared to take them early May.

## **Annual timetable: year three for PhD candidates**

**MAY** – Students must have passed the written and oral component of the PhD Comprehensive Examinations to become PhD candidates; candidates must submit the Thesis Prospectus to the Supervisory Committee within twelve weeks of successfully passing the Oral Examination. The Prospectus must also be approved by the Graduate Committee and will be presented at the English Department’s Speaker Series.

Candidates must also register for ENGL 9350 Doctoral Thesis.

**SUMMER** – Schedule and budget permitting, candidates who have successfully completed the PhD Comprehensive Exams may be eligible to teach as the primary instructor of a Summer Term undergraduate course. Interest should be expressed to the Chair and Undergraduate Coordinator the preceding Fall Term.

## **Annual timetable: year four and beyond**

PhD candidates must **continue to register for REGN 9999 and ENGL 9350 Doctoral Thesis** for each of the **Fall, Winter, and Summer Terms**.



## Doctoral degree requirements and procedures

- Six three-credit hour graduate courses (designated ENGL 5000 or higher)
- One full-credit course in a language other than English (or otherwise fulfilling the language requirement)
- Completion of PHDP 8000 and ENGL 9350
- Successful completion of the PhD Comprehensive Exams
- Successful completion of the PhD Thesis Prospectus
- Successful completion of the Doctoral Thesis and Defence

## PhD comprehensive exams

After students have completed coursework, submitted the Intent to Qualify form, and finalized the Reading List, the Graduate Coordinator arranges for the PhD Comprehensive Exams to be taken in May of the second year. The Comprehensive Exams aim to ensure broad understanding of the chosen area of specialty. The Reading Year preceding the Exams thus serves as the foundation for developing expert knowledge within a given speciality, rather than preparation to write the thesis.

The Department makes available Reading Lists of primary (and sometimes also secondary) works in each speciality, and Comprehensive Exams are restricted to the list. Most current Reading Lists include roughly the equivalent of about 75 full-length items (novels, plays, collections of poetry, prose works, works of criticism, etc.) The number can, however, vary between specialities, with some requiring knowledge of a broad array of material and others demanding more concentrated study of fewer items. In consultation with their supervisors, students may revise up to one quarter of the chosen Reading List, but with a view to broader interests and not specifically to the

thesis. Reading List revisions must be formally approved by the supervisor and the Graduate Committee, and proposed revisions must be submitted to the Graduate Coordinator by April 15 of the first year of the PhD program.

Preparation for the Comprehensive Exams should be a collaborative effort between the student and the Supervisor. Students should expect to meet with their Supervisor at least once a month during the reading year, though some supervisors may recommend more frequent meetings as the exams draw nearer. Students are also encouraged to meet with other members of the Examining Committee to benefit from the expertise and guidance of other faculty members, and to practice the kind of critical discussion expected in the exams themselves. Students and Committees share the responsibility of developing a productive and workable schedule.

Examinations take place over three days. On the first and second days, the prospective candidate writes a three-and-a-half hour examination set by three examiners expert in the field, one of whom is the Supervisor. After the second day's examination, the Examining Committee considers the two scripts and decides (by majority vote) whether the student has passed or failed. The Supervisor notifies the student of the result. In the case of a pass, the student proceeds the next day to the oral portion. The oral is approximately two hours long, and is chaired by the Graduate Coordinator or designate. There are four examiners, the three experts in the field and a fourth non-specialist member of the Department. There are two rounds of questioning with each of the four examiners permitted a total of twenty minutes on the first round and ten minutes on the second; the Exam Chair is also entitled to ask questions at the end of the second round. The prospective candidate is then asked to withdraw while the Examining Committee discusses and votes on the performance. Decision is by majority vote of the four examiners, with the Chair voting only to break a tie. The student is immediately informed if the result is pass or fail – a pass confers the student with the new title of “PhD

candidate.” In the event of a failure, the student may take the Comprehensive Exams again within six months and is not permitted to work on the thesis until the Exams are passed. Note that a second failure in either the written or the oral portion or the Comprehensive Exams immediately disqualifies the student from the program.

## **PhD thesis prospectus**

Within four weeks of successfully completing the Comprehensive Examinations, the candidate and supervisor finalize the thesis topic and the Graduate Committee approves the Second and Third Readers, both with expertise in the research area, who make up the remaining members of the Supervisory Committee. Neither the Supervisor nor the Readers need be the same as for the Comprehensive Exams. Within the following eight weeks (twelve weeks after the Comprehensive Exams), candidates submit a 1000- to 1500-word Thesis Prospectus to the Supervisory Committee. The Thesis Prospectus includes an introduction to the topic and a description of the approach (methodology), a general outline of the central issues and methods, and a bibliography of relevant works. With the Supervisory Committee’s approval, the Thesis Prospectus is submitted to the Graduate Committee to approve as is or request revision within three weeks. With the Graduate Committee’s final approval, the Supervisory Committee and candidate establish a schedule for writing and protocols for reviewing the thesis; some committees prefer to review each chapter as it is written, for instance, while others wait for a completed draft. Regardless of the procedure, the arrangement must be agreeable to the candidate and the Supervisory Committee.

In the term following Thesis Prospectus approval, candidates normally present their projects to the Department, usually in a panel of two or three twenty-minute presentations followed by a question-and-answer period.

## Doctoral thesis supervisors: things to consider

PhD students should begin approaching potential supervisors in the Winter Term of the first year, and should have determined an area of specialty and a thesis topic. Students should also:

- Be ready to discuss a general thesis topic.
- Be flexible and open to suggestions.
- Not be shy: professors are expected to supervise grad students and it is often one of the most enjoyable jobs they take on. They are happy to hear from you.
- Speak to a number of potential supervisors to gauge who is most interested in the topic and gives the most useful feedback
- Not take it personally if a faculty member cannot supervise. A professor's ability to do so depends on existing commitments as well as research areas, and a "no" usually indicates more about availability than interest.
- Not forget about Dalhousie faculty members not currently teaching in the graduate program, as well as adjunct faculty members (who can act as co-supervisors). If there are professors you have not yet met, you can email for an appointment.
- Ask the Graduate Administrator or Graduate Coordinator for suggestions.

Some students come into the program with a specific direction or with the intention of working with a particular faculty member. Most faculty are excited to support graduate students in their research, but sometimes have other commitments and may have to decline. In any case, students should have a sense of the faculty members who work in their area and who might be available for a four-plus year commitment to supervision.

## PhD thesis composition

Students should arrange a timeline with their Thesis Committee to determine thesis chapter or draft submission and completion. The PhD thesis is about 75,000 to 100,000 words, excluding notes, bibliography, and most appendices, and it should make a significant contribution to knowledge; according to Faculty of Graduate Studies regulations, the PhD thesis “must display original scholarship expressed in satisfactory literary form consistent with the discipline concerned and be of such value as to merit publication.”

Well before three months in advance of the anticipated Thesis Defense Date, and with the approval of the Supervisory Committee, the Supervisor advises the Department Chair to begin the search for an External Examiner in order to meet the FGS requirement for the External to be in place three months before the Defense. Around the same time, the Graduate Committee appoints the Internal Non-Specialist (or Fourth Reader) who, along with the three members of the Supervisory Committee and the External Examiner, makes up the Examining Committee. The Supervisor recommends three potential External Examiners and provides a description of their qualifications to the Department Chair, and the Chair contacts and makes arrangements with the External Examiner, who must then be approved and formally invited by the Faculty of Graduate Studies, which **requires at least three months’ of notice of a defence date**. Please refer to the FGS website for the most up to date instructions: <https://dalu.sharepoint.com/sites/graduate-studies/SitePages/theses-defences.aspx>

You’ll need to sign into Sharepoint using your netid and password to access information on thesis formatting and submission.

Note that it is the candidate’s responsibility to:

### ***Six Months Prior to Defence***

- Begin preparing your thesis for presentation as a finished document.

- Remind your supervisor and/or department head/chair of the need to recommend external examiners. It is very important for you to not contact potential external examiners personally.
- Begin discussing potential defence dates with your supervisor.

### ***12 Weeks Prior to Defence***

- Finish preparing your thesis for presentation as a finished document.
- Your department should deliver to FGS a Request to Arrange an Oral Defence Form, listing their choice of External Examiner along with the External Examiner's CV.

### ***6 Weeks Prior to Defence***

- Have a format check of your thesis done by FGS before your thesis goes out to the External Examiner.
- Complete all changes required by the format check.
- Deliver to FGS the completed PhD Thesis Submission Form and PhD Examination Information Form. Email the .pdf version of your thesis and CV to [thesis@dal.ca](mailto:thesis@dal.ca)
- Deliver copies of your thesis to your departmental graduate coordinator to be distributed to your internal examining committee members.
- Send your abstract (max 350 words) by email to FGS at [thesis@dal.ca](mailto:thesis@dal.ca). This must be sent in word format.
- If your defence requires remote participation by a member of the examining committee, your department must email this request to [thesis@dal.ca](mailto:thesis@dal.ca).

### ***4 to 6 Weeks Prior to Defence***

- Prepare your summary presentation (20 minutes or less) for your oral examination.

- Attend thesis defences of other PhD candidates to get some idea what to expect.
- Confirm all members of examining committee will attend in person.

### ***1 Week Prior to Defence***

- Familiarize yourself with the defence location.
- If you have a remote participant, the Senior Thesis clerk will contact you to arrange a test run in the defence room.

### ***Day of Defence***

- Arrive early. Rooms are booked one half-hour before each defence. The Senior Thesis Clerk will meet you there.
- Familiarize yourself with the room and A/V equipment.
- If you have changed the room setup, return it to its original state (note: the furniture in the Lord Dalhousie Room and Room 3107 of the Mona Campbell Building cannot be moved).
- If borrowing equipment from FGS (i.e. telephone, projector, etc.), return equipment to FGS after defence.

### ***Following Your Defence***

- Submit required changes to your Supervisor within the specified timeframe.
- Follow all steps for submitting your thesis. This must be done before the thesis deadline for the term in which you wish to graduate.
- Complete the Graduate Student Exit Survey.

For more information about thesis regulations and guidelines visit: <https://dalu.sharepoint.com/sites/graduate-studies/SitePages/theses-defences.aspx> (Sign into Sharepoint using your netid to access information on thesis formatting and submission.)

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## PhD Thesis defence

The Faculty of Graduate Studies requires a Notice of Defence at a **minimum of twelve (12) weeks prior to the intended date**. The defense is chaired by a designate of the Faculty of Graduate Studies, and is open to anyone interested. Those entitled to examine the candidate are the External Examiner, the Supervisor, the Second and Third Readers (all with some expertise in the field), the Internal Non-Specialist or Fourth Reader (representing a different area of expertise), and the Departmental Representative (normally the Department Chair), whose principal role is to ensure fair play. Beginning with the candidate's twenty-minute summary statement, the defense normally takes about three to three-and-a-half hours. The candidate's statement is followed by two rounds of questioning, allowing a maximum of twenty minutes for each member of the Examining Committee on the first round and ten on the second, at the end of which the Departmental Representative may opt also to ask questions. The candidate and observers are then asked to withdraw while the Examining Committee deliberates. The candidate is informed as soon as a decision is reached as to whether the thesis is accepted as is, accepted with specific corrections (within a set period of time, but not to exceed six months), rejected with permission to submit a revised thesis (within twelve months), or rejected with no option to resubmit. Candidates should consult Section 10 Thesis Regulations of the Faculty of Graduate Studies Regulations for further information on the thesis and its defense.

Successful candidates must submit the approved thesis electronically and deliver a hard copy of the Thesis Signature Page to the Faculty of Graduate Studies in time to meet the deadlines for convocation specified in the important dates. Successful candidates must apply to graduate via DalOnline in the same term of, or the term directly following, the defence. For more information, go to <https://dalu.sharepoint.com/sites/graduate-studies/SitePages/theses-defences.aspx>



## **Thesis submission**

There are clear guidelines for the submission of theses on the FGS website, including formatting, deadlines, and the details of all requirements. Students must have applied to graduate in the term of, or after, the defence. Please consult deadlines for submission depending on when you intend to submit.

Thesis submission forms can be submitted electronically to [thesis@dal.ca](mailto:thesis@dal.ca)

## Dalhousie student services and resources

**WHERE TO GO: Campus Maps online:** <https://www.dal.ca/campus-maps/maps.html>

**Dal Cards:** All students need a Dal Card, issued in September of each year and renewed thereafter. This is also your city transit pass, your library card, and more, and can be loaded for cash transactions on campus, like a debit card. You can pick up your Dal Card at 6230 Coburg Road.

**The DalPlex:** Access to Dalhousie's fitness complex (6260 South Street) is included in full-time fees. From fitness classes to the swimming pool to the cardio centre, classes, and recreational leagues, it's a great resource.

**Student Accounts/Payroll:** Both offices handle financial and payroll services for students, including scholarships and TA payments. If you need assistance, both offices are in the Henry Hicks A&A Building. [https://www.dal.ca/admissions/money\\_matters/tuition\\_payments.html](https://www.dal.ca/admissions/money_matters/tuition_payments.html)

**Faculty of Graduate Studies (FGS):** The Faculty of Graduate Studies administers most elements of your program and is the body to which you submit your thesis. A useful resource for graduate students, the FGS website outlines all graduate policies and guidelines, and offers information about potential scholarships and careers. All graduate students are also eligible for conference funding via FGS. Get to know FGS online: <https://www.dal.ca/faculty/gradstudies.html>

**The Dalhousie Writing Centre (Killam Library):** A source of employment for some and a helpful free resource for all.

**Dalhousie Student Union:** As a member of Dalhousie's student body, you are automatically a member of the Dalhousie Student Union, which administers Health and Dental Plans, society and social committees, and many other campus services. Visit <https://www.dsu.ca> for more info.

**DSU Mobile App:** See the DSU for more information.

**Dalhousie Bookstore:** Located in the basement of the Student Union Building, the Dalhousie Bookstore stocks most course materials for your graduate courses, as well as school supplies and Dalhousie swag!

**Dalhousie Health Services:** If you're feeling under the weather and don't have a local family doctor, the Dalhousie Health Clinic takes appointments for students seven days a week. The Clinic will also issue valid doctor's notes and prescriptions for students.

## Dal Online

Dal Online (accessed with your Net ID/password) is an online portal that holds your registration, student records, employee information and various applications and program requirements that you'll need to complete. Go to <https://dalonline.dal.ca/>

**To access Dal Online,** students first need an activated Net ID. You can activate your ID and set your password here: <https://password.dal.ca/>

**Personal Info:** Update address, phone and email. Dal correspondence (like Alumni mailing) will be directed to your listed 'permanent' address.

**Web for Students:** Under this tab, you can Add/Drop classes, view your academic record (transcript), print T4/tax forms, apply to graduate, see account, and check your Graduate Studies Information System (GSIS).

**GSIS:** An online record system indicating your academic history and progress of your program. An annual report must be submitted on GSIS by August 1. Your GSIS file will be audited by the Faculty of Graduate Studies before approval to graduate.

**Add/Drop Classes:** This worksheet allows students to input CRNs (course numbers) for approved courses and classes. Students are able to register for the full year or per term. CRNS will be provided by Graduate Admin. Registration deadlines can be found at [https://www.dal.ca/academics/important\\_dates.html](https://www.dal.ca/academics/important_dates.html)

**Student Account:** A breakdown of your financial owing to Dalhousie. Tuition and fees are deducted from scholarships.

**T4A Tax Information:** Dal provides electronic T4/T4A forms to be printed or saved electronically for filing annual income tax.

**Academic Record:** An electronic version from which your transcript is based. This shows all registered courses and grades.

**Apply to Graduate:** Students must apply online to graduate by the stated deadline.

## Department events and activities

**DAGSE:** The Dalhousie Association of Graduate Students in English is a student-funded body that oversees and administers the DAGSE Meet & Greet, MA Colloquium and Graduate Conference. The Executive is elected at the beginning of each academic year.

**DAGSE Graduate Conference:** Organized by DAGSE, the annual graduate student conference invites participants from all over North America to present on a thematic subject decided by the Executive. The conference Call for Papers is distributed in January, and DAGSE welcomes volunteers to help organize the event.

**Speaker Series:** All graduate students are strongly encouraged to attend the Department's Speaker Series that begins at 3:45 PM on Friday afternoons or some other location, and is followed by a reception in the Department Lounge or some other location. The Friday talks afford an excellent opportunity to meet other students and professors working in your research area and outside of it. A list of speakers is usually made available on the News and Events page of the Department website.

**MA English Colloquium:** A presentation of the MA Thesis Prospectus is required by all MA students at the annual English MA Colloquium. The Colloquium is normally scheduled sometime during early May. The proceedings follow typical conference format, and all graduate students and faculty members are encouraged to attend.

**Varma Prize for Gothic Literature:** Every October, undergraduate English students submit short pieces of original Gothic fiction for the Varma Prize. Finalists read their submissions aloud at a Halloween party that includes Transylvanian wine and pizza. While grad students aren't eligible to enter, they are sometimes invited to review submissions on the Varma Prize Jury, and all are welcome to attend the event.

## Scholarships, external awards, and academic contests

**FGS Scholarships:** An entrance scholarship sometimes offered with acceptance to the program: tuition and incidental fees are deducted from the amount.

**SSHRC Doctoral Scholarships and Fellowships:** All eligible PhD students who do not already hold SSHRC awards are **required** to apply to the SSHRC Talent Program in the Fall Term. MA students considering going on to the PhD are strongly encouraged to apply. For more info, go to <https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx>

**Killam Awards:** The Graduate Committee nominates outstanding students for the Killam Predoctoral Scholarships, either prior to beginning the program or during the PhD. Learn more at <https://www.dal.ca/faculty/gradstudies/finance-your-studies/scholarships-bursaries/killam-doctoral.html>

**The Malcolm Ross Thesis Award:** This annual \$200 cash prize is awarded to an outstanding MA or PhD thesis on Canadian Literature, nominated by the supervisor.

**Graduate Memorial Scholarship:** To commemorate the important scholarly and cultural work done by faculty and graduate students in English at Dalhousie over the last 150 years, this scholarship “will be awarded annually to one or more MA or PhD student(s) enrolled in English.” Eligible applicants “must be members of designated groups as defined under the Collective Agreement between the Board and the Dalhousie Faculty Association,” with preference given to Aboriginal students or members of visible minorities. Of these, “Mi’kmaq people will be given preference among Aboriginal Peoples and African Nova Scotians will be given preference among visible minorities.”

**Faculty of Arts & Social Sciences Essay Competition:** Three essay prizes valued at \$4,000 each are awarded annually by FASS, and graduate students are eligible for two of them (Mushkat

and Glovin). For regulations, go to <https://www.dal.ca/faculty/arts/about/essay-competition.html>

**Research and Travel Grants:** All graduate students are eligible for travel and conference funding through the Faculty of Graduate Studies. Applications entail a two-step process and require original documentation and official approval, and can be found at <https://www.dal.ca/faculty/gradstudies/finance-your-studies/scholarships-bursaries.html>

Given that FGS funding does not always cover the full cost of attending a conference or conducting research outside of Halifax, the English Department makes additional funds available (\$900 per student per PhD Program). Students must apply to FGS to be eligible for Department of English travel funding. See the Graduate Administrator for more info.

**External Scholarships:** FGS provides information about external scholarships at [https://www.dal.ca/admissions/money\\_matters/funding\\_sources/external\\_scholarshipsbursaries.html](https://www.dal.ca/admissions/money_matters/funding_sources/external_scholarshipsbursaries.html)

## Committees and terms: a glossary:

**Examining Committee (Exams):** Composed of the student's Supervisor, specialist Second and Third Readers, and non-specialist Fourth Reader. With the exception of the Fourth Reader, the Examining Committee assists the student during the Reading Year and prepares and delivers the Comprehensive Examinations.

**Supervisory Committee:** Composed of the student's Supervisor and specialist Second and Third Readers. The Supervisory Committee and candidate establish a schedule for writing and protocols for reviewing the thesis.

**Examining Committee (Thesis):** The Graduate Committee appoints the Internal Non-Specialist (or Fourth Reader) who, along with the three members of the Supervisory Committee and the External Examiner, makes up the Examining Committee. The Thesis Defence also includes a Chair appointed by FGS and a Departmental Representative (normally the Department Chair).

**GSIS online:** The FGS-administered Graduate Student Information System is an online record-keeping profile of a student's progress through courses, degree requirements, committee membership, and Annual Progress Reports. All updates must be approved by several parties.

**Exams:** A term used for the PhD Comprehensive Examinations, including the two-part written and one-part oral exam. Students must complete and pass this degree requirement before moving on to thesis writing and research.

**REGN 9999:** You'll hear this one a lot. This is a registration code indicating that you are an active member of Dalhousie's graduate program, and you must register for REGN 9999 for every term of your study at Dalhousie (Fall, Winter, and Summer terms have different CRNs used to register). Registration in REGN 9999 is required to maintain scholarship payments and student status, and the deadlines are strict.



**CRNs:** This stands for “course registration number,” a 5-digit code associated with each Dalhousie course and used to register for courses on the “Add/Drop Courses” Worksheet found under “Registration” on the Dal Online system.

## **Class cancellations, university closures, emergencies**

Dalhousie University offers the **DAL ALERT** subscription service that notifies subscribers of any urgent notices regarding the campuses. This includes snow days, university closures and a campus emergency.

You can subscribe with your phone here: <https://dalalert.dal.ca/>  
To report an emergency or to get help, call **902 494 2211**.

\* *Weather-Related Closures:* Dalhousie occasionally closes in extreme weather. While infrequent, there may be a snowstorm or power outage that affects campus activity. Closures are announced via DAL ALERT, on the opening page of the Dalhousie website <https://dal.ca> and through local news media.

\* If an instructor is unable to attend class due to illness or personal circumstances, all effort will be made to notify students, the TA, and the Department. **If you need to cancel a tutorial as a TA**, or need a replacement, please speak with your instructor.

## **Important dates**

[https://www.dal.ca/academics/important\\_dates.html](https://www.dal.ca/academics/important_dates.html)

## Professional Development Seminars 2023–2024

Meetings will be held as “Brown Bag Lunches” (i.e., feel free to eat your lunch) on Thursdays, on the dates indicated, from 11:30 AM-1:00 PM.

### FALL 2023

September 7, 2023, McCain, Room 2102

**SSHRC and Grant Proposal Workshop**

Facilitated by Dr. Brown

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for other SSHRC-eligible students.

Objectives: We will learn what constitutes a strong grant proposal, with specific attention to applying for the Social Sciences and Humanities Research Council Doctoral fellowships, but including skills more generally applicable to a wide range of grant applications.

*Note: all eligible incoming PhD students who do not have an external grant are required to apply to SSHRC; all MA students considering applying to PhDs are strongly encouraged to apply*

**September 21, 2023, McCain 2102**

***SSHRC vetting process***

Facilitated by Dr. Brown

For those who apply for a SSHRC doctoral grant: in this process, you will submit a draft of your SSHRC proposal to Dr. Brown. He will distribute them amongst faculty and senior doctoral students, three of whom will offer brief, written advice on your proposal, mimicking the process of SSHRC adjudication.

*Note: this session is intended to supplement, not replace, working with a supervisor or other faculty members more closely as you prepare your application.*

**October 5, 2023, McCain, Room 2021**

***Developing Your Writing Practice***

Facilitated by Dr. Brown

Recommended for upper year (2nd and up) PhD students, although others are also welcome to attend. These sessions focus on professionalization topics of particular interest to students looking toward the end of their PhD.

**Mandatory** for all 1st-year PhD and 1st-year MA students.

Objectives: We will discuss the distinctive features of graduate-level academic writing, with a particular focus on its length and the new depth and breadth of research that it requires. Specific discussion topics will include time/project management, the use of reference management software, and working with academic databases to find and implement sources.

**November 2, 2023, McCain, Room 2021**

*HRES Session on Gendered Violence in the Academy Facilitated by HRES guest speaker*

(Guest speaker)

**Mandatory** for all 1st-year PhD and MA students; graduate students who are teaching independently are encouraged to attend as well.

Objectives: We will learn how to avoid ethically problematic situations as teachers and how to identify and report ethically problematic situations as students.

**WINTER 2024**

**January 11, 2024, McCain 2130**

*MA Thesis Prospectus Workshop*

Facilitated by Dr. Brown

**Mandatory** for all 1st-year MA students

Objectives: This workshop will address the objectives and format of the MA thesis prospectus and provide models for students to consult.

**February 15, 2024, Virtual Session (A shared classroom will also be available at Dal)**

*Working with an English Graduate Degree (Alt-Ac and Non-Ac Positions)*

Facilitated by Dr. Brown with a panel of graduate alumni

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for senior PhD students.

Objectives: This session will introduce students to a range of career possibilities outside the academy.

**March 14, 2024, McCain 2130**

*Conference Papers and the MA Colloquium Seminar*

Facilitated by Dr. Brown

**Mandatory** for all 1st-year PhD and 1st-year MA students; strongly recommended for senior PhD students.

Objectives: We will discuss various aspects of conference presentations from proposal to presentation format. This will be of use to both MA and PhD students planning to attend conferences but will also cover necessary information regarding the MA colloquium.

**Early May, 2024, Location TBD**

Conference Papers and the MA Colloquium

## **Other workshops**

Dr. Vautour will be hosting informal workshops for upper-year PhD candidates throughout the year. These will be organized by email.

