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THE UNIVERSITY OF BRITISH COLUMBIA

University of British Columbia Okanagan

Candidacy Requirements

**Guidelines for IGS Ph.D. Students in the
Faculty of Creative and Critical Studies**

April 2014

Candidacy Requirements: Guidelines for IGS Ph.D. Students in the Faculty of Creative and Critical Studies

Adopted by FCCS Faculty Council | March 20, 2013

The following are guidelines for Ph.D. students in the Faculty of Creative and Critical Studies. These guidelines are not prescriptive, but they contain expectations about timelines and the comprehensive examination process. While the IGS Ph.D. program rests with the College, Faculties and departments can create appropriate guidelines and are expected to evaluate many aspects of a student's progress. When there is any contradiction between FCCS guidelines and College of Graduate Studies policies, the College of Graduate Studies policies will take precedence.

Forms and details about the process can be found on the College of Graduate Studies website, particularly: <http://www.ubc.ca/okanagan/gradstudies/forms/candidacy.html>

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CALENDAR LANGUAGE:

Interdisciplinary Graduate Studies Program Requirements: Ph.D. Degree

Students admitted to the Ph.D. program are expected to have a prior master's degree of similar depth as the IGS master's degree. In exceptional cases, students may be admitted directly to the Ph.D. program.

The requirements for interdisciplinary Ph.D. programs are developed in consultation with and approved by the supervisor and program committee. The minimum requirements are:

* Advanced Research Methods and Analysis

---at least 3 credits from the following courses

---IGS 501, 503, 504, 505, 506, 509, 515, 601, or 500/600-level non-IGS courses in research methods and analysis approved by the program committee;

* At least 9 credits from the following courses:

---IGS 520, 523, 524, 529, 530, 539, 540, 549, 550, 559, 620, or 500/600-level non-IGS courses approved by the program committee, with at least one term course from each of the two disciplines;

* Second Language Requirement:

- Some graduate programs may require competence in languages other than English. The graduate program in which the student intends to write the thesis shall determine the number of such languages and a satisfactory level of competence.

* Comprehensives determined by the supervisor and program committee in consultation with the student;

* IGS 699 --- Doctoral Thesis

CALENDAR LANGUAGE:

Comprehensives, Examinations, and Thesis: Doctoral Students: Comprehensives

UBC Okanagan provides two formats for completing comprehensives: a series of written comprehensive papers or comprehensive examinations. The form and specification for the student's comprehensives are determined by the program.

Guidelines and Procedures for FCCS IGS Ph.D. Students

RATIONALE:

These guidelines provide consistent faculty-wide expectations regarding how doctoral students move to the candidacy stage of the Ph.D. program, and ensure a consistent process and clarify expectations regarding the spirit under which FCCS doctoral students undertake Comprehensive Examinations and prepare to undertake a dissertation project. The FCCS Graduate Programs Planning Committee (GPPC) is the program committee for the IGS Ph.D. in the Faculty of Creative and Critical Studies.

1. *Second Language Requirement*

A second language is required for those students whose work relies upon disciplinary knowledges where the highest national standards require at least a second language for doctoral candidates in that discipline (e.g. Art History, English, Cultural Studies, Performance Studies). Assessing the particular language or languages required is the responsibility of the student's Supervisory Committee. The second language requirement is typically met by demonstrating fluency either by taking at least two courses in a given language at the undergraduate 200 level or higher or via a scheduled language test. Evidence for satisfying this requirement should be submitted to the FCCS IGS Ph.D. Graduate Coordinator prior to candidacy.

2. *Overview of Broad Area Examination and Concentrated Examination*

No later than June of Year 1, students must complete and submit the IGS Doctoral Planning Report form. This form is submitted to the FCCS IGS Ph.D. Graduate Coordinator. This form and guidelines for filling out the form can be found under Candidacy Related Forms at

<http://www.ubc.ca/okanagan/gradstudies/forms/candidacy.html>

All Ph.D. students within FCCS are required to complete the following in chronological order:

- A) One Broad Area Comprehensive Examination that culminates in a written timed exam or take-home exam-style paper;
- B) One Concentrated Area Examination that might take the form of a critical document or creative presentation/ experiment, or another timed written exam;
- C) One of these exams is followed by an Oral Defense.

All work is graded on a pass/fail basis.

3. *Expected Timelines*

These timelines are based on a student who starts the program in September. Students who begin at another time (January or May) should adjust these dates accordingly. These dates provide a basic guideline for completion to Candidacy; it is understood that circumstances can interfere with the timing of the process; it is also understood that some students will complete the requirements more quickly than is laid out here.

YEAR ONE- Course Work and Reading Lists for Comprehensives

Sept-April (Year 1): Course work is completed.

October (Year 1): Comprehensives Committee should be populated for each student; this can duplicate or diverge from the student's Supervisory Committee. The Comprehensives Committee is not necessarily the same as the Dissertation Committee.

December (Year 1): By this date, the Comprehensives Committee and student should meet regarding the Comprehensives process. Student should be informed of the complete timeline for Comprehensives and discuss the structure of both exams.

April (Year 1): Student submits a proposed reading list to the Comprehensives Committee.

May (Year 1): Comprehensives Committee meets to discuss the reading list according to the following criteria:

- Appropriately broad range of readings that well-represent the breadth and range of chosen field of study
- Clear identification of a teachable area (e.g. This constitutes an area in which jobs might be advertised)
- List should not substantially overlap with a dissertation bibliography. While such an overlap may be difficult to ascertain this early in the process, the Committee should emphasize to the student that the Broad Area Examination is not meant to cover materials that a focused dissertation bibliography will address; thus, the student and the Committee should clearly identify a field or area, rather than narrow in on a focused topic or research area. The Broad Area should give the student the breadth of experience a Ph.D. requires. The Comprehensives Committee is responsible for ensuring that the student's comprehensives reading lists are as distinct as possible from the student's focused research interests.

May (Year 1): The Reading List for the Broad Area Examination is revised according to committee suggestions and resubmitted.

June (Year 1): The Broad Area Examination Reading List and the IGS Doctoral Planning Report (http://www.ubc.ca/okanagan/gradstudies/_shared/assets/igs-phd-plan8799.pdf) should be submitted for approval to the Comprehensives Committee and then forwarded for final approval by the FCCS Graduate Programs Planning Committee (GPPC). Once approved, the Doctoral Planning Report is forwarded to the College of Graduate Studies. Failure to secure approval can significantly delay the student's progress.

YEAR TWO- Comprehensive Examinations

July (Year 1)- January (Year 2): The student should meet with committee members over the next several months, and prepare (through reading and discussion) to complete the Broad Area Examination and to discuss the format of both Comprehensives Examinations. The formats should be finalized.

January (Year 2): The Comprehensives Committee submits the Comprehensive Examination plan (including the process and the questions) for both Comprehensives Examinations to the FCCS Graduate Programs Planning Committee (GPPC) for approval.

February–March (Year 2): In this term, the student writes the Comprehensive Broad Area Examination and possibly completes an Oral Defense. An Oral Defense would be scheduled one week after the Comprehensives Committee accepts (passes) the written exam.

March – April (Year 2): The student prepares to write the Concentrated Area Examination.

May – June (Year 2): The student submits the Concentrated Area Examination for evaluation and conducts an Oral Defense if an Oral Defense was not conducted for the Broad Area Examination. Defense would be scheduled one week after the Comprehensives Committee accepts (passes) the exam.

June (Year 2): After the Comprehensives Examination process is over and the student has passed, the Dissertation Committee is populated; this Committee's focus will be to support the student's research trajectory and thus this Committee may be different from the Comprehensives Committee.

July- August (Year 2): The student submits the Dissertation Prospectus/Proposal to the Dissertation Committee.

July- September (Year 2): The Dissertation Committee meets with the student to discuss the Dissertation Prospectus/Proposal and may request revisions before proceeding.

YEAR THREE: Begin Dissertation

September – October (Year 3): The student must earn final approval for the Dissertation Prospectus/Proposal from the Dissertation Committee. In addition to submitting the Dissertation Prospectus to the Committee, the student will also deliver it before a public audience in FCCS, such as interested faculty and students. From this point forward, the student is expected to create a timeline for completing the dissertation including regular deadlines for

the submission of chapters or sections, with an overall goal of completing the degree by the end of year 4.

Annually: By June 1st of each year of study, the student and supervisor will submit an annual progress report to the IGS Ph.D. Graduate Coordinator which will be forwarded to the Graduate Programs Planning Committee and the College of Graduate Studies. This report outlines what has been accomplished each year and ensures the student is on track. If there are concerns or unsatisfactory progress, the GPPC may initiate a plan and timeline for getting the plan back on track.

4. Detailed Description of Comprehensives Process

Composition of Comprehensives Committee

This committee should be composed of the supervisor plus two to three other members of the College of Graduate Studies chosen in order to best support the student's chosen areas of comprehensive examination.

Principles of Comprehensives Examinations

In the sections that follow, this document identifies possible formats for the Broad Area Examination and the Concentrated Area Examination. Comprehensives Committees are welcome to propose alternatives to these, in accordance with the following principles:

General Principles of Comprehensives

- The readings and examination form a substantial undertaking that provides a backdrop for but does not lead directly to the dissertation. The Broad Area Examination is not meant to cover materials that a focused dissertation bibliography will address. The Broad Area Examination should give the student the breadth of experience a Ph.D. requires.
- The comprehensives assess a field competency, ensuring that the student can claim the sort of knowledge that is expected of individuals who have earned a Ph.D. This might be thought of as a teaching area in which academic jobs are advertised.
- The reading lists for the Broad and Concentrated Areas well-represent the breadth of the chosen fields of study.
- The comprehensives involve two parts and test the student's knowledge of distinct areas: one is broad and the other is concentrated.
- The examination formats chosen by the committee and the student must reasonably assess the student's reading lists to ensure adequate coverage of the assigned works.
- One exam must be followed with an Oral Defense.
- The GPPC keeps records of all Doctoral Planning Reports, reading lists, and examination questions.

Examination Formats

What follows are FCCS-approved formats for the Broad and Concentrated Examinations (alternatives must be approved by the FCCS Graduate Programs Planning Committee).

The Broad Area Comprehensive Examination

A crucial element of undertaking doctoral work is establishing a broad knowledge of the field within which one works and its history. The Broad Area Comprehensive establishes the importance of this broad-based knowledge by providing the student with the opportunity and task of understanding the field as it presently stands and how it came to be. The Broad Area consists of a general field of study, relevant not only for his/her dissertation but especially for future university teaching, as well as job interviews (Examples of a Broad Area include: Cultural Theory, British Victorian literature, Methods in Creative Non-Fiction, 19th-century Canadian Art, Indigenous Performance Studies, Post-colonial Literature in French, Art and Sustainability). The reason for this is to ensure students in the IGS stream can still lay claim to disciplinary categories of knowledge that structure much of the job market while also creating a genuinely interdisciplinary dissertation.

Preparation of the Comprehensive Examination (Broad Area) Reading List

In consultation with the Comprehensives Committee, the student will propose a reading list of approximately 100 texts (primary texts, scholarly monographs, journal articles, and so on) that well represent the breadth and depth of the chosen field. Anthologies dedicated to a given field or period may be a good place to start building a Broad Area list.

Preparation of the Student's Examination

A student's Comprehensives Committee will devise five questions relevant to the chosen Broad Area that will appear on the Comprehensive Examination. These questions will be submitted to FCCS's GPPC in the student's second year in the Ph.D. program (see timeline). These questions should reflect the nature of the student's reading list and test a breadth of knowledge including, perhaps, the historical, theoretical, cultural, and/or intellectual contexts of their proposed area of study. From the five questions on the exam, the student will choose two to answer **comprehensively**.

If a written exam, it will last **Four Hours**, and the department will provide a computer for the student. This computer will not have internet access.

If a paper, the exam will be due **One Week** after the student receives the examination. The completed exam is distributed to the Comprehensives Committee and to the student.

Reporting and Evaluation of Broad Area Comprehensive Examinations

The examination will be graded as pass or fail by the student's Comprehensives Committee. The Comprehensives Committee's recommendation concerning the written portion of the comprehensive exam must be made within two weeks after the date of the writing of the exam. The supervisor must submit the notification of the pass and failure of this exam in writing and copied to the entire Comprehensives Committee to the FCCS IGS Ph.D. Graduate Coordinator within 48 hours of the decision. If the Comprehensive Committee deems the written portion of the exam satisfactory, the exam may be subject to an Oral Defense. See page 13 for a description of the oral defense process.

Failure of Written Comprehensive Examination

In the event that a student fails the comprehensive examination, he or she will have an opportunity to sit a new exam within 3 months of the first exam. Failure of the second exam will require the student to withdraw from the program.

The Concentrated Area Examination

The second Concentrated Area Comprehensive Examination is designed to provide a more specific topic of study, enabling the student to demonstrate a more nuanced and precise grasp of how a particular topic, genre, movement has been treated. One way to think of this would be to imagine the second comprehensive as having a similar coherence as a senior undergraduate or graduate level class. It is not a survey, nor is it as precise as the student's research, but is poised between these two locations. Topics might include: Museum theories and histories in the early 20th century, Community-based art practice, Canadian sound poetry, 17th century French literature on gender, Contemporary Ecopoetics, Feminist film theory; Performance ethnography, Experimental and intercultural theatre, etc.. The topics and questions will be submitted to the GPPC within 3 weeks after a successful oral defense of or completion and passing of the Broad Area Examination.

The Concentrated Comprehensive Examination process should begin within 3 weeks after a successful oral defense of or completion and passing of the Broad Area Examination.

The Concentrated Area Examination might take the form of a critical document or creative presentation/ experiment or another timed written exam. The format should have been discussed and approved in year two. Any changes to the exam format must be approved by GPPC. The following are more detailed options:

i) Annotated Bibliography

Similar to the Broad Area, the student will create a bibliography that is then annotated with entries of ~300 words each. This preliminary bibliography should identify 25-40 works that the student will read and which will enable the student to develop a sound understanding of this concentrated topic. The preliminary bibliography must be submitted within 2 weeks of successfully completing the Broad Area Examination. The Comprehensives Committee

can approve this list or require revisions. Should revisions be required, the student has one week from the time of being notified to implement the requested revisions and resubmit the bibliography.

Once complete, this annotated bibliography will be submitted within 3 months of the approved preliminary bibliography and will be evaluated by the Comprehensives Committee according to the following criteria:

- Knowledge of the concentrated area
- Effective identification of key areas of concentrated area
- Communication of depth and range of the concentrated area
- Effective annotations and thoughtful assessment of readings

ii) Propose a 4th Year Undergraduate Course

The student will create a course on a given subject and will conduct readings based on first creating a course bibliography. This preliminary bibliography should identify 25-40 works that the student will read and which will enable the student to create a course on this concentrated topic. Not all of the readings in this bibliography should appear in the course. This bibliography must be submitted within 2 weeks of successfully completing the Broad Area exam. The Comprehensives Committee can approve this list or require revisions. Should revisions be required, the student has one week from the time of being notified to implement the requested revisions and resubmit the bibliography.

The student will then use the knowledge gained regarding this concentrated field to produce the following items:

- A course syllabus for a 4th year undergraduate class that includes a title, rationale and course description, assignment structure, and a 13 week reading list of course content.
- A summary assessment of the intellectual goals for each week of the course (500-1000 words each). While attention should be paid to pedagogy, the goal is to demonstrate knowledge of the field and thus these summaries should be used to articulate how course readings work alongside one another and how they revise, revisit, and otherwise develop the subject matter of the course week by week. The student may make reference to works in the bibliography not included in the course here.

Once complete, this course proposal will be submitted within 3 months of the approved preliminary bibliography and will be evaluated by the Comprehensives Committee according to the following criteria:

- Knowledge of the concentrated area
- Effective identification of key areas of concentrated area
- Communication of depth and range of the concentrated area
- Effective annotations and thoughtful assessment of readings

iii) Creative Project or Experiment

The student will create a bibliography that identifies ~25 works that the student will read and which will enable the student to develop a sound understanding of a concentrated area of creative methods. The preliminary bibliography must be submitted within 2 weeks of

successfully completing the Broad Area Examination. The Comprehensives Committee can approve this list or require revisions. Should revisions be required, the student has one week from the time of being notified to implement the requested revisions and resubmit the bibliography.

Not an MFA project or exhibition, this project is an application of creative research practices relevant to doctoral level activities. Relevant for IGS Ph.D. students whose research involves a creative component, possibly by thinking of art as a problem-based practice of knowledge production. For example, a student might take a model for creative research or creative experiment (participatory installations, for example) and an oral defense to discuss the principles involved and the effectiveness of the project undertaken.

The exam will be evaluated by the Comprehensives Committee according to the following criteria:

- Demonstrated knowledge of the concentrated area
- Effective coordination and delivery of project
- Success of oral defense

iv) Timed Exam

The student will create a bibliography that identifies 25-40 works that the student will read and which will enable the student to develop a sound understanding of this concentrated topic. The preliminary bibliography must be submitted within 2 weeks of successfully completing the Broad Area Examination. The Comprehensives Committee can approve this list or require revisions. Should revisions be required, the student has one week from the time of being notified to implement the requested revisions and resubmit the bibliography.

Like the Broad Area Examination, the student will write a timed exam by answering 2 of 5 questions relevant to the concentrated area bibliography. The exam will last **Four Hours**, and the department (via IT services) will provide a computer for the student. This computer will not have internet access. The completed exam is distributed to the Comprehensives Committee. The exam will be graded as pass or fail by the Comprehensives Committee. If found satisfactory, the exam will be complete.

The exam will be evaluated by the Comprehensives Committee according to the following criteria:

- Demonstrated depth and breath of knowledge of the concentrated area in response to selected exam questions

Reporting and Evaluation of Concentrated Area Examinations

The Concentrated Area Examination will be graded as pass or fail by the student's Comprehensives Committee. The Comprehensives Committee's recommendation concerning this examination must be made within two weeks after the date of the final

written submission or presentation of the examination. The supervisor must submit the notification of the pass and failure of this exam in writing and copied to the entire Comprehensives Committee to the FCCS IGS Ph.D. Graduate Coordinator within 48 hours of the decision. If the Comprehensive Committee deems the written portion of the exam satisfactory, the exam may be subject to an Oral Defense. See page 13 for a description of the oral defense process.

Failure of Concentrated Area Examination

If the student fails the Concentrated Area exam, the student will have the opportunity to re-take this exam within 1 month. Failing a second time will require the student to withdraw from the program.

Oral Examination of the Ph.D. Comprehensive Examination

Oral Examination

Success on the written portion of one of the comprehensive examinations will be followed by an oral examination no later than one week after the recommendation concerning the exam. During this oral exam (90-120 minutes), the student's Comprehensives Committee will raise questions pertaining *primarily* to the written examination, but these questions may also extend to the full scope of the area represented by the comprehensive examination reading list. The oral examination will be chaired by the FCCS IGS Ph.D. Graduate Coordinator or designate. The chair will not vote regarding the success or failure of the defense but will oversee the process and procedures and ensure the fairness of the examination.

No member of the oral examination committee may attend online or via video conference without the permission of the GPPC.

Reporting and Evaluation of Oral Comprehensive Examination

The Oral Examination will be graded as pass or fail by the student's Comprehensives Committee with the student not present. The Comprehensives Committee's recommendation concerning this examination must be made to the Chair of the oral examination. If the Chair of the oral examination is the FCCS IGS Ph.D. Graduate Coordinator, the Coordinator will write to the student with the recommendation and send a copy to the supervisor and all members of the Comprehensives Committee within 48 hours of the decision. If the Chair of the oral examination is NOT the FCCS IGS Ph.D. Graduate Coordinator, the Chair will write to the student the recommendation in writing, copied to all members of the Comprehensive Committee and to the FCCS IGS Ph.D. Graduate Coordinator within 48 hours of the decision.

Failure of Oral Comprehensive Examination

In the event that a student fails the oral examination, he or she will have an opportunity to retake the oral examination during no later than one month after the failed Oral exam.

Final Reporting of the Comprehensive Examination Process

After the final comprehensive examination has taken place, the supervisor will write a short report to the IGS Ph.D. Coordinator to indicate that the student has passed the Comprehensives Examinations. The Coordinator will report to the FCCS GPPC and the supervisor's final report will be stored in the student's file in the Faculty.

5. PROSPECTUS FOR DISSERTATION

The written and oral comprehensive examinations are distinct from the Prospectus (i.e., the proposal for the student's dissertation/thesis). The Comprehensives rely far more heavily (in most circumstances) on work already extant in the field than on the student's own focus of research, in order to demonstrate the student's knowledge of his/her chosen area and of the relevant debates surrounding it. A dissertation involves the creation of new knowledge and original scholarship.

Composition of the Ph.D. Dissertation Committee

After the comprehensives process is complete, the supervisor in consultation with the student will gather together members of the student's Ph.D. Dissertation Committee. This committee's function is as follows: to evaluate the student's dissertation prospectus (see below); to evaluate the student's completed written dissertation; and to conduct the oral examination of the student's completed dissertation. This committee will consist of the Supervisor (or Co-Supervisors) and two faculty members.

Preparation and Submission of the Ph.D. Dissertation Prospectus

Following the report submitted to the FCCS IGS Ph.D. Graduate Coordinator, students who have successfully completed their written and oral comprehensive examination/ comprehensive paper may proceed to the preparation of the prospectus for his/her dissertation.

The prospectus should consist of at least a 10-page submission, with a 10-15 page bibliography. It should be submitted to the Dissertation Committee. This committee will return the prospectus to the student with appropriate comments **two weeks later**. The committee can request a

meeting with the student to discuss the proposal and may require revisions before accepting the prospectus. The prospectus should be evaluated on the following basis:

- Originality of research
- Clear indication of methodology
- Working bibliography that indicates competency to undertake proposed research
- Demonstrated understanding of how the dissertation will unfold and how its parts work together
- Appropriate knowledge of extant criticism

Students should earn the final approval of the committee by the beginning of Year 3. Once the Dissertation Committee approves the prospectus, the student will make a public presentation of the prospectus to the Faculty.

6. GRANTING OF PH.D. CANDIDACY

In order to move towards candidacy, the following need to be completed successfully: course work, language requirement (if required), comprehensive examinations, and a thesis or dissertation prospectus.

Once the prospectus has been approved by the Dissertation Committee and publicly presented, the FCCS IGS Ph.D. Graduate Coordinator (upon notification by the supervisor) will forward the student's name to The College of Graduate Studies to be granted Ph.D. Candidacy status with this form:

[http://www.ubc.ca/okanagan/gradstudies/_shared/assets/Advancement to Candidacy4421.pdf](http://www.ubc.ca/okanagan/gradstudies/_shared/assets/Advancement%20to%20Candidacy4421.pdf)

The Candidate is now expected to complete a dissertation within the next two years of study. While we recognize that a 4-year Ph.D. is the expected norm established by SSHRC, doctoral work in the Humanities and Fine Arts may take longer than this norm. Note that the College of Graduate Studies, however, requires all students to achieve candidacy no later than 36 months after their start date in the program.

Please refer to this webpage for information on writing the dissertation and initiating the defense:

<http://www.ubc.ca/okanagan/gradstudies/thesis-dissert/phd/prephd.html>