



# PhD Program Regulations

*Department of Philosophy, Summer 2020*

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## 1 Other regulations

These regulations reflect and supplement, but do not replace, the regulations in the University of Guelph Graduate Calendar, which should also be consulted:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/>

Several of the forms and documents mentioned in these regulations can be found at:

<https://www.uoguelph.ca/graduatestudies/forms>

At the end of this document there is a table listing and describing the most commonly used forms, along with links to them.

## 2 Overview of the program

The PhD program can be completed in four years (12 semesters). The following is a recommended timeline for completion of the program by a full-time student (henceforth “you”).

**Year 1 (semesters 1–3):** You complete as much as possible of your required course work, including the PhD Seminar, during the fall and winter semesters. By the mid-point of the winter (second) semester you put together an advisory committee, in consultation with the Graduate Coordinator. In the summer semester you begin work on your competency requirement, any missing area requirements, and planning for your thesis proposal.

**Year 2 (semesters 4–6):** You complete any other required course work remaining. Simultaneously, you complete your competency requirement, area requirements, and thesis proposal. At the end of the winter semester you sit your Oral Qualifying Exam. (Students who entered the PhD directly from the BA have the option of taking the OQE a little later.) In the summer semester you commence work on your thesis.

**Year 3 (semesters 7–9):** You should plan to write the bulk of your thesis in this year. This is also typically the year in which you are offered the opportunity to teach a course as part of your program, usually in the fall or winter semesters. The third year is a good time

for you to begin—or step up—submitting papers to conferences and journals; and by the end of this year, many students will have completed the (optional) teaching practicum program.

**Year 4 (semesters 10–12):** You should complete their thesis this year and sit your Final Oral Exam by the end of the 12<sup>th</sup> semester, usually summer of the fourth year. Students will often use this year to prepare a dossier for application for academic jobs and to prepare for non-academic careers. At the end of the 12<sup>th</sup> semester, your funding guarantee will expire.

The University of Guelph Graduate Calendar states that “[n]ormally, the thesis must be formally submitted... within forty-eight months of the completion of the minimum duration.” The ‘minimum duration’ is five semesters for students with an MA, seven semesters for students who enter the PhD directly from a BA. Thus the maximum duration for the PhD is, normally, about six years from the date of initial registration.

### 3 Registration

The academic year at Guelph is divided into three semesters: fall (September to December), winter (January to April), and summer (May to August). You are normally expected to register in each consecutive semester of study until graduation. You must be registered in each semester in which you are actively engaged in course work or research, including any semester in which you have any contact with university faculty/staff or use of university facilities in connection with your degree program.

You must register for each semester *prior* to the start of that semester. See the Graduate Calendar for details of the registration procedure:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

You can apply for a leave of absence for a particular semester. This requires that you complete an Application for Leave of Absence and Withdrawal form, available from the Philosophy graduate secretary or online:

<http://www.uoguelph.ca/graduatestudies/forms>

The department must approve this form before it is submitted to the Office of Graduate Studies. An approved leave of absence will include adjustments in the time allotted for completion of the graduate program, and also in the duration of a funding guarantee: that is, leaves of absence ‘stop the clock’ for the graduate program. Parental leave is accommodated under this regulation.

Failure to register or receive prior permission for a leave of absence for any semester is regarded as *withdrawal from graduate studies* at this university. Students who wish to resume their studies must apply for readmission to the PhD program. Such re-admission is by no means automatic; if readmitted, students will be required to conform to current regulations and any funding offer they held under their first admission to the program will no longer be valid.

You must be registered for any semester in which a final grade is received: if you are graded as INC (“incomplete”) for a course at the end of a semester, then it is necessary to register and pay fees for a further semester in order to have that grade replaced with a final grade. Students who have not completed all the requirements for the degree by the due date for thesis submission in a particular semester must re-register. Candidates must be registered in the semester in which they qualify for the degree.

The doctoral program is normally a full-time program, and the Philosophy department does not usually admit students on a part-time basis. However, in some instances full-time students may be allowed to transfer to part-time if demanding circumstances relating to personal health matters, family responsibilities, or employment exist. Documentation of these circumstances must be submitted to the Office of Graduate Studies on an annual basis. Part-time students may register for no more than 1.0 course credits in a semester. Three part-time semesters are regarded as the equivalent of one full-time semester in terms of minimum and maximum program durations. Note that a change from full-time to part-time status (and vice versa) will normally *void* any existing funding guarantee, though a new funding guarantee more suitable to changed circumstances may be established at the time of the transfer.

The Guelph philosophy doctoral program admits students only for the fall semester; we do not admit students to start in the summer or the winter semesters.

## **4 Advisory Committee**

### **4.1 Appointment of the Committee**

The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of your second registered semester.

You are encouraged to approach, as early as possible, faculty that they may be interested in working with, to discuss with them the possibility of membership in your advisory committee, and to communicate these preferences to the Graduate Coordinator. The Graduate Coordinator’s main aim is to ensure a good fit between you and your advisory committee. Final membership in this committee will be determined by the Graduate Coordinator.

The membership of advisory committees can be changed, with sufficient reason, during your program. Changes to advisory committee membership, which may be initiated by you, may require the agreement of the departmental Graduate Studies Committee and the consent of the dean of Graduate Studies. The person requesting a change to an advisory committee should consult with the Graduate Coordinator (or, if the Graduate Coordinator is a member of the committee, the Department Chair) regarding her or his reasons for the change, and submit to the graduate coordinator a revised copy of the Advisory Committee Appointment form. With the approval of the graduate coordinator, the revised form is then submitted to the Office of Graduate Studies; at this time, you and all the current members of your advisory committee will be informed that the change has been submitted.

## **4.2 Composition of the Committee**

An advisory committee for a PhD student normally consists of three members: the advisor, and two other members.

Normally, the advisor is a member of the Guelph Philosophy department. The advisor chairs the advisory committee.

In special circumstances a doctoral student may have two co-advisors. This is usually because the primary choice for advisor is an Associated Graduate Faculty member (i.e. a senior academic who is not a tenure-stream faculty member at Guelph), and not a member of the Regular Graduate Faculty.

At least one and at most two of the committee members must be from some department other than the Guelph Philosophy department: either a philosopher from another university, or someone from another relevant discipline at this university or another.

All advisory committee members must be Graduate Faculty of the University of Guelph; committee members who are not Regular Graduate Faculty at Guelph can be appointed Associated or Special Graduate Faculty with the permission of the Board of Graduate Studies. Normally, Associated or Special Graduate Faculty cannot serve as a student's advisor (though Associated Graduate Faculty can be co-advisors).

In special circumstances, a doctoral advisory committee may have a fourth member. Usually, this is because the student has two co-advisors (plus two other committee members), or because a fourth reader is necessary to cover all the main areas of specialisation required by the student's project.

The advisory committee is a different committee than, and will have different though overlapping membership from, either your Oral Qualifying Examination or Final Oral Examination committees. Two members of the advisory committee will form part of your Oral Qualifying Examination committee and two (either the same or different pair) will form part of your Final Oral Examination committee.

## **4.3 Role of the Committee**

The advisory committee is responsible for establishing and supervising your program of study. A Graduate Degree Program form must be completed and signed by you, the advisor, and the Graduate Coordinator, and submitted to the Office of Graduate Studies by the beginning of your third semester. This signed form represents a contract between you and the university program and will be kept in your departmental file; if changes are required to the original contract, a revised form should be filed.

The University has a Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>

**Please read that web page! It has important information about the roles of people with whom you are working.** As you are writing your thesis you should be in regular communication with the advisory committee.

Members of the advisory committee to whom you submit written work should respond with appropriately detailed comments on that work in a reasonably timely fashion. Normally, you can expect comments to be returned within two weeks (for a thesis chapter or equivalent) or somewhat longer for two or more chapters. The Graduate Calendar contains the following injunction: “If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, [the advisory committee member should] provide the student and the advisor with an estimate of the time required.”

The mode of operation of the advisory committee—e.g. the degree of day-to-day involvement of the other committee members—varies with the working styles and preferences of those involved. The Graduate Calendar asserts that advisory committee members will “attend regular meetings of the advisory committee with the student, normally no less than once per semester.” At a minimum, the advisory committee should meet with you on the following schedule:

- The entire advisory committee should meet with you at the end of your second semester. At this meeting the competency requirement is determined and your plan for fulfilling the area requirements reviewed. (The Graduate Calendar requires that the advisory committee “develop, with the student’s involvement, and formally approve a list of courses that would constitute the program of study, no later than the end of the second semester.” In addition, the advisory committee is responsible for prescribing the competency requirement and you need to be informed in good time what this requirement will be.)
- All the local members of the advisory committee should meet with the student at least once every semester from your fifth semester onwards. Typically, the semesterly Graduate Student Evaluation Report required by the Office of Graduate Studies is completed at this meeting.
- The complete advisory committee, including external members, should meet with you at least once a year. If necessary, you and committee members should normally return to, or visit, the University of Guelph campus to accomplish this. In your second year, this meeting of the complete advisory committee might usefully be arranged in conjunction with the Oral Qualifying Examination.
- Typically, the advisor will meet with you several times per semester while you are working on your thesis. Commonly these meetings will have as their basis a substantial new piece of written work by you.

For more information on the responsibilities of advisory committees, see:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-roac.shtml>

Graduate Studies have also made available a template ‘Student–Advisor Agreement’:

[http://www.uoguelph.ca/registrar/graduatestudies/files/student\\_advisor\\_agree.pdf](http://www.uoguelph.ca/registrar/graduatestudies/files/student_advisor_agree.pdf)

Members of the advisory committee, and especially the advisor, should give ample notice to their students of extended absences from campus such as research leaves, and make satisfactory arrangements for the advising of the student when they are on leave or on extended absence from the campus. Depending on the length of absence, it may be necessary to make arrangements for an interim advisor.

The responsibility for ensuring that meetings of the advisory committee occur on a timely schedule lies jointly with you and your advisor. The Graduate Coordinator is responsible for monitoring the frequency of advisory committee meetings and drawing to the attention of the advisor and you any failure to meet the schedule above.

The advisor is responsible for completing the OQE Readiness Form prior to the Oral Qualifying Examination.

## **5 Coursework (excluding the PhD Seminar)**

### **5.1 Coursework Requirements**

The normal coursework requirement for the PhD program is ten one-semester Philosophy graduate courses (in addition to the PhD Seminar, taken in the first year—see below). Up to four one-semester graduate-level courses in philosophy (or approved cognate areas) taken at any degree-granting institution before entering the PhD can be counted towards fulfilling this course requirement. The courses to be taken will be determined in consultation with the Graduate Coordinator and your advisory committee.

In very unusual circumstances fewer than ten courses may be required. The minimum number of courses that may be required is three one-semester Philosophy graduate courses (in addition to the PhD Seminar, which must be taken by all doctoral students) taken while registered in the PhD program. Course reductions may be allowed only in the following circumstances: a student has already published a book in the discipline, a student arrives in the program with all requirements except the dissertation having been completed at another institution, or a student enters the program with a PhD already earned in another cognate discipline. The Graduate Coordinator determines the number of courses required.

The number and configuration of courses that are determined to be part of the program for a student are the *prescribed courses* for that student. The student must obtain an overall weighted average of at least B- in these courses in order to qualify for a degree. All prescribed courses must be graduate-level Philosophy courses.

With the permission of the Graduate Coordinator a student may take up to one—but normally no more than one—of their prescribed courses as a Reading Course (PHIL\*6900).

Normally, students may not complete any of their prescribed course requirements—those to be taken after entry into the PhD—outside of the University of Guelph.

A normal full course load for a graduate student is 1.5 credits per semester: that is, usually, three Philosophy courses.

In addition to the prescribed courses, it is not unusual for students to complete ancillary courses supportive of the discipline and special field. A competency requirement may for some students most readily be met by completing one or more courses in the language or skill concerned. In addition, it is not unusual for students to complete extra courses in order to satisfy their area requirements. These requirements must be completed before the Oral Qualifying Examination can be taken, and in any case no later than the end of the fifth semester for full-time students with an MA in Philosophy and the seventh semester for full-time students who entered the PhD directly from a BA.

You may not register for any course they have previously passed unless the course is a varying content course (such as a Selected Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

## **5.2 Consultation with the Graduate Coordinator**

You should choose your courses in consultation with the Graduate Coordinator; it is important that you contact him or her *before* registering for coursework in your first semester. Ideally, you will arrange an on-campus meeting in the summer before your first semester.

There are two reasons to plan the coursework carefully, early, and in consultation with the Graduate Coordinator. The first is that Graduate Teaching Assistantship assignments often have to be made for the fall semester in the previous July or early August. In order to ensure that GTA schedules do not conflict with your course timetable, the department chair needs as much information as practically possible about which courses you have chosen.

The second reason is that students normally use coursework to satisfy up to four of the five area requirements. It is important that you develop a plan for satisfying your area requirements as soon as possible, and the choice of courses is an important part of this. The Graduate Coordinator will help students draw up a workable and efficient plan, which will form the basis of the Graduate Degree Program form submitted by you and your advisory committee at the end of the second semester.

## **5.3 Grades**

Information about the grading system can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-as.shtml>

Any student who receives an INC (incomplete) or MNR (mark not reported) grade must complete the course in the next registered semester. By the end of this semester the INC must be replaced by either a numerical grade or an INF (incomplete: failure). If you are not registered in the semester in which the course is completed, any submitted grade will not be accepted and you will receive INF as a final grade. Note that you do not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department Graduate Studies Committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies.



Information about grade reassessment can be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-grade.shtml>

## 6 PhD Seminar

All PhD students take the PhD seminar together as a cohort in their first year in the program. The PhD seminar is a 0.5-credit graduate course spread over two semesters: you have to register for the PhD seminar in both the fall and the winter semesters. The final grade for this seminar is either SAT (satisfactory; a pass) or UNS (unsatisfactory; a fail). The course number for the PhD seminar is PHIL\*6960.

The goal of the PhD Seminar is twofold: to provide a regular occasion for Philosophy doctoral students to become acquainted and discuss their work as colleagues; and to help you to develop a range of professional skills that will be useful to you in your degree and your career. Although the format sometimes changes, typically the course has three main focuses: pedagogy; grant application skills (preparing grant applications for the major funding agencies); and research skills (preparing to embark on thesis work, especially formulating proposals for the Oral Qualifying Exam). Participatory attendance at the departmental speakers series and other local philosophical events may also be a component of the assessment for the PhD Seminar.

## 7 Area Requirements

Students in the PhD program are required to fulfil a breadth requirement. They must satisfy five of the following eight areas:

<b>I. Historical Areas</b>	<b>II. Systematic Areas</b>
Ancient / Medieval philosophy	Ethics / Value theory
Modern philosophy	Metaphysics / Epistemology
British/American philosophy	Social / Political / Legal philosophy
Continental philosophy	Logic / Phil of science / Phil of language

Students must satisfy two areas from one of groups I and II, and three from the other group.

An area can be satisfied in one of the following ways.

- Two graduate-level semester courses in the area, with a grade of 74% (B) or above, or the equivalent grade from another university.
- A three-hour written exam on selected primary texts, arranged by the advisory committee.
- An appropriate MA thesis.
- A successful PhD Oral Qualifying Examination.

- An article published in a peer-refereed journal (not a student journal), or some similar professional achievement.

Note that work done at the graduate level prior to entering the PhD program (e.g. an MA thesis, previous graduate courses) can be credited towards the satisfaction of area requirements.

The department uses an Area Requirement Form (available from the department website or graduate secretary) to help students plan their satisfaction of the five areas. Students should meet with the Graduate Coordinator to complete this form, ideally in the summer before they begin their degree or failing that as soon in their first semester as possible.

The area requirements must be fulfilled *before* the Oral Qualifying Examination can be taken—or simultaneously with the passing of that exam, if one of the areas is fulfilled with an OQE—and in any case no later than the end of the fifth semester for full-time students with an MA and the seventh semester for full-time students who entered the PhD directly from a BA.

## 8 Competency Requirement

You may be required to demonstrate competence in one or more skills that your advisory committee decides, in consultation with the Graduate Coordinator, is needed for your thesis work. Examples of such skills include a language other than English, facility with some branch of formal logic, or experience with a certain body of non-philosophical content or methodology. The advisory committee may also choose not to require a competency at all. (In this case, they must briefly state their reason for not requiring a competency requirement on the departmental Competency Requirement form.)

The advisory committee will also specify, in consultation with the graduate coordinator, how the competency is to be fulfilled. A normal method would be an exam (e.g. a language translation exam) or the satisfactory completion of a course. A course that satisfies a competency requirement may sometimes, if applicable, also count towards your coursework or area requirements; alternatively, the advisory committee may decide that the course should be additional to your prescribed courses.

The advisory committee will make the decision about competency requirements, and the level of competence required, at its first annual meeting with you. This meeting should occur at the end of your second semester.

The advisory committee has primary responsibility for ensuring that any competency requirements have been met satisfactorily, and for informing the Graduate Coordinator of their completion.

Note that the competency requirement must be satisfied *before* the Oral Qualifying Examination can be taken, and in any case no later than the end of the fifth semester for full-time students with an MA and the seventh semester for full-time students who entered the PhD directly from a BA.

## **9 Thesis Proposal and Oral Qualifying Examination (OQE)**

### **9.1 Thesis Proposal**

The basis for the Oral Qualifying Examination (OQE) is a written thesis proposal. This proposal should be between 3,000 and 5,000 words in length, not including the bibliography. It should include the following elements:

- A statement of the philosophical importance of the research and your anticipated contribution to the subject.
- A description of the location of your project with respect to alternative positions in the current literature.
- A clear statement of the problem that the thesis proposes to treat and the proposed strategy for addressing it (where possible, you should sketch the argument of the thesis).
- A working table of contents with a sketch of what each chapter contributes to the overall argument of the thesis.
- A modest annotated bibliography of a core sample of the literature that you have already read (10 to 15 pieces, typically including some books), plus a broader bibliography, not annotated, of works you have identified as important to read as the project progresses.

The thesis proposal must be provided to the Oral Qualifying Examination committee no later than four weeks before the OQE is to take place.

In addition, the advisory committee will give to the examining committee a short written evaluation of the quality of your research performance to date and of your potential as a researcher. This must be done, at the latest, by the date of the Oral Qualifying Examination and will typically be made available to the examining committee members at or shortly before the exam.

The Graduate Coordinator and advisor will also confirm that you have completed all the required coursework, area and competency requirements before the Oral Qualifying Examination. You will use an OQE Readiness Form (available from the department website or graduate secretary) that the advisory committee should complete to certify that you are ready to proceed to the OQE.

### **9.2 Oral Qualifying Examination (OQE)**

The qualifying examination is an examination by the academic unit in which you are enrolled (as distinct from an examination by the advisory committee). Upon completing it satisfactorily, you are deemed to have met the departmental standards and become a candidate for the PhD degree.

As a qualifying examination, consideration is to be given not only (1) to your knowledge of the subject matter and ability to integrate the material derived from their studies, but also (2) to their ability and promise in research. It is also the qualifying examination committee's task to determine whether the proposed thesis addresses a question that is manageable and worth undertaking. The examining committee determines the relative importance to be given to the written thesis proposal and your oral discussion, defence and amplification of that proposal.

The examining committee, appointed by the graduate coordinator on behalf of the department chair, consists of five members:

- The chair of the examining committee is normally the graduate coordinator, or some other member of the graduate faculty designated by the department chair. If the graduate coordinator is also a member of the student's advisory committee, then he or she cannot also chair the OQE committee.
- Two members of the student's advisory committee.
- Two members of the graduate faculty who are not members of the advisory committee.

Normally, at least one of the OQE committee members must be from outside the Philosophy department; this can be the 'external' member of the advisory committee.

The student is deemed to have passed the qualifying examination if not more than one of the examiners votes negatively. An abstention is regarded as a negative vote. The results of the qualifying examination are reported to the dean of Graduate Studies through the department chair. The report to the dean will record the decision as unsatisfactory or satisfactory.

The examination is open to the public but members of the audience may question the candidate only upon invitation of the chair of the committee.

### **9.3 Late or Failed OQEs**

The Oral Qualifying Examination must be completed as early as possible and in no case later than the end of the final semester of the 'minimum duration' period of the PhD. This is five semesters for full-time students with an MA and seven semesters for full-time students who entered the PhD directly from a BA.

The OQE cannot be taken until all the requirements for the PhD excepting the thesis have been completed: that is, the OQE is taken *after* the completion of coursework, area requirements, and competency requirements. These requirements must, therefore, be completed before the end of the fifth (or seventh) semester.

If you plan to take a course in your fifth (or seventh) semester the completion of which is required to satisfy either a coursework, area, or competency requirement, you must make arrangements with the course instructor, your advisor, and the Graduate Coordinator to ensure that work is submitted and a grade for the course assigned *before* the OQE must take place.

If you do not take the OQE before the end of the minimum duration period, you may be required by the Board of Graduate Studies to withdraw from the doctoral program.

If you fail your OQE on your first attempt, you may repeat the exam. You must re-attempt the exam within one semester of failing the OQE, or six weeks after the termination of the minimum duration period, whichever is sooner. A second failure constitutes a recommendation to the Board of Graduate Studies that you be required to withdraw.

# 10 Teaching Practicum and Student Instructorship

The Philosophy department considers the development of pedagogical skills an important part of graduate training.

## 10.1 Student Instructorship

After the successful completion of their OQE, you are eligible to teach a course as the instructor of record as part of their program. You are not required to teach a course, but the department undertakes to provide you with the opportunity to teach a course within six semesters of your OQE. Whenever possible, offers of Student Instructorships should be made in good time to allow you to prepare the course, usually a minimum of two months before the course commences. At the department chair's discretion, the offer of a reasonable course to you, made more than two months before the commencement of the course, may be taken to fulfil this guarantee, whether or not you accept that offer.

You can teach only one course as part of your program, and you do not acquire a Right of First Refusal to offerings of that course in the future by doing so. (However, you are entitled, if you choose to do so, to apply for Sessional Instructorships through the normal competitive process.)

If you teach a course as a Student Instructor, you are paid at the Sessional Instructor rate for your work. Money earned as a Student Instructor counts towards fulfilling the financial obligations of the department with respect to your funding guarantee.

When teaching a course as part of your program, the Graduate Coordinator assigns you a faculty member as a Teaching Mentor. This assignment is made at the time the offer is made, and can be influenced by your preferences. This Teaching Mentor will normally have experience teaching the course in question, and will act as a resource for you as you plan and teach the course. The Teaching Mentor will normally also offer to visit the class and observe you as you teach, both in order to offer constructive feedback and also so that they are in a better position to write a letter for your academic dossier that addresses your teaching ability.

## 10.2 Teaching Practicum

You may choose to complete the optional Teaching Practicum program offered by the College of Arts. You will normally complete Level II of the Practicum, and are then entitled to receive a letter from the dean and a certificate that you can include in your academic dossier.

The Level II Practicum can be achieved in a variety of ways, including by completing all of the following elements:

- Attending the full-day TA Conference (or equivalent) offered by Teaching Support Services at the start of every fall semester for new graduate students.
- Passing the PhD Seminar.
- Taking a Videotaped Microteaching workshop, offered by Teaching Support Services, and another relevant TSS workshop; or alternatively, completing UNIV\*6800.
- Teaching a course.

- Preparing a teaching dossier.

For further details consult the Teaching Practicum Passport, available from the department graduate secretary.

The Teaching Practicum can be completed and awarded at any time up to and including the end of the degree.

## 11 Thesis and Final Oral Examination

### 11.1 Thesis

You shall submit a thesis, written by you, on the research carried out by you on an approved topic. The Graduate Calendar reads: “The thesis is expected to be a significant contribution to knowledge in its field and the candidate must indicate in what ways it is a contribution. The thesis must demonstrate mature scholarship and critical judgement on the part of the candidate and it must indicate an ability to express oneself in a satisfactory literary style. Approval of the thesis is taken to imply that it is judged to be sufficiently meritorious to warrant publication in reputable scholarly media in the field.” (University of Guelph dissertations are published and made available electronically by the National Library of Canada. Note, however, that in the discipline of Philosophy it is not standardly expected that the dissertation will immediately be publishable as a book or series of articles.)

The department will not accept for examination a thesis which exceeds 75,000 words (including appendices, bibliography, and notes), unless permission is granted by the Graduate Coordinator on the recommendation of the advisory committee.

For detailed information on formatting the thesis (fonts, margins, spacing, page numbering etc.), see:

<https://www.uoguelph.ca/graduatestudies/thesis/submit-checklist>

Graduate Studies will not accept theses without the correct formatting, so care should be taken to format the thesis appropriately.

You may submit the thesis at any time of the year, but you are advised to allow ample time for revision and examination. You should obtain a copy of the schedule of deadlines from the Office of Graduate Studies no later than the beginning of the semester in which you intend to graduate.

It is a regulation of the Graduate Calendar that, normally, you must submit the thesis within 48 months of the completion of the ‘minimum duration,’ which is five semesters for full-time students with an MA and seven semesters for full-time students who entered the PhD directly from a BA. Note that this regulation refers to time, rather than semesters in-program, and so the 48 months *includes* any leaves of absence.

When it is necessary for the research, or some part of it, to be conducted off-campus, the arrangements are subject to the prior approval of the dean of Graduate Studies.

It is understood that, as the thesis is being written, you will be in regular communication with your advisory committee. When a draft is completed which the advisory committee recommends for examination, you, with the endorsement of the department chair, request an examination by submitting an Examination Request form to the Office of Graduate Studies; this form is available from the Philosophy graduate secretary or online at:

<https://www.uoguelph.ca/graduatestudies/forms>

The department then sends a copy of the final draft to the external examiner, and makes arrangements for the final oral examination. It is understood that as a result of the final oral examination, corrections may be necessary to produce a revised final draft of the thesis.

## 11.2 Thesis Options, PhD Thesis, Department of Philosophy

Graduate Studies makes clear, on its website (and in the [Graduate Calendar](#), page 12) that there are two options for a PhD thesis at the University of Guelph. The first, most familiar option is the “monograph” format. This type of thesis is modelled on a scholarly book, or monograph, hence the name. The second, less familiar option for Philosophy, is the “manuscript” format. The Graduate [website](#) has this to say about the two options:

“The Office of Graduate & Postdoctoral Studies accepts theses either in monograph or manuscript format. A thesis written in monograph format organizes chapters around a central problem, for instance, with an Introduction, a Literature Review, and chapters on Methodology, Results, and Conclusions. In the manuscript format, the chapters treat separate elements of the research program, typically incorporating several discrete articles suitable for journal publication. Theses written in manuscript format may include the following:

- Published articles
- Submitted articles
- Unpublished work in publication format

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University’s evaluation and judgement of the work during the thesis examination process. Theses written in manuscript format must include the following:

Connecting materials that integrate across the different chapters/articles, including at minimum an overarching introduction and a concluding discussion chapter. The student must be the principal or sole author of any included manuscripts and must have had a major or sole role in the design of the research, and the preparation and writing of the manuscripts.”

*Department of Philosophy Guidelines for the PhD Thesis:*

Two options for preparing the thesis are available to Ph.D. students in the Department of Philosophy:

- Monograph Option

- Manuscript Option

Expectations regarding the quality, intellectual rigour and scope of the research are the same for both options. In both options, the thesis must be a coherent document that provides a complete and systematic account of the research.

**The thesis option a student pursues is to be determined in consultation with his/her/their supervisory committee.**

- *Monograph Option:* The model for this format is that of the book, or monograph, as the name suggests. The typical monograph thesis includes an introduction (which outlines the problem and context of the work, explains how the chapters presented in the body address the purpose and objectives of the work), a number of chapters, a conclusion (that outlines the principal arguments and conclusions of the work), footnotes (to appear on the page where they are indicated), and a bibliography. Appendixes may also be included as part of the thesis. The monograph thesis must be formatted according to the requirements of Graduate Studies. The maximum length for a monograph thesis, acceptable by the Philosophy Department, is 75,000 words.
- *Manuscript Option:* An important principle that must be followed in developing the manuscript thesis is that the entire document (especially the introductory chapter, manuscripts, and concluding chapter) will comprise a conceptual "whole". Thus, the manuscripts should relate to the overall purpose of the PhD research program and its objectives. It is not acceptable for a student and his or her advisor to work on separate "projects" during, or outside of, the PhD program, and then submit manuscripts relating to these projects for the thesis.

*A Manuscript-style Thesis Will Comprise the Following:*

- An introductory chapter that outlines the problem and context for the work, establishes its purpose and objectives, and explains how the manuscripts presented in the body address the purpose and objectives.
- Manuscripts (normally three) that present research findings. Typically, these will be manuscripts for refereed journals, but other formats, such as book chapters, may be appropriate. The manuscripts may be ready for submission, submitted, in press, or published.
- A concluding chapter that outlines the principal findings of the total research effort. These conclusions must reflect the work reported in the manuscripts.

*Preparation and Formatting of Manuscript-style Thesis:*

- References cited in each manuscript, and in the introductory and concluding chapters, can be included at the end of each manuscript or chapter, or they can be consolidated at the end of the thesis. Appendixes may also be included as part of the thesis.



- The entire thesis must be formatted according to the requirements of Graduate Studies. All chapters, including those presenting previously published work, must use a consistent format, and must be continuously paginated. The maximum length for a monograph thesis, acceptable by the Philosophy Department, is 75,000 words.
- The manuscripts must be written by the student.
- When previously published, or in press, work is reproduced in the thesis, waivers from copyright holders are required. These should be included as an appendix.
- As with the Graduate studies guidelines, above: “Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University’s evaluation and judgement of the work during the thesis examination process.” In practical terms, this means a published paper may require supplementary work to meet the requirements of a student's supervisory committee.

University of Guelph Graduate Studies guidelines on preparation, formatting and submission of the PhD thesis are available on the [Graduate Studies website](#).

## **11.2 External Examiner**

For each doctoral thesis an external examiner from outside the university is appointed on behalf of the dean of Graduate Studies by the graduate coordinator, in consultation with the advisor. The nomination will be made when your advisor declares that the final version of the thesis is about to be prepared, normally no later than the beginning of your last semester.

The external examiner must be a recognized expert in the subject of the thesis and must not have a direct connection with the department. The Board of Graduate Studies requires that “the external examiner must not be involved in joint projects with the advisor, must not have served as advisor to the student’s advisor, must not have served in recent years as a faculty member in the department or be presently a member of any category of graduate faculty, including Associated Graduate Faculty, anywhere in the university. The external examiner must have had no direct connection with the student or the student’s research project.” The Board of Graduate Studies takes assurance of independence of the external examiner as a very serious matter.

- The thesis must be sent to the external examiner at least 28 days before the date of the examination.
- The external examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the chair of the department who will then provide these comments to you and the advisory committee. The external examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of your performance. It is strongly preferred that the external examiner attend the Final Oral Examination, but this is not always possible.

## **11.3 Final Oral Examination**

The final oral examination is devoted chiefly, but not necessarily entirely, to the defence of the doctoral thesis. It is a Faculty of Graduate Studies (as distinct from a departmental) examination,

for which the arrangements are made by the department on behalf of the faculty in consultation with the Office of Graduate Studies.

The examination is conducted by a committee consisting of five members:

- A member of the graduate faculty who is not a member of the advisory committee appointed to act as chair by the department chair on behalf of the dean;
- The external examiner;
- A member of the graduate faculty, who is not a member of the advisory committee, selected by the graduate coordinator;
- Two members of your advisory committee, selected by the advisory committee.

The dean of Graduate Studies, or a designate, may attend a part or all of the examination. The examination is open to the public but members of the audience may question you only upon invitation of the chair of the committee.

The members of the examination committee, including the external examiner, report individually on the final examination and the thesis. You are deemed to have passed if no more than one of the five examiners votes negatively. (An abstention is a negative vote.)

If you pass the Final Oral Examination, then you must submit one electronic copy of the certified thesis to the Office of Graduate Studies by the deadline date shown in the Academic Schedule in the calendar. You must also include an abstract consisting of no more than 350 words and a copy of the Thesis Submission Control Sheet and the Thesis Non-Exclusive License. See:

<https://www.uoguelph.ca/graduatestudies/thesis/submit-checklist>

for detailed information on submitting the thesis.

The Philosophy department prefers that theses be bound in burgundy. The department requires that you provide a bound copy to the department for the departmental library; it is also usual for you to provide a bound copy for the advisor and sometimes also for other members of the advisory committee.

If you fail the Final Oral Examination, you may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that you be required to withdraw.

## 12 Funding

Students are normally offered a funding guarantee upon their offer of admission to the program. This guarantee is normally for 12 semesters (four years). The philosophy department does not offer funding guarantees for longer than 12 semesters.

The typical funding guarantee commits the department to ensuring that you receive a certain specified *amount* of financial support in each semester of the guarantee from all academic sources

combined, including departmental, university and external support. This includes, but is not limited to:

- graduate teaching assistant (GTA) wages
- graduate research assistant (GRA) wages
- graduate service assistant (GSA) wages
- University scholarships or bursaries
- external grants (such as SSHRC or OGS grants)
- employment as a Sessional Instructor
- faculty or departmental grants.

Income received from non-academic employment or other non-academic sources does not count toward the guaranteed amount.

Students who hold major external grants, such as SSHRCs, may find that their financial guarantee is covered even without receiving any funding from the department. However, the department will normally seek to reward students with major external grants by providing them with small amounts of additional departmental funding, whenever possible.

Especially if you hold an external grant, you may find that the financial guarantee is met by some of the above sources other than GTA wages. If that is the case then the department is not obliged to offer you a GTA position, the point of the scholarship being to free up time for research.

Even if your funding guarantee commits the department to offering you GTA work, you must apply for a GTA in the regular process. Consult the departmental GTA Hiring Process document for more details:

[https://www.uoguelph.ca/arts/philosophy/resources/department\\_policies/GTA\\_hiring](https://www.uoguelph.ca/arts/philosophy/resources/department_policies/GTA_hiring)

Note that the department's obligation is to *offer* you a GTA assignment; should you decline an offer, you are treated as having received the wages anyway, for the purpose of calculating the amount counting towards the satisfaction of the financial guarantee. Certain forms of funding, such as GTAs, require the student to be present on campus several days each week during the semester.

*Summer GSA work assignments:*

Each summer there will be 4 work-dependent GSAs that must be assigned to students. Over the course of a normal PhD program (1 GSA awarded to a student per year, for 4 years), students will be expected to work for one summer term, to earn the GSA for that term. The assignment will be accomplished as follows:

- When the GSAs are posted in the Spring, four will be for work, the rest will be treated as non-working scholarships. If you are interested in the work described for one of the four “working GSAs”, you may apply for that GSA. If you are accepted (there may be a competition, with the assignee determined by the GSA supervisor), you will work for the

summer term, and you will have satisfied the requirement to work for one-of-four GSA awards. You will not have to work in the summer again.

- If the Department cannot fill the 4 GSAs that require work, a lottery will take place, with all eligible PhD students as potential candidates in the lottery. If you are chosen by lottery, you will have satisfied your requirement to work for one-of-four GSA awards, and will be exempt from the lottery going forward.
- Exemptions from the lottery can be made in the case of a student with a research plan that makes him/her/they unavailable in Guelph for a legitimate research purpose

#### *Funding Guarantee Conditions:*

The funding guarantee operates only in semesters in which you are registered in the program. Semesters for which you have a leave of absence are not funded, but neither do they count towards the funding guarantee period.

Funding guarantees are *contingent* on the following factors:

- you make satisfactory progress throughout your program;
- you apply for SSHRC and OGS scholarships in every year in which you are eligible to do so;
- you continue to be registered as a full-time student (students who move to part-time may have an alternative funding guarantee, more suited to part-time studies, instated at that time).
- you must apply for GTAs in the regular process for all semesters in which it is expected that GTAs will be awarded. The only exception to this is for the first semester of your program.

Failing to meet any of the first three of these conditions automatically voids your funding guarantee for the remainder of your program. Failing to meet the fourth condition means that you waive your right to a GTA for that semester.

## **13 Placement and careers**

The Philosophy department considers the effective preparation of its doctoral students for the academic and non-academic job markets to be an important part of its responsibilities.

The department has a placement officer: a faculty member whose responsibility it is to prepare you for the job market, particularly in your fourth year (and sometimes beyond). The placement officer will help you to prepare an academic job-application dossier and arrange mock hiring interviews.

You are strongly encouraged to submit papers to refereed conferences while in the program, both professional conferences and high quality graduate student conferences. You are encouraged to submit works presented in such conferences to philosophical journals. You are also strongly encouraged to attend conferences, and of course the departmental speaker series, to discover what current research is being presented and to participate in the discussion sessions. (Note that when you apply for external scholarships or for postdoctoral fellowships, you should list refereed conference presentations and publications. This information plays a significant role in the rankings.)

Graduate students can also engage in other activities to make themselves desirable job candidates, such as attending summer institutes or programs, or participating in concentrated language courses (such as the CUNY Latin/Greek Institute or the Goethe-Institut summer program). The placement officer, advisory committee, or other faculty members will be pleased to advise students on readying themselves for the academic job market.

You are also strongly encouraged to pursue non-academic career options. The PhD Seminar, the Graduate Coordinator, alumni and Career Services are all important resources to help you with this. For more information, see:

<https://www.recruitguelph.ca/cecs/students-alumni/graduate-students>

## **14 Satisfactory Progress**

### **14.1 Semesterly Evaluations**

At the end of each semester your academic record and progress is reviewed by your advisory committee and the Graduate Coordinator. A Graduate Student Evaluation Report must be completed and signed each semester. If the report indicates some concerns about progress or unsatisfactory progress, the department submits a copy to the Dean of Graduate Studies.

If there are concerns about your progress—which should be reported on the Evaluation Report—you and your advisory committee must prepare an Action Plan intended to deal, within a stated time period, with whatever problems have arisen. This Plan should be signed by you, the advisory committee, and the Graduate Coordinator or the Department Chair, and submitted to the Dean of Graduate Studies at the same time as the Graduate Student Evaluation Report.

You always have the right and the opportunity to see and to respond to your Graduate Student Evaluation Reports. One of their main functions is to encourage open and frequent communication about your progress. You are also permitted and encouraged to use the Evaluation Report to provide feedback to the department on, for example, whether written work was responded to in a timely fashion or whether committee members were available for consultation.

### **14.2 Request for Time Extension Beyond Semester Twelve**

The department uses a Request for Time Extension form (available from the department website or graduate secretary) to monitor students whose program is not completed by the end of the 12<sup>th</sup> semester. This form needs to be completed by the student, to cover each semester required beyond

the 12<sup>th</sup>, endorsed by the advisory committee, and approved by the Graduate Coordinator. In accordance with the Graduate Calendar, time extensions are not normally available beyond the 17<sup>th</sup> semester, for full-time students with an MA, or the 19<sup>th</sup> for full-time students who enter direct from the BA.

### **14.3 Satisfactory Progress and Academic Consideration**

The following scenarios constitute *unsatisfactory progress*:

- Receiving less than 70% (B-) for any prescribed course (other than the PhD Seminar). A student whose overall weighted average for the prescribed courses is below 70% is not eligible for the degree.
- Failing, or receiving less than 60% (C-) in, any course for which a numerical grade is given (graduate or undergraduate, prescribed or additional); in such cases, the student is deemed to have failed the course and the advisory committee must take action.
- Receiving a grade of UNS (unsatisfactory) for the PhD Seminar.
- Failing to complete satisfactorily all the requirements for the degree except the thesis prior to the sixth semester (eighth semester for direct-entry students).
- Failing an OQE for the second time.
- Being in semester 13 or higher of the degree without the approval of the advisory committee and the graduate coordinator, as expressed in a Request for Time Extension form.
- Being in semester 18 or higher of the degree (semester 20 for direct-entry students).
- Being more than 48 months past the time of completion of the ‘minimum duration’ for the degree.
- Receiving a Graduate Student Evaluation Report marked ‘Some Concerns’ or ‘Unsatisfactory’ for more than two semesters in succession.
- Failing to meet the requirements laid out in an Action Plan, duly signed by the student, the advisory committee, and the graduate coordinator or department chair, that has been developed in response to a less than satisfactory Graduate Student Evaluation Report and submitted to the Office of Graduate Studies.
- Failing a Final Oral Examination for the second time.

In addition, the advisory committee may deem the following to constitute unsatisfactory progress: failing to submit substantial written work (related to the dissertation, though not necessarily work that it is intended will end up in the dissertation) to the advisory committee during two or more successive semesters in which you are working on your dissertation.

Failure to make satisfactory progress, without sufficient grounds for academic consideration, may lead to your funding guarantee being voided for the remainder of your program. It can also be

grounds for recommending to the Admissions and Progress Committee of the Board of Graduate Studies that you be required to withdraw from the program.

Academic consideration may be granted on the following grounds:

- Medical;
- Compassionate;
- Misapplication of regulations or procedures;
- Other special circumstances.

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. See the Graduate Calendar for more details:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

If you fail a course or a required examination, the advisory committee, through the department chair, will recommend appropriate action to the Board of Graduate Studies. Only by authority of the board may a further privilege of any kind be extended.

When it is necessary for action—other than or in addition to the voiding of a funding guarantee—to be taken with respect to unsatisfactory performance by you, the following process applies. The advisory committee makes a recommendation to the department Graduate Studies Committee, which forwards a recommendation to the Office of Graduate Studies. The Dean of Graduate Studies ensures that you are aware of the department’s recommendation and are offered the opportunity to make a submission. The recommendation of the department and any submission from you are considered by the Admissions and Progress Committee of the Board of Graduate Studies. The Admissions and Progress Committee makes a decision on behalf of the Board of Graduate Studies. At any stage of the above process, you may request a reconsideration.

In the event of a decision by the Admissions and Progress Committee that you be required to withdraw, you may, within 90 days of receiving notification of the decision, appeal to the Senate Committee on Student Petitions. Details concerning appeals may be obtained from the secretary of Senate. The decision of the Senate Committee on Student Petitions is final.

#### **14.4 Academic Misconduct and Graduate Student–Advisor Mediation Procedures**

See the Graduate Calendar for definitions of academic misconduct, procedures for dealing with it, appeals, and penalties:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

See the University’s Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures for dispute resolution mechanisms:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-drm.shtml>

#### **14.5 Student-advisor matters brought to another faculty member**

If you bring concerns about your advisor to another faculty member, that faculty member should:

- Bring these concerns to the attention of the graduate coordinator, HIPPO, department chair, or appropriate university office (e.g., Office of Diversity and Human Rights); or
- Strongly encourage you to speak with the graduate coordinator, HIPPO, department chair, or appropriate university office (e.g., Office of Diversity and Human Rights) about the issue right away.

## 15 Key Deadlines

The following events must have taken place by the end of the semester named in the left-hand column. These deadlines are extremely important. If you fail to meet them the consequences will be very serious: you may lose your funding guarantee; you may be assessed as making unsatisfactory progress; you may be required to withdraw from the program.

### Full-time students who entered the PhD with an MA in Philosophy

Semester	Event
2	Advisory committee established and Graduate Degree Program form submitted (by mid-semester); PhD Seminar completed.
5	Coursework, area requirements, and competency requirement completed.
5	Oral Qualifying Examination completed.
12	[Funding guarantee period ends.]
12	[Standard date for the Final Oral Examination, if the degree is completed in four years.]
17 (or 48 months after the start of semester 6)	Normally, last possible date for the Final Oral Examination without academic consideration.



**Full-time students who entered the PhD directly from a BA**

<b>Semester</b>	<b>Event</b>
2	Advisory committee established and Graduate Degree Program form submitted (by mid-semester); PhD Seminar completed.
7	Coursework, area requirements, and competency requirement completed. (However, it is advisable to aim to complete these requirements by the end of semester 5.)
7	Oral Qualifying Examination completed. (However, it is advisable to aim to complete this exam by the end of semester 5.)
12	[Funding guarantee period ends.]
12	[Standard date for the Final Oral Examination, if the degree is completed in four years.]
19 (or 48 months after the start of semester 8)	Normally, last possible date for the Final Oral Examination without academic consideration.

## 16 Forms

<b>Form</b>	<b>Usual time of submission</b>	<b>Description</b>
<i>Graduate Settlement Form</i> [Student Financial Services]	This is completed on WebAdvisor when you register for each upcoming semester	This form lets Student Financial Services (SFS) know how you plan on paying your tuition: by cheque, an award (e.g. OGS or SSHRC), a GTA, etc. If it is not completed by the due date there will be a \$60 late fee charged to you by SFS.
<i>PhD Area Requirement Form</i> [Department]	Before the first semester, if possible, or as soon as the semester begins	This form is used to help you plan to satisfy all the area requirements.
<i>Advisory Committee Appointment Form</i> [Graduate Studies]	By the mid-point of the second semester	If changes need to be made, a revised form needs to be filed with the graduate secretary for processing and sending to Graduate Studies.
<i>Graduate Degree Program Form</i> [Graduate Studies]	Before the start of the third semester	This signed form represents a contract between you and the University, and lays out the required courses for you. If changes are required to the original contract, a revised form needs to be filed with the office.
<i>PhD Competency Requirement Form</i> [Department]	By the advisory committee before the start of the third semester	The form indicates the decision of the advisory committee with respect to the competency required of you.
<i>Graduate Student Evaluation Report</i> [Graduate Studies]	Completed by the advisor at the end of each semester you are in the program.	This is a report on your progress in the relevant semester, and rates that progress as Satisfactory, Some Concerns, or Unsatisfactory. The form is initially completed by the advisor, but you see what the advisor wrote and can add comments.

<i>OQE Readiness Form</i> [Department]	Completed by the advisor before you take your OQE.	This form is completed by the advisor, and indicates that you have met all the requirements for the PhD except for the OQE and the thesis.
<i>OVGS (Ontario Visiting Graduate Student Application)</i> [Graduate Studies]	Used throughout the year	If you need to take a course at another university that is needed you're your program and is not available here, then this form has to be filled out, and signed by the Graduate Coordinator and the Chair of the department. It will then be submitted to the dean of Graduate Studies and then forwarded to the relevant university.
<i>Application for Leave of Absence &amp; Withdrawal</i> [Graduate Studies]	Prior to the semester you are taking a leave of absence.	Once you have filled out the form, you then require the signatures of both your advisor and the Graduate Coordinator. The form is then forwarded to Graduate Studies by the graduate secretary.
<i>Request for Time Extension to Complete Philosophy Program</i> [Department]	Required if you are entering your 13 <sup>th</sup> semester in the program or beyond	This form is to be completed if you need longer than 4 years to complete your PhD program; it requires the signatures of everyone on the advisory committee and the Graduate Coordinator.
<i>Examination Request Form</i> [Graduate Studies]	Begins the process of setting up the Final Oral Examination.	You use this form to indicate that you wish to take the Final Oral Examination.

## 17 Glossary

**Advisor.** The faculty member who chairs your advisory committee. The advisor is responsible for completing various key pieces of paperwork as you proceed through your program, including the Graduate Degree Program Form, semesterly Evaluation Reports, the Competency Requirement Form, and the OQE Readiness Form.

**Advisory Committee.** The committee, usually composed of three members including an 'external' member, responsible for supervising your progress through your program. The advisory committee is responsible for administering your area and competency requirements, and for ensuring that you

have completed all the required elements of the program prior to taking the Oral Qualifying Examination. The advisory committee is also responsible for preparing and monitoring Action Plans in cases where a student's progress is not fully satisfactory. It is not the committee responsible for conducting either the Oral Qualifying Examination or the Final Oral Examination.

**Co-advisor.** In unusual circumstances a student may have two advisors; in this case, they are each called a 'co-advisor.'

**Examining committee.** This is a committee established to conduct either an Oral Qualifying Examination or a Final Oral Examination. It will include some members of the advisory committee, but has a different composition.

**External examiner.** An independent expert from outside the university who is appointed by the department chair, on behalf of the dean of Graduate Studies, to be a member of the examining committee for your Final Oral Examination. This is not the same person as the 'external' member of the advisory committee.

**Final Oral Examination (FOE).** This is the examination taken at the end of your PhD program. It is an oral examination that has your thesis as its basis.

**Funding Guarantee.** This is a guarantee, issued by the department to individual students, to maintain or underwrite a certain level of financial support from all academic sources (including non-departmental scholarships and teaching positions) for a certain specified period of time. It does not constitute a job security period (as defined in the Collective Agreement between CUPE local 3913 and the University).

**Graduate Coordinator.** The Graduate Coordinator is a faculty member in the Philosophy department appointed to this administrative position for a two or three year term; she or he receives some teaching release, but continues to have other teaching and research duties. The Graduate Coordinator chairs the Graduate Studies Committee. Among other things, she or he:

- appoints advisory committees;
- works with students in their first semester to develop a plan for satisfying the various components of the program;
- monitors the progress of graduate students through their program;
- assigns faculty teaching mentors to students teaching a course as a Student Instructor;
- consults with students and their advisory committees to help maintain productive working relationships;
- assists with the appointment of Oral Qualifying Examination and Final Oral Examination committees;
- chairs Oral Qualifying and Final Oral Examinations.

**Graduate secretary.** The graduate secretary is a member of the Philosophy department front office staff with particular responsibility for the graduate programs. Among other things, she or he:

- keeps graduate student files and records up to date;
- manages the files associated with graduate admissions;
- manages the files associated with graduate student applications for major external scholarships;
- assists the graduate coordinator in monitoring student progress;
- assists graduate students and faculty with paperwork related to the graduate programs.

**Graduate Studies Committee.** The graduate studies committee is composed of faculty members from the Philosophy department, a graduate student representative, and the graduate secretary. It is chaired by the graduate coordinator, and the department chair is a member of it *ex officio*. Among other things, it is responsible for:

- conducting the graduate admissions process;
- ranking and sending forward graduate student applications for major external scholarships;
- determining the curriculum and departmental regulations for the department's graduate programs;
- approving various aspects of the program of individual graduate students.

**Leave of Absence.** A defined period during which, with the permission of the Faculty of Graduate Studies, you are temporarily not registered in your graduate program. During this period you receive no funding and are not allowed to work on your degree. Time spent on a leave of absence is not counted towards program deadlines or the period of the funding guarantee; however, it does count towards the last date on which it is possible to submit a thesis and complete the program.

**Oral Qualifying Examination (OQE).** This is the examination taken before the end of the student's 'minimum duration' period (5 semesters for students with an MA; 7 semesters for direct-entry students). It is an oral examination that has as its basis a written thesis proposal. The successful completion of this examination indicates that you have met all departmental requirements for the PhD degree except the thesis; that is, by passing the exam you become a 'candidate' for the PhD.

**PhD Seminar (PHIL\*6960).** A required course, taken by all PhD students in their second year, aimed at developing professional skills in research, pedagogy, and grantsmanship. It is a 0.5 credit course spread over both the Fall and Winter semesters.

**Placement Officer.** A faculty member in the department whose role is to assist graduate students in the later stages of, or recently graduated from, our doctoral program who are seeking academic jobs.

**Satisfactory Progress.** Producing work of a good quality, at a reasonable pace, and meeting all relevant deadlines and other requirements. Progress may sometimes not meet these conditions and yet still be considered satisfactory if there are adequate grounds for academic consideration (such as ill health). See Section 14, above, for more details.

**Student Instructorship.** An optional component of the PhD program whereby students who have completed their OQE may teach a course as the instructor of record, with the support of a faculty mentor.

**Teaching Practicum.** An optional certification achieved by completing a sequence of activities—several of which are already components of the PhD program—related to the development of pedagogical skills.