



**School of Languages, Linguistics, Literatures and Cultures
Faculty of Arts**

**GRADUATE STUDENT HANDBOOK
Graduate Program in Languages, Literatures and Cultures**

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Dear Student,

We are delighted to welcome you, a member of our first cohort of graduate students, to the new program in Languages, Literatures and Cultures (LLAC) in the School of Languages, Linguistics, Literatures and Cultures (SLLC). This highly interdisciplinary program was designed to enable students to perform research in and on the vast range of languages within the School and to take advantage of the extensive expertise across it. Benefitting from the relatively small size of our program, our students enjoy personal attention and interaction with professors in an open, collegial atmosphere.

In the following pages you will find information on guidelines and regulations designed to help your program run smoothly. You should also familiarize yourself with the regulations of the Faculty of Graduate Studies¹ and the Graduate Calendar².

Graduate school is a transformative time in which students come to new realizations about themselves and others. We expect that you will work more than you might have imagined, and we hope that you will surprise yourself with your capacity for learning and discovery. We hope that you will profit from the many opportunities that are available to you within the School, across the Faculties of Arts and Graduate Studies, on the University of Calgary campus, and within the greater community. Courses, workshops, and opportunities for engaging in research, teaching, and service will prepare you for jobs both inside and outside of academia.

You are an important part of our program, and your mental health is a top priority to us. There may be times when workloads or other expectations become overwhelming. If this happens to you, please seek out help. The University has a number of resources available to students in need of assistance³. Regardless of where you find yourself, please remain in touch with us.

This *Handbook* has been designed as a starting point. If you can't find answers to your questions in its pages, please don't hesitate to contact us.

Our best wishes for every success in your studies and research.

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¹ The Faculty of Graduate Studies website can be found here: grad.ucalgary.ca/.

² The Graduate Calendar can be found here: www.ucalgary.ca/pubs/calendar/grad/current/.

³ University of Calgary mental health resources are available here: <http://www.ucalgary.ca/mentalhealth/>.

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1. Introduction

The Graduate Program in Languages, Literatures and Cultures (LLAC) was approved by the province of Alberta in 2017 and is accepting its first cohort of students in September 2017. The information in this *Handbook* is meant to provide students in the program with key information in an easily accessible format.

The MA and PhD programs in LLAC represent an innovative response to the demand for inter- and transcultural knowledge and competence in the global community. It seeks to promote the application of a set of critical skills that serve to advance the understanding of language and culture, applicable beyond the parameters of the academic context. We offer students a course of studies that, in all its nuances, invites cross-cultural and cross-linguistic initiatives, while at the same time advancing language proficiency and deeper investigation in one target area. At a time when boundaries between and among disciplines are permeable, the program provides opportunities for interdisciplinary inquiry. Students may study texts and visual media from French, Spanish and German-language communities in an international context, perform comparative research across these or other cultural traditions represented in the School of Languages, Linguistics, Literatures and Cultures (SLLLC), or pursue applied linguistics research in any of these languages. Key features of the program include a solid core academic curriculum across our languages, professionalization workshops and other opportunities, research-informed training in language pedagogy, and preparation for both academic and non-academic jobs.

2. Program Culture

The program fosters a culture of respect, integrity, learning and discovery, engagement, diversity, and achievement. Our faculty members and students will show consideration for others' ideas and opinions, especially those that differ from their own. This involves considering new information with an open mind, thinking critically, offering constructive criticism, and responding to criticism in a courteous manner. Similarly, all those associated with our program will work honestly and take credit only for their own work, seek to gain new knowledge, participate in a range of activities, embrace diversity of backgrounds, thoughts, and opinions, and work to their potential. We expect that faculty members and students will espouse these core values, which are essential to academic growth.

Students who submit work that is not their own (i.e., plagiarize), cheat, or engage in other forms of academic misconduct are subject to the Academic Misconduct Policy⁴, provided in section 10 below. Consequences of engaging in Academic Misconduct include, but are not limited to, a failing grade, probation, suspension, and expulsion.

It is essential that we all treat colleagues, students, and staff members with respect in all forms of interaction. This includes interactions that happen face-to-face and in writing. Netiquette (i.e., internet etiquette), which covers all types of online interactions, involves valuing the opinions of others and being respectful when offering one's own views. Within the program this

⁴ The Academic Misconduct Policy is available here: <http://www.ucalgary.ca/pubs/calendar/current/k-5.html>.

applies to writing e-mails and posting in class discussion boards and on social media outside of official University settings. Please refer to the following guidelines as you write e-mails:

- E-mails are handled solely during working hours. Please allow at least 24 hours for a response.
- E-mails should be concise and to the point. Answering vague inquiries, or messages requiring long explanations, is difficult and time-consuming. In these cases it is preferable to handle the matter in person.
- Please make sure that the subject line accurately reflects the contents of your message
- Watch your grammar, spelling, syntax and form when composing a message. Please refrain from using all-caps, which is tantamount to screaming, or from employing lower-case throughout the message, which can be construed as overly informal.
- Look carefully at the addressees in a message, including those in the cc field. If you see more than one, especially llac@ucalgary.ca, you should use the “Reply-All” option—it keeps everyone informed, and saves us time chasing answers.
- Avoid attaching large files. Recipients may encounter difficulties opening big attachments. In some cases, your entire message may be rejected as oversized.
- Please reply to your e-mails within 24 hours. Delays in replying to e-mails may result in delays to your progress in the program, and to your funding.
- Read messages carefully before deciding to delete them permanently.

The University takes non-academic misconduct (e.g., stalking, bullying, sexual assault, using or destroying another’s property, obstructing legitimate activities, interfering with University activities, providing false information, etc.) very seriously. Please see the Non-Academic Misconduct Policy⁵ (printed in full in section 10 below) for a full list of behaviours that are considered misconduct, the consequences of engaging in this sort of misconduct, and information about how the cases are handled.

3. Program Objectives

The objectives of the program are as follows:

- *Development and strengthening of intercultural competencies.* Students enrolled in the program will not only learn about what it means to effectively and appropriately communicate with peoples from the cultures they are studying, but—due to the diverse linguistic and cultural backgrounds of their fellow students and their course instructors as well as the content of the program’s common courses—they will also deepen their knowledge of other cultures, their empathy for people from other cultures, and their own cultural identity.
- *Understanding and application of theory.* A central goal of the common courses (LLAC 601 *Additional Language Pedagogy*, LLAC 602 *Research Methods and Applied Linguistics*, and LLAC 603 *Research Methods and Literary and Cultural Theory*) is to expose students to a range of linguistic and literary theories, models, and tools, which they will then apply in later stages of their degree programs. Additional courses in the program—especially

⁵ The Non-Academic Misconduct Policy is available here: http://ucalgary.ca/policies/files/policies/non-academic-misconduct-policy_1.pdf.

those at the PhD level—are focused on the development of theoretical rigour.

- *Pedagogical training and teaching experience.* All students will be required to enroll in the common course *Additional Language Pedagogy*. In addition to its focus on theory, this course will expose students to the scholarship of teaching and learning, and it will encourage students to engage in research-informed teaching. Every effort will be made to ensure students are able to work as supervised teaching assistants in a range of undergraduate courses, and those students who wish to teach up to two courses as the instructor of record over the course of their degrees will be regularly observed and mentored when they teach. At the PhD level, students will take on a mentorship role and will be invited to assist in the training of new language instructors.
- *International experience.* All students who enroll in the program will be encouraged to take advantage of at least one international experience. An additional goal is to encourage graduate students to present their research at national and international conferences.
- *Development of grant writing skills.* Students are encouraged to apply for grants that will enable them to study or undertake their research at a range of universities and research institutions throughout the world. Training in grant writing is a central element of the program. PhD students will be supported in looking for and writing international research grants.
- *Development of advanced language proficiency.* Students will be supported to attain high levels of proficiency in the languages that they study. We expect students to enter the program with an advanced level or proficiency in their primary language (i.e., CEFR level C1—Effective Operational Proficiency), and we expect all doctoral students to exit the program with a CEFR C2 level of proficiency (Mastery). Students whose abilities are not at this level will be encouraged to study abroad.
- *Development of written and oral communication skills.* In each of their courses students will not only be expected to produce substantial written contributions and give classroom presentations, but they will also receive substantial feedback on these assignments. In addition, SLLLC will regularly provide—and students will be encouraged to attend—workshops and other opportunities for students to hone their communication skills. PhD students in LLAC will be encouraged and supported in their efforts to produce at least two published refereed articles related to their dissertations. In addition, they will be encouraged to make more than one refereed presentation to national and/or international scholarly events over the course of their program.
- *Research training.* A central goal of the courses *Research Methods and Literary and Cultural Theory* and *Research Methods and Applied Linguistics* is to teach students about every step of the research process. From the outset of their studies, students will be taught to read published research with a critical eye, and they will be encouraged to consider the implications of this research for their own future studies. We strongly recommend that students attend additional workshops offered by the Language Research Centre and various research groups in the School and across campus that will provide them with practical tools for carrying out informed research. When possible, students—especially those in the PhD program—will also be hired as research assistants so that they can learn first-hand about the research being carried out across the School.

- *Development of autonomy and the ability to collaborate.* Courses, research and teaching opportunities and outreach activities available to students across the program will enable them to develop the autonomy necessary to complete their own projects as well as the ability to work with others to see collaborative projects through to completion. Regular mentoring will be provided to students who are teaching, and one of the foci of mentoring activities will be time management. PhD students across the programs will be encouraged to work on the program's newly established journal.

4. Expectations and Requirements

4.1 General Expectations

Students are expected to demonstrate their engagement in School and university-wide research activities, academic conferences and lectures, by attending at least five internal or external scholarly presentations in each year of their program. These are valuable opportunities to see how a paper is presented, and they will be beneficial to the students' future careers. Opportunities exist for students to present their own research in SLLLC.

Students are required to participate in research and grant writing training sessions offered by the School, the Faculty of Arts, the Faculty of Graduate Studies and the Graduate Student Association (GSA), among others.

Call for Papers notices are received throughout the year. Electronic copies are forwarded to students and to Supervisors. Paper copies are posted on notice boards.

Students are expected to attend workshops providing professional and academic development opportunities to acquire the skills they need to succeed before—and after—graduation. The School strongly advocates undertaking training through My GradSkills⁶, a series of workshops offered by the Faculty of Graduate Studies covering numerous competencies (Career Building; Communication; Information Technologies; Leadership; Research; Social Awareness; Teaching; Wellness).

The Werklund School of Education offers specialized seminars and workshops for native and non-native speakers of English.⁷ These seminars are designed to develop and enhance specific English language skills for effective communication in an academic setting, and to help individuals improve spoken or written English. Before registering students should speak with the Graduate Program Director.

The University of Calgary is a signatory of the Canadian Graduate Student Research Mobility Agreement⁸. This agreement facilitates visits by graduate students to other institutions to engage in research and be recognized as visitors to the host campuses. Students interested in

⁶ My GradSkills information can be found here: www.ucalgary.ca/mygradskills/.

⁷ Information about these effective writing and presentation skills workshops is available here: <http://werklund.ucalgary.ca/ifp/seminars-and-workshops>.

⁸ The Canadian Association for Graduate Studies website contains more information: www.cags.ca/agreements.php.

this opportunity should speak with the GPD. Applications must be approved by the Graduate Committee.

4.2 Research with Human Subjects

Students carrying out research involving human subjects (including, but not limited to, interviews, questionnaires, classroom observations, and laboratory experiments) are required to complete the Tri-Council's Course on Research Ethics (CORE) training⁹ and submit an online application to the Conjoint Faculties Research Ethics Board¹⁰. Students who plan to collect any data from human beings are expected to discuss their plans with their supervisors and with the Graduate Program Director. Ethics application approvals take at least four to six weeks, and approval must be granted before any data may be collected.

4.3 Pedagogical Training

Students are expected to complete training to enhance their profile as a language teachers. Beyond completing LLAC 601, students must attend at least three lectures, talks or workshops devoted to pedagogy per year. They are strongly encouraged to attend regularly scheduled teaching workshops within SLLLC and should consider registering in courses offered through the Werklund School of Education and the Taylor Institute for Teaching and Learning.

Students should also plan to observe several classes taught in the School, and they may speak with the GPD to make arrangements.

It is also highly recommended that students undertake training offered by the Taylor Institute for Teaching and Learning¹¹. Students in Spanish, French and German should consider CEFR (i.e., DELE, DELF or Goethe Institut) examiner accreditation courses.

Graduate students often receive funding in the form of Graduate Assistantships (GATs), and they may have the opportunity to teach up to two courses as sessional instructors under article 23.4 of the TUCFA Collective Agreement. See section 15 below for more information.

We encourage students to assemble a teaching dossier while enrolled. The dossier will include a statement on teaching philosophy, course outlines, syllabi, and an evaluation of one's teaching. The TITL offers several workshops on how to prepare a teaching dossier. Please see Appendix F for guidelines.

Teaching evaluations are conducted for all courses with at least 8 students. This process involves two surveys: the Universal Student Ratings of Instruction (USRI—the evaluation surveys used to collect student feedback in statistical format) and the Faculty of Arts surveys

⁹ CORE training is available here: <http://www.ucalgary.ca/research/researchers/ethics-compliance/tcps2-core-tutorial>.

¹⁰ Information on ethics applications is available here: <https://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb>.

¹¹ A link to workshops and professional development opportunities can be found here: <http://ucalgary.ca/taylorinstitute/grad-students>.

(hand-written questionnaires). Students who teach for the first time in the School will discuss the results of their evaluations with the GPD after final grades have been approved.

Textbooks are supplied by the School. If you are conducting a class or language lab in CHD 419, 420, or 428 after 4:00 p.m., please ask for a key. In all other cases keys should be collected beforehand from the School office (Craigie Hall D310).

4.4 Additional Requirements

The following requirements apply to all students:

- All students are required to attend University orientation sessions. Students enrolled in a Fall Block week course are required to attend an orientation session at the earliest opportunity.
- When studying an application for admission, the Graduate Program Director, in consultation with the Graduate Committee, will determine, based on undergraduate transcripts, which courses would best benefit the student.
- Graduate students must consult with the Graduate Program Director concerning course selection, leave of absence, course or program withdrawal.

Additional program-specific requirements are included in the relevant sections (section 7 for MA Requirements and section 9 for PhD requirements) below.

4.5 Expectations for Students who have Accepted Funding

Students who have accepted funding from the School must fulfill the following activities, in addition to all of the activities laid out in their employment contracts:

- participation in, at minimum, the *Teaching Assistants' Orientation* held during the Block Week orientation session (for students in their first year) and at least one workshop offered by the Taylor Institute for Teaching and Learning.¹² Students in subsequent years are required to take at least two additional pedagogy workshops (for a total of five per year) offered within the School, at the Taylor Institute for Teaching and Learning, the Werklund School of Education, or off campus.
- participation in professionalization workshops offered by the School, including Library Workshops.
attendance at a minimum of five conferences or research events in SLLLC (per year), such as the *Graduate Forum*, events scheduled within the School's speaker series, or presentations given outside the School, depending on research interest.
- presentation of at least one research paper per year at a local, national or international venue, following consultation with their supervisor.
- completion of a brief written report (using the Professional Development Report form) that highlights the learning outcomes of their work and attendance at these events.

Students should list all activities undertaken and sessions attended in their Annual Progress Report (APR).

¹² Links to workshops can be found here: <http://ucalgary.ca/taylorinstitute/grad-students>.

Students who do not complete the work outlined in their funding contracts run the risk of not receiving further funding. More details are provided in section 11 below.

5. Financial Assistance

Funding (i.e., scholarships, awards, and/or teaching assistants) is available to qualified students. Students applying for internal funding must submit applications to the School by February 1. All students are strongly encouraged to seek external funding opportunities throughout their program¹³. More information is provided in the Awards and Financial Assistance section (11) below.

6. MA Program Regulations

6.1 Registration

Graduate students must complete the registration activation process through the online Student Centre¹⁴ before they can enroll in courses. Continuing graduate students must complete an Annual Progress Report¹⁵ every year by May 15 and ensure their registration remains active. All graduate students must maintain active registration and pay fees until they have completed their program.

6.2 Residence

The minimum residence requirement is two consecutive four-month terms of full-time study and research while registered. This requirement can usually be satisfied in one academic year by those students entering from a four-year BA program or from an honours degree program. Students from other programs are normally required to complete two academic years of full-time study in residence.

6.3 Timelines

In the thesis-based MA program, students will normally complete course work within two semesters and complete a thesis by the end of the second year. Expected completion time for full-time students is three years for a course-based MA. Maximum completion time is four years for a thesis-based MA and six years for a course-based MA.

6.4 Supervisory Assignments

The GPD is normally the interim supervisor for newly admitted students. Students are expected to choose a permanent supervisor by the end of the second semester (i.e., April 30 for September registrants and December 15 for January registrants). Selection of a supervisor should be by mutual agreement between the student and the faculty member concerned and approved by the GPD. Supervisory assignments are based on the stated research interests of the students, the disciplinary expertise of faculty members, and program capacity. The

¹³ Information on awards and other financial assistance is provided here: <http://grad.ucalgary.ca/awards>.

¹⁴ Information available here: <http://grad.ucalgary.ca/current/managing-my-program/registration>

¹⁵ More information on the Annual Progress Report can be found here:
<http://www.grad.ucalgary.ca/current/managing-my-program/supervision/annual-progress-report>.

relationship between students and supervisors is explained in the Graduate Calendar.¹⁶ Students and supervisors must complete the Student-Supervisor Checklist¹⁷.

If you experience a problem with your supervisor, please contact the GPD, Dr. O'Brien. If you are still unable to solve the problem, contact the Faculty of Graduate Studies (graduate@ucalgary.ca).

7. MA Requirements

7.1 Courses

Students enrolled in the thesis-based MA program are required to successfully complete 18 units (i.e., six half-course equivalents). All students must enroll in LLAC 601 *Additional Language Pedagogy*, and, depending on research perspective, either LLAC 602 *Research Methods and Applied Linguistics* or LLAC 603 *Research Methods and Literary and Cultural Theory*.

Students enrolled in the course-based MA program are required to successfully complete 30 units (i.e., ten half-course equivalents). They must enroll in LLAC 601 *Additional Language Pedagogy*, and, depending on research perspective, either LLAC 602 *Research Methods and Applied Linguistics* or LLAC 603 *Research Methods and Literary and Cultural Theory*. These mandatory courses will be taught in English for all students registered in the program (regardless of their specializations), and they will address application of methodologies across language areas. Additional courses will be chosen in consultation with the assigned supervisor, and will be predominantly in the area of degree specialization.

The minimum passing grade for every course is B- (2.7), and an overall grade point average of at least B (3.0) must be maintained in each year of the program.

7.2 Thesis Proposal

Thesis students are required to submit a written thesis proposal thirteen months after initial registration (for September registrants: 1st draft to the supervisor is due by September 1 and the thesis proposal to the Graduate Committee is due by September 30; for January registrants: 1st draft to the supervisor is due by January 2 and the thesis proposal to the Graduate Committee is due by February 1). This proposal should be approximately 1200 words in length and be accompanied by an abstract and an appropriately detailed preliminary bibliography. It should be drafted after consultation with the student's supervisor and have his/her preliminary approval. These documents will be circulated to the program's Graduate Committee for approval. A document outlining the thesis proposal is provided in Appendix G.

Abstracts of proposals may be reproduced for information purposes.

¹⁶ Information about supervision is available here: <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-i.html>

¹⁷ The checklist and other information relevant to the student-supervisor relationship can be found on the Faculty of Graduate Studies website: <http://grad.ucalgary.ca/current/managing-my-program/supervision>

7.3 Thesis

Thesis students are required to complete a scholarly and/or critical thesis (approximately 100 pages), which is submitted to an Examination Committee. Each committee member will submit a written evaluation of the thesis. The language of the thesis is to be decided upon in consultation with the student's supervisor. Students should familiarize themselves with the Thesis Guidelines¹⁸ document. It is recommended that students make use of the thesis template as soon as they begin writing their theses¹⁹.

Note: The program prohibits copyediting of the students' theses for the MA or PhD degrees.

7.4 Thesis Oral Examination

Thesis students must defend their theses at an oral examination²⁰. In addition to ensuring that students can speak in detail about their thesis work, the examination is also designed to confirm that students have broader knowledge of the topic of thesis within the larger context of their field of study.

7.5 Capstone Requirement (Course-based MA Students only)

The course-based programs require a capstone comprehensive examination with a written and an oral component, taken after the completion of all course work and any other requirements. Students are required, as early as possible and, in any case, at least before registering for a final semester, to file the reading list on their chosen area of specialization with the program's Graduate Committee. The list should be drafted after consultation with the student's supervisor and approved by that faculty member.

7.6 Additional Requirements and Expectations for MA Students

In addition to the additional requirements outlined above, the following requirements apply to MA students:

- Before the end of their second year of study, MA Thesis students are required to make an internal (i.e., within SLLLC or the University of Calgary) or external (at a local, national, or international conference) presentation related to their research.
- Students in the thesis-based programs are also required to demonstrate their participation in university-wide research activities by attending internal or external scholarly presentations every year in their programs. Attendance at a minimum of one workshop on language training and at least two other presentations are required. These presentations and workshops do not count towards degree requirements.

¹⁸ Thesis Guidelines available here: http://grad.ucalgary.ca/files/grad/fgs-thesis-guidelines_july2017.pdf.

¹⁹ The thesis template is available here: <http://www.grad.ucalgary.ca/current/thesis/templates>.

²⁰ More information on the examination is available here: <http://www.ucalgary.ca/pubs/calendar/grad/current/gsm.html>.

8. PhD Program Regulations

8.1 Registration

Graduate students must complete the registration activation process through the online Student Centre²¹ () before they can enroll in courses. Continuing graduate students must complete an Annual Progress Report every year by May 15 and ensure their registration remains active. All graduate students must maintain active registration and pay fees until they have completed their program.

8.2 Timelines

In the PhD program, students will normally complete course work within two semesters, fulfill candidacy requirements by year 3, in accordance with the guidelines set out by the Faculty of Graduate Studies, and complete the dissertation after four years of study. Maximum completion time is six years for the Doctor of Philosophy.

8.3 Supervisory Assignments

A student is assigned an interim supervisor on admission to the program based on the stated research interests of the student, the disciplinary expertise of faculty members, and program capacity. Students will normally have a permanent supervisor by the end of the second term of study (usually April) and must finalize supervisory arrangements no later than twelve months after first registration. The relationship between students and supervisors is explained in the Graduate Calendar²². Students and supervisors must complete the Student-Supervisor Checklist²³.

Once the student has finalized the choice of a supervisor, a supervisory committee is struck. It will normally consist of the supervisor and two other faculty members from the program. One of the two members of this committee may be external to the program.

If you experience a problem with your supervisor, please contact the GPD, Dr. O'Brien. If you are still unable to solve the problem, contact the Faculty of Graduate Studies (graduate@ucalgary.ca).

9. PhD Requirements

9.1 Coursework

Students pursuing a PhD program in LLAC are normally required to successfully complete 18 units (i.e., six half-course equivalents). All students must enroll in LLAC 601 *Additional Language Pedagogy*, and, depending on research perspective, either LLAC 602 *Research Methods and Applied Linguistics* or LLAC 603 *Research Methods and Literary and Cultural Theory*, unless these courses were taken during the MA program. Additional courses will be chosen in

²¹The Student Centre is available at my.ucalgary.ca. Additional information available here: <http://grad.ucalgary.ca/current/managing-my-program/registration>.

²² Information about supervision is available here: <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-i.html>.

²³ The checklist and other information relevant to the student-supervisor relationship can be found on the Faculty of Graduate Studies website: <http://grad.ucalgary.ca/current/managing-my-program/supervision>.

consultation with the assigned supervisor and will be predominantly in the area of degree specialization.

9.2 Third Language Requirement

All students must demonstrate, at a minimum, reading comprehension of a language other than English and the target language of the PhD program, at a level sufficient for the use and understanding of scholarly material. This language will normally be related to the student's thesis research. The language requirement is deemed to have been satisfied when the student has either:

- successfully completed a fourth semester language course;
- successfully completed a language-proficiency examination designed specifically for graduate students by a relevant academic designated specialist. Such an examination tests the student's reading proficiency, by testing his/her understanding of a scholarly article; or
- successfully completed a B1 Common European Framework of Reference (CEFR) examination, when available.

9.3 Candidacy Examination

Specific details of the candidacy examination format and other candidacy requirements are forthcoming²⁴.

All candidacy requirements must be completed within 28 months of entering the program.

9.4 Extension to Candidacy Requirement Deadline

Any student who has not completed candidacy requirements by the end of their 28th month in the program must have an extension request approved by FGS. When requesting an extension, the student and supervisor must discuss an approximate date of the thesis proposal oral exam and plan the extension request based on that date. Once a date has been decided, the extension request form²⁵ should be completed, with an explanation of the reasons for the delay. It must normally be signed by the Supervisor and the GPD.

The completed and signed form should be submitted to the GPA to be sent to FGS for approval. Please note that the form should be submitted by the end of the 27th month in the program, so as to allow time for processing.

²⁴ Candidacy guidelines will be available at sllc.ucalgary.ca/graduate/new-graduate-program-llac.

²⁵ The extension form can be found here:

http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/r_extension_request.pdf.

9.5 Thesis

Thesis students are required to complete a scholarly and/or critical thesis, which is submitted to an Examination Committee. Each committee member will submit a written evaluation of the thesis. Subsequently, the student will be expected to defend the thesis in a final oral examination before the committee. The language of the thesis is to be decided upon in consultation with the student's supervisor. Students should familiarize themselves with the Thesis Guidelines²⁶ document. It is recommended that students make use of the thesis template as soon as they begin writing their theses²⁷.

Note: The program prohibits copyediting of the students' theses for the MA or PhD degrees.

9.6 Thesis Oral Examination

All members of the Supervisory Committee must have reviewed the student's research, including a relevant written sample of the materials related to the thesis, before an examination can be scheduled.

Thesis students must defend their theses at an oral examination²⁸. The examination is also designed to confirm that students have broader knowledge of the topic of thesis within the larger context of their field of study.

10. Plagiarism and Misconduct

10.1. Plagiarism and Academic Misconduct

Plagiarism²⁹ involves submitting or presenting work as if it were the student's own work when it is not. Any ideas or materials taken from another source (written, electronic, or oral) must be fully and formally acknowledged. Plagiarism includes, but is not limited to, the following:

- The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test);
- Parts of the work are taken from another source without reference to the original author;
- The whole work (e.g., an essay) is copied from another source, and/or;
- A student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. It is recognized that clause (d) does not prevent a graduate student incorporating work previously done by him or her in a thesis or dissertation.

²⁶ Thesis Guidelines available here: http://grad.ucalgary.ca/files/grad/fgs-thesis-guidelines_july2017.pdf.

²⁷ The thesis template is available here: <http://www.grad.ucalgary.ca/current/thesis/templates>.

²⁸ More information on the examination is available here: <http://www.ucalgary.ca/pubs/calendar/grad/current/gsm.html>.

²⁹ Full details are found at <http://www.ucalgary.ca/pubs/calendar/current/k-5-1.html>

Cheating is an extremely serious academic offence. Cheating at tests or examinations includes but is not limited to dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner; writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so, or leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.

Other academic misconduct includes, but is not limited to, tampering or attempts to tamper with examination scripts, class work, grades and/or class records; failure to abide by directions by an instructor regarding the individuality of work handed in; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor; the impersonation of another student in an examination or other class assignment; the falsification or fabrication of clinical or laboratory reports; the non-authorized tape recording of lectures.

Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

10.2 Non-Academic Misconduct

The Student Non-Academic Misconduct Policy³⁰ describes behaviours that are considered misconduct. The policy also describes the process for responding to prohibited conduct and the possible consequences (sanctions) if a student is found responsible for non-academic misconduct. A student shall not cause or threaten to cause harm to another individual, or endanger the safety of another individual. Prohibited conduct includes, but is not limited to:

- a) stalking, bullying, or otherwise engaging in a pattern of behaviour directed at a specific person or group of persons that would cause a reasonable individual to fear for their safety or suffer emotional distress;
- b) assaulting another individual sexually, or threatening another individual with sexual assault or committing an act of sexual harassment toward another individual;
- c) engaging in hazing or any act that harms, or could reasonably be expected to harm the mental or physical health or safety of another person, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization;
- d) engaging in a course of vexatious conduct, bullying or other harassment that is directed at one or more persons and that is based on grounds protected by the Alberta Human Rights Act.

In relation to protection of property, a student shall not:

- a) damage, deface, or destroy the property of another individual, corporation or other entity, including the University;

³⁰ The complete policy is available at <http://www.ucalgary.ca/conduct/policy/non-academic-misconduct-policy>

- b) create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the University;
- c) use University property, facilities, equipment or materials for an unauthorized purpose;
- d) enter or remain in any University building or area without authorization when the building or area is officially closed or restricted for designated purposes or to designated individuals;
- e) misuse the University electronic communications system or otherwise violate the Electronic Communications Policy.

With respect to the protection of University functions, activities and services, a student shall not

- a) obstruct another individual or group of individuals from carrying on their legitimate activities, or from speaking or associating with others; or
- b) interfere with the functions, activities and services of the University or a student group or groups such that the function, activity or service is obstructed or disrupted.

Concerning false information and identification, a student shall not

- a) knowingly provide false information to any office or individual acting on behalf of the University or student group;
- b) alter or forge any University document or record, including identification materials, issued by the University;
- c) allow any University document or record, including identification materials, issued for one's own use to be used by another;
- d) use any University document or record other than for its authorized purpose; or
- e) act for or on behalf of the University unless expressly authorized to do so

In relation to the possession or use of dangerous objects, drugs or alcohol, a student shall not

- a) possess, use, manufacture, sell, exchange or otherwise distribute any drug, firearms, explosives or other weapons in violation of any applicable law;
- b) possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law and University policy.

With respect to aiding in the commission of an offence, a student shall not encourage or aid another Student in the commission of Student Non-Academic Misconduct.

Concerning the contravention of other laws and university policies, a student shall not

- a) contravene any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law;
- b) contravene any University Policy except that a contravention of the Student Academic Misconduct Policy shall be dealt with under that policy and not as Student Non-Academic Misconduct.

If a student is found responsible for violating the Non-Academic Misconduct Policy, sanctions will be assigned. As the University is a place for personal growth and development, sanctions are intended to be educational rather than punitive, wherever possible. Sanctions other than suspension and expulsion will not be noted on a student's academic transcript.

11. School Funding

The School is committed to providing adequate funding to students admitted into its programs. The funding package comprises three sources:

- Grants, scholarships and awards
- Graduate assistantships
- Sessional teaching appointments

The School may provide financial support to MA students during the first 20 months of their program and doctoral students up to 44 months, on the condition that they maintain good progress toward completion of their degree. Only in unique circumstances will a request for additional funding beyond these time periods be entertained. The School reserves the right to withdraw funding if an MA student moves from a full-time, thesis-based program to a course-based program. Part-time students are not eligible for funding.

The tables below indicate the funding offered by the School to its best students. The funding package takes into consideration program-specific fees, but not general fees such as UPass, insurance, or Graduate Student Association fees.

MA students are assessed program fees for their first 12 months; for the remainder of their program they are assessed continuing fees. A typical distribution of duties and funding is outlined below.

MA funding rates	Canadian Citizens or Residents	International Students
First 12 months	\$ 17,680 - \$ 19,940	\$ 24,570 - \$ 26,970
Remainder (continuing fees)	\$ 13,600 – \$ 14,560	\$ 15,660 – \$ 18,060

Semester 1	No formal duties (students familiarize themselves with the school). Course work / research	Scholarships
Semester 2	Lab / tutorial work Course work / Research / Choice of Supervisor	Graduate Assistantship / Scholarships
Semesters 3/4	Lab/tutorial work or teaching assignment Thesis Proposal	Graduate Assistantship or Salary Scholarships
Semester 5	Lab/tutorial work or teaching assignment Research / Thesis	Graduate Assistantship or Salary Scholarships
Semesters 6/7	No formal duties (students finalize and defend their thesis)	Scholarships

Doctoral students are assessed program fees until candidacy; for the remainder of their program they are assessed continuing fees. A typical distribution of duties and funding is listed below.

PhD funding rates	Canadian Citizens or Residents	International Students
First 28 months, or until Candidacy	\$ 19,940 - \$ 22,340	\$ 26,970 - \$ 29,370
Continuing fees	\$ 14,560 - \$ 18,400	\$ 18,060 - \$ 20,460

Semester 1	No formal duties (students familiarize themselves with the academic unit). Course work.	Scholarships
Semester 2	Lab/tutorial assignments Course work / Research	Graduate Assistantship / Scholarships
Semesters 3/4	Lab/tutorial or teaching assignments Field of Studies Examination	Graduate Assistantship or Salary Scholarships
Semester 5	Lab/tutorial work or teaching assignment Dissertation Proposal and Examination	Graduate Assistantship or Salary Scholarships
Semesters 6	Lab/tutorial work or teaching assignment Language Requirement	Graduate Assistantship or Salary Scholarships
Semester 7/13	Lab/tutorial work or teaching assignment Thesis	Graduate Assistantship or Salary Scholarships
Semester 14	No formal duties (completion of thesis and defence)	Scholarships

The schedule of tuition fees is posted at <http://grad.ucalgary.ca/current/tuition>.

11.1 Grants, Scholarships and Awards

The School provides scholarships and research awards such as the FGSS (Faculty of Graduate Studies Scholarships) and EPE (Enrollment Planning Envelope) Award for Language Learning Enhancement to students on the basis of academic merit.

The School allocates a fixed number of Queen Elizabeth II Scholarships, subject to final approval from the Faculty of Graduate Studies. These scholarships commemorate the Queen's visit to Alberta in May of 2005, rewarding the high level of achievement of students pursuing graduate education in the province.

All eligible students are **required** to apply for the annual Graduate Award Competition (GAC), the annual Social Sciences and Humanities Research Council (SSHRC) scholarship competition, the Entrance Competition, and external awards competitions offered through the Faculty of Graduate Studies. Failure to apply may result in a decrease or cancellation of School funding.

Not only is it an honour to receive a scholarship or award, it will also benefit one's future career. Students must apply since such awards not only enhance their academic profile but also result in

more substantial financial support. Acquisition of external awards strengthens the entire program, improving the program's reputation. Should a student win an external scholarship valued at \$6,000 or more (e.g., GAC or SSHRC), the School will normally adjust its initial offer of funding³¹.

11.2 Graduate Assistantships

Graduate Assistantships (GAs) are designed to help students prepare for an academic career, and therefore represent an essential part of their training. Faculty members have the opportunity to share their extensive experience, impart new knowledge, offer valuable guidance, and contribute significantly towards students' scholarly and professional development. GAs are part of a student's funding package.

There are three types of assistantships:

- **Teaching (GAT)** are designed to help teaching staff with instructional responsibilities, such as lecturing assistance, laboratory and tutorial direction, grading, preparation of demonstrations and instructional aids.
- **Non-Teaching (GANT)** assist with non-teaching responsibilities. Duties may include collecting research data, interviewing subjects, curriculum development, bibliographical work or general research services.
- **Research (GAR)** help a grantholder with a research project, with duties similar to those described above for a GANT. Whereas GATs and GANTs are supported by the School, GARs are funded through faculty members' research accounts (e.g., SSHRC, Seed Grants).

Students may also be hired by researchers as **Project Employees** on an hourly basis to work on research normally unrelated to the students' specialization.

Graduate assistantships are governed by a collective agreement³² between the Board of Governors and the Graduate Student Association. The agreement stipulates that these assignments be documented through a contract and a description of duties, the latter outlining the tasks involved and the weekly distribution of hours.

Assistantships are normally assigned semester by semester. They vary in duration: 34 hours (1/6), 51 hours (1/4), 68 hours (1/3), 102 hours (1/2) and 204 hours (full). As an example, a student doing three labs per semester will be assigned a 1/4 GA consisting of four hours of work each week on average.

11.3 Sessional Teaching Appointments

A unique feature of our graduate program is the opportunity to gain teaching experience with beginner and/or intermediate level language courses through sessional teaching assignments under article 23.4 of the TUCFA Collective Agreement between the Governors of the University of Calgary and the University of Calgary Faculty Association.

All graduate students are strongly encouraged to submit applications. Teaching opportunities

³¹ Information on other types of funding and awards is available at grad.ucalgary.ca/awards/policy.

³² The CA is available at <http://www.ucalgary.ca/hr/files/hr/gsa-ca.pdf>

are posted on the School website under “Work With Us”. Applications are submitted directly to the School, according to the specific instructions provided in the notices. It is the student’s responsibility to check the website regularly for teaching opportunities.

Graduate students in a teaching role are subject to class observation, direction or evaluation by the course coordinator. The GPD, the Director or a delegate may also observe and report on the teaching of a graduate student.

Sessional teaching assignments are considered part of the funding offered to students by the School. The School cannot guarantee assignments.

12. Other Funding and Financial Aid

The **Social Sciences and Humanities Research Council (SSHRC)** holds a national competition for major research funding. The internal application deadline for MA students is normally in mid-November, and for PhD students mid-October³³. The School will hold a grant writing workshop early in the Fall semester. You will be informed of the date and are required to attend. This session will provide valuable information on how to prepare excellent grant or scholarship applications for many types of competitions including the SSHRC/GCS/GAC competitions.

Later in Fall, the Faculty of Graduate Studies will announce details concerning the annual **Graduate Award Competition (GAC)**. The GAC scholarships include special awards and bursaries for MA students. Only one application form is needed for all awards offered under the GAC³⁴. Our internal application deadline is February 1. All eligible students are **required** to submit an application.

The Faculty of Graduate Studies has created the **Graduate Awards Database**, a searchable repository listing internal and external scholarships, awards and bursaries³⁵:

The **Graduate Student Association** offers various awards including the Professional Development Grant (PDG), intended to assist graduate students actively involved in an academic project not necessarily related to their degree requirements. Projects may include presenting thesis research at a conference, organizing a conference or symposium, organizing a lecture series, inviting a guest speaker, or presenting an exhibition or performance. See <http://gsa.ucalgary.ca/grants> for details.

The **Faculty of Graduate Studies Travel Awards** support full-time graduate students presenting their work or research at major national and/or international conferences. Please speak with the GPD about your application³⁶.

When budgets allow, funding to support travel to conferences, teaching development and other workshops will be announced by the Faculty of Arts and/or by the School. Applications will be made

³³ The SSHRC website and application forms are at www.sshrc-crsh.gc.ca/.

³⁴ Information may be viewed at grad.ucalgary.ca/awards/opportunities/gac.

³⁵ The Graduate Awards Database can be accessed here: <http://grad.ucalgary.ca/awards>.

³⁶ Consult the following website for information on FGS travel awards:
http://grad.ucalgary.ca/awards/opportunities/university_awards.

through the School. Instructions will be provided in due course but, in the meantime, please speak with the GPD about your plans.

13. Student Fees³⁷ and Payroll

Students are assessed tuition fees for each term of enrollment. Even when students are not taking courses, their status must be ACTIVE. After the first year, students will be charged continuing program fees until they complete their degree. It is the students' responsibility to keep informed about fees.

The deadline to pay Fall tuition and general fees, or to have an approved fee instalment payment plan, is **Friday, September 29, 2017**. We recommend that you take care of this matter early in September to ensure all processing is completed before the deadline. A late fee will automatically be levied after this date. .

The Graduate Student Payment Plan³⁸ option exists for students wishing to pay their fees on a monthly basis. When you have completed the form, you may bring it to the GPA for signature.

Scholarships, graduate assistantships and all other awards will be paid by direct bank deposit. The University asks all students to submit their banking information securely through a new link in their Student Centre³⁹.

Awards and scholarships are paid on the 25th of each month. Pay dates for work as a graduate or research assistant, lab monitor or tutor fall twice a month, on the 10th and the 25th of each month. The first graduate assistantship payment in the Fall will be on September 25, 2017.

Students have the option of submitting the Revenue Canada Personal Tax Credit form (TD1E)⁴⁰ and the Alberta Personal Tax Credits Return form (TD1AB)⁴¹ to have tax calculations adjusted on account of their status.

Students may view the sources of their university funding through the "Earnings Detail Statement" on their Student Centre⁴².

14. Orientation, Workshops and Lectures

New students are required to meet with the GPD at the beginning of the year to review course selection and review knowledge areas. Meetings are currently being set up for the end of August / beginning of September.

³⁷ Information on fees is found at <http://grad.ucalgary.ca/prospective/tuition>

³⁸ Forms are available at <https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan>.

³⁹ Instructions can be viewed at http://grad.ucalgary.ca/files/grad/awards_important-funding-information.pdf

⁴⁰ The form is found at <http://www.cra-arc.gc.ca/E/pbg/tf/td1/README.html>

⁴¹ The form is found at <http://www.cra-arc.gc.ca/E/pbg/tf/td1ab/README.html>

⁴² Instructions are posted at <http://ucalgary.ca/training/files/training/how-to-print-your-pay-statement-grg.pdf>.

The **LLAC Student Orientation** has been scheduled for **Tuesday, September 5**, from 10:00 am to 3:00 pm in Craigie Hall C309.

The Teaching Assistants' Orientation⁴³ will take place **Wednesday, September 6**. All incoming students must register.

International Student Services will hold an **orientation for international students**⁴⁴ in the early morning of **Friday, September 8**.

Graduate Orientation (GRAD-O) will be held also on **Friday, September 8**. Please ensure that you have registered in advance, and that you attend this important event⁴⁵.

Desire2Learn (D2L) is the learning management system used to manage courses, email students, collect assignments, participate in online discussions, keep track of student grades, and more.

Training sessions are available through the Taylor Institute for Teaching and Learning⁴⁶.

The Graduate Scholarship Office will hold information sessions in the Fall on procedures for the SSHRC competition. Complete information will be circulated as it becomes available. Details are also published in the GRADpost, the weekly student newsletter.

The School will hold its own internal grant writing workshop early in the fall semester. This session will provide students with valuable information on how to prepare excellent grant or scholarship applications for many types of competitions.

Complete information on all events and workshops of interest will be distributed as a digest on a monthly basis, or as it becomes available.

15. Statement of Duties for Recipients of Graduate Assistantships

15.1 Service Obligations

Assistants must contact their supervising instructors/researchers **at least one week in advance** of the beginning of duties to set up a meeting to discuss general expectations and to clarify required tasks. The GPD will schedule a general information session at the beginning of the semester. In the case of GATs, a schedule of office hours (if required) and the expected turn-around times for the marking of assignments, tests and exams should be established.

Assistants are reminded that their duties constitute a set of professional obligations that must be

⁴³ Information posted at <http://www.ucalgary.ca/taylorinstitute/events-workshops/emerging-teachers-development-teaching-assistant-orientation%20>

⁴⁴ Details on the international student orientation are posted at <http://www.ucalgary.ca/iss/when-you-arrive/orientation>.

⁴⁵ Complete information on Graduate Orientation is found at <http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation>.

⁴⁶ Details about Taylor Institute sessions are available here: <http://ucalgary.ca/taylorinstitute/edu/events-workshops>.

considered a high priority. Time management is the responsibility of the assistant, who should make all attempts to resolve potential conflicts (e.g., marking versus course work) at the earliest possible time. Both the GA recipient and instructor/researcher will agree on a schedule and a description of duties at the beginning of term.

The total service obligation will not exceed the total number of hours listed on the contract. It may happen that, owing to the variety of duties and the tendency for tasks to accumulate at especially busy periods, duties in a given week might require the incumbent to work a significant number of hours. This should, however, be compensated for in other weeks.

Assistants are expected to be on campus and available to perform their duties throughout the duration of their contract. If assistants plan to be away during this time, they must get permission from their supervising instructor/researcher before the planned absence.

An assistant who feels that service requirements are unreasonable in terms of their nature or number of service hours should immediately call this to the attention of the instructor(s) involved. If matters cannot be resolved at this level, the assistant should approach the GPD.

15.2 Range of Duties

15.2.1 GA(T) Recipients

The following constitutes a brief outline of usual duties. At the beginning of each term, the student and instructor should come to a clear understanding of such things as office hours, turn-around time in the marking of exams, etc.

GA(T) recipients should keep in mind that periods of heavy marking might coincide with due dates for their own papers. Time management is the GA(T) recipient's responsibility.

- 1) Marking examinations (including tests) and assignments for courses to which the GA(T) recipient has been assigned as a teaching assistant.
- 2) Out-of-class "tutoring" for students in sections to which the GA(T) is assigned. GA(T)s are normally required to schedule office hours when they will be available to answer students' questions concerning lectures, assignments and examinations.
- 3) GA(T)s might be asked to give a lecture or part of a lecture in a course. Note that the total work obligation includes preparation time for lecturing.
- 4) With respect to marking, tutoring, and lecturing, it is the responsibility of GA(T)s to familiarize themselves with the content and manner of presentation of courses to which they are assigned. This will require consultation with instructors, and in some cases, the GA(T) may be required to attend lectures in the assigned courses. Such time is also considered part of the GA(T)s hours of service.
- 5) A GA(T) may also be asked to perform other teaching-related duties, such as duplicating

and distributing class materials, invigilation of tests and examinations, etc.

Guidelines for teaching assistants:

- Be on time for all classes.
- Do not make any changes without first consulting with the instructor or course coordinator.
- Take daily attendance.
- At the beginning of the term set a schedule of regular consultations with the instructor / course coordinator.
- Be free to consult with the instructor / course coordinator on any point large or small that may be of concern to you.
- Encourage use of the drop-in centres (French Centre, Centro de Tertulia, Circolino). If the coordinator agrees, you could take your group to visit the appropriate centre (please check for open hours). Personnel should be made aware of the timing of these visits, so that they will be available to welcome students and to explain briefly the activities available.
- If at any time you are in the need of audiovisual equipment, please have the coordinator contact Com/Media for booking. S/he will be requested to give the instructor name, the day, time and the location of the course. The equipment will be delivered to your class. Please note that all bookings **must be made at least 24 hours in advance**. Any same-day bookings will be charged back to the person who made the booking.
- Learn to use the equipment efficiently. Report difficulties or breakdowns immediately.
- Consult the course co-ordinator any time you feel it is necessary. You should make sure you understand:
 - a) your work in the lab;
 - b) your responsibilities for getting to know your students' work, helping them to improve their pronunciation and fluency, encouraging them and grading their work;
 - c) the program of exercises or other tests for the lab

Keep the course co-ordinator informed of your problems questions and comments regarding:

- your work in the lab;
- course material;
- your students' progress or lack of it.

In Class:

- Stand and move about. Your animation animates the class and keeps the students alert.
- Keep your ears open.
- Make all students participate actively in class.
- Do not follow a set pattern in your questions.
- Do not wait too long for a delayed answer. If the student doesn't know, go on to the next person and then return to the one who did not answer, asking him to repeat or explain, as appropriate, the correct answer.
- Speak at your normal conversational pace.
- Correct mistakes that either affect your ability to understand what has been said or that are the focus of instruction and make the student repeat the correction correctly⁴⁷.

⁴⁷ Note that error correction will be covered in a pedagogy workshop during the Fall 2017 semester.

- Do not abandon a subject which the students do not grasp. If necessary repeat an exercise twice.
- Speak only in the language you are teaching in and out of class, except when translation would remove a serious, time-wasting obstacle.
- Insist that all work be fully prepared at all times.
- Be disciplined, but show humour and belief in the student's potential success in language learning.
- Always be prepared for review.
- Always have a backup plan in case technology fails!
- Above all, use the material intelligently and imaginatively. You can greatly contribute to improving the program through your criticisms and general input.
- Observations by academic members will take place. These are designed not only to assess your performance and that of your students, but also to coordinate the various aspects of the program.

At the end of the term you are requested to return the textbooks and/or keys borrowed at the beginning of term to the School office.

Classrooms and LRC Spaces:

- The corridors to CHD 3rd floor are locked from 7pm-7am each day
- The corridors to the Language Research Centre will normally be opened Monday-Friday automatically at 8:30 am and will be closed at 9:00 pm. On Saturdays it will be open from 12:30 to 6:30 pm. The doors will be closed all day Sunday. Anyone needing access outside these times should contact the office.
- The key called "LRC classroom" will open doors for D419, D420 and D428; however, only D428 will be locked during the day. The "smart classrooms" will be left unlocked during the day; this may change if security becomes an issue.
- When picking up a key to any of the LRC classrooms or lab, the Circolino, CHE212, or CHC309, you must sign-out each key on the white board every time. Please erase your name when you return the key immediately following your class.
- The command podium in LRC lab (CHD428) must be completely turned off and locked up at the end of each class.
- Please be sure to turn the projector off before you leave any classroom.
- On leaving the lab, you are responsible for ensuring that all students have left and that the door is closed and locked.
- Where labs follow immediately one after the other, you may simply "hand-over" to the next instructor, but if you leave before the next instructor arrives, you are responsible for ensuring that all the students have exited and for locking the lab. We ask that you BRING THE KEY BACK to the School right away.
- If you need to obtain a key for a lab at 12:00 or 13:00, please be sure to pick it up before 11:55 as the School office closes is closed from 12:00 to 13:00.

15.2.3 GA(R) Recipients

The duties of recipients under these categories can vary considerably, depending on the nature of the assignment. The recipient will be informed of the specific duties by the supervisor.

15.3 GA Evaluation

At the end of each semester, the performance of GA recipients will be evaluated by the instructor(s) or researcher(s) to whom they have been assigned using the *Graduate Assistants Performance Review*⁴⁸ form. The form is comprised of two sections, the first to be completed by the instructor, and the second by the student. After completion, the evaluation form is placed in the student's file, and copies of the completed form are returned to the instructor and the incumbent. These forms will be used to assist the graduate coordinator in allocating subsequent GA units.

16. Absences and Vacation

Students are required to send an e-mail to llac@ucalgary.ca to advise of absences and vacations. Vacation entitlement is three weeks per year.

17. Annual Progress Report (APR)

All students registered during the Winter Term must complete an Annual Progress Report. An e-mail prompt will be circulated by the Faculty of Graduate Studies in May. This online report is an opportunity for students, supervisors and GPDs to review and comment on achievements during the past twelve months. Detailed instructions⁴⁹ are available to help you complete the report.

During the year it is recommended that students keep a record of the lectures, conferences, training sessions and other types of academic events attended as they are important to document on their report. Topics covered on the report include:

- courses completed
- grades received
- scholarships
- research progress
- publications
- papers presented and conferences attended
- academic plans for the upcoming year

Supervisors and GPDs will review the reports submitted by their students. Any unsatisfactory evaluations will be assessed by an Associate Dean in the Faculty of Graduate Studies, and an action plan will be agreed upon.

The APR is not intended to replace regular meetings and feedback from supervisors, but rather to provide structured opportunity for assessment of academic progress together with planning for the following year.

⁴⁸ The form is available at <https://www.ucalgary.ca/hr/files/hr/grad-assistant-performance-review.pdf>

⁴⁹ Instructions are found at <http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/student-gs-apr.pdf>

A workshop on how to complete the APRs will be held in April, and APRs are due on May 15.

Students must complete their APRs before registering for courses in subsequent semesters. The LLAC program reserves the right to withhold funding from any student who does not complete an APR and / or respond to comments on unsatisfactory APRs.

18. Office Space and Mailboxes

MA thesis-based students will have office space guaranteed for the first two years in program, and PhD students for the first four years in program. MA course-based students, part-time students, and students on special leave are not assigned office space but may reserve D316 or the Reading Room (D301A) when they need access to a space on campus (subject to availability). Students are also given a personal mailbox, which they must check regularly.

Students with teaching assignments may reserve D316 or the Reading Room for meetings, course preparation, and oral examinations.

In principle, the office and desk assigned will remain unchanged for the duration of the students' time in program. There are times, however, when the School is required to make changes. Students will be given as much notice as possible, should any adjustments be necessary.

Students who receive keys to an office and/or mailbox at the beginning of their program will be required to return them and remove all belongings from the office space before clearance for graduation will be granted.

Occupants of shared offices and furniture are asked to be courteous and take others into consideration when determining what personal belongings they bring to the space, and during visits by family, friends and acquaintances.

Offices are equipped with a computer set up for internet access. Please be aware that the computer is intended for ALL occupants of the office: users are expected to be considerate of the needs of fellow students.

Please do not download any software to these computers. IT personnel will look into any necessary upgrades. It is recommended that you use an external storage device to save your documents. Please avoid saving your files on the shared computers.

19. Graduate Student Committee and Representation at School Council Meetings

In September the graduate students meet to select a representative to School council meetings.

20. Graduate Events in the School

The School is very keen to encourage activities promoting and enhancing graduate research. The GPD should be notified of any planned events with at least three weeks' notice: the event organizers should e-mail the GPD in advance and copy llac@ucalgary.ca.

Publicity and programs must be approved by the GPD before being circulated.

Students must organize their events in plenty of time: last-minute communications will result in a sparse audience.

21. Graduate Students' Organization

Vox Condiscipulum, Latin for “voice of the school fellows,” is the association for our graduate students. Its aim is to promote and serve the intellectual, academic, cultural and social interests of the graduate students of the School, fostering interaction between students and providing support for new graduate students. The association hosts *Vox Talks* each semester. They welcome ideas for future activities and events. For more information, please contact voxcondiscipulum@gmail.com or visit their Facebook⁵⁰ page.

22. Language Centres

Students should visit the Language Research Centre, Centre Français, Centro de Tertulia and the Circolino. Through these centres you will hear about immersion weekends and cultural activities in their respective languages.

The **Language Research Centre** (Craigie Hall, 4th floor) provides leadership in research into language acquisition, learning and teaching, and the important role played by language in literary and cultural studies. It is a central point of contact on language research between the University of Calgary and the world. It is a hub of language activity created to optimize the intellectual resources available from numerous units on campus and to build bridges to the community. The LRC offers a world-class environment for language education, resulting in a better understanding of how we acquire and process language, but also how language functions as part of culture and literature.

The **Centre Français**, located in Craigie Hall C301, welcomes those wishing to converse in French. Its relaxed ambiance also offers a media learning centre which includes a good supply of magazines, newspapers, dictionaries, books, cassettes, videos, games and French-language television. A *Café et croissant* event is held on the first Wednesday of each month between 10 a.m. and 2 p.m.

El **Centro de Tertulia** (Craigie Hall D303) has been in existence for more than 25 years. Its mandate is to support students and instructors of Spanish by providing a locale suitable for practice of the Spanish language and exposure to Hispanic cultures. Students of all levels visit the Tertulia regularly to enhance their learning experience. The Centro is staffed by a language monitor who helps students improve their reading, writing and comprehension skills. The monitor will also arrange individual or group conversations in a social setting. The Centro de Tertulia is a valuable partner to the **Aula Cervantes** (Craigie Hall D209), the first centre of its kind to be opened in Canada by the Instituto Cervantes in Spain for the promotion and teaching of Spanish language and Hispanic cultures.

Il **Circolino** (Craigie Hall C318) is an integral part of the Italian studies program. Students are expected to attend specific sessions during the week as part of their Italian courses. Here students also have an informal meeting place to further develop their language skills and to learn about the culture and activities of local and international Italian groups.

⁵⁰ Found at <https://www.facebook.com/groups/146593398716243/>

The **Language Bank** is a service that brings together people wishing to learn a language and share the one they already know. Those interested in taking part in this exchange should visit the International Student Centre (MacEwan Hall 275).

23. The Faculty of Graduate Studies (FGS)

The mission of the Faculty of Graduate Studies at the University of Calgary is to work with graduate programs to aid them in attracting well-prepared students, supporting the students well while they are here, graduating a high percentage of them in reasonable time, and producing graduate degree holders who are well-respected contributors in their fields wherever they are employed. To achieve this, the Faculty works with programs in setting admission standards and program requirements, and in establishing supervisory and examination committees. The Faculty is also closely involved in the administration of over \$30 million annually in financial awards for graduate study. Their website⁵¹ provides helpful guidelines and policies across all academic disciplines; resources for faculty members on graduate education and supervision; and information on opportunities for students to participate in professional and educational development activities outside of their program of studies.

24. Graduate Student Association (GSA)

The Graduate Student Association is your student organization⁵². The GSA represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government and the surrounding community of Calgary.

Each program may select a representative to sit on the GSA council. The LLAC representative will be chosen at the September meeting of graduate students.

The GSA manages your health and dental insurance plan which covers essential items Alberta Health Care does not cover. Please read the notice posted on their website and be sure to follow their very strict deadlines⁵³.

The GSA also offers financial support, grants and several awards, and organizes student events.

25. International Students

International students who do not already have a **bank account** are advised to open one as soon as possible. The website of International Student Services (ISS,) lists several banks located nearby⁵⁴.

International Student Services will hold an **orientation for international students**⁵⁵ in the early morning of **Friday, September 8.**

⁵¹ The FGS website can be found here: <https://grad.ucalgary.ca/>.

⁵² The GSA website is available at gsa.ucalgary.ca/.

⁵³ Information on the GSA health and dental insurance plan can be found here: gsa.ucalgary.ca/health-dental-services.

⁵⁴ The ISS website is available here: <http://www.ucalgary.ca/iss/when-you-arrive/banking>.

⁵⁵ Details on the international student orientation are posted at <http://www.ucalgary.ca/iss/when-you-arrive/orientation>.

International students must apply promptly for a **Social Insurance Number (SIN)** at the office of Service Canada (Harry Hays Building, Suite 150, 220 4th Avenue SE)⁵⁶. Students must be prepared to show Service Canada the following:

1. *Valid Study Permit* with one of the following remarks on it:
 - a. "May work 20hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR"
 - b. "May accept employment on or off-campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria."
 - c. "May accept employment on the campus of the institution at which registered in full-time studies"
2. *Passport*
3. Enrolment Verification Letter⁵⁷ attesting to your full-time student status

Alberta Health provides basic medical insurance. Individuals may apply with a SIN and a study permit valid for at least 12 months⁵⁸. To obtain a health card (AHCIP), mail in an application form⁵⁹ or go in person to a Registry Agent.

You must keep the university informed of your current immigration status by providing the School and the Faculty of Graduate Studies with a copy of your latest immigration papers. Please give the documentation to the GPA.

When applying for student permit extensions, please do so well ahead of time. Renewal of immigration documents can take a long time to process, and you should allow at least 60 days.

The International Student Mentorship Program matches current University of Calgary students with new, incoming international students. Mentors communicate with their mentees before their arrival on campus and provide guidance. New international students probably have many questions about student life at the university and about living in Calgary. Student mentors will be able to answer these questions better than anyone else⁶⁰.

⁵⁶ Please visit the Service Canada website at www.servicecanada.gc.ca/eng/sin/apply/how.shtml. Please see also www.ucalgary.ca/iss/immigration/working-in-canada.

⁵⁷ Instructions are available at <http://grad.ucalgary.ca/current/managing-my-program/registration/enrolment-letter>

⁵⁸ Further information on Alberta Health can be found here: www.health.gov.ab.ca.

⁵⁹ The form is downloadable from <http://www.health.alberta.ca/AHCIP/forms.html>

⁶⁰ Anyone interested in requesting a mentor, or eventually becoming one, should visit the International Student Services website: www.ucalgary.ca/iss/programs-services/programs/mentorship.

26. Appendices

A. Graduate Student Best Practices

As a Graduate Student you have an obligation to devote the time, effort, and energy necessary to engage in scholarship. The following set of "best practices" serve as a guideline to help manage your graduate career and are arranged into four categories: Time Management; Research and Writing; Supervisor/Supervisory Committee Relations; and Mental Wellness. Be sure to frequent the [Faculty of Graduate Studies website](#)⁶¹ for updates related to your academic program as well as other important resources (e.g., [Awards](#)⁶², [MyGradSkills](#)⁶³, [Wellness Centre](#)⁶⁴, etc.).

i) Time Management

As a Graduate Student, you will

- determine the specific milestones and requirements of your program of study in consultation with the Grad Calendar and your supervisor, and/or working with a GPD or other delegate;
- work with your Supervisor on the establishment of a realistic timetable for the completion of the various requirements of the program of study and will adhere to the timetable and meet deadlines. [The Supervisor-Student checklist](#)⁶⁵ is a good resource to get you started;
- take initiative to establish frequent forms of communication (e.g. in person meetings, e-mails) with your Supervisor and/or Supervisory Committee. Communication can vary according to the discipline and the nature and stage of the project, but normally should occur at least once per month;
- bring to the attention of your Supervisor other responsibilities you may have and the estimated time commitment (e.g., teaching assistantships or other employment) or special circumstances or needs that affect program progress;
- attend workshops to gain or improve skills that will help you succeed both academically and professionally;
- normally work an average of 40 hours per week on program-related activities (if a full-time student).

ii) Research and Writing

As a Graduate student, you will

- gain the background knowledge and skills needed to pursue your research project successfully;

⁶¹ <http://grad.ucalgary.ca/>

⁶² <http://grad.ucalgary.ca/awards>

⁶³ <http://www.ucalgary.ca/mygradskills/>

⁶⁴ <http://www.ucalgary.ca/wellnesscentre/>

⁶⁵ <http://grad.ucalgary.ca/current/managing-my-program/supervision>

- apply for [funding](#)⁶⁶ related to your research program (ensure to check funding opportunities available through your home program and/or);
- work with your Supervisor to ensure that appropriate [ethics approval](#)⁶⁷ is obtained prior to conducting research on animals or humans (early ethics approvals prevent delays in research);
- provide an accurate and honest reporting of research results, and uphold ethical norms in research methodology and scholarship;
- discuss with your Supervisor the [Intellectual Property Checklist](#)⁶⁸ and conform to University policies regarding intellectual property, scholarly integrity, and other policies applicable to your research environment;
- acknowledge the contributions of your Supervisor and others in presentations and in published material, including joint authorship, if appropriate.

iii) Supervisor/Supervisory Committee Relations

As a Graduate Student, you will

- meet with the Supervisor and Supervisory Committee on a regular basis. These meetings can be instigated by you, your supervisor, and/or the committee. Report fully and regularly on progress and on results, and consider and respond to advice and criticisms received from your Supervisor and other members of the Supervisory Committee;
- discuss with your Supervisor the faculty and [program requirements](#)⁶⁹, including those related to deadlines, [thesis or dissertation style](#)⁷⁰, course requirements, and [conflict of interest](#)⁷¹;
- discuss with your Supervisor the responsible use of resources, and discuss how to obtain additional resources for your research;
- bring to the attention of your Supervisor any matters of conflicting advice or expectations on the part of members of your Supervisory Committee and work together to resolve these issues;
- recognize that your Supervisor and other members of your Supervisory Committee may have other teaching, research and personal obligations that may preclude immediate responses;
- work with your Supervisor to meet agreed performance standards and deadlines of the funding organization when financing has been provided under a contract or grant;
- maintain a professional and productive relationship with your Supervisor, making every effort to resolve any conflicts quickly to the satisfaction of both parties, seeking outside help when needed. After best efforts to mediate any issues, talk to your Graduate Program Director for additional assistance.

⁶⁶ Please refer to <http://grad.ucalgary.ca/awards>

⁶⁷ Please see <http://www.ucalgary.ca/research/researchers/ethics-compliance/chreb-main>

⁶⁸ Please see <http://grad.ucalgary.ca/current/managing-my-program/supervision>

⁶⁹ Please see <http://www.ucalgary.ca/pubs/calendar/grad/current/index.htm>

⁷⁰ Please see <http://grad.ucalgary.ca/current/thesis>

⁷¹ Please see <http://grad.ucalgary.ca/current/policies-forms/conflict-interest>

iv) Wellness

As a Graduate Student, you

- help ensure that your research environment is safe, healthy, and free from harassment, discrimination, and conflict;
- be aware of services at the University of Calgary campus to promote physical and mental well-being (e.g., [Wellness Centre⁷²](#), [Active Living⁷³](#), etc.)
- contribute to a collegial environment, seeking to add to, rather than take away from, the wellness of others.

B. Photocopying and Printing

Students may use the photocopiers and printers on campus for study and research purposes. A Unicard will be needed to operate the equipment.

C. GRADpost

The Graduate Student Newsletter, GRADpost, which contains important information about events, deadlines and funding opportunities, will be emailed to you every Thursday afternoon. Please read it carefully⁷⁴.

D. UNICard

Students should obtain a UNICard, their campus photo ID, as soon as possible. You will need it for many facilities and services including the library, campus recreation and access to some classrooms. To obtain your card please go to the Campus Security Office located in the Dining Centre 18, or view their website⁷⁵. Bring your letter of acceptance from the Faculty of Graduate Studies.

⁷² <http://www.ucalgary.ca/wellnesscentre/>

⁷³ <http://www.ucalgary.ca/activeliving/>

⁷⁴ GRADPost is also available online at <http://grad.ucalgary.ca/current/student-services/newsletter>.

⁷⁵ You can apply for your UNICard online at www.ucalgary.ca/unicard/.

E. Information Technologies

As a new graduate student you will have access to several services and products provided through the University of Calgary's Information Technologies (IT). With a valid student ID number, IT will supply a computing account to you for your academic and university business use⁷⁶.

We strongly recommend that students create a ucalgary.ca email account for all business, and students who are working in a teaching or research capacity (GAT, GANT, or GAR capacity) must use University of Calgary email accounts for official business. Please give your new address to the GPA. You may link your ucalgary.ca account to an existing account.

Faculty, staff and graduate students listed on the School website can manage their own profiles using the UNITIS system⁷⁷.

F. Teaching Dossier

The Teaching Dossier is your personal record of teaching related accomplishments and strengths. The teaching portfolio/dossier is a collection of materials – both evaluative and descriptive – intended to fulfill the two goals of improving and evaluating teaching. Applicants for sessional teaching positions may be asked to include their Teaching Dossier with their supporting documents so it is good to begin preparing yours early in your academic career. You should plan to review your dossier and update it every year.

The Teaching Dossier will normally contain the following items:

- Current CV**
- Statement of Teaching Philosophy and Methods.** A brief statement of teaching philosophy that addresses the specific goals and objectives of the course(s) you have taught. Give at least two examples of successful strategies you have used.
- Syllabi of courses you have taught.** Provide some specific details of the courses you have taught, such as textbooks and method of evaluation. Specify if the course description was created by you or by a course coordinator.
- Record of any Graduate Assistantships (teaching).** Prepare a list of GA Teaching experience with a summary of your duties and a copy of your Description of Duties.
- Students' evaluations.** Evidence of teaching effectiveness such as course assessments (i.e. USRI, Faculty evaluations). List the course assessments that are included in the dossier so it is clear to the reader which questionnaires can be viewed.
- Reports on class visits or performance assessments** by an observer.
- Self- Assessments.** Please comment on what, in your opinion, worked well in classes you have taught, what presented difficulties and what are the possible solutions. Include

⁷⁶ Visit the IT webpage for a quick start guide: www.ucalgary.ca/it/home/getting-started-students.

⁷⁷ Information on how to manage your profile is posted at arts.ucalgary.ca/it/kb/239/managing-your-personal-web-profile.

assessments of your teaching by an observer. Also include your comments about the statements students made on the course evaluations.

- Efforts made to improve your teaching.** Include classes observed, workshops, etc.
- Other.** You may add other relevant documentation if you wish.

Here are two useful resources:

1. The Teaching and Learning Centre at the University of Calgary offers workshops on various topics, including the Teaching Dossier⁷⁸.
2. The Centre for Teaching Support and Innovation at the University of Toronto has posted good information⁷⁹.

G. MA Thesis Proposal

The purposes of the MA Thesis proposal are: a.) to enable students to clearly articulate a plan for their research before they begin their work; and b.) for the supervisor and Graduate Program Committee to determine if the scope of the research project is appropriate.

The MA student will submit a preliminary draft of the thesis proposal to the supervisor by the first day of the 13th month in program. After consultation with the supervisor, s/he will then submit the thesis proposal to the Graduate Program Committee by the end of the fourth week of the 13th month in program for review and approval. It is expected that the supervisor has provided the student with substantial feedback on and approves of the proposal that is submitted to the Graduate Program Committee.

The Graduate Program Committee's main tasks are to ensure that:

- the proposal is clearly written;
- the goals of the project are clear (and realistic within the given timeframe);
- the student has identified and is working to address a gap in the literature;
- the student has chosen and is able to justify a theoretical and / or critical framework;
- the work is situated within the relevant literature on the topic;
- the methodology is concise and the preliminary plan for data analysis is clear;
- potential conclusions and implications have been considered;
- students working with human subjects are aware of and obtain ethics approval before they begin their work; and
- the student and the supervisor have agreed on a realistic timeline for the project.

It is not the role of the Committee to approve of the theoretical and / or critical framework and / or writing style. It is ultimately the student and the supervisor who make such decisions.

⁷⁸ For more information please visit <http://ucalgary.ca/taylorinstitute/resources/teaching-philosophies-and-dossiers>.

⁷⁹ Information from the University of Toronto can be found here: <http://tatp.utoronto.ca/teaching-toolkit/teaching-dossier/>.

For students who enter the program in September, proposals will be handed in to the supervisor by September 1st. The student will then work with the supervisor on the proposal to prepare it for submission to the Graduate Program Committee by the end of the month of September. Students who enter in January will hand in proposals to their supervisor on the following January 2nd in order to spend that month revising the proposal for submission to the committee by the end of the month.

This proposal should be approximately **1200-1500 words** in length and should be accompanied by an abstract and an appropriately detailed preliminary bibliography. Students should submit ONE paper copy to the Graduate Program Administrator and ONE electronic copy (Word version) to llac@ucalgary.ca by the stated deadline. The document will be reviewed by the Graduate Program Committee, following which students will receive notification from the Graduate Program Director indicating whether the proposal has been approved or whether changes are needed. If the Committee determines that changes are needed, these will be clearly outlined by the Graduate Program Director, and a deadline for submission will be set. This will normally be one month from the date when the notification is sent.

MA Thesis Proposal Requirements

The following information should be included:

- a. Title of the Project (Please be short and precise)
- b. Abstract
A concise (~200-word) description of the project.
- c. Research Topic
A statement which includes the problem that the candidate intends to study. What is the central idea to be addressed in the thesis? How does it represent a gap in the field's current knowledge? The problem can be theoretical, critical, historical, or practical. The statement of the problem should be followed by a question or a related set of questions for which the thesis will attempt to find answers. Each question should be followed by a hypothesis (i.e., a reasoned, preliminary response to the question). The major texts / data to be analyzed (i.e., literary, cultural, linguistic, theoretical, etc.) should be briefly identified in this section. (Details will be provided in e.)
- d. Literature Review
A critical review of influential works on the topic. This may include, for example, three or four major works (i.e., books) or a substantially larger number of peer-reviewed articles on the topic. The goal of this section is to demonstrate how the project fits within the larger field.
- e. Theoretical and/or Critical Framework
A description and analysis of the main theoretical concepts that will provide the basis of the study and/or that will inform the study. Some justification or explanation of this choice should be provided.

f. Methodology and Data Analysis

A description and justification of the methodological approach to be applied in the student's collection and analysis of the material at hand. For example, although three novels may have been mentioned in (c.) and the theoretical framework explained in (d.), the goal of this section of the thesis proposal is to provide an outline of the specific ways in which the materials will be chosen and analyzed. What are the primary textual materials / data that will be analyzed? Where will they come from? How will they be chosen / collected? Which approach to analysis will ensure that the central question(s) can be answered? Students should consider providing a few examples to demonstrate the types of data to be analyzed and the appropriateness of the data analysis procedures. In addition to answering the questions above, students should also answer as many of the following questions as possible:

- What is the specific way in which you will choose / collect your materials / data in order to answer your research question(s)? Why is this the most appropriate way to do so?
- How will you analyze your data? How does this fit in with the specific theoretical / critical framework you have chosen? Why is this the most appropriate way of going about it?
- Which textual, rhetorical, etc., aspects, or theoretical matters derive from the research project, and how do they relate to the texts or issues proposed?
- Which conceptual ideas, literary, aesthetic, and / or linguistic theories or models support or contradict accepted critical understandings of the text(s) or data you have chosen to study? Consider, first, primary or central ideas and theories, and then consider secondary ideas or theories.

g. Organization of Chapters

An outline describing, to the best of your ability, the way the thesis will be organized in terms of its chapters. It is recommended that you look at the way in which similar theses written in the School have been organized. In so doing, consider the following:

- What defines the rationale for each chapter?
- What justifies the existence of each chapter?
- What sub-problem does each chapter address?
- What is the intent of each chapter within the overall framework of the thesis?

h. Conclusions and Implications

A statement of the conclusions anticipated as well as their potential implications. In particular, a focus should be placed on new information, ideas, concepts, etc. that are expected to emerge from the research undertaken.

i. Status of Ethics Approval

Students who plan to work with human subjects (even if this only involves interviews) must provide a statement regarding the status of their CORE training and ethics application.

j. Bibliography

A preliminary bibliography, including the (primary) works to be studied and the most current and /or relevant research on the topic.

k. Timeline

A clear and realistic month-by-month timeline that sets realistic expectations regarding how long each of the tasks associated with the thesis will take. This will serve as a yardstick for measuring students' progress.

H. Preparing for your Thesis Defence

N.B.: Students are responsible for reading and understanding this information, for preparing the necessary documentation, and for following the steps indicated.

Your thesis must follow Faculty of Graduate Studies (FGS) formatting regulations⁸⁰. It will be much easier if you format correctly from the start instead of doing so after your oral thesis examination.

FIRST OF ALL: check *Managing My Program* grad.ucalgary.ca/current/managing-my-program

Quick links to sources of Information

- The *Handbook of Supervision and Examination*, to familiarize yourself with the regulations⁸¹;
- The necessary forms⁸²
- The Vault is the online thesis repository system⁸³. Check this site for procedures you will follow AFTER your defence and AFTER your final thesis corrections have been approved by your Supervisor
- The *My GradSkills* website for workshops on thesis preparation⁸⁴.

Scheduling the Thesis Defence

1. Once your Supervisor indicates that your thesis is ready, s/he will inform the Graduate Program Director (GD) and communicate the expected date and time of your oral thesis examination and the members of the examining committee. For MA exams, this normally includes the Supervisor (and Co-supervisor) and two additional examiners. For PhD exams, this includes the entire

⁸⁰ Formatting regulations can be found here (https://grad.ucalgary.ca/files/grad/fgs-thesis-guidelines_july2017.pdf), and thesis templates are available here (<http://www.grad.ucalgary.ca/current/thesis/templates>).

⁸¹ Information about examinations is available here: <http://grad.ucalgary.ca/current/managing-my-program/examinations> and here: <http://www.ucalgary.ca/pubs/calendar/grad/current/gm.html>.

⁸² Electronic thesis submission information and forms are available here: <http://www.grad.ucalgary.ca/current/thesis/ethesis>.

⁸³ The Vault can be found here: <http://theses.ucalgary.ca/>.

⁸⁴ The My GradSkills website can be found here: <http://www.ucalgary.ca/mygradskills/>.

Supervisory Committee and two additional examiners, of whom one will be “External Examiner” (normally someone outside the University of Calgary). The External Examiner should be identified by the Supervisor at least **eight weeks** before the examination.

2. The examination date, time and thesis title should be provided by your Supervisor to the GPD at least **six weeks** before the exam and more if possible to help with planning.
3. When exam details are known, the Graduate Program Administrator (GPA) will prepare the form called *Notice of Oral Thesis Examination* and will arrange to collect all necessary signatures from the student, the supervisor and the GPD. The notice must be ready to send to the Faculty of Graduate Studies **at least four weeks** before the examination date. Copies are provided to the student and to all members of the Examining Committee.
4. Examiners must receive a final copy of the student’s written thesis at least **three weeks** before the defence. Students must check if the examiners wish an electronic copy, paper copy, or both, and where the thesis should be delivered. **It is the student’s responsibility to provide the thesis copy to the examiners by campus mail, postal or courier service at least three weeks before the examination date.**

Important: According to FGS regulations, the examination is deemed to begin when the thesis is distributed to the examiners.

5-6 weeks prior to the exam: Examination information must be provided to the GPD and to the GPA. This includes the date, time, location, thesis title, and names of the Examining Committee members. We always like to have a bit of extra time for this part, in case there are difficulties obtaining the signatures for the official Notice of Examination.

4 weeks prior to the exam: This is the deadline to send the completed Notice of Examination, with signatures, to FGS. The GPA will do this.

3 weeks prior to the exam: The student must provide the written thesis paper to the examiners.

1 week prior to the exam: Please advise the GPA if any special equipment is needed.

Submission of your final corrected thesis to FGS: the deadline will be announced in the GradPost or in the FGS website.

Federica in SLLLC or Benedicta Antepim in FGS will help guide you through as much as possible.

Right Now: Check the deadlines for the Application for Degree⁸⁵.

NEW: There now is a Winter Conferral of Degrees with an application deadline anticipated in late December. However, there will be NO convocation ceremony for this new graduation period. The other two graduations are Spring Convocation (regularly scheduled for June) and Fall Convocation (November).

- Ensure you are not on “withhold”. A withhold note could be put on your degree for outstanding library fees, among others. FGS may not approve your examination until this is cleared up.

Before the Examination

- You must prepare a *Thesis Approval Form***⁸⁶ that all the examiners must sign at the end of your thesis examination. Be sure to bring this sheet with you on the day of the examination. Ensure the examiners’ names are spelled correctly and that the page is formatted **exactly** as specified

⁸⁵ Deadlines to apply for degrees are available here: <http://www.ucalgary.ca/registrar/graduation>.

⁸⁶ The thesis approval form can be found here: www.grad.ucalgary.ca/files/grad/t_thesis-approval-form.docx.

by FGS. Do not include the Neutral Chair on this form. Please see the Thesis Guidelines document⁸⁷.

Be aware that the examining committee is within its rights to require more extensive changes which could take days or weeks to complete.

After the Examination

- ❑ **Your Thesis Approval Form must be signed by each examiner.** If one or more of the examiners is leaving the University of Calgary or the city of Calgary following the examination, **you need to obtain their signatures** before submitting your thesis in to FGS. Discuss this with your Supervisor. The office will need to make a copy of the signed document for your files.
- ❑ Once any required corrections have been made to the written thesis and ALL examiners have signed the *Approval Form*, you will receive a form called ***Notice of Completion for Thesis-Based Students*** signed by the GD. This form is to be submitted to FGS along with your final (corrected) thesis via the e-Vault system. Federica will let you know when the form is ready.
- ❑ FGS requires specific items when you submit the thesis. Before you proceed with the electronic submission of your thesis, you should prepare your forms. Check the electronic thesis submission and forms section of the FGS website⁸⁸ for details and contact Federica or Benedicta WELL BEFORE THE DEADLINE if you have any questions.
- ❑ After FGS accepts your written thesis and the *Notice of Completion* form, you may make arrangements for binding. A list of binderies is posted on the FGS website⁸⁹.
- ❑ You may make photocopies of your thesis in the school using your account code
- ❑ You must submit one **bound copy** of your final thesis to the school and one copy (bound or electronic) to your supervisor. Please check for their preference, otherwise it is suggested that a bound copy be prepared for your supervisor.
- ❑ The Approval Page, with the examiners' signatures, should not be inserted into the unbound thesis copy or digital copy that you submit to FGS with your *Notice of Completion* form, but you must still have one signed copy on hand to show the FGS Graduate Officer when you hand in all your final papers.
- ❑ The annual progress report is expected for all students in MAY, unless they convocate within two-three months of their last report. Please check this detail with Federica.
- ❑ Apply for convocation⁹⁰.
- ❑ **Congratulations! You are approaching the final steps in this major milestone towards your career. We are very happy for you!**

⁸⁷ Thesis guidelines are available here: <http://grad.ucalgary.ca/current/thesis/guidelines>.

⁸⁸ The electronic submission guidelines and forms are available here: <http://grad.ucalgary.ca/current/thesis/ethesis>.

⁸⁹ The list of binderies is available here: <http://grad.ucalgary.ca/current/thesis/templates>.

⁹⁰ Information on applying for graduation is available here: <http://www.ucalgary.ca/registrar/graduation>.

I. Fees Charts

Tuition

	Canadian and Permanent Residents	International Students
Tuition fees	\$5,593.50	\$12,695.88
Continuing Fees	\$1,627.38	\$3,693.48

General Fees

Fees assessed per term	Full-Time
U-Pass	\$140.00
Campus Recreation	\$35.90
Athletics	\$24.65
Student Services Fee	\$150.00
	\$350.55

Graduate Student Fees

Fees assessed annually	Full-Time
Graduate Students Association (GSA)	\$170.65
Group Insurance	\$11.00
Health Insurance	\$311.87
Dental Insurance	\$254.80
Graduate Bursary Donation*	\$10.00
Total	\$758.32

J. Useful Websites

School of Languages, Linguistics, Literatures and Cultures (SLLLC)	http://slllc.ucalgary.ca
Language Research Centre	http://arts.ucalgary.ca/lrc/
Faculty of Arts	https://arts.ucalgary.ca/
University Library	http://library.ucalgary.ca/
Portal	https://my.ucalgary.ca/
Faculty of Graduate Studies (FGS)	http://grad.ucalgary.ca/
Change of Course Registration	http://grad.ucalgary.ca/files/grad/r_change_course_reg.pdf
Checklist of Expectations Student/Supervisor	http://grad.ucalgary.ca/files/grad/su_student-supervisor-mou-checklist.pdf
Ethics Approval	http://grad.ucalgary.ca/current/managing-my-program/academic-integrity
Graduate Calendar	http://www.ucalgary.ca/pubs/calendar/grad/current/
GradPost	http://grad.ucalgary.ca/current/student-services/newsletter
Graduate Awards	http://grad.ucalgary.ca/awards
My GradSkills	http://www.ucalgary.ca/mygradskills/
Tuition and Fees / Payment Plans	http://grad.ucalgary.ca/current/tuition
Thesis	http://grad.ucalgary.ca/current/thesis
Post Thesis : Apply for Convocation	http://www.ucalgary.ca/registrar/graduation
The Versatile PhD	http://www.ucalgary.ca/mygradskills/Versatile-PhD
Graduate Student Association	https://gsa.ucalgary.ca/
Collective Agreement	http://www.ucalgary.ca/hr/files/hr/gsa-ca.pdf
Graduate Student Teaching Guide	http://ucalgary.ca/taylorinstitute/resources/graduate-student-teaching
Graduate Teaching Workshops	http://ucalgary.ca/taylorinstitute/events-workshops/calendar
Graduate Teaching Badge	http://ucalgary.ca/taylorinstitute/teaching-development/badge
International Student Services	http://www.ucalgary.ca/iss/
Welcome Centre	http://www.ucalgary.ca/welcomecentre/

