

Department of History

# Graduate Program Handbook

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## Important Dates 2023-24

(See also School of Graduate and Postdoctoral Studies (SGPS) [Important Dates](#))

2 Aug	Fall term course registration
Mid Aug	GTA and GSA assignments are made for 2023-24
1 Sep 2023	<b>Beginning of Fall term</b>
Aug 30-Sep 3	Public History MA Field Orientation meeting (sometime this week) 5-6
7 Sep	Fall Term classes begin
29 Sep	National Day for Truth and Reconciliation
Late Sep/Early Oct	PhD annual meetings (for year 3 and above)
1 Oct	SSHRC Doctoral and OGS application due
9 Oct	Thanksgiving Holiday
30 Oct- 3 Nov	Fall Reading Week
6 Nov	Comprehensive Exams: Major field historiographical essay due (2nd year PhDs)
14 Nov	Comprehensive Exams: 1st minor field take-home exam due (2nd year PhDs)
22 Nov	Comprehensive Exams: 2nd minor field take-home exam due (2nd year PhDs)
Late Nov/Dec	Comprehensive Exams: Oral exams (2nd year PhDs)
1 Dec	SSHRC Master's & OGS applications due
Early Dec	Registration for Winter term courses
8 Dec	Fall Term classes end
31 Dec	End of Fall Term
1 Jan 2024	<b>Beginning of Winter term</b>
8 Jan	Winter Term classes begin
10 Jan	MA Cognate/Thesis proposals due, with supervisors selected deadline to declare 1-or 2-year MA option (MA History) deadline to declare 4-term option (MA Public History Field)
10 Jan	International OGS applications due to Graduate Program Coordinator
15 Jan	Comprehensive Exam field and supervisor selection form due (1st year PhDs)
19-23 Feb	Reading Week
1 Mar	PhD annual reports due on Pathfinder (all PhD students)
15 Mar	Internal award applications due to the department
29 Mar	Good Friday (no classes)
31 Mar	Dissertation Proposals due (2nd year PhDs)
8 Apr	Winter term classes end
Mid-April	Dissertation Proposal defenses (2nd year PhDs)
Mid-April	MA Cognate/Thesis Symposium
30 Apr	End of Winter Term
1 May 2024	<b>Beginning of Summer Term</b>
15 May	MA (year 2) full and complete thesis drafts due to supervisors and Graduate Program Coordinator (to schedule a summer defense)
1 June	Supervisors and second readers send year-2 MA thesis students comments on complete drafts
15 June	MA Cognate rough drafts due; MA Thesis Proposals due
4 July	MA thesis FINAL drafts must be properly formatted and uploaded to SGPS website
20 July	Final date to submit PhD thesis to SGPS for Summer term defense
15 July-24 August	MA thesis defenses held (scheduled after 15 May and 4 July deadlines met)
1 Aug	MA Cognates due
Early Aug	Registration for Fall term courses
31 Aug	End of Summer Term; final post-defense MA theses submitted to SGPS

## Program Regulations

The following guidelines and regulations govern the graduate program in History. They complement and do not supersede [SGPS general regulations](#).

### Admission Requirements

Applicants to MA programs at Western must possess a four-year degree from an accredited university. Applicants to the MA in History or Public History field typically have an undergraduate major or specialization in History; however, other applicants who can show evidence of interest in, and aptitude for, historical study may be considered. The School of Graduate and Postdoctoral Studies requires at least a 70 average across courses taken in the last two full-time years of the undergraduate degree. The Department of History normally requires an average of 78 or higher for admission to the MA program, though such an average does not in itself guarantee admission.

Applicants who are completing another Master's degree must complete that degree before they begin an MA in History or Public History at Western, or take a leave of absence from the other program. We do not allow students to work on two degrees at the same time. In addition, we do not recommend attempting to complete any graduate program in History while working *full time* as this often inhibits student success and prevents degree completion. Part-time employment is suitable and appropriate.

Applicants to PhD programs at Western must possess a Master's degree or equivalent from an accredited university and provide evidence of research potential. Applicants to the PhD in History must generally have an MA in History or have completed all requirements of an MA degree. Applicants from adjacent disciplines who can show evidence of aptitude for, and success in, historical study may also be considered. The department may conditionally accept applicants still completing MA theses. In such cases, the applicant must defend the thesis successfully before admission to the program. The School of Graduate and Postdoctoral Studies requires at least a 70 average in all an applicant's advanced academic work. The Department of History normally requires an average of 80 or higher for admission to the PhD program, though such an average does not in itself guarantee admission.

### Course Work

MA students in History and Public History take six one-term courses (or the equivalent in two-term courses), normally three during the Fall Term and three during the Winter Term of their first year. PhD students take four one-term courses (or the equivalent in two-term courses), normally two during the Fall Term and two during the Winter Term of their first year. These courses will be chosen from the approved list of graduate courses (9000-level) in History.

### Directed Readings Courses and Undergraduate Courses for Graduate Credit

Directed readings courses may be offered to PhD students at the discretion of the Graduate Chair and Department Chair. Directed readings courses must meet the same criteria as regular graduate courses, including an established reading list, regular meetings, and clearly articulated standards for evaluation. Syllabi for directed readings courses must be submitted to, and approved by, the Graduate Chair. Please note that the practice of the Graduate Chair and Department Chair has been to approve directed readings courses for PhD students only in exceptional circumstances, due to the competing demands for faculty to teach graduate and undergraduate classes.

Directed readings courses are not normally available to MA students. However, in cases where no regular graduate course is available in an MA student's primary research field, the student may register in an enhanced senior-level undergraduate course. In this case, the instructor is required to provide the student and the Graduate Chair with an enhanced syllabus outlining additional assignments and standards for evaluation.

### **Auditing a Graduate Course**

Auditing a graduate course in History is an option open to students already enrolled in another graduate program at Western. Students must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form ([https://grad.uwo.ca/doc/academic\\_services/course/course\\_audit\\_form.pdf](https://grad.uwo.ca/doc/academic_services/course/course_audit_form.pdf)). The student must have the instructor's signed approval to audit the course, as well as approval from their Supervisor and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request. After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in each course for credit that has previously been audited. Graduate courses delivered online may not be audited without special permission from the program.

### **Courses in Other Departments**

A student may receive credit for a maximum of one one-term graduate course (0.5) from outside the Department of History, with the approval of both departments concerned. [Request Form](#)

### **Plagiarism and Appeals**

Plagiarism is a serious academic offense. Graduate students must understand and recognize plagiarism to grade undergraduate work as teaching assistants or markers. More than this, plagiarism is unacceptable in work produced by graduate students. Graduate students should be fully aware of university expectations regarding academic integrity and can expect that all scholastic offences will be dealt with through the university process. Student are urged to read thoroughly this official information on graduate scholastic offenses:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_grad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)

Information on the appeals procedures for graduate students can be found here:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsgrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf)

### **Satisfactory Progress**

Students must make satisfactory progress towards their degree at all times. Deadlines for completion of course work and other academic milestones are firm. In general, no extensions will be granted. In exceptional cases, an 'INC' (incomplete) can be awarded if course work or other requirements are not completed when due. When this occurs, the defaulting student may be granted no more than one term to complete all outstanding work. Note that this may require a student to register for a subsequent term (and therefore to pay fees) while work is outstanding. If outstanding work is not submitted before the end of that term, or if that work receives a failing grade, the incomplete notation will automatically become an 'F'. No subsequent extension will be considered for any reason other than medical accommodation. Graduate regulations are emphatic on this point.

The History Graduate program uses the standard SGPS grading scale in its courses, cognates, and comprehensive exams:

A – 80-100%    B – 70-79%    C – 60-69%    F – 00-59%

Students who fail a course (less than 60%) must pass a subsequent course to fulfill program requirements. Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit (including comprehensive exams); those who do not meet this standard may be asked or required to withdraw.

Students who do not complete their course work, or who do not meet milestones set by the program (including the MA cognate or thesis; Public History internship; PhD language requirement; PhD comprehensive exams; PhD thesis proposal; PhD annual reports; PhD dissertation and defense), or who fail to make satisfactory progress in their research may be asked to withdraw.

Graduate students must maintain continuous registration in the School of Graduate and Postdoctoral Studies. Interruptions in registration (e.g., leaves of absence) or changes in status must be approved by the Graduate Chair and the School of Graduate and Postdoctoral Studies.

The MA program should normally be completed in three, four, or six terms, depending on the program stream (see details below). SGPS regulations state that the maximum registration period for completing an MA degree is three calendar years. The PhD program should ideally be completed within twelve terms (four years) since that is the length of the funding period. SGPS regulations state that the maximum registration period for completing a PhD degree is six calendar years.

#### **Graduate Course Deadlines Statement:**

The syllabus of a graduate History course needs to supply all deadlines for assignments and must be clear on the consequences if material is not submitted according to that schedule. This includes the specific late penalty and/or the date after which material will not be accepted. The syllabus also needs to specify the process students should follow when they cannot submit an assignment on time (or give an oral presentation). If a student has not followed this process or has not communicated with the course professor about missing work, then at the end of term when grades are submitted, the grade submitted for that student will be whatever the student has earned in the course up to that point, even if this is a low or failing grade.

The History Department's process for responding to the need for extensions of due dates for assigned work on medical or non-medical grounds is as follows. Faculty should deal with routine requests from students for extensions during the term. Requests for accommodation on non-routine grounds, including medical grounds, when the medical issues are short-term (e.g., the flu), and non-medical or compassionate grounds, typically go to the graduate chair, who will consult with the faculty. Additionally, faculty and students should consult with the graduate chair about any case in which work is not submitted before grades are due. If the graduate chair is also the course instructor, then a request for accommodation can be taken to the department chair.

Graduate students who have other ongoing, chronic, or potentially recurring conditions/illnesses, including but not limited to attention deficit disorders, learning disabilities, and mental health conditions (for example, anxiety, depression), are urged to contact Accessible Education as soon as possible after accepting an offer of admission, to discuss relevant graduate program accommodations. If accommodation needs arise during your course of study, contact Accessible Education for a confidential appointment with a Counsellor. Accessible Education provides a range of services to students. For more information, please visit [http://www.academicssupport.uwo.ca/accessible\\_education/index.html](http://www.academicssupport.uwo.ca/accessible_education/index.html)

The deadlines for all assignments are set at the course professor's discretion, with all deadlines within that term. This means fall term deadlines should be before the university closes for the December holiday break, and winter term deadlines should be set before the end of April. This is to ensure that work from one term does not carry over into a subsequent term and to facilitate the timely submission of final course grades. An "Incomplete" is a rare option of last resort that requires a significant reason for accommodation and requires the approval of both the course professor and the Graduate Chair.

## MA in History

Students in the MA in History program may choose either the **3-term (1 year) cognate option** or the **6-term (2-year) thesis option**. This decision must be made by the Wednesday of the first week of classes in the winter term. The MA cognate essay is a research paper of approximately 12,500 words (about 50 pages). The MA thesis is a longer work of original scholarship of approximately 25,000 words (or 100 pages), accompanied by a thesis defense.

Students in both streams take six one-term graduate courses during their first two terms of study. Whichever option is chosen, students need to be aware that the MA degree is a year-round program—until all degree requirements are completed, they remain full-time students during the Summer and any subsequent terms. Both streams lead to the same degree.

### MA in History Timeline

#### Year One (all students)

**September-October:** On their arrival in the program, all MA in History students, with the help of the Graduate Chair, will identify a topic and appropriate supervisor for their research.

**Wednesday of the first week of classes in the winter term:** Students declare whether they are taking the MA Cognate Essay stream or MA Thesis stream. Students submit a Cognate/Thesis Proposal Form (see page 7) including a title, a short proposal (approximately 500 words), and a supervisor's signature. Students and supervisors are expected to meet regularly thereafter to discuss their progress.

#### MA Cognate (3 Terms)

**December:** 1-Year MA Cognate students who intend to perform research that requires ethics approval should *submit* their REB application by mid-November.

**1 March:** Cognate students who intend to perform research that requires ethics approval have REB approval in place by 1 March so that they can begin their research.

**Mid-April:** The graduate program holds a symposium where students present and discuss their cognate essays in progress. Second readers are confirmed.

**June 15:** Students submit rough drafts of cognate essays to their supervisor for review and feedback.

**July 1:** Supervisors must provide feedback on the cognate rough drafts to students by this date.

**August 1:** Final drafts of cognate essays are due to the supervisor, second reader and Graduate Program Coordinator electronic versions.

**August 15:** Grades and feedback due to Graduate Program Coordinator from supervisor and second reader.

**August 31:** End of program.



### **Year One MA Thesis (6 terms)**

**March:** Students who intend to perform research that requires ethics approval should *submit* their REB application by March.

**Mid-April:** The graduate program holds a symposium where students present and discuss their proposed thesis research. Second readers are confirmed.

**June 15:** Students submit detailed thesis proposals (approx. 2500 words, not including bibliography) to their supervisor and second reader.

**July 1:** Supervisors and second readers must provide feedback on thesis proposals by this date, either approving proposal or requiring revisions. Revisions to the proposal will be completed by August 1 under normal circumstances.

**August 31:** Progression to second year requires approval of the thesis proposal.

### **Year Two (6 Term Thesis option only)**

**November 1:** students who intend to perform research that requires ethics approval must have Research Ethics Board approval in place by 1 November (or before) so that they can begin their research.

**January 15:** Student and supervisor submit MA Thesis Progress Report. The student's report (1-2 pages) should describe the project and its central research questions/problem, what has been accomplished so far, and what work is yet to be done, including a detailed plan of work and timeline for winter and summer terms.

Students should submit rough drafts of individual chapters as they are completed to supervisors for feedback; there is no need to wait until April 15 to submit a complete package. If outlines and 1-2 chapters can be submitted to supervisors in the fall, that would be desirable. Students should not wait until January 15 to start writing. Please discuss with your supervisor exactly what written work (e.g. outline of whole thesis or chapters, draft chapter(s), etc.) they expect to be submitted in the fall and winter terms of the second year.

**April 15:** Students submit rough drafts of thesis to supervisor for review and feedback. What is meant by a rough draft is a draft that includes at least a rough version of all the chapters, with most footnotes. There need not be an introduction and conclusion.

**May 15:** Full and complete drafts of MA theses are due to the supervisor and Graduate Program Coordinator (if this deadline is not met then a summer defense will not be scheduled). What is meant by "full and complete" is that the draft must include an introduction and conclusion for the thesis, all footnotes, and a bibliography.

**June 1:** By this date the supervisor should judge if the thesis as submitted "meets the recognized scholarly standards for the discipline and department, and advise the candidate if revisions are recommended or required." The second reader should also provide feedback to the student, with a copy to the supervisor, in the same timeframe, but cannot require revisions, only make recommendations. Note that second reader, as an examiner, will have a vote at the Thesis Examination. The supervisor will not. The second reader's recommendations should be very seriously considered. If the supervisor or second reader have recommended revisions, the student should use the time between the receipt of these recommendations and the date when the thesis should be submitted to SGPS (July 4) to make changes based on these recommendations.

**July 4:** Submission of the completed thesis to SGPS at: [http://grad.uwo.ca/current\\_students/thesis/preliminary.html](http://grad.uwo.ca/current_students/thesis/preliminary.html)  
The July 4th deadline is firm, since the examiners must have three weeks to read the thesis before the oral examination is scheduled.

**July and August:** MA Thesis Defenses are held. August 24th is last possible date for MA Thesis examinations according to SGPS regulations, but the History Department strongly prefers to schedule all the examinations by August 10<sup>th</sup>, to permit students to make revisions if these are required by the examiners, as is usually the case. We will do our best to avoid scheduling any thesis defenses after August 10<sup>th</sup>. Sometimes, however, this may be necessary due to conflicts in examiners' schedules.

**August 31:** Final date for submission of the revised thesis to SGPS to permit fall graduation.

### **Supervision:**

All graduate students who plan to research and write a cognate, thesis, or dissertation do so under the supervision of a faculty member who holds membership in the School of Graduate and Postdoctoral Studies. Students with questions or concerns about finding or working with a faculty supervisor should contact the Graduate Chair in History. SGPS offers information about the rules and responsibilities of supervision on its website: <https://grad.uwo.ca/administration/regulations/11.html>; <https://grad.uwo.ca/administration/supervision.html>. Sometimes, conflict arises between a graduate student and their supervisor. When that happens, resolution should be achieved as soon as possible. When the process breaks down, students have the right to request a change of supervisor by contacting their Graduate Chair. Supervisors cannot unilaterally terminate the thesis supervisory relationship. If a supervisor initiates this change, then the appropriate processes must be followed. Questions about the process should be directed to the Graduate Chair or the Associate Dean (Graduate) of the faculty. If the supervisor and student agree that a change to the supervisory relationship is needed, normally the Graduate Chair will work with the student and supervisor to find a solution. The new supervisor, normally from the student's program, will assume the roles and responsibilities specified by SGPS and the program. Normally, the normal duration of the degree program for the student will not be increased.

### **Research Involving Human Subjects:**

Research involving humans must be approved by a UWO Research Ethics Board (REB) prior to the start of the project. This includes oral interviews, among other methods used by historians who are interviewing (live) human subjects. Students who are consulting oral histories or who are conducting oral history interviews as part of their course work, their MA cognate/thesis, or their PhD dissertation must have their research project approved in advance by REB. The student's faculty supervisor (the course instructor, the MA supervisor, or the PhD supervisor) is responsible for submitting the application to the REB, must sign as principal investigator, and will oversee the project undertaken by the student. Students and faculty are urged to consult with the Office of Research Ethics about their project as soon as possible. We strongly recommend that you begin the application at least 6 months in advance of the date when you hope to begin your research, as it is a lengthy process to complete the application and receive all necessary approvals. Further information about the ethics review process can be obtained from the [Office of Research Ethics](#). See also <https://uwo.ca/research/ethics/human/index.html>

**History Cognate / Thesis Proposal Form –  
Submit for approval to the faculty supervisor by Wednesday of the first week of classes in January**

Students will hear back from the Graduate Chair regarding a decision by February 1

Student Name: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Choose one of the three options (see the History Graduate Student Handbook for details):

- c I am choosing the 3-term (1-year) MA cognate option.
- c I am choosing the 6-term (2-year) MA thesis option.
- c I am choosing the 4-term (16 months) MA Public History field cognate option.

Check the following box if applicable:

c I intend to (or may) use oral histories AND/OR I intend to (or may) conduct interviews with living subjects. I understand that research involving humans must be approved by a UWO Research Ethics Board (REB) prior to the start of the project. I understand it is my responsibility to discuss with my cognate supervisor this issue and, when necessary, apply for Research Ethics permission as soon as possible. You should begin the application at least 6 months in advance of the date when you hope to *begin* your research, as it is a lengthy process to complete the application and receive all necessary approvals. **You are required to have ethics approval in place at least 6 months before your final cognate or thesis will be due, and if you do not meet that deadline then you will be required to either change your topic or pay for another semester of tuition.** For example, if you are planning to write a fall Cognate, you must have approval to begin research by June 1. For a summer completion date, you must have ethics approval in place by March 1. Further information about the ethics review process can be obtained from the Human Research Ethics website, <https://uwo.ca/research/ethics/human/index.html>

**Please attach a cognate / thesis proposal of approximately 500 words. Your proposal should describe:**

- Your topic of research.
- The historical question or questions you seek to answer.
- Some of the historical literature you are engaging with or responding to.
- What historical sources you intend to use and where you will find them.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the attached proposal, support the choice of cognate/thesis option, and I agree to supervise this project.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cognate Guideline

The cognate essay should be a high-quality research paper, comparable to an article published in a scholarly journal, which develops and sustains a significant historical argument. It must be:

- approximately 12,500 words (about 50 typed, double-spaced pages) in length
- characterized by polished presentation (well organized, clearly, concisely, and elegantly expressed, free of grammar and syntax errors etc.)
- based on primary source material, and
- set in the context of the critical published work.

While the cognate essay may be based on work previously submitted for a course grade, it should show considerable revision and improvement, representing at least one term's consistent endeavor. In cases where the cognate essay is based on previous work, the foundation essay must be submitted with the cognate for comparison.

Cognate essays are normally read and graded by two readers: the cognate supervisor and a second reader, selected by the Graduate Chair. Both readers should provide a percentage grade and written comments. The final grade for a cognate paper will be the average of the grades assigned by the two markers. If there is a disparity of 10% or more, or if one reader has failed the paper and the other has not, then the paper will also be graded by a third reader. The final grade will be the average of all three grades.

The SGPS grading scale applies: A: 80-100%; B: 70-79%; C: 60-69%; F: 59% or lower. A grade of 85% or higher is excellent, indicating that a student has considerable talent for academic work and might well consider progression to a PhD program. A grade of 80% or higher could be taken to indicate that potential for further graduate education exists. A failing grade (less than 60%) will result in failure of the MA program. In exceptional cases, students may be given one chance to revise and resubmit a failing cognate; they will be required to register for a subsequent term (and therefore to pay fees) while work is outstanding. No extensions of greater than one term will be considered for any reason other than medical accommodation. Graduate regulations are emphatic on this point.

### Thesis Guidelines (Year Two Only)

The MA thesis should be a substantial piece of original historical research, comparable in quality to a scholarly article or monograph, which contributes to historical knowledge. It must be:

- approximately 25,000 words (about 100 typed, double-spaced pages) in length
- characterized by polished presentation (well organized, clearly, concisely, and elegantly expressed, free of grammar and syntax errors etc.)
- based on primary source material, and
- set in the context of the critical published work.

While the thesis may draw on work previously submitted for a course grade, it should show considerable revision, improvement, and expansion. In cases where the thesis is based on previous work, the foundation essay must be submitted with the thesis for comparison.

MA Thesis Progress reports (only for Year 2 MA thesis students) are due January 15 from student and supervisor. The student's report (1-2 pages) should describe the project and its central research questions/problem, what has been accomplished so far, and what work is yet to be done, including a detailed plan of work and timeline for winter and summer terms, culminating in the April 15 submission of the rough draft and May 15 submission of the final draft. The supervisor's report should comment on the student's report and assess the quality of the work so far and the feasibility of the plan of work.

### MA Thesis Defense (Year Two Only)

Thesis examinations are organized and overseen by SGPS; see its [detailed regulations](#) on thesis format, submission, and examination procedures. Please refer and read carefully to Regulation 8.5.1 to 8.5.6 – Completion of the Thesis Degree Requirements.

In preparation for thesis submission, students must submit a penultimate draft by May 15 to their supervisor, who will judge if it meets the recognized scholarly standards for the discipline and department, and advise the candidate if revisions are recommended or required. It is the student's responsibility to allow sufficient time for the supervisor to examine and return the thesis draft, while allowing the three weeks reading time required for examiners, and (particularly in the Summer Term) to account for faculty and staff vacation periods and other leaves. A full and complete draft (including an Introduction and conclusion, all notes, and a bibliography) must be submitted to the Supervisor and Second Reader by May 15 in the student's sixth term. If this deadline is not met, then a summer thesis defense will not be possible to schedule, and the student will be required to register (full time or Thesis Defense Only) for the fall term.

When a student's MA thesis is judged ready for examination, the Graduate Chair arranges a thesis examination by organizing a thesis examination board and setting a proposed date. The examination board consists of two program examiners (Department of History faculty members) and one university examiner (a Western faculty member from outside the Department of History). [The Master's Thesis Examination Request Form](#) must be completed 4 weeks prior to the submission of the thesis. A final, polished version of the thesis must be uploaded to the [Scholarship @ Western ETD Repository](#) 3 weeks prior to the defense date, after the supervisor has approved the version of the thesis the student proposes to upload. (For further information on this process, see sections 8.5.3 and 8.5.3.1 of the SGPS Regulations) The student's supervisor attends the oral defense but is not part of the examination board. The MA thesis defense is normally a closed event. Students typically deliver a public lecture about their thesis before the defense is held.

### MA Public History Field

Students in the MA Public History field may choose either the **regular 3-term (1 year) option** or a **4-term cognate essay option**. This decision must be made by the middle of November following September admission. Both streams lead to the same degree. Public history MA students **may not** be enrolled in more than one graduate program at a time. If you are still completing another Master's degree elsewhere, you must complete that degree before you begin the MA in History or Public History at Western, or take a leave of absence from the other program. We do not allow students to work on two degrees at the same time. In addition, we do not recommend attempting to complete the MA in Public History field while working *full time* as this nearly always inhibits student success and prevents degree completion. Part-time employment is suitable and appropriate.

The regular 3-term MA Public History field consists of three elements:

Three mandatory one-term courses in Public History, which are: History 9800A: Public History: Theory, History and Practice; History 9801B: Public History Group Project; and History 9808A: Digital History, completed in the first two terms of study.

Three additional one-term graduate courses (or equivalent in two-term courses), completed in the first two terms of study.

History 9802: Public History Internship, consisting of 12 weeks of full-time paid or unpaid work under a Public History professional, completed during the Summer Term. This is a full-credit course, graded on a pass/fail basis.

The 4-term cognate essay stream adds one additional element:  
The cognate essay, a research paper of approximately 12,500 words (about 50 page).

For more details on Public History, see the [MA Public History field website](#). For details on the cognate essay, see [MA Cognate Essay Guidelines](#), above.

### **MA Public History Field Timeline**

#### ***Year One (All Public History Students):***

**November 15:** Students choosing to take the 4-term cognate essay option must submit a Cognate Proposal Form including a title, a short proposal (approximately 500 words), and a supervisor's signature. Students and supervisors are expected to meet regularly thereafter to discuss their progress.

**January:** Cognate students who intend to perform research that requires ethics approval should submit their REB application by the end of January.

**Mid-April:** The graduate program holds a symposium where students introduce and discuss their cognates/theses in process. Second readers are confirmed.

**June 1:** Cognate students doing research that requires ethics approval must have that approval in place by this date to proceed with summer and fall research plans. If they do not, they must either change their research plans or prepare to pay for another semester of tuition.

**May-August:** Public History Internship and submission of report.

#### ***Year Two (4-term Cognate Students Only):***

**November 15:** Rough drafts of cognate essays are due to supervisors for review and feedback.

**December 1:** Supervisors should provide feedback on the cognate rough drafts to students by this date.

**December 20:** Final drafts are due to the supervisor and Graduate Program Coordinator in hard copy and electronic versions.

**January 7:** Grades and feedback due to Graduate Program Coordinator from supervisor and second reader.

## PhD in History

### Year One

Fall and Winter Term: Students take four courses (two per term) and fulfil language requirement if necessary.

**January 15:** Students submit form identifying 3 comprehensive exam fields and supervisors.

**March 1:** Students and 1<sup>st</sup> year advisors submit PhD Annual Reports.

**April 1:** Comprehensive exam supervisors should approve reading lists by this point.

**Summer Term:** Students prepare for comprehensive exams.

### Year Two

**Fall Term:** Students prepare for comprehensive exams.

**November:** Students complete written and oral comprehensive exams (see details above).

**Winter Term:** Students take History 9823: Professional Development and prepare Dissertation Proposal.

**Mar 1:** Students and dissertation advisors submit PhD Annual Reports. Language requirements should generally be fulfilled by the end of Year Two.

**April 1:** Students submit Dissertation Proposal.

**April:** Dissertation proposal defenses.

**May:** PhD students who intend to perform research that requires ethics approval should complete their Research Ethics application by the end of May.

### Year Three and After

**November 1 of Year 3:** PhD students who intend to perform research that requires ethics approval should have REB approval in place by 1 November so that they can begin their research.

**Mar 1:** Student's research and complete dissertations. Students, dissertation advisors, and second readers submit PhD Annual Reports via Pathfinder.

**Late Sep/Early Oct:** PhD annual meetings (for year 3 and above)

### Language Requirement

To meet the standards of the discipline, historical research often requires the use of primary and secondary sources written in languages other than English. As such, PhD students are required either to possess a working knowledge of a second language relevant to the subject of their studies at the start of their program or to acquire a working knowledge of it during their program. PhD students may meet this requirement in several ways:

- taking and passing a full-year second language course at Western (such as French 9005, Japanese 1036, or Latin 1000). See SGPS Regulation 6.07 about graduate students taking undergraduate courses.
- providing evidence of having previously taken and passed such a course at Western or elsewhere or having previously passed a second language competency exam as a graduate student.
- being a native speaker of, or demonstrating mastery of, a relevant non-English language. Such students may be required to take and pass a translation exam, or otherwise demonstrate competency in the language.

PhD students are encouraged to go beyond than these minimum requirements by continuing to improve their existing language skills and by learning new languages.

### Comprehensive Exams

Comprehensive exams are taken in November of the second year. The purpose of the comprehensive exams is to expand and deepen students' historical knowledge, provide them with the tools to conduct research in history, and prepare them to teach in a variety of fields.

PhD students are required to prepare three fields: a major field, which includes both comprehensive exam and dissertation proposal components; and two minor or supporting fields. Students are urged to select fields and find field supervisors as early as possible. They must submit forms listing their fields and supervisors and obtain signatures from all three supervisors by January 15 of their first year in the program. Comprehensive reading lists should be finalized by April 1<sup>st</sup>.



## PhD Comprehensive Examination Fields form

*Please print out 3 copies of this form, have each of your field supervisors agree to and sign one, and submit the copies to Graduate Program Coordinator*

**Title of field:** \_\_\_\_\_

- This is the Major field, ending in a historiographical essay.
- This is 1 of the 2 Minor fields, ending in a take-home exam.

**Planned dissertation topic:** \_\_\_\_\_

Student's name	Signature	Date
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Field supervisor's name	Signature	Date
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Students then prepare for their major and two minor fields. The details of this process will be left mostly in the hands of the student and their supervisors, with the understanding that students should be expected to read between sixty and eighty books in the major field and approximately fifty books in each of their two minor fields.

The written portion of the major field is a historiographical essay (of 7,500 to 10,000 words, not counting the bibliography) which surveys the literature of that field in a broad, synoptic way. This essay is due on the first Monday of November following the Fall Reading Week. The written portion of the first minor field is a seven-day take-home exam (of 5,000 to 7,500 words) based on questions given to the student on the Wednesday after the historiography essay is due. The first minor field exam must be submitted no later than Wednesday of the week after the student is given the exam questions. The written portion of the second minor field is a seven-day take-home exam (of 5,000 to 7,500 words) based on questions given to the student on the Friday after the second minor field exam is due. The second minor field exam must be submitted no later than Friday of the week after the student is given the exam questions.

This means that after the submission of the historiographical paper (on a Monday), the student has two days off, then receives (on Wednesday) the first minor field questions and has seven days (until the next Wednesday) to submit, then has two days off, and then (on Friday) receives the second minor field questions and has seven days (until the next Friday) to submit. The comprehensive oral exam will be scheduled in a subsequent week.

With the permission of the dissertation supervisor and one of the minor field supervisors, students may substitute the preparation of a teaching dossier for the minor field examination due on the third Friday of November. The syllabus that is part of this dossier should be prepared for a thirteen-week upper level one semester undergraduate class on a subject agreed upon between the student and the field supervisor. The syllabus must include the required weekly readings. The teaching dossier should also contain five brief lectures, of 1500 to 2000 words in length each, that analyze the assigned readings for each of five weeks of the course, place them in historical context, and explain their significance. The syllabus will be due on the last Monday of October, and the lectures will be due on the third Friday of November. Students who elect to prepare a teaching dossier may elect to take the comprehensive examination in the format required with respect to the other minor field at any point before the week of the examination."

At the oral examination students who select the syllabus option may be questioned about any aspect of the assigned readings; the questions need not focus entirely or primarily on the syllabus and lectures.

Late exams will not be accepted.

The historiographical essay and minor field exams must be submitted electronically as an email attachment to the faculty supervisor of each field AND to the Graduate Program Coordinator by the end of the day (i.e., midnight) on the day they are due.

The Graduate Chair and Graduate Program Coordinator will schedule all exams, including determining the order of minor fields. The format of the take-home exams will be left largely in the hands of the examiners.

**Oral examinations** will be scheduled in late November or early December. Each student will be examined by a committee consisting of a chair, the major field supervisor, and the two minor field supervisors. This oral exam should be two to three hours in length. Each of the three supervisors will question the student and then consider and grade the student's written and oral performance.

The [SGPS grading scale](#) applies, and all three grades will appear on the student's transcript. A grade of 85% or higher constitutes a Pass with Distinction. If one exam field is failed (less than 60%), the examining committee sets the terms and timetable for reexamination of that field. If two or more exam fields are failed, or if the student fails one field at both examination and reexamination, the student has failed the comprehensive examination process and will be withdrawn from the graduate program.

### PhD Comprehensives Oral Exam -- process

1. The student may bring a copy of their written exams and reading lists into the oral exam.
2. The chair convenes the meeting. The three examiners are informed that each may question the student for up to 30 minutes in a first round of questions and up to 15 in a second. The order of examiners is set.
3. The student is invited to make a brief statement to correct or modify statements made on the written examinations.
4. The first round of questions begins. When both rounds have been completed, the chair asks if any examiner has any further question.
5. When all questioning is complete, the student is invited to make a concluding statement.
6. The student is then asked to withdraw.
7. Each examiner submits to the chair a numerical grade marked out of 100 for their portion of the student's examination. Each examiner's grade may be derived in any way the examiner sees fit, so long as it is based on both the written and oral portions of the examination. The standard SGPS grading scale applies:

A	80- 100 %
B	70- 79 %
C	60- 69 %
F	00- 59 %

A grade of 85% or higher constitutes a Pass with Distinction. All three grades will appear on the student's transcript.

8. The chair announces the grades to the examiners, and discussion may follow. If one exam is failed (less than 60%), the examining committee sets the terms and timetable for revision of that exam. If two or more exams are failed, the student has failed the comprehensive examination process and will be asked to withdraw from the graduate program.
9. The student is invited to return. The chair reports the results orally to the student, and subsequently reports them to the Graduate Chair.
10. Within a day, each examiner provides the student, in written form, with a more detailed assessment of their performance in the written and oral portions of the comprehensive field.

## Dissertation Proposal and Defense

Having completed their comprehensive exams, students now rewrite and focus their broad historiographical essay to create a dissertation proposal (approximately 7,500 words in length, not counting the bibliography). The dissertation proposal must be submitted no later than March 31 of the student's second year in the program.

Dissertation proposals should contain both a description of the intended dissertation project and a plan of work. Proposals should tell a general audience (experts and non-experts) what the topic is, how it relates to (and is different from) previous work by historians and other scholars. It should include:

- major research question(s) that open your topic and indicate your approach to the project. In many cases, students will not have completed enough research yet to present arguments; this reinforces the importance of asking good research questions that are informed by existing scholarship and are focused/purposeful without being narrow or too leading. In other cases, students will be able to include an outline of chapters, identify major case studies, and/or discuss preliminary findings from a previous course paper or MA project.
- a statement about why this project matters, or why it is significant (i.e. Why do this? Who cares about it? How will this dissertation change historical understanding of a subject? What academic/non-academic subfields will be interested in it, and why?)
- an explanation of the major historiography(ies) related to the dissertation in a way that engages with these secondary sources by elaborating on how the topic/research questions are framed relative to the work of other major historians
- a description of the intended methodology, research strategy, and plan of work
- a discussion of theory if explicit/central
- an inventory of major primary sources including archival sources
- a justification of the periodization (i.e. why the dissertation will start and stop when it does)
- a description of any expected challenges
- a schedule outlining how you will complete your thesis over the next 2 to 3 years.

Supervisors may provide students with additional advice and commentary about the content of their proposal. The supervisor will work closely with the student to ensure that the dissertation proposal is as strong as possible.

### PhD Dissertation Proposal Defense -- process

1. The student defends his or her proposal before two examiners. The student's supervisor also attends and serves as chair.
2. The chair convenes the meeting. The examiners are informed that each may question the student for up to 30 minutes in a first round of questions and up to 15 in a second. Because the defense serves as an important opportunity for the student to benefit from feedback and advice before proceeding with their dissertation, the chair may permit a third round of questions. The order of examiners is set.
3. When all questioning is complete, the student is asked to withdraw.
4. Each examiner grades the proposal on a pass/fail basis. If a student receives a failing grade from one or both readers, the committee sets the terms and timetable for revision of the proposal and another defense. (If the defense under discussion is that subsequent defense, and the student receives a failing grade from one or both readers in that subsequent defense, he or she is withdrawn from the graduate program.)
5. The student is invited to return. The chair reports the results orally to the student, and subsequently reports them to the Graduate Chair.

### Doctoral Progression

Upon the student's successful completion of the dissertation proposal, a Thesis Supervisory Committee (see [SGPS Thesis Regulation 8.1.3](#)) is formed, consisting of the student's supervisor and one other faculty member (typically, one of the two readers of the proposal), chosen by the Graduate Chair in consultation with the supervisor. This Committee will oversee the student's progress through the remainder of the dissertation.

### Annual Progress Report:

Doctoral students and their supervisors must complete and file via Pathfinder an annual progress report by 1 March each year. The student, the supervisor, the second member of the Thesis Supervisory Committee, or the Graduate Chair may request a meeting to discuss the student's progress at this time.

Students who fail to make satisfactory progress towards their degree may be asked or required to withdraw from the program.

### Annual PhD Meetings

Every academic year following their dissertation proposal defense, PhD students will have an annual meeting in late September/first week of October, the purpose of which is to provide on-going support for the student, and to set mutually agreed upon research and writing goals for the academic year. This is also an opportunity to discuss challenges or strategies that arise when writing a dissertation (e.g. how to enhance the dissertation's emerging arguments or its significance). In attendance at this meeting will be the student, their PhD supervisor, and the second reader (or the Graduate Chair can substitute). This meeting does not preclude other important and regular meetings between the student and supervisor. Ideally the goals set should be ambitious but attainable, to provide a feasible plan of work. Students should be pro-active in writing this plan and setting goals. Within one week of the meeting, the PhD supervisor will provide a brief written summary of the discussion and the goals to the Graduate Program Advisor and Graduate Chair. The PhD annual report the following March should comment on the progress made according to this plan of work, what work remains to be done, as well as identify new goals and achievements (e.g. a conference presentation or publication).

### PhD Dissertation

Students and supervisors must follow SGPS's detailed [regulations regarding thesis format and submission, and timelines](#). All non-thesis degree requirements must be completed before a PhD thesis or dissertation can be submitted for examination. Students must also be in good standing with the University regarding fees and any other dues.

In preparation for thesis submission, students must first submit a penultimate draft to their Thesis Supervisory Committee, who will judge if it meets the recognized scholarly standards for the discipline and department, and advise the candidate if revisions are recommended or required. It is ultimately at the discretion of the supervisor when the thesis is ready for examination, at which point they will inform the Graduate Chair.

A student may choose to submit their thesis for examination without the approval of their supervisor. In such cases, the supervisor must state in writing why his or her approval is withheld. The Graduate Chair signs the Doctoral Thesis Examination Request Form and provides the candidate with a copy of the supervisor's stated reasons for withholding approval.

It is the student's responsibility to allow sufficient time for the Thesis Supervisory Committee to examine the dissertation draft, to allow for the six weeks of reading time required for examiners, and (particularly in the Summer Term) to account for faculty and staff vacation periods and other leaves.

When a student submits their dissertation to the Western University Electronic Thesis and Dissertation Repository (ETD) before the end of a term, he/she may apply for [Thesis Defense Only \(TDO\)](#) status.

The Graduate Chair arranges a thesis examination by setting a proposed date and organizing a thesis examination board. The examination board consists of two program examiners (Department of History faculty members), one university examiner (a Western faculty member from outside the Department of History), and one external examiner (a faculty member from outside Western). The student's supervisor attends the oral defense but is not part of the examination board.

Once a PhD thesis has been officially submitted for examination, it cannot be withdrawn except by the permission of the Vice-Provost (Graduate and Postdoctoral Studies).

### **Public Lecture and Thesis Examination**

Thesis examinations are organized and overseen by SGPS; see its detailed [regulations on examination procedures](#).

Students are required to present a public lecture on their dissertation research, normally within twenty-four hours before their oral defense. The lecture is open to all members of the community. The examiners should ideally attend the public lecture, but it is not formally part of the dissertation defense. The dissertation defense is normally a closed event.

Successful candidates have up to six weeks to complete revisions to the dissertation required by the examiners and submit to the ETD within the term of the defense to avoid paying tuition/fees. [SGPS General Thesis Regulations](#)