

**Anthropology**  
**Graduate Student Handbook**  
**2015-16**

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## **Introduction**

This handbook outlines the basic rules, regulations and procedures for graduate students and graduate faculty in the Department of Anthropology, University of Toronto. Please note, however, that general regulations, degree regulations, details regarding fees, etc., of the School of Graduate Studies (see SGS Calendar - <http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>) also apply to this Department. The School of Graduate Studies Calendar takes precedence over this Handbook. Graduate students and applicants for admission to the Department are expected to familiarize themselves with both sets of regulations.

Please note the dates of all deadlines for enrolment, submission of scholarship and fellowship applications, and dates for the completion of all academic work. Departmental policies are subject to change according to guidelines established by the School of Graduate Studies.

The Department offers instruction and research training in the fields of archaeology, linguistic anthropology, biological (physical) anthropology, social/cultural anthropology, and medical anthropology.

Areas of strength in **archaeology** include Canadian archaeology (Ontario, British Columbia, the Arctic), Old World archaeology (Africa, Asia, Western Asia), and the topical areas of human ecology, ethnohistory, ethnoarchaeology, experimental archaeology, geoarchaeology, archaeometry, archaeozoology, and palaeoethnobotany.

**Linguistic anthropology** is concerned with all aspects of language that can be studied from a social/cultural point of view. Areas of strength are sociolinguistics, semiotics, language, culture, and ideology.

**Evolutionary anthropology** encompasses human osteology, primate evolution, ecology and behaviour, palaeoanthropology, and medical anthropology. These aspects are integrated into ongoing faculty research at field sites around the world.

**Social/cultural anthropology** focuses on social relations and systems of meaning, political economy, underdevelopment, social change, ethnicity and symbolic processes, cultural studies, and psychoanalysis.

**Medical anthropology** focuses on health, disease, and healing in human populations, drawing principally from perspectives in the biological and social/cultural fields.

## **Important Dates and Deadlines**

School of Graduate Studies dates & deadlines -

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Dates-and-Deadlines.aspx>

Department of Anthropology dates & deadlines -

<http://www.anthropology.utoronto.ca/graduate/current-students/important-dates-deadlines-1/important-dates-deadlines>

## **Anthropology Graduate Courses**

Graduate Course Schedule (2015-16) - <http://anthropology.utoronto.ca/graduate/course-information-2/graduate-course-descriptions-timetable/>

Graduate Course Descriptions (2015-16) - <http://anthropology.utoronto.ca/graduate/course-information-2/graduate-course-descriptions-timetable/>

ANT Graduate Independent Study courses - <http://anthropology.utoronto.ca/graduate/course-information-2/graduate-course-descriptions-timetable/>

The following limits shall apply to independent study courses with the same instructor:

- a. MA – 0.5 FCE
- b. MSc – 1.0 FCE
- c. PhD – 1.0 FCE

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## **Academic Programs**

### **GETTING STARTED**

Pursuing a graduate education requires organization and planning. Students should make sure that their applications are completed to meet deadlines. Students should also familiarize themselves with the kinds of financial aid available.

a) The deadline for receipt of applications for admission to the 2015-16 academic session with full documentation is December 7, 2015 for PhD applications and January 15, 2016 for Master's. Please visit for updates about admission for 2016-17 session:

<http://anthropology.utoronto.ca/apply-now/prospective-graduate-students/>

b) All admitted students are automatically considered for University of Toronto Fellowships, only if their application is complete by the application deadline.

c) The department regrets that it cannot accept students into any graduate program unless appropriate supervision can be provided. Prospective applicants should, therefore, pay special attention to the regional and theoretical interests of faculty members, and attempt to contact prospective advisors prior to submitting their application.

d) All graduate students must comply with the University of Toronto Policy on Ethical Conduct in Research. Failure to do so constitutes research misconduct. For details on ethics in research, please see: <http://www.research.utoronto.ca/>

## **MASTERS PROGRAMS**

The Department offers two graduate programs at the master's level -- Master of Arts and Master of Science. Both programs begin with broad-based training in Anthropology and proceed to more specialized work, culminating in the completion of a research paper on a special topic. Upon admission, students are assigned an Advisor.

### **Time to completion of Master's programs:**

- a. MA—"normally 12 months". Students can register for up to three years
- b. MSc—"normally 2 years". Students can register for up to three years

EXTENSIONS: A maximum of three one year extensions are allowed by SGS.

- 1. Two extensions can be granted within the department. The third requires SGS and department approval.
- 2. Extensions are not automatic
- 3. Students can be "terminated" after three extensions or if extensions are not approved

## **MASTER OF ARTS PROGRAM**

The Master of Arts program normally extends over a 12-month period lasting from September to August, formal instruction being offered from September to April. Collaborative programs may take longer. The M.A. program may also be taken on a part-time basis. Students are strongly urged to take the 12-month M.A. if they are considering applying for the Ph.D. program in Anthropology at the University of Toronto.

### **Program Requirements:**

All M.A. students must complete the equivalent of **4.0 full-year graduate course equivalents (FCE)** **NOTE: at least 2.5 FCE must be in Anthropology.**

- a) The following courses are **required**:

**ANT 1000H** - Introductory Master's Workshop (0.5 FCE)

**ANT 2000Y** - M.A. Research Paper (1.0 FCE) - Normally, students enroll in ANT 2000Y with their advisor. When a student is ready to submit a master's research paper, the advisor, in consultation with the

student, selects a second reader (normally, a faculty member in anthropology). The final mark for the master's research paper is determined jointly by the advisor and the second reader. The advisor submits the final mark, along with the name of the second reader, to the graduate office.

MA and MSc students are required to take **one of the following courses**: ANT 1099H, ANT 3047H, ANT 4020H, ANT 6003H, ANT 6004H (0.5 FCE)

b) Each M.A. student is required to complete the equivalent of **2.0** additional graduate FCE to be chosen in consultation with the Advisor. Master's candidates wishing to graduate at a particular Convocation must ensure that all requirements have been completed in time for degree convocation.

## **MASTER OF SCIENCE PROGRAM**

The Master of Science program extends over a two-year period that would normally be expected to be completed in the summer of the second year. Collaborative programs may take longer. The M.Sc. Program may also be taken on a part-time basis. This program may be appropriate for students who are considering careers in consulting archaeology, some aspects of medical or forensic anthropology, NGO work, or application to Ph.D. programs in Anthropology at other universities.

### **Program Requirements:**

All M.Sc. students must complete the equivalent of **5.0 full-year graduate course equivalents (FCE)** **NOTE: at least 2.5 FCE must be in Anthropology**

a) The following courses are **required**:

**ANT 1000H** – Introductory Master's Workshop (0.5 FCE)

**ANT 2500Y** - M.Sc Research Paper (1.0 FCE) - Normally, students enroll in ANT 2500Y with their advisor. When a student is ready to submit a master's research paper, the advisor, in consultation with the student, selects a second reader (normally, a faculty member in anthropology). The final mark for the master's research paper is determined jointly by the advisor and the second reader. The advisor submits the final mark, along with the name of the second reader, to the graduate office.

MA and MSc students are required to take **one of the following courses**: ANT 1099H, ANT 3047H, ANT 4020H, ANT 6003H, ANT 6004H (0.5 FCE)

b) Each M.Sc. student is required to complete the equivalent of **3.0** additional graduate FCEs one-and-a-half of which must be designated science courses, to be chosen in consultation with the Advisor. Appropriate courses include those offered in evolutionary anthropology and archaeology (excluding history and theory courses), plus selections from other science departments. Master's candidates wishing to graduate at a particular Convocation must ensure that all requirements have been completed in time for degree convocation.

## **DOCTOR OF PHILOSOPHY PROGRAM**

An individual program of study is designed for each student to ensure competence in a field of research culminating in the writing of a thesis. Research will normally involve “field work”, in the broad meaning of the term, and theoretical analysis. Upon admission, each student is initially assigned to a Faculty Advisor. An Advisory Committee (faculty advisor and two other graduate faculty members) will be set up for each doctoral student within the first year of the program. After acceptance of the thesis proposal, a Supervisor and Core Committee are appointed. At least one member of the core committee, in addition to the advisor/supervisor, is required to hold a graduate faculty appointment in the Anthropology Department.

Students and faculty should be familiar with the University of Toronto Endrenyi Rules regarding graduate student supervision

<http://www.ehs.utoronto.ca/resources/manindex/policies/fieldres.htm>

They should also be familiar with the Student Code of Conduct regarding conflict of interest, sexual harassment, and other matters

(<http://www.governingcouncil.utoronto.ca/policies/studentc.htm>).

Ph.D. students may enrol in a Collaborative Program as approved by the Department.

### **Doctoral Program Description and Requirements:**

#### **1. Residence Requirement**

Each student is expected to spend a minimum of one year on campus.

#### **2. Course Requirements**

Students in the PhD program are required to take **one of the following courses**:

ANT 1099H, ANT 3047H, ANT 4020H, ANT 6006H, ANT 6040H

Students who enter the PhD program from a BA or BSc degree program are entering a five-year PhD program. They will take a minimum of 5.0 full-year graduate course equivalents (FCE), of which three will normally be taken in the first year. The remaining two FCE can be taken in the second year when the work on the research proposal is also expected to begin. Students will need to attain an annual average of at least A- to continue in the PhD program in good standing. Of the five FCE, 1.5 FCE must be in anthropology. Exceptions require approval of Supervisor and Graduate Coordinator.

Students who enter the PhD program from a MA or MSc degree program are entering a four-year PhD program. They will take a minimum of 3.0 full-year graduate course equivalents (FCE). Students will need to attain at least an A- average in their course work to continue in the PhD program in good standing. Of the three full-year course equivalents, 1.5 FCE must be in anthropology. Exceptions require approval of Supervisor and Graduate Coordinator.

### **3. Annual Progress Review - Mentoring**

Each student's progress through the doctoral program is reviewed annually, normally using the departmental Mentoring of Doctoral Students form. All PhD students are required to meet each academic year with their current advisory/supervisory Committee. The documentation must be filed in the Graduate Office by **June 1** of each year. The meeting can occur anytime, but is normally held at the end of the winter term. It is jointly the responsibility of the student and the Advisor/Supervisor to convene the meeting.

The meeting provides a forum for the student and committee to discuss the student's progress through the program (e.g., progress through residency requirements, fellowship applications, thesis writing), and address difficulties that may arise. The report of the annual progress review must be acknowledged by the committee members and the student.

In the case of PhD students in the 2nd year and beyond, completion of this form will fulfill the department's responsibility for monitoring the progress of the student through the supervisory committee per SGS GRADUATE SUPERVISION: Guidelines for Students, Faculty, and Administrators, pg.17

### **4. Language Requirement**

The anthropology department believes that acquiring linguistic competence in more than one language is invaluable for participation in an international community of scholars, as well as in multilingual national contexts. The department therefore urges all graduate students to consider acquiring linguistic competence beyond their native language.

We recognize that differences in the structures and writing systems of language, as well as their value in sociolinguistic, political and economic hierarchies, have implications for language teaching and learning, and thus the department remains flexible in recognizing strategies for acquiring and displaying linguistic competence. For instance, language tests at the University of Toronto have traditionally been only available for some European languages, yet the department does not want to encourage students to focus on acquiring only these languages. We also recognize that for some students acquisition of oral language skills may be required for a research project; for other projects written language skills are necessary. We encourage students to think creatively about strategies for acquiring and displaying adequate knowledge of a language other than those listed here. Candidates may display adequate knowledge in a range of ways, including:

- (a) Completing a language examination through one of the University of Toronto departments that offer M.A. and Ph.D. language examinations, with a minimum mark of 70%.
- (b) Passing a language examination (focusing on oral and/or written skills) devised by a graduate faculty member.

- (c) Completing 3 full course equivalents of language study (as an undergraduate and/or as a graduate student).
- (d) Offering evidence of having completed coursework (other than language study) or a degree, or of having presented or published research, that required the use of the language.
- (e) Submitting TOEFL scores adequate for admission to the graduate program (for students whose first language is a language other than English).
- (f) Students who wish the department to consider another way of satisfying this requirement should submit a petition for the review of the graduate policy committee, with a letter of support from their advisor.

Students who believe that their research programs may be better served by acquiring another research skill that is not normally part of the anthropology curriculum, and that may also require the investment of considerable time, may petition to be exempted from the language requirement by submitting a letter to the graduate office, with a supporting letter from their advisor. Normally, these petitions will be reviewed by the graduate policy committee. Such skills could include, but are not limited to, advanced statistics, learning GIS, acquiring a computer programming language, or acquiring a physical or chemical technique for analysis of archeological, paleoanthropological or biomedical samples. After the student's request for exemption is approved, candidates may display adequate knowledge in a range of ways, including:

- (a) Passing an examination devised by a graduate faculty member.
- (b) Completing 3 full course equivalents of coursework in the acquisition of the skill (as an undergraduate and/or as a graduate student).
- (c) Offering evidence of having presented or published research authored only by the student which required the mastery of the skill.
- (d) Students who wish the department to consider another way of satisfying this requirement should submit a proposal with their original request for exemption from the language requirement.

All students must indicate to the department by the end of their first year of graduate study how they propose to satisfy the language/research skills requirement. This proposal should have the written approval of their advisor, and should clearly indicate the date by which the requirement will be completed. All students must also submit documentation demonstrating that they have completed this requirement to the graduate coordinator by the date specified.

## 5. Ethics Review for the Use of Human Subjects

The University of Toronto requires that research involving human subjects be approved by the Review Committee on the Use of Human Subjects, under the general auspices of the Office of Research Services, and must be structured according to the guidelines on the use of human subjects. For details, please go to <http://www.research.utoronto.ca/for-researchers-administrators/ethics/>.

In some cases, the Defense of Thesis Proposal Examining Committee may recommend to the Graduate Coordinator that the proposal be exempted from the Ethics Review, if it is clear that the research does not involve the use of living human subjects. Otherwise, all Ph.D. students who are preparing thesis proposals must also submit their proposal to the Review Committee.

## 6. Thesis Proposal and Defense of Proposal

A student's research formally begins with the presentation of a thesis proposal. The thesis proposal is normally about 20 pages (not including references). In many ways a thesis proposal is like a grant proposal, though it is a bit longer than most, in order to give students more space for the development of their theoretical framework and more space for the critical review of relevant literature. The format of the proposals can range widely, depending on the nature of the student's research project. Normally, the proposal lists the research objectives, contexts for the research (defined to include your theoretical framework, a critical review of the relevant research literature, relevant historical background to the problem, and/or description of the site where research will take place, as appropriate), and a detailed account of methods. The proposal may include a time-line for the research in the text or an appendix; it need not include a budget.

Some of the following readings may be helpful in giving ideas about how to draft certain parts of the proposal. Copies of these documents are available in the Graduate Office.

Hill, Jane [former president of the American Anthropology Association, and a linguistic anthropologist]. "Grant Proposals." Manuscript prepared for the 1995 Summer Linguistic Institute Survival Skills Workshop.

"Baron, Robert A. "Research Grants: A Practical Guide." In Zanna, Mark P. and John M. Darley (eds.), *The Compleat Academic: A Practical Guide for the Beginning Social Scientist*. NY: Random House, 1987. 151-169.

"Convincing the Sponsor to Fund You: A Guide for Proposal Preparation." From *Grants for Graduate Students 1986-88*, Peterson's Guides, Inc. (Stock no. 4831), pp. 17-25.

Silverman, Sydel. (Former Director of the Wenner-Gren Foundation for Anthropological Research; Article in *Current Anthropology* on how to write a good grant proposal).

Students may also want to consult the guidelines produced by major granting agencies (CIHR, IDRC, NSERC, SSHRC, Wenner-Gren Foundation) in order to get a sense of the kinds of questions that the proposal should cover.

Students should circulate their thesis proposal by May 1 of the second year, May 1 of the third year for direct entry PhD students. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their second year. In exceptional circumstances, students and advisors may petition the Graduate Coordinator for a later deadline. Failure to complete all pre-thesis program requirements by the end of the second year normally results in interruption of the UTF portion of funding until such time as a student meets these requirements. It is a department requirement that PhD students will normally complete all required coursework before defending their thesis proposal.

Steps to acceptance of the proposal are:

1. Advisor approves proposal in writing to the Graduate Office and recommends to the Graduate Coordinator at least six faculty members who will read and evaluate the proposal.

2. Upon advisor's approval, the student obtains cover letter from the "Resources/Forms" section of the website, copies and circulates the proposal (providing one copy for the Graduate Office). Students may use the Graduate Office photocopy code to circulate the proposal in hard copy or can circulate in electronic form.

If the proposal is being circulated electronically by the student the student must remember to copy the ANT graduate office on the email circulation.

The Graduate Office can circulate the proposal on behalf of the student as well but please give 2 - 3 days' notice .

3. Written evaluations must normally be submitted to the Advisor within three weeks of the date of circulation of the proposal. In case of difficulties, a revised schedule may be submitted by the advisor and the student to the Graduate Coordinator for approval.

4. If the proposal is considered acceptable by the readers, the advisor, in consultation with the Graduate Office and student, schedules a Defense of Thesis Proposal to take place no more than one week after evaluations are received.

If the proposal is not acceptable to the readers, a schedule for revision and resubmission should be approved by the Graduate Coordinator.

5. All readers of the proposal will be invited to the Defense of Proposal as voting members. An Examining Committee will consist of no fewer than four (quorum).

6. One member of the Examining Committee, who is not the student's Advisor or Co-Advisor, will be asked by the Graduate Coordinator to Chair the Proposal Defense.

7. The Defense of Proposal begins with a brief statement by the student (no more than 15 minutes). The Examining Committee may then ask questions arising from the proposal to determine whether the student is prepared to undertake the research. At the end of questioning, the members of the Examining Committee vote to pass, conditionally pass, or fail the proposal. The result of the defense and the names of the Thesis Supervisor and Core Committee are

recorded on the PhD Proposal Defense Result form, which must be returned to the Graduate Office after the original defense.

8. A conditional pass refers to minor modifications and clarification of textual material or research methods. Modifications must be circulated to the Core Committee by a set deadline no more than 2 months after the defense date. The Supervisor must report the results to the Graduate Office within one month after circulation. The circulation and reporting dates must be set at the original defense, and indicated on the PhD Proposal Defense Result form.

9. If there are two or more votes to fail the proposal, the Defense will be adjourned. The student will have the option to revise the proposal and try again.

10. If at the second attempt, there are two or more votes to fail the proposal, it will be deemed unsatisfactory progress and the student will be required to withdraw.

## **7. Supervisor/Core Committee**

When the Thesis Proposal is successfully defended, the Examining Committee will recommend to the Chair of the Department the appointment of a Thesis Supervisor. The Supervisor, in consultation with the student/candidate, nominates a thesis Core Committee, which normally consists of two members in addition to the Supervisor. The Core Committee is responsible for attesting to the defensibility of the thesis before the Final Oral Defense. If, for any reason a change of Supervisor is required, the new Supervisor, or pro-tem Supervisor, will normally be named from the Core Committee.

## **8. Field work and Other Off-Campus Research**

Students beginning full-time field work off-campus must apply to the Graduate Coordinator for “off-campus status”. All off-campus students must leave an official field address with the Graduate Office while they are away. Since it is each student's responsibility to apply for off-campus status, failure to apply could result in forfeiture of registration, fellowships and awards, and loss of full-time graduate status. University policy regarding Safety in the Field <http://www.ehs.utoronto.ca/resources/manindex/policies/fieldres.htm>, outlines a hierarchy of responsibility for safety, starting with the student's academic Supervisor. Before departing for the field to conduct field work, the student (in consultation with the Supervisor) must file a letter with the Department that acknowledges awareness of the risks in the proposed fieldwork.

## **9. Program Extensions**

Students, who have not successfully defended their thesis by August 31 of their sixth year (or the end of the seventh year for PhD Direct Admit students), must apply for a Program Extension if they wish to continue in the program. Applications for Program Extension (<http://www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm>) will only be considered if the student has completed all residence requirements, including the Defense of

Thesis Proposal and the Language Requirement. Students must apply to the Graduate Office for Program Extensions.

## 10. Ph.D. Oral Defense

After Step 1, at least **seven to eight weeks** are necessary to schedule a PhD Oral Defense. Steps to schedule a defense are:

1. The Supervisor(s) is/are responsible for approving the draft of the dissertation for circulation to the core committee, and ensuring that it is so circulated. The Supervisor, with the assistance of the Department and Core Committee, is responsible for collecting comments on the draft from the Committee members and providing the student with feedback on the draft dissertation within six weeks of its circulation to the Core Committee. Once the Committee decides that the thesis is defensible, regular School of Graduate Studies procedures for the Final Oral Examination will be followed. (See SGS Handbook for Ph.D. regulations.)
2. Supervisor, in consultation with the student and the Core Committee, chooses a date for the PhD Oral Defense.
3. No less than eight weeks prior to the proposed defense date, the Supervisor will provide the Graduate Coordinator with the names of three potential External Examiners/Appraisers, in ranked order of preference. A copy of the CV of the first ranked Examiner should also be provided. Supervisors are encouraged to make preliminary inquiries with the potential examiners to determine their interest in participating and their availability for the proposed date. The Graduate Coordinator will review the recommendations for External Examiners and must approve one of the candidates before the defense can formally be scheduled.
4. The Oral Defense Committee is made up of at least five faculty members, normally the Supervisor, the two members of the Core Committee, the External Examiner and a “fifth” faculty member, normally from within the department, who has an arms-length association with the student and with the thesis.
5. Once an External Examiner has been approved, the Supervisor will provide the Graduate Office with the date and time when every member of the defense committee is available. It is the responsibility of the Supervisor to confirm the date of the Oral Defense. A minimum of **seven weeks** must be given to the Graduate Office to undertake the preparation of the defense. SGS will not accept bookings with less than six weeks advance notice.
6. The Graduate Office will make a room booking at the School of Graduate Studies will courier a copy of the thesis with a letter of instruction to the External Examiner and will circulate the thesis to the other committee members with a letter advising of the time/date/place of the defense. The student must therefore submit sufficient number of copies of the thesis to the Graduate Office a minimum of six weeks prior to the defense date.

### **11. Lapsing (only for those who began the program before September 1, 2010).**

A lapsed PhD student is no longer a graduate student, does not have access to university facilities, and no longer has a Supervisor or a Core Committee. The student may continue to consult former members of the Core Committee, if they are willing, but the university does not consider the latter obliged to continue in that role. The Department encourages all lapsed students to complete their research and submit their theses. This status is being phased out and PhD students who began their PhD program after September 1 2010 are no longer eligible to lapse.

### **12. Reinstatement (for those students who began before September 1, 2010)**

Lapsed Ph.D. students may be reinstated only once for the purpose of presenting and defending a thesis. The student must submit an application for reinstatement to the Graduate Office for reinstatement. Reinstatement fees will be applied according to SGS guidelines.

Please also refer to Producing your thesis

(<http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>) available on line at SGS.

### **13. Normal Progress in the Ph.D. Program**

Timely progress to degree can affect one's ability to earn grants, earn postdoctoral fellowships, and find academic and non-academic positions in anthropology. The university and the department also believe that graduate students who are engaged in a long, complex degree program can benefit from the identification of scholarly milestones that can affirm their progress and empower them to complete their work. In this section, we identify some of these milestones.

Students admitted from a master's degree are technically admitted to a "four-year degree" while students admitted as direct-entry students are admitted to a "five-year" degree. These designations are shaped in part by funding considerations (graduate students receive guaranteed funding for this period of time) and partly by provincial guidelines for counting time to degree. However, SGS rules allow up to six years for completion of the Ph.D., plus up to two one-year extensions in exceptional circumstances if these are supported by the Supervisor and the Department. Completion of an anthropology degree in four years is often only feasible for those students who have an exceptional background at the time of admission, and/or those whose research projects are readily in place, adequately funded, and do not require extensive language or other specialized training. Given the need to learn languages, and engage in fieldwork and field seasons, most graduate students in anthropology will take longer than four years. The milestones identified below assume that normal progress for completion of all Ph.D. requirements is five years for students admitted from a master's degree and six years for students who are direct-entry.

1. Students admitted to the Ph.D. from a master's program typically complete all required coursework in the first year of the Ph.D. program. Students admitted to the Ph.D. as direct-entry students typically complete all required coursework in the first two years of the Ph.D. program.

2. Students admitted to the Ph.D. from a master's program should complete the language requirement, write and submit a thesis proposal and apply for grants and research clearances (including excavation permits or human subjects review) by the end of August of the second year. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their second year, and many students have successfully submitted and defended their thesis proposals by May of their second year. Students admitted to the Ph.D. program as direct entry students should complete the language requirement, write and submit a thesis proposal, and apply for grants and research clearances (including excavation permits or human subjects review) by the end of August of the third year. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their third year, and many students have successfully submitted and defended their thesis proposals by May of their third year. Failure to complete all pre-thesis program requirements by these deadlines normally results in interruption of the UTF portion of funding until such time as student meets these requirements. According to SGS guidelines, failure to complete all pre-thesis program requirements by the end of year three (for students admitted from a master's program) or by the end of year four (for direct-entry students) may result in termination of candidacy. For further details see <http://www.sgs.utoronto.ca/calendar/Pages/default.aspx> under the heading **Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy**.

3. Thesis research may begin once the thesis proposal has been defended and all necessary research clearances and approvals have been granted. Most students devote year three and sometimes part of year 4 to dissertation research. Students undertaking fieldwork often begin in the summer of year two and continue for 12-18 months. Students whose research takes them away from campus for a lengthy period and who are thus prevented from taking up a teaching assistantship which they are owed need to submit a written request to the department to defer the teaching assistantship position. The department makes every effort to accommodate students' fieldwork schedules. Deferral requests should be directed to the Graduate Office.

4. Students normally write their dissertations in years four and five. Students admitted to the Ph.D. from a master's program should complete and defend the thesis by August of year five. Direct-entry students should complete and defend the thesis by August of year six. The dissertation for the Doctor of Philosophy degree is a thesis that is the result of original inquiry conducted by the candidate on an approved topic. The thesis shall constitute a significant contribution to knowledge of the field.

	<b>Admitted from Master's degree</b>	<b>Direct-entry</b>
Complete Courses	By August of year 1	By August of year 2
Complete Courses, Present and Defend Thesis Proposal	By August of year 2	By August of year 3

Complete Ethics Review, Complete Language Requirement		
Fieldwork/dissertation Research	Year 3 – 4	Year 4 – 5
Write Dissertation	Year 4 – 5	Year 5 – 6
Pass Final Oral PhD Examination	Year 5	Year 6

## Time to completion:

PhD—Pre-candidacy (courses, language, ethics, permits, proposal.)

- i. End of second year (third year for direct admits)
  1. One year departmental extension
  2. Beyond one year, requires SGS and department approval
  3. Extensions are not automatic
  4. Students can be “terminated” after three extensions or if extensions are not approved

PhD—Post-candidacy (ABD)

- i. End of the sixth year (or seventh for direct admit students) since admission
  1. Two one year extensions can be granted within department
  2. Two more extensions maximum with SGS and department approval
  3. Extensions are not automatic
  4. Students can be “terminated” after four extensions or if extensions are not approved (i.e. to a maximum of 10 years, or 11 years for direct admits).

## Collaborative Programs

The Department of Anthropology offers graduate studies in collaboration with the programs listed below. For collaborative programs, students must first be admitted to a graduate program in the Department. Many Collaborative Program requirements fulfill Anthropology degree requirements, e.g., as elective courses. Courses in a Collaborative Program may, however, exceed minimum degree requirements in Anthropology. Please visit the individual collaborative program sites for further information.

Collaborative programs available to anthropology graduate students at:

<http://anthropology.utoronto.ca/graduate/ma-msc-phd-programs/>

# Regulations and Administrative Procedures

**REGISTRATION** - All graduate students must register with the Department at the beginning of each year for the duration of their programs.

**APPEALS** – (<http://www.sgs.utoronto.ca/calendar/Pages/Academic-Appeals-Policy.aspx>)

## Steps and Timelines

Timeline for Student Action at Each Stage	Step	Timeline for Decision/Action by University Body at Each Stage
See Note A below	<i>See Note B below</i>	<i>See Note C below</i>
<b>8 weeks</b> from date of decision being appealed	<p><b>1. Informal</b></p> <p>a. Student to instructor</p> <p>b. Student to Graduate Coordinator</p> <p><b>2. Graduate-Unit-Level Appeal</b> Notice of Appeal to GDAAC<sup>1</sup> <b>Note:</b> Appeals related to failure of the Final PhD Oral Examination or to termination of registration in a graduate program must be made directly to GAAB<sup>2</sup>; see Step 3b below.</p>	<b>8 weeks</b> from filing of Notice of Appeal to GDAAC <sup>1</sup>
<p>a. <b>8 weeks</b> from decision of graduate unit Chair or Director</p> <p>b. <b>8 weeks</b> from written notification of failure of the Final PhD Oral Examination or termination of registration in a graduate program</p>	<p><b>3. SGS Appeal</b></p> <p>a. Notice of Appeal to GAAB<sup>2</sup></p> <p>b. Appeal begins here for students who wish to appeal failure of the Final PhD Oral Examination or termination of registration in a graduate program.</p>	<b>8 weeks</b> from filing of Notice of Appeal to GAAB <sup>2</sup>
<b>90 days</b> from decision of GAAB <sup>2</sup>	<p><b>4. Governing Council Appeal</b> Notice of Appeal to GCAAC<sup>3</sup></p>	N/A

**Note A:** A student may apply, in writing and with reasons, for an extension of time. Such applications may be made to the Chair of GDAAC for graduate-unit-level appeals or to the GAAB for SGS-level appeals. Any extension is within the discretion of the GDAAC Chair, or the GAAB, as appropriate, where the view is that compelling reasons exist.

**Note B:** Informal mediation is available via the SGS Vice-Dean at any stage before filing an appeal with the GAAB. Consultation with the SGS Vice-Dean at an early stage is encouraged. In cases where the Vice-Dean has approved the termination of a student's registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.

**Note C:** The Chair of the appeal body retains discretion to extend time limits applicable to its response at any stage where, in its view, compelling reasons exist.

<sup>1</sup> Graduate Department Academic Appeals Committee

<sup>2</sup> Graduate Academic Appeals Board

<sup>3</sup> Governing Council Academic Appeals Committee

## **GRADUATE RESEARCH / STUDY SPACE (St. George Campus)**

Graduate students can have office space in the Anthropology Building, 19 Russell Street. Application for study space is required. Details will be circulated to students from the Anthropology Graduate Students Union (AGSU). The department's space will be assigned early in the academic year, on the basis of priority, by a sub-committee of the Space and Resources Committee.

## **FINANCIAL SUPPORT**

### **Graduate Student Funding:**

The funding package is provided for four years of the PhD program (five years for students admitted directly from bachelor's degrees), **with the provisions that the student makes satisfactory progress through the program and that those without external funding apply for CIHR, NSERC, OGS, or SSHRC. Failure to apply for external scholarships normally results in reduction or interruption of the UTF portion of funding.**

For information about University of Toronto Awards and sources of external funding, please refer to the SGS Calendar (<http://www.sgs.utoronto.ca/calendar/Pages/default.aspx>) and also the Faculty of Arts and Science website about graduate student funding. Information is also available from the SGS Awards Office, 63 St. George Street.

## **Teaching and Research Assistantships**

Teaching and Research Assistantships in Anthropology are available on the St. George, University of Toronto at Mississauga, and University of Toronto at Scarborough campuses. The Graduate Students Union has established terms of contract with the University. Copies of the contract can be obtained from the Chair's Office or the Graduate Office. Information can be obtained from the Graduate Office or the Undergraduate Offices.

Application deadlines are:

TBA for 2016 Summer Session

TBA for 2016-17 Winter Session.

## **Fieldwork Funding**

Information on the Wenner-Gren Foundation for Anthropological Research (Individual Research Grants Program) can be found at <<http://www.wennergren.org>>. Also consult the following sources at Robarts Library, Reference Department, 4th Floor, for fieldwork funding.

- 1) Financial Aid for Study and Training Abroad CALL NUMBER: 4B2337.2F57
- 2) Financial Aid for Research and Creative Activities Abroad CALL NUMBER: 4B2337.2F56.

## **ANDRE BEKERMAN MEMORIAL GRADUATE SCHOLARSHIP**

This award was established in memory of Andre Bekerman, a graduate student in the Department. Funds from the Ontario Public Service Employees Union provide an annual donation of a \$1500 award to a graduate student pursuing a degree in archaeology. Academic merit and financial need will be considered.

## **Departmental awards:**

The Department of Anthropology may offer three awards for research in anthropology. Students submit an application which (a) provides a two-page description of the research project, and (b) includes a brief, half-page budget listing and justifying expenses.

Applications will be reviewed by the Graduate Fellowships and Awards Committee, and will be judged on the basis of merit and of financial need.

Please submit applications to Graduate Office. The deadline will be announced in January 2016.

## **MELISSA KNAUER AWARD FOR FEMINIST RESEARCH**

This award was established in memory of Melissa Jane Knauer, who died in Botswana on June 16, 1985, while on a research expedition. It commemorates her contributions and commitment to feminist anthropology. The purpose of the award is to promote feminist research in all sub-disciplines of anthropology. Feminist research is defined for the purposes of this award as research in which gender is problematized and not assumed, and research which is committed to the scholarly understanding of women's inequality and to effecting change toward equality. Applicants may request up to \$1000 to defray research expenses. Other things being equal, preference will be given to students in the Ph.D. program who have completed all department requirements and are engaged in full-time research or are in the later stages of their program.

### **LORNA MARSHALL DOCTORAL FELLOWSHIP IN SOCIAL AND CULTURAL ANTHROPOLOGY**

The Lorna Marshall Doctoral Fellowship in Social and Cultural Anthropology was set up by Lorna Marshall who was awarded a Doctor of Law, Honoris Causa, by the University of Toronto in 1986. The fellowship is for fieldwork purposes and has a value of approximately \$2,000. In the absence of a suitable candidate the award may not be made in any given year.

### **WILLIAM JOHN WITEMBERG SCHOLARSHIP**

The estate of Roma Elizabeth Jane Ower, daughter of William John Witemberg, has established an award for master's or Ph.D. students in Archaeology in the Department of Anthropology. Applicants may request up to \$5000 to defray expenses associated with conducting research.

September 4, 2015

