

## **Territorial Acknowledgment**

We would like to begin by acknowledging that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

This territorial acknowledgement and resources were created by Concordia University's Indigenous Directions Leadership Group (2017). To read the entire territorial acknowledgement and learn more about why it was written this way, please visit:

<https://www.concordia.ca/about/indigenous/territorial-acknowledgement.html>.

## **Welcome to the PhD in Art History at Concordia University**

On behalf of our Department Chair Dr. Johanne Sloan and our entire faculty, I want to welcome you to Concordia and to extend our very best wishes as you launch a new phase of your academic career by beginning your doctoral studies with us. You are now a member of Montreal's Interuniversity PhD in Art History, a unique bilingual program composed of many faculty members and graduate students from Concordia, Université de Montréal and the Université du Québec à Montréal. Candidates in our Interuniversity PhD program can learn from a variety of different perspectives and complete their doctoral seminars and other assignments in English, in French, or a combination of both. Concordia is also ideally located for graduate studies, as it is at the heart of a diverse, cosmopolitan city that has much to offer in terms of research and internship opportunities. Our Department takes pride in fostering a mutually supportive, inclusive and collegial environment in which our students can improve their research skills, fine tune their writing, gain confidence at speaking in public, as well as get involved in various activities, on campus and beyond. This handbook provides you with information about the yearly progression of requirements for your degree, as well as specific guidelines and a customizable worksheet to help you efficiently plan and manage your program of study.

As your degree progresses, updates will be available on the Interuniversity PhD program's website, which is distinct from that of the Art History department:

<http://www.docinterhar.org>

Please note that for the safety of students, staff and faculty, all Concordia seminars will be delivered remotely for the entirety of the Fall term. Information about the Winter term will be posted as soon as it becomes available. Students living outside of Canada are advised to consult with the Concordia International Students Office first (as they have the most up to date information) and keep their advisor and the Graduate Program Director, in the loop. Up to date general information on COVID-19 can be found here: <https://www.concordia.ca/coronavirus.html> Specific information on COVID-19 as it relates to graduate students can be found here: <http://www.concordia.ca/sgs/covid-19.html>

If you have any questions that the handbook does not answer, our administrative team will be happy to assist. For questions about academic matters, please consult me, the Graduate Program Director. Administrative questions should be directed to the Department Assistant, Marlene Misiuk. Marlene is

available Monday to Friday. My regularly scheduled times for consultations for the Fall 2020 term are Wednesdays from 1:00 to 3:00 PM. We please ask you to contact us via email and/or book a Zoom or phone appointment, until further notice.

Once again, welcome to the Department of Art History! I look forward to getting to know each of you better during the course of your graduate studies. I wish you a wonderful term, successful studies, as well as peace and resilience during these challenging times.

Best wishes,

N+P

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## GENERAL INFORMATION

The Doctoral Program in Art History was inaugurated in 1997. It provides in-depth training in research designed to promote theoretical debate and empirical research in the various fields of art history. Through an emphasis on the methodological investigation of the discipline and through the encouragement of interdisciplinary activity, students make an original contribution to knowledge.

The program brings together a wide and varied range of expertise from Concordia University, Université de Montréal, and Université du Québec à Montréal. Students enroll at the institution at which their thesis supervisor teaches, but can do coursework across the partner institutions. The program is administered by a committee with two members from each university, and each year one university is responsible for coordinating the program. In 2020-21, Concordia has this responsibility. Within this collaborative structure, students are governed by the rules, deadlines and practices of their home institution, except for seminars, where the rules of the host institution apply. Concordia's rules are set out in the graduate calendar: <http://www.concordia.ca/academics/graduate/calendar/current.html>.

### Program Information, Websites and Contacts

The most complete and up-to-date program information is on the Interuniversity PhD Art History Program website (<http://www.docinterhar.org>). Additional information specific to Concordia is available through our Art History website (<http://www.concordia.ca/finearts/art-history.html>) as well as the School of Graduate Studies website: <http://www.concordia.ca/sgs.html>.

If you are unable to answer your program-related queries via this handbook, these sites or the MyConcordia portal, contact Marlene Misiuk at the Department of Art History, for assistance. Should Marlene be unavailable, the Department Coordinator, Camille Pouliot, will happily assist you.

*This handbook does not replace the official program website and graduate calendar, and should be used in conjunction with the regularly updated information that is contained there.*

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*Contact Camille for **administrative** matters.*

**Camille Pouliot**  
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Contact information for the other universities is provided on the program website.

## Your Contact Information

It is very important that you keep your contact information up to date on the <https://my.concordia.ca> portal **and** with the Department Assistant. If you change email addresses without informing the Department Assistant, we will not be aware that you have made the change. Concordia email accounts can be obtained from IITS on the 9<sup>th</sup> floor of the Hall Building (student ID required).

## Student Cards and Student Accounts

Student cards will be issued once you have registered for courses. Wait 24 hours and then visit the Birks Student Service Centre (LB 185) with photo ID. You can also pay tuition and ask questions about your account and a range of other matters. <https://www.concordia.ca/students/birks.html> To avoid late charges, your fall tuition and fees must be paid in full by September 30.

## The Graduate Community in Art History

Each year, a welcome event helps you get to know the faculty at the 3 universities and offers an opportunity for the community to come together. The Art History Department at Concordia also organizes an annual graduate potluck. Since we are still practicing social distancing, you will receive information concerning the form these events will take: either they will be deferred, or be done virtually. You will receive invitations by email. Once your courses are finished, you may find that writing a dissertation can be a lonely business. Talking to other students about your shared experiences is a helpful way to combat these difficulties. Peer reading and/or writing groups are one excellent way to build an intellectual community, as is attendance at as many public lectures as possible.

The Art History Graduate Students Association is open to all graduate students: [ahgsa.concordia@gmail.com](mailto:ahgsa.concordia@gmail.com). Students in the doctoral program also organize *Hypotheses*, a program of short graduate student symposia hosted by the Montreal Museum of Fine Arts <http://conferences-hypotheses.org>. Other mixed-level student groups include the Ethnocultural Art Histories Research Working Group (EAHR), and the Indigenous Arts Research Group (IARG). For details: <https://www.concordia.ca/finearts/art-history/student-life/associations.html>.

## Your Supervisor

A good student-supervisor relationship is key to a positive PhD experience, and clear and open communication is at its heart. An early discussion with your advisor about mutual expectations is a very good idea. Guidelines and principles for positive supervision relationships are available to you:

<http://www.cags.ca/documents/publications/working/Guiding%20Principles%20for%20Graduate%20Student%20Supervision%20in%20Canada%20-%20rvsn7.pdf>

<https://www.concordia.ca/sgs/resources/handbooks/phd-supervision-guidelines.html>

If you feel that something about your supervision is not working well, please raise your concerns with your supervisor. Few such problems are resolved by waiting, whereas an early word can make all the difference in contributing to a positive educational experience. It is ultimately your responsibility to ensure that you are receiving the supervision that you need, but assistance is available. If you require

advice or mediation, please consult the Graduate Program Director. If your supervisor is the GPD, you may also approach the Chair or the Associate Dean of Students, School of Graduate Studies.

### **Academic Integrity**

The most common offence under the Academic Code of Conduct is plagiarism, which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement."

Unintentional plagiarism may occur if you paraphrase too closely or even if you adopt an idea from someone else without acknowledgement. Don't be embarrassed to ask your supervisor for guidance if you are in any doubt, especially about paraphrasing.

### **Technology, Code of Conduct and Intellectual Property**

Per Concordia rules, all individuals participating in courses are expected to be professional and constructive throughout the course, including in their communications. Concordia students are subject to the Code of Rights and Responsibilities which applies both when students are physically and virtually engaged in any University activity, including classes, seminars, meetings, etc. Students engaged in University activities must respect this Code when engaging with any members of the Concordia community, including faculty, staff, and students, whether such interactions are verbal or in writing, face to face or online/virtual. Failing to comply with the Code may result in charges and sanctions, as outlined in the Code. Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorized sharing of course content may constitute a breach of the Academic Code of Conduct and/or the Code of Rights and Responsibilities. As specified in the Policy on Intellectual Property, the University does not claim any ownership of or interest in any student intellectual property. All university members retain copyright over their work. The complete Code of Rights and Responsibilities is available online:

<https://www.concordia.ca/content/dam/common/docs/policies/official-policies/BD-3.pdf>

### **Annual Reports**

Each winter, the School of Graduate Studies requires that students and supervisors complete an annual report which is reviewed by the Graduate Program Director. The purpose of the report is two-fold: it enables you to take stock of your own goals and progress, and it enables departments to identify any students who may be having difficulties in their program and contribute to solutions when possible. Students have the opportunity to request confidential follow-up from their GPD or from the School of Graduate Studies. The accounts of students who do not complete the report are blocked until the report is received.

### **Program Time Limit**

When taken full-time, the PhD in Art History can be completed in four years of intense focus, with course-work completed during the first year, the thesis proposal and comprehensive examinations

completed in the second year, and the dissertation written in the third and fourth years. If you teach, agree to extensive extracurricular or professional commitments, or simply work at a slower pace, your time to completion will be longer. Concordia University regulations stipulate that all requirements must be completed within six years for full-time students and eight years for part-time students. Your official time limit is listed on your student record. Abiding by the university's regulations on time limits and extensions, as well as all other deadlines, is the responsibility of the student.

### **Sexual Violence and Consensual Relationships**

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University. If you require immediate assistance, contact security. If you have experienced or witnessed sexual violence or misconduct, help is available at the Sexual Assault Resource Centre ([sarc@concordia.ca](mailto:sarc@concordia.ca)). Power differentials between students and their instructors mean that even consensual sexual or romantic relationships put students in a vulnerable position and constitute a conflict of interest that must be formally declared and addressed. Such relationships are strongly discouraged. Please note that Teaching Assistants are considered to be instructors. To learn more about Concordia's policies on sexual violence and consensual relationships visit: <https://www.concordia.ca/students/sexual-assault/standing-committee-on-sexual-violence.html>.

### **LANGUAGE REQUIREMENTS AND PROTOCOLS**

The Interuniversity PhD Program offers a unique bilingual environment where students can learn across intellectual traditions. The program's official languages are French and English, and its requirements may be completed in either of these languages or in a combination of both of them. Because students who understand both French and English are best able to take full advantage of the program's many opportunities for intercultural exchange, all students are strongly encouraged to develop their language skills while in the program.

#### **Requirements**

Applicants must be fully proficient in English or French at the point of admission. During the course of their studies, candidates must also demonstrate their understanding of an additional language relevant to their thesis research or to the program as a whole. It is the supervisor's responsibility to assess whether students have this linguistic proficiency. If necessary, your supervisor will recommend a course of study and reassess upon its completion.

When determining your proficiency, supervisors have the discretion to consider a variety of possible indicators, including but not limited to:

1. The additional language is your mother tongue, or you have completed your secondary or postsecondary education in that language.
2. You have passed an oral or written test of comprehension, set and administered by the supervisor, by a colleague, or within the home department. Supervisors may call on the expertise of colleagues at the partner institutions if necessary, through the intermediary of the GPD.



3. You have obtained a B or higher in formal language courses. The level and extent of the coursework to be followed should be determined by your supervisor in conjunction with the training provider, taking into account the needs of your research.
4. You have successfully completed a graduate-level course that is taught in the additional language.

Any student who disputes their supervisor's assessment should present a request for reassessment to the GPD, who will either perform the reassessment or enlist a colleague to do so.

### **Protocols**

All written work, including the thesis, may be submitted in French or English. The language of discussion in Block A seminars is the same as the language of instruction, with the understanding that students may express complex ideas in the program's other language. Professors determine the language or languages of instruction and discussion in Block B seminars. Students determine the language(s) of discussion in their comprehensive examinations and thesis defence. The doctoral forum is bilingual. Students and jury members speak in their language of choice and translations are provided when necessary.

## **FUNDING AND PROFESSIONAL DEVELOPMENT**

### **Grants, Scholarships and Awards**

You have already been considered for all available Concordia funding for your first year. If you have been awarded a Concordia scholarship, payments will automatically be deposited in your student account after the DNE date of each term within the tenure period of the award. The money will be applied to outstanding tuition and fees. If a credit balance remains in the account, you can request a refund through your student centre. Cheques are automatically mailed to the address on file within 10 business days after the refund request has been submitted. For information about conditions of tenure for Concordia awards consult

<https://www.concordia.ca/sgs/awards-funding/award-holder-information.html>.

Obtaining external funding for doctoral studies is increasingly important, not just for the financial support but to build a research profile for your career. We encourage you to familiarize yourself with the Graduate Awards Department of the School of Graduate Studies, located at 2145 Mackay Street, in order to keep abreast of the various awards available to graduate students and their eligibility criteria and value. Information is also available at their website at

<http://www.concordia.ca/sgs/awards-funding.html>, or by calling (514) 848-2424 x 3800.

A list of awards available to Art History graduate students can be found on the Department website:

<http://www.concordia.ca/finearts/art-history/programs/graduate/funding-awards.html>.

### **Teaching and Research Assistantships**

Teaching and Research Assistantships at Concordia are unionized through TRAC. Incoming doctoral students are automatically considered for teaching assistantships at the time of admission, and most will typically begin to develop their teaching skills as TAs in ARTH 200. Doctoral TAs may be also

available to returning students; postings for these positions are circulated by email. It is important that you not multi-task during lectures and that you respond to emails from the course instructor within 48 hours.

Many faculty members employ research assistants through their grants, but these positions are not centrally organized by the department. Interested students should enquire directly with their supervisors or other faculty members.

Prior to signing any contracts, please ensure that the total number of hours does not exceed the maximum allowed by any of your funding sources and (in the case of international students) student visa rules.

### **Teaching**

Many students in the PhD program are offered the opportunity to teach during their degree. Teaching is reserved for strong students who have passed their comprehensive examinations, are progressing well on their thesis, have completed the [GradProSkills](#) Graduate Seminar in University Teaching, and have been assessed by their supervisors as being ready for the challenge. Please be aware that while teaching offers excellent experience and is an important element of a c.v., it also slows the progress of the degree and is not right for everyone. If you wish to teach, speak to your supervisor in late October about opportunities for the following year. Your supervisor will assess your readiness and report to the Department Chair. Students are allowed to teach a maximum of eight 3-credit courses over a period of 4 consecutive years.

### **GradProSkills**

A range of professional and personal development workshops are offered free to graduate students through GradProSkills: <https://www.concordia.ca/students/gradproskills.html>.

### **DEGREE MILESTONES & TIMELINE**

Full-time students have 18 terms (6 years) in which to complete their degrees. Program milestones and their associated deadlines help you keep track of your progress and appear on your student centre. While there is no formal penalty for the late completion of a milestone, students in this situation should be aware that they are falling behind and plan how to address this concern.

#### Coursework

OPTION 1: complete in year 1

OPTION 2: complete over 2 years while simultaneously completing the written proposal and the comprehensive examinations

The milestone is formally set for the end of the 2nd term for all students; those following option 2 should informally adjust their coursework milestone to the end of term 5.

### Thesis Proposals (*Atelier de recherche*)

Milestone set for end of term 5 (spring of year 2).

Once your proposal has been accepted, please ask your supervisor to file the appropriate paperwork with the Department Assistant.

### Comprehensive Examinations

Milestone set at the end of term 6 (end of year 2)

Since it may be difficult to gather your committee in the summer months, students are counselled to sit their comprehensive exams by May of their second year. Once you have completed your exams, please ensure that your supervisor has filed the appropriate paperwork with the Department Assistant.

### Language Requirement

Milestone set at the end of term 9 (spring of year 3)

Please ask your supervisor to inform the Department Assistant as soon as this requirement is met.

### Doctoral Forum

Milestone set at the end of term 11 (spring of year 4)

### Progress Meeting with GPD

Milestone set in term 13 (fall of year 5).

Each student will have an individual meeting with the GPD at the beginning of their fifth year to discuss the progress of their thesis. Students supervised by the GPD will meet with the Chair instead. All students are asked to attend the meeting with a timeline to completion.

## **DEGREE REQUIREMENTS AND PROCEDURES**

### **Course Work and Registration Procedures**

The seminar component of the degree (12 credits) is usually completed during the first year. Students are required to take a minimum of 3 credits from Block A. The remaining credits may be chosen from Block A or B. Requests to enroll in a seminar outside the program are subject to the approval of the thesis supervisor and the Graduate Program Director. See the registration procedures outlined below.

#### Procedure to register for an Art History doctoral seminar at Concordia

Register yourself online through your Concordia Portal. A how-to-guide is available:

<https://www.concordia.ca/content/dam/sgs/docs/registration/Walkthrough-guide-Registration.pdf>

#### Procedure to register for an Art History doctoral seminar at UQAM or UdeM

Submit a registration request through BCI AEHE:

<http://www.bci-qc.ca/en/students/aehe/>. A [Student User Guide](#) is available on the homepage. Please note that if you wish to drop a seminar offered by a partner institution, you must do so through the BCI portal before the drop-add date *of that institution*, which is often earlier than the equivalent date at Concordia. Please inform yourself of these dates and ensure that you can see confirmation that your course has been successfully dropped on BCI.

#### Procedure to register for a graduate course in another department or institution

1. Send an email request to your supervisor asking for permission to take a specific seminar. If the supervisor grants permission then:
2. Contact the instructor to request permission and a course description or syllabus.
3. Submit an online Service Request for a Course Substitution (ARTH 806 is usually the recommended course to substitute), attaching both emails as supporting documentation, as well as a short written explanation of how this course will be of greater benefit to your research than the courses offered within the program. Please notify the Department Assistant once you've submitted your request. A how-to-guide is available here:  
<https://www.concordia.ca/content/dam/concordia/docs/your-sis/SIS-Grad-Request-Course-Substitution.pdf>.
4. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions.

#### Procedure to register for a Concordia Art History MA seminar with enhanced coursework

Registration in doctoral seminars is preferred. MA seminars require a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific MA seminar in lieu of a Block B PhD seminar. If your supervisor grants permission then:
2. Send an email request to the instructor forwarding the supervisor's permission to join the seminar and explaining that you will require an enhanced assignment structure to obtain doctoral credit. This may consist of additional assignments and/or longer assignments. (The instructor may consult with GPD if they wish). If the instructor grants permission then:
3. Submit an online Service Request for a Course Substitution (ARTH 806 is usually the recommended course to substitute), attaching both emails as supporting documentation. Please notify the Department Assistant once you've submitted your request. A how-to-guide is available here:  
<https://www.concordia.ca/content/dam/concordia/docs/your-sis/SIS-Grad-Request-Course-Substitution.pdf>.
4. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions. The instructor should provide you with an individualized syllabus on the first day of class, which sets out the enhanced assignment structure.

## Research Tutorial and Thesis Proposal Guidelines (ARTH 820)

The Research Tutorial (*Atelier de recherche*) is an intensive course of individualized study directed by your supervisor and geared to the production of your thesis proposal. It is typically taken after your seminars are finished, but supervisors may occasionally advise completing the tutorial earlier.

The thesis proposal is a 30- to 40-page document, double spaced, plus a bibliography and 20 annotations.

Because of the unique character of every dissertation, both the content and format of the thesis proposal will vary from student to student, and you should consult closely with your supervisor in order to construct a proposal that will best meet the exigencies of your research. All proposals should include the following types of information, though it need not necessarily be organized under these headings:

- A description of the topic
- A statement of its significance (Why is it important to undertake this study?)
- A statement of objectives (What will you accomplish?)
- A description of your *corpus*, or the body of material you will be studying (e.g. artworks, artefacts, archival documents, written texts)
- A discussion of your methodology, including research methods and theoretical framework
- A discussion of the intellectual context for your work, including how your research relates to existing scholarship
- A thesis plan
- A combined bibliography – including annotations on the twenty most significant sources for your research, and standard bibliographic references for the remaining sources. Primary and secondary sources should be distinguished. The bibliography is not included in the page limit.

Once your supervisor has approved your thesis proposal, they will circulate it to the other members of the student's advisory committee (see below), and may invite committee members to request changes or add recommended readings to the bibliography. Once finalized, the bibliography and proposal establish the framework for your comprehensive examinations. The grade for the Research Tutorial is determined by your supervisor, who must sign a grade activity report form. Please follow up with the Department Assistant to ensure that your grade activity report form has been submitted to SGS.

### Thesis Committee

You will be supervised by your thesis supervisor, who is assisted by a Thesis Committee made up of your supervisor (or co-supervisors) and two other professors. At least one of these committee members should normally be from one of our partner institutions. Your committee is constituted at the beginning of the *Atelier de recherche*. Your supervisor will invite the members of your committee to participate, but you can expect to be actively involved in the process of researching, suggesting and discussing possible candidates. The GPD and Interuniversity Committee can also offer input. If no committee member from a partner department is envisaged, the supervisor must provide a written rationale to the GPD who will bring it forward to the Interuniversity Committee. Such requests are exceptional.

## **Comprehensive Exam Guidelines (ARTH 808)**

Following the completion of the Research Tutorial you must successfully pass two examinations – one written and one oral. These examinations are based on the work prepared in the Research Tutorial, which establishes a bibliography focused on theoretical and methodological issues pertinent to the student's specific area of study and includes an extensive thesis proposal. The exams are intended to verify whether you are sufficiently prepared to undertake the writing of a thesis. Grades are assigned on a PASS/FAIL basis. Students who fail either of these examinations must take both of them a second time during the following semester. Those failing the second attempt will be withdrawn from the program. The exams are scheduled by the supervisor in consultation with the student, typically 7 to 10 days apart. The supervisor contacts the other examiners and arranges a location for the oral exam.

### *Written Examination*

This consists of a take-home examination written within a seventy-two hour period. The supervisor coordinates with committee members, providing a copy of these guidelines and devising a set of three questions, typically one from each member. On the day of the examination the supervisor will email these questions to you, cc'ing the entire committee, the GPD and the Department Assistant. You will respond to one of the questions, and return it by email within seventy-two hours to the committee members, the GPD and the Department Assistant. Your answer should be 15 pages in length, double-spaced and typed. The grade is assigned, on a pass/fail basis, by the primary supervisor in consultation with committee members. The committee may, if it wishes, choose to provide comments to the student at this point. You must pass your written examination before you are permitted to proceed to the oral.

### *Oral Examination*

The examination lasts 2 to 3 hours. You will be asked to respond to the two questions that you did not answer during the written exam, as well as any questions the committee may have about the thesis proposal more generally. You may wish to have a PowerPoint to support your answers, or the discussion of your thesis more broadly. This examination is also an important opportunity for discussion, during which you will receive feedback and guidance about your thesis. After the examination is complete, the committee meets to decide a pass/fail grade for the examinations as a whole. If the exams have been successful, your supervisor will sign a grade activity report and you will be admitted to candidacy. Please follow up with the Department Assistant to ensure that the grade activity report has been submitted to SGS.

## **Doctoral Forum (ARTH 807)**

The doctoral forum brings together faculty and students from the Interuniversity Program with the aim of fostering an intellectual exchange within our research community. During the course of your studies, you will publicly present a representative aspect of your research and discuss your work-in-progress with professors and colleagues. This presentation is evaluated on a pass/fail basis. The forum is held twice yearly, on the first Fridays of April and December. Regular attendance is expected of all students.

## *Guidelines*

Students undertake the forum after their comprehensive examinations and once they have completed writing a portion of their thesis (generally within the year following the comprehensive exams). Presentations are 30 minutes (max. 3750 words) and are followed by a 30-minute discussion, moderated by the forum chair. The presentation should briefly outline the main objectives of the thesis – its contribution to knowledge – before delving into a case study, chosen and justified as exemplary of the project. Students must time their papers prior to delivery and not exceed the 30 minutes allotted.

In order to foster intellectual exchange and scholarly community, students presenting at the doctoral forum are asked to be present for its entirety, and not only for their own segment of the day.

## *Evaluation*

Student presentations are evaluated on a pass/fail basis by a jury composed of three professors. The jury may comment on any aspect of the student's presentation, but evaluation will be based primarily on the candidate's ability to present his or her research publicly, and on the rigour of the analysis offered. Does the presentation clearly communicate the candidate's fundamental questions, ideas, and conclusions? Does its case study offer a coherent and convincing development of the intellectual project that sustains the thesis as a whole?

## *Procedures and Timeline*

Students wishing to present at the forum should first obtain permission from their supervisors and then send their name and title to their Graduate Program Director by October 15 (for the December presentation) or February 15 (for the April presentation). Please consider this as a firm commitment to present, only to be broken in case of illness or true emergency.

Three weeks before the forum, the Program Director sends the names and email addresses of the jury members to participating students. Two weeks before the forum, students forward their text to each of the jury members (including notes, bibliography, and any necessary appendices, such as the thesis plan). After the forum, a written report from the members of the jury will be sent to the student by the Program Director, typically within two weeks. The Department Assistant will formally register you for ARTH 807 after you have successfully presented your work.

Please forward confirmation of your passing grade to the Department Assistant, who will submit a grade activity report on your behalf.

## **Thesis**

### *Writing and Research*

All students are encouraged to begin the process of research as soon as possible during their doctoral studies, to form a writing group for support, and *to write every day*. Students are well advised to combine research and writing, rather than undertaking them in two completely separate blocks. Remember, it is highly unlikely that you will fail to finish your PhD because you haven't done enough research; writing is the biggest hurdle you will face, and it must begin even as your research is ongoing.

### *Thesis Requirements*

There is no official length mandated, but most theses are between 250 and 350 pages, or roughly 82,000-115,000 words, based on 330 words/page, double spaced, Calibri/Arial 11 pt or Times New Roman 12 pt font or their equivalent. This length is exclusive of notes. Citation Style is Chicago or MLA; footnotes rather than endnotes are expected

### *Thesis Completion and Submission*

The Thesis Preparation Guide is your main reference:

<http://www.concordia.ca/content/dam/sgs/docs/handbooks/thesispreparationguide.pdf>.

Theses may be submitted *at any time* during the academic year. Students who hope to graduate at a particular convocation must meet thesis submission deadlines established by the Department with final Spectrum submission deadlines of 1 September (fall convocation) or 1 April (spring convocation). Those hoping to avoid fees for the winter term must submit their thesis on Spectrum by December 31. Official thesis submission deadlines are available online:

<http://www.concordia.ca/students/graduate/graduate-academic-dates.html>.

Students are encouraged to submit their thesis well in advance to allow the examiners as much time as possible to read and evaluate the thesis. There must be at least a six-week period between the date of submission and the thesis defence.

### *Thesis Examination Committee*

The Thesis Examination Committee is composed of five individuals, including the thesis supervisor, the two other members of the student's committee, an examiner internal to Concordia but outside the Art History department (external-to-program examiner), and one external examiner from outside the three departments. In cases of co-supervision, six individuals will normally be present.

Members of the Examination Committee will be selected by the thesis supervisor in conjunction with the student. The supervisor contacts and invites the examiners to participate, and determines an appropriate date for the thesis defence. Once the committee is in place, the supervisor completes the Doctoral Thesis Examination Committee Form and submits it to the department ensuring that there is time for the department to forward it to the School of Graduate Studies. Submission of the form must be done prior to or concurrent with the first submission of the thesis, and in all cases a minimum of 6 weeks prior to the defence.

The form is available here:

<http://www.concordia.ca/content/dam/sgs/docs/forms/doctoralexaminationcommittee.pdf>.

Under no circumstances should students communicate with the members of their committee directly. It is the GPD's responsibility to find a chair, external to the examining committee, and the Department Assistant books a room. This information may be provided to SGS after the submission of the form, if necessary. Formal invitation and regulations are sent to the examination committee members by the School of Graduate Studies.



The School of Graduate Studies sends an electronic copy of the thesis to the External Examiner(s) and the External-to-Program Examiner. All members of the examination committee, including the thesis supervisor, submit an Examiner's Preliminary Report to the Thesis Office, at least two weeks prior to the defence. The external examiner is also requested to submit a two-page detailed report on the thesis.

### *The Defence*

The thesis is defended orally before the Thesis Examination Committee. The Chair ensures that all regulations are properly followed. The defence is a public forum, and students are encouraged to invite friends and family. It begins with an oral presentation of the thesis by the student, typically lasting 30 minutes. Each examiner then asks questions which the student answers. The questions are posed and answered formally. The final decision of the Examining Committee is based both on the thesis itself and the candidate's ability to defend it.

### **Additional Language Requirement**

During the course of their studies, candidates must also demonstrate their understanding of an additional language relevant to their thesis research or to the program as a whole. See the Language Requirement and Protocols section on page 7 for more information.

### **SERVICE REQUESTS (STUDENT REQUESTS)**

Students may submit service requests through their Student Center under "Research Activities". Full details and how-to guides are available here:

<https://www.concordia.ca/sgs/resources/service-requests.html>

Common service requests include change of status, late registration or withdrawal, leaves of absence, and time limit extensions, but there are many others.

### **Leaves of Absence**

Graduate students who wish to temporarily discontinue their studies for one term or more may request a leave of absence from their program. Students may not graduate with a Leave of Absence in their graduating term. A leave from a program of study may have implications for students receiving awards, loans or bursaries; students should check the regulations for their awards, loans or bursaries.

Types of leaves:

*Leave without access:* During a leave without access, a student will not have access to library, university or student services. No fees will be charged.

*Leave with access:* During a leave with access, a student will have access to library, university and student services. Leaves with access are granted only under exceptional circumstances. A flat service fee of \$150 per term will be charged.

*Parental leave:* All graduate students are entitled to parental leave of up to three consecutive terms during their program of study on the occasion of the birth or adoption of a child. The student will have

access to library, university and student services. Students holding a Concordia Fellowship will receive a deferral of their fellowship for the period of leave. In the case of other fellowships, the regulations of the granting agencies will apply. No fees will be charged.

### **Time Limit Extensions**

Exceptionally, students who require an additional term (or terms) in which to complete their thesis may apply for a time limit extension. Approval of the request is contingent on the student's steady and demonstrable progress.

TLE requests should be submitted through the student portal at least 3 months in advance of the time limit (typically by June 1).

The process of securing the department's support begins much earlier, however. At the beginning of their 6th year, all students should revise their formal plan to completion and meet with their supervisors to assess whether a TLE is likely to be necessary. If it is, students should contact the GPD immediately and submit their revised plan to completion. To secure the department's support for a TLE at the end of year 6, it is important that students meet the goals established at the beginning of that year.

Should subsequent TLEs be required, requests should be submitted through the student portal four weeks in advance. A revised plan to completion must be submitted as supporting documentation.

## **SUPPORT AND RESOURCES**

### **Student Hub**

Information about most university services and resources - including Health Services, Counselling and Development, and the Sexual Assault Resource Centre - is centralized through the Student Hub, <https://www.concordia.ca/students/graduate.html>.

### **Accessibility**

Concordia supports students with a variety of disability conditions through the Access Centre for Students with Disabilities, <http://www.concordia.ca/students/accessibility.html>.

The Art History department and the VCR are accessible to nursing mothers. Contact the GPD for details.

### **Opus Cards**

Full-time students are eligible for reduced-fare opus cards: <https://www.concordia.ca/students/birks/opus-transit-card.html>.

### **Libraries**

The Concordia Libraries offer important resources to graduate students, including a BCI card that will enable you to borrow books at other university libraries (McGill, U de M, UQAM), Inter-Library Loans for

materials not held by Concordia, and study carrels. One-on-one consultations with the Fine Arts Librarian, John Latour ([john.latour@concordia.ca](mailto:john.latour@concordia.ca)), are also available.

The library at the Musée d'art contemporain (Médiathèque, which may be accessed via CUBIQ's advanced search by selecting 'Musée d'art contemporain de Montréal' under 'Bibliothèque' at <https://www.cubiq.ribg.gouv.qc.ca/advancedsearch/:new>) is a valuable resource, as is Artexxe Documentation Center (see <http://www.artexxe.ca>). These are both excellent places to conduct research on modern and contemporary art; if your research concerns architecture, then you will probably want to consult the Canadian Center for Architecture's world-class library and archives (by appointment). If you simply need quiet space in which to work, the Archives Nationales du Québec on Viger Street near Berri has particularly congenial facilities.

### **The School of Graduate Studies**

SGS is located in the GM building, room 930. Among the offices it houses are the Graduate Awards Office (ext. 3801/3816) and the Thesis Office (ext. 3812).

### **Access to Technology**

Active Concordia students have access to Office 365 Education (a collection of services that allows you to collaborate and share your schoolwork). The services are available for free and include an email address, Office online (Word, PowerPoint, Excel, and OneNote), 1 TB of OneDrive storage, Yammer, and SharePoint sites. The subscription also allows you to install the full suite of Office software on up to 5 computers and 5 mobile devices free of charge. For more information, see: <https://www.concordia.ca/it/services/office-365-education.html>

### **Thesis Writing Spaces**

Regular writing is the key to graduate student success, and having a dedicated working space is central to making that happen. Home is convenient, but may not offer the most conducive environment for concentrated daily work.

#### *Art History Write-In*

In Winter 2021, should the University allow in person gatherings, the Jarislowsky Institute (EV 3.711) will be home to the Art History Write-In every Wednesday afternoon from 1 - 5 pm. Come for tea, cookies, and silent companionship in writing.

#### *Art History Graduate Student Lounge*

Space within the department to leave your bags and books, meet with other students, and plan projects. Suitability for writing varies, depending on usage. You will receive a key for this space.

#### *VCR (formerly the slide library)*

EV 3.703 Huge windows and a friendly, quiet space for students to work within the department. There is also a microwave and a fridge.

### *FoFA Graduate Student Study Space*

A newly renovated and dedicated space for Fine Arts Graduate students with a private lounge area, a large study space, a kitchenette, a conference room, a small meeting room and a privacy area, as well as five research labs. Faubourg Building, FB 630, 1250 rue Guy. You need a key card to work in this space and can apply for it at: <https://www.concordia.ca/finearts/student-life/graduate-study-space.html>.

### *Espace Thèsez-vous*

A cooperative writing environment that fosters concentration, structure and a motivating community, helping students and researchers from all universities and fields of study reach new levels of productivity while writing their theses. 7640 Rue Lajeunesse, Montréal, QC H2R 2J2

### *Webster Library*

A newly renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room.

### *Grey Nuns Reading Room:*

A beautiful and historic space in a Concordia heritage building. Grey Nuns Building (GN) A Wing, 1190 Rue Guy

### *And a host of other spaces ...*

The city also has many extraordinary library spaces where you can work regularly. Don't miss the Viger Avenue branch of the BANQ at 535 av. Viger Est – a showpiece of the Quebec government in a heritage building, with microwaves and lockers and a gorgeous cast iron reading room. The Birks Reading Room and the Islamic Studies Library on the McGill Campus are also splendid spaces.

### Sequencing Options – PhD Art History

Standard	Fall _____	Winter _____	Summer _____
Year 1	<input type="checkbox"/> ARTH 809 (A) (3cr) Séminaire Int. I <input type="checkbox"/> ARTH - B (3cr)  <input type="checkbox"/> Oct: External Grant Applications <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> ARTH 810 (A) (3cr) Sémin. Int. II <input type="checkbox"/> ARTH – B or Elective (3cr)  <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Thesis research goal: work on bibliography, annotations and intellectual context statement <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target graduation date:
	<input type="checkbox"/> Professional development goal(s) for year 1:		
Year 2	<input type="checkbox"/> ARTH 820 (6cr) Research Tutorial <input type="checkbox"/> Target date for thesis proposal: <input type="checkbox"/> Finalize THESIS COMMITTEE in conjunction with supervisor  <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Schedule COMPS <b>ARTH 808 (9cr) COMP EXAMS</b> <input type="checkbox"/> 1 take-home written (3 days) <input type="checkbox"/> 1 oral <input type="checkbox"/> March : SGS Progress Report <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Thesis research and writing goal:  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target graduation date:
	<input type="checkbox"/> Professional development goal(s) for year 2:		
Year 3	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Comps or thesis research and writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Human Research Ethics Review (if needed) <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis research & writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> April: <b>ARTH 807 (3cr) DOCTORAL FORUM</b> (for a 4 year degree) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis research and writing goal:  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 3:		
Year 4	<input type="checkbox"/> Teaching? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal (for a 4-year degree, complete draft):  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> December: <b>ARTH 807 (3cr) DOCTORAL FORUM</b> (alternate for a 4-year degree) <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal (for a 4-year degree, editing and 2 <sup>nd</sup> draft):  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 4-year degree.) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal: (for a 4-year degree, initial submission 6 weeks before defence):  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> <b>Defence &amp; revisions</b> <input type="checkbox"/> <b>1 September: Final e-SUBMISSION</b> <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 4:		
Year 5	<input type="checkbox"/> TEACHING? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal (for a 5-year degree, complete draft):  <input type="checkbox"/> Target date for goal:  <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal (for a 5-year degree, editing and 2 <sup>nd</sup> draft):  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 5 year degree.) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree).  <input type="checkbox"/> Thesis writing goal: (for a 5-year degree, initial submission 6 weeks before defence)  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> <b>Defence &amp; revisions</b> <input type="checkbox"/> <b>1 September: Final e-SUBMISSION</b> <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 5:		
Year 6	<input type="checkbox"/> Thesis writing goal (for a 6-year degree, Complete draft)  <input type="checkbox"/> Target date for goal:  <input type="checkbox"/> TARGET draft date:	<input type="checkbox"/> Thesis writing goal (for a 6-year degree, editing and 2 <sup>nd</sup> draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 6-year degree.) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Thesis writing goal: (for a 6-year degree, initial submission 6 weeks before defence)  <input type="checkbox"/> Target date for goal: <input type="checkbox"/> <b>Defence &amp; revisions</b> <input type="checkbox"/> <b>1 September: Final e-SUBMISSION</b>
	<input type="checkbox"/> Professional development goal(s) for year 6:		