

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

GRADUATE STUDENT HANDBOOK
Graduate Program in Languages, Literatures and Cultures

Website: https://arts.ucalgary.ca/languages-linguistics-literatures-cultures/current-students/graduate/current-graduate-students/languages-literatures-and-cultures

August 2026

Dear Student,

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

In the following pages you will find information on guidelines and regulations intended to help your program run smoothly. You are responsible for reading and understanding this document. You should also familiarize yourself with the regulations of the Faculty of Graduate Studies[1] and the Academic Calendar[2].

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

You are an important part of our program, and your mental health is of great importance to us. There may be times when workloads or other expectations become overwhelming. If this happens to you, please seek out help. The University has a number of resources available to students in need of assistance[3]. Regardless of where you find yourself, please remain in touch with us.

This *Handbook* has been devised as a starting point and it is a useful reference tool. If you can't find answers to your questions in its pages, please don't hesitate to contact us.

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

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[1] The Faculty of Graduate Studies website can be found here: grad.ucalgary.ca/.
[2] The Academic Calendar can be found here: https://calendar.ucalgary.ca/
[3] University of Calgary mental health resources are available here: http://www.ucalgary.ca/mentalhealth/.

1. Introduction

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

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

2. Program Culture

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

Students who submit work that is not their own (i.e., plagiarize), cheat, or engage in other forms of academic misconduct are subject to the Academic Misconduct Policy[4], provided in section 10 below. Consequences of engaging in academic misconduct include, but are not limited to, a failing grade, probation, suspension, and expulsion.

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

[4] The Academic Misconduct Policy is available here: https://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy.

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

- E-mails are handled solely during working hours (i.e., Monday-Friday 8:30 am-4:30 pm). Please allow at least 24 hours for a response.
- E-mails should be concise and to the point. Answering vague inquiries, or messages requiring long explanations, is difficult and time-consuming. In such cases it is preferable to handle the matter in person.
- Please make sure that the subject line accurately reflects the contents of your message.
- Use professional salutations, and avoid colloquial greetings such as "Hey there".
- Watch your grammar, spelling, syntax and form when composing a message. Please refrain from using all-caps, which is tantamount to screaming, or from employing lower-case throughout the message, which can be perceived as overly informal.
- Look carefully at the addressees in a message, including those in the cc field. If you see more than one, especially that of the Graduate Director and that of the Graduate Advisor, you should use the "Reply-All" option. It keeps everyone informed and saves us time chasing answers.
- Avoid attaching large files. Recipients may encounter difficulties opening big attachments. In some cases, your entire message may be rejected as oversized.
- Please reply to your e-mails within 24 working hours. Delays in replying to e-mails may result in delays to your progress in the program, and to your funding.
- Read messages carefully before deciding to delete them permanently.
- When you are away from campus and will not be checking your email for more than one day, please set an automatic out-of-the-office response.

Respect in interactions also extends to the non-use of technology during academic events including, but not limited to, courses, lectures, workshops, and presentations. You may be given permission—and even encouraged—to use technology at some events. Unless permission is explicitly granted, it is best to assume that technology should not be used, as it will cause a distraction. Technology should not be used for personal purposes at academic events or in the classroom.

The University takes non-academic misconduct (e.g., stalking, bullying, sexual assault, using or destroying another's property, obstructing legitimate activities, interfering with University activities, providing false information, etc.) very seriously. Please see the Non-Academic Misconduct Policy[5] (printed in full in section 10 below) for a full list of behaviours that are considered misconduct, the consequences of engaging in this sort of misconduct, and information about how the cases are handled.

3. Program Objectives

The objectives of the program are as follows:

- *Development and strengthening of intercultural competencies*. Students enrolled in the program will not only learn about what it means to effectively and appropriately

[5] The Non-Academic Misconduct Policy is available here: https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-policy

communicate with peoples from the cultures they are studying, but—due to the diverse linguistic and cultural backgrounds of their fellow students and their course instructors as well as the content of the program's common courses—they will also deepen their knowledge of other cultures, their empathy for people from other cultures, and their own cultural identity.

- *Understanding and application of theory*. A central goal of the common courses (LLAC 601 *Additional Language Pedagogy*, LLAC 602 *Research Methods in Applied Linguistics,* and LLAC 603 *Theory and Methods of Literary and Cultural Studies*) is to expose students to a range of linguistic and literary theories, models, and tools, which they will then apply at later stages of their degree programs. Additional courses in the program are focused on the development of theoretical rigour.
- *Pedagogical training and teaching experience*. All students will be required to enroll in the common course LLAC 601 [6]*Additional Language Pedagogy.* In addition to its focus on theory, this course will expose students to the scholarship of teaching and learning, and it will encourage students to engage in research-informed teaching. Every effort will be made to ensure students are able to work as supervised teaching assistants in a range of undergraduate courses, and those students who wish to teach up to two courses as the instructor of record over the course of their degrees will be regularly observed and mentored when they teach. At the PhD level, students will take on a mentorship role and will be invited to assist in the training of new language instructors.
- *International experience*. All students who enroll in the program will be encouraged to take advantage of at least one international experience. An additional goal is to encourage graduate students to present their research at national and international conferences.
- *Development of grant writing skills*. Students are required to apply for grants. Many of these grants will enable them to study or undertake their research at a range of universities and research institutions throughout the world. Training in grant writing is a central element of the program. PhD students will be supported in looking for and writing international research grants.
- *Development of advanced language proficiency*. Students will be supported to attain high levels of proficiency in the languages that they study. We expect students to enter the program with an advanced level or proficiency in their primary language (i.e., CEFR level C1—Effective Operational Proficiency), and we expect all doctoral students to exit the program with a CEFR C2 level of proficiency (Mastery). Students whose abilities are not at this level will be encouraged to study abroad.
- *Development of written and oral communication skills*. In each of their courses students will not only be expected to produce substantial written contributions and give classroom presentations, but they will also receive substantial feedback on these assignments. In addition, SLLLC will regularly provide—and students will be encouraged to attend—workshops and other opportunities for students to hone their communication skills. PhD students in LLAC will be encouraged and supported in their efforts to produce published refereed articles related to their dissertations. In addition, they will be encouraged to

make more than one refereed presentation to national and/or international scholarly events over the course of their program. For funding opportunities, please see page 20.

- *Research training.* A central goal of the courses *Theory and Methods of Literary and Cultural Studies* and *Research Methods in Applied Linguistics* is to teach students about every step of the research process. From the outset of their studies, students will be taught to read published research with a critical eye, and they will be encouraged to consider the implications of this research for their own future studies. We strongly recommend that students attend additional workshops offered by the Language Research Centre and various research groups in the School and across campus that will provide them with practical and theoretical tools for carrying out informed research. When possible, students—especially those in the PhD program—will also be hired as research assistants so that they can learn first-hand about the research being carried out across the School.
- *Development of autonomy and the ability to collaborate.* Courses, research and teaching opportunities, and outreach activities available to students across the program will enable them to develop the autonomy necessary to complete their own projects as well as the ability to work with others to see collaborative projects through to completion. Regular mentoring will be provided to students who are teaching, and one of the foci of mentoring activities will be time management. School newsletters, notice boards, and display cases serve as a platform to showcase student and faculty achievements, share research and academic updates, promote community engagement and events, and offer valuable resources for students. Students are encouraged to contribute their own news and stories.

4. Expectations and Requirements

4.1 General Expectations

Students are expected to demonstrate their engagement in School and university-wide research activities, academic conferences, and lectures, by attending at least five internal or external scholarly presentations in each year of their program. These are valuable opportunities to see how research is presented, and they will be beneficial to the students' future careers. Opportunities exist for students to present their own research in SLLLC. Attendance at these presentations must be reported in your annual report. Please see pages 17-18 for a summary of these expectations and requirements.

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

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

Students are expected to attend workshops providing professional and academic development opportunities to acquire the skills they need to succeed before—and after—graduation. The

School strongly advocates undertaking training through My GradSkills[7], a series of workshops offered by the Faculty of Graduate Studies covering numerous competencies (Career Building; Communication; Information Technologies; Leadership; Research; Social Awareness; Teaching; Wellness).

The Werklund School of Education offers specialized seminars and workshops for native and non-native speakers of English.[8] These seminars are designed to develop and enhance specific English language skills for effective communication in an academic setting, and to help individuals improve spoken or written English. Before registering students should speak with the Graduate Program Director to ensure that the appropriate training is chosen.

The University of Calgary is a signatory of the Canadian Graduate Student Research Mobility Agreement[9]. This agreement facilitates visits by graduate students to other institutions to engage in research and be recognized as visitors to the host campuses. Students interested in this opportunity should speak with the GPD. Applications must be approved by the Graduate Committee.

4.2 Research with Human Subjects

Students carrying out research involving human subjects (including, but not limited to, interviews, questionnaires, classroom observations, and laboratory experiments) are required to complete the Tri-Council's Course on Research Ethics (CORE) training[10] and submit an online application to the Conjoint Faculties Research Ethics Board[11]. Students who plan to collect any data from human beings are expected to discuss their plans with their supervisors and with the Graduate Program Director. Ethics application approvals take at least four to six weeks, and approval must be granted before any data may be collected. Students who are considering collecting data from human subjects are encouraged to attend the School's workshop on research ethics.

4.3 Pedagogical Training

Students are expected to complete training to enhance their profile as teachers. Beyond completing LLAC 601 or its equivalent, students must attend lectures, talks or workshops devoted to pedagogy every year. They are strongly encouraged to attend regularly scheduled teaching workshops within SLLLC and should consider registering in courses offered through the Werklund School of Education and the Taylor Institute for Teaching and Learning (TITL). Attendance to these presentations must be reported in your annual report. Please see pages 17-18 for a summary of these expectations and requirements.

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[7] My GradSkills information can be found here: www.ucalgary.ca/mygradskills/.
[8] Information about these effective writing and presentation skills workshops is available here: https://events.ucalgary.ca/graduate-studies/.
[9] The Canadian Association for Graduate Studies website contains more information: https://cags.ca/.
[10] CORE training is available here https://research.ucalgary.ca/conduct-research/ethics-compliance/tcps2-core-tutorial.
[11] Information on ethics applications is available here https://research.ucalgary.ca/conduct-research/ethics-compliance/human-research-ethics/conjoint-faculties-research-ethics-board-cfreb.

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

It is also highly recommended that students undertake training offered by the Taylor Institute for Teaching and Learning[12]. Students in Spanish, French and German should consider CEFR (i.e., DELE, DELF or Goethe Institut) examiner accreditation courses.

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

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

Teaching evaluations are conducted for all courses with at least 8 students. This process involves two surveys: the Universal Student Ratings of Instruction (USRI—the evaluation surveys used to collect student feedback in statistical format) and the Faculty of Arts surveys (hand-written questionnaires). Students who teach in the School will discuss the results of their evaluations with the GPD after final grades have been approved.

Textbooks are supplied by the School. French textbooks are available from Micheline Lee (centrefr@ucalgary.ca); those in other languages from Sara Philips (slllc@ucalgary.ca).

If you are conducting a class or language lab in CHD 419, 420, or 428 after 4:00 p.m., please ask for a key from the main office, Social Sciences 1152, during opening hours (Monday-Friday, 8:30 am – 12:00 pm and 1:00 – 4:30 pm). In all other cases keys should be collected beforehand from the main office.

4.4 Additional Requirements

The following requirements apply to all students:

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

[12] A link to workshops and professional development opportunities can be found here: http://ucalgary.ca/taylorinstitute/grad-students.

- Graduate students must consult with the Graduate Program Director concerning course selection, leave of absence, course or program withdrawal.

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

4.5 Expectations for Students who have Accepted Funding

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

- participation in, at minimum, the *Teaching Assistants' Orientation* held during the orientation session and at least one workshop offered by the Taylor Institute for Teaching and Learning (for students in their first year).[13]
- participation in professionalization workshops offered by the School, including Library Workshops.
- attendance at conferences or research events in SLLLC, such as the *Graduate Forum*, events scheduled within the School's speaker series, or presentations given outside the School, depending on research interest.
- presentation of at least one research paper or poster[14] per year at a local, national or international venue, following consultation with their supervisor.
- completion of a brief written report (using the Professional Development Report form) that highlights the learning outcomes of their work and attendance at these events.

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

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

5. Financial Assistance

Funding (i.e., scholarships, awards, and/or teaching assistantships) is available to qualified students. All continuing students must apply for internal funding. Applications must be submitted to the School by February 1. All students are strongly encouraged to seek external funding opportunities throughout their program[15]. More information is provided in the Awards and Financial Assistance section (11) below.

[13] Links to workshops can be found here: https://taylorinstitute.ucalgary.ca/students/graduate-students.

[14] Guidelines on posters are found at https://grad.ucalgary.ca/sites/default/files/teams/3/academic-posters-updated-powerpoint.pdf.

[15] Information on awards and other financial assistance is provided here: http://grad.ucalgary.ca/awards.

6. MA Program Regulations

6.1 Registration

Graduate students must complete the registration activation process through the online Student Centre[16] before they can enroll in courses. Continuing graduate students must complete an Annual Progress Report[17] every year by May 15 and ensure their registration remains active. All graduate students must maintain active registration and pay fees until they have completed their program.

6.2 Residence

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

6.3 Timelines

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

6.4 Supervisory Assignments

The GPD is normally the interim supervisor for newly admitted students. Students are expected to choose a permanent supervisor by the end of the second semester (i.e., April 30 for September registrants and December 15 for January registrants). Selection of a supervisor should be by mutual agreement between the student and the faculty member concerned and approved by the GPD. Supervisory assignments are based on the stated research interests of the students, the disciplinary expertise of faculty members, and program capacity. The relationship between students and supervisors is explained in the Graduate Calendar[18]. Students and supervisors must complete the Student-Supervisor Checklist[19].

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

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[16] Information available here: http://grad.ucalgary.ca/current/managing-my-program/registration

[17] More information on the Annual Progress Report can be found here: https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/annual-progress-report

[18] Information about supervision is available here: https://calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-supervision

[19] The checklist and other information relevant to the student-supervisor relationship can be found on the Faculty of Graduate Studies website: https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/checklist

7. MA Requirements

7.1 Courses

Students enrolled in the thesis-based MA program are required to successfully complete 18 units (i.e., six half-course equivalents). All students must enroll in in LLAC 601 *Additional Language Pedagogy* or its equivalent, and, depending on research perspective, either LLAC 602 *Research Methods in Applied Linguistics* or LLAC 603 *Theory and Methods of Literary and Cultural Studies.* Students will take three courses (nine units) in the Fall semester, and three courses in the Winter semester. Other arrangements must be approved in advance by the Graduate Director.

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

To register in courses outside the program, or to audit a course, the Change of Course Registration form is needed and requires the signatures of the supervisor and GPD[20].

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

7.2 Thesis Proposal

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

Abstracts of proposals may be reproduced with permission for information purposes.

[20] This form is available at https://grad.ucalgary.ca/sites/default/files/teams/3/r_change_course_reg_2026.pdf

7.3 Thesis

Thesis students are required to complete a scholarly and/or critical thesis (approximately 100 pages), which is submitted to an Examination Committee. Establishing the Examination Committee is the responsibility of the thesis Supervisor in consultation with the student. The Examination Committee should be established at least five weeks before the thesis examination. The language of the thesis is to be decided upon in consultation with the student's supervisor. Students should familiarize themselves with the Thesis Guidelines[21] document. It is recommended that students make use of the thesis template as soon as they begin writing their theses[22].

Each committee member will submit a written evaluation of the thesis.

Note: The work submitted in the thesis must be that of the student. Students are encouraged to discuss copyediting with their supervisors. Those receiving copyediting assistance must acknowledge it in their theses.

7.4 Thesis Oral Examination

Thesis students must defend their theses at an oral examination[23]. In addition to ensuring that students can speak in detail about their thesis work, the examination is also intended to confirm that students have broader knowledge of the topic of the thesis within the larger context of their field of study.

7.5 Capstone Requirement (Course-based MA Students only)

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

7.6 Additional Requirements and Expectations for MA Students

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

- Before the end of their second year of study, MA Thesis students are required to make an internal (i.e., within SLLLC or the University of Calgary) or external presentation (at a local, national, or international conference) related to their research.

[21] Thesis Guidelines are available here: https://grad.ucalgary.ca/sites/default/files/teams/3/Thesis%20Formatting%20Guidelines_05-12-2023.pdf .
[22] The thesis template is available here: https://grad.ucalgary.ca/current-students/thesis-based-students/thesis
[23] More information on the examination is available here: https://calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-thesis-exams.

- Students in the thesis-based programs are also required to demonstrate their participation in university-wide research activities by attending internal or external scholarly presentations every year in their programs. Attendance at a minimum of one workshop on language training and at least two other presentations are expected. These presentations and workshops do not count towards degree requirements. Details are listed in the table on pages 17-18.

8. PhD Program Regulations

8.1 Registration

Graduate students must complete the registration activation process through the online Student Centre[24] before they can enroll in courses. Continuing graduate students must complete an Annual Progress Report every year by May 15 and ensure their registration remains active. All graduate students must maintain active registration and pay fees until they have completed their program.

8.2 Timelines

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

8.3 Supervisory Assignments

The GPD is normally the interim supervisor for newly admitted students. Students are assigned an additional interim subject area supervisor. Students are encouraged to meet with and ask for advice from other potential supervisors over the course of their first year of studies. They will normally have a permanent supervisor (and co-supervisor, where appropriate) by the end of the second term of study (usually April) and must finalize supervisory arrangements no later than twelve months after their first registration. The GPD will inform interim supervisors and finalize the supervisory arrangements. The relationship between students and supervisors is explained in the Academic Calendar[25]. Students and supervisors must complete the Student-Supervisor Checklist[26].

Once the student has finalized the choice of a supervisor (and co-supervisor, where appropriate), a supervisory committee is struck. The supervisory committee should be constituted by the supervisor in consultation with the student. It will normally consist of the supervisor and, if applicable, co-supervisor, and two members. One of the two members may be external to the program. The composition must be approved by the Graduate Program

[24]The Student Centre is available at my.ucalgary.ca. Additional information available here: http://grad.ucalgary.ca/current/managing-my-program/registration.

[25] Information about supervision is available here: calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-supervision.

[26] The checklist and other information relevant to the student-supervisor relationship can be found on the Faculty of Graduate Studies website: https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/checklist

Director and sent to the Faculty of Graduate Studies for information.

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

9. PhD Requirements

9.1 Coursework

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

To register in courses outside the program, or to audit a course, a Change of Course Registration form is needed and requires the signatures of the supervisor and GPD.[27] Students will take three courses (nine units) in the Fall semester, and three courses in the Winter semester. Other arrangements must be approved in advance by the Graduate Program Director.

9.2 Third Language Requirement

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

- a 4th semester language course at the University of Calgary or at another accredited institution, with demonstrable proficiency at the B1 level in the Common European Framework of Reference (CEFR);
- a language-proficiency examination designed specifically for graduate students by a relevant academic designated specialist. Such an examination tests the student's reading proficiency, by testing their understanding of a scholarly article;
- a B1 Common European Framework of Reference (CEFR) examination, when available.

9.3 Candidacy Examination

Specific details of the candidacy examination format and other candidacy requirements have been posted to our website.[28]

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[27] The form is available at https://grad.ucalgary.ca/sites/default/files/teams/3/r_change_course_reg_2026.pdf.
[28] Candidacy guidelines are available at https://arts.ucalgary.ca/sites/default/files/teams/22/llac-doctoral-candidacy-requirements_may282018_final.pdf

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

9.4 Extension to Candidacy Requirement Deadline

Any student who has not completed candidacy requirements by the end of their 28th month in the program must have an extension request approved by the Faculty of Graduate Studies. When requesting an extension, the student and supervisor must discuss an approximate date of the thesis proposal oral exam and plan the extension request based on that date. Once a date has been determined, the extension request should be completed through the Portal, with an explanation of the reasons for the delay.

Please note that the extension request should be submitted by the end of the 27th month in the program, so as to allow time for processing.

9.5 Thesis

Thesis students are required to complete a scholarly and/or critical thesis, which is submitted to an Examination Committee. Establishing the Examination Committee is the responsibility of the thesis Supervisor in consultation with the student. The Examination Committee should be established at least five weeks before the thesis examination. The language of the thesis is to be decided upon in consultation with the student's supervisor. Students should familiarize themselves with the Thesis Guidelines[29] document. It is recommended that students make use of the thesis template as soon as they begin writing their theses.

Each committee member will submit a written evaluation of the thesis. Subsequently, the student will be expected to defend the thesis in a final oral examination before the committee.

Note: The work submitted in the thesis must be that of the student. Students are encouraged to discuss copyediting with their supervisors. Those receiving copyediting assistance must acknowledge it in their theses.

9.6 Thesis Oral Examination

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

Thesis students must defend their theses at an oral examination[30]. The examination is also designed to confirm that students have broader knowledge of the topic of thesis within the larger context of their field of study.

[29] Thesis Guidelines available here: https://grad.ucalgary.ca/sites/default/files/teams/3/Thesis%20Formatting%20Guidelines_05-12-2023.pdf

[30] More information on the examination is available here: calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-thesis-exams.

10. Plagiarism and Misconduct

10.1. Plagiarism and Academic Misconduct

Plagiarism[31] involves submitting or presenting work as if it were the student's own when it is not. Any ideas or materials taken from another source (written, electronic, or oral) must be fully and formally acknowledged. Plagiarism includes, but is not limited to, the following:

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

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. It is recognized that clause (d) does not prevent graduate students from incorporating work previously done by them in a thesis or dissertation[32].

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

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

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

[31] Full details are found at https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/academic-integrity

[32] Examples of plagiarism can be found here: https://honorcouncil.georgetown.edu/whatisplagiarism/

10.2 Non-Academic Misconduct

The Student Non-Academic Misconduct Policy[33] describes behaviours that are considered misconduct. The policy also describes the process for responding to prohibited conduct and the possible consequences (sanctions) if a student is found responsible for non-academic misconduct. A student shall not cause or threaten to cause harm to another individual, or endanger the safety of another individual. Prohibited conduct includes, but is not limited to:

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

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

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

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

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

Concerning false information and identification, a student shall not

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

[33] The complete policy is available at http://www.ucalgary.ca/conduct/policy/non-academic-misconduct-policy

e) act for or on behalf of the University unless expressly authorized to do so

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

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

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

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

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

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

11. School Funding

MA thesis-based students admitted after January 1, 2026, will receive at least $23,676 (domestic) and $25,455 (international) annually for twenty months of the program.

PhD students admitted after January 1, 2026, will receive at least $31,426 (domestic) or $33,205 (international) annually for four years of the program.

For extensive information on minimum funding levels, please see https://grad.ucalgary.ca/awards-and-funding/funding-TB-students

To be eligible to receive financial support, a student must be registered full time and be active in their program.

• Students receiving scholarship funding from their supervisor's grant must fulfil their supervisor's reasonable expectations regarding attendance and activity in the research environment.

• Employment income as a teaching or research assistant is included in the guaranteed funding amount offered to students. Students must be available to take this employment as a GAT (graduate assistantships – teaching) or GANT (graduate assistantships – non-teaching); otherwise the amount of the GAT or GANT refused will be deducted from the annual funding offered to the student for that academic year.

All of the following count toward meeting the student's guaranteed funding amount (i.e., the amount guaranteed in the student's offer of admission):

• Stipend/scholarship payment from supervisor's research grant
• GAT/GANT income
• Research assistantship income from supervisor's research grant
• Income as sessional instructor
• External scholarships, including SSHRC/NSERC/CIHR/AIHS/AITF/QEII
• Internal scholarships, including from program, or university competitions such as the Graduate Awards Competition

Income from bursaries is *not* counted toward the student's guaranteed funding amount. Students are required to apply for external scholarships for which they are eligible.

Success in external and internal scholarship competitions will affect the student's funding in the following way: Any student who receives a major award ($15,000 or more) will be guaranteed funding greater than the minimum funding.

If a student receives an award after the funding letter has been issued, the Program may redistribute funding, but in no case will the student's total funding be reduced. (For example, a student who received a $4,000 SSHRC scholarship in November may have their FGS scholarship reduced by $2,000 for the year.)

If a graduate student has not completed their thesis in the normal funding period (20 months for MAs, 4 years for PhDs), AND if the Program has funds available after meeting all commitments to graduate students in the normal funding period, that student may be awarded funding. This funding will be subject to the following condition: The student must submit to the Graduate Committee a written plan for completing their thesis developed in collaboration with their supervisory committee and deemed to be feasible by the supervisor.

Funding is intended to allow students to devote themselves to full-time study and professional development. The normal expectations for students in the LLAC program (pending confirmation) is attendance at six presentations a year, including at least those indicated below, and presentation of at least one research paper:

First-year students (MA and PhD)	• Teaching Assistants' Orientation • One pedagogy workshop offered by the School, the Taylor Institute for Teaching and Learning, the Werklund School of Education, or off campus • One professionalization workshop offered by the School, including Library Workshops • One conference or research event (in SLLLC or outside the School, depending on research interests)

	• Presentation of at least one research paper or poster per year at a local, national or international venue, following consultation with supervisor
All students (MA and PhD) in year 2 + (every year)	• One pedagogy workshop offered within the School, at the Taylor Institute for Teaching and Learning, the Werklund School of Education, or off campus • One professionalization workshop offered by the School, including Library Workshops • One conference or research event (in SLLLC or outside the School, depending on research interests) • Presentation of at least one research paper or poster per year at a local, national or international venue, following consultation with supervisor
Doctoral students	Doctoral students are also strongly encouraged to submit their work to peer-reviewed journals for publication.

Students are responsible for paying tuition and fees annually:
https://calendar.ucalgary.ca/tuitionandfees.
Students with funding from university sources can apply for a payment plan:
https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan

11.1 Grants, Scholarships and Awards

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

The School allocates a fixed number of Alberta Graduate Excellence (AGES) Scholarships, subject to final approval from the Faculty of Graduate Studies.
All eligible students are **required** to apply for the annual Graduate Award Competition (GAC), the annual Social Sciences and Humanities Research Council (SSHRC) scholarship competition, the Entrance Competition, and external awards competitions offered through the Faculty of Graduate Studies. Failure to apply may result in a decrease or cancellation of School funding.

Not only is it an honour to receive a scholarship or award, it will also benefit one's future career. Students must apply since such awards not only enhance their academic profile but also result in more substantial financial support. Acquisition of external awards strengthens the entire program, improving the program's reputation. Should a student win an external scholarship (e.g., GAC or

SSHRC), the School will normally adjust its initial offer of funding[34].

11.2 Graduate Assistantships

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

There are three types of assistantships:

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

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

Graduate assistantships are governed by a collective agreement[35] between the Board of Governors and the Graduate Student Association. The agreement stipulates that these assignments be documented though a contract and a description of duties, the latter outlining the tasks involved and the weekly distribution of hours.

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

11.3 Sessional Teaching Appointments

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

All graduate students are strongly encouraged to submit applications. Teaching opportunities are posted on the University Careers website". Applications are submitted directly to the School,

[34] Information on other types of funding and awards is available at grad.ucalgary.ca/awards/policy.
[35] The CA is available at https://www.ucalgary.ca/hr/sites/default/files/teams/239/gsa-ca.pdf

according to the specific instructions provided in the notices. It is the student's responsibility to check the website regularly for teaching opportunities.

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

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

12. Other Funding and Financial Aid

The **Social Sciences and Humanities Research Council (SSHRC)** holds a national competition for major research funding. The internal application deadline for MA students is normally in mid-November, and for PhD students mid-July[36].

Later in Fall, the Faculty of Graduate Studies will announce details concerning the annual **Graduate Award Competition (GAC)**. The GAC scholarships include special awards and bursaries for MA students. Only one application form is needed for all awards offered under the GAC[37]. Our internal application deadline is January 15. All eligible students are required to submit an application.

The Faculty of Graduate Studies has created the **Graduate Awards Database**, a searchable repository listing internal and external scholarships, awards and bursaries[38].

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

When budgets allow, funding to support travel to conferences, teaching development and other workshops will be announced by the Faculty of Arts and/or by the School. Applications will be made through the School. Instructions will be provided in due course but, in the meantime, please speak with the GPD about your plans.

13. Student Fees[39], Payroll and Confirmation of Registration Letter

Students are assessed tuition fees for each term of enrollment. Even when students are not taking courses, their status must be ACTIVE. After the first year, students will be charged continuing

[36] Extensive information is available at https://grad.ucalgary.ca/awards-and-funding/award-opportunities/sshrc and
https://grad.ucalgary.ca/awards-and-funding/award-opportunities/CGRSM
[37] Information may be viewed at grad.ucalgary.ca/awards/opportunities/gac.
[38] The Graduate Awards Database can be accessed here: http://grad.ucalgary.ca/awards.
[39] Information on fees is found at https://calendar.ucalgary.ca/tuitionandfees

program fees until they complete their degree. It is the students' responsibility to keep informed about fees.

The deadline to pay Fall tuition and general fees, or to have an approved fee instalment payment plan, is **September 18, 2026**. We recommend that you take care of this matter early in September to ensure all processing is completed before the deadline. A late fee will automatically be levied after this date.

The Graduate Student Payment Plan[40] option exists for students wishing to pay their fees on a monthly basis.

Scholarships, graduate assistantships and all other awards will be paid by direct bank deposit. The University asks all students to submit their banking information securely through a new link in their Student Centre[41].

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

Students have the option of submitting the Revenue Canada Personal Tax Credit form (TD1E)[42] and the Alberta Personal Tax Credits Return form (TD1AB)[43] to have tax calculations adjusted on account of their status.

Students may view the sources of their university funding through the "Earnings Detail Statement" on their Student Centre[44]. Amounts are updated two-three working days in advance of pay day.

Confirmation of registration letters are available to registered students and can be used for a variety of purposes, most commonly to confirm registration, program of study, academic standing, course load, and fee assessment. They are generated through the Student Centre.[45]

14. Orientation, Workshops and Lectures

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

[40] Forms are available at https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan.
[41] Instructions can be viewed at https://grad.ucalgary.ca/awards/award-guide/step-2-receiving/getting-paid
[42] The form is found at https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-26e.pdf
[43] The form is found at https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1ab/td1ab-26e.pdf
[44] Instructions are posted at https://grad.ucalgary.ca/awards/award-guide/step-2-receiving/getting-paid
[45] Instructions are posted at https://grad.ucalgary.ca/current-students/registration/confirmation-registration

The **Teaching Assistants' Orientation**[46] will take place online. All incoming students must register. International students should also register in *Effective Communication in Teaching for International Students*[47].

Graduate Orientation (GRAD-O) will be held on **Wednesday, August 26**. Please ensure that you have registered in advance, and that you attend this important event[48].

The **LLAC Student Orientation** has been scheduled for the morning of **Monday, August 31.**

Desire2Learn (D2L) is the learning management system used to manage courses, email students, collect assignments, participate in online discussions, keep track of student grades, etc. Training sessions are available through the Taylor Institute for Teaching and Learning[49].

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

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

15. Statement of Duties for Recipients of Graduate Assistantships

15.1 Service Obligations

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

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

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

Assistants are expected to be on campus and available to perform their duties throughout the

[46] Information posted at https://taylorinstitute.ucalgary.ca/resources/module/teaching-assistant-orientation
[47] Information posted at https://conted.ucalgary.ca/taylor/
[48] Complete information on Graduate Orientation is found at http://grad.ucalgary.ca/current/newly-admitted/graduate-orientation.
[49] Details about Taylor Institute sessions are available here: http://ucalgary.ca/taylorinstitute/grad-students

duration of their contract. If assistants plan to be away during this time, they must get permission from their supervising instructor/researcher before the planned absence.

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

15.2 Range of Duties

15.2.1 GA(T) Recipients

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

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

1. Marking examinations (including tests) and assignments for courses to which the GA(T) recipient has been assigned as a teaching assistant.

2. Out-of-class "tutoring" for students in sections to which the GA(T) is assigned. GA(T)s are normally required to schedule office hours when they will be available to answer students' questions concerning lectures, assignments and examinations.

3. GA(T)s might be asked to give a lecture or part of a lecture in a course. Note that the total work obligation includes preparation time for lecturing.

4. With respect to marking, tutoring, and lecturing, it is the responsibility of GA(T)s to familiarize themselves with the content and manner of presentation of courses to which they are assigned. This will require consultation with instructors, and in some cases, the GA(T) may be required to attend lectures in the assigned courses. Such time is also considered part of the GA(T)s hours of service.

5. A GA(T) may also be asked to perform other teaching-related duties, such as copying and distributing class materials, invigilation of tests and examinations, etc.

Guidelines for teaching assistants:

- Be on time for all classes.
- Do not make any changes without first consulting with the instructor or course coordinator.
- Take daily attendance.
- At the beginning of the term set a schedule of regular consultations with the instructor / course coordinator.
- Be free to consult with the instructor / course coordinator on any point large or small that may be of concern to you.

- Encourage use of the drop-in centres (French Centre, Centro de Tertulia, Circolino). If the coordinator agrees, you could take your group to visit the appropriate centre (please check for open hours). Personnel should be made aware of the timing of these visits, so that they will be available to welcome students and to explain briefly the activities available.
- If at any time you are in the need of audiovisual equipment that is not already available in the classroom where you teach, please have the coordinator contact ComMedia for booking. The coordinator will be requested to give the instructor's name, the day, time and the location of the course. The equipment will be delivered to your class. Please note that all bookings **must be made at least 24 hours in advance.** The cost of any same-day bookings will be charged back to the person who made the booking.
- Learn to use the equipment efficiently. Report difficulties or breakdowns immediately to ComMedia. Most desktops on classroom computers mention what to do in case of malfunction, and most classroom telephones have a direct dial to the ComMedia trouble line (220-5001).
- Consult the course co-ordinator any time you feel it is necessary. You should make sure you understand:
  a) your work in the lab;
  b) your responsibilities for getting to know your students' work, helping them to improve their pronunciation and fluency, encouraging them and grading their work;
  c) the program of exercises or other tests for the lab.

Keep the course coordinator informed of your problems questions and comments regarding:

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

In Class:

- Stand and move about. Your energy animates the class and keeps the students alert.
- Keep your ears open.
- Make all students participate actively in class.
- Do not follow a set pattern in your questions.
- Do not wait too long for a delayed answer. If the student doesn't know, go on to the next person and then return to the one who did not answer, asking him to repeat or explain, as appropriate, the correct answer.
- Speak at your normal conversational pace.
- Correct mistakes that either affect your ability to understand what has been said or that are the focus of instruction and make the student repeat the correction correctly.
- Do not abandon a subject which the students do not grasp. If necessary repeat an exercise twice.
- Speak only in the language you are teaching in and out of class, except when translation would remove a serious, time-wasting obstacle.
- Insist that all work be fully prepared at all times.
- Be disciplined, but show humour and belief in the student's potential success in language learning.
- Always be prepared for review.

- Always have a backup plan in case technology fails!
- Above all, use the material intelligently and imaginatively. You can greatly contribute to improving the program through your criticisms and general input.
- You will be observed by your course coordinator. These observations are designed not only to assess your performance and that of your students, but also to coordinate the various aspects of the program.

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

Classrooms and LRC Spaces:

- The corridors to CHD 3rd floor are locked from 7pm-7am each day
- The corridors to the Language Research Centre will normally be opened Monday-Friday automatically at 8:00 am and will be closed at 5:00 pm. The doors will be closed all day on holidays and on weekends. Anyone needing access outside these times should contact slllc@ucalgary.ca.
- The key called "LRC classroom" will open doors for D419, D420 and D428; classrooms will be locked during the day. Equipment should be booked through ComMedia.
- When picking up a key to any of the LRC classrooms or lab, the Circolino, CHE212, or CHC309, you must sign-out each key on the white board in the main office every time. Please erase your name when you return the key immediately following your class.
- The command podium in LRC lab (CHD428) must be completely turned off and locked up at the end of each class.
- Please be sure to turn the projector off before you leave any classroom.
- On leaving the lab, you are responsible for ensuring that all students have left and that the door is closed and locked.
- Where labs follow immediately one after the other, you may simply "hand-over" to the next instructor, but if you leave before the next instructor arrives, you are responsible for ensuring that all the students have exited and for locking the lab. We ask that you BRING THE KEY BACK to the School right away.
- If you need to obtain a key for a lab at 12:00 or 13:00, please be sure to pick it up from the main office (Social Sciences 1152) before 11:55, as the office is closed from 12:00 to 13:00.

15.2.3 GA(R) Recipients

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

15.3 GA Evaluation

At the end of each semester, the performance of GA recipients will be evaluated by the instructor(s) or researcher(s) to whom they have been assigned using the *Graduate Assistant*

Performance Review[50] form. The form is comprised of two sections, the first to be completed by the instructor, and the second by the student. After completion, the evaluation form is placed in the student's file, and copies of the completed form are returned to the instructor and the student. These forms will be used to assist the graduate coordinator in allocating subsequent GA units.

16. Absences and Vacation

Student are required to send an e-mail to llacgpd@ucalgary.ca to advise of absences and vacations. Vacation entitlement is three weeks per year and would normally be taken from May 1 to August 31. As noted previously, students are encouraged to set an out-of-the-office message when they will be away.

17. Annual Progress Report (APR)

All students registered during the Winter Term must complete an Annual Progress Report. An e-mail prompt will be circulated by the Faculty of Graduate Studies in May. This online report is an opportunity for students, supervisors and GPDs to review and comment on achievements during the past twelve months. Detailed instructions[51] are available to help you complete the report.

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

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

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

The APR is not intended to replace regular meetings and feedback from supervisors, but rather to provide structured opportunity for assessment of academic progress together with planning for the following year.
The student's part of the APR is due on May 15.

Students must complete their APRs before registering for courses in subsequent semesters. The LLAC program reserves the right to withhold funding from any student who does not complete an

[50] The form is available at https://live-hr.ucalgary.ca/hr/sites/default/files/teams/241/grad-assistant-performance-review.pdf
[51] Instructions are found at https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/annual-progress-report

APR and / or respond to comments on unsatisfactory APRs.

18. Office Space and Mailboxes

MA thesis-based students will have office space guaranteed for the first two years in program, and PhD students for the first four years in program. Offices are located in Craigie Hall. Students are required to identify their workspace with a name tag. MA course-based students, part-time students, and students on special leave are not assigned office space but may reserve CHD 316 or the Reading Room (CHD 301A) when they need access to a space on campus (subject to availability; please write to slllc@ucalgary.ca). Students are also given a personal mailbox, which they must check regularly.

Students with teaching assignments may reserve a private room for meetings, course preparation, and oral examinations by writing in advance to slllc@ucalgary.ca.

In principle, the office and desk assigned will remain unchanged for the duration of the students' time in program. There are times, however, when the School is required to make changes. Students will be given as much notice as possible, should any adjustments be necessary. Any student wishing a different space must send a written request to the GPD. Students who leave or complete the program are required to vacate their office and remove their belongings within five working days from the withdrawal or completion date.

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

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

Offices are equipped with a computer set up for internet access. Please be aware that the computer is intended for ALL occupants of the office: users are expected to be considerate of the needs of fellow students. Please do not download any software to these computers. IT personnel will look into any necessary upgrades. It is recommended that you use an external storage device to save your documents. Please avoid saving your files on the shared computers.

Perishable, compostable and recyclable items, as well refundable beverage containers, should not be placed in the garbage bins in the graduate offices, but in the designated containers found everywhere on campus.

There is a growing understanding that the health of some people is adversely affected by exposure to scented products. University spaces are a scent-free environment.

19. Graduate Student Committee and Representation at School Council Meetings

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

20. Graduate Events in the School

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

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

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

21. Graduate Students' Organization

Vox Condiscipulum, Latin for "voice of the school fellows," is the association for our graduate students. Its aim is to promote and serve the intellectual, academic, cultural and social interests of the graduate students of the School, fostering interaction between students and providing support for new graduate students. The association hosts *Vox Talks* each semester. They welcome ideas for future activities and events.

22. Language Centres

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

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

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

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

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

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

23. The Faculty of Graduate Studies (FGS)

The mission of the Faculty of Graduate Studies at the University of Calgary is to work with graduate programs to aid them in attracting well-prepared students, supporting the students well while they are here, graduating a high percentage of them in reasonable time, and producing graduate degree holders who are well-respected contributors in their fields wherever they are employed. To achieve this, the Faculty works with programs in setting admission standards and program requirements, and in establishing supervisory and examination committees. The Faculty is also closely involved in the administration of over $30 million annually in financial awards for graduate study. Their website[52] provides helpful guidelines and policies across all academic disciplines; resources for faculty members on graduate education and supervision; and information on opportunities for students to participate in professional and educational development activities outside of their program of studies.

24. Graduate Students' Association (GSA)

The Graduate Students' Association is your student organization[53]. The GSA represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government and the surrounding community of Calgary.

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

The GSA manages your health and dental insurance plan which covers essential items Alberta Health Care does not cover. Please read the notice posted on their website and be sure to follow their very strict deadlines[54].

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

25. International Students

Graduate programs are not in a position to give advice on matters related to immigration. Instead, students are asked to contact International Students Services at **issimmigration@ucalgary.ca**.

[52] The FGS website can be found here: https://grad.ucalgary.ca/.
[53] The GSA website is available at https://gsa.ucalgary.ca/.
[54] Information on the GSA health and dental insurance plan can be found here: http://gsa.ucalgary.ca/health-dental-services

International students who do not already have a **bank account** are advised to open one as soon as possible. The website of International Student Services (ISS) lists several banks located nearby[55].

International students must apply promptly for a **Social Insurance Number (SIN)** online or at one of the offices of Service Canada[56]. Students must be prepared to show Service Canada the following:

1. *Valid Study Permit* with one of the following remarks on it:
   a. "May work 20hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR"
   b. "May accept employment on or off-campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria."
   c. "May accept employment on the campus of the institution at which registered in full-time studies"
2. *Passport*
3. *Enrolment Verification Letter*[57] attesting to your full-time student status

After obtaining a SIN, students will need to upload a copy of the paperwork to their portal:

- Go to my.ucalgary.ca. Log in to your Student Centre and go to the Personal Info tab, where you will find the link "Submit Social Insurance Number"
- Enter the SIN number, expiry date, and upload a copy of the "Confirmation of SIN" letter from Service Canada

Alberta Health provides basic medical insurance. Individuals may apply with a SIN and a study permit valid for at least 12 months[58]. To obtain a health card (AHCIP), mail in an application form[59] or go in person to a Registry Agent.

You must keep the university informed of your current immigration status by supplying a copy of your immigration papers to hrhire@ucalgary.ca. Please add your UCID in the e-mail.

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

The International Student Mentorship Program matches current University of Calgary students with new, incoming international students. Mentors communicate with their mentees before their arrival on campus and provide guidance. New international students probably have many questions about student life at the university and about living in Calgary.

[55] The ISS website is available here: https://ucalgary.ca/student-services/iss
[56] Please visit the Service Canada website at https://www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada.html. Please see also https://live-ucalgary.ucalgary.ca/student-services/iss/immigration
[57] Instructions are available at https://grad.ucalgary.ca/current-students/registration/confirmation-registration
[58] Further information on Alberta Health can be found here: https://www.albertahealthservices.ca/
[59] The form is downloadable from https://www.alberta.ca/ahcip-forms.aspx.

26. Appendices

A. Graduate Student Best Practices

As a graduate student, you have an obligation to devote the time, effort, and energy necessary to engage in scholarship. The following set of best practices serve as a guideline to help manage your graduate career and are arranged into four categories: Time Management; Research and Writing; Supervisor/Supervisory Committee Relations; and Mental Wellness. Be sure to frequent the Faculty of Graduate Studies website[60] for updates related to your academic program as well as other important resources (e.g., Awards[61], MyGradSkills[62], Wellness Centre[63], etc.).

i) Time Management

As a graduate student, you will

- determine the specific milestones and requirements of your program of study in consultation with the Grad Calendar and your supervisor, and/or working with a GPD or another delegate;
- work with your Supervisor on the establishment of a realistic timetable for the completion of the various requirements of the program of study and will adhere to the timetable and meet deadlines. The Supervisor-Student checklist[64] is a good resource to get you started;
- take initiative to establish frequent forms of communication (e.g., in person meetings, e-mails) with your Supervisor and/or Supervisory Committee. Communication can vary according to the discipline and the nature and stage of the project, but normally should occur at least once per month;
- bring to the attention of your Supervisor other responsibilities you may have and the estimated time commitment (e.g., teaching assistantships or other employment) or special circumstances or needs that affect program progress;
- attend workshops to gain or improve skills that will help you succeed both academically and professionally;
- normally work an average of 40 hours per week on program-related activities (if a full-time student).

ii) Research and Writing

As a graduate student, you will

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

[60] http://grad.ucalgary.ca/
[61] http://grad.ucalgary.ca/awards
[62] http://www.ucalgary.ca/mygradskills/
[63] http://www.ucalgary.ca/wellnesscentre/
[64] https://grad.ucalgary.ca/current-students/thesis-based-students/graduate-supervision

- apply for funding[65] related to your research program (ensure to check funding opportunities available through your home program and/or FGS);
- work with your Supervisor to ensure that appropriate ethics approval[66] is obtained prior to conducting research on animals or humans (early ethics approvals prevent delays in research);
- provide an accurate and honest reporting of research results, and uphold ethical norms in research methodology and scholarship;
- discuss with your Supervisor the Intellectual Property Checklist[67] and conform to University policies regarding intellectual property, scholarly integrity, and other policies applicable to your research environment;
- acknowledge the contributions of your Supervisor and others in presentations and in published material, including joint authorship, if appropriate.

iii) Supervisor/Supervisory Committee Relations

Your relationship with your supervisor should be **collegial and professional.** Given the power imbalance that exists within the academy, any romantic or sexual relationship (perceived consensual or otherwise) is highly discouraged and should be avoided. Please familiarize yourself with the University's code of conduct.

- If such a relationship occurs, in the interests of all concerned, there is a strict obligation for the supervisor to disclose the relationship in writing to their Department Head or Dean and to withdraw completely from supervision and all other professional duties related to the student.
- As a student, if at any time, you feel vulnerable or you are concerned about being drawn into such a relationship, you should seek advice and support. Confidential support can be found through the following resources:
  - Graduate Academic and International Specialists, Faculty of Graduate Studies: grad.advisor@ucalgary.ca
  - Sexual Violence Support Advocate: 403-220-2208
  - Protected Disclosure Advisor, Office of Diversity, Equity and Protected Disclosure (ODEPD): 403-220-4086
  - Student Ombuds Office: ombuds@ucalgary.ca
  - Student Wellness Centre: 403.210.9355

As a graduate student, you will

- meet with the Supervisor and Supervisory Committee on a regular basis. These meetings can be initiated by you, your Supervisor, and/or the Committee. Report fully and regularly on progress and on results, and consider and respond to advice and criticisms received from your Supervisor and other members of the Supervisory Committee;

[65] Please refer to http://grad.ucalgary.ca/awards
[66] Please see https://research.ucalgary.ca/research-services/ethics-and-compliance
[67] Please see http://grad.ucalgary.ca/current/managing-my-program/supervision

- discuss with your Supervisor the faculty and program requirements[68], including those related to deadlines, thesis or dissertation style[69], course requirements, and conflict of interest[70];
- discuss with your Supervisor the responsible use of resources, and discuss how to obtain additional resources for your research;
- bring to the attention of your Supervisor any matters of conflicting advice or expectations on the part of members of your Supervisory Committee and work together to resolve these issues;
- recognize that your Supervisor and other members of your Supervisory Committee may have other teaching, research and personal obligations that may preclude immediate responses;
- work with your Supervisor to meet agreed performance standards and deadlines of the funding organization when financing has been provided under a contract or grant;
- maintain a professional and productive relationship with your Supervisor, making every effort to resolve any conflicts quickly to the satisfaction of both parties, seeking outside help when needed. After best efforts to mediate any issues, talk to your Graduate Program Director for additional assistance.

iv) Wellness

As a graduate student, you

- help ensure that your research environment is safe, healthy, and free from harassment, discrimination, and conflict;
- be aware of services at the University of Calgary campus to promote physical and mental well-being (e.g., Wellness Centre[71], Active Living[72], etc.)
- contribute to a collegial environment, seeking to add to, rather than take away from, the wellness of others.

B. Photocopying and Printing

Students may use the photocopiers and printers on campus for study and research purposes. A UNIcard (see below) will be needed to operate the equipment.

[68] Please see https://calendar.ucalgary.ca/departments/LLLC/programs
[69] Please see http://grad.ucalgary.ca/current/thesis
[70] Please see http://grad.ucalgary.ca/current/policies-forms/conflict-interest
[71] http://www.ucalgary.ca/wellnesscentre/
[72] http://www.ucalgary.ca/activeliving/

C. GRADpost

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

D. UNICard

Students should obtain a UNICard, their campus photo ID, as soon as possible. You will need it for many facilities and services including the library, campus recreation and access to some classrooms. To obtain your card please go to the Campus Security Office located in the Dining Centre, or view their website[73]. Bring your letter of acceptance from the Faculty of Graduate Studies.

E. Information Technologies

As a new graduate student you will have access to several services and products provided through the University of Calgary's Information Technologies (IT). With a valid student ID number, IT will supply a computing account to you for your academic and university business use[74].

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

Faculty, staff and graduate students listed on the School website can manage their own profiles using the apposite system[75].

F. Teaching Dossier

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

The Teaching Dossier will normally contain the following items:

- **Current CV**
- **Statement of Teaching Philosophy and Methods.** A brief statement of teaching philosophy that addresses the specific goals and objectives of the course(s) you have taught. Give at least two examples of successful strategies you have used.

[73] You can apply for your UNICard online at www.ucalgary.ca/unicard/.
[74] Visit the IT webpage for a quick start guide: www.ucalgary.ca/it/home/getting-started-students.
[75] Information on how to manage your profile is posted at https://profiles.ucalgary.ca/.

- **Syllabi of courses you have taught**. Provide some specific details of the courses you have taught, such as textbooks and method of evaluation. Specify if the course description was created by you or by a course coordinator.
- **Record of any Graduate Assistantships (teaching)**. Prepare a list of GA Teaching experience with a summary of your duties and a copy of your Description of Duties.
- **Students' evaluations**. Evidence of teaching effectiveness such as course assessments (i.e. USRI, Faculty evaluations). List the course assessments that are included in the dossier so it is clear to the reader which questionnaires can be viewed.
- **Reports on class visits or performance assessments** by an observer.
- **Self-Assessments.** Please comment on what, in your opinion, worked well in classes you have taught, what presented difficulties and what are the possible solutions. Include assessments of your teaching by an observer. Also include your comments about the statements students made on the course evaluations.
- **Efforts made to improve your teaching.** Include classes observed, workshops, etc.
- **Other.** You may add other relevant documentation if you wish.

Here are two useful resources:

1. The Teaching and Learning Centre at the University of Calgary offers workshops on various topics, including the Teaching Dossier[76].
2. The Centre for Teaching Support and Innovation at the University of Toronto has posted good information[77].

G. MA Thesis Proposal

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

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

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

- the proposal is clearly written;
- the goals of the project are clear (and realistic within the given timeframe);
- the student has identified and is working to address a gap in the literature;
- the student has chosen a theoretical and / or critical framework;

[76] For more information please visit https://taylorinstitute.ucalgary.ca/resources/teaching-philosophies-and-teaching-dossiers-guide

[77] Information from the University of Toronto can be found here: https://tatp.utoronto.ca/resources/preparing-the-teaching-dossier/

- the work is situated within the relevant literature on the topic;
- the methodology is concise and the preliminary plan for data analysis is clear;
- potential conclusions and implications have been considered;
- students working with human subjects are aware of and obtain ethics approval before they begin their work; and
- the student and the supervisor have agreed on a realistic timeline for the project.

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

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

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

MA Thesis Proposal Requirements

The following information should be included:

a. Title of the Project (Please be short and precise)

b. Abstract
   A concise (~200-word) description of the project.

c. Research Topic
   A statement which includes the problem that the candidate intends to study. What is the central idea to be addressed in the thesis? How does it represent a gap in the field's current knowledge? The problem can be theoretical, critical, historical, or practical. The statement of the problem should be followed by a question or a related set of questions for which the thesis will attempt to find answers. Each question should be followed by a hypothesis (i.e., a reasoned, preliminary response to the question). The major texts / data to be analyzed (i.e., literary, cultural, linguistic, theoretical, etc.) should be briefly identified in this section. (Details will be provided in e.)

d. Literature Review
A critical review of influential works on the topic. This may include, for example, three or four major works (i.e., books) or a substantially larger number of peer-reviewed articles on the topic. The goal of this section is to demonstrate how the project fits within the larger field.

e. Theoretical and/or Critical Framework
A description and analysis of the main theoretical concepts that will provide the basis of the study and/or that will inform the study. Some justification or explanation of this choice should be provided.

f. Methodology and Data Analysis
A description and justification of the methodological approach to be applied in the student's collection and analysis of the material at hand. For example, although three novels may have been mentioned in (c.) and the theoretical framework explained in (d.), the goal of this section of the thesis proposal is to provide an outline of the specific ways in which the materials will be chosen and analyzed. What are the primary textual materials / data that will be analyzed? Where will they come from? How will they be chosen / collected? Which approach to analysis will ensure that the central question(s) can be answered? Students should consider providing a few examples to demonstrate the types of data to be analyzed and the appropriateness of the data analysis procedures. In addition to answering the questions above, students should also answer as many of the following questions as possible:
    - What is the specific way in which you will choose / collect your materials / data in order to answer your research question(s)? Why is this the most appropriate way to do so?
    - How will you analyze your data? How does this fit in with the specific theoretical / critical framework you have chosen? Why is this the most appropriate way of going about it?
    - Which textual, rhetorical, etc., aspects, or theoretical matters derive from the research project, and how do they relate to the texts or issues proposed?
    - Which ideas, literary, aesthetic, and / or linguistic theories or models support or contradict accepted critical understandings of the text(s) or data you have chosen to study? Consider, first, primary or central ideas and theories, and then consider secondary ideas or theories.

g. Organization of Chapters
An outline describing, to the best of your ability, the way the thesis will be organized in terms of its chapters. It is recommended that you look at the way in which similar theses written in the School have been organized. In so doing, consider the following:
    - What defines the rationale for each chapter?
    - What justifies the existence of each chapter?
    - What sub-problem does each chapter address?
    - What is the intent of each chapter within the overall framework of the thesis?

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

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

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

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

H. Preparing for your Thesis Defence

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

Your thesis must follow Faculty of Graduate Studies (FGS) formatting regulations[78]. It will be much easier if you format correctly from the start instead of doing so after your oral thesis examination.

Quick links to sources of Information

- The *Academic Calendar*, to familiarize yourself with the regulations[79]:
- The necessary procedures and forms[80]
- The Vault is the online thesis repository system[81]. Check this site for procedures you will follow AFTER your defence and AFTER your final thesis corrections have been approved by your Supervisor
- The *My GradSkills* website for workshops on thesis preparation[82].

[78] Formatting regulations and thesis templates are available here: https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/building-thesis
[79] Information about examinations is available at calendar.ucalgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-thesis-exams..
[80] Electronic thesis submission information and forms are available at https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/submit-your-thesis
[81] The Vault can be found here: https://prism.ucalgary.ca/handle/1880/100031.
[82] The My GradSkills website can be found here: http://www.ucalgary.ca/mygradskills/.

Scheduling the Thesis Defence

1. Once your Supervisor indicates that your thesis is ready, they will inform the Graduate Program Director (GPD) and communicate the expected date and time of your oral thesis examination and the members of the examining committee.
   For **MA exams**, this normally includes the Supervisor (and Co-supervisor, if applicable) and two additional examiners. The Internal Examiner may be internal to the program.
   For **PhD exams**, this includes the entire Supervisory Committee and two additional examiners, of whom one will be "External Examiner" (normally someone outside the University of Calgary). The External Examiner should be identified by the Supervisor at least **eight weeks** before the examination. The Internal Examiner may be internal to the program.
2. The examination date, time and thesis title should be provided by your Supervisor to the GPD at least **six weeks** before the exam and more if possible to help with planning. The GPD will appoint the Neutral Chair.
3. When exam details are known, the Graduate Program Advisor (GPA) will prepare the form called *Notice of Oral Thesis Examination* and will arrange to collect all necessary signatures from the student, the supervisor and the GPD. The notice must be ready to send to the Faculty of Graduate Studies **at least four weeks** before the examination date. Copies are provided to the student and to all members of the Examining Committee.
4. Examiners must receive a final copy of the student's written thesis at least **three weeks** before the defence. Students must check if the examiners wish an electronic copy, paper copy, or both, and where the thesis should be delivered. **It is the student's responsibility to provide the thesis copy to the examiners by campus mail, postal or courier service at least three weeks before the examination date.**

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

5-6 weeks prior to the exam: Examination information must be provided to the GPD and to the GPA. This includes the date, time, location, thesis title, and names of the Examining Committee members. We always like to have a bit of extra time for this part, in case there are difficulties obtaining the signatures for the official Notice of Examination.
4 weeks prior to the exam: This is the deadline to send the completed Notice of Examination, with signatures, to FGS. The GPA will do this.
3 weeks prior to the exam: The student must provide the written thesis to the examiners.
1 week prior to the exam: Please advise the GPA is any special equipment is needed.
Submission of your final corrected thesis to FGS: the deadline will be announced in the GradPost or in the FGS website.

Federica Gowen in LLAC or Kifah Alramahi in FGS will guide you through as much as possible.

Right Now: Check the deadlines for the Application for Degree[83].

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

[83] Deadlines to apply for degrees are available at https://www.ucalgary.ca/registrar/graduation

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

Before the Examination

- ❑ **You will need a *Thesis Approval Form*** that all the examiners must sign at the end of your thesis examination. Federica will supply this form in advance of the exam. You must bring this sheet with you on the day of the examination.
  Be aware that the examining committee is within its rights to require more extensive changes which could take days or weeks to complete.

After the Examination

- ❑ **Your *Thesis Approval Form* must be signed by each examiner**. If one or more of the examiners is leaving the University of Calgary or the city of Calgary following the examination, **you need to obtain their signatures** before submitting your thesis in to FGS. Discuss this with your Supervisor. The office will need to make a copy of the signed document for your files.
- ❑ Once any required corrections have been made to the written thesis and ALL examiners have signed the *Approval Form*, you will be able to submit your thesis. Please see https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/submit-your-thesis for extensive information.
- ❑ You may make photocopies of your thesis in the school using your account code

  Please check with your supervisor if a bound or an electronic copy is preferred. If no preference is indicated, it is suggested that a bound copy be prepared for your supervisor.
- ❑ The annual progress report is expected for all students in May, unless they convocate within two-three months of their last report. Please check this detail with Federica.
- ❑ Apply for convocation[84].
- ❑ **Congratulations! You are approaching the final steps in this major milestone towards your career. We are very happy for you!**

[84] Information on applying for graduation is available here: http://www.ucalgary.ca/registrar/graduation.

J. Useful Websites

School of Languages, Linguistics, Literatures and Cultures (SLLLC)
http://slllc.ucalgary.ca
https://arts.ucalgary.ca/languages-linguistics-literatures-cultures/contact

Language Research Centre
https://arts.ucalgary.ca/language-research-centre-home

Faculty of Arts
https://arts.ucalgary.ca/

University Library
http://library.ucalgary.ca/

Portal
https://my.ucalgary.ca/

Faculty of Graduate Studies
http://grad.ucalgary.ca/

Change of Course Registration
https://grad.ucalgary.ca/sites/default/files/teams/3/r_change_course_reg_202108.pdf

Forms and Documents
https://grad.ucalgary.ca/current-students/important-dates-and-resources/forms-and-documents
Checklists, Student/Supervisor
https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/checklist

Ethics Approval
https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/ethics

Academic Calendar
https://calendar.ucalgary.ca/

Graduate Awards	http://grad.ucalgary.ca/awards
My GradSkills	http://www.ucalgary.ca/mygradskills/

Tuition and Fees / Payment Plans
https://grad.ucalgary.ca/current-students/thesis-based-students/fees-and-funding/payment-plan

Thesis	http://grad.ucalgary.ca/current/thesis
Post Thesis : Apply for Convocation	http://www.ucalgary.ca/registrar/graduation
Graduate Student Association	https://gsa.ucalgary.ca/

Collective Agreement
https://www.ucalgary.ca/hr/sites/default/files/teams/239/gsa-ca.pdf

Graduate Student Teaching Guide
https://taylor-institute.ucalgary.ca/resources/graduate-teaching-development

Graduate Teaching Workshops
https://conted.ucalgary.ca/taylor/

Graduate Teaching Badge
https://taylorinstitute.ucalgary.ca/programs-and-courses/programs/certificates

International Student Services
http://www.ucalgary.ca/iss/

Welcome Centre
http://www.ucalgary.ca/welcomecentre/

Notes