

DEPARTMENT OF HISTORY

GRADUATE PROGRAM HANDBOOK

2025-2026

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PREFACE

Welcome to the graduate program in the Department of History at the University of Calgary. This handbook describes the programs in our department and explains the various policies and procedures that have been developed to help students succeed in the program. It is updated annually to reflect the requirements as they pertain to incoming students for that year.

There are many resources on campus that provide relevant information for graduate students. Please familiarize yourself particularly with the following sites.

Faculty of Graduate Studies (FGS) Website:

FGS maintains a website with a great deal of valuable information for both students and Supervisors (<https://grad.ucalgary.ca/>). See especially the “Newly Admitted” portion of the site [Current Students](#) for links related to registration, supervision, academic integrity, examinations, and convocation. We also recommend reviewing the “My GradSkills” portion of the site (<https://www.ucalgary.ca/mygradskills>), which provides information on a wide range of professional development opportunities available to graduate students (such as workshops on everything from improving writing skills to preparation for the job market).

FGS Calendar:

The Faculty of Graduate Studies Calendar (catalogue) can be found at <https://calendar.ucalgary.ca/>. It outlines the policies and procedures relevant to both master's and doctoral students. It also provides information on awards and financial assistance for graduate students at <https://grad.ucalgary.ca/future-students/financing-grad-school>. The History Department's section of the FGS Calendar can be found at <https://calendar.ucalgary.ca/programs?career=Graduate%20Programs&page=1&pq=History>

The relationship between Supervisor and student is a main feature of our thesis-based programs. Policies related to supervision are outlined in the FGS calendar at <https://grad.ucalgary.ca/faculty-staff/information-supervisors> and <https://calendar.ucalgary.ca/uofcregs/acadsched#fall-2025-winter-2026>

SECTION 1 – HISTORY GRADUATE PROGRAM DIRECTOR AND ADVISOR

The Graduate Program Advisor (GPA) is Ms. Lori Somner (telephone (403) 220-3839; email somner@ucalgary.ca or artsgradsc@ucalgary.ca). Her office is located in SS804. Lori works from home on Tuesdays but can meet via Zoom.

The Graduate Program Director (GPD) is Dr. Ken MacMillan (email macmilk@ucalgary.ca or histgpd@ucalgary.ca) His office is SS628.

SECTION 2 – PROGRAM STRUCTURE AND GOVERNANCE

The faculty member serving as Graduate Program Director (GPD) is appointed by the Head of the Department of History. The Graduate Studies Committee (GSC) is chaired by the Graduate Program Director and is responsible for the overall structure and administration of the program. This includes issues of policy and curriculum, certain administrative issues such as leaves of absence and program extensions, as well as admissions and funding.

Day to day administrative issues are usually handled by the Graduate Program Advisor (GPA). There is some overlap in the duties of the GPD and GPA, so if you have questions, you should feel free to contact either of them to start with.

Please note that the GPA and GPD will share important information through the University of Calgary's mailing list system (Mailman) which will be sent to your UCalgary email address. Make sure to check your emails regularly. In addition, you will be added to the D2L course "History Graduate Program." You will find this under "ongoing courses." Here you will find news items, slides from workshops and other useful material including this handbook as well as additional links. If you need more information on how to log in to D2L (University of Calgary's online management learning system, which is also used for courses), see here: <https://conted.ucalgary.ca/students/d2l/d2llogin-3.jsp>.

SECTION 3 – DEGREES OFFERED

The Department of History offers three graduate degrees:

- Master of Arts (thesis-based), funded
- Master of Arts (course-based), usually non-funded
- Doctor of Philosophy, funded

The requirements of the three programs are outlined in the [HIST Future Students Graduate Programs | DEPARTMENT OF HISTORY | Faculty of Arts | University of Calgary \(ucalgary.ca\)](#) and also detailed in the Appendix of this handbook. Students may apply to transfer between the two MA programs until November 1 of their first year. Students will have to submit an updated research proposal and their request should be supported by their Supervisor. The graduate studies committee will decide on the application. If the request is granted and they are eligible, those students who switch from the course-based to the thesis-based MA program have to apply for a SSHRC scholarship (deadline 1 December).

SECTION 4 – ANNUAL REGISTRATION

All graduate students must register each year no later than the deadline for their annual registration month (normally September), regardless of whether they are doing coursework or not.

All students doing coursework must complete a Course Registration Form before the start of classes for that year and have their selections signed off on by their Supervisor and the GPA. The form will be sent to students by the GPA over the summer months.

Once the form has been approved, students can electronically enrol in courses through their student centre. Changes to registration once the form has been submitted are done online.

After the registration deadline, a Change of Course Registration Form is required to change courses, and a late fee will be charged by the Faculty of Graduate Studies. Please refer to the section on [registration](#) on the FGS website.

PhD students needing to register for a directed reading course will discuss this with their Supervisor who will then request that a course be timetabled by the GPA. The GPA will then register the student for this specific course.

Students are responsible for knowing important program dates, such as those listed on p. 3 of this handbook and those in the Faculty of Graduate Studies Calendar under [Academic Schedule](#).

SECTION 5 – SUPERVISORS

As outlined in the Appendix please make sure to meet early and regularly with your supervisor. Incoming graduate students have to complete two **mandatory checklists** within the first two months of working with their supervisor and submit them to the graduate program advisor. You will find the [Expectations Checklist](#) and [Intellectual Property](#) checklist here: <https://grad.ualgary.ca/current-students/thesis-based-students/supervision/checklist>.

Students can expect to receive timely written feedback on their work (at the latest within three weeks), mentoring, support for seeking employment, and other assistance to ensure timely completion. Students are required to update supervisors monthly on their progress. A student's entire supervisory committee is required to read portions of theses before a student's oral defense can be scheduled.

SECTION 6 – TUITION FEES AND GENERAL FEES

Tuition fees and General fees are assessed by the Registrar's Office and are processed through FGS. The assessed amount and deadlines for payment are noted on students' fee statements in their Student Centre. Details are available from the University Calendar at <https://grad.ualgary.ca/current-students/thesis-based-students/fees-and-funding/understanding-your-fees>. The Academic Schedule lists deadlines for payment: <https://calendar.ualgary.ca/uofcregs/acadsched#fall-2024-winter-2025>.

Terminology:

"Tuition fees" pay for instruction. "General fees" pay for specific services as listed. "Anniversary term" is the term one begins the program (usually Fall) – fee calculations are based on the anniversary term. Fees can be paid by term.

Timing:

Students typically pay tuition and general fees four times a year. One third of the annual cost is paid in Fall Term (due in mid-September), another third is paid at the beginning of Winter Term (due in mid-January), and a third of the annual cost is paid in Spring/Summer Term, broken into two payments (half due in mid-May, the rest due in early July).

Fee Paying Process:

There are two basic ways to pay fees.

- To pay in full for the term, one can either set up online bank payments by going to My UofC, clicking the “Academic” tab and “My Account Balance,” then clicking “Pay Online” to get to an instructions page, or one can pay directly at the Registrar’s Office (before fee deadlines described above).
- To pay by monthly instalments (at no extra cost), qualified students can enrol in the Graduate Student Payment Plan. Only students who have an applicable source of funding at the University of Calgary can enrol, as the payment plan. Contact the GPA for clarification as to what qualifies as an “applicable source of funding.” Please note that it takes about 10 days to process a payment plan request, and a late fee will be applied if one does not initiate the process early enough to avoid being late on the first payment. This is done through your Student Centre. For more information visit <https://grad.ucalgary.ca/current-students/thesis-based-students/fees-and-funding/understanding-your-fees>.
- Some general fees are paid each term, others are paid once a year. For more detailed information about what services are provided from general fees and how they are billed visit <https://calendar.ucalgary.ca/pages/cdecfd021adb4815bf0fd932317e1dfd>.

SECTION 7 – FUNDING**Funding Policy**

The Department of History's funding policy is available in the Graduate section of the department's website, under [Funding](#).

PhD Program

In accordance with the University of Calgary Graduate Student Funding Policy of 2022, the History Department offers four years of minimum guaranteed funding for every PhD student it admits.¹ The minimum level of funding for a domestic doctoral student is \$22,000 per year, and for international students it is \$24,000.

¹ Minimum guaranteed funding is contingent upon continued full-time registration, good academic standing, and normal academic progress. Student progress is reviewed regularly, and the departmental Graduate Studies Committee (GSC) may, for cause, withdraw or adjust funding. The GSC judges academic standing on a number of factors, including timely fulfilling of degree requirements, marks, students'

The department strives to exceed these minimums when possible. Funding beyond year four is not guaranteed.

Doctoral students who are fully funded by an external agency (such as the scholarship agency of a foreign government) to an amount equal to or greater than this guaranteed minimum amount may be admitted without additional funding, with approval of the Dean of Graduate Studies. Funding from a First Nations, Metis or Inuit organization (i.e. band funding or similar) is not considered external funding under this operating standard. Doctoral students are eligible for university and/or external funding up to at least the Program-Set Minimum Doctoral Funding Level.

MA Programs

In accordance with the University of Calgary Graduate Student Funding Policy of 2022, the History Department offers two years of minimum guaranteed funding for every MA thesis-based student it admits.² The minimum level of funding for both domestic and international MA thesis-based students is \$10,000 per year. The department strives to exceed these minimums when possible. Funding levels are determined initially by academic merit as evidenced in admissions applications and good academic standing and progress after the first year in the program. Application for the Graduate Awards Competition (GAC) is compulsory. Part-time students are not eligible for funding.

MA course-based students are usually not funded. Part-time students are not eligible for funding.

Additional Information

Full-time students in both the PhD and thesis-based MA programs must apply for major external funding for which they are qualified as a condition of their funding.

Initial Offers and Detailed Funding Letters

If funding is offered, an initial funding offer accompanies the offer of admission to the program and sets out the minimum funding.

Funding payments normally run from late September through April, with no payments in the summer. There are a few exceptions, such as payments from a newly earned SSHRC or the Alberta Graduate Excellence Scholarship (AGES), and summer departmental employment (which is not common).

annual progress reports, and supervisors' and instructors' comments. Ordinarily, an A- average and timely progress in taking language examinations and comprehensive examinations are indicators of good academic standing. Conscientious fulfillment of teaching and research obligations is also expected.

² Minimum guaranteed funding is contingent upon continued full-time registration, good academic standing, and normal academic progress. Student progress is reviewed regularly, and the departmental Graduate Studies Committee (GSC) may, for cause, withdraw or adjust funding. The GSC judges academic standing on a number of factors, including timely fulfilling of degree requirements, marks, students' annual progress reports, and supervisors' and instructors' comments. Ordinarily, an A- average and timely progress in taking language examinations and comprehensive examinations are indicators of good academic standing. Conscientious fulfillment of teaching and research obligations is also expected.

Each academic year (normally in mid-summer) the department will establish in writing with each student (and the student's Supervisor) the specific sources of funding for the student for the coming school year. In this letter the GPD will also specify the minimal dollar amount of funding offered for that year.

A large part of student funding will come from Graduate Assistantships, Teaching (GATs). Students are expected to be in Calgary and available to TA for the duration of the Fall and/or Winter terms. Students who cannot be in Calgary due to research or other obligations may decline a GAT, but the amount of annual funding will be reduced by the corresponding amount, even if that brings total annual funding below the minimum guaranteed level. Permission to perform GAT duties while residing outside of Calgary requires the approval of the GPD and the instructor of record for the assigned course(s).

Please note that if a student earns outside funding for the upcoming year, some of the funds offered in this letter will likely be taken back, and students may receive a revised letter to that effect. However, it is our aim to ensure that recipients of substantial awards end up with more funding overall than has been promised by the department.

Please bear in mind that funding is a delicate topic, so we ask that students be sensitive to issues of confidentiality with respect to fellow students.

Main Sources of Funding

Graduate student funding comes from a few different sources and in various forms with different stipulations and conditions. The most common forms of funding are as follows:

- **Graduate Assistantship in Teaching/Nonteaching (GAT/GANT):** GATs and GANTs are among the most common funding sources. They can be awarded in full, half, or even smaller amounts. A GAT (sometimes referred to as a Teaching Assistantship) involves working with professors in the classroom in a support capacity, typically by grading exams and assignments, advising students, and, in some cases, delivering a lecture. A GANT involves working with a professor in a research capacity. A full unit of GAT/GANT consists of 204 hours over a term (in theory, 12 hours per week x 17 weeks), while a half unit consists of 102 hours, etc. The student and professor will fill out an Assignment of Assistantship Duties form for a GAT or GANT (as mandated by the Graduate Students' Association [GSA]). Especially for GATs, the workload may be unevenly distributed throughout the term in accordance with the duties that the student is assigned to complete. For dollar values see the Schedule A.

In mid-June, the GPA sends out a questionnaire asking all graduate students for their TA preferences. The GPD will take these preferences into account when assigning GATs. Although every effort is made to match students to their preferences as well as to courses and research that complement their area of interest, this is not always possible. Almost all graduate students are assigned some teaching duties in areas that are distant from their field of expertise.

GATs are viewed as more than merely student funding. They are intended to be rich mentorship opportunities that involve active engagement with course materials, instructors, and undergraduate students.

- **Graduate Assistantship Research (GAR):** GARs are paid from funds held by a researcher to assist with research responsibilities that are often not related to graduate students' research areas. They are paid at a minimum hourly rate of \$22.84. GARs are paid after students submit time sheets approved by the researcher (rather than monthly, as GATs/GANTs are). It is important that students submit their time sheets regularly to ensure a regular payment for their services.
- **Faculty of Graduate Studies Scholarships (FGSS):** The FGSS is provided by FGS and awarded by the Department of History. There are no duties or conditions attached to it. These scholarships are paid monthly on the 25th of the month.
- **AGES (Alberta Graduate Excellence Scholarships):** Departmental and Research AGES are provided by the Province of Alberta and open to Canadian citizens and permanent residents. There are also International AGES available to international students. They are awarded by FGS through the GAC competition. There are no duties or conditions attached to them. They are normally paid monthly on the 25th of the month.
- **Other Sources of Funding:** Grants, scholarships, and bursaries are important opportunities for students to both add to their funding (even with the policy against double-dipping) and build their scholarly resume. An overview of internal and external award opportunities is available at: [Search awards | Faculty of Graduate Studies | University of Calgary \(ucalgary.ca\)](#)

Thesis-based students are required to apply to at least the following two competitions if eligible (various eligibility restrictions apply, depending upon the award).

- **Graduate Award Competition (GAC)** (including Special Awards and Bursaries): All students should apply to the GAC competitions they are qualified for.
Eligible PhD students are also expected to apply specifically for Open and Killam Scholarships through the Graduate Award Competition. See <https://grad.ucalgary.ca/awards/award-opportunities/graduate-award-competition> for more information.
- **Social Sciences and Humanities Research Council (SSHRC):** We have well-established procedures to assist students in preparing their tri-council SSHRC applications. SSHRC awards enhance the student's academic record and the more successful our students are in winning external funding, the more financial support there is for everyone. PhD students submit their applications electronically on-line by October 1st. MA students submit their applications electronically by the end of November. For more information visit <http://www.sshrc->

crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx.

- **Travel Grants:** Limited additional funding can be applied for to offset some of the costs of travel for research or to present at conferences. See particularly:
 - **The VP Research Thesis/Dissertation Research Grant:** <https://research.ucalgary.ca/conduct-research/funding/apply-grants/internal-grants>
 - **The Graduate Students' Association Professional Development Grant:** <https://gsa.ucalgary.ca/financial-support/grants/>
 - **History Department Funds for Travel:** There **may be** funds available through the Department of History to support research or conference presentation travel costs for thesis-based students. If funds are available a call for applications will be sent out in late January. So please keep any receipts. To receive funds when available, students will be asked to submit a brief proposal (one page) outlining the nature of the travel and its relevance and importance for the thesis/dissertation and attach a brief budget and letter of support from their Supervisor. Upon completion of the travel, proof that the travel was actually undertaken must be submitted, such as a boarding pass and/or hotel invoice. PhD students advancing to candidacy can expect travel funding (funds permitting).

SECTION 8 – GRADUATE STAND-ALONE TEACHING

PhD students may be able to teach courses as the instructor of record, subject to the terms of Article 23.4 of the [collective agreement](#) between TUCFA and the Board of Governors which reads as follows:

“Students enrolled in a Master’s or Doctoral program at the University of Calgary may be offered teaching opportunities as a Sessional staff member, for maximum two (2) half-course equivalents during their program. In such a case, the department is not required to post the position and may offer the course to the graduate student. The rights of first refusal of previous Sessional staff members, shall not be invoked for these courses. Once a graduate student has taught two (2) half-course equivalents under this article, they shall no longer be eligible for consideration under this article and shall be considered as any other individual applying for a sessional appointment. Previous teaching experience as a graduate student shall not be considered in the granting of the right of first refusal.”

Additionally, the department has established the following policies regarding teaching by graduate students:

- Although teaching experience is important, it is secondary to research and writing, and in any conflict between them, researching and writing the dissertation must assume priority.
- Only PhD students who have successfully completed their candidacy exams are eligible to apply to teach a course.

- Master's students are not offered the opportunity to teach as Sessional instructors in the Department of History.
- Graduate student teaching will normally be limited to Spring and Summer sessions and to courses that will attract high enough enrolment to be cost-effective for the Spring/Summer terms.
- In the interest of timely degree progress, the student's Supervisor must give approval before a course can be assigned.
- In the interest of equity, students who have not yet taught their own course will be preferred over those who have.
- Students in the sixth year of their program or beyond are not eligible to teach courses under the terms of Article 23.4.

All other sessional hiring follows the procedures of Article 23 in the collective agreement which, in practice, means that sessional instructors with sufficient experience have right of first refusal.

SECTION 9 – ANNUAL PROGRESS REPORT

An annual progress report (APR) must be submitted by all thesis-based students every year. The reports become available in early May. The student will be prompted to prepare their on-line report by an e-mail message from the Faculty of Graduate Studies as well as the Graduate Program Advisor. Once the student has completed their portion, their Supervisor will complete theirs, then the report returns to the student for review and they in turn submit the report to the GPD for approval. When possible, students and Supervisors should meet or communicate before the report is completed to discuss the various issues that need to be addressed in the report. For more information on APR completion visit <https://grad.ucalgary.ca/current/managing-my-program/supervision/annual-progress-report>.

SECTION 10 – SECOND (NON-ENGLISH) LANGUAGE REQUIREMENT

All graduate students must fulfill the (non-English) second language requirement to complete their programs, in a language agreed upon with the Supervisor. Normally it requires a demonstration of reading proficiency in a language other than English and related to the major field of study or research area. Most typically, this is done by examination, during which students will be required to translate an academic text of about 500 words during a two-hour period. Students are allowed to use a foreign-language dictionary during this exam and will be assessed on their ability to understand the general meaning of the text provided including the facts and arguments and subject matter. If a student does not succeed on the first attempt, they may retake the exam (it is normally offered at the beginning of fall and winter terms and additional exams may be scheduled as needed). To prepare, students are welcome to audit University of Calgary language courses (they can be added using a Graduate Change of Registration form with proper signatures). Students must fulfill the second language requirement before they can file a notice to defend a thesis, submit an MRE for

marking, or schedule a candidacy exam. It is important not to delay addressing this requirement.

Students are not required to take an exam if their first (non-English) language is related to their area of research or they provide the GPD with documentation demonstrating that the second language requirement has been fulfilled at the MA level.

Where appropriate, students may, with permission of the Supervisor and the GPD, replace reading proficiency with oral proficiency.

SECTION 11 – RESEARCH RESPONSIBILITIES, STANDARDS OF CONDUCT, AND ETHICS

Original Research:

A fundamental aspect of a graduate degree is the generation of new knowledge. Graduate students are expected to complete a Major Research Essay, Master's Thesis, or Doctoral Dissertation that represents a unique aspect of their discipline of study. Although scholarly work is conducted under the supervision of a faculty member, and that faculty member may help to provide funding for the costs of the research, the writing of the thesis must be primarily the work of the student. The student is responsible for acquiring appropriate skills in the use of any equipment or method that is employed, recognizing the importance of the reproducibility and quality of data.

Intellectual Property:

Please visit the FGS website to familiarize yourself with the University of Calgary's intellectual property policies <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/academic-integrity>.

Research Ethics Approval:

It is the responsibility of the student to formally apply for ethics approval prior to data collection for an MRE, thesis or dissertation that uses human subjects in research (typically, for historians, this would mean interviews). For more information visit <https://research.ucalgary.ca/conduct-research/ethics-compliance>. Please note that students will have to do an online training module before they can submit an ethics application. Once submitted, it can take a while before receiving approval of the ethics application. Students are not allowed to conduct their interviews until they receive their ethics approval.

Acknowledgements:

Recognition of the financial support provided by various agencies and sources, related to the costs of doing research, must be provided in any public presentation or publication of the research generated.

Generative Artificial Intelligence (GenAI) use:

GenAI involves the use of programs such as ChatGPT, Google Gemini, Microsoft Copilot, and others, to generate text from inputted data, or the use of large learning models (LLMs), which pulls information from the internet to produce written material that did not originate from the student. The Faculty of Graduate Studies has developed a GenAI policy at <https://grad.ucalgary.ca/current-students/important-resources-and-supports/graduate-ai-guidelines>. Students require “written, unambiguous authorization (from their supervisor or course instructor) prior to the planned use of GenAI tools in graduate work (coursework, candidacy components, thesis)”. In general, students should not use GenAI to help produce essays for course work or graduate theses or dissertations. However, AI technology may generally be used to check for basic grammatical issues (spelling, sentence structure, diction, etc.), in much the same way that writing software such as Microsoft Word and Google Docs do. The inappropriate or unauthorized use of GenAI may be considered Misconduct, about which see below.

Misconduct:

Students are expected to conform to university standards with respect to honesty and integrity in coursework and research, as well as in non-academic conduct. The FGS Calendar outlines what comprises academic and non-academic misconduct at <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-r.html>.

SECTION 12 – COURSES AND COURSEWORK

Graduate (600 and 700 level) course offerings can be found on the Department of History “[Courses](#)” [Courses | UCalgary Catalog](#) website. Note that 600-level courses are commonly combined with senior undergraduate 500-level courses, although additional work may be required of graduate students in these combined seminars. Directed reading courses will appear there once the GPA has timetabled them upon a Supervisor’s request. The GPA will then register the student for this specific course. Course outlines will be available for all courses including direct reading courses.

The graduate studies grading system differs from the undergraduate system and can be accessed here:

<https://calendar.ucalgary.ca/pages/625f1b1416b24619a899b7d44b19c4bb>. Please note that a student who receives a “C+” or lower in any one course will be required to withdraw from the Faculty of Graduate Studies, regardless of their grade point average (GPA) unless the program recommends otherwise.

SECTION 13 – PROBLEM SOLVING

Graduate school, like life in general, can be challenging at times. It is important to stay proactive about one’s well-being during the program. Students have access to a range of support services to assist in dealing with various issues that may arise. The UCalgary

Student Wellness Service and the FGS “Personal Wellness” page are good places to start:

<https://www.ucalgary.ca/wellness-services>;

<https://grad.ucalgary.ca/professional-development>

International students are also strongly encouraged to visit the FGS “International Student Support” page:

https://grad.ucalgary.ca/sites/default/files/teams/3/sup_international-student-resources.pdf.

Please also be aware that a leave of absence from the program is possible if difficult circumstances arise. For more information visit <https://grad.ucalgary.ca/current-students/registration/leave-absence>.

We urge students who are facing difficulties to let the GPA or GPD know about them, so that they can direct students to appropriate support services when possible. The university strives to provide resources to assist with everything from academic struggles to food insecurity, to health situations, to misconduct of peers or professors.

SECTION 14 – APPROPRIATE CONDUCT IN THE WORKPLACE

Graduate students should be fully cognizant of the University of Calgary’s [harassment](#) and [sexual and gender-based violence](#) policies and [Code of Conduct](#). Students are strongly encouraged to ask the GPD or department head if they are not entirely sure if their actions, or the actions of others, are safe and legal. Violation of these policies can be harmful to everyone involved, so it is essential to be informed and proactive to ensure that appropriate behavior is maintained. Report violations to the GPD. Please keep in mind that the legal standards of Affirmative Consent are different than common practice of the past. For a clear explanation of them visit <https://www.justice.gc.ca/eng/cj-jp/victims-victimes/def.html>.

SECTION 15 – ORGANIZATIONS OF NOTE

History Graduate Students’ Union (HGSU):

The HGSU represents the interests of history graduate students at the University of Calgary. All history graduate students are automatically members, but participation is voluntary. The HGSU promotes the interaction of students through social, cultural, and academic events, facilitates academic and professional networks through workshops, and connects students to other resources and support networks. For more information, see the HGSU Twitter and Instagram accounts @hgsu_ucalgary and attend the orientation meeting in September, for the Executives’ brief introduction to the HGSU. You can contact the HGSU via email at hgsu@ucalgary.ca.

Graduate Students’ Association (GSA):

The GSA is the umbrella organization in the university dedicated to promoting the interests of graduate students. It offers a number of events and programs which may be

of interest to you. For further information, please consult the website:
<https://gsa.ucalgary.ca/>.

APPENDIX: MA and PhD Program Schedules

Below are timelines indicating typical progress and expectations in each of the three history programs.

MA – Thesis Based

YEAR ONE

In the first year, students will focus primarily on course work, and define their thesis project in consultation with the (interim) Supervisor.

August-September (Months 0-1)

1. Consult with interim Supervisor (over the summer, or in very early September) to:
 - Determine whether pursuing a History MA or an MA in the History and Philosophy of Science;
 - Begin developing a thesis topic;
 - Fill out MA course registration form and obtain interim Supervisor's signature. Courses normally include:
 - HTST 690;
 - Four 600-level History seminar courses already timetabled.³
2. Submit MA Course Registration form to the GPA by the first day of regular instruction (see "Important Dates" on p. 3). Register for courses electronically.
3. Attend Orientations (see "Important Dates" on p. 3):
 - Department of History mandatory orientation;
 - Department of History mandatory teaching-assistant workshop;
 - Department of History mandatory SSHRC Orientation session;
 - Faculty of Graduate Studies (FGS) orientation session.
4. Begin graduate seminars (see "Important Dates" on p. 3).
5. Write (non-English) second language exam, if needed, during the first month of instruction.
6. Complete mandatory checklists with supervisor (Expectations and Intellectual Property checklists).
7. Begin preparing to apply for external funding for Year 2:
 - Make a list of external funding for which you are eligible;
 - Attend History SSHRC/GAC Orientation session, TBA;

³ With the permission of the GPD, one graduate course can be taken outside of the History Department's offerings. Note that most 600 level courses are combined with undergraduate 500-level courses, although additional work will normally be required of MA students.

- Attend optional FGS SSHRC Information Session, TBA;
- In consultation with your Supervisor, begin drafting the Outline of Proposed Research (hereafter “SSHRC Proposal”).

October (Month 2)

- Continue coursework and refining thesis topic.
- If eligible, work on SSHRC application by lining up referees, gathering transcripts in acceptable form, and continuing to draft the SSHRC proposal.

November (Month 3)

- Continue coursework.
- If eligible for SSHRC:
 - Submit draft SSHRC proposal for assessment at departmental workshop;
 - Revise draft proposal, taking into account input from workshop and Supervisor;
 - Submit application through the Tri-Council’s online system at least a day before their deadline of December 1 (the system is fragile, sometimes breaks down, and no grace period is offered).

December (Month 4)

- If you have not attended any SSHRC workshops because of ineligibility:
 - Submit draft GAC (Graduate Awards Competition) proposal for assessment at departmental workshop;
 - Revise draft proposal, taking into account input from workshop and Supervisor.
- Complete Fall coursework. Enjoy some rest over winter break.

January (Month 5)

- Language exams offered in the month of instruction.
- Begin Winter-Term course work (see “Important Dates” on p. 3).
- Submit Graduate Award Competition (GAC) application for Special Awards and Bursaries <https://grad.ucalgary.ca/awards/award-opportunities/university-awards> (see “Important Dates” on p. 3 for deadline).

February-April (Months 6-8)

- Complete second term of course work.
- Begin background reading and preparations for primary research for MA thesis.
- If using human subjects in research (i.e.: oral history interviews), [ethics approval](#) must be secured before such work begins.

May-August (Months 9-12)

- Conduct thesis research.

- Submit Annual Progress Report in May.
- Departmental funding letters are typically sent in July, announcing funding sources and levels for the next academic year.
- If applying to doctoral programs and eligible for SSHRC awards, submit UCalgary Notice of Intent (NOI), usually in July.

YEAR TWO

During the second year, the focus is on writing the thesis, which will be defended in an oral examination, normally in the second term.

September (Month 13)

- Language exams offered in the first month of classes.
- If applying to doctoral programs and eligible for SSHRC awards, consult the SSHRC website to begin preparing a PhD application see <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx>.

Please note that PhD SSHRC applications for enrolled MA students are submitted through the institution at which the MA is being completed (the University of Calgary in this case). Follow the timeline of first-year PhD students in terms of preparing a PhD SSHRC application this term. Note that the process and timeline are quite different than the MA SSHRC.

October-December (Months 14-16)

- Continue preparing MA thesis.

January (Month 17)

- Language exams offered in the first full week of classes. Please note that the language requirement must be met before the MA thesis can be defended.

February-April (Months 18-20)

- By February, the thesis should be starting to take final shape. FGS has strict guidelines as to how the thesis should be formatted, which can be found here: <https://grad.ucalgary.ca/current/thesis/guidelines>. Do not wait until the last minute to review them, as a costly delay could result.
- To avoid paying fees for Spring/Summer term, the thesis must be defended by the end of Winter term and all documentation submitted to FGS before the fee deadline for Spring term.
- Supervisors are responsible for composing the examining committee. See <https://grad.ucalgary.ca/current-students/thesis-based-students/exams/thesis-defence> for details.
- A Notice of Defense of Thesis (which includes the names of all committee members and the time, date, and location of the defence) needs to be filed with FGS by the GPA no later than four weeks before the date of the thesis defense.

- A defensible thesis must be provided to examiners a minimum of three weeks prior to the date of defense. While many examiners now prefer an electronic copy of the thesis, students should offer to provide a hard copy and do so in a timely fashion if requested.
- After the defense and approval for all required changes, the appropriate forms can be submitted to FGS and the thesis can be submitted to the Vault. See FGS website on thesis submission requirement and forms at <https://grad.ucalgary.ca/current/thesis/ethesis>.
- The department requires the identical thesis to be submitted electronically to the GPA for our records. Traditionally students have provided a bound copy of the thesis to their Supervisors, but some Supervisors now prefer an electronic copy instead.

May (Month 21)

- Annual Progress Report is due if thesis has not been defended and filed.

MA – Course-Based

August-September (Months 0-1)

- Consult with interim Supervisor over the summer or first days of September to:
 - Begin formulating a Major Research Essay (MRE) topic.
 - Fill out MA course registration form and obtain interim Supervisor's signature.
 Courses normally included:
 - HTST 690;
 - Five 600 level History seminar courses already timetabled.⁴
- Submit MA Course Registration form to the GPA by the first day of regular instruction (see "Important Dates" on p. 3). Register for courses electronically.
- Attend Orientations
 - Department of History's mandatory teaching-assistant workshop;
 - Department of History mandatory orientation;
 - Optional FGS orientation.
- Begin coursework (see "Important Dates" on p. 3).
- Write second language exam, if needed, in the first full week of instruction.
- Complete mandatory checklists with supervisor (Expectations and Intellectual Property checklists).

⁴ With the permission of the GPD, one course may be taken at the 500 level with the understanding that additional work will be required, and one graduate course can be taken outside of the History Department's offerings.

October-December (Months 2-4)

- Complete Fall-Term coursework.
- Continue to refine MRE topic.

January (Month 5)

- Language exams offered in the first month of instruction.
- Continue with course work.
- Continue to refine MRE topic.

February-April (Months 6-8)

- Complete second term of coursework.
- Conduct preliminary research and background reading for MRE.
- If using human subjects in research (i.e.: interviews), ethics approval must be secured before such work begins. For more information on this process visit: <https://research.ucalgary.ca/conduct-research/ethics-compliance>.

May-June (Months 9-10)

- Enrol in History 651 in Spring Term.
- Complete Annual Progress Report in May.
- Together with Supervisor agree on faculty member who will be second reader of MRE.

July-August (Months 11-12)

- Enrol in HTST 653, normally in Summer Term, to complete MRE.
- The MRE should be completed and submitted for marking during the enrolment period for HTST 653. Normally students can only apply for a deferral of term work for about an additional month before the grade for the course will become an F. Students may be required to withdraw from the program and reapply to complete their degree (and pay the application fee). They will certainly have to enrol in HTST 653 again and pay the course fee again. If there is concern about completing the course on time, students should consider registering for it in Fall Term instead (or withdrawing if already enrolled, and signing up for the course again in the Fall). Regardless whether students take HTST 653 in the Summer or Fall term, they will have to pay the summer fees.
- Submit completed MRE to Supervisor and one other faculty member. An average of the two marks will be the mark for HTST 653. The Supervisor is responsible for arranging for the second reader, collecting their mark, and submitting a mark for HTST 653, which concludes the student's program.

PhD

YEAR ONE

During this year, students focus on the course work, begin preparation for candidacy examinations, and refine dissertation projects.

In 2020, the Department of History approved a [Revised Candidacy Statement](https://arts.ucalgary.ca/history/current-students/graduate/hist-current-graduate-phd-program-schedule) to provide students with a step-by-step guide to the candidacy process, which includes a discussion of first-year activities. See <https://arts.ucalgary.ca/history/current-students/graduate/hist-current-graduate-phd-program-schedule>.

August-September (Months 0-1)

- Over the summer or in early September, in consultation with the (interim) Supervisor (and the GPD in some cases):
 - Submit Preliminary Assessment Form (PAF) for SSHRC (if eligible).
 - Select primary and secondary fields for PhD program.
 - Discuss thesis topic and possible doctoral Supervisory Committee membership.
 - Establish how (non-English) second language requirement will be met.
 - Complete a course registration form, signed by the interim Supervisor.

Please note that PhD course requirements are:

- One three-credit reading course in the primary area (HTST791.XX). This course will become the basis for comprehensive reading in the primary area in preparation for candidacy.
- One three-credit course in the secondary area (HTST 791.XX). This course will become the basis for comprehensive reading in the secondary area in preparation for candidacy.
- Two additional three-credit graduate courses, normally in History.⁵
- Submit PhD Course Registration form to the GPA by the first day of regular instruction (see “Important Dates” on p. 3). Register for courses electronically and be aware that changes may have to be done by paper form.
- Attend Orientations:
 - Department of History mandatory teaching-assistant workshop;
 - Department of History mandatory orientation;
 - Department of History mandatory SSHRC Orientation session;
 - Optional FGS orientation session.
- Begin coursework (see “Important Dates” on p. 3).

⁵ HTST 690 is mandatory for all PhD students and counts as one of the two “additional courses,” unless an equivalent has been completed in the MA program. One three-credit graduate course outside of the History Department is an option (but requires approval from the Supervisor and the GPD).

- Unless exempt, write the appropriate (non-English) second language exam in the first month of regular instruction.
- Complete mandatory checklists with supervisor (Expectations and Intellectual Property checklists).
- Prepare list of sources of external funding for which to apply this academic year.
- Begin to apply for the SSHRC award if PAF is successful:
 - Consult the SSHRC website: <http://https://sshr-crsh.canada.ca/en.aspx> (talent program) for an overview of what is involved in applying for this award;
 - Attend optional FGS PhD SSHRC workshop (TBA);
 - In consultation with Supervisor, begin drafting a research proposal.
 - Revise draft application, taking in account input from Supervisor;
 - Submit SSHRC application before announced internal deadline to Faculty of Graduate Studies of October 1st.

November-December (Months 3-4)

- Primary Supervisor and Secondary Area Specialist meet with the student to begin establishing the approximate dates of the written and oral field of study (FoS) exams, as well as to discuss the thesis proposal. Incoming students should expect to advance to candidacy between 16 and 20 months after their program start date. This meeting will establish expectations of the student, Supervisor, and Secondary Area Specialist. For more information, see the Department of History's [Candidacy Statement](#).
- Supervisory Committee should be established and the required form submitted to FGS via the GPA.
- If you have not attended any SSHRC workshops because of ineligibility:
 - Submit draft GAC (Graduate Awards Competition) proposal for assessment at departmental workshop;
 - Revise draft proposal, taking into account input from workshop and Supervisor.
- Complete Fall coursework. Enjoy some rest over winter break.

January (Month 5)

- Continue with coursework.
- Language exam offered in the first month of regular instruction.
- Prepare Graduate Awards Competition (GAC) application (including Open and Killam awards, special awards, and bursaries) for submission by the internal deadline (see "Important Dates" on p. 3).

February-April (Months 6-8)

- Complete coursework.
- Students should finalize about 80% of their reading lists with their Supervisors and Secondary Area Specialists. For information on the reading lists, see the Department of History's [Candidacy Statement](#).

May-August (Months 9-12)

- Submit Annual Progress Report in May.
- Continue preparation for candidacy in primary and secondary areas.
- In consultation with the Supervisor, students begin to prepare the thesis proposal.
- Department funding for the next academic year will be announced in writing, normally in July.
- If eligible for SSHRC awards, submit PAF.

YEAR TWO

This year students will complete candidacy examinations and begin work on their doctoral dissertations.

September (Month 13)

- Submit registration for the coming year and pay fees.
- Language exams are given during the first month of courses. If a student has not passed the language exam by October of their second year, the student and their Supervisor, along with the GPD, will meet to make a plan to achieve a positive result.
- Prepare a list of sources of external funding if eligible. Follow application timelines as explained for Year One.

October-March (Months 14-19)

- Submit SSHRC (if PAF successful) and GAC applications.
- As the student nears the first of their written candidacy examinations, the Primary Area Supervisor, in consultation with the student, determines the composition of the entire Field of Study Committee.
- The FoS reading lists for the primary and secondary areas are to be fully established no later than one month before a student writes the exam for each. No additional readings will be assigned after this time.
- Five weeks before the oral FoS examination, the Primary Area Supervisor instructs the GPA to file a Notice of Candidacy, which publicly announces the date of the oral Field of Study examination and the composition of the Field of Study Committee. See the [Candidacy Statement](#) for further details.
- Student completes the two written exams within a two-week period, with the oral exam scheduled for two weeks after the completion of the last of the written exams.

- Within two weeks after the Oral Field of Study exam, the student submits their thesis proposal to the Supervisory Committee.
- Within two weeks after submission of the proposal to the committee, the student meets with the committee to discuss the proposal. The student advances to candidacy when the committee approves the proposal.

March-August (Months 20-24)

- If using human subjects in dissertation research, ethics approval must be secured before such work can begin. For more information on this process visit <https://research.ucalgary.ca/conduct-research/ethics-compliance>.
- Once candidacy exams and the thesis defense are completed, student conducts thesis research.
- Annual Progress Report is due in May.
- If eligible for SSHRC submit PAF.

YEAR THREE

During this year, you will focus primarily on research for and beginning to write the dissertation.

September (Month 25)

- Prepare a list of sources of external funding to apply for. Follow timelines for Year One for these applications.

October-August (Months 26-36)

- Research and write.
- Annual Progress Report is due in May.

YEAR FOUR

During this year, students focus on writing the thesis, which will be defended in an oral examination.

September (Month 37)

- Apply for funding for which you are eligible as needed and appropriate if you will not complete the degree within four years.

Remainder of the Year (Months 38-48)

- Keep writing. Consult frequently (at least on a monthly basis) with your Supervisor and submit draft chapters.
- Submit some chapters to the other Supervisory Committee members. FGS policy mandates that “all members of the Supervisory Committee must have reviewed the student’s research and a relevant written sample of the materials related to the thesis before an examination can be scheduled.” All Supervisory Committee

members should be in agreement as to the ways each shall participate at this stage.

- FGS has strict guidelines as to how the thesis should be formatted, which can be found here: <https://grad.ucalgary.ca/current/thesis/guidelines>. Do not wait until the last minute to review them, as a costly delay could result.
- About three months before the thesis defense, the Supervisor and/or Supervisory Committee must recommend the name of the proposed External Examiner and submit proper forms to the GPA for their approval by FGS. FGS has final approval of the External Examiner. The Supervisor and/or Supervisory Committee will also recommend the other Examining Committee members at this stage, in consultation with the student.
- At least 5 weeks before the oral defense date, the Notice of Oral Defense needs to be prepared, signed, and sent by the GPA to the Faculty of Graduate Studies (allow 5 weeks if any members will be participating remotely, as access to rooms with the proper equipment is limited).
- A defendable thesis must be distributed to examiners no later than 3 weeks prior to the date of defense (in electronic or hard copy, as each examiner prefers).
- Final changes to the thesis need to be made and the thesis must be submitted to the Vault at FGS before the fee deadline of a term to avoid paying the fees for that session. For details of final submission visit <https://grad.ucalgary.ca/current/thesis/ethesis>. An electronic copy of the version of the thesis that is sent to the vault must also be sent to the GPA for departmental archiving.
- Traditionally students have provided Supervisors with a bound copy of the dissertation. Some Supervisors now prefer an electronic copy.