UNIVERSITY OF CALGARY
FACULTY OF ARTS
Department of Philosophy

Handbook of Department Rules and Practices

Contents

I.   General remarks

Faculty regulations concerning categories of admission (graduate student, qualifying student, etc.), graduate programs, registration, fees, awards and financial assistance may be found in the [Graduate Calendar](#) of the [Faculty of Graduate Studies,](#) or on the [Department website](#).

1. Fees and Registration

Students are responsible to pay their [tuition and fees](#) on time and in full. Students can sign up for [payment plans](#) to avoid having to pay fees in one lump sum, and to defer the first payment until after the first pay period. See the FGS website section on [tuition and fees](#).

Students who are in arrears on their fees cannot initialize their registration, change, add or drop course registrations, complete milestones, or sign up for the payment plan.

The dates of registration should be noted in the [Graduate Calendar](#). Students must confer with the Graduate Program Director about registration for courses. The Department reserves the right to require students to remedy deficiencies by enrolling in suitable undergraduate courses.

Graduate students select courses in consultation with their supervisor, or the Graduate Program Director (GPD) when they first enroll. Typically students take six half-courses in their first year, one of which is the graduate proseminar (Philosophy 603). Philosophy 603 is a mandatory first year course for all philosophy graduate students. The Master's and Doctoral Research and Professional Development course (Philosophy 699/700) is also mandatory for thesis based students. MA thesis students normally take Philosophy 699 in their second year and PhD students normally take Philosophy 700 after they complete candidacy. Graduate courses in philosophy (Philosophy 6xx) are listed on the [department website](#). With permission of the GPD, graduate students may also take courses in other programs as part of their course requirements, if they are relevant to their degree. In the MA specializations in History and Philosophy of Science and Philosophy of Religion, this is in fact mandatory.

It is possible for thesis-based students to take a course other than Philosophy 699/700 in their second year (or third year, for PhD students entering without an MA). However, the program timelines are designed so that coursework should be completed as soon as feasible. For this reason, the department discourages deferring coursework, but it is sometimes advisable or even necessary. For instance, PhD students often have to complete Philosophy 677 to satisfy the logic requirement. We encourage students to complete it as early as possible, but students should not take more than six half-courses in their first year.

2. Directed Reading Courses

Graduate students may enroll in Directed Reading courses with the permission of the department. Permission is granted only in exceptional circumstances, such as when no regular courses are offered in a student's chosen area of specialization. Normally, in both Master's and Doctoral programs, no more than one half-course of Directed Reading can be taken to satisfy the minimum course requirement.

Should a student be interested in a Directed Reading, the student should first submit a written request to the Graduate Program Director. This request must include an outline of what the student wishes to pursue in the Directed Reading and a brief rationale for the Directed Reading. If the request is approved, the Graduate Program Director will approach relevant faculty to discuss the student's request. If a faculty member agrees to offer the Directed Reading, the faculty member, upon further consultation with the student, draws up a course outline, the GPD reviews the outline and submits it to the Head for approval and scheduling. This process has to be completed before the beginning of term to ensure the course is set up in the system and can be enrolled in.

3. Department Events

All graduate students are expected to participate in department events such as the Philosophy Speakers program, the Graduate Colloquium, and conferences hosted by the department. Attendance at talks and participation in discussion is an integral component of graduate education.

4. Teaching and Professional Development

In addition to coursework and research, training to teach and professional development are essential parts of Graduate Education. To help graduate students prepare for a career in teaching, they are offered Graduate Assistantships—Teaching (GAT, also referred to as Teaching Assistant or TA). As a GAT, graduate students hold tutorials that accompany first- and (some) second-year undergraduate courses and assist the instructor in other ways (e.g., guest lectures, grading). PhD students who have completed candidacy are typically offered at least one opportunity to teach their own course as instructor of record, for which they are assigned a faculty member as teaching mentor.

We hold orientation meetings for GATs, but becoming an effective instructor is a long-term process and involves you becoming familiar with research and best practices in course delivery, assessment strategies, effective grading, dealing with feedback, encouraging discussions, dealing with sensitive course content, etc. The [Taylor Institute for Teaching and Learning](#) offers workshops on these and other topics in addition to a general teaching orientation for graduate

students. Our graduate students are strongly encouraged to sign up and complete these workshops. The TI offers a Graduate Student Certificate in University Teaching & Learning which you earn by completing five "badges." The Taylor Institute has also developed a [Learning Module for Teaching Assistants](). We recommend all first time GATs complete this training during their first term. You may discuss professional training with the instructor of record

Academic professional development, i.e., learning the tricks of the trade of an academic philosopher, is integrated into our graduate program. In informal departmental workshops during the Proseminar in the first term, and during the Research & Professional Development seminar in year 2 (MA) or 3 (PhD), graduate students are trained in grant writing, research strategies, providing and receiving feedback on research, and preparing for the academic job market. However, not all graduate students desire an academic career, and everyone should have a "plan B," and have the skills necessary to develop a non-academic career.

The Faculty of Graduate studies and the Career Centre at the University of Calgary offer [resources for non-academic careers](). Graduate students are also strongly encouraged to make use of these resources, to develop a non-academic job profile throughout the program, and to take advantage of special opportunities such as the [Transformative Talent Internships](). The Placement Director and the Graduate Program Director in the department can help as well.

5. Resources for New Graduate Students

The Welcome Centre

New to Calgary? Whether from another country or from another province, the [Welcome Centre]() provides support and programming for incoming students as they prepare to make Calgary their home.

International Student Services

[ISS]() offers help to international students, especially regarding visa and immigration issues, but more generally with advice regarding adjusting to life in Calgary.

Graduate Writing Community with the Student Success Centre

The [Student Success Centre]() offers tutoring, presentations, peer coaching and [Graduate Writing Workshops](). The programs are designed to help students develop university level language skills through daily practice and feedback from a writing tutor. It is also helpful to build a habit of writing everyday (It is not an editing service). Participants can interact with a writing tutor to work on specific subjects.

International Student Advising Program by the Student Success Center

The Student Success Centre has some specialists available for international students. They can help international students deal with various issues regarding academic issues, such as improving presentation skills. The program offers useful workshops about plagiarism which many international students are not familiar with. They can direct students to other useful resources on campus. The SCC also offers graduate writing workshops.

Graduate Students' Association

The University of Calgary Graduate Students' Association (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. The GSA is also responsible for Studentcare benefits.

6. Mental Health and Wellness Resources

Empower Me FAQ

Empower Me Login

Keeping Mentally Healthy Resources

Helpful on- and off- Campus Resources

Studentcare Talk It Out

Mental Health and Wellness GSA

UCalgary Student Wellness Services

Wellness Centre - Mental Health Services

II. The PhD Program

1.   Faculty Regulations

Faculty of Graduate Studies regulations can be found in the Graduate Calendar and on the FGS website sections for students and faculty. Official department policies are listed in the philosophy program section of the Graduate Calendar. ***It is essential that PhD students and their supervisors familiarize themselves with these regulations.***

2.   Length of Program

Faculty regulations state that a student registered for a PhD degree must complete all requirements within six years from the time of first registration in the program. Note that there is no Faculty and no Department foreign language requirement for PhD students.

On initial enrollment in the PhD program, a student is registered as a "PhD Student". Upon successful completion of the Graduate Faculty Candidacy Examination, the student's category is changed to "PhD Candidate".

3.   Department Regulations and Policies

A.   PhD Coursework

Students entering a PhD program after completion of an MA or equivalent degree will normally require a minimum of 18 units (or six 3 unit courses) before their Candidacy Examination and thesis. A student entering directly from an Honours undergraduate program would normally require 36 units of coursework (or twelve 3 unit courses minimum) prior to the Candidacy Examination and thesis. A student may begin an MA program and, with the Graduate Program Director's approval, switch to the PhD. In special cases, the number of graduate courses required will be decided by the Graduate Studies Committee at the time of the student's admission or shortly afterwards. Any variation from the norm in the number of courses required will be decided by the Graduate Studies Committee at the time of first registration or as soon as possible if there is to be a reduction later in the student's program.

When selecting graduate courses, the GPD will work with students to ensure they have an adequately broad background in philosophy. Ideally, PhD students complete graduate-level courses in at least three distinct subareas of philosophy, at the University of Calgary or elsewhere. Typically such a range includes at least one course in ethics or political philosophy; at least one topics course in metaphysics, mind, epistemology, science, or language; and at least one course in history or another area of philosophy other than ethics or political philosophy. When selecting and approving graduate courses, the GPD will take into account students'

previous background at the undergraduate and graduate level, available course offerings, and the student's planned Field of Study Examination areas.

Philosophy 603 is a required course and is normally taken during the first year in the program.

Philosophy 700 is a degree requirement and is normally taken in the year after advancing to candidacy.

B.   PhD Logic Requirement

Every PhD student must show competence in logic by completing Philosophy 677 (or its equivalent at another university with a grade of B or better). (Logic courses that are taken to satisfy this requirement are counted as extra to the normal course requirements.) A student who wishes instead to be examined in logic to show competence may ask the Graduate Studies Committee to set up a board of examiners for that purpose.

4.   Philosophy Graduate Program Doctoral Candidacy Requirements

The University of Calgary [Graduate Candidacy Regulations](#) ("the Regulations") govern the conduct of admission to graduate candidacy at the University of Calgary. This document establishes program specific requirements associated with the conduct of admission to graduate candidacy under the Regulations.

A.   Statement of Purpose

A student admitted into candidacy in the Philosophy PhD program should have: (1) a solid foundation in philosophy generally as well as in the student's particular areas of research; (2) the ability to articulate philosophical views, arguments, and criticisms that respond to the current literature, in the form of papers as well as orally; (3) a well-developed thesis proposal; and (4) the necessary skills and background preparation to successfully complete the proposed research.

B.   Candidacy Components

All doctoral students in the Philosophy Graduate Program must successfully complete the following components:

- All course requirements as indicated in the [Philosophy program description](#) in the FGS Calendar, including, if applicable, the Logic Requirement
- Two Field of Study Papers
- The Field of Study Oral Examination
- The Thesis Proposal
- The Thesis Proposal Oral Examination

Suggested Timeline

Philosophy Ph.D. students should aim to complete their Candidacy Requirements according to the following timeline.

- Course requirements: in the first two regular semesters in the program. If required, Phil 677 (Metalogic) should be taken by the second semester in program.
- Field of Study examination: by the end of the third regular semester in the program. This includes:
    - Approval of paper topics
    - Approval of reading lists
    - Submission of papers
    - Evaluation of papers
    - Oral examination
- Thesis Proposal and Thesis Proposal Oral Examination: by the end of the fourth regular semester in the program.

This timeline is a suggested guideline only; official deadlines for candidacy components are given below.

According to the Regulations, subject to any extension allowances, PhD students must complete all candidacy requirements within 28 months of first registration. Those students who have transferred from a Master's program must complete all candidacy requirements within 36 months of the first registration in that Master's program.

C.   Field of Study Oral Examinations

PhD students must pass a Field of Study (FoS) Oral Examination prior to their Thesis Proposal Oral Examination and within 20 months of first registration. The FoS Oral Examination is intended to test the student's knowledge of, and competence to work in, their chosen areas of philosophy. Students are expected to show understanding of the central positions and important lines of debate in the chosen area, and to demonstrate general intellectual and philosophical ability at the PhD level.

C.1.   Format and Process of Field of Study Oral Examinations

At first registration, the Graduate Office informs students of their FoS Paper Submission Deadline and the suggested timelines for completion of Candidacy Requirements. The Deadline is normally set to the first day of the 14th month in the program, or the first day of the 26th month for students entering without an MA.

The Field of Study Oral Examination is an oral examination in a major and a minor field, chosen by the student in consultation with the supervisor and approved by the Graduate Program Director five months before the student's Paper Submission Deadline. One area should be the student's proposed area of specialization, i.e., the broad area of their chosen dissertation; the second area is the student's minor field. Students should discuss their plans for FoS areas and the paper topics with the GDP and their supervisor well in advance.

Four months before the Paper Submission Deadline, the student submits two 300-word abstracts and bibliographies for two papers, one in each of the major and minor areas, to the GPD for approval. The two papers submitted by the student will form the basis of the FoS Oral

Examination. The GPD approves the paper topics if (1) they are in the approved areas, (2) required faculty expertise is available, and (3) the topics of the major and minor area papers are not closely related. The minor and major papers will normally engage distinct bodies of literature. The GPD will take into account the range of courses available to the student in preparation for the Field of Study Papers.

If approved, the GPD strikes a Committee for the evaluation of the Field of Study Papers and the Field of Study Oral Exam, normally consisting of the Supervisory Committee and two other members of the permanent faculty, and names a Chair. Two members should be experts in the student's minor field.

The student prepares two papers of between 5,000 and 7,500 words, excluding bibliography, one for each area. The bibliography need only include works cited in the papers and can be distinct from the approved reading lists for the FoS Oral Exam. Students are encouraged to work with department faculty to polish their papers, in particular, with their Supervisory Committee. It is explicitly allowed to revise papers previously used to satisfy course requirements as FoS Papers, with the understanding that FoS Papers must be more polished than typical term papers.

The student draws up two reading lists that cover the areas of the papers or are related to them and submits them to the committee three months before the Paper Submission Deadline. The Committee reviews the reading lists and may make modifications or additions, and approves final reading lists within two weeks. The Chair communicates the revised reading lists to the student.

On or before the Paper Submission Deadline, the student submits both papers together to the Graduate Office, which will distribute the papers to the Committee for evaluation. Papers submitted before the Deadline may but need not be evaluated before the two week period after the Deadline has passed. Early evaluation of FoS Papers is at the discretion of the Committee.

C.2.   Evaluation of Field of Study Papers
The examination committee will evaluate both the form and quality of the papers.

Formally, a passing Field of Study Paper must take the form of a professional philosophical article. The paper must address a question in one of the approved areas of philosophy, and engage with the literature in that area. It should state the question the paper is attempting to answer or the philosophical objective it is pursuing. For instance, a paper may critically assess a philosophical view or argument, it may compare philosophical views, it may interpret the writings of a historical figure, it may analyze a result or practice (say, in one of the sciences) philosophically, or draw out implications of a philosophical position. In doing so, it must describe relevant views or arguments in the literature. Positions proposed must be supported by arguments or evidence. The paper's arguments must be presented explicitly, with explanations of why certain assumptions are made or not, what justifies the inferences in the argument, how the assumptions and conclusion relate to the views being discussed. When a reading of a

historical figure is offered, the paper must articulate reasons for why the reading is appropriate. If a philosophical concept is applied to an example, it must be explained why the concept applies to the example. The paper must also, at least in outline, survey related views in the literature. It must appropriately cite relevant work using a standard and uniform bibliographic reference format. It must offer a novel contribution, be it positive, interpretative, or critical; mere surveys of the literature are unacceptable. It must be proofread and free of spelling and grammatical mistakes.

In addition to the formal criteria above, the examination committee will also evaluate the quality of the argumentation, and the philosophical acumen and skill displayed in the paper. In order for a paper to receive a pass, the description of others' views and arguments must be clear, accurate, and charitable. The paper must be well-organized. When new terminology is introduced, it must be defined precisely; and when existing technical terms are used, they must be used in accordance with their commonly accepted definitions, or, if competing definitions are available, the definition adopted must be given and used appropriately. Arguments offered must be cogent, and justifications must be applicable. Discussion of related literature must include relevant works from the reading list.

After a student submits their FoS papers, the members of the Committee will evaluate the papers individually and communicate their evaluation to the Chair. If at least one Committee member votes to fail a submitted paper, or if one of the members of the Committee requests it, the Chair arranges a meeting of the Committee to discuss the papers. At the end of the discussion in that meeting, the Committee members vote again. If all but at most one member of the Committee vote to pass, the paper is passed.

The Chair will inform the student and the Graduate Program Director immediately after the Committee meeting, and in any case within two weeks of the Submission Deadline, which of the submitted papers passes. If one or both papers fail, the Committee will provide the student with written comments and suggestions for improving the paper, and set a new submission deadline for re-evaluation of the paper or papers, no sooner than two months and no later than six months from the original submission deadline (fail date).

If the Committee does not make a decision within two weeks of the Paper Submission Deadline, the Graduate Program Director will ensure that the Committee comes to a decision without further delay.

Only one resubmission of each paper is permitted. If the Committee determines a resubmitted paper is a fail, the student will be required to withdraw (see the Graduate Calendar, *Academic Regulations – Candidacy – Candidacy Examination Outcomes*). The graduate program must send the Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress to gpoform@ucalgary.ca.

D. Field of Study Oral Examination

Once both papers are passed, the Graduate Office schedules an oral examination, no later than four weeks after the Committee has evaluated and passed both papers.

The Graduate Program Director appoints a faculty member of the Philosophy Department not on the FoS Committee as Neutral Chair of the FoS Oral Examination Committee. The Neutral Chair is not a member of the examining committee and is non-voting.

Questions in the oral exam are restricted to the submitted papers and the approved reading lists. While the oral exam is not a re-evaluation of the papers, the student should be able to answer a) questions regarding how the topic and results of the paper relate to the broader area it is situated in and the literature on the specific topic or question, as well as b) questions that further probe and consider the implications of the claims, interpretations, arguments, examples, assumptions, and objections considered, made, or proposed in the paper itself.

D.1 Conduct of Field of Study Oral Examinations

Length of Examination

The examination should not exceed two hours. This does not include the deliberation time of the Examination Committee.

Closed Examination

Thesis proposal oral examinations are closed. Only the Examination Committee, the Neutral Chair, and the student examined may attend.

Examiners' Questioning

No one other than a member of the examination Committee is allowed to question the student. All examiners should be given an opportunity to question the student during the early part of the examination, e.g., by rounds of questioning. Roughly equal time should be devoted to the major and minor area and paper.

Questions to the student should be clear and succinct. The student should be given reasonable time to answer. If the student has understood the question and cannot answer, the examiner should pass to another question and not attempt to extract an answer by prolonged interrogation, or by leading the student. The Chair should guard against any tendency of examiners to interact with each other instead of concentrating on the examination of the student.

The Neutral Chair must stop the exam if one of the examiners needs to leave the room and will reconvene the exam when all examiners are present.

Official Examiners' Discussion

At the end of the examination, the student is asked to withdraw from the room. Before any discussion of the student's performance, each examiner must identify, in a straw vote, which recommendation (pass/fail) they favour. They vote separately on each area. This provides the Committee with a frame of opinion on which to base a discussion of the student's performance.

D.2. Outcomes of the Field of Study Oral Examination

Once the Committee discussion is concluded, the Committee votes on the student's performance in the oral exam, separately on each area examined.

A vote of pass on the oral examination indicates that in the view of the Committee, the student has (1) satisfactorily answered questions about the context of the paper within the field delineated by the approved reading list; (2) can clearly articulate the motivation and contribution of the paper; and (3) has shown the ability to defend the views, arguments, and interpretations offered in the papers against relevant objections; (4) can situate the content of the paper in the broader disciplinary context.

Every effort should be made to reach a unanimous recommendation on both votes. Should the outcome of a final vote include at most one negative vote, the student will pass the respective paper. When both areas are passed, the student has completed the Field of Study Examination component of the candidacy requirements.

Failing the Field of Study Oral examination

Should the outcome of the vote on one area of the oral examination include two or more negative votes, the Committee's recommendation to the Graduate Program Director for the respective area will be "fail". In the case of a fail,

- **The Neutral Chair** must inform the student of the Committee's recommendation immediately following the vote of the examination committee.
- **The examiners** write brief memos to the Graduate Program Director explaining the reasons for his/her vote and submit within five working days from the date of the examination.
- **The Graduate Program Director** may uphold the "fail" in the case of a clear fail or refer to FGS for decision in the case of an unclear fail. If the GPD upholds the "fail", after consultation with the Supervisor, the Graduate Program Director then summarizes the essential points from the memos to the student, copied to the Supervisor.
- **The Graduate Program** must send the Notice of a Failed Candidacy Component to the student within ten working days from the date of the examination.

D.3   Appeals

In the case of a fail, the student may appeal directly to the Faculty of Graduate Studies (see the Graduate Calendar, [Academic Regulations](#) – Appeals – Appeals Against Faculty of Graduate Studies Rulings).

D.4   Re-take of Examination

In the case of a failed Field of Study Oral Examination, the student will be permitted to retake the exam once. The retake will be based on the same papers and reading list as the first exam. If the outcome of the first exam was a fail on only one of the two areas, only the failed area and paper will be re-examined.

Only one retake will be permitted. The retake must take place no sooner than two months and no later than six months from the date of the first examination. Normally, the composition of the Committee will remain the same.

In reporting the results of the second examination, the Committee will be limited to recommending either a pass (i.e., no more than one negative vote), or fail.

A recommendation of "fail" requires that, within five working days:

- **each examiner** must submit a confidential written report to the Graduate Program Director, copied to the Supervisor, detailing the reasons for his/her vote.
- **The Neutral Chair** must also submit a written report of the examination procedures to the Graduate Program Director.

If the Graduate Program Director upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies. The graduate program must send the Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress to gpoform@ucalgary.ca.

E.   Thesis Proposal and Thesis Proposal Oral Examination

Thesis proposals must be examined before the end of the 28th month in the program, therefore PhD students are encouraged to begin work on their thesis proposal as early as possible. The thesis proposal must have a well-motivated research question and it should highlight the research's potential contribution to the philosophical literature. It should formulate the question, situate the question in the philosophical literature, formulate a plan for answering the question, and outline the proposed structure of the dissertation. The length of the Thesis Proposal will depend on the nature of the research; they are normally about 5,000 to 7,500 words (approximately 20 to 30 pages) not including the bibliography. Students should work closely with their Supervisor and Supervisory Committee to develop their Thesis Proposals. The Supervisory Committee will provide guidance and feedback on Thesis Proposal drafts before a final version is submitted for examination and approval. The Thesis Proposal must be submitted to all members of the Thesis Proposal examination committee at least two weeks before the examination.

E.1   Composition of the Thesis Proposal Oral Examination Committee

The Thesis Proposal Examination Committee is composed of the student's Supervisory Committee and two other examiners. The two examiners not on the Supervisory Committee can be Philosophy Department faculty members, or one Philosophy Department member and one member of another department. The student's Supervisor will make the necessary arrangements for the composition of the Thesis Proposal Oral Examination and convey those arrangements to the Graduate Program Director. The Graduate Program Director shall ensure that no conflict of interest exists between the student or the Supervisor and the additional members of the examination committee. A Postdoctoral fellow whose Supervisor is on the Supervisory Committee may not serve on the examination committee (See Graduate Studies Conflict of Interest Policy). The Supervisor is a voting member of the Thesis Proposal Examination Committee.

The Graduate Program Director appoints a faculty member of the Philosophy Department as Neutral Chair of the Thesis Proposal Examination Committee. The Neutral Chair is not a member of the examining committee and is non-voting.

E.2   Scheduling of the Thesis Proposal Oral Examination

PhD students must take their Thesis Proposal Oral Examination within eight months of completion of their FoS examinations and within thirty days of submission of their Thesis Proposal to the Thesis Proposal Examination Committee. The student's Supervisor will propose the date and time of the Thesis Proposal Oral Examination and, upon agreement with the student and Committee, will convey that information to the Graduate Program Director.

E.3 Conduct of Thesis Proposal Oral Examinations

Length of Examination

The examination shall not exceed two hours. This does not include the deliberation time of the Examination Committee.

Closed Examination

Thesis proposal oral examinations are closed. Only the Examination Committee, the Neutral Chair, and the student may attend.

Examiners' Questioning

No one other than a member of the examination Committee is allowed to question the student. All examiners should be given an opportunity to question the student during the early part of the examination, e.g., by rounds of questioning.

Questions to the student should be clear and succinct. The student should be given reasonable time to answer. If the student has understood the question and cannot answer, the examiner should pass to another question and not attempt to extract an answer by prolonged interrogation, or by leading the student. The Chair should guard against any tendency of examiners to interact with each other instead of concentrating on the examination of the student.

The Neutral Chair must stop the exam if one of the examiners needs to leave the room and will reconvene the exam when all examiners are present.

Official Examiners' Discussion

At the end of the examination, the student is asked to withdraw from the room. Before any discussion of the student's performance, each examiner must identify, in a straw vote, which recommendation (pass/fail) they favour. This provides the Committee with a frame of opinion on which to base a discussion of the student's performance.

E.4   Outcomes of the Thesis Proposal Oral Examination

Passing the Thesis Proposal Oral Examination and Accepting the Thesis Proposal

Once the committee discussion is concluded, the committee votes on the outcome of the Thesis Proposal Oral Examination.

A vote of pass indicates that in the view of the Committee, the student (1) has articulated a clear and feasible research project or question, (2) has demonstrated knowledge of the context of the project topic by providing a competent and up-to-date literature review, (3) has articulated a promising approach to addressing the research question, (4) has answered questions about previous or competing contributions to the topic satisfactorily, (5) can clearly articulate the motivation and importance of the proposed research, and (6) has shown the ability to defend the proposed view or approach against objections or to formulate strategies for doing so.

Every effort should be made to reach a unanimous recommendation. Should the outcome of a final vote include at most one negative vote, the student will pass.

Passing the Thesis Proposal Oral Examination constitutes acceptance of the Thesis Proposal.

Failing the Thesis Proposal or Thesis Proposal Oral examination

Should the outcome of the vote include two or more negative votes, the Committee's recommendation to the Graduate Program Director will be "fail". In the case of a fail,

- **The Neutral Chair** must inform the student of the Committee's recommendation immediately following the vote of the examination committee.
- **The examiners** write brief memos to the Graduate Program Director explaining the reasons for his/her vote and submit within five working days from the date of the examination.
- **The Graduate Program Director** may uphold the "fail" in the case of a clear fail or refer to FGS for decision in the case of an unclear fail. If the GPD upholds the "fail", after consultation with the Supervisor, the Graduate Program Director then summarizes the essential points from the memos to the student, copied to the Supervisor.
- **The Graduate Program** must send the Notice of a Failed Candidacy Component to the student within ten working days from the date of the examination.

E.5   Appeals

In the case of a fail, the student may appeal directly to the Faculty of Graduate Studies (see the Graduate Calendar, [Academic Regulations](#) – Appeals – Appeals Against Faculty of Graduate Studies Rulings).

E.6   Re-take of Examination

In the case of a failed Thesis Proposal Oral Examination, the student will be permitted to retake the exam.

Only one retake will be permitted. The retake must take place no sooner than two months and no later than six months from the date of the first examination. Normally, the composition of the Committee will remain the same. The members of the Committee will communicate to the student which changes to the Thesis Proposal, if any, they consider necessary, and the student should work with their Supervisory Committee to revise the Thesis Proposal. The revised Thesis Proposal must be submitted to all members of the Thesis Proposal Examination Committee at least two weeks before the examination.

In reporting the results of the second examination, the Committee will be limited to recommending either a pass (i.e., no more than one negative vote), or fail.

A recommendation of "fail" requires that, within five working days:

- **each examiner** must submit a confidential written report to the Graduate Program Director, copied to the Supervisor, detailing the reasons for his/her vote.
- **The Neutral Chair** must also submit a written report of the examination procedures to the Graduate Program Director.

If the Graduate Program Director upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies. The graduate program must send the Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress to gpoform@ucalgary.ca.

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Approved Department of Philosophy: January 9, 2018
Approved by the FGS Policy Committee: March 23, 2018

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5. The PhD Thesis and Thesis Oral Examination

The format of the PhD thesis and the final PhD oral examination are governed by university-wide policies and regulations which can be found on the FGS website.

Dissertations in the philosophy department are usually about 40,000-50,000 words in length (excluding front and back matter such as the bibliography). Students should aim to complete all program requirements, including the PhD oral examination and final revisions, by the end of their fourth year in program. Proper planning and time management, and regular contact between students and supervisory committee are essential to achieving this.

The thesis is examined by a committee consisting of the supervisory committee, an additional internal examiner, and an external examiner. The internal examiner may be internal to the philosophy department, or another faculty member at the University of Calgary. The external examiner is a faculty member at another university and an expert in the student's area of research. Ideally, the external examiner is present at the examination in person, although sometimes they participate by teleconference. If at all possible, thesis defenses should be scheduled during Fall or Winter term, so that external examiners can be invited to give department talks.

The thesis examination must be planned well in advance of the planned date. Six weeks before the planned date of the defense, the department must submit the CV of the external examiner for approval to FGS. Four weeks before the planned examination, the department submits a Notice of 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, and agree that the examination can proceed. (However, as per section M.2.6. Of the Graduate Calendar, a student may insist on submitting and defending the thesis contrary to the advice of

the supervisor.) The thesis itself must be distributed to the examining committee by the student at least three weeks before the oral examination.

These are absolute minimum deadlines. Since external examiners must be contacted for availability before their names can be submitted for approval, and in order to facilitate travel planning, the student and supervisor should agree on a tentative date **at least three months** ahead of time, but not before the majority of the thesis is complete and judged defensible by the supervisor.

The supervisor should consult with the student about the approximate timing of the exam, and about the internal and external examiner. However, it is the responsibility of the supervisor to schedule the thesis oral examination, to recommend all examining committee members to the Graduate Program Director for approval, and to conform to the timelines set out in *Thesis and Thesis Examination Administrative Processes*. Under no circumstances are students permitted to make arrangements for an examination.

III. The MA with Thesis

1. Faculty Regulations

Faculty regulations concerning the MA program, the thesis, and the oral examination may be found on the FGS website and in the Graduate Calendar. It is essential that MA students and their supervisors familiarize themselves with these regulations.

2. Length of Program

In accordance with Graduate Faculty regulations, a student with an Honours degree in philosophy or its equivalent may complete the requirements for the MA in one calendar year. All degree requirements must be completed within four years from the time of first registration in the program. These requirements will normally be two terms of coursework and a thesis. The standard course load for students with a BA (honours) or its equivalent is 21 units. Students with less background in philosophy may be required to complete additional coursework.

Philosophy 603 is a required course and is normally taken in the first year in the program.

Philosophy 699 is a required course and is normally taken in the second year in the program.

The Department has the following items of policy:

1. Students enrolled in a two-year MA program should be expected to convocate in the Spring of the second year of their program.
2. No MA student entering a third, or higher, year in an MA program will be recommended for a GAT or departmental scholarship or other graduate award, save in exceptional circumstances.

3. The MA Thesis

The MA degree has both a course-work and a thesis component. By April of their first year, students are assigned a supervisor. Students should contact potential supervisors during the Winter term of their first year and discuss possible topics for a thesis. When a faculty member agrees to supervise a student, the supervisor and student will contact the Grad Office or GPD for approval. This must be done by April 15 of the 1st year in the program. Supervisors and Students must also fill out and submit these two forms:

1. Student/Supervisor
2. Checklist Intellectual Property Awareness Form

For more information on the UCalgary Supervisory Policy and the Intellectual Property Policy go here: https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/checklist

Students and supervisors should promptly begin to plan thesis research and writing. Students and supervisors are jointly responsible for setting and meeting deadlines. In order to complete all degree requirements by the end of the second Winter term, students and supervisors should plan to:

1. decide on the topic and structure of the thesis as soon as possible after supervisor selection (i.e., during the Spring and Summer of the first year in program);
2. have an essentially final draft of the thesis completed by March 1 of the second year in program;
3. set up a thesis examination committee by March 15 and select an exam date;
4. submit the finished thesis to committee members at least three weeks prior to the date of the examination;
5. pass the thesis examination by April 15;
6. file the final thesis with FGS by April 31.

It is advisable to read through the Faculty of Graduate Studies Building a Thesis and Thesis Formatting Guidelines before you begin writing, to avoid having to spend time on formatting issues later.

MA theses are typically around 20,000 words, in length (excluding bibliography). Examples of past MA theses can be found on the online thesis repository (the Vault).

Original research and thesis work, while an integral part of the degree program, must necessarily be of lesser scope and intensity than the PhD equivalent. There is sometimes a tendency to permit escalation of the scope of Master's thesis work to the point where its scope is difficult to distinguish from that of a Doctoral thesis. The student's supervisor should discourage moves in this direction. Permitting a student to spend several years on an MA degree owing principally to the excessive length of the student's thesis is a disservice to the student.

Faculty regulations and Department policies relating to the supervision of MA students are outlined below and in the Graduate Calendar.

4.   Final Master's Thesis Oral Examination

The Faculty of Graduate Studies requires successful completion of a final oral examination of the theses. Thesis examinations are governed by FGS regulations.

The thesis shall be adjudicated by an Examining Committee which will consist of the Supervisor and at least two other examiners, one of whom may be external to the student's home department or program. Oral examinations in the Department are normally open, though only members of the examining committee question the student and observers exit the room before the committee begins its in camera deliberations. The Graduate Program Director will recommend the appointment of the Examining Committee to the Dean of the Faculty of Graduate Studies for approval.

In order to schedule the thesis examination, the supervisor must confirm to the GPD that they have read a full draft of the thesis and that it meets the minimum standard. (However, as per section M.2.6. Of the Graduate Calendar, a student may insist on submitting and defending the thesis contrary to the advice of the supervisor.) The supervisor is responsible for selecting the additional examiners and scheduling the examination, and submits date and names of examiners to the GPD for approval. The graduate office then sends a Notice of Master's Oral Examination to FGS. Completion and submission of a Notice of Master's Oral Examination to the Faculty of Graduate indicates the student has completed the Departmental requirements, and complied with all Faculty of Graduate Studies regulations prior to defense of the thesis.

The thesis must be the student's original work. Copy editing of students' theses is allowed but requires prior approval of the Supervisor and the Graduate Director. It must be distributed to the examination committee minimally three weeks prior to the oral examination. In addition, the thesis must in all respects be a final complete copy and not a draft, and it must comply in every respect (format, etc.) with the Faculty of Graduate Studies Thesis Guidelines regulations. The examination begins upon distribution of the thesis. Examiners must not discuss the thesis with the student or with each other until the oral examination.

See additional regulations governing the format and submission of theses in the Graduate Calendar.

5. MA in Philosophy with Concentration in History and Philosophy of Science

The Department of History and the Department of Philosophy at the University of Calgary jointly offer a Master's concentration in History and Philosophy of Science. The programs involved, which will be designed on an individual basis, are intended for students with an undergraduate concentration in history, philosophy, or one of the natural or social sciences. Graduate study in this area covers a broad range of topics in History and Philosophy of Science.

Degree Programs Must Include:

  a. 6 units in the history of science;
  b. 6 units in the philosophy of science;
  c. 6 units in the history and philosophy of science;
  d. reading knowledge of a relevant foreign language or proficiency in logic;
  e. a master's thesis.

6. MA in Philosophy with Concentration in Philosophy of Religion

The Departments of Philosophy and Classics and Religion at the University of Calgary jointly offer a Master's concentration in the Philosophy of Religion. The concentration is intended for students with an undergraduate emphasis in philosophy or religious studies.

There are no specific formal course requirements, though it is informally understood that students will be expected to take one or two 3 unit courses in the other department towards their MA course requirement in the department of their degree, and that the thesis research be in the area of philosophical theology or the philosophy of religion. Normally a member of the other department will be appointed to the supervisory and examining committees.

Students should apply to either the Department of Philosophy or the Department of Classics and Religion, depending on their background and their proposed area of concentration and final degree. The program must be approved by both departments. Financial assistance is available through either department.

IV. The Course-Based MA

The Department of Philosophy offers a course-based MA in Philosophy, which may be taken on either a part-time or a full-time basis. The Faculty and Department regulations pertaining to this program follow.

1.   Objectives of the Program

The course-based MA program in Philosophy has been designed with two principal objectives in mind. The first is to make advanced study in Philosophy accessible to students whose commitments may preclude full-time registration. The second is to provide an alternative to the thesis-based program for Master's studies in Philosophy that will constitute a comparable preparation for Doctoral work.

2.   Program Requirements

There is no full-time study requirement. Either full-time or part-time study is possible. There is no thesis component but there is a research constituent (see (d) below).

3.   Coursework Requirements

1. A minimum of 30 units (ten 3 units courses), including at least 6 units (two 3 unit courses) in the History of Philosophy and 6 units (two 3 unit courses) in 20th Century or Contemporary Philosophy.

    Philosophy 603 is a required course and is normally taken in the first year in the program.

2. In addition to completing ten 3 unit courses of graduate coursework, students may be required to remedy background deficiencies in a certain area or areas of philosophy by taking course work below the 500 level. Coursework up to a maximum of one-full course equivalent will be permitted for such purposes while the student is registered in the course-based MA program.

3. Advanced credit may be given for relevant courses at the graduate level that have not previously been used towards fulfilling any degree, diploma or other certification requirements, up to a maximum of three half-course equivalents.

4. Students must complete at least one half-course in each annual registration period, and complete half the required course work in the first three years of registration. Students are advised to withdraw from the program for any protracted period in which no coursework is to be taken.

5. Students shall maintain a minimum cumulative B average (3.00 GPA), as calculated at the end of any registration year, beginning at the completion of two FCEs. Students may not have more than two B grades in half-courses on their total course record. Students must select a supervisor, by mutual agreement, by the end of their second regular academic session after first registration (April for September registrants and December for January registrants) and well in advance of the student's determination of areas for the final examination. The supervisor shall be responsible for giving regular academic advice and guidance, and for general overview of the administrative aspects of the student's program.

6. Maximum time permitted for the program is six years from first registration.

4.   Research Constituent

The course-based MA has a research constituent. This constituent is to be satisfied by passing all components, written and oral, of the Final Master's Examination.

5.   Final Master's Examination

A final Master's examination of overall competency is required after completion of all course work, consisting of written and oral components. Effective July 1, 2009, the Department of Philosophy will be monitoring and overseeing this examination.

The following regulations apply:

i.   Each student in the program will be examined by a Final Master's Examination Committee appointed by the Department Head in consultation with the Graduate Program Director not later than three months prior to the Final Master's Examination. The committee shall consist of four members including a neutral chair. The normal composition shall be the student's supervisor and two other members of the academic staff.

ii.   The written component will examine the competency of the student in two fields or areas of philosophy, one of which must be in the History of Philosophy or Twentieth Century/ Contemporary Philosophy, while the second may be elected by the student. A guideline for suitable areas of philosophy on which a student may choose to be examined is given by the generic titles of graduate course offerings in philosophy. There should not be any significant overlap in the two chosen areas. Competency in an area will be tested by examining the student's mastery of selected central problems, authors and/or positions in that area.

iii.   Students should determine their examination areas in consultation with their supervisor and must declare their chosen examination areas not later than six months before the

time of examination by reporting these to the Department Graduate Program Director. The following regulations apply:

a. Not later than two weeks after the examinations areas have been determined, the supervisor will draw up a bibliography for each of these areas. The bibliographies will be discussed with the student. A copy of the bibliographies, with the signatures of the supervisor and student, shall be submitted to the Graduate Program Director not later than five months prior to the written exam.

b. Examination questions for the written and oral components of the Final Master's Examination will be drawn from the bibliographies for each of the examination areas.

iv. Details of the written component

a. The supervisor shall distribute examination questions for the written component to all members of the examination committee for their approval, and the Graduate Program Director, at least a week in advance of the written exam.
b. The written component shall consist of two three-hour written examinations. The written examinations are to be completed within one week.
c. Each Examiner is required to submit a written assessment of the student's written examination performance, to be submitted to the neutral chair of the examination committee prior to the examination.
d. The written component of the examination must be judged to be either acceptable (Pass) or unacceptable (Fail).
e. The committee will inform the student and the Graduate Program Director within three weeks of the exam submission whether the student has passed. If the student has not passed the exam, the committee will provide the student and the Graduate Program Director with written comments of its decision. (The student may request a written assessment even in the case of a Pass.) If the committee does not a make a decision within three weeks of the exam's submission, then it is the responsibility of the Graduate Program Director to ensure that the exam is assessed in a timely manner.
f. This is a closed exam.

v. The student shall not be permitted to proceed to the oral component if the student does not secure a Pass on the written component.

vi. The oral examination will be held within two weeks and not later than three weeks following a decision on the written component. Questions for the oral examination will be based on the bibliographies for the areas selected for examination.

vii. Details of the oral component

a. The oral examination is a formal examination, not an informal discussion with the student.
b. All examiners must be given an opportunity to question the student early in the examination, e.g., by rounds of questioning.
c. The oral examination shall not exceed two hours. This does not include deliberation time of the committee.
d. The oral component of the examination must be judged to be either acceptable (Pass) or unacceptable (Fail).
e. This is a closed exam.

viii. The Result of the Final Master's Examination shall be either Pass or Fail. To secure a Pass, the student must obtain a Pass on both the written component and the oral component of the exam. In the event of a failure, the examining committee may recommend that the student be given an opportunity to take the failed component of the examination again between two and six months from the date of the first attempt. No more than two attempts shall be permitted.

ix. Students may appeal the grade that they obtain on either the written component or the oral component of the Final Master's Examination. In the event of an appeal, the student shall first address a letter of appeal to the Graduate Program Director. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal and the remedies being sought, along with any special circumstances that warrant an appeal of the reappraisal. The Graduate Program Director will then report his or her decision to the student. If the student is not satisfied with this decision, the student may file an appeal in accordance with the terms and conditions specified by the Teaching Faculty Appeals Committee.

6.   Graduation (Exit) Requirements

Provided students have satisfied all other FGS requirements for graduation, students shall be deemed eligible to graduate upon receipt by the Faculty of Graduate Studies of:

a. Evidence of satisfactory completion of the minimum number of courses at the required level and with a minimum overall GPA of 3.00.

b. A Departmental clearance indicating all approved Department requirements have been met.

c. A letter from the supervisor summarizing the student's overall program performance.

d. Successful completion of the Final Master's Examination.

V. Supervisors for MA and PhD Students

Every student must have a supervisor. Normally students are assigned to the Graduate Program Director on an interim basis until they have the opportunity to become acquainted with the Department's faculty members. Each student must have a supervisor by the end of their second regular academic session after first registration (April for September registrants and December for January registrants). The choice of supervisor must be by mutual arrangement between the student and staff member concerned and approved by the Department and the Dean of Graduate Studies. Supervisors and their students must meet to discuss and complete a mandatory [Expectations Checklist and Intellectual Property Form](#) as soon as possible after entering into the supervisory relationship.

There is a customary maximum of three graduate supervisees for each faculty member of whom normally no more than two can be PhD students who have completed their coursework. For PhD students the remaining members of the supervisory committee must be approved by the Department's Graduate Committee.

The duties of the Graduate Program Director are to assess the student's academic needs and to be available for consultation concerning course work and other academic aspects of the student's program. At the time of first registration, the student will work out a program of courses for the year under the advice and direction of the Graduate Program Director. In subsequent registrations this advice and direction will be given by the supervisor or supervisory committee with approval by the Graduate Program Director.

The supervisor will have the added responsibilities of helping their PhD supervisees with their FoS exams. Later, the supervisor will be the main director of the student's preparation for the thesis proposal and proposal exam, the thesis, and should consult with their supervisees on scholarship and job applications. The duties of graduate supervisors are governed by the FGS [Graduate Student Supervision Policy](#). FGS also provides handouts on best practices in supervisor-student relationships. Supervisors and students should consult them:

- [Best Practices and Guidelines for Supervisors](#)

- [Best Practices and Guidelines for Graduate Students](#)

In May of each year the supervisor and supervisee must submit an annual online report on the student's progress using the Faculty of Graduate Studies system. This report must be acknowledged and accepted by the student, the supervisor and the Graduate Program Director. See section on Annual Progress Report under VIII Miscellaneous.

VI. The Philosophy Graduate Program Committee

1. Establishment

The Department of Philosophy has established a standing committee called the Graduate Program Committee and delegates to the Graduate Program Committee the authorities set out herein.

2. Membership

CHAIR

- The Graduate Program Director (GPD)

VOTING MEMBERS

- The Graduate Program Director (GPD)

- The Placement Director,

- Three members of the permanent academic staff with graduate supervisory privileges,

NON-VOTING MEMBERS

- The Graduate Program Administrator (GPA).

Members of the committee other than the GPD and GPA are appointed by the Head in consultation with the GPD for the academic year.

3. Role

The Graduate Program Committee advises the GPD, GPA, and Head on matters related to the Philosophy Graduate Program including policies and procedures, admissions, adjudication and nomination for awards and scholarships, teaching assignments, academic and non-academic placement of graduate students, teaching preparation for graduate students, supervision, graduate examinations, and appeals.

4. Responsibilities

A. Admissions

The Graduate Committee evaluates applications for admission to the graduate program. Every January, shortly after the admissions deadline, the GPA provides the members of the committee with anonymized versions of samples of writing submitted by applicants, which are evaluated by the committee. Reports on these evaluations are then provided to committee members together with full application files. Members of the committee review the files and provide ranked lists to the GPD. The committee makes a final recommendation to the GPD on admissions in a meeting of the committee in early February. The committee plays an active role in recruiting admitted students to the department. It is important to note that the Entrance Award for incoming prospective students is traditionally due on February 1st. This means the committee must evaluate doctoral applicants before the admissions meeting. The philosophy department has been allowed two nominations for the entrance award.

The committee also reviews applications for admission received outside the usual admissions cycle as well as applications for transfer between programs.

B. Awards and Scholarships

Award allotment is sent out by Graduate Studies in early January. Philosophy has historically been allowed to nominate 2 Entrance Award, 1 Killam and 4 Open doctoral. The Entrance Award is only available to incoming students.

The committee reviews applications for the Graduate Award Competition each January and advises the GPD on which applications should be nominated for Killam, Open Doctoral Scholarships, and program-awarded scholarships (AGES). The entrance award nominations are due February 1. The GAC nominations, including Killam and Open Doctoral, are due February 15.

The committee adjudicates the Department of Philosophy Graduate Essay Award each March. The GPA provides anonymized submissions to the members of the committee, who determine a nominee or nominees of the award.

C. Policies and Procedures

The committee advises the GPD on the development and review of graduate program requirements, and policies and procedures related to the graduate program.

D. Appeals

The committee advises the GPD in matters of appeals by graduate students.

E. Climate and Diversity

The committee advises the GPD on matters of climate and diversity relating to graduate students in the department, and aids in implementing measures to enhance climate and diversity, especially as requested by the Climate and Diversity Committee.

5. Meetings

Meetings will occur at least once in each of the fall and winter terms and as deemed necessary by the Chair.

6. Powers

Other than, or in the absence of, specific delegations of authority from the Head to act autonomously, the Graduate Program Committee is limited to advising and making recommendations to the GPD.

7. Authorities

The Graduate Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to the Head or GPD as appropriate.

None at this time.

VII. Financial Support

Most graduate students in the department receive financial support from teaching and research scholarships. **In order to be a candidate for financial support from the department, continuing students must apply for the major awards for which they are eligible.** Among the major awards that students should consider are the SSHRC fellowships (applications due October 1 for PhD students, December 1 for MA students); scholarships awarded through the Graduate Awards Competition (applications due January 15).

See the section on Sources of Funding of the FGS website for further information about these major awards as well as other awards available.

Satisfactory academic progress in the program is required for continued funding. The Department has no funding commitments to any student readmitted into any one of its graduate programs or with deferred admission.

1. Minimum Guaranteed Funding Amounts

The Department of Philosophy guarantees funding to almost all graduate students it admits. Typically, PhD students receive a guarantee of 4 full years of funding, and MA students for 1 2/3 years (Fall/Winter, Spring/Summer, Fall/Winter). Offers of Admission contain Minimum Guaranteed Funding Amounts per year.

Funding is subject to availability of funds and to satisfactory progress in the degree. Satisfactory progress is defined by receiving an evaluation of "Satisfactory" or better on your Annual Progress Report every May for continued funding for the following program year. Specific conditions on satisfactory progress are given in the Graduate Handbook.

Minimum Guaranteed Funding Amounts take into account tuition levels. International students are assessed program fees at twice the rate of domestic students.

Domestic MA students are typically offered a Minimum Guaranteed Funding Amount of at least $17,500 for year 1 (September-April) and $17,500 for year 2 (May-April). PhD students are typically offered a Minimum Guaranteed Funding Amount of at least $22,000 per year, for years 1 to 4. Funding levels for international students are generally higher by the amount of additional tuition they are assessed (double the amount assessed Canadian students). FGS currently provides international students with a tuition award to help offset the tuition differential. This award is not part of the department funding minimum guarantee but is a consideration towards your total funding package.

PhD students past year 4 are not guaranteed funding, but practically always receive funding at a comparable level for a fifth year. MA students past year two and PhD students in year six and

beyond receive funding from the department only in exceptional circumstances (e.g., in cases of prolonged illness, or when the teaching needs of the department require it).

[Official Philosophy Department Funding Policy](#)

2. Sources of Funding

Students are funded through a combination of sources. The different sources differ in the level of funding they provide, but also in the control the department has over the timing and amount of funding, the tax status of the funding, and whether or not teaching or other work is required from the student.

Departmental Scholarships

The graduate program has a budget of roughly $50,000 of unrestricted funds which are awarded to graduate students as scholarships. The amount of the budget is determined by the number of students in the program who are in years 1 and 2 of an MA or in years 1-4 of a PhD program. The amount awarded to the program by the Faculty of Graduate Studies can be changed at any time.

GAT (Graduate Assistantship-Teaching).

A GAT pays roughly $8,800 and is half salary for serving as teaching assistant (taxable), half scholarship income (not taxable). It is paid during regular term in equal, bimonthly installments (on the 10th and 25th of every month) in arrears (i.e., the first paycheck is September 25). The department typically has about two dozen GATs to award per year.

GANT (Graduate Assistantship-NonTeaching)

GANT are research assistantships paid by the department and are tied to specific faculty (e.g., the CRC in Philosophy of Science).

GAR (Graduate Assistant-Research)

Faculty members may win research grants (e.g., from SSHRC) from which they may fund graduate students. The faculty members who hold these grants have discretion over which students to pay, how much and when to pay them, and what and how much work to require of the students they hire (some grants fund graduate student's own research when connected to the project, some grants pay for specific work done by graduate students). The graduate office does not allocate these amounts to students, but includes these amounts in funding packages.

More detailed information on teaching and research scholarships (GAT, GANT, and GAR), including eligibility, pay, workload, maxima and minima, taxability, etc. is to be found in the

GSA Collective Agreement.

GAT and GANT details explained

Graduate Assistant Appointment Types

Sessional Instructor Appointments

Post-candidacy PhD students (typically in their 3rd and 4th year) may be offered a sessional instructor appointment to teach their own course. Courses available for such appointments are dictated by the teaching needs of the department, and so it is not always possible to offer sessional appointments in students' areas of research interest or competence. The student receives a sessional salary for this (approx $6,000, taxable). Most of the sessional appointments are available in the Spring and Summer terms.

Sessional appointments are assigned by the Department Head upon recommendation of the GPD. They are governed by the Collective Agreement with TUCFA, the faculty union. The collective agreement between TUCFA and UCalgary specifies that each post-candidacy PhD student may be appointed as a "Clause L" sessional instructor twice. Sessional appointments beyond the two "Clause L" appointments are subject to the seniority provisions in the collective agreement and Canadian Government requirements that priority be given to Canadian citizens and permanent residents.

SSHRC Scholarships

SSHRC awards scholarships for which only Canadian students are eligible. A Canada Graduate Scholarship-Masters (CGS-M) pays $17,500 for one year; a Doctoral Fellowship $20,000 for between one and four years, and a Doctoral CGS ("super SSHRC") pays $35,000 for three years. Doctoral SSHRC scholarships are awarded in a national competition; CGS-Ms are awarded in a University-wide competition. They are paid out in monthly payments from May to April each year. SSHRC awards are considered "major awards" and will cancel a lesser award, such as aa AGES, even for part of the grant period (e.g., if you win a SSHRC grant but hold an AGES the previous year, the last ⅓ of the AGES will not be paid out).

The deadline for SSHRC Doctoral scholarships is October 1, and for CGS-Ms it is December 1 (online application). The Graduate Office holds orientation sessions on preparing applications and workshops to generate feedback on draft proposals. Additional information is available from the FGS website.

AGES Scholarships

[The Alberta Graduate Excellence Scholarships (AGES)](#) are funded by the provincial government. Only Canadians and permanent residents are eligible. AGES are awarded in a lump sum payment of $11,000 for MA students and $15,000 for PhD students.

The Department has a limited number of program-awarded AGES units. The number of units is determined by departmental SSHRC competition success and the number of graduate students. The Department awards AGES based on a ranked list provided to FGS the preceding April (i.e., program-awarded AGES cannot be re-allocated during the year). The ranking is determined by the Graduate Program Director on the basis of program success. Specifically, MA students who have held SSHRC CGS-M awards in their first year are normally given priority for program-awarded AGES in their second year.

GAC (Graduate Awards Competition)

All graduate students should submit applications for the [Graduate Awards Competition](#) every January. Some major awards as well as a number of smaller awards are awarded through the GAC. The application system opens on November 1 of every year.

The University has its own [scholarships](#), which include the Entrance Scholarship, Killam, and Open Doctoral Scholarships. These are open to international students but most awards are restricted to PhD students. The Department can only submit a short, ranked list of nominees for the Entrance, Killam, and Open scholarships. These include very strong applicants for admission and so may well result in only one winner or none at all (e.g., if the nominated applicants choose to go elsewhere). However, there are a number of Eyes High International Scholarships which are awarded to international students through the Graduate Awards Competition. These are not listed separately on the GAC application; every eligible student is automatically considered for them. It is therefore crucial that international students complete strong GAC applications and enter the GAC competition by applying for at least one smaller award.

GAC awards are not announced until May, after SSHRC announces their awards. Even if a student is not successful in Spring, they may still receive an award late in the academic year. When a student holding an award receives a bigger scholarship, the smaller one moves on to the next ranked student. This is called a tumble-down award and it is not uncommon for them to be allocated as late as December or January.

Other Funding Sources

Graduate students may receive other funding from University and non-University sources which we do not include in the department's funding calculation, and which do not count towards a students Minimum Guaranteed Funding Amount. These include salary or hourly compensation for work that is not related to research or teaching (e.g., administrative help, website design,

off-campus jobs) and any funding for the purpose of study, research, or conference travel, such as the Departmental Graduate Student Travel Grant, travel grants from the GSA, or the Michael Smith Foreign Study Supplement.

https://grad.ucalgary.ca/awards/award-opportunities/canada-graduate-scholarship-michael-smith

3. Annual Funding Packages

Every summer, the Philosophy Graduate Office determines funding packages for each student for the coming academic year. We estimate the required funding for continuing and incoming students the preceding September and make a budget submission to the Faculty of Arts on its basis. The Faculty makes an allocation of GATs to the department in January, and the Faculty of Graduate Studies determines their funding allocation to the department. This determines how many admissions packages we can offer. We make offers of admission in February. CGS-M and AGES begin to be announced; admission offers are accepted, declined, and negotiated until the deadline of April 15. SSHRC Doctoral and major GAC awards, as well as new SSHRC research grants to faculty are announced in May or June. This means that the department does not know precisely how much funding is required (for new admits), how much is available, and how much students will receive in scholarship support until June. New scholarships, new GAT awards or cuts, cuts to the FGS budget, etc., can affect the funding available to the department well into the academic year, and the department must plan for this.

A basic funding package for a graduate student consists of two GATs (approx $17,500) or a GAT and a sessional appointment, plus additional funding from department sources (mainly scholarships and GARs), to meet or exceed the Minimum Guaranteed Funding Amount for the year. If a faculty member offers a student a research assistantship, or a student wins a scholarship, we adjust departmental funding accordingly (e.g., offer fewer GATs or decrease unrestricted funding). The mix and amount of additional funding depends on the availability of funds and any restrictions on it, a student's Minimum Guaranteed Funding Amount for the year, and their success in the program.

If a student wins a competitive scholarship, the department will adjust departmental funding, but will ensure the student is better off than they would have otherwise been. For instance, a student holding a competitive AGES, a regular Doctoral SSHRC, or an Open Scholarship will typically be assigned one GAT instead of two. A student holding a Doctoral CGS ("super SSHRC") or a CGS-M will typically be assigned no or only ½ GAT (i.e., little or no teaching at all). Awards of smaller size typically reduce funding from department sources, but with an funding package of overall higher value than without the award.

The department informs students of their preliminary funding package for the coming year in June or July (dollar amount only), and sends out official funding letters in August. The official funding letter details the sources of funding, and when and how students are assigned GAT or

GANT duties. Both funding letters should be considered as promises of minimum overall funding, and are subject to change if a student obtains or is awarded additional funding. It is sometimes also necessary to adjust the composition of funding packages in other ways, e.g., move a GAT assignment from one term to another.

Adjustments to Funding Packages

Students may turn down an offer of a GA(n)T, but we generally cannot replace it with other funding if they do. If you decline a Graduate Assistant offer your funding will likely be reduced by the amount of the GAT.

Some awards are announced after funding letters are sent. If a student wins an award after September, the department may rescind an offer of a GAT for the Winter term (depending on the size of the award).

If a student wins a scholarship after March, whether to be paid in the current year or in the following year, and whether as the result of the current or the previous year's competition, it may be counted towards the student's Minimum Guaranteed Funding Amount for the following year. (By that time typically the entire funding package for the current year is paid out).

Should a student win a higher award (eg, a SSHRC) for the following year while they already hold a lesser award for the current year which would otherwise have been paid past May, FGS will not pay out the remainder of the lesser award.

4. Payment Dates and Budgeting

The department will try to pay out as much of a student's annual funding as early as possible. However, we will generally hold back some funding until March or April in anticipation of late scholarship awards. We do this to ensure that as many students as possible are funded: if we paid out all funding immediately, we would not be able to adjust funding for late scholarship winners, and hence unfairly disadvantage higher-ranked students whose awards are announced earlier.

The department may also pay out additional departmental support between March and August not already included in a student's funding package and count it towards their funding package for the following year.

Because we try to pay students as early as possible, no funding from departmental sources is paid to students between May and August. SSHRC and most University scholarships are paid in equal monthly installments through the summer.

Students must budget carefully, especially for the summer months. In particular, students must ensure that they are able to pay Spring/Summer and at least the first installment of Fall fees. If a student is in arrears on fees, they **cannot cannot initialize their registration for the**

next year, or change, add or drop course registrations. The department also risks losing program funding tied to students being in good standing.

5. Graduation and Leaves of Absence

Scholarships will only be paid as long as a student is active and in good standing at the time of disbursement. Once a student graduates they must notify gsaward@ucalgary.ca if there are outstanding award payments. We will consider us to have met our funding guarantee to a student if they would have received the Guaranteed Minimum Funding Amount had they been in program at the end of the program year (typically, August 31, or April 30 for second year MA students).

Scholarship payments are paused if a student goes on a leave of absence, unless the payment was made in a lump sum. GATs cannot be paid if a student is not in Calgary and available to meet their teaching obligation, whether on approved leave or not. Some scholarships will be "paused" during a leave, and some will not. Students planning to be absent from Calgary (e.g, for study abroad), should consult with the GPD about their plans as soon as possible. The department will attempt to accommodate such plans as much as possible. Generally it is not possible to replace GAT funding with unrestricted funding compatible with an absence. Students are also responsible for paying fees as long as they are enrolled (even if not physically present). On the other hand, the department will not decrease funding packages for any amounts students receive specifically for travel or study elsewhere (e.g., department travel award, Smith Foreign Study Supplement, or any external awards to enable travel or study elsewhere).

VIII.   Miscellaneous

1.   Satisfactory Academic Progress

Continued financial support from the department is contingent on satisfactory academic progress. Satisfactory progress is defined below. The department may recommend to the Faculty of Graduate Studies that students who fail to show satisfactory progress be required to withdraw.

Satisfactory progress is defined in the [Calendar](#) as follows:

Thesis-based and Full-time Course-based MA Students

a) Must complete at least 15 units (2.5 full-course equivalents) in their first two terms, and maintain a GPA of at least 3.60 in all courses taken. This GPA is computed at the end of the first week of June each year. In any case no more than one grade of "B-" or lower is acceptable during the course of their program.

b) Are expected to complete their degree by May of their second year in the program. (Equivalent requirements apply to students who register at times other than September.)

Doctoral Students

a) Must complete at least 15 units (Five 3 credit courses) in their first two terms, and maintain a GPA of at least 3.60. This GPA is computed at the end of the first week of June each year. In any case no more than one grade of "B-" or lower is acceptable during the course of their program.

b) Must pass all Departmental Field of Study examinations within 20 months of first registration (for those without an MA, the period will be determined by the Graduate Studies Committee).

c) Must take the Thesis Proposal Examination within eight months of the completion of the Field of Study Examinations and pass this examination no later than twenty-eight months after the date of the student's first registration in the program (for those without an MA, thirty-six months after first registration in graduate studies in philosophy).

2. The Annual Progress Report

Every graduate student has to submit an [Annual Progress Report](#) by May 15, which their supervisor must approve by May 23. The APR is part of the formal record of a student's progress in the program other than their course record and list of examinations taken. It is the only place the graduate office keeps official track of a student's accomplishments outside of courses and performance on exams.

The department encourages students and supervisors to see APRs and assessments as a way to document a student's progress towards their thesis defense, and to put formal plans and commitments in writing. Ideally, students and supervisors should meet to discuss academic progress and any plans for the coming academic year, especially if these plans are required to ensure timely completion of the program. Putting deadlines and milestones into the "plans for upcoming year" part of the APR will make it easier to assess progress in the next APR and to determine if milestones are met.

Although the APR is part of a student's record, the department does not use it for any purpose other than to identify problems in a student's progress through the program. That is, it may be used to document a history of insufficient progress in the rare cases where a student is required to withdraw from the program. In particular, the APR is confidential, and is not used to allocate funding or scholarships.

Content of the APR

Other Funding Held During This Reporting Period: List funding you have received that is not included in your record, e.g., GAT or GANT, sessional appointment, or supervisor funding.

Research: Describe how your research has progressed over the past year. Which field of study exams have you attempted or completed? If you defended your thesis proposal, say when that happened. How has your thesis work progressed? Which aspects of your thesis have you researched, and in what depth? How many chapters of your thesis are drafted or completed? Have you received feedback from your committee, and if so how have you taken it into account? Have you pursued any research projects other than your thesis?

Publications: List any papers you have submitted or have had accepted for publication.

Conferences: List conferences you have attended in the past year, including titles of your own presentations if applicable.

Teaching: List the courses you have TAd for or that you have taught as a sessional instructor.

Report on Current Year's Plan for Professional Development: What professional development activities have you undertaken in the past year? These include in particular teaching development workshops at the Taylor Institute, service to the department or the profession (such as work in the PGSA), and any internships.

Plans for Upcoming Year: Outline your plans for your thesis research for the upcoming year. Which chapters do you plan to complete and when? Do you plan to submit anything to a conference or for publication? When do you plan to defend? Do you plan to travel anywhere for research or study?

Plans for Professional Development for Upcoming Year: Will you attend any teaching workshops? Plans to prepare for the job market? Look for an internship opportunity or a teaching appointment outside the department?

Supervisor Evaluation

The supervisor should outline the work they have done with the student and their opinion of the student's progress in their section of the APR. How many meetings have taken place? How much work has the student submitted? How much feedback has the supervisor given? How much of the thesis is complete in defensible form? When does the supervisor expect a defense? What plans have supervisors and students made (especially if a previous APR has identified problems) and were these plans successful in improving progress? What do you hope to see the student accomplish in the next year?

Supervisory Committee Meetings (PhD only)

Supervisors should arrange for the supervisory committee and the students to meet annually after the student has completed the FoS exams. A good time to meet is prior to the annual progress report in May.

Supervisory Checklist

Supervisors should go over the supervisory checklist with students annually to make sure that nothing has changed. A good time to do this is when the supervisor is completing the annual progress report.

Professional Development Plan

The annual progress report now has a place for students to enter a professional development plan. Supervisors should work with their students on developing a professional development plan that might include such things as:

- Plans to attend My GradSkills workshops

- Plans to attend teaching workshops at the Taylor Institute

- Plans to apply for external funding (if applicable)

- Plans to attend regional, national, or international conferences

Evaluation

When assigning an overall evaluation, the following rubric is suggested. In individual cases, the application of the rubric may of course not be precise; it is provided for guidance.

- *Excellent:* earning A+ in courses, winning major awards (Killam, SSHRC, CGS-M), publishing in peer-reviewed journals, winning teaching awards, produced substantial amount of thesis work of excellent quality (no revisions required), defense within 2/4 years expected

- *Very good:* earning A in courses, winning scholarships, presenting at national or international conferences, exams passed according to recommended timeline, produced substantial amount of thesis work of good quality (some revisions required), defense within 2/4 years is likely

- *Good:* earning no more than one A- in courses (if in year 1), presenting at local conferences or the graduate colloquium, FoS exams passed, thesis proposal passed or

expected to pass soon (for PhD students in year 2), produced good amount of thesis material, defense within 2/5 years is likely.

- *Satisfactory:* more than one A- or below, no presentations or professional development, no more than one failed FoS attempt, thesis proposal defense not passed but expected by end of summer (for PhD students in year 2), behind timeline but by no more than 6 months, some thesis work produced but behind deadline or requiring substantial revisions (if past candidacy), timely defense possible

- *Needs improvement*: some B grades (if in year 1), only two FoS exams passed (if PhD student in year 2), behind suggested timeline more than 6 months, minimal progress on thesis (if past candidacy), timely defense unlikely

- *Unsatisfactory:* below 3.6 GPA (if in year 1), no or only one FoS exams passed (if PhD in year 2), no progress on thesis work (if past candidacy), deadlines not met, significant shortcomings in TA or RA performance.

3. Graduate Teaching Assistantships (GATs)

Graduate Teaching Assistantships are awarded to students for the purpose of assisting in the teaching of introductory undergraduate courses in philosophy, usually by tutoring students in small groups and by marking selected assignments. Current stipends amount to $8,894.41 per term (four months) for a full time GAT, funded and awarded by the Department of Philosophy. Details regarding regulations and terms of appointment for GATs are to be found in the [Agreement Between the Governors of the University of Calgary and the Graduate Students' Association – Graduate Assistantships](#).

Assisting with teaching is most effectively done when the teaching assistant has a clear understanding of what is expected by the individual instructor of the course for which the graduate student is assisting. Instructors and TAs should try to establish a good working relationship from the inception of their association. Pertinent regulations to keep in mind in so doing are the following:

1. Instructors will provide teaching assistants with an *[Assignment of Assistantship Duties](#)* (AOD) contract: a written statement of the duties and performance expectations.
2. Teaching Assistants are required to be familiar with the day-to-day progress of the course in which they assist and are normally expected to attend lectures for this purpose. Instructors may, at their discretion, arrange other means to familiarize their TAs with the material being covered in the lectures and its relationship to tutorials.
3. The average hours of service by a graduate TA is 12 per week (including marking, preparation, and tutorials). The AOD serves as notice of weeks in which they work more than 12 hours. In no week should it be excessive. Generally anything over 20 hours in a particular week will be questioned by the GPD when the AOD is reviewed.

4. The Instructor of Record has the undivided responsibility of assigning final grades. Graduate teaching assistants at the University of Calgary are authorized to make recommendations on the components which they grade.

Please note: According to the Faculty of Graduate Studies Rules and Regulations, in any term in which a student holds a full Graduate Teaching Assistantship they will normally not be permitted to enroll in more than three courses.

Policy on Cancelling Tutorials

Tutorials should not be cancelled unless there is a sound reason to do so. There are two sorts of cases: the *unexpected* need to cancel due to illness, accident, car trouble, etc.; and the *planned* cancellation due to an intended absence.

Unexpected Absences

1. The TA should first consult with the instructor of the course (who may choose to cover the tutorial) and then notify the Department of the arrangements as soon as possible via email to the Graduate Office at philgrad@ucalgary.ca.

2. The TA then notifies all registered students in the tutorial (as soon as possible!) about cancellation. In our Department, it is the instructor's responsibility (the TA for tutorials, the Professor for lectures) to ensure that all students are notified of a cancellation via D2L and/or email. TAs should consult directly with their instructors before sending out a notice to cancel a tutorial.

Planned Absences

1. The TA should first consult with the instructor.

2. If the instructor approves the cancellation, the TA should then seek authorization from the Graduate Program Director for this absence by completing and submitting to the Graduate Office an 'Absence from Campus' form on which TAs are required to specify arrangements to cover all pertinent duties while absent.

3. The TA will then notify all registered students about arrangements for the approved coverage during the TA's absence (D2L, email, and announcement in class or tutorial).

4.   Department of Philosophy Graduate Student Essay Competition

The Department of Philosophy invites students registered in a graduate program in this department to participate in its annual Department of Philosophy Graduate Student Essay Competition. The winner (or winners) will receive an award of up to $2,500. To receive the award, students must be active in the program, and FGS eligibility requirements must be met.

The winning essay or essays will be published on the Philosophy website. The deadline to submit a paper to the competition is March 1.

5.   Placement and Career Development

The Graduate Placement Director will oversee the Department activities and policies to assist graduate students to secure positions in the job market. (The focus will necessarily be on academic positions, but the Department will also endeavor to help students to look for positions outside academic philosophy.) The Department has prepared a brief guide to the profession containing such information as when to go on the job market, what materials are needed, and what students should be doing at each stage of their PhD graduate careers to ensure that they are well prepared for the job market. The following are among the practices that will normally be undertaken. You can find the most recent version of the guide here: Log in to SharePoint.

MA students are required to enrol in PHIL 699 in their second year.

PhD students should enrol in PHIL 700 after completing their candidacy requirements.

In this course, you will develop relevant skills for a successful academic or non-academic career, along with the elements of an academic portfolio. Topics include research and thesis writing strategies, presentation skills, options for academic and non-academic careers, preparing writing samples and articles for publication, teaching development including teaching portfolios, research statements, and CVs.

The Graduate Placement Director will advise students about creating and depositing a dossier in the Department's graduate office well before they go on the job market. The dossier should contain:

1. a curriculum vitae
2. letters of reference (addressing both scholarship and teaching effectiveness)
3. a writing sample
4. other materials concerning teaching effectiveness (e.g. summaries of teaching evaluations)
5. transcripts (optional)

Several comments concerning the dossier are in order. First, it is the responsibility of the student to make sure that all materials are received by the Graduate Office. Second, the student's supervisor is responsible for vetting the sample of writing. Third, all other materials in the dossier will be vetted by the Graduate Placement Director. If a letter of reference is negative, the Graduate Placement Director may ask a referee to consider rewriting that letter. In order to maintain confidentiality, the Graduate Placement Director will not inform a student about the contents or the tone of a letter of reference. The onus is on the student to ask a potential referee

if that referee can write a positive letter of reference. Furthermore, a faculty member should be forthright with a student concerning what sort of letter this faculty member would write.

Early in the job seeking process a student will be invited to read an interview paper to the Department as a means of practicing for future interviews.

Before students reach the job seeking stage of their career, the Department encourages them to give papers at various conferences, including CPA, WCPA and APA meetings. (The Department cautions that though paper presentations are excellent opportunities, there is an upper limit on how many presentations will benefit a student.) The Department also strongly encourages students to publish before going on the job market. Though publication of a full article is recommended, many students in North America first publish notes, short discussions, or book reviews in reputable journals.

Faculty members, and especially a student's supervisor, through the coordination of the Graduate Placement Director, are expected to do the following:

1. If a faculty member is attending a meeting where a student is interviewing for a job, that member should offer support and advise the student concerning his or her interviews.

2. If, at a conference, a faculty member meets people from other universities that are considering the application of a student, that member should promote the interests of that student. It is entirely up to the discretion of the faculty member how best to proceed.

3. If a faculty member knows a person at a school that is considering the application of a student, and that faculty member is so inclined, they may phone the potential employer and put in a good word for the student.

4. If the Department Head is contacted by a potential employer to forward the names of suitable candidates for a position, the Head should forward the appropriate names after consultation with the Graduate Placement Director.

5. When a supervisor (or faculty member) encounters a student's work that is suitable (or with some revision would be suitable) for submission as a publication or a presentation, they should encourage that student to develop that work accordingly and submit it. Publications are becoming an important component of a successful job search. When possible, faculty members should play an active role in helping students to publish.

Letter Portfolio

The Graduate Office will assist students with letter collection for their dossier; however, it is the responsibility of the student to procure and request updates for their letter portfolio. You may ask that the grad office send an old letter to your referee requesting an update.

It is recommended that students begin connecting with their letter writers in early July. This allows time for letter writers to review materials and plan their time appropriately.

Recommended timeline for letter writers:

July 1 – Send a request to letter writers indicating your intention for the year, i.e. going on the job market, applying for another graduate program, scholarships, etc.

July 1 – Inform the Graduate Office of your intent to go on the job market or apply for graduate programs.

August 1 – Check-in with letter writers to ensure they have had time to review any new materials.

October 1 – Recommended deadline for the Graduate Office to receive letters.

It is important that the student inform the Graduate Office and GPD if a letter writer misses a deadline or they have concerns about the process. If a letter deadline was agreed to, and the deadline has been missed the GPD will advise the student to either seek a replacement referee or see if the program can assist.

Requesting letter service.

If the Graduate Office is maintaining your letter portfolio, you may request letters from philgrad@ucalgary.ca when you apply for a job. You may also use this email for Interfolio requests (if agreed to in advance). Please note that Interfolio only allows each email address to be used once. You have to send the request first, then save your referees preferred email in place of philgrad@ucalgary.ca. It is important that you contact the office in advance and allow at least one week's notice for letter requests, unless this timeline is absolutely not possible.

6.   Ceiling on Enrollments

The number of graduates enrolled on a full-time basis in any year shall normally not exceed twice the number of full-time faculty equivalents.

7.   Change of Program or Status

Students entering the MA program on either the thesis or the course-based route may be allowed to transfer from one route to the other provided that there is evidence of satisfactory progress in program.

Students who transfer from the MA course-based program to the MA thesis-based program must complete all degree requirements within four years of their first registration in program.

Students enrolled in a course-based or thesis-based MA program may be allowed to transfer into the PhD program provided that there is evidence of satisfactory progress in program. Transfers from Master's to Doctoral programs must be completed within twenty-four months of the student's initial registration in the Faculty of Graduate Studies. All transfer students must attempt the PhD candidacy examination within thirty-six months of first registration in the Faculty of Graduate Studies.

The Faculty regulations governing change of program or status can be found in the FGS website section on Registration. Responsibility for recommending change of program (e.g. from probationary graduate student to graduate student, or between Master's program and Doctoral program) rests with the Department concerned. Such recommendations require the Dean's approval. The various categories are listed in the Graduate Calendar.

8.　Graduate Files

The Department Head, the Graduate Program Director and the Graduate Program Administrator have access to files on individual graduate students. In most cases a student's file contains material on awards, grades, exams, changes to program, and other materials that are non-confidential to the student. Students who want to see non-confidential materials in their files may ask any of the above authorized users for access to their files. In a few very special cases, there may be some confidential material under separate cover.

9.　Student Representation

Once every year, graduate students should select representatives for department meetings, Graduate Student Association, Philosophy Graduate Students Association (PGSA) and for organizing Graduate Colloquia. The graduate student representative at Department meetings is a non-voting member.

10.　Appeals Procedures in the Faculty of Graduate Studies

The Faculty of Graduate Studies encourages attempts to resolve problems informally, as close to the source of the problem as possible. However, if resolution at that level is not possible, and the matter falls within the jurisdiction of the Faculty of Graduate Studies Appeals Committee, a hearing may be held. Faculty of Graduate Studies' appeals hearings are not judicial but still attempt to include all the elements of natural justice.

Further information about appeals is available in the Department's Graduate Office and on the Faculty of Graduate Studies website.

11. Deferral of Term Work

If a student is unable to complete work for a course by the deadlines set by the instructor, they should apply for a Deferral of Term Work through the Faculty of Arts. **There is no Incomplete (I) grade.**

Abbreviations

APR	Annual Progress Report
FGA	FGS Allocation; the departmental budget for graduate studies from which FGS are paid.
FCE	Full Course Equivalent (= two semester-long courses)
FGS	Faculty of Graduate Studies, or FGS Graduate Scholarship
FoS	Field of Study
GANT	Graduate Assistant (Non Teaching)
GAT	Graduate Assistant (Teaching)
GPA	Graduate Program Administrator, also Grade Point Average
GPD	Graduate Program Director
GSA	Graduate Students' Association
HCE	Half Course Equivalent (= one semester long course)
IFD	International Feed Differential
PGSA	Philosophy Graduate Students' Association
RTW	Required to Withdraw
SSHRC	Social Sciences and Humanities Research Council of Canada