

**STUDENT GUIDE TO GRADUATE STUDIES
IN
ANTHROPOLOGY**

DEGREE PROCEDURES AND REQUIREMENTS

(Prepared by the Anthropology Graduate Studies Committee)

*A Guide for Students and Faculty
in the Department of Anthropology
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GUIDE TO DEGREE PROCEDURES AND REQUIREMENTS

THE M.A.DEGREE IN ANTHROPOLOGY.....	1
ADMISSION.....	1
PROGRAM OF STUDY.....	1
<i>Advisor.....</i>	<i>2</i>
<i>Advisory Committee.....</i>	<i>2</i>
<i>Graduate Program Record.....</i>	<i>2</i>
<i>Coursework.....</i>	<i>2</i>
THE M.A. THESIS.....	3
<i>Preparation and Writing.....</i>	<i>4</i>
EVALUATION AND COMPLETION OF DEGREE.....	5
<i>Applying for the Ph.D. Program.....</i>	<i>5</i>
THE PH.D DEGREE IN ANTHROPOLOGY.....	5
ADMISSION.....	5
PROGRAM OF STUDY.....	6
<i>Residency.....</i>	<i>6</i>
<i>Advisor.....</i>	<i>6</i>
<i>Chair (Advisory Committee).....</i>	<i>7</i>
<i>Advisory Committee.....</i>	<i>7</i>
<i>Graduate Program Record.....</i>	<i>7</i>
<i>Coursework.....</i>	<i>8</i>
THE COMPREHENSIVE EXAMINATION.....	8
<i>Preparation for Comprehensives.....</i>	<i>8</i>
<i>Comprehensive.....</i>	<i>9</i>
<i>Oral Examination.....</i>	<i>9</i>
<i>Scope of the Research Proposal.....</i>	<i>10</i>
<i>Advancement to Candidacy.....</i>	<i>10</i>
THE PH.D. DISSERTATION.....	11
<i>Scheduling the Department Examination.....</i>	<i>11</i>
<i>Department Examination in Absentia.....</i>	<i>11</i>
<i>Examining Committee.....</i>	<i>11</i>
<i>Department Thesis Examination: Procedures.....</i>	<i>11</i>
<i>Assessment.....</i>	<i>11</i>
<i>University Dissertation Examination.....</i>	<i>12</i>
<i>Composition of the University Examining Committee.....</i>	<i>12</i>
<i>Selection of Examiners.....</i>	<i>12</i>
<i>Date for the University Examination.....</i>	<i>13</i>
<i>Deposition of Examined Dissertation.....</i>	<i>13</i>
EVALUATION OF PROGRESS.....	13
THE ROLE OF THE ADVISORY COMMITTEE.....	13
STUDENT REPRESENTATION ON DEPARTMENT COMMITTEES.....	14
ACCESS TO STUDENT RECORDS.....	15
ON-LEAVE POLICY FOR GRADUATE ADVISORS.....	15
GUIDELINES FOR WRITING A THESIS PROPOSAL.....	15
MARC REPORT FORM.....	17

THE M.A.DEGREE IN ANTHROPOLOGY

Admission

Applicants must meet minimal criteria for admission. They should hold a Bachelor's degree with a major concentration in Anthropology comparable to the U.B.C. major (30 credits of third and fourth year anthropology). They should have completed at least twelve credits of these senior Anthropology courses with at least A-. The courses should cover a broad range of Anthropology, including at least three credits of coursework dealing with subjects in each of the following: (1) Methodology, (2) Archaeology and Physical Anthropology, (3) History and Theory of Anthropology; as well as six credits in (54) Ethnography (see the U.B.C. Calendar description of the Anthropology Majors Program for the list of courses meeting each of these requirements). The Department also favours applicants who have taken introductory courses in linguistics and statistics. Highly qualified applicants who lack one or more of these prerequisites may have courses in contiguous fields accepted as equivalents or may be required to take such courses as part of their program of graduate study.

Beyond these minimum requirements, we look for applicants with developed intellectual interests and abilities and a strong commitment to their area of study. An application including a well-conceived prospectus, a sample of solid academic writing, and detailed supportive letters of reference will receive our most favourable attention.

The Department receives far more applications than it can accommodate each year. In addition to student's academic achievements, we must consider applications in terms of faculty available to supervise in a student's field and resources. Inevitably, some excellent students are turned down. Applicants should bear this in mind. It is in your interest to indicate in your prospectus which faculty members you hope to work with, and to discuss your program with them before making your final application. It is also in your interest to consider applying to several graduate schools. Normally students are expected to enroll as full-time students; however, the Department will consider applicants as part-time students.

Program of Study

The Faculty of Graduate Studies (F.O.G.S) at U.B.C. specifies that candidates may receive an M.A. after successfully completing at least 30 credits of coursework (at least 24 credits of graduate courses) and submitting a piece of written work, usually a thesis, within a five year period. To gain an M.A. in anthropology, a candidate must successfully complete (1) Anthropology 500, (2) Anthropology 506, (3) three credits of advanced methodology courses in Anthropology (Anth 516, 517 or 518), (4) six credits of coursework outside their subdisciplinary specialty, at least three credits of which must be in Anthropology, (5) at least six credits of other elective courses, (6) a 6 credit thesis, for a total of 30 credits. The Department expects full-time M.A. candidates to complete their degree by the end of the second year of study and requires that the thesis proposal be approved by the end of the second year.

The Department accepts part-time M.A. candidates. The admission and residency requirements for part-time students are the same as the regular M.A. program and the degree must be completed within a five-year period. A part-time program of study must be arranged and

approved by the Advisory Committee and the Anthropology Graduate Studies Committee (A.G.S.C.) Anthropology 500 must be completed in the first year of study.

The M.A. program is administered by an A.G.S.C. made up of faculty and two student representatives. The A.G.S.C. is responsible for admissions, awards, and oversight of students' progress. The following guidelines sets out the program in detail. Please study them carefully. Students are also subject to the regulations set out by the Faculty of Graduate Studies. These can be found in the U.B.C. Calendar. If you have further questions, you should consult with your advisor or a member of the Graduate Studies Committee.

Advisor Upon admission to the M.A. program, students are assigned to an Advisor. Students must consult with them no later than the first week of September concerning their first year program (especially course selections and establishing a permanent advisor). As soon as possible after admission to the program, and before the end of the first term (December), each student must confirm a permanent Advisor whose competencies are appropriate to the intended field of study. That Advisor will normally be an anthropologist, and may be the person who was first assigned.

FACULTY ARE NOT ALLOWED TO CHAIR MORE THAN SEVEN GRADUATE COMMITTEES (M.A. and Ph.D.). It is in your interest to consult with faculty early about supervision. Faculty must indicate in writing, on a form available from the Graduate Secretary, that they have accepted a position as Advisor.

Advisory Committee Within the first term, the student must, after consultation with the Advisor, approach a second faculty member in order to form an Advisory Committee. Depending on the student's area of interest, the second member may be an anthropologist, sociologist or faculty member from another university Department, Program, Centre or Research Institute. In some cases it may be desirable to add a third committee member.

Graduate Program Record Once an advisory committee has been formed, they and the student must meet to complete a **Graduate Program Record** (available from the Graduate Secretary). The form records biographical information, details of previous work, and the proposed program of study. It must be submitted to the A.G.S.C. for approval before the end of the first term. Any changes in the program — including changes in coursework — must be promptly recorded in the Graduate Program Record and reported to the A.G.S.C.

General Coursework Each M.A. student must successfully complete Anthropology 500 (History of Anthropological Thought), and ANTH 506, a year-long six credit course. They must take at least three credits of advanced methodology in the appropriate areas of ethnographic, archaeological or museological

research (Anth 516, 517, or 518). In addition, each candidate must take at least six credits of coursework outside the student's subdisciplinary specialty, at least three credits of which must be in Anthropology. Finally, students must complete at least six additional credits of other coursework. Most courses are expected to be graduate seminars, but students may arrange to take up to nine credits of reading courses with individual faculties are not available and if faculty members are willing. (Note that all individual reading courses are reviewed and approved by the Department Head). Students may also take courses at the 300 and 400 level, however to meet Faculty of Graduate Studies regulations, at least 18 of these 24 credits must be in courses numbered 500 and higher. Only six credits may be in courses at the 300 and 400 levels.

Anthropology 500 Anthropology 500 has a special weight in our program because it provides the only forum in which all new M.A. candidates meet as a group to discuss anthropological theories. All students must achieve at least a 75% grade in Anthropology 500 to continue in the program. M.A. students failing more than one course (3 credits) are normally required to withdraw from the program.

Course Approval The student and advisory committee together construct a program of study which they must submit to the A.G.S.C. for approval. Normally, courses will be in anthropology and related disciplines. Upon the recommendation of the advisory committee, a student may take courses from outside the Department and may take credits beyond the required minimum. In addition, students lacking one or more M.A. prerequisites will be required to fulfill them as part of their program (see M.A. Admissions above).

The M.A. Thesis

All Masters candidates must complete a thesis in their area of specialization. Students register for the thesis as a six credit course (Anthropology 549) after completing all other course requirements and submitting a thesis proposal approved by their committee.

We consider M.A. theses to be significant contributions to scholarship. They are made available to the wider public through the holdings of the U.B.C. Library and in the form of journal articles and special reports. They form a resource for further scholarship. As the final product of a student's M.A. training, they are held to the highest scholarly standards as documents which both the student and the Department can be proud.

M.A. theses, however, should be distinguished from Ph.D. dissertations. Dissertations are modeled upon monographs or books. M.A. theses, in contrast, should resemble articles in academic journals. They may but need not be based upon original field research. A student may enhance her or his knowledge of an area of research and contribute towards intellectual discussion by preparing a critical analysis of the literature on a subject. While significant scholarly products in their own right, theses also represent the students' preparation for future studies at the Ph.D. level. We subject the M.A. thesis in anthropology to strict limitations in

length. A thesis may be **no longer than 50 double-spaced pages**, inclusive of tables, figures, bibliography, appendices, and so forth. It must employ standard type (10 or 12 point fonts) and standard margins on all sides of the page. When necessary, data needed to support the thesis findings can be included in an appendix in addition to the 50 page body of the thesis. Theses must meet these conditions before they are examined.

Students in Museum Studies may, upon the advise of their committees, also prepare a Museum exhibit **in addition to** the written M.A. thesis. Their thesis grade will be weighted in terms of both thesis and exhibit.

Preparation and Writing The student should begin working on a thesis proposal as soon as possible. Once approved by the Advisor, a copy of the proposal must be submitted to the A.G.S.C. Students normally complete their proposals at the end of their first year or early in the first term of their second year. The thesis proposal must be approved by the end of the second year.

The Advisor, with the assistance of the committee, will supervise preparation of thesis. When all the committee members agree that the thesis is acceptable, a copy is submitted to the AGSC by the Advisor along with a memo stating that the thesis is ready to be evaluated by a third reader. The AGSC appoints an additional faculty member (M.A.R.C. Reader) for a final reading and evaluation. At least three weeks must be allowed for this review.

Upon completion of the review, the full committee, including the M.A.R.C. reader, meets to discuss the thesis. The committee may (1) pass the thesis as it is; (2) pass the thesis requiring minor corrections and revisions; (3) require an additional round of major revisions and re-evaluation of the thesis; (4) fail the thesis. Once the committee agrees to either pass or fail the thesis, the M.A.R.C. reader writes a short report to the A.G.S.C. and reports the results of the evaluation (see M.A.R.C. Report form).

M.A. students with a specialty in Museum Studies who have also prepared a Museum exhibit as part of their degree requirements will have an additional committee examiner from among the faculty members in the Museum of Anthropology.

Upon successful examination and final preparation of the approved thesis (minor changes are usually requested during the final evaluation process), the student must submit a copy to the Graduate Secretary and one further copy to the Faculty of Graduate Studies before the degree can be awarded. Note that the thesis must adhere to style guidelines set out by the Faculty of Graduate Studies (FoGs). Guidelines are available at the F.O.G.S. web site.

It is recommended that the student meet with their advisory committee to discuss the thesis after the final evaluation.

Evaluation and Completion of Degree

The Department expects full-time M.A. candidates to complete their degrees within two years. The Faculty of Graduate Studies requires candidates to register for each session (including summer session) during candidacy.

Students must arrange meetings with their Advisory Committee at least once each term. The Advisory Committee and course instructors prepare a brief student evaluation in December and a detailed evaluation in April to submit to the A.G.S.C. If the student's progress is deemed unsatisfactory, the A.G.S.C. may recommend to the Department that permission to register be denied. Students who have not completed their thesis by the end of the third year may have their progress evaluated as unsatisfactory.

Applying for Ph.D. Program

Resident M.A. students interested in continuing on to the Ph.D. program at U.B.C. must apply for admission, providing the same application materials as non-U.B.C. M.A. students and meeting the same deadlines (see below).
Students must complete all requirements for their MA before registering in the Ph.D. program at U.B.C.

THE PH.D DEGREE IN ANTHROPOLOGY

ADMISSION

Admission to the Ph.D. program is by application and requires an evaluation of the applicant's previous work and capacity to pursue and complete original research. Applications must be received by January 16 for admission the following September.

Applicants must have completed all of the requirements for admission to the Ph.D. program. In addition, applicants must possess or be close to completing an M.A. in anthropology. Outstanding candidates who are missing background preparation in anthropology may be required to take **specific** courses as a condition of entry or as part of the program of study. Usually such courses are taken during the first year of Ph.D. study. More specifically, depending on their background preparation, students may be required to take courses in (1) methodology, (2) archaeology and physical anthropology, (3) history and theory in anthropology, and (4) ethnography, in addition to the regular requirements described below.

Acceptance into the Ph.D. program is conditional on completion of all outstanding M.A. work, including coursework and thesis. Students must complete all requirements for their M.A. before registering for in the Ph.D. program.

The Ph.D. in anthropology requires a major research project (normally involving fieldwork) and the writing of a dissertation. We thus seek applicants with developed intellectual interests and abilities and a strong commitment to their area of study. Applicants must prepare a prospectus which outlines their research interests and intentions in clear non-technical language and provide

a sample of written work that demonstrates preparation for Ph.D. level research. It is helpful to us as well if applicants which faculty members they wish to work with.

The Department receives far more applications than it can accommodate each year. In addition to students academic achievements we must consider applications in terms of faculty available to supervise in a student's are of interest and resources. Inevitably, some excellent students are turned down. Applicants should bear this in mind. It is in your interest to provide a detailed and well-conceived prospectus and to discuss your application with faculty who may be appropriate supervisors. It is also in your interest to consider applying to several graduate schools.

Program of Study

Full standing as a doctoral **candidate** within the Department is attained by completion of the following: (a) residency; (b) a minimum of 18 credits of coursework; (c) an acceptable research proposal; and (d) satisfactory performance in a Comprehensive Examination taken within three years of the commencement of the program. The candidate may then proceed with research and preparation of a Ph.D. dissertation under the direction of an Advisory Committee. The candidate completes the degree upon successfully defending their dissertation in both Department and University examinations. Students are expected to attain their degrees within a maximum of six years.

The Ph.D. program is administered by an Anthropology Graduate Studies Committee (A.G.S.C.) made up of faculty and two student representatives. The A.G.S.C. is responsible for admissions, awards and oversight of students' progress. The following guidelines provide a comprehensive guide to the program. Please study them carefully. Further information on Faculty of Graduate Studies regulations can be found in the U.B.C. Calendar. If you have further questions, you should consult with your advisor or a member of the Graduate Studies Committee.

Residency The Faculty of Graduate Studies normally requires Ph.D. candidates to spend at least two sessions (each session of 8 month uninterrupted duration) in full time status at the University. Students with relevant professional experience may apply to have the residence requirement reduced to 12 months (see the Faculty of Graduate Studies section in the U.B.C. Calendar for more details).

Advisor Students must consult with their Advisor no later than the first week of September concerning their first year program (especially course selections and forming a committee).

Chair (Advisory Committee) As soon as possible after admission to the program, and before the end of the first term, each student must select with mutual agreement a Chair whose competencies are appropriate to the intended field of study. Under Faculty of Graduate Studies rules, the Chair would normally be an Associate or Full Professor of Anthropology. Under special circumstances, the A.G.S.C. can petition to allow an Assistant Professor to act as a student's supervisor.

FACULTY ARE NOT ALLOWED TO CHAIR MORE THAN SEVEN GRADUATE COMMITTEES (M.A. and PhD.). It is in your interest to consult with faculty early about supervision and to consider alternate advisors. Faculty must indicate in writing, on a form available from the Graduate Secretary, that they have accepted a position as Advisor.

*Advisory
Committee*

As soon as possible, at least two additional faculty members with competencies appropriate to the proposed field of study should be invited by the student to form, together with the Chair, the student's Advisory Committee. The Committee may include one or more members from outside the Department.

Advisory Committee members may be changed with the agreement of the Chair and other members of the Committee. Students are advised to seek replacements for members who take leaves of absence. A Chair must be replaced, by an acting Chair or permanently, while on leave. All changes to the Advisory Committee should be communicated to the A.G.S.C. via forms available in the Graduate Office.

Changes in membership of the Advisory Committee may not be made within a period of three months prior to the scheduled date of the Departmental examination without showing due cause to the A.G.S.C., and are not permitted after the Department dissertation examination.

*Graduate
Program Record*

As soon as possible after admission to the program, and no later than the end of the first term of study, the student must meet with their Advisory Committee to complete the Graduate Program Record (available from the Graduate Secretary). In addition to biographical information and details of work done prior to admission to the Ph.D. program, it will include details of the proposed course of study (i.e., course numbers, titles, credit values, and names of instructors). Once completed, the Record form must be submitted to the A.G.S.C. for review and approval.

The Graduate Program Record is a permanent guide and record of progress in which course grades, information on the dissertation, leaves, and other pertinent information is entered. It is kept in the student's file and on computer (in data base form). The student and the Advisory Committee must review the record at least once a year (in April) and preferably more often.

Significant alterations in an approved program — including changes in coursework, dissertation topic, and committee membership as well as leaves — must be reported to the A.G.S.C. for approval before being recorded in the Graduate Program Record.

Coursework

Ph.D. students must take at least 18 credits of coursework. Students are required to take Anthropology 500 (History of Anthropological Thought) if they have not already taken it at U.B.C. They may also be required as a condition of admission to take other courses to gain mastery of core subjects

in the discipline (see “Admission” above). Up to 12 credits may be taken in the form of supervised reading courses where appropriate graduate seminars are not available and upon the agreement of instructors. Courses will normally be in anthropology. The Advisory Committee may require additional coursework, beyond 18 credits, including courses at the undergraduate level, in order to prepare students for research in their chosen field.

The Comprehensive Examination

When all the required coursework has been completed, and the Advisory Committee is satisfied that the student is fully prepared, the student may prepare annotated bibliographies. The bibliographies should reflect the significant works in the subfields in which the student plans to work and should provide a foundation for research and teaching in the subfield. The bibliographies are public statements that are kept on file in the Graduate Office for consultation by other graduate students and faculty. It forms the most important basis for the Comprehensive Examination. Fieldwork for the dissertation should not be undertaken until the examination is passed.

Most students complete their Comprehensive Examination within two years and are admitted to candidacy. The Faculty of Graduate Studies requires any student who has not been admitted to candidacy within a period of three years from the date of initial registration to withdraw from the program. Extensions may be permitted by the Dean of Graduate Studies under exceptional circumstances.

Preparation for Comprehensive

By January of their second year, the student will (in consultation and with the approval of their committee):

- Identify three areas of expertise: two topical or theoretical areas (typically one more general sub-field of anthropology (e.g. political anthropology, one particular area of specialization and one ethnographic area in which the student will be examined).
- Submit a schedule for completion of the comprehensive examination.
- The student will prepare in consultation with their committee a thematically organized annotated bibliography in each of the three areas in which they will be examined. Each bibliography, limited to 30 items (15 pages total each bibliography) 12 pt, 1” margins, must be approved by the student’s supervisory committee.
- Submit a dissertation research proposal (maximum length 25 pages; see below for details)

Comprehensive

Examination

Time for examination. Examinations must be completed three months prior to the FOGS deadline and must take place during one of the two examination periods:

- (1) Spring – March/April/May during their second year (Recommended)

(2) Fall – October/November – final opportunity during their third year in the program

Structure of the Examination

- **Written Comprehensive**

The written portion of the exam is based upon the annotated bibliographies prepared by the student.

(1) In the written portion of the comprehensive examination a student will demonstrate expertise in two areas of specialization relevant to their sub-field plus an ethnographic area. The areas of specialization will usually be theory (e.g. political anthropology, archaeological theory, medical anthropology).

(2) The examiners will be members of the student's advisory committee, two additional members of the Department, and the (voting) chair, who is a member of the A.G.S.C. Questions (usually two) will be set by the student's advisory committee and the A.G.S.C. appointed examiners. The student's supervisor is responsible for coordinating the drafting and revision of questions. A completed set of questions will be sent to the chair who is responsible for scheduling the examination.

(3) The written comprehensive will be an essay-style examination covering the two sub-field specializations and the ethnographic area. The examination will be written in the department during the course of one working day. Students will only be permitted to refer to hard copies of their proposal and annotated bibliographies as memory aids.

(4) After reading the essays, the examination committee will decide to 1) pass the student on the written portion of the comprehensive exam and advance the student to the oral defense of the proposal, 2) provisionally pass the student on the written comprehensive subject to clarifying questions in the oral exam, 3) require the student write a supplemental paper(s), or 4) fail the student. Supplemental paper(s) will be read by the full examining committee.

(5) A student must pass (or provisionally pass) all portions of the written part of the comprehensive before the committee advances them to the oral portion of the examination.

Oral

Examination

(1) Once a student has passed the written examination, the oral examination will follow within two weeks (10 working days)

(2) The same examination committee will conduct the oral examination. Other members of the department are encouraged to attend.

(3) The student will make a presentation of their proposed research for a maximum of 20 minutes.

(4) There may be two rounds of questions.

(a) The (optional) first round may examine topics covered by the written comprehensive to allow clarification of issues if this is required.

(b) The second round will focus on the methods and design of the proposed research

- (5) The examining committee will decide to:
- (a) advance the student to Candidacy
 - (b) request a supplemental essay on a portion of the written examination
 - (c) request revisions to the research proposal
 - (d) fail the student.

Some suggestions for writing Ph.D. (and other) proposals are included elsewhere in this pamphlet (see “Guidelines for Writing a Thesis Proposal”). When preparing a research proposal, students should keep the audience — potentially the entire Department — firmly in mind. Proposals should be written whenever possible in clear non-technical language. **In no instances should they exceed 25 double-spaced pages in length including bibliography (12 pt. 1” margins).** Be sure to review proposals kept on file in the Graduate Office.

*Scope of the
Research
Proposal*

The written research proposal should include the following features. The student must be prepared to respond to questions derived from them (also consult the suggestions at the end of this Guide.

- (a) Clear statement of the thesis.
- (b) Discussion which includes the intended contributions of the research to scholarship and the public (including, where relevant, community of study);
- (c) Information on how the research will be done including:
 - feasibility in terms of time requirements, access to data, etc.
 - outline of research methods to be used
 - identification of ethical issues and means of addressing them (Students will normally submit a request for research ethics approval after their comprehensive exam.)

*Advancement to
Candidacy*

Upon successful completion of coursework, residency, the Comprehensive Examination, and the submission of an acceptable proposal, the A.G.S.C. will request the Head of the Department to recommend to the Faculty of Graduate Studies that the student be advanced to candidacy no later than three years after commencing their Ph.D. studies.

The Ph.D. Dissertation

The Ph.D. dissertation is normally an original and significant contribution to knowledge. In most cases, it entails original research involving fieldwork in the form of ethnographic studies, archaeological excavation and analysis, or archival research. Research involving living

humans usually requires the review and approval of the U.B.C. Behavioral Research Review Committee as well as permission from communities affected. Advisory Committees supervise and bear ultimate responsibility for approving research carried on by Ph.D. candidates. It is critically important that Ph.D. candidates keep their Advisory Committees well informed of their research activities.

Scheduling the Department Exam The dissertation is written under the supervision of the Advisory Committee. When Committee members agree that the thesis is ready for examination, the Chair informs the A.G.S.C. Upon receipt of a final draft of the thesis, the A.G.S.C. appoints one of its members to chair the Department examination. This examination may be scheduled no sooner than two weeks after receipt of the thesis. The examination is open to graduate students, non-examining faculty, and invited guests.

Department Examination in Absentia Under exceptional circumstances, the A.G.S.C. may be petitioned to allow the Departmental examination to proceed in the absence of the candidate. In such cases, the normal schedule of notification, deposition of the final thesis draft, and examination are still followed.

Examining Committee The Examining Committee is composed of the student's Advisory Committee and a representative of the A.G.S.C., who acts as the chair.

Department Thesis Examination: Procedures The departmental examination follows the format of the University examination. The examination begins with a 20 to 30 minute synopsis by the candidate. (The candidate may speak from notes and use audio-visual equipment, but should not read the synopsis). The Chair then calls upon members of the Examining Committee to ask questions, ending with the Advisory Committee Chair. Next, the Chair calls for questions from visitors. This is followed by a second round of questions from the Examining Committee after which the Chair may question the candidate.

Assessment Following the oral examination, the candidate and visitors must withdraw . The Chair calls for a discussion of the examination and polls each committee member.

The Examining Committee must act in one of the following ways:

- (a) approve the thesis for transmission to F.O.G.S.;
- (b) approve the thesis as above, subject to minor revisions to be approved by the Advisory Committee Chair by a specified date after which the thesis may be submitted to F.O.G.S.;
- (c) approve the thesis as above, subject to substantial revision to be approved by the Examining Committee as a whole by a specified date after which the thesis may be submitted to F.O.G.S.;

- (d) adjourn the examination and set the date and conditions for re-examination, which may include a requirement for revision, reconstitution of the Examining Committee or whatever other measures seem appropriate;
- (e) fail the candidate.

It is suggested that particular consideration be given to the use of category (d) in those cases where substantial revision of the thesis is required and where there is reasonable doubt that the candidate will satisfactorily complete such revisions within a short time.

Following these deliberations, the Chair calls the candidate back and, in the presence of the Examining Committee, informs him or her of the Committee's decision. Following the meeting, the Chair must compose a brief written report for the A.G.S.C., including details of the Examining Committee's decision (i.e., revisions and dates for changes). The Chair also reports on attendance and any unusual circumstances related to the examination.

University Dissertation Examination Upon the successful Department examination and completion of any minor revisions required, the dissertation is sent to the Dean of the Faculty of Graduate Studies, with a memo from the Department Head, for transmission to the External Examiner and to the University Examiners. A minimum time of **six to eight weeks** must be allowed between transmission to the Dean and the date of the University examination. The Faculty of Graduate Studies administers the University Examination. The Dean appoints the Chair of the Examining Committee and schedules the examination in the examination theatre of the Faculty.

Composition of the University Examining Committee The University Examining Committee consists of the student's Chair and a quorum of the student's committee, one member of the Department who has not been a member of the Advisory Committee or connected with the supervision of the thesis, one member of another Department of the University who has not been a member of the Advisory Committee or connected with the supervision of the thesis. The thesis is also read by an External Examiner not associated with the University or connected with the supervision of the thesis, whose participation is normally by correspondence.

Selection of Examiners The Advisory Committee Chair, in consultation with the Head of the Department, selects the two University Examiners, from within and external to the Department. The Chair is responsible for contacting the University Examiners. The Examiners' names are sent to the Faculty of Graduate Studies at the time the student's dissertation is submitted.

The Advisory Committee Chair, in consultation with the Head of the Department, also submits to the Dean of Graduate Studies the names and addresses of three prospective External Examiners. No contact should be made with prospective Examiners by members of the Department.

Date for the University Examination The Chair schedules the University Examination in consultation with the Faculty of Graduate Studies and with the Department's Graduate Secretary so as not to conflict with other Departmental activities. The Faculty of

Graduate Studies does not permit examinations during December and August.

For additional information and to ensure successful completion of the dissertation defense, Chairs of Advisory Committees should consult the *Guide to Procedures on the Completion of the Ph.D., Ed.D., and D.M.A. Degrees* issued by the Faculty of Graduate Studies.

Deposition of Examined Dissertation Copies of the approved thesis must be deposited in the University Library and the Graduate Office of the Department.

Evaluation of Progress

Unless the circumstances are exceptional, a student who has not received a degree at the end of six winter sessions will be required to withdraw. Extensions can only be granted by the Faculty of Graduate Studies who must be petitioned by the A.G.S.C. on behalf of students.

Students must meet with their Advisory Committee at least once each term. The Advisory Committee and course instructors prepare a brief student evaluation in December and a detailed evaluation in April to submit to the A.G.S.C. If in the considered opinion of the Advisory Committee and the A.G.S.C. a student does not make satisfactory progress, he or she may be required by the Department to withdraw. The A.G.S.C. notifies students and their Advisors of their status in the program each May.

THE ROLE OF THE ADVISORY COMMITTEE

The Advisory Committee plays a crucial role in the M.A. and Ph.D. programs. It is responsible for directing and advising the student in planning a program of study; for supervising research and writing; and for assessing and attesting to the progress of the student. Students should make use of their committees, particularly during the first months of the program and at formative stages of research and writing. The student and the full committee must meet at least once a year (preferably once a term) unless the student is on leave or in the field. In the latter cases, regular correspondence must be maintained.

Advisory Committees operate according to the following guidelines:

- (i) Advisory Committees should provide justification for membership in terms of the student's program. The supervisor has the responsibility of providing that justification when the program is first submitted for approval, and when any major change in the program, or any change in the composition of the committee, is made.
- (ii) The Advisory Committee Chair should justify the student's program in terms of the student's scholarly requirements and interests.
- (iii) Advisory Committees should provide and keep on file comments on their reactions to thesis proposals. Whenever an Advisory Committee provides its collective judgment of a thesis proposal, a written report should be provided to the student with a copy for the student's file in the Graduate Office. Minority views should be reflected in such reports.

- (iv) The A.G.S.C. should be provided with a copy of the student's accepted thesis proposal. It is the Supervisor's responsibility to ensure that this is done. The Advisory Committee should point out how the student has been prepared in scholarly areas necessary for the thesis work, including methodological areas, and whether he/she will likely have access to sufficient data to complete it.
- (v) Instructors of graduate courses are strongly encouraged to structure their course requirements so that broadly-based evaluations can be made by the end of the first term.
- (vi) The April evaluation forms should yield information about the amount and quality of work accomplished by the student during that academic year so that the A.G.S.C. has sufficient information on each candidate to present assessments for the May Department meeting (during which faculty collectively assess all graduate students in the program).
- (vii) Before a change in Committee membership is made, the incoming Committee member(s) should be in close communication with continuing and outgoing Committee members.

STUDENT REPRESENTATION ON DEPARTMENT COMMITTEES

The Graduate Student Association represents the interests of Anthropology and Sociology students in Department affairs by providing representatives to key committees, encouraging academic activities, and sponsoring social events.

The Graduate Student Association elects one Anthropology representative to attend Department meetings. Two individuals, representing Anthropology M.A. and Ph.D. students respectively, sit on the A.G.S.C. Representatives are treated as full, voting participants in these meetings except on such matters concerning individual graduate students. The graduate representatives must leave the meetings when such discussions take place (usually during the latter portion of A.G.S.C. meetings and the May Department meeting).

The Graduate Student Association may request participation on other committees when they feel the interests of the graduate students need representation. Graduate students always have opportunities for both formal and informal involvement in Department policy.

Finally, all graduate students are strongly encouraged to participate in public Comprehensive Examinations and "job talks" and interviews given by prospective new Department faculty. Students' questions and observations form an invaluable part of our assessments.

ACCESS TO STUDENT RECORDS

The Graduate Secretary maintains files on all students in or applying to the graduate programme. A student's file will usually contain admissions related materials (applications, transcripts, letters of reference), the Graduate Program Record, evaluations, and any correspondence with the AGSC. Advisory committee members and the AGSC have direct access to student files. Supervisors may show students documents from their files at their own discretion so long as the confidentiality of referees and evaluators is not violated. Under freedom of information legislation, students may also request their files (written notice is required 30 days prior to release of materials from files). For more information, please see the Graduate Secretary.

ON-LEAVE POLICY FOR GRADUATE ADVISORS

Under normal leave circumstances, faculty members going on leave designate Department colleagues to serve in his or her place as Advisory Chair during the leave period. Consent *must* be obtained from the designated replacement as well as from the student prior to informing the A.G.S.C. of the change.

Advisory Committee Chairs who expect to be in Vancouver during most of their leave may elect to retain some or all of their advisory chairs. If so, they must inform the A.G.S.C.

If the on-leave Advisory Committee Chair expects to be absent from Vancouver for a period exceeding two consecutive months, a temporary chair must be designated. Should the on-leave Chair neglect to secure a replacement, the A.G.S.C. will do so in consultation with the graduate student concerned.

Faculty members should not remain or accept new advisory committee chairs when other commitments (on-leave or otherwise) prevent them from offering adequate supervision to the concerned graduate students. It is also the responsibility of the advisory committee chair to ensure that the student has a full advisory committee. The chair must, in consultation with the student, seek replacements for any committee members who go on leave or who, for other reasons, choose to withdraw from the committee.

GUIDELINES FOR WRITING A THESIS PROPOSAL

(with thanks to Robin Ridington)

ABSTRACT

A thesis proposal indicates that you are ready to work at a professional level. It is the kind of document you will be writing throughout a professional career. Like a grant application or paper proposal, it should be clearly written and focused on a problem that you can easily identify. You should be able to abstract your topic in a single paragraph and summarize it in a single page. Throughout your professional career you will write abstracts and summaries of proposed and completed work. If you cannot explain what you propose to do, there is probably something wrong with your plan.

THE PROPOSAL

A proposal should only be drafted after consulting a guide such as *Proposals That Work* (2nd ed.) 1987, by L.F. Locke, W.W. Spirduso and S.J. Silverman (Sage Publications), or *Research Design: Qualitative and Quantitative Approaches* 1994 by J.W. Creswell, Sage Publications.

The proposal itself should include information on the following categories:

1. Statement of Problem

This should be short and to the point. It indicates that you have gone beyond having a general area of interest (gender - kinship - ethnohistory - sociolinguistics - archaeology) to a focused question or problem. Obviously you cannot know the answer to your question before you start but it is equally obvious that you cannot answer a question before you can articulate it.

2. Relevance to Existing Literature

Although a thesis must be an original contribution to knowledge, it must make that contribution within an established field of anthropological inquiry. What is the history of your problem? What information is already available? What information will add to it? How will your perspective contribute to an overall understanding of the problem? **WARNING** - Avoid jargon, buzzwords and name-dropping. It won't do to say "The thesis will be situated in a Derridian deconstruction of the Marxist episteme." Explain and define your terms. If you can't do so, you probably aren't thinking clearly. You are leaning on the existing literature rather than building on it

3. Availability of Material for Study

It is all very well to plan a thesis on Venerian kinship and ecology but not in this millennium. State clearly what sources of information are available to you. Give examples if possible. What kinds of information will you be collecting? Indicate that you have the skills required and have considered ethical issues and potential problems which may be specific to the proposed research.

4. Collecting and Analyzing Information

It is not enough to say "I plan to use archival (or ethnographic or whatever) sources." You must indicate what kinds of information you will gather, how you will organize it and how it will be analyzed. Does the project require a language, linguistic transcription skills, quantitative ability, experience with database programs? Indicate that you have the required training. Does your argument depend on counting things or will it work to cite telling examples to demonstrate your points? Remember that data are plural and that when you mean methods, don't say "methodology" in order to sound fancy.

5. Timetable

Indicate when you plan to carry out the various phases of your work. Plan for periods of research, writing, revision, and defense. Indicate sources of funding, permissions and access to information, completion of U.B.C. ethics committee review, travel plans and visas, personal time budget.

6. Chapter Outline

Even though you will not have collected your information at the stage of writing a proposal, you should have thought about the containers into which you will ultimately package it. What categories of information will you be collecting and how will you present them?

CONCLUSION

A thesis proposal should demonstrate your ability to think about a problem and identify sources of information relevant to it. You may be tempted to cram into it every theory or perspective you encountered in your courses and seminars. Avoid the temptation. Be selective. The measure of your becoming a professional is your ability to identify a relevant literature from among the many literatures you have encountered. Finally, keep in close touch with your advisory committee. Show them drafts of your proposal. Take their advice.

CONFIDENTIAL

M.A. Review Committee Report Form
FOR

Student Name: _____

Student Number: _____

Thesis Title: _____

Please provide a brief description of the meeting to evaluate the thesis including information on significant disagreements and the points of consensus about the quality of the paper, i.e. the strength and weaknesses of the paper.

Signature of M.A.R.C. representative: _____

Date: _____