

**Études anglaises**  
**Université de Montréal**

## **Graduate Student's Guide**

**[lm.umontreal.ca/programmes-cours/etudes-anglaises/](http://lm.umontreal.ca/programmes-cours/etudes-anglaises/)**

**August 2019**

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## **Information for prospective graduate students**

The Department is located in the Pavillon Lionel-Groulx at 3150 Jean-Brillant, Suite C- 8090. Written requests for information should be addressed to:

English Studies Section Graduate Secretary  
Département de littératures et de langues du monde  
Université de Montréal  
C.P. 6128, succursale Centre-ville  
Montréal (Québec) H3C 3J7  
e-mail: [info-etang@umontreal.ca](mailto:info-etang@umontreal.ca)

The Director of Graduate Studies is Professor Heather Meek. Telephone requests should be directed to the Graduate Secretary: 514 343-5736. Fax: 514 343-6443.

### **Application for admission**

To apply for graduate admission the student should fill out the official graduate admission on line at : <http://www.futursetudiants.umontreal.ca/fr/index.html>

The application form along with the application fees, birth certificate, 3 letters of reference (from professors in the field of literary studies), letter of intent, writing sample (10 to 20 pages), official copies of the transcripts and thesis proposal (for prospective PhD students) should be sent to the following address:

**Registrar's office  
Université de Montréal  
C.P. 6205 succursale Centre-ville  
Montréal (Québec) H3C 3T5  
Canada**

Students can also bring their documents to the Registrar's Office at:

**Université de Montréal  
Service de l'admission et du recrutement  
Pavillon J.-A.-DeSève, 3<sup>e</sup> étage  
2332, boul. Édouard-Montpetit  
Montréal (Québec) H3T 1J4**

### **Deadlines for admission**

The deadlines for application are **February 1** (for September) and **September 1** (for January). Late applications for September may be considered until **May 1** if the dossier is complete and there are still places in the programme. There are no late applications for January.

## Financial assistance

### A: Bursaries and Scholarships:

The Department offers its best doctoral students four-year funding packages comprising grants, teaching assistantships and research assistantships. All applicants for full-time study whose applications are received by February 1 are automatically considered for these fellowships. The Department's ceiling for graduate student funding is \$15,000. When a student is awarded a grant from an organisation such as SSHRC and FQRSC, the Department revisits its funding package so that the total funding that student receives does not exceed \$15,000. The Department offers a limited number of part-time teaching jobs to PhD students, most often after completion of their course work and comprehensive exams.

Residents of Quebec may be eligible for financial aid under the government's programme of loans and bursaries or for the Bourses d'excellence offered by FQRSC (Fonds québécois de la recherche sur la société et la culture). PhD candidates who are residents of Canada may apply for fellowships offered by SSHRC (Social Sciences and Humanities Research Council). The deadlines are in September or October. Students in their final undergraduate year should apply through their home universities.

PhD students who are Canadian or permanent residents do not pay out-of-province fees. Students from other countries may apply to their governments or to such bodies as the Association of Commonwealth Universities. In addition, citizens of many foreign countries may be exempted from the foreign student tuition fees through programs administered by their embassies. These countries include many of South America and several French-speaking countries. (See *Étudier à l'Université de Montréal* and *Guide du candidat étranger* for further information, at : [www.futursetudiants.umontreal.ca/fr/etudiants-internationaux/index.html](http://www.futursetudiants.umontreal.ca/fr/etudiants-internationaux/index.html))

### B: Alma Mater Travel Fund:

#### Eligibility and terms:

- All requests must be submitted in advance of the planned travel
- Only **travel** expenses can be reimbursed to a maximum of \$400
- Grants are intended primarily for PhD students registered *en rédaction*
- Limit of 1 grant per student
- Conference paper must be linked to the main area of doctoral research

#### Deadlines for submitting travel fund applications:

- January 15 (for conferences in February, March, April, May)
- May 15 (for conferences in June, July, August, September)
- September 15 (for conferences in October, November, December, January)  
(If the 15 falls on a weekend, the following Monday)

#### Application procedure:

The application consists of a form submitted to the English Studies Section as well as several supporting documents e-mailed to the director of graduate studies. The student should ask her/his supervisor to forward a brief letter of support to the director of

graduate studies.

Submit to the English Studies Section:

- Form providing a realistic estimate (ticket price) of travel, signed by the student.
- If grant is awarded, original receipts plus **all boarding passes** in the case of flights (following travel).

E-mail to the director of graduate studies (in a single e-mail):

- conference call for papers
- copy of the accepted abstract/proposal
- statement explaining how the paper relates to student's doctoral research
- letter of acceptance or copy of the conference programme (can also be submitted in paper form)
- brief letter from supervisor attesting to student's progress and relevance of conference paper to thesis research

### **Language requirements**

Graduate courses in English are given entirely in the English language, but, because the official language of this University is French and the vast majority of its students and professors francophone, prospective students must have some working knowledge of French. We expect our students will want to participate in the life of the university. Working in the Department and the University, both anglophone and francophone students are able to live in a milieu that has few parallels in North America; the presence of the 2 languages is the principal cultural phenomenon that makes the milieu exceptional.

Students may be required to take a test consisting of the translation of a short passage in French. Those who do not pass the test may be asked to take one or more courses in the French language. Candidates for whom English is not a native language may be required to show competence in oral and written English by means of a proficiency test. Depending on the nature of their thesis projects, PhD candidates may be required to show proficiency in a 3<sup>rd</sup> language.

### **Registration**

Registration is held **3 times a year (for fall, winter and summer)** in the English Studies Section office usually in May, August and December. At their 1<sup>st</sup> registration new students work out a "plan global d'études" in consultation with the director of graduate studies. **Over the course of their MA or their PhD program, students should take no more than 2 courses with any 1 professor.** PhD students may take 1 directed reading course. However, directed reading courses must be approved by the graduate committee and the professor directing the reading course must submit a syllabus to the graduate committee. (Directed reading courses are not offered to MA students.) Exceptions require that the student write a letter to the Graduate Studies Committee.

Course changes and cancellations are allowed until mid-September for fall and mid-January for winter; students should consult the Calendrier universitaire for the specific dates. **All of**

**these changes must be made with the Graduate Secretary.** Students who are unable to submit papers by their professor's deadline should inform their professor and must file a “demande de délai” with the graduate secretary. **Extensions will be granted in exceptional cases only.**

**Courses outside the Department:** For either the MA or PhD program, students may take **1** course outside the Department. Exceptions require that the student write a letter to the Graduate Studies Committee.

Courses such as the following might be approved:

- 1) A course in English literature at another university which is not at the time available in our department.
- 2) A course in French literature, comparative literature, art history or cinema at this university.
- 3) Any other course, either in this university or elsewhere, which is demonstrably relevant to the student's individual program.

**Courses taken before entering the program:** Up to two courses in total taken as *étudiant libre* at the Université de Montréal may be credited as part of an MA or PhD programme, provided that they have received grades of at least B. In the case of re-application after leaving the programme, only courses previously taken within 10 years of the re-application which have received a grade of at least B may be credited toward the new program.

# MA programs

## Requirements for admission to the M.A. programme

To be accepted into the M.A. programme the student must possess:

- a) B.A. in English (*spécialisé* or *majeur*) from this university, with a grade-point average of at least 3.3, or an equivalent degree from another university. The student should have taken at least one advanced undergraduate course in each of the following fields:
  - 19<sup>th</sup>-century British literature
  - 19<sup>th</sup>-century American literature
  - 20<sup>th</sup>-century British literature
  - 20<sup>th</sup>-century Canadian literature
  - 20<sup>th</sup>-century American literature
  
- b) Aptitude for advanced literary studies, which the department will evaluate in the light of the following materials (submitted in English), which should be sent with the application:
  - 3 letters of reference
  - undergraduate transcripts
  - a letter of intent (1-2 pages)
  - a 10-20 page writing sample
  
- c) Students who have not taken courses in all the above-mentioned areas, or whose preparation is otherwise considered inadequate, may be required to do additional course work. If no more than 2 extra courses (6 credits) are required, they are considered “complementary” and do not affect the time limit for completing the programme; if more than 2 courses are required, they are called “preparatory,” and extra time is allowed to complete them.

### Equivalences: Degrees taken in English-language universities

**BA honours:** the usual BA Honours degree, generally involving 20 or more courses (60 credits) in English, will be acceptable for admission to the MA, provided the student has taken prerequisite courses in literature equivalent to those offered in the Université de Montréal programme.

**BA with major in English:** this degree will be acceptable for admission to the MA if the student has at least 42 credits in English, including the equivalent prerequisite courses.

**BA general or BA minor in English:** students will be expected to have taken at least 18 credits in English and 18 in related fields. Those students will normally have to take a full year of work at the undergraduate level.

## The MA degree

The MA with thesis (“avec mémoire”) or “travail dirigé” is a normal prerequisite for doctoral studies. The MA with internship (“avec stage”) provides training for a variety of occupations in the fields of culture, publishing, public relations, and CEGEP teaching. Students in this option benefit from both academic and professional supervision. The MA with internship (“avec stage”) is not considered a preparatory degree for doctoral studies.

**All students are registered in the MA without thesis in the 1<sup>st</sup> instance. Those who would like to write a thesis need to submit their thesis proposal and bibliography, along with the form "Enregistrement de sujet de recherche".**

The MA with thesis requires 15 credits of course work and a thesis (between 50 and 60 pages including bibliography).

The MA without thesis offers 2 possibilities: the MA with “travail dirigé” (24 credits of course work and 21 credits for a revised and expanded essay written in the context of a student’s course work); and the MA with “stage” (24 credits of course work, 15 credits for the stage and 6 credits for the student’s written report on the stage).

### Requirements and regulations for the MA degree (all types)

The passing mark for each course is C; a minimum grade-point average of 2.7 must be maintained for course work as a whole. Failure in more than 2 courses eliminates a student from the programme. After failing 1 course, a student may take the same course again if it is offered, replace the failed course by a different course, or redo some or all of the work of the original course. The maximum grade for the failed course or its replacement is C (Article 56). Penalties for plagiarism are detailed in the [Règlement disciplinaire concernant le plagiat](#).

**Required course:** All MA students are required to take ANG 6032 - *Modern Literary Theory*.

**Time limit:** A full-time student must complete all requirements for the degree in 6 terms (2 years). A half-time student has 9 terms (3 years). This limit may be extended by 1 or 2 terms for students who are required to take “preparatory courses.” Upon request, and with the recommendation of the research supervisor, a student may be granted an extension of 1 year. Students may seek permission to suspend their registration for up to 3 terms; time spent in suspension does not count toward the 6 or 9 term time limit.



## Requirements and regulations for the MA with thesis

**Course work:** 1 year of full-time study or 2 years of half-time study, during which time students complete 15 credits.

### **Deadlines for applying to the MA with thesis:**

A student must have secured a director for his or her thesis before the end of the 1<sup>st</sup> term. The head of the English Studies Section and/or the director of graduate studies will counsel students about potential directors when they enter the program.

A student's application to do an MA thesis must be submitted to the Graduate Studies Committee **by the end of the 2<sup>nd</sup> term**.

The deadline for students who begin in September is April 15.

For students who enter the program in January, the deadline is August 15.

A summer start is rare but for those who begin in May, the deadline is December 15.

In order to allow for feedback from the research director, the student should submit a complete draft of the proposal and a bibliography to the research director several weeks in advance of this deadline.

### **Application to the MA with thesis consists of:**

- 2-page single-spaced, thesis proposal (prepared according to SSHRC requirements)
- 3-5 page preliminary bibliography of the principal primary and secondary texts
- FESP form "enregistrement du sujet de mémoire" (found on the FESP website)

This application is evaluated by the Graduate Studies Committee, which may require that it be revised before being approved.

### **Format of MA thesis proposal:**

The proposal should be 2 pages, single-spaced, 12 pt. with 1 inch margins. It is written in **essay form** and should include the following:

1. Topic and thesis statement
2. State of research on the topic: A concise survey of what has been written on the topic, especially in recent years
3. Contribution of thesis to the field
4. Methodology: Theoretical / methodological approach(es), especially if the topic is historical or generic in focus

5. Provisional table of contents and chapter outline: Indicate briefly what is to be achieved in each chapter and **which chapter you have submitted as a sample**.

### **MA Thesis:**

Students receive 3 credits for researching their thesis project. For best results, students should maintain close contact with their thesis directors, reporting regularly on their progress. The thesis is an initiation to research, not a lifetime project; 50 to 60 well-argued pages are normally sufficient. For correct formatting of the thesis, please consult the University's guidelines in the *Guide de présentation et d'évaluations des mémoires de maîtrise et des thèses de doctorat*. The Guide is available on line at this address:

[www.fesp.umontreal.ca/](http://www.fesp.umontreal.ca/)

A full-time student registered in the thesis option should be able to complete a thesis in 1 term, and receive the degree after 4 or 5 terms in the Department. After completion, the thesis is evaluated by a jury of three professors (including the student's supervisor), and defended orally by the student.

### **MA thesis with a creative component**

With approval from the Graduate Studies Committee and the support of their director, students can include a creative component in their MA thesis. Their creative work can constitute up to 50% of the thesis. The balance of the thesis discusses the creative work and/or provides a theoretical or literary critical complement. The sample chapter for a creative MA thesis can be a piece of creative writing as long as the place of that writing within the thesis is clearly delineated in the chapter outline in the proposal. The proposal follows the usual 2-page structure and makes clear both the conceptual/theoretical framework for the thesis and the relationship of that framework to the creative writing. Students applying for this option require one full-time faculty member to serve as thesis director.

### **Requirements and regulations for the MA without thesis**

**Course work:** 24 credits of course work and a minimum of one year of full-time study or the equivalent at half-time. Most students will need an additional term to complete the course work.

### ***Travail Dirigé:***

In a student's final term, s/he will revise and expand one term paper written for 1 of his/her courses. (The professor who gave the course may serve as the director of the *travail dirigé*.) The revision of the paper is meant to raise it to a professional level, at or near publication quality. It should be 25 to 30 pages, be well-focussed, develop a clear and coherent argument, reflect the relevant scholarship, and respect MLA Handbook guidelines for documentation.

**The paper should be given to the Graduate Secretary at least 2 months in advance of the student's deadline for completing the degree.** The Graduate Committee will appoint 2 professors to evaluate the paper (one of whom is the professor for whom the essay was originally written).

***Stage:***

- a) A student's written request to do a *stage* must be submitted to the Graduate Studies Committee **by the end of the 2<sup>nd</sup> term**. The deadline for students who begin in September is April 15. For students who enter the program in January, the deadline is August 15. (A summer start is rare but for those who begin in May, the deadline is December 15.) Once the letter is approved by the grad chair and 1 professor (who will act as "UdeM supervisor"), the student is considered in the *option Stage*.
- b) During the final term of coursework, the student determines where s/he will do the stage and finds a *stage* supervisor in the milieu where the stage will take place. In collaboration with the stage supervisor, the student fills out the forms which formalize their agreement and include the duties of the intern and the responsibilities of the host.
- c) The student submits the forms to the graduate secretary for approval by the grad chair and the UdeM supervisor. Because there are budgetary considerations, the forms have to be approved by all parties before the stage can begin.
- d) Once the forms are approved, the student is registered "en redaction de rapport" and will have this status until s/he submits a report (at which point s/he will be registered "en correction"). If the stage takes place in the winter term, for example, the report will be submitted by the end of June and graded during the summer term; if the stage takes place in the fall term, the report will be submitted by the end of January and graded during the winter term.
- e) The *stage* normally takes place over a period of 15 weeks, 1 term, and is the equivalent of 60 contact hours. (The student is not a replacement worker and the supervisor retains full responsibility.)
- f) The role of the *stage* supervisor is to support and guide the student as well as to write a report evaluating the student's skills (professionalism, initiative, autonomy, etc). Once the report is received by the Graduate Secretary, the stage supervisor is paid \$500 by UdeM. The grad chair "accepts" or "refuses" the stage on the basis of the *stage* supervisor's report.
- g) Following the *stage* (15 credits), the student has 1 month to submit to the graduate secretary a 15-18 page report (6 credits): 35% of the report should describe the stage and 65% should analyse the stage, especially what the student learned about the profession, about English studies, about the corpus addressed, etc. This report is graded by the UdeM supervisor and one other professor.

# PhD program

## Requirements for admission to the PhD program

To be accepted for the PhD program the student must possess:

- a) An MA in English from UdeM or its equivalent from another university with an average of at least 3.3. Outstanding MA candidates may be admitted to the PhD programme after completion of MA course work.
- b) Aptitude for advanced literary studies, which the Department will evaluate in the light of letters of reference, transcripts, a letter of intent, a 10-20 page writing sample, and a research proposal which should be sent with the application.

## Requirements and regulations for the PhD program

**Time limit:** A full-time student must complete all requirements for the degree in 15 terms (5 years). A student who registers at half time for part of his studies is allowed 18 terms (6 years). Upon request, a student may be granted an extension of 1 year. Also, students are permitted to suspend their registration for a maximum of 3 terms; time spent in suspension is not part of the 15 or 18 term time limit.

**Registration:** 2 years of full-time registration, or 1 year of full-time registration and 2 years at half-time, during which students must complete 15 credits of course work, including a course in literary theory. The passing mark for each course is C; a minimum grade-point average of 2.7 must be maintained for course work as a whole. Failure in any course terminates the candidacy of a PhD student. If the Graduate Studies Committee considers that a student's performance is unsatisfactory for any reason, it may recommend to the dean that the student be dropped from the programme. Upon the completion of all required course work and examinations, a student is registered "en rédaction de thèse," for which the fees are substantially lower.

## Thesis

Thesis directors are agreed upon at the beginning of a student's enrollment. In the (rare) case of a change in thesis director, it is the responsibility of the student to inform his/her former director as well as the chair of the Graduate Studies Committee of the change.

A PhD thesis normally consists of about 200-250 pages. For correct formatting of the thesis, please consult the University's guidelines in the *Guide de présentation et d'évaluations des mémoires de maîtrise et des thèses de doctorat*. This guide is available at the bookstore or on line: [fes.umontreal.ca/Fichiers/guide-presentation.pdf](http://fes.umontreal.ca/Fichiers/guide-presentation.pdf)

Upon completion, the PhD thesis is evaluated by a jury consisting of 3 professors from the Department and 1 from outside the university. The final step is a public oral defence.

**Procedure for submitting thesis proposal:** During the 1<sup>st</sup> year in the program – on June 1 for those who began in September and on November 1 for those who began in January – a student must submit a **2-page, single-space research proposal** (prepared according to SSHRC requirements), **the FESP form “enregistrement du sujet de recherche”** (to be found on the FESP website), **a 5-8 page preliminary bibliography** and the **2 examination reading lists**.

### PhD comprehensive examinations

The comprehensive examinations consist of:

- 2 written field examinations
- A thesis prospectus and chapter
- An oral examination

**Deadlines:** The comprehensive exams must be completed by the end of the student's 6<sup>th</sup> term in the programme: 2 full years, whether the student is full-time or half-time. This is a Faculty of Graduate Studies deadline and no extensions are possible.

Students who start their program in the fall submit their research proposals and reading lists by June 1 of their first year, while students who start their program in January submit their research proposals and reading lists by November 1 of their 1<sup>st</sup> year.

**End of year 1:**

2-page proposal (with 2-3 page bibliography) and 2 reading lists of 25-30 entries each.

**Half-way through year 2:**

Part 1 of the exam takes place over a 2-week period:

- In-class exam [day 1] at 9 am (scheduled to end at 3 pm)
- Take-home exam: questions received by student at noon a week later [day 8], with the two exams due a week later [day 15 of the process]

**End of year 2:**

Part 2 of the exam takes place over a 2-3 week period:

- Prospectus and one chapter are due on day 1 of the process
- Oral exam on the prospectus and chapter scheduled by the committee 2-3 weeks later

**Students who begin the PhD program in September (fall term)** must submit their proposal and reading lists the following May.

- On December 1<sup>st</sup> of their second year in the program, part 1 of the exam begins: in-class exam on December 1<sup>st</sup>; questions emailed to student for the take-home exam on December 8<sup>th</sup>; essays submitted by student via email on December 15<sup>th</sup>. (These dates are adjusted if they fall on a weekend.)
- On May 1<sup>st</sup> of the following year, part 2 of the exam begins: prospectus and one chapter submitted; the oral exam takes place 2-3 weeks later. (This date is adjusted if it falls on a weekend.)

If a student does not pass part 1 in December, s/he will resit the exam the following February. If a student does not pass part 2 in May, s/he will resit the exam in August of the same year (to be done within 2 years of their entry in the program).

**Students who begin the PhD program in January (Winter term)** must submit their proposal and reading lists in December of that year.

- On June 1<sup>st</sup> of their second year in the program, part 1 of the exam begins: in-class exam on June 1<sup>st</sup>; questions emailed to student for the take-home exam on June 8<sup>th</sup>; essays submitted by student via email on June 15<sup>th</sup>. (These dates are adjusted if they fall on a weekend.)
- On November 1<sup>st</sup> of the same year, part 2 of the exam begins: prospectus and one chapter submitted; the oral exam takes place 2-3 weeks later. (This date is adjusted if it falls on a weekend.)

If a student does not pass part 1 in June, s/he will resit the exam in August of the same year. If a student does not pass part 2 in November, s/he will resit the exam in January of the following year (to be done within 2 years of their entry in the program).

## 1) In-class and take-home exams

For the in-class portion of the examination, the student must answer 3 out of 5 questions in 6 hours. For the take-home portion of the examination, the student must answer 2 out of 3 questions. (The student receives the questions on a designated day at noon and submits two 12-15 page essays one week later before 3 p.m.). Like graduate seminar papers, the essays must include critical secondary material, develop a logical argument, and demonstrate the candidate's command over his or her chosen field of examination. The essays should be double-spaced and written in Times 12.

The student chooses which field exam is written in class and which one is written at home. This choice should be indicated in the letter to the Graduate Studies Committee

### Deadlines and procedures for submitting field lists:

- Students who start their program in the fall (September) submit lists by June 1<sup>st</sup>
- Students who start their program in the winter (January) submit lists by November 1<sup>st</sup>

The student, in consultation with her/his thesis director, **writes a letter to the Graduate Studies Committee** proposing the reading lists for each field exam. **The letter should make clear when the student intends to write the exams, which field exam will be taken in-class and which field exam will be taken at home.** Exams in fields other than those listed below are possible with the permission of the Graduate Studies Committee.

- Renaissance literature
- Literature from 1660 to 1800
- British romantic literature
- Victorian literature
- 19<sup>th</sup>-century American literature
- Early 20<sup>th</sup>-century British literature
- Late 20<sup>th</sup>-century British literature
- Early 20<sup>th</sup>-century American literature
- Late 20<sup>th</sup>-century American literature
- African-American literature
- Canadian literature
- Quebec literature
- Postcolonial literature and theory
- Criticism and theory
- Gender and sexuality studies

## 2) PhD thesis prospectus and chapter

Students are strongly encouraged to follow the guidelines outlined below (for the prospectus) and to submit drafts of their prospectus and chapter to their supervisor at least 6 weeks in advance of the exam period in order to get their feedback. They should also anticipate having to make some revisions following the oral examination

**Guidelines for PhD thesis prospectus:** A PhD prospectus must include the following:

- 1) **Topic and thesis statement.**
- 2) **State of research on the topic:** A concise survey of what has been written about this topic, especially in recent years.
- 3) **Contribution to the field:** How the thesis will add to, or develop, knowledge in the chosen field; how it differs in approach, scope, or perspective from what has been written.
- 4) **Methodology:** Theoretical/methodological approach(es), especially if the topic is historical or generic in focus.
- 5) **Provisional table of contents and chapter outline:** Not just a table of contents, but a paragraph-long abstract of each chapter. (It is, of course, normal for chapters to be reordered, or parts of chapters recombined, in the course of writing, but this is still a good exercise for the student at the beginning of the endeavour).
- 6) **Provisional bibliography:** This should not be a field survey, but a provisional bibliography of the principal primary and secondary texts and/or archival sources to be consulted. Obviously, this bibliography will develop and change in the course of research and writing.
- 7) The PhD prospectus should be no longer than **15 pages** (12 pages minimum), excluding the provisional bibliography.

## 3) Oral examination

The oral pertains to the submitted thesis prospectus and chapter. Students should prepare a 5 to 10 minute introductory statement about their prospectus to be delivered orally (not read) at the outset.



### **Credits for Professional Development**

(Required for students who entered in September 2008 and can be claimed by those who entered prior to this date.)

In recognition of the process of professionalization, students will receive credit for their participation in scholarly and related activities **outside the context of regular coursework**. These activities might include special courses, editorial work, inter-university exchanges, presentations at colloquia and special publications (unrelated to coursework). The Graduate Studies Committee decides on a case-by-case basis which activities or combination of activities receives three credits for Professional Development.

These credits, accumulated throughout the program of study, are part of the dissertation credits and are added to the student's transcript **at the end of the program**, when the student defends her/his thesis.

To receive credit, students submit to the graduate secretary within 1 month of the activity or publication, the following information and supporting documents:

Title/description of activity (conference program etc.), role of student, student's abstract or proposal, title of event, information about host organisation, letter confirming student's participation.

In the case of publications, students should provide full publication details and a copy of the letter confirming that the final version has been submitted and accepted.