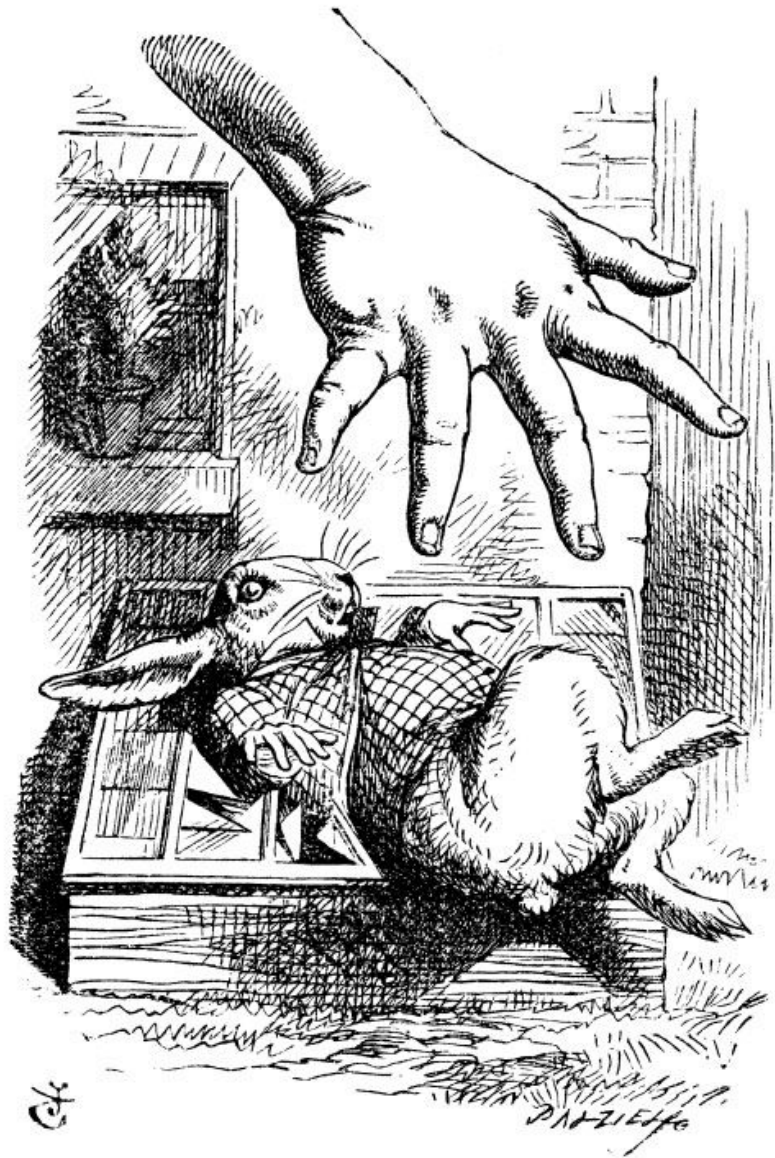


The University of Chicago  
Department of  
East Asian Languages and Civilizations

# GRADUATE HANDBOOK



**2024-25**

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## **INTRODUCTION**

The Student Handbook for the Department of East Asian Languages serves as your guide to graduate study within the Department. It is intended as a supplement to the “University Student Manual of University Policies and Regulations” <http://studentmanual.uchicago.edu/university>. Many academic matters are determined by University and Divisional Policy, and students are expected to familiarize themselves with these policies and follow them accordingly. The contents of the Departmental handbook are subject to revision.

**2024-25**

**Department Chair, Hoyt Long**  
**Director of Graduate Studies, Paola Iovene**  
**Director of Undergraduate Studies, Jacob Eyferth**

## **EALC PROGRAM SUMMARY**

The Department of East Asian Languages and Civilizations is dedicated to the study of the cultural productions of East Asian societies. The department offers Ph.D. degrees, although an M.A. degree can be earned along the way. In other words, graduate education is primarily geared toward the Ph.D. degree, and the department does not have an independent Master’s degree program. Accordingly, students who arrive with an accepted Master’s degree will be expected to fulfill the same requirements as those arriving with only a B.A. Possible credit for previous coursework or M.A. thesis must be discussed with the student’s adviser and the Director of Graduate Studies.

During the first two years, students take courses, nine each year. Depending on the student’s interests and preparation, some of the course work may take place outside the department. It may also include work in language, either the primary language of study or a secondary one, whether East Asian or not, as well as in a second East Asian civilization. Students are recommended to start their language study the summer before their first year.

At some point in their study, many students may wish to spend one or more years in Japan, China, Taiwan, or Korea to achieve language mastery or do research for their dissertation. Teaching opportunities for students are provided as part of the graduate students’ fellowship.

After the Ph.D. qualifying exam, which consists of both a written and an oral component, acceptance of a dissertation proposal admits a student to candidacy. Students are expected to write and defend dissertations that make original contributions to knowledge. The degree is conferred upon the successful defense of the completed dissertation.

## ADVISING



**1<sup>st</sup> and 2<sup>nd</sup> years:** Incoming students will identify an adviser upon entering the program based on academic interest. The student will be responsible for meeting with the adviser at the beginning of each academic year and throughout the year as necessary. Advisers will help students choose courses appropriate to their interests and projected direction of study, as well as discuss their goals for teaching as they move through the program. If meeting with their adviser is impossible, students can consult the DGS on matters related to coursework or degree progress.

**3<sup>rd</sup> year:** In preparation for the Ph.D. Qualifying Exams, the student will select a committee of at least 3 faculty members, and choose one of these members to act as Chair of the Exam Committee. This committee must be approved by the Chair of the Department. The student's primary adviser generally serves as the Chair of the Exam Committee.

**Every year until graduation:** Students contact their primary adviser at least once per quarter. Every Spring, around the same time as they submit their self-review, students are required to set up a meeting with their primary advisor and DGS to discuss their progress in the program. Students who have already formed their Exam or Dissertation Committee are responsible to set up a yearly meeting with the entire committee, who will then report to the DGS in advance of the annual spring review. Students are not required to set up this meeting if they are taking exams, defending their prospectus, or defending the dissertation in Spring or Summer.

**After completion of Qualifying Exams:** The student will select a Dissertation Committee. This committee may vary from the Examination Committee. The Department Chair will again formally approve the student's nominated committee. The head of this committee will serve as the student's primary adviser for the duration of the student's graduate career. If changes are made to this committee, the student will notify the Department Administrator in writing, and the Chair will need to approve any changes. For more information on Committees see pp. 14-19.



**Chair of the Department:** Students must get the approval of the Department Chair for all committee selections, scheduling of exams and defenses, and changes thereto.



**Director of Graduate Studies:** The DGS is available for questions concerning requirements, advising procedures and issues, and individual progress in the

program. The Director of Graduate Studies is responsible for communicating the outcome of the annual spring review to graduate students.



**Department Administrator:** The DA tracks students' progress through the program. Please always keep the DA informed of changes or other issues in meeting degree and teaching requirements.

## **REGISTRATION**

The University uses a system of continuous registration based on the student's date of enrollment in the PhD program.

Students entering a PhD program from Summer 2016 and onward will be subject to a University-wide 9-year limit on registration although the department expects an earlier time to degree. Students who entered a PhD program prior to summer 2016 will continue to be allowed to register for the number of years associated with their matriculation date.

Students can request a leave of absence for a variety of reasons—medical, parental, personal, military leave, curricular leave—from the Dean of Students Office in consultation with their academic department. Information about this process is located here:

[https://cm.maxient.com/reportingform.php?UnivofChicago&layout\\_id=20](https://cm.maxient.com/reportingform.php?UnivofChicago&layout_id=20)

### **Registration**

Registration is conducted at the beginning of fall quarter and during the 8<sup>th</sup> week of subsequent quarters. Students should check my.Uchicago.edu, the University's online student gateway, for any restrictions, or "service indicators." Students with restrictions (from the bursar, library, student wellness, etc.) are not permitted to register and may be subject to additional enrollment consequences including administrative leave of absences or withdrawals. Additionally, failing to complete the registration process by the quarter's deadline will result in a late registration fee.

### **Add/Drop**

The add/drop period is the first 3 weeks of the academic quarter. During this time period, students may change their course selections without penalty or additional fees. After this period, a late fee will be assessed. Because the 9-week quarter proceeds quickly, the student should not delay deciding on course registration. It is at the discretion of the instructor to allow students to enroll in their class during add/drop period.

All course registration is done by the student through their my.Uchicago.edu portal. The Department Administrator can help with closed or restricted courses once the student gets instructor permission.

### **Department Notification of Exams and Defenses**

Students are requested to notify the department of their intention to complete exams and defenses during the quarter by the first Friday of the quarter. This deadline corresponds to the deadline for graduation applications. The intention to complete an exam or defense is not a binding agreement, but it does allow the department to anticipate scheduling conflicts and inform students of possible

blackout dates. Exams and Defenses cannot be held on weekends or University holidays (e.g. the Friday after Thanksgiving, the 4<sup>th</sup> of July—check the University calendar).

### **Grading**

For all language courses taken to fulfill a first- or second-language requirement, the lowest passing grade is B. The lowest passing grade for other graduate courses in EALC is a B-. If a student receives a lower grade, it will remain on the official transcript, but the student must take an additional course to meet the required number of passing grades. Students with a pattern of B grades (B+ or lower) may be placed on academic probation with expectations and a timeline noted to return to good academic standing. At the time of the annual spring review, and if the student has not completed their probation requirements successfully, they may be recommended for withdrawal from the program.

A grade of P (Pass) is given for any course in which a student arranges with the instructor, at the beginning of the quarter, to receive a P instead of a quality grade. The grade of P nevertheless requires participation in the course, including some form of written work. Students, with the consent of the instructor, may register to audit a course for the grade of R. The instructor may require certain forms of participation from auditors as well. Rules for granting P or R are at the discretion of the professor, so make sure to check with professors *at the beginning of their course* about their policy towards granting P or R.

Certain courses crucial to fulfilling MA requirements, specifically the Directed Translation and the two courses in East Asian subjects outside the primary field, may not be taken for P or R. No more than two of the 18 required courses may be taken for a P or R.



### **Incompletes Policy**

Granting Incompletes is at the discretion of the professor, so students should learn each professor's policy early in the quarter. Arrangements for an incomplete must be made before the end of the quarter by completing this [form](#), and it is the student's responsibility to stay in contact with the professor. **All work for incompletes must be submitted to the relevant instructor/s prior to the subsequent academic year. Incompletes may not be carried from one academic year into the next.** Students who have Incompletes on their academic record at the start of the next academic year will see the Incomplete grade change to a UW or "Unofficial Withdrawal." A UW grade bears no grade and confers no credit.

Failure to comply with the Incomplete policy, and/or the accumulation of incompletes over the course of an academic year, may lead to academic probation.

An Incomplete is distinguished from a course that is a two-quarter sequence, in which the instructor leaves the first quarter grade blank and assigns a grade at the end of the second quarter that retroactively applies to the first quarter.

### **Academic Probation**

Academic probation is a sanction internal to the department. The student may be placed on academic probation for such reasons as accumulating incompletes, failing to redeem them as agreed upon, failure to schedule an annual advisory meeting during candidacy, poor performance in course work, or failure to complete written components of their dissertation. Written notice from the Director of Graduate Studies will be sent to the student, in consultation with their adviser and the DOS, and will include a timeline for correcting the problems in question. Failure to comply with the timeline set forth may result in an administrative withdrawal from the program.

## ANNUAL REVIEW

All students will be reviewed by the department each spring quarter. The director of graduate studies will canvass departmental faculty to get a sense of how each student is doing in preparation for the departmental meeting. In the case of students in candidacy, the director of the dissertation committee will report on the student. The purpose of this review is to monitor and encourage progress, including progress toward or the satisfactory fulfillment of language and course requirements. **In particular, the annual review of the spring quarter of the student's second year is very important for determining the student's ability to continue study for the Ph.D. degree.** Annual spring-quarter review of students will continue until completion of degree.

### Student Self-Review

Students will be asked to complete a self-review in the month prior to the faculty review. The purpose of this review is to have the student track his/her progress and consider projected deadlines. The review also gives students an opportunity to express in writing any concerns to the faculty. Information supplied by the student about awards and fellowships, conferences, jobs or publications is gathered by the Department Administrator for various Divisional reports. This will also be an opportunity to track the student's progress in the Department's Pedagogical Training Plan, which is discussed below.

### Yearly meeting with primary advisor and DGS (for students in years 1-3) and with entire dissertation committee (for students in year 4 and beyond)

Every Spring, around the same time as they submit their self-review, students are required to set up a meeting with their primary advisor and DGS to discuss their progress in the program. Students who have already formed their Exam or Dissertation Committee are responsible to set up a yearly meeting with the entire committee, who will then report to the DGS in advance of the annual spring review. Students who are taking exams, defending their prospectus, or defending the dissertation in Spring or Summer are not required to set up this meeting.

### Faculty Communication

The faculty will report in writing the outcome of the review to students before the end of the academic year. This will include any academic concerns. Each student will receive two letters communicating the outcome of the review, one from the DGS that addresses matters like degree requirements and PTP progress, and one from the student's primary adviser. If students have more specific concerns about their review, it is the student's responsibility to discuss these concerns with their adviser or the Director of Graduate Studies.

## TEACHING



Mentored experience in teaching is an important component of graduate student life. All students in EALC are required to follow the Department's Pedagogical Training Plan (PTP), which maps out a course of training and mentoring geared to students' pedagogical interests. Depending on the combination of skills they wish to focus on (e.g., content courses, language teaching), students will select a sequence of teaching opportunities that match these desired skills. There are also several courses offered by the Center for Teaching and Learning that students are required to take for pedagogical training. Students either in their first or second year are required to take EALC 50000: The Profession of East Asian Studies. The course is offered every other year in autumn or winter and is taught by the current DGS. It will be next taught in 2025-26.

Pedagogy training can begin as early as the summer of the second year. The PTP can be found at the following link: <https://ealc.uchicago.edu/graduate/pedagogical-training-plan>. All students should read it thoroughly, and discuss with their advisers or DGS any questions they have. **The student is expected to take an active role in obtaining suitable positions.**

**For information on the Student Union Collective Bargaining Agreement please go here:**  
<https://provost.uchicago.edu/sites/default/files/UChicagoUECBA.pdf>.



## **SUGGESTED TIMELINE FOR COMPLETING THE PH.D. PROGRAM**

Every student's course of study is unique. The following timeline is given as a suggestion to help the student stay on course and complete requirements in a timely manner.

Additional details regarding degree progress can be found in the EALC Mentoring Plan, available here: <https://ealc.uchicago.edu/graduate/ealc-mentoring-plan>.

<b><u>Year</u></b>	<b><u>Focus</u></b>
Summer before year 1	language study (note students who officially matriculate in the summer quarter will have both their funding and time to degree begin)
1 & 2	language study and coursework; complete M.A. requirements <i>Students are encouraged to spend summers in intensive language study of their second East Asian language. This is also a good time to enhance mastery of their primary language and to gain experience living in Asia.</i>
3	pedagogical teaching requirements; prepare for and take Qualifying Exams (usually spring quarter); dissertation proposal preparation 4
4	pedagogical teaching requirements; Dissertation Proposal Defense and Admission to Ph.D. Candidacy; apply for internal and external travel and dissertation fellowships
5	research; apply for internal and external dissertation fellowships in spring before final writing year
6	pedagogical teaching requirements
7+	job applications

### **Additional Funding Opportunities**

#### **Money for conferences and workshops**

Students are encouraged to actively participate in conferences. The Dean of Students Office may fund conference travel up to \$400 if the student is presenting academic research. CEAS has grants dedicated to conferences and workshops. The Department has some funds for presenting papers at conferences, but students are asked to apply first to DOS, then to CEAS, and finally to EALC if DOS and CEAS can't cover their expenses.

#### **Money for dissertation research and writing**

Students are encouraged to apply for CEAS Pre-Dissertation Research Grants and Divisional Completion Fellowships. Information on CEAS funding is available on the CEAS website. For Humanities Division Fellowships, please see [here](#).

**PLEASE NOTE:** The purpose of a divisional dissertation completion fellowship is to finish the dissertation; therefore, such a fellowship requires students to either graduate that year or be administratively withdrawn.

## **PROGRAM REQUIREMENTS**

Students must fulfill all requirements to obtain a transitional Masters degree from the Department of East Asian Languages and Civilizations. If the requirements change between the date of matriculation and the graduation date, the student may choose which set of requirements they will fulfill. The student must completely fulfill one set of requirements for the degree.

### **MASTER'S DEGREE REQUIREMENTS SUMMARY**

#### **Course Requirement:**

Complete 18 courses, with recorded grades for credit in each, and no more than 2 courses taken for an "R" or "P" grade.

2 courses in an East Asian civilization outside the student's area of specialization, for a letter grade. NOTE: students specializing in archeology may fulfil this requirement by taking courses on a different area such as Mesopotamia, Central Asia, etc.

The course "The Profession of East Asian Studies," which meets every week during Autumn or Winter quarter. This course meets only every other year, so students must plan to take it in the year it is offered. This course is mandatory, but does not count toward the 18 course requirement. It will be next taught in Fall or Winter 2025-26.

Directed Translation for a letter grade, which may count as one course.

1 or 2 MA theses

#### **Language Requirement:**

Proficiency equivalent to three years study of modern Chinese, Japanese or Korean. Can be fulfilled either by coursework or entrance examination. Students should contact Language Program Directors to take the placement test.

#### **Translation Requirement:**

The directed translation should be done by registering for EALC 65000.

#### **Thesis Requirement:**

Either registering for EALC 60000 and doing one long paper independently of other coursework, which counts toward the 18-course requirement.

or

two shorter papers developed from papers written for two different courses taken during the first two years of the program, and for which no extra credit is given.

Please note: if you already have an MA degree from another institution you must petition the DGS to have your thesis from that institution count toward your requirements here. If you have an MA degree from the University of Chicago you need not petition.

*The course “Academic and Professional Writing,” offered by the Writing Program, does not count toward EALC course requirements.*

*In some cases, certain requirements may be waived at the discretion of the Department.*

## **EXPLANATION OF MASTER’S DEGREE REQUIREMENTS**

Master’s Degree requirements are considered part of the process of obtaining a Ph.D. Degree at the University of Chicago. In almost all cases these requirements are met by the end of the second year and before taking the Qualifying Exams.

### **Course Requirement**

All full-time students must take 18 courses (9 per year including language courses) during their first two years of Scholastic Residence. No more than 2 courses may be taken for an "R" or "P" grade. (Please refer to “Grading” p. 5). The translation requirement, described below, requires enrolling in EALC 65000 (Directed Translation), which can count toward the 18 course total.

Students must take at least two courses in an East Asian civilization other than that in which they are specializing. In most cases these will be EALC courses, but students may fulfill this requirement with non-EALC courses with permission of their adviser. Students specializing in archeology may fulfill this requirement by taking two courses on a different area such as Mesopotamia, Central Asia, etc.

Students who already have an UChicago MA can have up to three of their MA courses count toward their course requirements. They should discuss this possibility with their primary adviser and with the DGS.

All work for incompletes must be submitted to the relevant instructor/s prior to the subsequent academic year. **In other words, incompletes may not be carried from one academic year into the next.** Failure to comply may result in denial of permission to register, and the student may be placed on probation. (See “Incompletes Policy” p. 5)

### **Language Requirement**

The mastery of languages is the first, essential step toward the understanding of civilizations. The minimum language requirement for the M.A. is three years of modern Chinese, Japanese, or Korean, which may be fulfilled by completing course work at the University of Chicago with a grade of B or better or by passing with a grade of "high pass" a language exam administered by the Department. This language exam is usually given some time during the registration week before the student’s first quarter in the program. Students entering with prior training must take this placement exam, the results of which will either ensure their enrollment at an appropriate level or allow them to pass out of additional language course work. Upon completion of the language placement exam students should make sure their M.A. Language Placement Form has been signed by the test administrator and given to the Department Administrator. Students whose native language is an East Asian Language may be exempt from this requirement. They must, however, fulfill the translation requirement.

Students usually fulfill their second East Asian language requirement for PhD Candidacy (see below) during their first two years.

### **Translation Requirement**

All students must satisfy a translation requirement as part of meeting the MA requirements. Students typically fulfill this requirement in their first two years of scholastic residence, but can complete it in Year 3, if preferred. The selection and scope of the translation, preferably relevant to the student's research interests, should be made in consultation with a faculty member; the resulting work must be approved by an EALC faculty member, presumably the same instructor. The student should fulfill this requirement by enrolling in EALC 65000 (Directed Translation), and earning a grade of B or better. It must be taken for a letter grade. Please email the Department Administrator a copy of your translation, along with the name of your reader.

### **Thesis Requirement**

This requirement may be satisfied in one of two ways.

1. The student may choose to use two papers that had previously been submitted for course work here. Each paper must be approved by at least two different faculty members, at least one of whom must belong to EALC, and at least one paper must demonstrate the ability to use primary materials in Chinese, Japanese, or Korean. These courses must be taken for a letter grade.
2. The student may, in consultation with their adviser, write a single, longer paper, of the sort more traditionally construed as an "M.A. thesis." This paper too must be read and approved by two faculty members, at least one of whom must belong to EALC. Students who choose to write such a thesis may register for EALC 59700 Thesis Research for two quarters and apply these courses toward their 18 required courses. This course must be taken for a letter grade.

Students who enter the Ph.D. program with an M.A. degree from another university are expected to fulfill all EALC M.A. requirements, but may petition the Director of Graduate Studies to accept a master's thesis from their previous institution toward fulfillment of their M.A. requirements here. This should be done as early as possible after matriculation. **PLEASE BE AWARE THAT YOUR PREVIOUS MA THESIS WILL NOT AUTOMATICALLY BE ACCEPTED.** You need to petition the DGS to have it count toward your U of C degree requirements. Students who hold an MA degree from the University of Chicago need not petition.

Students must inform the DA of title(s), readers, and whether they will receive the transitional University of Chicago M.A. degree. **Please email MA thesis papers, along with the names of your readers, to the DA.**

*If you choose to have the M.A. Degree appear on your transcript please be sure to inform the DA at the beginning of the quarter AFTER you have completed all requirements.*

## **PH.D. CANDIDACY REQUIREMENTS**

**Per divisional requirements, students must reach candidacy by the start of their 6<sup>th</sup> year.**

- *All M.A. requirements met*
- *2<sup>nd</sup> East Asian Language*
- *Mastery of Language(s) required for primary research*
- *Proficiency in additional languages required for research*
- *Pass Ph.D. Qualifying Exams*
- *Pass Defense of Dissertation Proposal*

## **SECOND EAST ASIAN LANGUAGE**

Students are expected to demonstrate mastery of the primary language of the civilization they are studying. In addition, all students will be expected to acquire or demonstrate competence in a second language, normally an East Asian language, chosen in consultation with their advisers as best suited to their research interests. At a minimum, this will normally entail satisfactory completion (with a grade of B or higher) of at least intermediate level (the equivalent of two years') study of a modern language or at least one year's study of a classical language. If an East Asian or other relevant language is acquired elsewhere, the student must pass with a "high pass" or its equivalent an examination designed by the appropriate language program at the University of Chicago.

In the event that specialization requires the working knowledge of a third language (Asian or non-Asian), the student will be asked to certify proficiency through classes and/or examinations.

## QUALIFYING EXAMINATIONS



After finishing all required coursework and clearing all incompletes, the student should consult the faculty adviser and form a Qualifying Examination Committee. Reading lists and exams should be completed in the third year. The Department Chair, in consultation with student and adviser, will approve a committee of three faculty members (one of whom may be from another unit of the University) who will conduct and grade the examination. The composition of this committee is often, but need not be, the same as the dissertation committee.

Once the student and their exam committee have agreed on a schedule for the exam, the student should see the Department Administrator to get approval from the Department Chair, to schedule a room for the exam, to discuss a time frame for submitting reading lists, and to make sure all M.A. requirements have been met. Examples of reading lists and exam questions can be found in the folder "EALC Student Reference Materials":  
<https://uchicago.app.box.com/folder/148771681340?s=ai8pybwfo4bfqb2157cojehctuzzifug>

The Ph.D. Qualifying Examination will consist of two sections, one written and one oral, testing the student's knowledge of the field, both specific (usually the field that will be the topic of the student's doctoral dissertation) and general (covering two topics, differentiated either by time period or by discipline).

At least two months prior to the date of examination, the student, in consultation with the Examination Committee, will submit to all Committee members three lists of works studied in preparation for these fields. It is expected that these lists will contain some works in the primary language of research. The student may consult the ongoing files of lists previously submitted to the department. No list should simply be copied, however, since preparation of the list itself is an important aspect of this stage of graduate study. Normally, this list will include 20 to 30 "items." An item is often, but not necessarily a book; it may be a major article or a cluster of articles.

At the time of the Examination students should submit to the DA the final versions of their reading lists in electronic form to be kept in their files.

Before taking the written exam the student should reach a clear understanding with the Exam Committee on what resources, electronic or otherwise, may be used during the writing of the exam.

For the Examination, each member of the Examination Committee will examine the student in one field. The student may choose the order in which to write the exams, but all three exams must be completed within one week. Each written exam will last four hours. The student should make use of the entire four hours.

After the Examination Committee has had a chance to read the written responses (a period usually not to exceed one week), the candidate and Committee will meet for a two-hour oral examination based upon the completed written examination.

If one Committee member cannot attend the scheduled oral exam, they may attend electronically. The student is responsible for working out the logistics of remote attendance. All committee members should be present at the exam, either in person or remotely.

This Examination is open only to the student and their Examination Committee. The student should make sure that the Department Administrator has received the signed Report of Examinations for the Ph.D. Qualifying Exam.

A student who fails in either (or both written and oral) section(s) may retake it only once, within the next two quarters (summer quarter excepted), and must pass it on the second try in order to continue in the Department. [If a student fails the exam a second time, they will be administratively withdrawn from the department.](#)

## **Qualifying Exams Procedure**

### **Forming the Committee**

Approach faculty to serve on your committee and secure their participation. The Chair of the Committee must be an EALC faculty member. If you have any members outside of the department who are faculty at the University of Chicago, they should be approved by your Committee Chair. Asking members outside of the University to serve on Exam Committees is strongly discouraged.

Notify the Department Administrator and the Department Chair of your Committee members and the areas each will cover. Provide contact information about any non-EALC Committee members.

If any changes are made in your Committee, secure the approval of the Department Chair. Discuss the days for your written and oral exams with your Committee. They will need to agree on the days for your written sections and day and time for the oral exam. Ideally, the oral exam must be scheduled on a day when all committee members can be physically present. Finalizing the dates and times of the exams is the responsibility of the student, and must be communicated to the DA and the Department Chair.

### ***At least Two Months Prior to Exam***

Submit Reading Lists to Committee Members.

Give DA the names of Committee Members (along with email address and scholarly affiliation of non-EALC faculty) and anticipated dates of Written and Oral Exams.

Have Department Administrator schedule a room for Oral Exam.

Work out logistics for written sections with Department Administrator.

In case of a Committee Member absence. If it happens that one of your faculty members must be out of the area for an emergency, you must inform the Department Administrator that that Committee member will attend the oral exam electronically.

### **One Week Prior to First Written Exam**

Remind your Exam Committee of your written and oral exam dates. Remind them that Committee Members should send their questions to the DA 24 hours before each written exam is scheduled.

### **Written Exam Days**

You will complete written exams at the place of your choice (at home, in a computer lab, etc.).

The Department Administrator will email you the exam from the professor at a prearranged time on the given day. Students can choose to begin the exams no later than 12:30, so as to be finished by 4:30. Exams last 4 hours from the time the student receives the question.

- Once you receive the email with your exam question(s) attached, please reply that you have received your exam. Time of receipt is automatically noted in the email.
- After each exam, email your answers to the DA who will forward your answers to your Committee members.

### **Oral Exam Day**

The DA will give the Committee Chair a form to fill out confirming the pass/fail for the written and oral exams. Please be sure the DA gets the signed form back from the Committee Chair. The exam is closed to the public.

Give final versions of reading lists to DA for the student's file.



## THE DISSERTATION PROPOSAL



The Department recommends that students complete their exams and defend their proposal by the end of their 4<sup>th</sup> year. **It is the policy of the Humanities Division that students who have not advanced to Ph.D. Candidacy by the start of their sixth year will be withdrawn from the program.** After successful completion of the Qualifying Examination, the student may proceed to invite faculty members of their choice to form a Dissertation Committee. Normally, the membership of the Committee consists of an adviser and two readers, but the composition need not be identical to the Qualifying Examination Committee. Occasionally, the student may choose to work with two co-advisers and one reader.

At least two members of the dissertation committee, including the Dissertation Committee Chair, should be from EALC. The third member may be a faculty member from another department of the University, subject to approval by both the Committee Chair and the Department

Chair. In exceptional circumstances, a student may, with the support of their adviser, petition the Department Chair to approve a faculty member from another institution to join the Committee. Students in joint-degree programs will often have a non-EALC faculty member as their co-chair. All other students may also ask a non-EALC faculty member to serve as their co-chair, if the project requires it and in consultation with their main EALC adviser.

The student will present to the Committee a short proposal (roughly 25 pages, excluding bibliography) describing their dissertation project. It should 1) identify the "what" of the project: the topic or problem the student wishes to address; 2) discuss the "why": the relationship of the problem to the field and the stakes in tackling it; and 3) present the "how": the approach envisioned, including methodology and available resources, with brief descriptions of each chapter. A working bibliography concludes the proposal. Samples of Proposals are on the EALC box file: <https://uchicago.app.box.com/folder/148771681340?s=ai8pybwfo4bfqb2157cojehctuzzifug>.

This Proposal should be written in close consultation with each member of the Ph.D. Dissertation Committee. The Proposal is made available to the entire Department and thus should be written as if addressed to a general scholarly audience. That is, the Proposal should be understandable to people who have not been closely following the student's project. Dissertation Proposals are kept as reference for future students, so students may want to write their proposals with future readers in mind.

Students should avail themselves of the successful proposals that are on file on the Department wiki. Requirements have changed over the years, however, and each student's project is unique. The Dissertation Proposal is necessarily a work of speculation, insofar as it attempts to describe something that has yet to be realized. There would be little point in writing a dissertation whose conclusions were available before the research had been undertaken. Nevertheless, clarifying one's goals—both the hunches and especially, the overarching questions--and assessing the resources required for their attainment before immersion in the details of research are invaluable. A coherent Proposal is, moreover, indispensable in applying for fellowships within the university and from external funding agencies.

The Proposal Defense is generally closed to observers, but can, in consultation between the student and their committee, be made open to Department faculty and students. The Defense is an important occasion for the student and the Committee to engage in collective reflection on the project—its promise, possible difficulties, and ways of addressing them.

The outcome may be a simple "Pass," a conditional "Pass" with modifications, clearly stipulated (not requiring another hearing), or a request to resubmit for another hearing. The student should make sure that the Department Administrator receives the signed and completed Dissertation Proposal Form as well as the accepted Dissertation Proposal.

## **Dissertation Proposal Procedure**

### **Forming the Committee**

Form Committee of qualified faculty members and discuss any likelihood of a Committee member's absence.

Inform the DA, so that approval can be obtained from the Chair

If any changes are made in your Committee, inform the Department in writing and secure the approval of the Department Chair. (via email is ok, but you must secure a written response approving the change)

### ***At least 4 weeks in advance of Proposal Defense***

Set the date and time for your defense with your Committee and schedule a room with the DA.

Provide a draft of the Proposal with the working title of your Dissertation to the DA and have a Dissertation Proposal Form filled out. An announcement is made to all members of the Department that the Proposal is available to be read. In consultation with the student, the Proposal Defense date is announced.

Ensure academic requirements are complete, confirm completion of requirements for candidacy, including language requirements.

### **Day of Proposal Defense**

Provide a final copy of your dissertation proposal to the DA in electronic copy (may be submitted prior to the defense, but should match the copy used at your Defense).

Make sure the DA receives the signed Dissertation Proposal Form from the Committee Chair after the Defense.

## **PH.D. DEGREE REQUIREMENTS**

### **Requirements:**

- *Admission to Candidacy*
- *Defense of the Dissertation*

### **Admission to Candidacy**

Once the student has passed the Dissertation Proposal hearing, and all MA requirements have been met, the Department will certify that the student has met all the requirements for Admission to Candidacy (all requirements for degree with the exception of the dissertation). The Department Administrator will submit paperwork to the Dean of Student's office recommending that the student be admitted to candidacy for the PhD degree (this status is sometimes known at "ABD – All But Dissertation"). The Admission to Candidacy date is listed on the student's transcript, and renders the student eligible for dissertation completion fellowships.

**Students must reach ABD status before the start of their 6<sup>th</sup> year per divisional policy.**

### **The Defense of the Dissertation**

The Dissertation Committee will set a date for the oral defense of the dissertation in an open examination.

*At least three weeks* in advance of the Dissertation Defense a complete electronic copy of the dissertation draft must be submitted to the Dissertation Committee. Also, a 1- to 3-page Abstract of the dissertation must be filed with the Department Administrator which will be available for inspection by faculty and students. At this time the student should have the Department Administrator, schedule the defense, reserve a room, and prepare a divisional Report of Final Examination form. The Dissertation Defense is usually open to the public. It will be announced to the entire Department and placed on the Divisional calendar.

**Ideally all Committee members are physically present for the Dissertation Defense.** If the absence of a Committee member is unavoidable, the student must notify the DA and the Department Chair to discuss logistics for remote attendance.

Upon successful completion of this examination the Department Chair will certify to the Division that all Departmental requirements have been met, and will recommend the awarding of the Ph.D. degree.

## **Dissertation Defense Procedure**

### ***At least 4 weeks in advance of proposed Defense***

Set the date and time for your Defense with your Committee. If you plan to graduate in the same quarter as your Defense be sure you fully understand the deadlines set by the Dissertation Office at <http://www.lib.uchicago.edu/e/phd/>  
See also “Applying for the Degree” below.

Inform the DA of the date and time of your defense in order to schedule a room, and to get approval from the Department Chair.

### ***At least 3 weeks before the date of Defense***

The following items must be submitted:

- Complete Draft of your dissertation in electronic copy to your Committee
- 1- to 3-page Abstract in electronic copy to Department Administrator

THE DATE AND TIME OF YOUR DEFENSE MUST BE FINALIZED! If it is not finalized by 3 weeks before the proposed date, the date must be moved back accordingly. No exceptions can be made. If a faculty member changes the date after this time, it must be discussed with the Department if the date is less than three weeks in the future.

If your ABSTRACT and COMPLETE DRAFT of your dissertation are not turned in to the Department by 3 weeks before your proposed date of defense, the Defense date must be moved accordingly.

### ***One week before the Defense***

The Department will send out announcements to the entire department advertising the location and time of the Defense. A copy of the dissertation abstract will be available in the Department Office for interested faculty and students.

### ***Following the Defense***

The department will submit the defense paperwork to the Dean of Students office.

You must fulfill all requirements of the Department and the Dissertation Office in submitting your dissertation to the University.

## **SUBMITTING THE DISSERTATION**



The Department follows the guidelines from the University Dissertation Office for submission of the dissertation. These can be found on their website at <http://www.lib.uchicago.edu/e/phd/> . All Dissertations are submitted electronically.

Final edits of the dissertation must be approved by the student's Committee. The Committee may suggest additional formatting guidelines. The Department has no formal formatting guidelines other than what is required by the Dissertation Office.

The student should submit the Dissertation to the Dissertation Office by their draft deadline, because the process of final revision can be time consuming. As soon as their dissertation, or "ETD Submission in Progress," is ready to be approved by the department the student should notify the Department Administrator and send her a **Departmental Approval Form**. The DA can also obtain a copy of the form. The DA obtains the Department Chair's signature, returns the form to the student and the student uploads the completed form onto the ETD Administrator site.

## **APPLYING FOR PH.D. DEGREE**

Start your degree application by informing the DA by the deadline announced by the Dean of Students. Once the DA has informed the Dean of Students, they will contact the student. Requests to submit degree applications after the deadline will be denied.

You must be registered up to the quarter in which you plan to graduate. If you have defended and submitted your dissertation but won't graduate until the following quarter, you don't have to be registered for that quarter.

**Withdrawing a Degree Application** –Students may withdraw the degree application in my.UChicago through the end of the first week of the quarter. After that, students who wish to cancel a degree application must contact the Dean of Students Office at [humdos@uchicago.edu](mailto:humdos@uchicago.edu). Students who cancel a degree application after the fifth week of the quarter will be assessed a cancellation fee regardless of the reason for cancellation.

## **GRADUATE WORKSHOPS**

Graduate workshops are one of the most distinctive features of University of Chicago graduate life, and the various strands of East Asian studies sponsor workshops on an array of topics. Workshops provide the opportunity to try out seminar papers, proposal drafts, dissertation chapters; to discuss the work of a visitor in depth; to read and discuss writing of collective interest. It is an excellent site for exposure to graduate student culture. See <http://cas.uchicago.edu/workshops>

## **STUDENT SOCIAL ACTIVITIES**

Each year one or two graduate students volunteer to represent EALC on the Humanities Division Graduate Student Council (HDGSC) and Dean's Student Advisory Board (DSAB). The application for this position is sent by the Dean of Students Office.

For more information about this leadership opportunity, please contact the Dean of Students Office at [humdos@uchicago.edu](mailto:humdos@uchicago.edu). Students can also review information about the HDGSC by visiting <http://hdgsc.uchicago.edu/>.

## **ENGLISH LANGUAGE FOR INTERNATIONAL STUDENTS**

The English Language Institute at the University of Chicago (ELI) offers a range of English language and intercultural communication programming throughout the calendar year. ELI also offers the AEPP: Academic English Pre-Matriculation Program. New international students are encouraged to take this course the summer before they matriculate, if they feel the need to improve their English. Details on that are at the following link: <http://esl.uchicago.edu/page/academic-english-pre-matriculation-program>

## **RESOURCES**

### **EALC website**

<http://ealc.uchicago.edu> provides information on courses, faculty and students.

### **Center for East Asian Studies** <http://ceas.uchicago.edu>

1155 E. 60<sup>th</sup> Street (Harris School of Public Policy), Room 310 (south elevator), 773-702-8647  
The Center for East Asian Studies (CEAS) is a resource for scholars of East Asia on campus, facilitating research and programming across all departments at the University. Together with its faculty-run committees, CEAS sponsors a variety of activities including colloquia, workshops, conferences, public lectures, film series, cultural events, and other programs that promote understanding of the cultures and societies of China, Japan, and Korea. CEAS administers many funding opportunities for University of Chicago students studying East Asia. The extensive film library at CEAS houses more than 4,000 DVDs from East Asia, available for borrowing by University staff, students, and faculty.

### **Dean of Students Office** Walker 111, 773-702-1552, [humdos@uchicago.edu](mailto:humdos@uchicago.edu)

The Dean of Students is directly responsible for: Funding, Registration, Leave of Absence, Grievance questions and concerns.

The DOS office has an open-door policy for students and its staff is available to help you navigate any issues that may come up during your career as a graduate student at the University of Chicago. If you are unsure as to whether your issue is a Dean of Students issue, you can contact the EALC Department Administrator.

**Humanities – Student Policy Website** <http://humanities.uchicago.edu/current> has extensive information on registration and financial matters with divisional policies for graduate students, including internal and external fellowship information.

### **Humanities Division Website**

<http://humanities.uchicago.edu> has general information on the humanities division as well as a information regarding upcoming events.

### **myUchicago**

my.uchicago is the online gateway for students at the University of Chicago. Students can review holds for registration, confirmation of registration status, address updates, and degree applications.

### **Course Registration**

For registration and class lists go to my.UChicago. If the system will not allow you to register for a particular course, notify the Department Administrator or DGS.

### **Listservs**

#### **Department Graduate Student Listserv:**

[ealcgrad@lists.uchicago.edu](mailto:ealcgrad@lists.uchicago.edu)

For postings directly to graduate students within our department.

**Friends of EALC List serve**

[friendsofealc@lists.uchicago.edu](mailto:friendsofealc@lists.uchicago.edu) announces academic and social events for east Asian scholars in other departments at the University.

**Center for East Asian Studies List serve**

[eastasia\\_outreach@lists.uchicago.edu](mailto:eastasia_outreach@lists.uchicago.edu).

Job postings, seminars, funding, and cultural events are all advertised on this list. Students are automatically subscribed when they enter the EALC program.

***Offices and Organizations***

UChicagoGRAD: <http://students.uchicago.edu/grad/>

**DEAN ON CALL:** 773-702-8181. A University of Chicago administrator is on call 24/7 to give guidance and support in case of emergency.

**CAMPUS POLICE:** 123 or 773-702-8181

**Student Wellness:** <https://wellness.uchicago.edu/>

840 E. 59th Street, (773) 834-9355; Nurse Line (773) 834-9355

The Student Counseling Service (SCS) provides mental health care to University of Chicago students. This care includes needs assessment, psychotherapy, psychiatric consultation, academic skills assessment program, support groups, referrals, emergency services, and health promotion and wellness programs. 840 E. 59<sup>th</sup> St.; 773-834-9355

**Career and Placement Services** <https://careeradvancement.uchicago.edu/>

Hosts workshops throughout the year. They can assist with CVs, job talks, teaching statements and cover letters for job searches. 773-702-7040

**Office of International Affairs** <https://internationalaffairs.uchicago.edu/>

1427 E. 60<sup>th</sup> St., Rm 251, Chicago, IL 60637 (2<sup>nd</sup> Fl of Press Building.) 773-702-7752.

Works with International Students at the University of Chicago on immigration issues. If you need a letter of invitation to invite a family member to visit, they have a request form on their website.



## **CONTACT INFORMATION**

### **East Asian Languages and Civilizations**

Office Location: Wieboldt Hall 301

Mailing Address: 1050 E. 59<sup>th</sup> St. Chicago, IL 60637

Phone: 773-702-1255; Fax: 773-834-1323; Email: [ealc@uchicago.edu](mailto:ealc@uchicago.edu)

**Department Administrator**, Dawn Brennan, [dbrennan@uchicago.edu](mailto:dbrennan@uchicago.edu), (773) 702-1255

**Department Assistant**, Brianna Considine, [bconsidine@uchicago.edu](mailto:bconsidine@uchicago.edu), (773) 773-8429

**Department Chair**, Hoyt Long, [hoytlongr@uchicago.edu](mailto:hoytlongr@uchicago.edu), (773) 702-8533

**Director of Graduate Studies**, Paola Iovene, [iovene@uchicago.edu](mailto:iovene@uchicago.edu), (773) 834-1847

**EALC Director of Chinese Language Programs**, Jun Yang, [yangj@uchicago.edu](mailto:yangj@uchicago.edu), (773) 834-1713

**Director of Japanese Language Program**, Hoyt Long, [hoytlong@uchicago.edu](mailto:hoytlong@uchicago.edu), (773) 702-8533

**Director of Korean Language Program**, Ji Eun Kim, [jieunk@uchicago.edu](mailto:jieunk@uchicago.edu), (773) 834-4683