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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.

2018-19
Department Chair, Jacob Eyferth
Director of Graduate Studies, Hoyt Long
Director of Undergraduate Studies, Judith Zeitlin

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 both M.A. and Ph.D. degrees, although the M.A. degree is usually viewed as preparatory to doctoral studies. 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 an oral and written 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

1st and 2nd years: Incoming students will be assigned to an adviser for their first and second years 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. If meeting with their adviser is impossible, students should meet with the DGS.

3rd 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 Chair of the Exam Committee will be considered the student’s adviser.

Every year until graduation: Students contact their primary adviser at least once per quarter.

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. Communication with the Chair can be done through the Department Administrator.

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 requirements.
REGISTRATION AND RESIDENCY

Residency System
The University uses a system of continuous registration based on the student’s date of enrollment in the PhD program. The residency system is primarily used for billing, registration and eligibility for University services. The years of residence relate to the year the student entered the program and do not reflect completion of requirements. Students may take courses for credit throughout their residency.

The old residency system for PhD students distinguished between “Scholastic Residence” (years 1 to 4) and “Advanced Residence” (year 5 and above). Starting in 2016-17, PhD students are registered in a single system referred to simply by the year of study (e.g., PhD1, PhD2, PhD3). The terminology Scholastic Residence and Advanced Residence will no longer be used.

Since the elimination of Extended Residence in 2013, PhD students have been permitted to register for up to 12 years from matriculation. Effective this coming academic year, students entering a PhD program in 2016-17 and beyond will be subject to a University-wide 9-year limit on registration. Students who have not defended by year 9 may petition to be readmitted for the quarter in which they defend their dissertation. They are however not eligible for any student privileges after year nine. Students who entered a PhD program prior to summer 2016 will continue to be allowed to register for up to 12 years from matriculation.

Currently, students in years 5-12 of their PhD programs are not allowed to apply for personal leaves of absence. Starting in 2016-17 academic year, students at any stage of their PhD program may take a personal leave of absence with the approval of their dean of students. Also, a new leave of absence status will allow students to apply for leaves of absence of up to three years to pursue another degree that is integral to their PhD.

Pro Forma is a status students apply for when they wish to conduct research or language study away from Chicago. At the student’s choice Pro Forma can “stop the clock” on funding only, not on chronological years in the program. This means a student’s stipend and teaching obligations can be postponed, but years toward PhD Candidacy are not. Delays in reaching PhD Candidacy due to a Pro Forma year can adversely affect the fourth-year summer stipend and insurance in years six and seven. Visit the Dean of Students Office for more information.

Registration
Registration is conducted at the beginning of fall quarter and during the 8th 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 care center, etc.) are not permitted to register. 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 10-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.

As of autumn, 2016, 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 4th 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, at the time of the annual spring review, be advised to withdraw 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[egistered]. 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, 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 by September 1 prior to the subsequent academic year. Incompletes may not be carried from one academic year into the next.** Students will be asked to show evidence of completion before the beginning of autumn quarter. A grade on the transcript is ideal, but submission of the paper to the faculty member may suffice.
If the incomplete has not been settled, the student must discuss the situation with their adviser and the relevant instructor and arrive at a timeline for completion. The timeline, signed by the student and the adviser, will be placed in the student's file and removed when the incomplete is redeemed. Failure to comply, and/or the accumulation of incompletes, 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, for failing to redeem them as agreed upon, for failure to schedule an annual advisory meeting during candidacy, or poor performance in course work. Upon receiving written notice from the Director of Graduate Studies, the student, in consultation with their adviser and the DGS, should draw up a timetable for correcting the problems in question. Depending upon the nature of the case, failure to comply may result in the student's being required to take a leave of absence in order to complete the necessary work or, in some cases, dismissal 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 gives students an opportunity to express in writing their own 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.

**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 concerns with incompletes or deadlines. Although the faculty may personalize letters, many students will receive a standard letter notifying them that they have satisfactorily passed the review and reminders of department policy. 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.
Mentored experience in teaching is an important component of graduate student life. All students in EALC who have matriculated after 2007 have fellowship packages that involve five units of teaching service obligation. This obligation breaks down as follows:

third year—1 teaching unit = 1 Course Assistantship (CA) or 2 Language Assistantships (LA) (CA is the same thing as TA. We use CA because that is the term the College uses.)

fourth year—2 teaching units = CAs, LAs or Writing Program jobs

fifth year—2 teaching units = 2 CAs, 2 Writing jobs, or 1 Lectureship

This timeline is mandatory; any deviations from it must be approved in advance by the Dean of Students.

**3rd and 4th-Year Course Assistantships**

**Humanities Core Internships** and **Little Red Schoolhouse Lectorships** are worth 1 teaching unit (equivalent to a CAship). To qualify for these positions you must apply to the U. of C. Writing Program in February preceding the year you want to CA. Get information and application at [http://writing-program.uchicago.edu/jobs/index.htm](http://writing-program.uchicago.edu/jobs/index.htm). **Students are urged to get this training and seek these positions.**

The department has the right to employ students where they are needed most. This usually means in language instruction. However, the department will make every effort to find students an opportunity to CA for a content course before embarking on a Lectureship. **The student is expected to take an active role in obtaining suitable positions.** Students should discuss their teaching responsibilities with their adviser, the DA and the DGS the spring previous to the year of the teaching requirement.
5th-Year Teaching
In most cases this will be fulfilled much like in the fourth year, with CAship, Writing Program jobs, or the Preceptorship. Fifth year is generally considered too soon to handle a stand-alone lectureship, although students who have advanced to candidacy and have taken the two-day Workshop on Teaching in the College at the Center for Teaching and Learning (offered every year in September) may propose a stand-alone course for review by department faculty.

BEYOND THE 5TH YEAR
The College funds a Preceptor position available to advanced PhD Candidates. The Preceptor is employed for the entire academic year, and works as a writing coach for all undergraduates who are writing a B.A. Paper for the EALC major.

Advanced students may work in any teaching capacity that has funding from sources other than GAI.

Lectureships
Students wishing to teach a stand-alone course in the College, whether to fulfill a GAI requirement or not, must submit the course title, a one-paragraph description, and a preliminary syllabus to the Department faculty at the in Winter Quarter preceding the year in which they propose to teach. No course will be allowed to proceed without faculty approval. The College has final approval of all undergraduate course proposals, so a course should be designed to have a reasonably broad appeal that will likely attract at least ten students.

Departmental preference will be given to course proposals that fit in with courses fulfilling the EALC majors requirement:
EALC 10500, 10600 or 10700 series, “Topics in EALC.”

Lectureships are not guaranteed by EALC. While the department will make every effort to provide this experience to every student, such opportunities are affected by factors outside the Department’s control.

Students should investigate Lectureship opportunities outside of EALC. You can apply to teach Humanities Core Lectureships here: https://college.uchicago.edu/academics/apply-humanities-core-lectureships. This is an excellent opportunity.
Various departments and committees, such as Gender Studies and International Studies, offer competitive teaching grants.

PLEASE BE AWARE THAT YOU MAY NOT TEACH WHILE HOLDING CERTAIN DISSERTATION WRITING GRANTS. When you’ve received a grant, whether from CEAS, the Division or elsewhere, be sure to check for such restrictions.

Teaching Instruction
The Center for Teaching and Learning offers a variety of one-day programs throughout the year on such topics as leading discussion, preparing syllabi, and grading. The Center sponsors an annual two-day training session of lectures and workshops shortly before the start of the academic year. Students preparing to teach for the first time at the University of Chicago are strongly encouraged to enroll in this session. See http://teaching.uchicago.edu. The Graham School of Continuing Education also provides teaching opportunities, but these do not fulfill GAI requirements. See https://grahamschool.uchicago.edu/.
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. The student may choose to alter the course of his/her studies by going abroad to further language study or conduct research. Pro-forma status may be an option for the student during this period. Pro-forma and formal leave-of-absence must be approved by the Division in accordance with University policy.

Money for conferences and workshops
Students are encouraged to actively participate in conferences. The Dean of Students Office will fund conference travel up to $400 if the student is presenting a paper or having a job interview. 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 writing and research
CEAS offers grants for travel for research as well as grants for writing the dissertation. There are also at least five Humanities Divisional awards for dissertation write-up. PLEASE NOTE: the purpose of a dissertation writing grant is to finish the dissertation; therefor, such a grant is the last award students can get from the University. Many of these writing grants restrict the recipients from teaching during the year they hold the grant.

<table>
<thead>
<tr>
<th>Year</th>
<th>Focus</th>
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<tbody>
<tr>
<td>Summer before year 1</td>
<td>language study</td>
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| 1 & 2 | language study and coursework; complete M.A. requirements
Students are encouraged to spend summers in intensive language study of their second East Asian language. This is also a good time to take a year to enhance mastery of their primary language and to gain experience living in Asia. |
| 3 | 1 unit teaching service; prepare for and take Qualifying Exams (usually spring quarter); dissertation proposal preparation (by end of summer)* |
| 4 | 2 units teaching service; Dissertation Proposal Defense and Admission to Ph.D. Candidacy; apply for internal and external travel and dissertation writing grants; qualifying exams should be taken no later than winter quarter of fourth year. If you do not reach Ph.D. candidacy in the spring quarter of your fourth year you will be ineligible for your fourth summer stipend. |
| 5+ | 2 units teaching service; research; apply for internal and external travel and dissertation writing grants in spring before final, write-up year. Students should exhaust all opportunities for writing grants administered through CEAS before applying for Divisional Dissertation Writing Fellowships. If you reach PhD candidacy by the end of your fifth year you are eligible to be covered for two more years of student health insurance |
| 7+ | job applications |
PROGRAM REQUIREMENTS

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

MASTER’S DEGREE REQUIREMENTS

SUMMARY

Course Requirement:
Complete 18 courses, with no outstanding incompletes, 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

Directed Translation for a letter grade

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 and/or entrance examination.

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, and 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.

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

In cases of terminal MA degrees 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. Being granted an M.A. degree is optional: students can simply continue directly with their Ph.D. requirements. However, we encourage students to receive the M.A. degree because its appearance on one’s transcript before finishing the Ph.D. program can sometimes be useful for academic opportunities outside the University.

Course Requirement
All full-time students must take 18 courses (9 per year including language courses) during their first two years of Scholastic Residence, one of which must be EALC 65000 (Directed Translation); no more than 2 courses may be taken for an "R" or “P" grade. (Please refer to “Grading” p. 5)

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. This requirement cannot be modified. Students who entered with an M.A. from another institution with coursework in a second East Asian civilization may petition the Director of Graduate Studies to have one or two of the courses accepted in fulfillment of this requirement. These courses cannot be taken for R or P.

All work for incompletes must be submitted to the relevant instructor/s by September 1 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 during their first two years of scholastic residence. 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 her/his 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 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

- All M.A. requirements met
- 2nd 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 on the EALC wiki: https://wiki.uchicago.edu/display/ealc/EALC+Home

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 student. 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, normally taken on consecutive days, with four hours per field. 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, approval must be obtained from the Department Chair to allow the committee member to attend electronically. The student is responsible for obtaining this approval and for working out the logistics of electronic attendance. No more than one Committee member may be absent from an oral exam.

This Examination is open only to the student and their Examination Committee. Grades in either section will be High Pass, Pass or Fail. 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 section 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 work in the Department.

Qualifying Exams Procedure

Forming the Committee
Approach faculty to serve on your committee and secure their participation. The Chair of the Committee should 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. 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 Chair and get his or her approval to have that Committee member attend the oral exam electronically. If more than one of the committee members will be out of town, the student should arrange a different time when at least two of your committee members will be on campus.

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.
☐ If you have not received the email by the arranged time, call the DA at 702-1255 to make sure it is not due to technical difficulties, such as the DA zoning out.
☐ After each exam email your answers to the DA who 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.
Ideally the dissertation proposal is defended and Ph.D. Candidacy attained by the end of the fourth year. If not attained by this time the student forfeits their fourth summer stipend. 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. In some cases, the student may choose to ask a non-EALC faculty member to chair his/her committee. In this case, the student should secure an EALC faculty member as a co-chair.

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 wiki: https://wiki.uchicago.edu/display/ealc/EALC+Home.

This Proposal should be written in close consultation with each member of the Ph.D. Dissertation Committee. On the other hand, the Proposal is made available to the entire Department and 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 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 first 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.

Clear any incompletes, 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 certain dissertation writing fellowships.

The Defense of the Dissertation
With agreement of the Dissertation Committee, the Department Chair 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, with approval of the Department Chair, schedule the defense, reserve a room, request a Dean’s representative, and prepare a divisional Report of Final Examination form. The Dissertation Defense is open to the public. It will be announced to the entire Department and placed on the Divisional calendar.

All Committee members must be physically present for the Dissertation Defense. In cases of extreme emergency a Committee member may petition the Chair of the Department to attend the Defense electronically. The student must notify the DA and the Department Chair to discuss logistics for absentee communication, and to understand what the student is responsible for. However, this should be avoided at all costs. If a Committee member has stopped working at the University and no longer resides in the Chicago area, the student and his Committee should make every effort to schedule the Defense when the Committee member is in town. If that cannot be done, the student must consult with the Department Chair prior to making any financial arrangements for attending the Defense (even if the arrangements have been suggested by the student’s Dissertation Committee).

In addition to the Dissertation Committee, a Dean's representative from outside the Department will attend and report on the examination to the Dean of the Division of the Humanities. 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/](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. This date allows for arrangements with the Dean of Students office for an outside representative. If a faculty member changes the date after this time, it must be discussed with the Department and Dean of Students 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.

*At least 2 weeks before the Defense*

The DA will contact the Dean of Students office to arrange for a Dean’s representative.

*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. Once the Dissertation Office receives your Dissertation draft, it emails the draft to the Department. The Department checks over the Dissertation, and upon approval, the Department Chair signs a Departmental Approval Form that is generated by the Dissertation Office. Once the signed form is delivered to the Dissertation Office, the draft is checked for University-wide formatting requirements.

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, someone from that office will contact the student about the next move. 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 Associate Dean of Students. 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 at the Humanities Division Graduate Student Council (HDGSC). Electing a Representative is the responsibility of the EALC graduate student body. Traditionally this job goes to a second-year student. It is the Representative’s responsibility to present a budget each quarter to the HDGSC in order to obtain money for the quarter for graduate student social activities. If the Representative does not show up to the quarterly budget meeting the department will not receive any funds from HDGSC and therefore cannot sponsor any social events. The Representative must also keep track of spending and close out the account each quarter.

Traditionally HDGSC funds are used to host between two and four lunches per quarter for graduate students and faculty, open to anyone interested in East Asia. The catering, announcement, and clean-up of these lunches are the responsibility of the Representatives and other graduate student volunteers. “Pub Nights” are also a popular way to spend HDGSC funds. Along with good food, drink and conversation these events provide students the opportunity to meet colleagues in East Asian studies from across disciplines and years of residence.

For more information on the HDGSC visit 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. 60th 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, 702-1552
The Dean of Students is directly responsible for: Billing issues, Registration issues, Residency decisions (Pro-Forma, Leave of Absence), Stipend Check Distribution, Funding questions/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 Dean of Students Website and Calendar http://humanities.uchicago.edu/current has extensive information on registration and financial matters with divisional policies for graduate students. Their calendar is the most complete source of divisional deadlines. Also linked to this site is the grants and fellowships office for the humanities division. Information and deadlines for internal and many external fellowships are available on their site.

Humanities Division Website and Calendar http://humanities.uchicago.edu has general information on the humanities division as well as a division-wide calendar with events and deadlines of interest to the divisional community.

myUchicago
is the online gateway for students at the University of Chicago. A few of the uses: holds for registration, confirmation of registration status, address updates, degree application.

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.

Canvas
https://acadtech-res.uchicago.edu/canvas/whichlogin/ Canvas is the online course web system for the University of Chicago.
**List serves**

**Department Graduate Student List serve:**
ealcgrad@lists.uchicago.edu
For postings directly to graduate students within our department.

**Friends of EALC List serve**
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.
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**
Information on campus organizations and offices can be found online through the graduate and professional student gateway. http://students.uchicago.edu/grad/

**DEAN ON CALL:** 773-834-4357 (HELP). A University of Chicago administrator is on call 24/7 to give guidance and support in case of emergency.

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

**Student Heals and Counseling Services Center** http://healthcare.uchicago.edu/
860 E. 59th Street, R100 (Goldblatt Pavilion Entrance), (773) 702-4156
Nurse advice line/After Hours (773) 702-1915

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. 5555 S. Woodlawn Ave., 773-702-9800.

**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. 60th St., Rm 251, Chicago, IL 60637 (2nd 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. 59th St. Chicago, IL 60637
Phone: 773-702-1255; Fax: 773-834-1323; Email: ealc@uchicago.edu

Department Administrator, Dawn Brennan, dbrennan@uchicago.edu, (773) 702-1255

Department Assistant, Rebeca Valencia, rvalencia@uchicago.edu (773) 702-8549 (part time)

Department Chair, Jacob Eyferth, Eyferth@uchicago.edu (773) 834-1710

Director of Graduate Studies, Hoyt Long, hoytlong@uchicago.edu (773) 834-1710

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

Director of Japanese Language Program, Harumi Lory, hlory@uchicago.edu, (773) 834-1796

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