

GRADUATE HANDBOOK

The Department of Comparative Literature and Intercultural Studies of the University of Georgia offers a Master of Arts (MA) and a Doctor of Philosophy (PhD) degree. In both programs, students have the primary responsibility, in consultation with their major professor and other faculty members, to plan the course work and otherwise to fulfill the requirements for the degree. In doing so students will take courses in the Department and in other departments, will read beyond the course requirements to obtain adequate background for their studies, and will conduct independent research in the writing of the thesis or dissertation.

This handbook has been prepared by the faculty of the department to aid graduate students working toward the MA and PhD degrees. Every effort has been made to clarify departmental requirements for each degree. In addition, the handbook describes the most important requirements of the Graduate School. It is the responsibility of the student to become familiar with all the regulations of the Graduate School by carefully reading the online Graduate Bulletin and by consulting, if necessary, with representatives of the Graduate School. The department stands ready, through the graduate coordinator, the head, and the individual faculty members, to aid and advise students at each step of the program. In particular, students are invited to consult with faculty members about course plans and course content.

The department will consider requests from students for the waiver of any specific requirement in the handbook. Any such request should be submitted in writing to the graduate coordinator and should include a clear and detailed explanation of the circumstances justifying the waiver. If possible, the request should be accompanied by a letter of support from the student's major professor. Approval of such requests requires a 2/3 vote of the graduate faculty.

Students are responsible for obtaining and filling out a number of forms as they progress through their graduate program. Forms can be downloaded from the Graduate School website. The following steps will guide you through the current process of accessing, filling out, and filing electronic forms:

1. Go to the Graduate School website: <http://grad.uga.edu/>
2. Click on "Current Students" and then on "Forms"
3. Choose the form you need and follow those specific instructions

APPLICATION

Application for admission into either the MA or the PhD program for the following academic year, and for financial aid, should be received by January 15. A complete application includes: a) the application form and fees and all transcripts, which are submitted to the Graduate School; submission of GRE score reports are optional, but recommended in the case of applicants who wish to compete for university-wide grants; b) a CV, a statement of purpose of 2-3 pages, and a writing sample of 12-15 pages; c) 3 letters of recommendation, which may either be uploaded through the Graduate School once the application is received, or sent directly to the attention of the graduate coordinator, Department of Comparative Literature and Intercultural Studies; d) a personal interview, conducted by a Zoom call. The Graduate School also requires foreign applicants to submit TOEFL scores and a statement of financial certification. Under exceptional circumstances applicants may be admitted at mid-year, but in such cases students are unlikely to receive any financial assistance.

FUNDING

Selected applicants are nominated by the Department for the highly competitive Presidential and other Graduate School fellowships. The Graduate School makes a small number of Dissertation Completion Awards on a competitive basis for the final year of doctoral study. It has also made small awards available, on a competitive basis, for research and travel to conferences.

The Department of Comparative Literature and Intercultural Studies awards Teaching Assistantships.

Application for these assistantships should be made to the head of the department. The deadline for application is December 1 for awards beginning fall semester of the following academic year. Students holding assistantships of any kind must register for at least 12 hours per semester (9 hours during the summer). The department will normally provide a maximum of two years of support for the MA and five years of support beyond the MA for the PhD. Teaching Assistants are expected to make satisfactory progress toward the degree, and to obtain satisfactory reviews of their teaching performance in order to expect continued support. Teaching Assistantships are awarded through open competition among all applicants. Support in any one year is therefore not a guarantee of continued support in the future.

The Graduate School also offers a limited number of Regents' out-of-state tuition waivers for students not on assistantship.

MASTER OF ARTS

The department considers applicants with a BA degree (or its equivalent) in Comparative Literature or one of the individual languages and literatures. Applicants in related fields in the humanities and social sciences, such as anthropology, art history, environmental studies, film studies, history, international affairs, linguistics, music, philosophy, political science, psychology, religion, sociology, and women's studies, who demonstrate a strong interest in literary and interdisciplinary studies, as well as highly-motivated, highly-qualified candidates from other disciplines, such as international business, law, journalism and education, who demonstrate a strong interest in intercultural studies will also be considered.

MA COURSE REQUIREMENTS

A minimum of 30 credit hours is required, distributed as follows:

- I. 15 hours of graduate CMLT courses
- II. 9 hours of graduate courses appropriate to the student's program of study in other literature and related departments (e.g., Anthropology, Art History, Drama, History, Philosophy, Women's Studies)
- III. 3 hours of additional graduate credit
- IV. 3 hours of CMLT 7300 (Thesis).

Category I must include 6 hours distributed as follows: 3 hours of CMLT 8001 (Seminar on Comparative Methods), and 3 hours of CMLT 8040 (Seminar on Translation), each of which is offered in alternating years.

Credit for CMLT 8980 (Independent Study) and CMLT 7300 (Thesis) may not be counted in category I. All students must enroll for 3 hours of CMLT 7300 the semester in which they are to receive their degree.

At least 3 hours of credit in category II must come from a course in which substantial use of a foreign language is required, as opposed to courses in English or those involving literature primarily in translation. Students whose native language is not English may not satisfy this foreign language course requirement by courses in their native language, but may do so by courses in the English department or courses in other departments using English translations.

The additional course in category III may be in CMLT, another literature, or a related field in the humanities or social sciences that is relevant to their individual program of study (e.g. art history, music, film, history, international affairs, international law, international business, international education and journalism, linguistics, philosophy, psychology, religion, sociology, anthropology).

For MA students, the Graduate School requires that 12 hours of credit be in courses open only to graduate students, exclusive of research (7000) and thesis writing (7300). A maximum of 6 hours of 7000 may be applied toward the 30-hour requirement.

All new graduate students, both MA and PhD, are required to take a one-unit GradFIRST seminar, in either fall or spring semester of their first year.

All new TA's are required to take the teaching practicum, GRSC 7770, which cannot be counted toward the required 30 credit hours.

The Graduate School requires that students maintain at least a 3.0 average in all courses taken for the degree. Credit will not be awarded for any grade lower than a "C".

These are minimum course requirements for the degree. Students are encouraged to take additional courses, including courses in related fields and extra independent study, but such additional course work will not count toward the minimum requirements. Courses beyond the minimum MA requirements may eventually be counted toward the PhD degree, even if they are taken before the MA degree is awarded.

SELECTION OF ADVISORY COMMITTEE AND MAJOR PROFESSOR

During the second semester of residence students should select an advisory committee of three members, including a major professor who serves as advisor. In accordance with Graduate School policy, the committee is appointed by the Dean of the Graduate School upon the recommendation of the graduate coordinator. Students should participate in the process of selecting faculty members with appropriate areas of interest. It is the duty of the major professor to act as the student's general academic advisor and to direct the thesis. The major professor will normally be a full-time member of the Comparative Literature and Intercultural Studies faculty at the rank of assistant professor or higher. In exceptional circumstances a student may petition to have a major professor from another department, to be approved by the Comparative Literature and Intercultural Studies graduate faculty. In such cases the other two members of the committee must be from the Comparative Literature and Intercultural Studies department.

PROGRAM OF STUDY

By the start of the semester in which they expect to graduate students must submit a program of study listing the 30 hours of minimum course requirements, including 3 hours of 7300. The program of study must be approved by the student's major professor, committee members, and the graduate coordinator.

RESIDENCE AND TIME LIMIT

The minimum residence requirement is two semesters which do not have to be consecutive. All requirements for the MA must be completed within six years, beginning with the first registration for graduate courses on the program of study. An extension may be granted only for conditions beyond the control of the individual.

LANGUAGE REQUIREMENTS FOR THE MA

Candidates for the MA are required to pass a proficiency exam in at least one foreign language relevant to their individual program of study and, specifically, to the topic of their thesis. The exam requires an acceptable translation into idiomatic English of a passage of prose or verse in that language. The proficiency exam is administered by a faculty member of the department who works in the respective language, and who will be the sole judge of the acceptability of the translation. The exam is to be taken without the use of a dictionary (electronic or other) or access to the internet. Students are urged to take these language exams at the earliest possible date. Proficiency in a foreign language may also be satisfied by a letter from the professor of a graduate course taken in that foreign literature. Working knowledge of a second language related to the candidate's specific research program, although not required, is highly desirable and can be demonstrated by inclusion of bibliography and citations in the original language, incorporated in a candidate's written work such as the MA thesis.

MA EXAM

The MA exam is an hour-long oral exam, based on a general reading list of influential literary and other works, representing a balanced combination of African, Asian, Western, and multicultural literature. To this general reading list, students shall add works directly relevant to their research, in consultation with, and subject to the approval of, their MA advisory committee. (See sample reading lists on file in the departmental office). The exam should be taken in the second year of residency. In the event of failure, the advisory committee may permit a student to retake the exam once, the following semester. No more than one re-examination shall be given.

MA THESIS

Candidates for the MA are required to write a thesis on a comparative topic and pass a 30-minute oral final examination on their thesis.

The MA thesis should demonstrate the student's ability to employ research methods and critical skills in the study of literary and other texts in several cultural traditions. The major professor must agree to direct the thesis and approve the topic. Unlike the PhD dissertation, the thesis is not necessarily expected to be an original contribution to the general body of knowledge in the discipline.

Before beginning the thesis, students must submit a prospectus describing briefly the nature, scope, organization, and purpose of the thesis. The prospectus must be approved by the major professor and the other members of the advisory committee. Students should consult with their major professor as well as the other members of the advisory committee in the process of writing the thesis. After the major professor has approved the thesis, it is given to the other members of the advisory committee for final evaluation.

Instructions regarding the format and electronic submission of the thesis are available from the Graduate School. It is the responsibility of candidates to make themselves aware of these instructions and to meet all deadlines set by the Graduate School for the receipt of the degree in a given semester.

FINAL EXAMINATION /DEFENSE OF THESIS

The final oral exam, or defense, consists of thirty minutes of questioning on the thesis by the advisory committee. The date of the exam will be arranged by the major professor in consultation with the other members of the advisory committee. At least seven days must pass between the day on which the arrangements for this exam are first specified and the day on which it is actually held.

DOCTOR OF PHILOSOPHY

Under normal circumstances the department admits to the doctoral program only qualified students with an MA degree (or its equivalent) in Comparative Literature and Intercultural Studies, or in one of the individual languages and literatures, or in a related field in the humanities and social sciences.

PHD COURSE REQUIREMENTS

A minimum of 30 credit hours are required beyond those required for the MA, distributed as follows:

- I. 18 hours of graduate CMLT courses
- II. 9 hours of graduate courses appropriate to the student's program of study in other literature and related departments (e.g., Anthropology, Art History, Drama, English, History, Philosophy, Women's Studies)
- III. 3 hours of CMLT 9300 (Dissertation).

Category I must include 6 hours distributed as follows: 3 hours of CMLT 8001 (Seminar on Comparative Methods), and 3 hours of CMLT 8040 (Seminar on Translation), each of which is offered in alternating years.

No more than 3 hours of CMLT 8980 (Independent Study) may be counted in category I. All students must enroll for 3 hours of CMLT 9300 the semester in which they are to receive their degree.

At least 6 hours of credit in category II must come from courses in which substantial use of a foreign language is required, as opposed to courses in English or those involving literature primarily in translation. Students whose native language is not English may not satisfy this foreign language course requirement by courses in their native language, but may do so by courses in the English department or courses in other departments using English translations.

For PhD students, the Graduate School requires that 16 or more hours be in 8000- and 9000-level courses in addition to research (9000) and dissertation writing (9300).

All new graduate students, both MA and PhD, are required to take a one-unit GradFIRST seminar, in either fall or spring semester of their first year.

All new TA's are required to take the teaching practicum, GRSC 7770, which cannot be counted toward the required 30 credit hours.

The Graduate School requires that students maintain at least a 3.0 average in all courses taken for the degree. Credit will not be awarded for any grade lower than a "C".

SELECTION OF MAJOR PROFESSOR AND ADVISORY COMMITTEE

By the end of the third semester of course work, PhD students, in consultation with the graduate coordinator, should choose an advisory committee consisting of a major professor and at least two other members, all of whom must be on the Graduate Faculty. The advisory committee may remain unchanged during a student's entire doctoral program, though changes in the original committee will sometimes be necessary. It is most important that those who serve on the advisory committee when the dissertation research is undertaken be faculty members knowledgeable in the areas of the student's research. The major professor will normally be a member of the Comparative Literature and Intercultural Studies faculty. In exceptional circumstances a student may petition to have a major professor from another department, to be approved by a majority of the Comparative Literature and Intercultural Studies graduate faculty. A student may also choose to have co-chairs of the advisory committee who serve jointly as major profes. A total of two members of the advisory committee must be part of the Comparative Literature and Intercultural Studies faculty. There may be one external member, not affiliated with the University, on the advisory committee. A dissertation must be accepted by two of the three committee members, if there are only three members; and by at least three committee members, if there are additional or outside members.

The advisory committee, in consultation with the student, is charged with planning the student's program of study. It is also charged with approving the program of study, arranging the comprehensive written and oral examinations, approving the prospectus for the dissertation, approving the completed dissertation, and approving the defense of the student's research. The committee should advise the student of required research skills and other requirements.

PROGRAM OF STUDY

The program of study is submitted to the Graduate School and requires the approval of the student's advisory committee and the graduate coordinator. It must be submitted prior to notification of the comprehensive examinations. It must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum course requirements.

RESIDENCE AND TIME LIMIT

At least two consecutive semesters of full-time course work must be spent in resident study. A maximum of six full academic years shall be permitted from the time of the student's first semester in the PhD program up to admission to candidacy. A maximum of five full academic years shall be permitted for the writing of the dissertation. Progress toward the satisfaction of minimal PhD course requirements shall be at a rate of at least 3 hours per semester in residence until the requirements are satisfied.

LANGUAGE REQUIREMENTS FOR THE PHD

Candidates for the PhD are required to pass proficiency exams in at least two foreign languages, relevant to their individual program of study and, specifically, to the topic of their dissertations. The language exams require an acceptable translation into idiomatic English of a passage of prose or verse in those languages. A student who has passed a fluency exam in a language for the MA will be considered to have also passed it for the PhD. The proficiency exams are administered by a faculty member of the department who works in the respective language, and who will be the sole judge of the acceptability of the translation. At least one exam is to be taken without the use of a dictionary (electronic or other) or access to the internet. Proficiency in a foreign language may also be satisfied by a letter from the professor of a graduate course taken in that foreign literature (not a reading knowledge course), or proof of a successful study-abroad term in the corresponding language. In no case shall the PhD comprehensive exams be arranged, or a student be admitted to candidacy, before all language requirements are satisfied. Working knowledge of a third language related to the candidate's specific research program, although not required, is highly desirable and can be demonstrated by inclusion of bibliography and citations in the original language, incorporated in a candidate's written work such as term papers, written exams, or doctoral dissertation.

PHD COMPREHENSIVE EXAMINATIONS

The PhD exams call upon students to demonstrate the knowledge, both general and specific, within the boundaries of their chosen fields, which they have acquired through course work and independent study during their residency in the program. The exams consist of both written and oral components to be taken altogether within a 3-week period, usually at the end of the third or the beginning of the fourth year of residency. For the written exam a student shall have 2 weeks to write three typed papers of 10-20 pages (i.e., 2500-5000 words), one in each of the following three fields:

- I. History of literary criticism, literary theory, and methodology of comparative literature and intercultural studies in an interdisciplinary and global context
- II. A major literature, seen in a cultural historical as well as a global, intercultural context
- III. A period or genre, considered from the perspective of literary and other artistic productions in at least three different languages or geographical areas.

The papers will discuss and illustrate topics, or a choice of topics, which are set at the beginning of the 3-week period by the student's major professor and the other members of the advisory committee, on the basis of reading lists in each of the three fields. Students are responsible for drawing up their reading lists in consultation with, and subject to the approval of, their major professor and committee, about one year before taking the exams (see sample reading lists on file in the departmental office). In addition to having read the works on these lists, students will also be expected to be familiar with the historical and intellectual background relevant to their areas of concentration, and to have consulted histories of literature and the major interpretations of items on their lists.

Students must have passed the written component before taking the two-hour-long oral exam, to be held one week after the three papers are turned in. The oral exam will cover the same topics as the written exam. Both the written and oral exams are graded by the advisory committee on a pass/fail basis. Each of the three papers on the written exam, as well as the oral exam, must be passed by at least two thirds of the committee members in order to pass the comprehensive examinations as a whole, if there are three members on the committee; and by at least three committee members, if there are additional or outside members. If any part of the written exam is failed, the advisory committee will decide whether a student should be required to

retake the entire written exam, or only the part or parts which were failed; and if the written exam as a whole is failed, the advisory committee will decide whether a student may retake it at all. At least one semester must elapse before taking the comprehensive exams again; no more than one re-examination shall be given.

ADMISSION TO CANDIDACY

Application for admission to candidacy must be filed with the Graduate School at least two semesters before the date of graduation. Admission to candidacy occurs after all course work has been completed, the language requirements have been satisfied, the comprehensive examinations have been passed, and the prospectus has been approved.

Before beginning the dissertation, the student must submit a prospectus within three months of having passed the comprehensive examinations, describing briefly the nature, scope, organization, and purpose of the dissertation. The prospectus must be approved by the major professor and the other members of the advisory committee in a meeting with the student.

PHD DISSERTATION

The candidate is responsible for choosing a dissertation topic that is comparative and/or intercultural in nature and should be connected with the student's major field of study. The candidate's major professor serves as the dissertation director. Although the dissertation normally will be a work of critical analysis and research, the department may on occasion accept as a dissertation a scholarly translation of a major work of literature, furnished with an adequate introduction and critical annotation.

Once the dissertation has been approved by the major professor, it is submitted to the other members of the student's advisory committee. No more than one dissenting vote may be allowed for the approval of the dissertation. The advisory committee must be given at least three weeks to read the dissertation before the defense is held.

DEFENSE OF DISSERTATION

The major professor will arrange the time and place of the final oral examination in consultation with the graduate coordinator. This examination must be scheduled no later than three weeks before the end of the semester. The examination is administered by the advisory committee, with the major professor as chairman. The student will be examined on the subject matter of the dissertation and required to defend the dissertation. The advisory committee must approve the defense with no more than one dissenting vote.

The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected dissertation prior to all posted deadlines. All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation.

GENERAL INFORMATION FOR BOTH MA AND PHD STUDENTS

ADVISING AND MENTORING

Beginning in their third year, all PhD students will meet with their advisory committee at least once a year, in the fall term, to discuss their progress and expectations.

ANNUAL EVALUATION OF GRADUATE STUDENTS

All graduate students are evaluated by January 31 of each academic year by the Graduate Committee, with input from all departmental faculty to determine whether they are making satisfactory progress toward their degree. They will receive notification of this evaluation in writing.

CHANGE OF MAJOR PROFESSOR OR ADVISORY COMMITTEE

It may become necessary because of retirement, resignation, or leave of absence of the major professor; or because of incompatibility with the student; or because of a change in the student's academic interests, for a new major professor to be assigned. If any of these instances occurs, the student should discuss the matter with the graduate coordinator, and if appropriate, a new major professor will be chosen. The new major professor will take over all the duties of the former major professor, and in particular must approve the thesis or dissertation topic, even if it was already approved by the former major professor. Similar changes may be necessary for the other members of the advisory committee.

APPLICATION FOR GRADUATION

An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of the semester in which graduation is anticipated. Application procedures may be obtained from the Graduate School's website. Candidates should periodically check with the Graduate School concerning dates for filing applications for graduation as these dates are subject to change. Students must be registered the semester in which they complete all degree requirements.

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