

Anthropology

Graduate Student Handbook

2022-23

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

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Introduction

Welcome to the Department of Anthropology at the University of Toronto. We are a dynamic and collaborative community of students, faculty members, and administrative staff centred on teaching and research in the fields of archaeology, evolutionary (biological) anthropology, linguistic anthropology, medical anthropology, and social/cultural anthropology.

This Handbook outlines the basic rules, regulations and procedures for graduate students and graduate faculty in the Department of Anthropology. Please note, however, that general regulations, degree regulations, details regarding fees, etc., of the School of Graduate Studies (see SGS Calendar - <https://sgs.calendar.utoronto.ca/>) also apply to this Department. The School of Graduate Studies Calendar takes precedence over this Handbook. Graduate students and applicants for admission to the Department are expected to familiarize themselves with both sets of regulations. In particular, the dates of all deadlines for enrolment, submission of scholarship and fellowship applications, and dates for the completion of academic work are subject to change according to guidelines established by the School of Graduate Studies.

It is also important to note that this handbook is limited to information about the Department's academic programs. Other important topics such as mental health supports, field safety, student housing, and financial advice can be found elsewhere on the Department of Anthropology or School of Graduate Studies websites. When in doubt about where to look for information, please contact the Graduate Assistant (antgrad.assistant@utoronto.ca) or Graduate Administrator (anthropology.graduate@utoronto.ca).

Important Dates and Deadlines

School of Graduate Studies sessional dates –

<https://sgs.calendar.utoronto.ca/sessional-dates>

Department of Anthropology dates & deadlines –

<https://www.anthropology.utoronto.ca/graduate/graduate-programs/registration-and-enrolment/important-dates-award-application-deadlines>

Anthropology Graduate Courses

Graduate Course Schedule & Descriptions (2022-23) –

<https://www.anthropology.utoronto.ca/graduate/curriculum-course-information/course-descriptions-and-timetable/2022-23-anthropology>

ANT Graduate Independent Study courses -

<https://www.anthropology.utoronto.ca/graduate/curriculum-course-information/individual-reading-and-research-courses>

- Following are the maximum numbers of independent study courses that can be taken with the same instructor: MA – 0.5 FCE; MSc – 1.0 FCE; PhD – 1.0 FCE.

Applications for Admission to Graduate Programs

For information on the application process for our Master's and PhD programs, please visit our website: <https://www.anthropology.utoronto.ca/graduate/prospective-graduate-students>.

Students should pay particular attention to the application deadlines.

MASTER'S PROGRAMS

The Department offers two graduate programs at the master's level – Master of Arts and Master of Science. Both programs begin with broad-based training in Anthropology and proceed to more specialized work, culminating in the completion of a research paper on a specific topic. Upon admission, students are assigned an advisor.

Time to completion of Master's programs:

MA - "normally 12 months". Students can register for up to three years

MSc - "normally 2 years". Students can register for up to three years

EXTENSIONS: A maximum of three one-year extensions are allowed by SGS.

1. Two extensions can be granted within the department. The third requires SGS and department approval.
2. Extensions are not automatic.
3. Students can be "terminated" after three extensions or if extensions are not approved.

MASTER OF ARTS PROGRAM

The Master of Arts program normally extends over a 12-month period lasting from September to August, with formal instruction being offered from September to April. Collaborative Specializations may take longer. The MA program may also be taken on a part-time basis. Please note that part-time students are not eligible for inclusion in the funded cohort. Students are strongly urged to take the 12-month MA if they are considering applying for the PhD program in Anthropology at the University of Toronto.

Coursework: Students must complete **3.5 full-course equivalents (FCEs)** including:

- 0.5 FCE: ANT3047H - Evolutionary Anthropology Theory *or* ANT4010H – Archaeology in Contemporary Society *or* ANT6100H - History of Anthropological Thought.
Note: Archaeology students are welcome to also take ANT4020H – Archaeology Theory.
- 1.0 FCE: ANT2000Y – MA Research Paper *
- 2.0 additional FCEs (four half courses): at least 1.0 FCE of which must be in Anthropology
- Exceptions to coursework requirements must be approved by the advisor and Associate Chair-Graduate

***ANT 2000Y** - MA Research Paper (1.0 FCE) - Normally, students enroll in ANT 2000Y with their advisor. When a student is ready to submit a master's research paper, the advisor, in consultation with the student, selects a second reader (normally, a faculty member in anthropology). The final mark for the master's research paper is determined jointly by the advisor and the second reader. The advisor submits the final mark, along with the name of the second reader, to the Graduate Office.

Ethics Review for the Use of Human Subjects, Living Organisms, and Human Remains: The University of Toronto requires that research involving human subjects, living organisms, or human remains be approved by the appropriate Review Committee, under the general auspices of the Office of Research Services, and must be structured according to their guidelines. This includes all phases and categories of fieldwork, including preliminary field visits. For details on research involving human subjects, please go to <https://research.utoronto.ca/ethics-human-research/ethics-human-research>. If any aspect of research methods, goals, or subject group changes significantly during the course of research, the Office of Research Services must be contacted to determine whether the existing ethics protocol must be revised or reapproved. Students should be aware that ethics applications, including revisions, can take months to clear the approval process. Therefore, they must be submitted well before the start of anticipated fieldwork. In addition, the Department and University have a number of requirements relating to fieldwork and other off-campus research. See Section 8 under the doctoral program below, for more details.

Convocation: Master's candidates wishing to graduate at a particular Convocation must ensure that all requirements have been completed in time for degree convocation.

MASTER OF SCIENCE PROGRAM

The Master of Science program extends over a two-year period and would normally be expected to be completed in the summer of the second year. Collaborative Specializations may take longer. The MSc program may also be taken on a part-time basis. Please note that part-time students are not eligible for inclusion in the funded cohort. This program may be appropriate for students who are considering careers in consulting archaeology, some aspects of medical or forensic anthropology, NGO work, or application to PhD programs in Anthropology at other universities.

Coursework: Students must complete **4.5 full-course equivalents (FCEs)** including:

- 0.5 FCE: ANT3047H - Evolutionary Anthropology Theory *or* ANT4010H Archaeology in Contemporary Society *or* ANT6100H - History of Anthropological Thought. Note: Archaeology Students are welcome to also take ANT4020H - Archaeology Theory.
- 1.0 FCE: ANT2500Y - MSc Research Paper *

- 3.0 additional FCEs (six half courses): of which 1.5 FCEs will normally be science courses in archaeology, evolutionary anthropology, medical anthropology, or related disciplines depending on the student's program
- Exceptions to coursework requirements must be approved by the advisor and Associate Chair-Graduate

***ANT2500Y** – MSc Research Paper (1.0 FCE) - Normally, students enroll in ANT 2500Y with their advisor. When a student is ready to submit a master's research paper, the advisor, in consultation with the student, selects a second reader (normally, a faculty member in anthropology). The final mark for the master's research paper is determined jointly by the advisor and the second reader. The advisor submits the final mark, along with the name of the second reader, to the Graduate Office.

Ethics Review for the Use of Human Subjects, Living Organisms, and Human Remains: The University of Toronto requires that research involving human subjects, living organisms, or human remains be approved by the appropriate Review Committee, under the general auspices of the Office of Research Services, and must be structured according to their guidelines. This includes all phases and categories of fieldwork, including preliminary field visits. For details on research involving human subjects, please go to <https://research.utoronto.ca/ethics-human-research/ethics-human-research>. If any aspect of research methods, goals, or subject group changes significantly during the course of research, the Office of Research Services must be contacted to determine whether the existing ethics protocol must be revised or reapproved. Students should be aware that ethics applications, including revisions, can take months to clear the approval process. Therefore, they must be submitted well before the start of anticipated fieldwork. In addition, the Department and University have a number of requirements relating to fieldwork and other off-campus research. See Section 8 under the doctoral program below, for more details.

Convocation: Master's candidates wishing to graduate at a particular Convocation must ensure that all requirements have been completed in time for degree convocation.

DOCTOR OF PHILOSOPHY PROGRAM

An individual program of study is designed for each student to ensure competence in a field of research culminating in the writing of a thesis. Research will normally involve “field work”, in the broad meaning of the term, and theoretical analysis. Upon admission, each student is initially assigned to a Faculty Advisor. An Advisory Committee (faculty advisor and two other graduate faculty members) will be set up for each doctoral student within the first year of the program. After acceptance of the thesis proposal, a supervisor and core committee are appointed. At least one member of the core committee, in addition to the advisor/supervisor, is required to hold a graduate faculty appointment in the Anthropology Department.

Students and Faculty should be familiar with the University of Toronto policies regarding graduate student supervision: <https://www.sgs.utoronto.ca/resources-supports/supervision/>.

They should also be familiar with the Student Code of Conduct regarding conflict of interest, sexual harassment, and other matters: <https://www.vicereprovoststudents.utoronto.ca/students/>.

PhD students may enroll in a Collaborative Specialization as approved by the Department. A detailed list can be found within both the [SGS Calendar](#) and the Anthropology website.

Doctoral Program Description and Requirements:

1. Residence Requirement

Each student is expected to spend a minimum of one year on campus.

2. Course Requirements

Students in the PhD program are required to take **one of the following courses** as part of their full course load.

- ANT3047H - Evolutionary Anthropology Theory *or* ANT4020H Archaeology Theory *or* ANT 6006H - Genealogies of Anthropological Thought

NOTE 1: SCL students are strongly recommended to take ANT6150H - Proposing Ethnographic Research in year 2. Students should consult with their advisors about appropriate methods training.

NOTE 2: Archaeology students are welcome to also take ANT4010H Archaeology in Contemporary Society.

NOTE 3: All students are strongly recommended to take the appropriate Dissertation Writing Seminar after field and lab work is completed.

Regular PhD Stream - Students who enter the PhD program from a MA or MSc degree program are entering a four-year funded PhD program. They will take a minimum of 3.0 full-year graduate course equivalents (FCE). Students will need to attain at least an A- average in their course work to continue in the PhD program in good standing. Of the 3.0 FCE, 1.5 FCE must be in anthropology. Exceptions require approval of the Supervisor and Associate Chair-Graduate.

Direct Admit PhD Stream - Students who enter the PhD program from a Bachelors equivalent degree program are entering a five-year funded PhD program. They will take a minimum of 5.0 full-year graduate course equivalents (FCE), of which three will normally be taken in the first year. The remaining two FCE can be taken in the second year when the work on the research proposal is also expected to begin. Students will need to attain an annual average of at least A- to continue in the PhD program in good standing. Of the 5.0 FCE, 2.5 FCE must be in anthropology. Exceptions require approval of the Supervisor and Associate Chair-Graduate.

3. Annual Progress Review - Mentoring

Each student's progress through the doctoral program is reviewed annually, using the departmental [Mentoring of Doctoral Students](#) form. All PhD students are required to meet each academic year with their current advisory/supervisory committee. The documentation must be filed in the Graduate Office by **June 1** of each year. The meeting can occur anytime, but is normally held at the end of the winter term. It is jointly the responsibility of the student and the advisor/supervisor to convene the meeting.

The meeting provides a forum for the student and committee to discuss the student's progress through the program (e.g., coursework, fellowship applications, fieldwork or equivalent research activity, and thesis writing), and address difficulties that may arise. The report of the annual progress review must be acknowledged by the committee members and the student.

In the case of PhD students in the 2nd year and beyond, completion of this form will fulfill the department's responsibility for monitoring the progress of the student through the supervisory committee per SGS GRADUATE SUPERVISION: Guidelines for Students, Faculty, and Administrators: <https://www.sgs.utoronto.ca/resources-supports/supervision/supervision-guidelines/>

4. Language Requirement – effective September 2018

The anthropology department believes that acquiring linguistic competence in more than one language is invaluable for participation in an international community of scholars, as well as in multilingual national contexts. The department therefore requires all graduate students to acquire linguistic competence beyond their native language.

We recognize that differences in the structures and writing systems of language, as well as their value in sociolinguistic, political and economic hierarchies, have implications for language teaching and learning, and thus the department remains flexible in recognizing strategies for

acquiring and displaying linguistic competence. For instance, language tests at the University of Toronto have traditionally been only available for some European languages, yet the Department does not want to encourage students to focus on acquiring only these languages. We also recognize that for some students acquisition of oral language skills may be required for a research project; for other projects written language skills are necessary. Candidates may display adequate knowledge in a range of ways, including but not limited to:

- (a) Completing a language examination through one of the University of Toronto departments that offer MA and PhD language examinations, with a minimum mark of 70%.
- (b) Passing a language examination (focusing on oral and/or written skills) devised by a graduate faculty member.
- (c) Completing 3 full course equivalents of language study (as an undergraduate and/or as a graduate student).
- (d) Offering evidence of having completed coursework (other than language study) or a degree, or of having presented or published research, that required the use of the language.
- (e) Submitting TOEFL scores adequate for admission to the graduate program (for students whose first language is a language other than English).
- (f) Students who wish the department to consider another way of satisfying this requirement should submit a petition for review by the graduate policy committee, with a letter of support from their advisor.

All students must indicate to the department by the end of their first year of graduate study how they propose to satisfy the language requirement. This can be done on the mentoring form completed at the end of the first year. This proposal should have the written approval of their advisor and should clearly indicate the date by which the requirement will be completed. All students must also submit documentation demonstrating that they have completed this requirement to the Associate Chair-Graduate by the date specified in order to achieve candidacy.

5. Ethics Review for the Use of Human Subjects, Living Organisms, and Human Remains

The University of Toronto requires that research involving human subjects, living organisms, or human remains be approved by the appropriate Ethics Review Committee, under the general auspices of the Office of Research Services, and must be structured according to their guidelines. This includes all phases and categories of fieldwork involving human subjects, including preliminary field visits. For details, please go to <https://research.utoronto.ca/ethics-human-research/ethics-human-research>. If any aspect of research methods, goals, or subject group changes significantly during the course of research, the Office of Research Services must be contacted to determine whether the existing ethics protocol must be revised or reapproved. In some cases, the Defense of Thesis Proposal Examining Committee may recommend to the

Associate Chair-Graduate that the proposal be exempted from the Ethics Review, if it is clear that the research does not involve the use of living human subjects, other living organisms, or human remains. Otherwise, all students who are preparing thesis proposals must also submit an application to the Ethics Review Committee. Students should be aware that ethics applications, including revisions, can take months to clear the approval process. Therefore, they must be submitted well before the start of anticipated fieldwork.

6. Thesis Proposal and Defense of Proposal

A student's research formally begins with the presentation of a thesis proposal. The thesis proposal is normally about 20 pages (not including references). In many ways a thesis proposal is like a grant proposal, though it is a bit longer than most, in order to give students more space for the development of their theoretical framework and for the critical review of relevant literature. The format of the proposals can range widely, depending on the nature of the student's research project. Normally, the proposal lists the research objectives, contexts for the research (defined to include theoretical framework, a critical review of the relevant research literature, relevant historical background to the problem, and/or description of the site where research will take place, as appropriate), and a detailed account of methods. The proposal may include a time-line for the research in the text or an appendix; it need not include a budget.

Some of the following readings may be helpful in giving ideas about how to draft certain parts of the proposal. Copies of these documents are available in the Graduate Office.

Hill, Jane [former president of the American Anthropology Association, and a linguistic anthropologist]. "Grant Proposals." Manuscript prepared for the 1995 Summer Linguistic Institute Survival Skills Workshop.

"Baron, Robert A. "Research Grants: A Practical Guide." In Zanna, Mark P. and John M. Darley (eds.), *The Compleat Academic: A Practical Guide for the Beginning Social Scientist*. NY: Random House, 1987. 151-169.

"Convincing the Sponsor to Fund You: A Guide for Proposal Preparation." From *Grants for Graduate Students 1986-88*, Peterson's Guides, Inc. (Stock no. 4831), pp. 17-25.

Silverman, Sydel (Former Director of the Wenner-Gren Foundation for Anthropological Research). Article in *Current Anthropology* on how to write a good grant proposal.

Students may also want to consult the guidelines produced by major granting agencies (CIHR, IDRC, NSERC, SSHRC, Wenner-Gren Foundation) in order to get a sense of the kinds of questions that the proposal should cover.

Students should circulate their thesis proposal by **May 1** of the second year, **May 1** of the third year for direct-entry PhD students. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their second year. In exceptional circumstances, students and advisors may petition the Associate Chair-Graduate for a later deadline. It is a department requirement that PhD students will normally complete all required coursework and the language requirement before defending their thesis proposal.

Steps to acceptance of the proposal are:

1. Advisor approves proposal in writing to the Graduate Office and recommends to the Associate Chair-Graduate at least six graduate faculty members, normally including a minimum of three with a graduate appointment in the Department of Anthropology, who will read and evaluate the proposal.
2. **Upon advisor's approval**, the student obtains cover letter from the "[Graduate Forms](#)" section of the website, and circulates the proposal (providing one copy for the Graduate Office). Students may use the Graduate Office photocopy code to circulate the proposal in hard copy or can circulate in electronic form. If the proposal is being circulated electronically by the student, the student must remember to copy the ANT Graduate Office on the email circulation. The Graduate Office can circulate the proposal on behalf of the student as well but please give 2 - 3 days' notice.
3. Written evaluations must normally be submitted to the advisor within three weeks of the date of circulation of the proposal. In case of difficulties, a revised schedule may be submitted by the advisor and the student to the Associate Chair-Graduate for approval.
4. If the proposal is considered acceptable by the readers, the advisor, in consultation with the Graduate Office and student, schedules a Defense of Thesis Proposal to take place no more than one week after evaluations are received.

If the proposal is not acceptable to the readers, a schedule for revision and resubmission should be approved by the Associate Chair-Graduate.

5. All readers of the proposal will be invited to the Defense of Proposal as voting members. An Examining Committee will consist of no fewer than four (quorum). The Examination Committee for a PhD thesis proposal defense normally should comprise a minimum of 3 members with a graduate appointment in the Department of Anthropology.
6. One member of the Examining Committee, who is not the student's advisor or co-advisor, will be asked by the Associate Chair-Graduate to Chair the Proposal Defense. The defense report form is located on the department website (see *Thesis Proposal Defense Report*): <http://anthropology.utoronto.ca/resources/forms/graduateforms/>.
7. The Defense of Proposal begins with a brief statement by the student (no more than 15 minutes). The Examining Committee may then ask questions arising from the proposal to

determine whether the student is prepared to undertake the research. At the end of questioning, the members of the Examining Committee vote to pass, conditionally pass, or fail the proposal. The result of the defense and the names of the Thesis Supervisor and Core Committee are recorded on the PhD Proposal Defense Result form, **which must be returned to the Graduate Office immediately after the defense.**

8. A conditional pass refers to minor modifications and clarification of textual material or research methods. Modifications must be circulated to the Core Committee by a set deadline no more than 2 months after the defense date. The Supervisor must report the results to the Graduate Office within one month after circulation. The circulation and reporting dates must be set at the original defense and indicated on the PhD Proposal Defense Result form.
9. If there are two or more votes to fail the proposal, the Defense will be adjourned. The student will have the option to revise the proposal and try again.
10. If at the second attempt, there are two or more votes to fail the proposal, it will be deemed unsatisfactory progress and the student will be required to withdraw.

7. Supervisor/Core Committee

When the Thesis Proposal is successfully defended, the Examining Committee will recommend to the Chair of the Department the appointment of a Thesis Supervisor. The Supervisor, in consultation with the student/candidate, nominates a thesis Core Committee, which normally consists of two members in addition to the Supervisor. The Core Committee is responsible for attesting to the defensibility of the thesis before the Final Oral Defense. If, for any reason a change of Supervisor is required, the new Supervisor, or pro-tem Supervisor, will normally be named from the Core Committee.

8. Field work and Other Off-Campus Research

Students beginning full-time field work off-campus must apply to the Graduate Office for “off-campus status”. All off-campus students must leave an official field address with the Graduate Office while they are away. Since it is each student's responsibility to apply for off-campus status, failure to apply could result in forfeiture of registration, fellowships and awards, and loss of full-time graduate status. University policy regarding Safety in the Field <https://ehs.utoronto.ca/home/i-do-field-research>, outlines a hierarchy of responsibility for safety, starting with the student's academic Supervisor. Before departing for the field to conduct field work, the student (in consultation with the Supervisor) must file a letter with the Department that acknowledges awareness of the risks in the proposed fieldwork. They must also attend a mandatory departmental workshop on field safety and sexual violence in fieldwork settings.

Students who travel abroad for fieldwork purposes must register with the Safety abroad on-line data base and attend the MANDATORY Safety Abroad Sessions, which they can sign up for here: <http://www.cie.utoronto.ca/Safety/Workshops/Student-Workshops.htm>. Also, students need to review information on safety abroad available at: <https://safetyabroad.utoronto.ca/safety-abroad-learning-resources/>.

9. Program Extensions

Students who have not successfully defended their thesis by August 31 of their sixth year (or the end of the seventh year for PhD Direct Admit students), must apply for a Program Extension if they wish to continue in the program. Applications for Program Extension (<https://www.sgs.utoronto.ca/academic-progress/student-forms-letter-requests/>) will only be considered if the student has completed all residence requirements, including the Defense of Thesis Proposal and the Language Requirement. Students must apply to the Graduate Office for Program Extensions.

10. Dissertation

The dissertation for the Doctor of Philosophy degree is a thesis that is the result of original inquiry conducted by the candidate on an approved topic. The thesis shall constitute a significant contribution to knowledge in the field.

Producing the dissertation: Please refer to Producing Your Thesis <https://www.sgs.utoronto.ca/current-students/program-completion/producing-your-thesis/> - available online at SGS.

Three paper thesis option

The three paper thesis option refers to a dissertation made up of at least three manuscripts along with introductory and concluding chapters, for a total of at least five chapters. Each manuscript must be prepared for submission to a peer-reviewed journal or a chapter in an edited volume published by a major publisher in the field. The introductory chapter should provide theoretical and historical background relevant to all three manuscripts that goes beyond that normally expected in a journal or book chapter manuscript (it should not repeat large blocks of text in any of the manuscripts). The concluding chapter should summarize and synthesize the results of all three manuscripts in a manner that goes beyond the manuscripts themselves. The manuscripts comprising the thesis can be published, in review, submitted, or to be submitted. Manuscripts can have multiple authors, though the student is required to have done the majority of the work, including conceptual design of the project, data analysis and writing. The student is normally required to be the corresponding author on each of the three papers. A statement of the candidate's contributions to each manuscript that is multi-authored is required. Written confirmation by co-authors (the number to be determined in consultation

with the supervisor) of the statement of authorship (a one sentence email is adequate) will be solicited by the supervisor.

The student may need to get copyright release from the publisher for any publications included in the thesis. The manuscript chapters together with the two book-end chapters are to be packaged and formatted like a regular thesis for submission to SGS. A statement regarding each author's contribution to a given manuscript is to be included on the title page of each manuscript chapter.

It is best practice to submit each manuscript to the Core Committee for approval prior to submitting to a journal for publication review. As with any thesis, the examination committee may require revisions to any portion of the thesis, published or not.

See the SGS calendar for additional thesis requirements.

11. Doctoral Oral Defense – FINAL ORAL EXAMINATION (FOE)

After Step 1, at least seven to eight weeks are necessary to schedule a Doctoral Oral Defense. Steps to schedule a defense are:

1. The Supervisor(s) is/are responsible for approving the draft of the dissertation for circulation to the Core Committee, and ensuring that it is so circulated. The Supervisor, with the assistance of the Department and Core Committee, is responsible for collecting comments on the draft from the Committee members and providing the student with feedback on the draft dissertation within six weeks of its circulation to the Core Committee. Once the committee decides that the thesis is defensible, regular School of Graduate Studies procedures for the Final Oral Examination will be followed. (See SGS Handbook for PhD regulations).
2. The Supervisor, in consultation with the student and the Core Committee, chooses a date for the Doctoral Oral Defense.
3. **No less than eight weeks prior to the proposed defense date**, the Supervisor will provide the Associate Chair-Graduate with the names of three potential External Examiners/Appraisers, in ranked order of preference. A copy of the CV of the first ranked Examiner should also be provided. Supervisors are encouraged to make preliminary inquiries with the potential examiners to determine their interest in participating and their availability for the proposed date. The Associate Chair-Graduate will review the recommendations for External Examiners and must approve one of the candidates before the defense can formally be scheduled.
4. The Final Oral Examination Committee is made up of at least five faculty members, normally the Supervisor, the two members of the Core Committee, the External Examiner and a "fifth" faculty member, normally from within the department, who has an arms-length association with the student and with the thesis. Because a defense

CANNOT proceed if at least two faculty members outside of the Core Committee are not participating in the defense, the department recommends that a sixth faculty member also be named to the committee in order to ensure that a defense is not cancelled because of a lack of quorum.

5. Once an External Examiner has been approved, the Supervisor will provide the Graduate Office with the date and time when every member of the defense committee is available. It is the responsibility of the Supervisor to confirm the date of the Oral Defense. A minimum of **seven weeks** must be given to the Graduate Office to undertake the preparation of the defense.
6. The Graduate Office will make a room booking at the School of Graduate Studies. An electronic copy will be sent (by courier if requested) of the thesis with a letter of instruction to the External Examiner. The thesis will be circulated to the other committee members with a letter advising of the time/date/place of the defense. The student must therefore submit a sufficient number of copies of the thesis to the Graduate Office a minimum of six weeks prior to the defense date.

12. Lapsing (only for those who began the program before September 1, 2010)

A lapsed PhD student is no longer a graduate student, does not have access to university facilities, and no longer has a Supervisor or a Core Committee. The student may continue to consult former members of the Core Committee, if they are willing, but the university does not consider the latter obliged to continue in that role. The Department encourages all lapsed students to complete their research and submit their theses. This status is being phased out and PhD students who began their PhD program after September 1, 2010 are no longer eligible to lapse.

13. Reinstatement (for those students who began before September 1, 2010)

Lapsed PhD students may be reinstated only once for the purpose of presenting and defending a thesis. The student must submit an application for reinstatement to the Graduate Office for reinstatement. Reinstatement fees will be applied according to SGS guidelines.

14. Normal Progress in the PhD Program

Timely progress to degree can affect one's ability to earn grants, earn postdoctoral fellowships, and find academic and non-academic positions in anthropology. The university and the department also believe that graduate students who are engaged in a long, complex degree program can benefit from the identification of scholarly milestones that can affirm their progress and empower them to complete their work. In this section, we identify some of these milestones.

Students admitted from a master's degree are technically admitted to a "four-year degree" while students admitted as direct-entry students are admitted to a "five-year" degree. These designations are shaped in part by funding considerations (graduate students receive guaranteed funding for this period of time) and partly by provincial guidelines for counting time to degree. However, SGS rules allow up to six years for completion of the PhD, plus up to two one-year extensions in exceptional circumstances if these are supported by the Supervisor and the Department. Completion of an anthropology degree in four years is often only feasible for those students who have an exceptional background at the time of admission, and/or those whose research projects are readily in place, adequately funded, and do not require extensive language or other specialized training. Given the need to learn languages, and engage in fieldwork and field seasons, most graduate students in anthropology will take longer than four years. The milestones identified below assume that normal progress for completion of all PhD requirements is five years for students admitted from a master's degree and six years for students who are direct-entry.

1. Students admitted to the PhD from a master's program typically complete all required coursework in the first year of the PhD program. Students admitted to the PhD as direct-entry students typically complete all required coursework in the first two years of the PhD program.

2. Students admitted to the PhD from a master's program should complete the language requirement, write and submit a thesis proposal, and apply for grants and research clearances (including excavation permits or human subjects review) by the end of August of the second year. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their second year, and many students have successfully submitted and defended their thesis proposals by May of their second year. Students admitted to the PhD program as direct-entry students should complete the language requirement, write and submit a thesis proposal, and apply for grants and research clearances (including excavation permits or human subjects review) by the end of August of the third year. However, students are encouraged to submit their thesis proposals to their supervisors as soon as possible in their third year, and many students have successfully submitted and defended their thesis proposals by May of their third year. According to SGS guidelines, failure to complete all pre-thesis program requirements by the end of year three (for students admitted from a master's program) or by the end of year four (for direct-entry students) may result in termination of candidacy. For further details see <https://sgs.calendar.utoronto.ca/general-regulations> under the heading **Good Academic Standing and Satisfactory Academic Progress, Time Limits, Supervision, and Candidacy**.

3. Thesis research may begin once the thesis proposal has been defended and all necessary research clearances and approvals have been granted. Most students devote year three and sometimes part of year four to dissertation research. Students undertaking fieldwork often begin in the summer of year two and continue for 12-18 months. Students whose research takes them away from campus for a lengthy period and who are thus prevented from taking up a teaching assistantship which they are owed need to submit a written request to the

department to defer the teaching assistantship position. The department makes every effort to accommodate students' fieldwork schedules. Deferral requests should be directed to the Graduate Office.

4. Students normally write their dissertations in years four and five. Students admitted to the PhD from a master's program should complete and defend the thesis by August of year five. Direct-entry students should complete and defend the thesis by August of year six.

	Admitted from Master's degree	Direct-entry
Complete Courses	By August of year 1	By August of year 2
Complete Courses, Present and Defend Thesis Proposal, Complete Ethics Review, Complete Language Requirement	By August of year 2	By August of year 3
Fieldwork/dissertation Research	Year 3 – 4	Year 4 – 5
Write Dissertation	Year 4 – 5	Year 5 – 6
Pass Final Doctoral Oral Examination	Year 5	Year 6

Time to completion

Completion of pre-candidacy requirements (courses, language, ethics, permits, proposal)

Normal completion: by the end of second year (third year for direct admit students)

1. One one-year extension can be granted within the department
2. Further extensions beyond one year require SGS and department approval
3. Extensions are not automatic
4. Students can be “terminated” after three extensions or if extensions are not approved

Completion and defense of PhD—Post-candidacy (ABD)

Normal completion: by the end of the sixth year (seventh for direct admit students) since admission

1. Two one-year extensions can be granted within department
2. Students can apply for a maximum of two further extensions; these require SGS and department approval
3. Extensions are not automatic
4. Students can be “terminated” after four extensions or if extensions are not approved (i.e. to a maximum of 10 years, or 11 years for direct admits)

Best Practices for Supervision

1. Supervision of thesis work
 - a. Supervisors should review drafts of chapters and theses before agreeing to circulate them for review and comment by other supervisory committee members.
 - i. Possible exceptions could be chapters that focus on a specific area for which a specific committee member has specific expertise and is best positioned to provide the initial reviews. This should be agreed upon in consultation with the student, Supervisor and the rest of the committee.
2. Graduate supervision during faculty leave.
 - a. Continuity of graduate supervision while a faculty supervisor is on leave is important. How continuity of supervision will be provided must be established before a leave is taken by a Supervisor. If there are Co-Supervisors, the Co-Supervisor not on leave will serve as Supervisor. The Department allows flexibility in how continuity in graduate supervision can be achieved while a Supervisor is on leave, or if both Co-Supervisors are on leave, with several options available. Choice of any of the options below should be made in consultation with the student and communicated by email to the other members of the Supervisory Committee and the Associate Chair, Graduate. This choice should also be listed on the Supervisor's research leave request form, or in the case of other kinds of leave, communicated to the Graduate Chair.
 - i. Supervisor continues their role while on leave, and will be available for meetings etc. with their supervisee.
 - ii. A Supervisory Committee member is chosen as *pro tem* Supervisor.
 - iii. A non-committee member is chosen as *pro tem* Supervisor.

Collaborative Specializations

The Department of Anthropology offers graduate studies in collaboration with the programs listed below. For collaborative specializations, students must first be admitted to a graduate program in the Department. Many Collaborative Specialization requirements fulfill Anthropology degree requirements, e.g., as elective courses. Courses in a Collaborative Specialization may, however, exceed minimum degree requirements in Anthropology. Please visit the individual collaborative program sites for further information.

A full list of all specializations available to Anthropology graduate students can be found at: <https://www.anthropology.utoronto.ca/graduate/graduate-programs/ma-msc-and-phd-program-requirements>

Regulations and Administrative Procedures

REGISTRATION - All graduate students must register with the Department at the beginning of each year for the duration of their programs.

APPEALS – Students may appeal decisions relating to substantive or procedural academic matters, including grades, proposal defenses and other program requirements, decisions about the student’s continuation in any program, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Students must first attempt to resolve the matter with the instructor or other person whose ruling is in question. For further information see: <https://facultyandstaff.sgs.utoronto.ca/sgs-councils-and-committees/graduate-academic-appeals/>

Appeals - Steps and Timelines		
Timeline for Student Action at Each Stage	Step	Timeline for Decision/Action by University Body at Each Stage
See Note A below	See Note B below	See Note C below
	1. Informal a. Student to instructor b. Student to Associate Chair-Graduate	
8 weeks from date of decision being appealed	2. Departmental Appeal Notice of Appeal to the Graduate Department Academic Appeals Committee (GDAAC) within the Department of Anthropology. Note: Appeals related to failure of the Final PhD Oral Examination or to termination of registration in a graduate program must be made directly to SGS, see Step 3b below.	8 weeks from filing of Notice of Appeal to GDAAC ¹
a. 8 weeks from decision of graduate unit Chair or Director b. 8 weeks from written notification of failure of the Final PhD Oral Examination or termination of registration in a graduate program	3. SGS Appeal a. Notice of Appeal to the Graduate Academic Appeals Board (GAAB). b. Appeal begins here for students who wish to appeal failure of the Final PhD Oral Examination or termination of registration in a graduate program.	8 weeks from filing of Notice of Appeal to GAAB ²
90 days from decision of GAAB ²	4. Governing Council Appeal Notice of Appeal to the Governing Council Academic Appeals Committee.	N/A

Note A: A student may apply, in writing and with reasons, for an extension of time. Such applications may be made to the Chair of the GDAAC for graduate-unit-level appeals or to the GAAB for SGS-level appeals. Any extension is within the discretion of the GDAAC Chair, or the GAAB, as appropriate, where the view is that compelling reasons exist.

Note B: Informal mediation is available via the SGS Vice-Dean at any stage before filing an appeal with the GAAB. Consultation with the SGS Vice-Dean at an early stage is encouraged. In cases where the Vice-Dean has approved the termination of a student's registration or in cases where perceived or actual conflict of interest is identified, the student will have access to an alternate informal mediator.

Note C: The Chair of the appeal body retains discretion to extend time limits applicable to its response at any stage where, in its view, compelling reasons exist.

GRADUATE RESEARCH / STUDY SPACE (St. George Campus)

Graduate students can have office space in the Anthropology Building, 19 Ursula Franklin Street. Application for study space is required. Details will be circulated to students from the Anthropology Graduate Students Union (AGSU). The department's space will be assigned early in the academic year, on the basis of priority, by a sub-committee of the Space and Resources Committee.

FINANCIAL SUPPORT

Graduate Student Funding

The funding package is provided for the first year of the Master's program or four years in the PhD program (five years for PhD students admitted directly from bachelor's degrees), **with the provision that the student makes satisfactory progress through the program.** The department expects all eligible students without external funding to apply for external awards or scholarships (CIHR, NSERC, OGS, or SSHRC). It is a great honour to receive a prestigious fellowship, and writing applications for such awards is part of each student's academic training. For information about University of Toronto Awards and sources of external funding, please refer to the SGS Calendar (<https://sgs.calendar.utoronto.ca/>) and also the Faculty of Arts and Science website about graduate student funding (<https://www.artsci.utoronto.ca/graduate/graduate-funding>). Information is also available from the SGS Awards Office, 63 St. George Street.

Teaching and Research Assistantships

Teaching and Research Assistantships in Anthropology are available on the St. George, University of Toronto at Mississauga, and University of Toronto at Scarborough campuses. Employment as a Teaching Assistant is subject to the collective agreement between the Canadian Union of Public Employees and the University of Toronto. Copies of the contract can be obtained from the Chair's Office or the Graduate Office. Further information on TAships can be obtained from the Graduate Office or the Undergraduate Offices. Application deadlines will be circulated to the students by email announcement.

Fieldwork Funding

Several funding sources are available for fieldwork. Most important is the Wenner-Gren Foundation for Anthropological Research (Individual Research Grants Program), which can be found at <http://www.wennergren.org>. Also consult the following sources at Robarts Library, Reference Department, 4th Floor, for fieldwork funding.

- 1) Financial Aid for Study and Training Abroad CALL NUMBER: 4B2337.2F57
- 2) Financial Aid for Research and Creative Activities Abroad CALL NUMBER: 4B2337.2F56.

Departmental Awards

In addition to the awards described above, there are several departmental awards. Further details will be circulated during the year:

Andre Bekerman Memorial Graduate Scholarship

Melissa Knauer Award for Feminist Research

Lorna Marshall Doctoral Fellowship in Social and Cultural Anthropology

William John Wintemberg Scholarship