

# Anthropology

## Graduate Student Handbook

### 2023-24

*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.*

## Table of Contents:

Introduction & Contacts .....	3
Important Dates & Deadlines .....	5
Anthropology Graduate Courses .....	6
Admission.....	6
Master’s Programs.....	7
Master of Arts .....	9
Master of Science.....	11
Doctor of Philosophy Program.....	13
Program Requirements .....	13
Annual Progress Review - Mentoring .....	14
Language Requirement .....	14
Ethics Review .....	15
Thesis Proposal .....	16
Supervisor/Core Committee .....	18
Field work & Off-Campus Research .....	18
Program Extensions .....	19
Dissertation .....	19
Three paper PhD thesis option .....	19
Doctoral Oral Defense – Final Oral Exam.....	20
Lapsing .....	21
Reinstatement.....	21
Normal Progress in PhD Program .....	21
Time to Completion .....	23
Best Practices for Supervision.....	24
Conflict Resolution for Graduate Students.....	25
Collaborative Specializations .....	26
Regulations and Administrative Procedures .....	27
Financial Support.....	29
Graduate Student Funding .....	29
Teaching & Research Assistantship.....	29
Fellowships and Awards .....	30
Fieldwork and Research Funding .....	33
Additional Important Resources.....	34

## 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. Across these fields, the Department fosters inclusive, interdisciplinary research practices that seek to better both the discipline and society more broadly.

Our Department embraces diversity among its membership. We commit to providing a welcoming and safe space for all students, scholars, staff and visitors. There is no place within our department for bullying, harassment or discriminatory forms of behaviour on the basis of academic affiliation, age, cultural background, dis/ability, ethnicity, financial situation, gender, gender identity, immigration status, indigeneity, national origin, parental or marital status, physical appearance, pregnancy, racialized and linguistic identity, religion, sexual orientation, or any other aspect of identity. For more information on equity, diversity and inclusion in our department, see: <https://www.anthropology.utoronto.ca/Equity-Diversity-and-Inclusion>.

Aspects of anthropology have been taught at the University of Toronto since 1855, and the Department of Anthropology was founded in 1936. For more information on the history of the Department, see: <https://www.anthropology.utoronto.ca/about-us/our-department/history-department>.

While graduate studies are intended to be intellectually stimulating and enriching, they are subject to many important rules and regulations which will be unfamiliar, especially to new students. This handbook is intended to support current and prospective students by providing them with a guide to 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. Therefore, 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 mainly 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, though a list of the most important links and websites is included at the end of this handbook. When in doubt about where to look for

information, please contact the Graduate Assistant ([antgrad.assistant@utoronto.ca](mailto:antgrad.assistant@utoronto.ca)) or Graduate Administrator ([anthropology.graduate@utoronto.ca](mailto:anthropology.graduate@utoronto.ca)).

## Our Faculty

Anthropology concerns the diversity and commonality of humans over time and around the globe in the quest to understand past and present human experience in social, cultural, and evolutionary contexts. Therefore, our faculty are engaged in a wide range of research spanning space, time, theories, and methods.

Note that several categories of faculty are affiliated with our department. In most cases, only core graduate faculty members supervise graduate students, though a great range of affiliated faculty can serve on committees, or otherwise contribute to students' graduate experience.

To view a list of core faculty who regularly supervise Anthropology graduate students, visit: [https://www.anthropology.utoronto.ca/people/directories/all-faculty?sort by=ppl last name value&items per page=10&fy uoft roles tid\[\]=47](https://www.anthropology.utoronto.ca/people/directories/all-faculty?sort%20by=ppl%20last%20name%20value&items%20per%20page=10&fy%20uoft%20roles%20tid[]=47)

To view a complete list of all affiliated faculty—including faculty members who may serve on student committees but not in a supervisory role—visit <https://www.anthropology.utoronto.ca/people/directories/all-faculty>.

To view our current graduate students, visit <https://www.anthropology.utoronto.ca/people/directories/graduate-students>

### Important Contacts:

Tri-Campus Graduate Chair	<a href="mailto:max.friesen@utoronto.ca">max.friesen@utoronto.ca</a>
Associate Chair, Graduate	<a href="mailto:katie.kilroy-marac@utoronto.ca">katie.kilroy-marac@utoronto.ca</a>
TA Coordinator	<a href="mailto:anthro.tacoordinator@utoronto.ca">anthro.tacoordinator@utoronto.ca</a>
Graduate Administrator	<a href="mailto:anthropology.graduate@utoronto.ca">anthropology.graduate@utoronto.ca</a>
Graduate Assistant	<a href="mailto:antgrad.assistant@utoronto.ca">antgrad.assistant@utoronto.ca</a>
Department Manager	<a href="mailto:business.anthro@utoronto.ca">business.anthro@utoronto.ca</a>
Administrative and Communications Assistant	<a href="mailto:anthropology.inquiries@utoronto.ca">anthropology.inquiries@utoronto.ca</a>
Financial Officer	<a href="mailto:annette.chan@utoronto.ca">annette.chan@utoronto.ca</a>

## **Important Dates and Deadlines**

**Please Note:** Students are responsible for familiarizing themselves with and meeting these deadlines.

### **School of Graduate Studies sessional dates**

The School of Graduate Studies sessional dates are deadlines that all graduate students at the University of Toronto are required to meet each year. These dates include program registration deadlines, tuition fee payment deadlines, and holidays.

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

### **Department of Anthropology dates & deadlines**

The Department of Anthropology dates and deadlines are specific to Anthropology graduate students. They include course enrolment dates for each semester, deadlines for funding and scholarship applications, submission deadlines for Major Research Papers, and orientation for incoming graduate students. See: <https://www.anthropology.utoronto.ca/graduate/graduate-programs/registration-and-enrolment/important-dates-award-application-deadlines>

## **Anthropology Fields**

The Department of Anthropology is structured in terms of “fields”, which play a major role in most aspects of Graduate Program organization. As listed above, the Department recognizes five main research fields: Archaeology, Evolutionary Anthropology, Linguistic and Semiotic Anthropology, Medical Anthropology, and Sociocultural Anthropology.

However, for purposes of the Graduate Program, the department has developed three primary fields: Archaeology (ARC), Evolutionary Anthropology (EVO), and Sociocultural and Linguistic Anthropology (SCL). Each of these fields is represented by multiple faculty on each of the three campuses; SCL is the largest, with slightly over half of all faculty. Students in Medical Anthropology are usually associated with either EVO or SCL. All students may enroll in any Anthropology graduate course that fits their research program, but are normally expected to take the “Required Course” related to their main field.

## **Anthropology Graduate Courses**

*Important Note:* Graduate course requirements are listed as “FCE” (Full Course Equivalent). An FCE typically represents a course that spans two terms. However, most graduate courses are half courses, lasting one term. A half course is 0.5 FCE. For example, if you take 4 half courses, this will count as 2.0 FCE (4 x 0.5 FCE).

### **Graduate Course Schedule & Descriptions (2023-24):**

<https://www.anthropology.utoronto.ca/graduate-timetable-23-24>

In addition to regular scheduled courses, students may take a limited number of individual Reading and Research Courses. For further information see:

<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 (MA) and Master of Science (MSc). Both programs begin with broad-based training in Anthropology and proceed to more specialized work, culminating in the completion of a Major Research Paper (MRP) on a specific topic. Upon admission, students are assigned an advisor.

### **Time to completion for Master's programs:**

**MA:** The MA program is designed to take 12 months, and the vast majority of students complete their degree requirements within this timeframe. Occasionally, a student may want or need to take longer than 12 months to complete the program. In this case, they may remain registered for up to three years. Please note, however, that the MA program is only funded for the first 12 months. Students extending their program will be subject to tuition and registration fees.

**MSc:** The MSc program is designed to take 2 years, and the vast majority of students complete their degree requirements within this timeframe. Occasionally, a student may want or need to take longer than 2 years to complete the program. In this case, they may remain registered for up to three years. Please note that the MSc program is only funded for the first 12 months-- students will need to seek external funding for the second year (and beyond) of the program.

### **EXTENSIONS:**

A maximum of three one-year extensions (beyond the initial three-year registration period) are allowed by SGS.

1. The first two extension requests require the approval of the department; the third requires the approval of both the department and SGS.
2. Extensions are not automatic.
3. Students can be "terminated" after three extensions or if extensions are not approved.

### **Major Research Paper (MRP):**

Both the MA and the MSc involve the production of a Major Research Paper (MRP). The MRP is a substantial research paper, completed at the end of the Master's degree. The research leading to the MRP may take multiple forms depending on which best serves a student's interests and career trajectory, with the final form decided in consultation with the student's advisor.

MRP formats include:

- Literature Review or Literature-Based Study: Students may delve deeply into an area of reading that interests them; students considering a PhD may use this to investigate the literature for future PhD proposals.
- Laboratory-Based Study: Students may conduct original lab-based research on a wide range of data types.
- Fieldwork-Based Study: Students may conduct original fieldwork and data-gathering in areas such as ethnographic research, archaeological excavation and primate behaviour. An ethics review is often required.
- Internship: Students may join a research project or conduct independent research with a company or other organization, and write a report on their experience.

The scale and nature of the MRP is highly variable and depends on many factors, with MSc papers usually involving more extensive research than MA papers. Students are expected to work closely with their advisors to determine the structure, length, and format of their MRPs.

Together with their advisor, students should discuss the selection of a 'second reader'. The second reader is a faculty member with Graduate Faculty status who, in addition to the advisor, will read the student's MRP when it is submitted. It is recommended to have a second reader selected before the final research semester begins.

At the start of the final semester, the department will provide students and their advisors with a final 'grading deadline', by which time students' MRP grades must be submitted to the Graduate Office in order for them to graduate at the following convocation. Students should discuss a personal deadline with their advisor and second reader in advance of this date, to provide sufficient time for grading.

Once the MRP is submitted, it will be read by the student's advisor and their second reader, who jointly decide the grade. The advisor will submit the name of the second reader and the final mark to the Graduate Office.



## **MASTER OF ARTS (MA) 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; students participating in a Collaborative Specialization should pay close attention to its requirements and deadlines. 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 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: Required Course, Varies by Field: 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.
- 2.0 additional FCEs (four half courses): at least 1.0 FCE of which must be in Anthropology. Students may enrol in up to 1.0 FCE outside the department; in order to do so they must contact the professor of the course they are considering and submit an Add/Drop request.
- 1.0 FCE: ANT2000Y – MA Research Paper\*. Students are automatically enrolled.
- Exceptions to coursework requirements must be approved by the advisor and Associate Chair-Graduate.

**\*ANT 2000Y** - MA Research Paper (1.0 FCE). When a student is ready to submit their Major Research Paper (MRP), the advisor, in consultation with the student, selects a second reader (normally, a faculty member in anthropology). The final mark for the MRP 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.

**Typical MA Degree Timeline (individual timelines will vary):**

TERM	TASKS
Fall	Coursework: 1.0-1.5 FCE (2-3 courses). <ul style="list-style-type: none"> <li>• Required Course taken in Fall or Winter term, depending on when it is scheduled.</li> </ul> Sample progress for MRP: <ul style="list-style-type: none"> <li>• September: Meet with advisor to map out the schedule for the full one-year program; discuss when various stages of research will begin and when to apply for any permits / ethics approvals which may be needed.</li> </ul>
Winter	Coursework: 1.0-1.5 FCE (2-3 courses). <ul style="list-style-type: none"> <li>• Required Course taken in Fall or Winter term, depending on when it is scheduled.</li> </ul> Sample progress for MRP: <ul style="list-style-type: none"> <li>• January: Meet with advisor to discuss progress and, if necessary, narrow down research topic.</li> <li>• February: If the MRP requires ethics approval, submit the ethics protocol by the end of this month.</li> <li>• March/April: If not already underway, formulate final detailed plan for the MRP and commence research and writing.</li> </ul>
Summer	MRP research and writing continues, allowing time for revisions and edits before August submission.

## **MASTER OF SCIENCE (MSc) PROGRAM**

The Master of Science program extends over a two-year period and would normally be completed in the summer of the second year. Collaborative Specializations may take longer; students participating in a Collaborative Specialization should pay close attention to its requirements and deadlines. 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: Required Course, Varies by Field: 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.
- 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. Students may enrol in up to 1.5 FCE outside the department; in order to do so they must contact the professor of the course they are considering and submit an Add/Drop request.
- 1.0 FCE: ANT2500Y – MSc Research Paper\*. Students are automatically enrolled.
- Exceptions to coursework requirements must be approved by the advisor and Associate Chair-Graduate

**\*ANT2500Y** – MSc Research Paper (1.0 FCE). When a student is ready to submit their Major Research Paper (MRP), 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.

**Typical MSc Degree Timeline (individual timelines will vary):**

TERM	TASKS
Fall, Year 1	<p>Coursework: 1.5 FCE (3 courses).</p> <ul style="list-style-type: none"> <li>• Required Course taken in Fall or Winter term, depending on when it is scheduled.</li> </ul> <p>Sample progress for MRP:</p> <ul style="list-style-type: none"> <li>• September: Meet with advisor to map out the schedule for the two-year program; discuss when various stages of research begin and when to apply for any permits / ethics approvals which may be needed.</li> </ul>
Winter, Year 1	<p>Coursework: 1.5 FCE (3 courses).</p> <ul style="list-style-type: none"> <li>• Required Course taken in Fall or Winter term, depending on when it is scheduled.</li> </ul> <p>Sample progress for MRP:</p> <ul style="list-style-type: none"> <li>• January: Meet with advisor to discuss progress and, if necessary, narrow down research topic.</li> <li>• February: If the MRP requires ethics approval and it has not yet been applied for, submit the ethics protocol by the end of this month.</li> </ul>
Summer, Year 1	<p>MRP research continues or commences.</p> <ul style="list-style-type: none"> <li>• This could range from background literature review to lab or field work.</li> </ul>
Fall, Year 2	<p>Coursework: 0.5 FCE (1 course).</p> <p>Sample progress for MRP:</p> <ul style="list-style-type: none"> <li>• Research continues.</li> </ul>
Winter Year 2	<p>Sample progress for MRP:</p> <ul style="list-style-type: none"> <li>• Research concludes.</li> <li>• Writing, editing, and in some cases submission of MRP.</li> </ul>
Summer Year 2	<p>If necessary, completion and submission of MRP.</p>

## **DOCTOR OF PHILOSOPHY (PhD) 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, normally at the end of the second year, a supervisor and core committee are appointed. Normally, the advisor will continue on as the student’s supervisor, unless there is agreement between the student, advisor, and new supervisor for a change. 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.viceprovoststudents.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) (equivalent to six one-term half courses). 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, at least 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) (equivalent to ten one-term half courses), 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, at least 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. This annual meeting is a minimum; in many cases students should hold additional meetings with the full committee.

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 7000-15,000 words in length (not including references), with proposals in archaeology and evolutionary anthropology tending toward the lower end of this range, and proposals in socio-cultural and linguistic anthropology tending toward the mid- or upper-range. 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 include a comprehensive review of relevant literature. The format of the proposals can range widely, depending on the nature of the student's research project, and should be in accordance with subfield guidelines. Normally, the proposal describes the objectives of the research, provides context 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 offers a detailed account of methods. The proposal may include a timeline 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. "Writing Grant Proposals for Anthropological Research." *Current Anthropology*, Vol. 32, No. 4 (Aug. - Oct., 1991), pp. 485-489.



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 (including advisor) who will read and evaluate the proposal. All six must have graduate appointments at the University of Toronto; normally at least three will have a graduate appointment in the Department of Anthropology.
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 [anthropology.graduate@utoronto.ca](mailto:anthropology.graduate@utoronto.ca) 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. **Important Note: the**

**Proposal Defense is intended to cover both the specifics of the proposal itself and related scholarship in method, theory, and regional studies.** 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 [anthropology.graduate@utoronto.ca](mailto:anthropology.graduate@utoronto.ca) 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. Normally, the advisor will continue on as the student's supervisor, unless there is agreement between the student, advisor, and new supervisor for a change. 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. Fieldwork 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 Field Research Planning Record 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://learningabroad.utoronto.ca/safety-abroad/students/>

## **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/>

### **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 **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 if these are based on a strong rationale and are supported by the Supervisor and the Department. Students may apply for two further extensions under exceptional circumstances, but these require more extensive documentation and must be approved by SGS, as well as 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 complex field or lab work, most graduate students in anthropology will take longer than four years. While bearing this in mind, students and supervisors are strongly encouraged to keep time to completion in mind when designing their research programs. It is in the student's best interests in both financial and career terms to undertake a program of research that can be realistically accomplished within five to six 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 ethics 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 ethics 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 ethnographic 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.

	<b>Admitted from Master's degree</b>	<b>Direct-entry</b>
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

### **Regulations relating to 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**

### **Supervision of thesis work:**

Supervisors should review drafts of chapters and theses before agreeing to circulate them for review and comment by other supervisory committee members. 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.

### **Graduate supervision during faculty leave:**

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.
- i. A Supervisory Committee member is chosen as *pro tem* Supervisor.
- ii. A non-committee member is chosen as *pro tem* Supervisor.

**Important Note re. supervisory leaves:** Supervisors must take extra care when PhD students are approaching two major milestones in their programs: submission and defence of proposal; and submission and defence of dissertation. Every effort must be made to ensure there will be no delays in the student's progress, and that the full committee as well as *pro tem* supervisor is aware of, and able to handle, the important time-sensitive supervisory work that occurs during these periods.



## **Conflict Resolution for Graduate Students**

In any relationship, conflicts are bound to arise. In the context of graduate studies, conflicts can occur in a range of situations, including but not limited to between graduate student peers, between a graduate student and their supervisor, or between a graduate student and another faculty member.

In the event that you are experiencing such a conflict, please consider as a first step having a direct conversation with the person you are experiencing the conflict with. If this is not possible for some reason (e.g., power imbalance, communication difficulties), there are two main ways to proceed:

***Within the Department.*** If appropriate, begin with a conversation with your supervisor. If not appropriate, or if the problem is not resolved, contact the Associate Chair Graduate to discuss next steps.

***At the School of Graduate Studies (SGS).*** Contact the Centre for Graduate Mentorship and Supervision <https://www.cgms.utoronto.ca/>. This is a highly effective organization, with a wide range of resources to manage all types of conflict on a confidential basis.

### **Special Cases**

***For academic appeals*** (e.g., a mark in a course), specific procedures must be followed, as mandated by SGS: <https://www.anthropology.utoronto.ca/graduate/curriculum-course-information/academic-appeals>.

***For issues relating to teaching assistantships***, the process should normally begin with a conversation with the Course Instructor. If further action is required, contact the Graduate Department's TA Coordinator to discuss next steps: [anthro.tacoordinator@utoronto.ca](mailto:anthro.tacoordinator@utoronto.ca).

### **Related University Resources**

If you are experiencing ***sexual violence or sexual harassment***, contact the Sexual Violence Prevention and Support Centre <https://www.svpscentre.utoronto.ca/>.

If you require ***mental health supports***, contact <https://mentalhealth.utoronto.ca/>.

If you have concerns over ***harassment or discrimination based on race, ancestry, ethnic origin, or related issues***, contact the Anti-Racism and Cultural Diversity Office: <https://antiracism.utoronto.ca/services/>.

If you have **personal safety concerns** relating to issues such as stalking, harassment, bullying, or family violence, contact the Community Safety Office:

<https://www.communitysafety.utoronto.ca/>.

For comprehensive resources relating to **sexual and gender diversity**, contact the Sexual and Gender Diversity Office: <https://sgdo.utoronto.ca/>.

## **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>

# **General 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.

## **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.

## **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/>

<b>Appeals - Steps and Timelines</b>		
<b>Timeline for Student Action at Each Step</b> <i>See Note A below</i>	<b>Step</b> <i>See Note B below</i>	<b>Timeline for Decision/Action by University Body at Each Step</b> <i>See Note C below</i>
	<b>1. Informal</b> a. Student to instructor b. Student to Associate Chair-Graduate	
<b>8 weeks</b> from date of decision being appealed	<b>2. Departmental Appeal</b> Notice of Appeal to the Graduate Department Academic Appeals Committee (GDAAC) within the Department of Anthropology. <b>Note:</b> 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.	<b>8 weeks</b> from filing of Notice of Appeal to GDAAC <sup>1</sup>
a. <b>8 weeks</b> from decision of graduate unit Chair or Director b. <b>8 weeks</b> from written notification of failure of the Final PhD Oral Examination or termination of registration in a graduate program	<b>3. SGS Appeal</b> 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.	<b>8 weeks</b> from filing of Notice of Appeal to GAAB <sup>2</sup>
<b>90 days</b> from decision of GAAB <sup>2</sup>	<b>4. Governing Council Appeal</b> 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.

# **FINANCIAL SUPPORT**

## **Graduate Student Funding**

The funding package is provided for the first year of the Master's program or first four years of 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 funding package typically combines a fellowship, a teaching assistantship (TAship), and a research assistantship (RAship). For students in the funded cohort, the package also covers tuition and incidental fees.

After leaving the funded cohort, students are often eligible for several categories of financial support, including Doctoral Completion Awards (PhD years 5 and 6); TAships, RAships, and some internal and external fellowships (see below).

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 awards web site (<https://www.sgs.utoronto.ca/awards-funding/>) 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 Assistantships**

All students without external awards must apply for TAships, which will count towards a student's base funding to a maximum value as determined by the collective agreement. 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 (CUPE) 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.

Incoming MA, MSc and PhD students beginning their first year of study **must apply** for TAship positions in the Open Round. This round is made available in late June, and students will be notified by email. If students have attended UofT previously, it will be sent to their utoronto.ca account; otherwise, it will be sent to the email address provided in the student's application.

Continuing students must continue to apply for TAships, beginning with the “subsequent appointment round” in the spring. Information regarding application for TAships is distributed on a regular basis via students’ utoronto email accounts.

Additional TAships are advertised during several rounds throughout the academic year, as needed.

**How to apply:** Apply for TAships on the TAship web portal at: <https://taships.iit.artsci.utoronto.ca/>. To login, you need to be registered as a graduate student or be an incoming student. If you are registered but still cannot login, please inform the Graduate Office.

For more information, visit <https://www.anthropology.utoronto.ca/graduate/funding-and-support/teaching-assistantships>

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.

### **Research Assistantships**

Students are encouraged to discuss Research Assistantships with their supervisors and other faculty members. RAships can be in the form of hourly work or paid as a stipend.

## **Fellowships and Awards**

Throughout their programs, students are expected to apply for the great range of internal and external awards which are available to them. Our students have excellent success rates, with awards funding everything from living expenses to fieldwork. **Students are strongly encouraged to check their utoronto email accounts daily**, since official funding emails are only sent to those accounts. All award announcements should be read carefully to see if students are eligible.

Below are additional notes on some of the awards our students apply for regularly; **however this is not an exhaustive list. For comprehensive information about University of Toronto Awards and sources of external funding, please refer to the SGS awards page** (<https://www.sgs.utoronto.ca/awards-funding/>) 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.

## **External Awards:**

For a complete list of government-funded awards, visit <https://www.sgs.utoronto.ca/awards-category/government-funded-awards/>.

### **Canada Graduate Scholarships – Doctoral program**

The Canada Graduate Scholarships—Doctoral (CGS D) program is a federal program of scholarships awarded through national competitions by the three major granting agencies: the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC). It provides \$35,000 CAD per year for three years. Deadlines are in early fall, and an announcement will be circulated by email.

### **Canada Graduate Scholarships - Master's Program**

The Canada Graduate Scholarships-Master's (CGS M) program is also a federal program from CIHR, NSERC, and SSHRC. It is valued at \$17,500 for twelve months, and is non-renewable. Applications from final year undergraduates or early-career graduate students are due in December, an announcement will be circulated by email.

### **Vanier Canada Graduate Scholarships**

The Vanier Canada Graduate Scholarship program provides funding to domestic and international doctoral students who demonstrate leadership skills and a high standard of scholarly achievement in graduate studies in the social sciences and humanities, natural sciences and/or engineering and health. It is valued at \$50,000 per year for three years, and is non-renewable. The deadline is in early fall, and an announcement will be circulated by email. Visit <https://vanier.gc.ca>.

### **Ontario Graduate Scholarship (OGS)**

The Ontario Graduate Scholarship (OGS) program is open to domestic and international students, and is valued at \$5,000 per academic session for up to three sessions, or up to \$15,000 for one year of study. An announcement will be circulated by email, with a deadline in early March. For more information, visit <https://www.sgs.utoronto.ca/awards/ontario-graduate-scholarship/>.

## **International Student Awards:**

For a comprehensive list of awards for international students, visit <https://www.sgs.utoronto.ca/awards-category/international-awards/>.

## **Internal Grants and Awards**

### **Department of Anthropology Travel / Research Award**

Each year, graduate students can apply for up to \$1,000 (PhD) or \$500 (Master's) to support attendance at a conference or research expenses. An annual email announcement with further details and deadlines is distributed in early spring.

### **Department of Anthropology Pilot Research Funding Award**

In the spring of their first year, PhD students may apply for pilot research funding, currently to a maximum of \$4,000. This is intended to allow an initial visit to a field site or to cover other preliminary expenses which help the student focus their research direction, in preparation for writing their proposal for the following year. For more details, see the email distributed annually in early spring.

### **SGS (School of Graduate Studies) Conference Grant**

The SGS Conference Grant provides financial support to allow eligible students to present their research at an academic conference. This grant aims to provide applicants with funds to cover at least the minimum registration fee for the proposed conference. Depending on availability of funds, in-person presentations that require travel may receive top-ups based on the location of the conference. Visit <https://www.sgs.utoronto.ca/awards/sgs-conference-grant/>.

### **SGS Accessibility Grant**

The SGS Accessibility Grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial, or federal agencies. The grant is intended to assist with relatively short-term needs that are required to complete the program, and that arise from the specific nature of the program. Visit <https://www.sgs.utoronto.ca/awards/sgs-accessibility-grant/>. For longer-term accessibility support, domestic students should visit <https://registrar.utoronto.ca/finances-and-funding/osap/students-with-disabilities/> and contact Accessibility Services at <https://studentlife.utoronto.ca/department/accessibility-services/>.

### **SGS Research Travel Grant**

The SGS Research Travel Grant provides financial support to eligible students, in order to pursue research travel that is necessary for the final stages of their PhD program. Visit <https://www.sgs.utoronto.ca/awards/sgs-research-travel-grant/>.

### **SGS Emergency Grant**

The SGS Emergency Grant program aims to provide support to registered, full-time graduate students who, during the course of their program, experience an unforeseen, financial emergency which impacts their ability to continue. The Emergency Grant can provide short-term financial relief to students in an immediate crisis caused by an unforeseen situation. Students requesting an SGS Emergency Grant are expected to meet with a member of the SGS



Financial Advising Team to review the grant application and financial need assessment process. Visit <https://www.sgs.utoronto.ca/awards/sgs-emergency-grant/>.

### **SGS Emergency Loan**

The SGS Emergency Loan alleviates temporary cash flow problems for students who are expecting the release of funds in the near future (i.e., 30 to 120 days) from employment (U of T internal), a major award installment, OSAP (Ontario Students' Assistance Program), teaching assistantship, or research assistantship payment, etc. The average loan is approximately \$1,000 to \$1,500. For more details on eligibility and application processes, visit <https://www.sgs.utoronto.ca/awards/sgs-emergency-loan/>.

## **Fieldwork and Research Funding**

Several funding sources are available for fieldwork. Most important is the **Wenner-Gren Foundation for Anthropological Research**, which can be found at <http://www.wennergren.org>. Doctoral students are encouraged to apply to the Dissertation Fieldwork Grant which awards up to \$20,000 USD. More information can be found at <https://wennergren.org/program/dissertation-fieldwork-grant/>.

### **Departmental Research Awards**

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

#### **Andre Bekerman Memorial Graduate Scholarship**

Supports a Master's or PhD student in Archaeology in the Department of Anthropology. The award has a value of up to \$750, to defray expenses associated with conducting research.

#### **Melissa Knauer Award for Feminist Research**

Supports a graduate student in any subdiscipline who is performing feminist research. Applicants may request up to \$1,000 to defray research expenses. Other things being equal, preference will be given to students in the Ph.D. program who have completed all department requirements and are engaged in full-time research or are in the later stages of their program.

#### **Lorna Marshall Doctoral Fellowship in Social and Cultural Anthropology**

The fellowship is for fieldwork purposes and has a value of approximately \$2,000. In the absence of a suitable candidate the award may not be made in any given year.

#### **William John Wintemberg Scholarship**

Supports Master's or PhD students in Archaeology in the Department of Anthropology. Applicants may request up to \$5,000 to defray expenses associated with conducting research.

## Additional Important Resources

### Centre for International Experience (CIE) Guide for International Students

- **CIE Guide for International Students** – Study permits, Health insurance, how to get a Social Insurance Number upon arrival, living in Toronto, how to set up a Canadian bank account, phone plans, etc.
- **FAQs for International students** – vaccines, health insurance, entry to Canada etc.
- **UTM: Pre-Arrival Information**
- **UTSC: Upon Arrival Information**
- Questions about immigration? Contact CIE's International Student Immigration Advisors **ISA.CIE@UTORONTO.CA**

### Health Insurance (UHIP) – International Students

- **University Health Insurance Plan (UHIP) – Mandatory health care coverage for registered international students**. Automatically enrolled Sept 1.  
Note: New international students at U of T are eligible for coverage from August 10<sup>th</sup> to August 31<sup>st</sup> at no additional fee to allow for your early arrival in Ontario. Please contact the UHIP office to request early enrolment.  
Questions about UHIP? Contact [uhip.information@utoronto.ca](mailto:uhip.information@utoronto.ca)

### Health Insurance – Domestic Students

- **UTGSU Health and Dental Plans** - <https://utgsu.ca/health-and-dental/>

### Housing

- **Student Life Housing Services** – Resources about living in residence or off-campus, housing advice and support, residence application (StarRez), housing emergency support, etc.
- **Graduate House** – located by St. George campus, reserved exclusively for graduate students
- **Family Housing** - located by St. George campus, for students with partners and/or children
- **Off Campus housing** - [search portal for off-campus listings](#)
- Mississauga Campus information - <https://www.utm.utoronto.ca/housing/>
- Scarborough Campus information - <https://www.utsc.utoronto.ca/residences/>

### Transportation & Public Transit

- **TTC (Toronto Transit Commission)** - Public Transit system in Toronto.

- [Go Transit](#) - GO Transit is a network of train and bus lines around the Greater Toronto and Hamilton Area.
- [Intercampus shuttle](#) – runs between Mississauga and St. George Campus. Shuttle service is fare-free for currently registered UTM students with an active T-Card. St. George students, UofT staff, faculty and all other passengers are required to pay a fare.
- [Bike – Bike Share Toronto; Short-term rental and access to 6,850 bikes & 625 stations across Toronto.](#)
- [Driving – What you’ll need to drive in Ontario](#), Information about road conditions, driver’s licences, vehicle registration, emissions testing,

### Canadian Income Taxes

- <https://internationalexperience.utoronto.ca/international-student-services/resource-and-information-hub/finances/>
- [Canada Revenue Agency](#)

## On-Campus supports & services

### CAMPUS SAFETY

- [Campus Safety - Campus Police](#)
  - U of T St. George Police: 416-978-2222
  - U of T Mississauga Police: 905-569-4333
  - U of T Scarborough Police: 416-978-2222
- [Community Safety Office](#) - short-term support and assistance to members of the University of Toronto community who have experienced personal safety concerns including: Stalking and Harassment, Bullying and Intimidation, Threats, Intimate Partner Violence, Family Violence, Workplace Conflict and Volatile Behaviour.
- [Sexual Violence Prevention & Support Centre](#) – The Centre is here to help and support students, staff and faculty at the University of Toronto who have been affected by sexual violence or sexual harassment. The Centres helps you access and navigate supports such as counselling, medical services, academic or workplace accommodations, financial aid and legal aid.
- [Public safety services](#)

### SCHOOL OF GRADUATE STUDIES (SGS)

- **Student Services:** 416-978-6614  
[graduate.information@sgs.utoronto.ca](mailto:graduate.information@sgs.utoronto.ca)
- **Graduate Awards:** 416-946-0808  
[graduate.awards@sgs.utoronto.ca](mailto:graduate.awards@sgs.utoronto.ca)  
**Hours of Service:** Monday to Friday, 10 am to 4 pm  
63 St. George Street  
Toronto, Canada M5S 2Z9

## STUDENT GROUPS

- **Anthropology Graduate Student Union** - <http://www.utorontoagsu.com/>
- **International Students' Caucus (ISC) – UTGSU** [isc@utgsu.ca](mailto:isc@utgsu.ca)  
ISC coordinates efforts on international graduate students' success in academic and campus adaptation. Meetings and events focus on the needs of the caucus membership including funding, academics, immigration, health insurance, social activities and more.
- **ULife** - <https://sop.utoronto.ca/> Ulife is a central website for listings for campus organizations and opportunities on all three campuses of the University of Toronto. Searching by the "Culture and Identities" filter is one way to connect with students of similar backgrounds and experiences across the tri-campus. Other entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, and research opportunities and awards.

## ENGLISH LANGUAGE SUPPORT

- **Graduate Centre for Academic Communication (GCAC)**  
12 Queen's Park Crescent West (McMurrich Building), 1st floor  
416-946-7485  
[uoft.me/GCAC](http://uoft.me/GCAC)  
The Graduate Centre for Academic Communication (GCAC) provides instruction to all U of T graduate students, whether they are non-native speakers of English or native speakers of English. Each year, through free courses, workshops, one-on-one writing consultations, and writing boot camps, thousands of students across the disciplines discover how to improve their academic writing and speaking.

## ACADEMIC SUPPORT

- **Academic Success Centre**  
214 College St.  
<http://www.studentlife.utoronto.ca/asc>

The Academic Success Centre offers specialized support for graduate students including workshops, writing groups and individual consultations with learning strategists.

- **Accessibility Services**

455 Spadina Ave

<http://www.studentlife.utoronto.ca/as>

Accessibility Services supports graduate students with disabilities by providing accommodations for all aspects of their study.

- **Centre for Community Partnerships**

569 Spadina Ave

<http://www.ccp.utoronto.ca>

The Centre for Community Partnerships offers a Community Engaged Learning Seminar for PhD students that brings together 18 doctoral students across the University to discuss community engaged learning in a seminar format.

- **University of Toronto Libraries:** <https://library.utoronto.ca/>

## STUDENT LIFE PROGRAMS AND SERVICES

- **Hart House** <https://harthouse.ca/> Facilities include a range of rooms for studying, dining, recreation and socializing, a modern athletics and aquatics facility, a satellite farm location, the Justina M. Barnicke Art Gallery, theatre, as well as the Gallery Grill restaurant.
- **Anti-Racism & Cultural Diversity Office** <http://www.antiracism.utoronto.ca/>
- **Indigenous Student Services & First Nations House** <https://studentlife.utoronto.ca/department/first-nations-house/>
- **Information Commons** <https://onesearch.library.utoronto.ca/ic-help-desk-knowledge-base> - Support on connectivity issues related to online learning (e.g. difficulty accessing Quercus from home)
- **Mental Health at U of T** <https://mentalhealth.utoronto.ca/>
- **Mentorship & Peer Programs** <https://studentlife.utoronto.ca/department/mentorship-peer-programs/>
- **Multi-Faith Centre** <https://studentlife.utoronto.ca/department/multi-faith-centre-for-spiritual-study-practice/>

- **Sexual & Gender Diversity Office** <https://sgdo.utoronto.ca/>
- **Sport & Physical Activity Facilities** <https://kpe.utoronto.ca/welcome-sport-rec-u-t>
- **Family Care Office** <https://familycare.utoronto.ca/> - The Family Care Office supports current University of Toronto students, staff, faculty, post-doctoral fellows and their families with any family care related issue.
- **International Student Families:** <https://familycare.utoronto.ca/students/international-student-families/>