

PHD HANDBOOK (2023-24)

This handbook contains a lot of useful information concerning our Interuniversity Doctoral Program in Art History. Please consult it first before contacting the Graduate Program Director or the Program Assistant. If questions persist, feel free to email us any time!

Concordia University
Department of Art History
August 2023

Territorial Acknowledgment

Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

This territorial acknowledgement was created by Concordia University's [Indigenous Directions](#) Leadership Group (2017). Visit the website for more information on the significance and rationale behind the specific wording and pronunciation keys, as well as resources on Indigenous protocols and decolonization work at Concordia.

African Ancestral Acknowledgement

HONOURING OUR ANCESTORS

We call upon our ancestors, remembering all who came before us. We honour you, our African ancestors, who paved the way for us in the diaspora and in the Mother Land, cradle of civilization, Mother Africa. Your bodies, blood, flesh and bones, then and now, nourish the earth and colour great and small, fresh and salted waters. African, Caribbean and Black people, no matter where in the world we are, share a common bond of courage, determination, indomitable spirit and greatness, and we acknowledge our differences and similarities embedded in the bloodlines of kings and queens, inventors, warriors and philosophers. Some of you endured the brutality of transatlantic enslavement, forced to give free labour, built nation states worldwide in bare backs and still manage to be victorious in achievements. We honour you today and call upon your wounded and triumphant spirits to share this space and bask in our glory of you — all our fore mothers, fathers, parents and relations. We know that you fought alongside Indigenous peoples yesteryear for freedom, so we know that our liberation is tied to the liberation of Indigenous peoples across Turtle Island and the world. We cannot ever be liberated if our Indigenous relations remain in bondage under the tyranny of historical and modern colonialism. We will not let your toil and service to humanity and to Black peoples go in vain, so we carry on in your footsteps, reaching for higher heights, creating memories and deeper prints for those of us here now and babes unfertilized yet to come.

From the [Concordia University President's Task Force on Anti-Black Racism Final Report, October 2022](#). Written by Dr Delores V. Mullings. Offered to the Inaugural Inter-Institutional Forum of the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education, May 2022, Vancouver, Canada.

Welcome to the PhD in Art History at Concordia University

On behalf of our Department Chair Dr John Potvin and our entire faculty, it is my pleasure to welcome you to Concordia University and to the Department of Art History. For those of you who are new to the city, welcome to Tiohtià:ke (Montréal). We are honoured you have chosen to embark on this next phase of your educational journey with us and we are committed to providing you with the best academic experience as possible.

You are now a member of Montreal's Interuniversity Doctoral Program in Art History, a unique bilingual program composed of many faculty members and graduate students from Concordia, Université de Montréal and the Université du Québec à Montréal. Our doctoral students learn from numerous different perspectives and complete their doctoral seminars and other assignments in English, French, or a combination of both. Located in Quartier Concordia in the heart of our downtown campus, our program has the advantage of being part of Montreal's exciting art scene, one of the most vibrant, culturally diverse, and multilingual in the country. The city is home to a thriving local art ecology with strong transnational connections to global networks. Our Department of Art History is not only an integral part of the University's Faculty of Fine Arts, one of Canada's largest leading art schools but also well-known for fostering a mutually supportive, inclusive, and collegial environment for both faculty and students to flourish. Here you will have the opportunity to experience intellectual and personal growth as an emerging scholar and global citizen. Here you can be part of a movement to decolonize art institutions and uplift Indigenous and culturally diverse voices. Here, you will meet fellow students in your cohort who, in years to come, may well likely remain your colleagues in the discipline of art history and friends for life.

Here your learning community starts now.

As your new incoming Graduate Program Director, I want to express my own joy of being in this role at this moment in history. Coming back from two years of pandemic, this is a moment when we can consciously make a choice to build a resilient recovery into a better, brighter, more just society. By embarking on a PhD, you have in a sense already made this choice. During your time in the program, you will be honing your critical scholarly voice, your research skills and intellectual prowess as you become the educators and leaders of tomorrow. But not without also learning to uplift and hold space for different ways of knowing and belonging as well as different strategies that cultivate resilience, curiosity, and empowerment. I look forward to getting to know each of you better and the infusion of new ideas and fresh perspectives on how to approach the study of art history and visual culture that each of you bring.

This handbook, also available online, will be useful to you throughout your degree. It provides you with information about the yearly progression of requirements for your degree and specific guidelines to help you efficiently plan and manage your program of study. As your degree progresses, updates will be available on the [Interuniversity PhD program's website](#), which is distinct from that of the individual university Art History departments. If you have any questions that this handbook does not answer, our administrative team will be happy to assist. For questions about academic matters, please do not hesitate to consult me as the Graduate Program Director. Administrative questions should be directed to the Department Assistant, Chiara Montpetit. Our contact details are below.

Once again, welcome to the Department of Art History! I wish you a wonderful beginning to your studies.

Sincerely,



Alice Ming Wai Jim

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This handbook does not replace the official program website and graduate calendar. It should be used in conjunction with the regularly updated information that is contained there.

GENERAL INFORMATION

Program Introduction

The interdisciplinary Doctoral Program in Art History was inaugurated in 1997. It provides in-depth training in research designed to promote theoretical debate and empirical research in the various fields of art history. Through an emphasis on the methodological investigation of the discipline and through the encouragement of interdisciplinary activity, students make an original contribution to knowledge.

The program brings together a wide and varied range of expertise from Concordia University, Université de Montréal, and Université du Québec à Montréal. Students enrol at the institution at which their thesis supervisor teaches but can choose to do courses across the partner institutions. The program is administered by a committee with two members from each university, and each year one university is responsible for coordinating the program. In 2023-24, UQAM has this responsibility. Within this collaborative structure, students are governed by the rules, deadlines and practices of their home institution, except for seminars, where the rules of the host institution apply. Concordia's rules are set out in the [graduate calendar](#).

Contact Information

The most complete and up-to-date program information is on the [Interuniversity PhD Art History Program website](#). Additional information specific to Concordia is available through our [Art History website](#) as well as the [School of Graduate Studies website](#). If you are unable to answer your program-related queries via this handbook, the above sites, or the Student Hub, please email or call Chiara Montpetit at the Department of Art History for assistance. Should Chiara be unavailable, the Department Coordinator, Camille Pouliot, will happily assist you.

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Graduate Program Director
EV 3-777

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Contact Dr Jim for **academic** matters

Chiara Montpetit

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Contact Chiara for **administrative** matters

Dr. John Potvin

Chair of Department
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Department Coordinator

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514-848-2424 x 4700

Contact information for the other universities is provided on the program website.

Your Contact Information

It is very important that you keep your contact information up to date on the [Student Hub](#) **and** with the Department Assistant. If you change email addresses on the portal without informing the Department Assistant, we will not be aware that you have made the change. Graduate students are strongly encouraged to use their Concordia email addresses on all university communications. Concordia email accounts can be obtained through the Student Hub. For more information, visit the [Productivity Suite page](#).

Student Cards and Student Accounts

[Student ID cards](#) are issued by Card Services. Please ensure that you are currently registered for at least one course for 24 hours before dropping by. The office is in the J.W. McConnell Building (LB), next to the Mackay St. entrance, room LB-089, 1400 De Maisonneuve Blvd. W.

To avoid late charges, your fall tuition and fees must be paid in full by September 30. You can call 514-848-2424 x4900 Monday to Friday between 9 a.m. and 5 p.m. EST with any questions. Otherwise, you can email studentaccounts@concordia.ca. More information is available on the [Tuition and Financial Aid website](#).

Health Care and Travelling

Any student who pays into the [health/dental plan](#) has travel coverage. Students should also carry with them (either printed or on their phone) a copy of the [Travel Health Passport](#). The student's plan number is the same as the student ID number.

International Students

Any questions related to immigration or one's legal status should be directed to the [International Students' Office](#) (514-848-2424, ext. 3515; iso@concordia.ca). Faculty and staff of the department are not allowed to give advice. Each International student is assigned an [advisor](#) according to their student ID number.

International Students must have a Canadian SIN (Social Insurance Number) to hold Teaching and Research Assistantships. International students can obtain a SIN by going to Services Canada at the Guy Favreau Complex downtown with their study permit.

Guy-Favreau Complex, Suite 034

200 René-Lévesque Boulevard West
Montréal, Quebec

The Graduate Community in Art History

Each year, a welcome event helps you get to know the faculty at the 3 universities and offers an opportunity for the community to come together. The Art History Department at Concordia also organises an annual graduate potluck. You will receive invitations by email.

Once your courses are finished, you may find that writing a dissertation can be a lonely business. Talking to other students about your shared experiences is a helpful way to combat these difficulties. Peer reading and/or writing groups are one excellent way to build an intellectual community, as is attendance at as many public lectures as possible.

The Concordia Art History Graduate Students Association (AHGSA) which represents art history students at the University Graduate Student Association, is open to all graduate students: cu.ahgsa@gmail.com. Students in the doctoral program also organise [Hypotheses](#), a program of short graduate student symposia. Other mixed-level [student groups](#) include the [Ethnocultural Art Histories Research Group \(EAHR\)](#).

Your Supervisor

A good student-supervisor relationship is key to a positive PhD experience, and clear and open communication is at its heart. An early discussion with your advisor about mutual expectations is a very good idea. At any point, if you feel that something about your supervision is not working well, the first step is to raise your concerns with your supervisor. The Graduate Program Director is also available to help. Few such problems are resolved by waiting, whereas an early word can make all the difference in contributing to a positive educational experience. It is ultimately your responsibility to ensure that you are receiving the supervision that you need, but assistance is available. If you require advice or mediation, please consult the Graduate Program Director. If your supervisor is the GPD, you may also approach the Chair or the Associate Dean of Students, School of Graduate Studies.

Guidelines and principles for positive supervision relationships have been written by the [Canadian Association for Graduate Studies](#) and [SGS](#).

FUNDING AND PROFESSIONAL DEVELOPMENT

Grants, Scholarships and Awards

Incoming first-year graduate students will already have been considered upon admission for all available Concordia funding for their first year. If you have been awarded a scholarship, payments will automatically be deposited in your student account 5 days following the DNE date of each term within the tenure period of the award. The money will be applied to outstanding tuition and fees. If a credit balance remains in the account, you can request a refund through your Student Centre. Cheques are automatically mailed to the address on file within 10 business days after the refund request has been

submitted. For information about conditions of tenure for Concordia awards consult the [Award Holder Information page](#).

Additional information is available from the [Graduate Awards Office](#) of SGS (School of Graduate Studies). If your GPA is higher than 3.7, consider beginning to prepare applications for federal and provincial funding bodies immediately, notably the [Social Sciences and Humanities Research Council](#) and the [Fonds de recherche – Société et culture](#).

Various small travel grants are available to students to help offset costs of travel to conferences (to present or attend) or conduct research required for their theses or dissertations. A list of [Departmental awards](#) available to Art History graduate students can be found on the website.

Teaching and Research Assistantships

Currently, Teaching and Research Assistantships at Concordia are unionised through [TRAC](#).

Incoming doctoral students are automatically considered for teaching assistantships at the time of admission, and most will typically begin to develop their teaching skills as TAs in ARTH 200. We ask TAs not to multitask during classroom lectures and to respond to any emails from the instructor as soon as possible (and certainly within 48 hours). Doctoral TAs may be also available to returning students; postings for these positions are circulated by email.

Many faculty members employ research assistants through their grants. Interested students should inquire directly with their supervisors or other faculty members. Supervisors might also have research assistantships or other forms of research funds allotted at prescheduled semesters that are specifically intended and/or reserved for incoming students as per their admissions offer letter. Before accepting a research assistantship, please be sure to check in with your PhD supervisor first. It is strongly recommended that students should not work more than maximum 20 hours per week (approximately the equivalent of a demanding job on the weekend) or accumulate multiple contracts at the same time. You should also inform our Program Assistant of your contract, so we can keep our Departmental records up to date.

Prior to signing any contracts, please ensure that the total number of hours does not exceed the maximum allowed by any of your funding sources and (in the case of international students) student visa rules.

International students must have a Canadian SIN (Social Insurance Number) before signing the TA or RA contract.

Teaching

Many students in the PhD program are offered the opportunity to teach during their degree. Teaching is reserved for strong students who have passed their comprehensive examinations, are progressing well on their thesis, have completed the GradProSkills Graduate Seminar in University Teaching, and have been assessed by their supervisors as being ready for the challenge. Please be aware that while teaching offers excellent experience and is an important element of a CV, it also slows the progress of the degree

(typically the student falls behind a semester in their thesis writing) and is not right for everyone. If you wish to teach, speak to your supervisor in early September about opportunities for the following year. Your supervisor will assess your readiness and report to the Department Chair. Students are allowed to teach a maximum of eight 3-credit courses over a period of 4 consecutive years, with a maximum of 6 credits per academic year.

Professional Development

The University runs a full range of free professional and personal development workshops called [GradProSkills](#).

Students are encouraged to consider developing a seminar paper or portion of their thesis for public presentation at a conference, or for publication. A graduate venue is ideal within a student's first year in the MA, then possibly a professional venue when the thesis is well advanced. Search the web for conference opportunities and then discuss them with your supervisor. Exhibition and book reviews are a good place to begin developing a publication portfolio. If you are presenting your work at a conference, [funding may be available](#) through the School of Graduate Studies.

ACADEMIC INTEGRITY AND CODE OF CONDUCT

Plagiarism

The most common offence under the Academic Code of Conduct is [plagiarism](#), which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement." Unintentional plagiarism may occur if you paraphrase too closely or even if you adopt an idea from someone else without acknowledgement. Don't be embarrassed to ask your supervisor for guidance if you are in any doubt, especially about paraphrasing.

Academic Success and Integrity Module (ASIM)

ASIM was created to help you understand the principles of academic integrity and help you avoid problems in your future studies. Although this module will not in any way jeopardize your admission to Concordia, all graduate program students are required to complete it. Reading the examples and answering the questions will ensure that you are aware of the regulations around academic integrity and proper citation practices, as well as the consequences of failing to adhere to the Academic Code of Conduct.

Newly admitted students must complete the [Academic Success & Integrity Module](#) before the DNE deadline in their first term. Students who fail to complete the ASIM online module will be blocked from registering for the following academic term(s) and from making changes to their current registration until the module is completed.

Technology, Code of Conduct and Intellectual Property

Per Concordia rules, all individuals participating in courses are expected to be professional and constructive throughout the course, including in their communications. Concordia students are subject

to the [Code of Rights and Responsibilities](#) which applies both when students are physically and virtually engaged in any University activity, including classes, seminars, meetings, etc. Students engaged in University activities must respect this Code when engaging with any members of the Concordia community, including faculty, staff, and students, whether such interactions are verbal or in writing, face to face or online/virtual. Failing to comply with the Code may result in charges and sanctions, as outlined in the Code. Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorised sharing of course content may constitute a breach of the Academic Code of Conduct and/or the Code of Rights and Responsibilities. As specified in the Policy on Intellectual Property, the University does not claim any ownership of or interest in any student intellectual property. All university members retain copyright over their work.

Sexual Violence and Consensual Relationships

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University. If you require immediate assistance, contact security at 514-848-3717. If you have experienced or witnessed sexual violence or misconduct, help is available at the [Sexual Assault Resource Centre \(sarc@concordia.ca\)](#). Power differentials between students and their instructors (including Teaching Assistants) mean that even consensual sexual or romantic relationships put students in a vulnerable position and constitute a conflict of interest that must be formally declared and addressed. Such relationships are strongly discouraged. To learn more, visit the [Standing Committee on Sexual Misconduct and Sexual Violence page](#).

All students are required to complete the ["It Takes All of Us" training](#) once when they arrive at Concordia and are encouraged to continue their learning by completing new modules as they are released.

All new students must complete the Introductory Module within the first 6 weeks of the semester which can be accessed on the Student Hub.

LANGUAGE REQUIREMENTS AND PROTOCOLS

The Interuniversity PhD Program offers a unique bilingual environment where students can learn across intellectual traditions. The program's official languages are French and English, and its requirements may be completed in either of these languages or in a combination of both. Because students who understand both French and English are best able to take full advantage of the program's many opportunities for intercultural exchange, all students are strongly encouraged to develop their language skills while in the program.

Requirements

Applicants must be fully proficient in English or French at the point of admission. During the course of their studies, candidates must also demonstrate their understanding of an additional language relevant

to their thesis research or to the program as a whole. It is the supervisor's responsibility to assess whether students have this linguistic proficiency. If necessary, your supervisor will recommend a course of study and reassess upon its completion.

When determining your proficiency, supervisors have the discretion to consider a variety of possible indicators, including but not limited to:

1. The additional language is your mother tongue, or you have completed your secondary or postsecondary education in that language.
2. You have passed an oral or written test of comprehension, set and administered by the supervisor, by a colleague, or within the home department. Supervisors may call on the expertise of colleagues at the partner institutions if necessary, through the intermediary of the GPD.
3. You have obtained a B or higher in formal language courses. The level and extent of the coursework to be followed should be determined by your supervisor in conjunction with the training provider, taking into account the needs of your research.
4. You have successfully completed a graduate-level course that is taught in the additional language.

Any student who disputes their supervisor's assessment should present a request for reassessment to the GPD, who will either perform the reassessment or enlist a colleague to do so.

Protocols

All written work, including the thesis, may be submitted in French or English. The language of discussion in Block A seminars is the same as the language of instruction, with the understanding that students may express complex ideas in the program's other language. Professors determine the language or languages of instruction and discussion in Block B seminars. Students determine the language(s) of discussion in their comprehensive examinations and thesis defence. The doctoral forum is bilingual. Students and jury members speak in their language of choice and translations are provided when necessary.

DEGREE MILESTONES & TIME LIMIT

Full-time students have 18 terms (6 years) in which to complete their degrees. Program milestones and their associated deadlines help you keep track of your progress. While there is no formal penalty for the late completion of a milestone, students in this situation should be aware that they are falling behind and plan how to address this concern.

Coursework

OPTION 1: complete in year 1

OPTION 2: complete over 2 years while simultaneously completing the written proposal and the comprehensive examinations

The milestone is formally set for the end of the 2nd term for all students; those following option 2 should informally adjust their coursework milestone to the end of term 5.

Thesis Proposals (*Atelier de recherche*, ARTH 820)

Milestone set for end of term 5 (spring of year 2).

Once your proposal has been accepted, please ask your supervisor to file the appropriate paperwork with the Department Assistant.

Comprehensive Examinations (ARTH 808)

Milestone set at the end of term 6 (end of year 2)

Since it may be difficult to gather your committee in the summer months, students are advised to sit their comprehensive exams by May of their second year. Once you have completed your exams, please ensure that your supervisor has filed the appropriate paperwork with the Department Assistant.

Language Requirement

Milestone set at the end of term 9 (spring of year 3)

Please ask your supervisor to inform the Department Assistant as soon as this requirement is met.

Doctoral Forum (ARTH 807)

Milestone set at the end of term 11 (spring of year 4)

Progress Meeting with GPD

Milestone set in term 13 (fall of year 5).

Each student will have an individual meeting with the GPD at the beginning of their fifth year to discuss the progress of their thesis. Students supervised by the GPD will meet with the Chair instead. All students are asked to attend the meeting with a timeline to completion.

Annual Progress Reports

Each winter, the School of Graduate Studies requires that students and supervisors complete an annual report which is reviewed by the Graduate Program Director. The purpose of the report is two-fold: it enables you and your supervisor to take stock of your progress, and it enables departments to identify any students who may be having difficulties in their program and contribute to solutions when possible. Students can request confidential follow-ups from the GPD or from the School of Graduate Studies. The accounts of students who do not complete the report are blocked until the report is received; beyond this, however, the reporting is not a punitive process in any way, and we encourage you to be honest in your self-assessment and to ask for additional help if necessary. It is also an excellent time for both supervisor and student to review and update the [Concordia Student and Supervisor Framework](#) guidelines and form. for the student's file. The progress report can be accessed through Student Hub >

Student Centre > My Questionnaires and SGS will email notices and reminders for timely submission of the form

Program Time Limit

When taken full-time, the PhD in Art History can be completed in four years of intense focus, with coursework completed during the first year, the thesis proposal and comprehensive examinations completed in the second year, and the dissertation written in the third and fourth years. If you teach, agree to extensive extracurricular or professional commitments, or simply work at a slower pace, your time to completion will be longer. Concordia University regulations stipulate that all requirements must be completed within six years for full-time students and eight years for part-time students. Your official time limit is listed on your student record. Abiding by the university's regulations on time limits and extensions, as well as all other deadlines, is the responsibility of the student.

Time Limit Extension (TLE)

Students who will or have exceeded their time limit can submit a TLE request. A Time Limit Extension notation is added to the extended terms and is replaced if a course is registered. The Department of Art History can approve up to 6 TLEs (6 terms). Subsequent TLE requests will be evaluated by the School of Graduate Studies (SGS), which requests specific supporting documentation and reviews requests on a case-by-case basis.

TLE requests should be submitted through their Student Centre under "Graduate Service Requests" at least 3 months in advance of the time limit (typically by June 1 for a September limit). The request must be accompanied by an up-to-date timeline for completion of degree that has been pre-approved by their supervisor in writing. Additional time limit extensions will only be considered in extenuating circumstances as this increases the risk of not completing the degree. Further, any time limit extensions may mean the student must spend additional time updating relevant sources on their topic and this should be reflected in the revised timeline accordingly.

For more information, consult the [Service Requests page](#).

Leave of Absence (LOA)

Graduate students who wish to temporarily discontinue their studies for one or more terms may request a leave of absence from their program. Students must apply for an LOA request in advance through the Service Request process using the Student Centre portal, prior to the DNE deadline of the term in which they intend on taking a leave. Students must specify the reason for the leave and provide supporting documentation; for example, a request for leave for medical reasons must be supported by an original medical certificate. It is advisable that the student inform their supervisors and the Graduate Program Director or Graduate Program Assistant of their decision before submitting their LOA requests.

There are three types of leave of absence:

1. Leave without access: During a leave without access, a student will not have access to library, university or student services. No fees will be charged.

2. Leave with access: During a leave with access, a student will have access to library, university and student services. Leaves with access are granted only under exceptional circumstances. A flat service fee of \$150 per term will be charged.
3. Parental leave: All graduate students are entitled to parental leave of up to three consecutive terms during their program of study on the occasion of the birth or adoption of a child. The student will have access to library, university and student services. Students holding a Concordia Fellowship will receive a deferral of their fellowship for the period of leave. In the case of other fellowships, the regulations of the granting agencies will apply. No fees will be charged.

Except for Parental leave, students are normally permitted only a maximum of three terms of leave (with or without access) during their program of study. Leaves beyond three terms are only approved on an exceptional basis and with supporting documentation.

For more information, consult the [Service Requests page](#).

DEGREE REQUIREMENTS AND PROCEDURES

Course Work and Registration Procedures

The seminar component of the degree (12 credits) is usually completed during the first year. Students are required to take a minimum of 3 credits from Block A. The remaining credits may be chosen from Block A or B. Requests to enrol in a seminar outside the program are subject to the approval of the thesis supervisor and the Graduate Program Director. See the registration procedures outlined below.

Procedure to register for an Art History doctoral seminar at Concordia

[Register yourself](#) online through your Concordia Portal.

Procedure to register for an Art History doctoral seminar at UQAM or UdeM

Submit a registration request through [BCI AEHE](#). A [Student User Guide](#) is available on the homepage. Please note that if you wish to drop a seminar offered by a partner institution, you must do so through the BCI portal before the drop-add date *of that institution*, which is often earlier than the equivalent date at Concordia. Please inform yourself of these dates and ensure that you can see confirmation that your course has been successfully dropped on BCI.

Procedure to register for a graduate course in another department or institution

1. Send an email request to your supervisor asking for permission to take a specific seminar. If the supervisor grants permission then:
2. Contact the instructor to request permission and a course description or syllabus.
3. Submit an online Service Request for a Course Substitution (ARTH 806 is usually the recommended course to substitute), attaching both emails as supporting documentation, as well as a short written explanation of how this course will be of greater benefit to your research than the courses offered within the program. Please notify the Department Assistant once you've submitted your request. Students may submit service requests through their Student Center under "Graduate Service Requests".

4. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions.

Procedure to register for a Concordia Art History MA seminar with enhanced coursework

Registration in doctoral seminars is preferred. MA seminars require a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific MA seminar in lieu of a Block B PhD seminar. If your supervisor grants permission then:
2. Send an email request to the instructor forwarding the supervisor's permission to join the seminar and explaining that you will require an enhanced assignment structure to obtain doctoral credit. This may consist of additional assignments and/or longer assignments. (The instructor may consult with GPD if they wish). If the instructor grants permission then:
3. Submit an online Service Request for a [Course Substitution](#) (ARTH 806 is usually the recommended course to substitute), attaching both emails as supporting documentation. Please notify the Department Assistant once you've submitted your request.
4. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions. The instructor should provide you with an individualized syllabus on the first day of class, which sets out the enhanced assignment structure.

Research Tutorial and Thesis Proposal Guidelines (ARTH 820)

The Research Tutorial (*Atelier de recherche*) is an intensive course of individualized study directed by your supervisor and geared to the production of your thesis proposal. It is typically taken after your seminars are finished, but supervisors may occasionally advise completing the tutorial earlier.

The thesis proposal is a 30- to 40-page document, double spaced, plus a bibliography and 20 annotations.

Because of the unique character of every dissertation, both the content and format of the thesis proposal will vary from student to student, and you should consult closely with your supervisor in order to construct a proposal that will best meet the exigencies of your research. All proposals should include the following types of information, though it need not necessarily be organized under these headings:

- A description of the topic
- A statement of its significance (Why is it important to undertake this study?)
- A statement of objectives (What will you accomplish?)
- A description of your *corpus*, or the body of material you will be studying (e.g. artworks, artifacts, archival documents, written texts)
- A discussion of your methodology, including research methods and theoretical framework
- A discussion of the intellectual context for your work, including how your research relates to existing scholarship
- A thesis plan
- A combined bibliography – including annotations on the twenty most significant sources for your research, and standard bibliographic references for the remaining sources. Primary and secondary sources should be distinguished. The bibliography is not included in the page limit.

Once your supervisor has approved your thesis proposal, they will circulate it to the other members of the student's advisory committee (see below), and may invite committee members to request changes or add recommended readings to the bibliography. Once finalized, the bibliography and proposal establish the framework for your comprehensive examinations. The grade for the Research Tutorial is determined by your supervisor, who must sign a grade activity report form. Please follow up with the Department Assistant to ensure that your grade activity report form has been submitted to SGS.

Thesis Committee

You will be supervised by your thesis supervisor, who is assisted by a Thesis Committee made up of your supervisor (or co-supervisors) and two other professors. At least one of these committee members should normally be from one of our partner institutions. Your committee is constituted at the beginning of the Research Tutorial. Your supervisor will invite the members of your committee to participate, but you can expect to be actively involved in the process of researching, suggesting and discussing possible candidates. The GPD and Interuniversity Committee can also offer input. If no committee member from a partner department is envisaged, the supervisor must provide a written rationale to the GPD who will bring it forward to the Interuniversity Committee. Such requests are exceptional.

Comprehensive Exam Guidelines (ARTH 808)

Following the completion of the Research Tutorial you must successfully pass two examinations – one written and one oral. These examinations are based on the work prepared in the Research Tutorial, which establishes a bibliography focused on theoretical and methodological issues pertinent to the student's specific area of study and includes an extensive thesis proposal. The exams are intended to verify whether you are sufficiently prepared to undertake the writing of a thesis. Grades are assigned on a PASS/FAIL basis. Students who fail either of these examinations must take both of them a second time during the following semester. Those failing the second attempt will be withdrawn from the program. The exams are scheduled by the supervisor in consultation with the student, typically 7 to 10 days apart. The supervisor contacts the other examiners and arranges a location for the oral exam.

Written Examination

This consists of a take-home examination written within a seventy-two-hour period. The supervisor coordinates with the two other Thesis Committee members, providing a copy of these guidelines and devising a set of three questions, typically one from each member. On the day of the examination, the supervisor will email these questions to you, cc'ing the entire committee, the GPD and the Department Assistant. You will respond to one of the questions, and return it by email within seventy-two hours to the committee members, the GPD and the Department Assistant. Your answer should be 15 pages in length, double-spaced and typed. The grade is assigned, on a pass/fail basis, by the primary supervisor in consultation with committee members. The committee may, if it wishes, choose to provide comments to the student at this point. You must pass your written examination before you are permitted to proceed to the oral exam.

Oral Examination

The examination lasts 2 to 3 hours. You will be asked to respond to the two questions that you did not answer during the written exam, as well as any questions the committee may have about the thesis

proposal more generally. You may wish to have a PowerPoint to support your answers, or the discussion of your thesis more broadly. This examination is also an important opportunity for discussion, during which you will receive feedback and guidance about your thesis. After the examination is complete, the committee meets to decide a pass/fail grade for the examinations as a whole. If the exams have been successful, your supervisor will sign a grade activity report and you will be admitted to candidacy. Please follow up with the Department Assistant to ensure that the grade activity report has been submitted to SGS.

Doctoral Forum (ARTH 807)

The doctoral forum brings together faculty and students from the Interuniversity Program with the aim of fostering an intellectual exchange within our research community. During the course of your studies, you will publicly present a representative aspect of your research and discuss your work in progress with professors and colleagues. This presentation is evaluated on a pass/fail basis. The forum is held twice yearly, on the first Fridays of April and December. Regular attendance is expected of all students.

Guidelines

Students undertake the forum after their comprehensive examinations and once they have completed writing a portion of their thesis (generally within the year following the comprehensive exams). Presentations are 30 minutes (max. 3750 words) and are followed by a 30-minute discussion, moderated by the forum chair. The presentation should briefly outline the main objectives of the thesis – its contribution to knowledge – before delving into a case study, chosen and justified as exemplary of the project. Students must time their papers prior to delivery and not exceed the 30 minutes allotted.

In order to foster intellectual exchange and scholarly community, students presenting at the doctoral forum are asked to be present for its entirety, and not only for their own segment of the day.

Evaluation

Student presentations are evaluated on a pass/fail basis by a jury composed of three professors. The jury may comment on any aspect of the student's presentation, but evaluation will be based primarily on the candidate's ability to present his or her research publicly, and on the rigor of the analysis offered. Does the presentation clearly communicate the candidate's fundamental questions, ideas, and conclusions? Does its case study offer a coherent and convincing development of the intellectual project that sustains the thesis as a whole?

Procedures and Timeline

Students wishing to present at the forum should first obtain permission from their supervisors and then send their name and title to their Graduate Program Director by October 15 (for the December presentation) or February 15 (for the April presentation). Please consider this as a firm commitment to present, only to be broken in case of illness or true emergency.

Three weeks before the forum, the Program Director sends the names and email addresses of the jury members to participating students. Two weeks before the forum, students forward their text to each of the jury members (including notes, bibliography, and any necessary appendices, such as the thesis plan).

After the forum, a written report from the members of the jury will be sent to the student by the Program Director, typically within two weeks. The Department Assistant will formally register you for ARTH 807 after you have successfully presented your work.

Please forward confirmation of your passing grade to the Department Assistant, who will submit a grade activity report on your behalf.

Thesis

Writing and Research

All students are encouraged to begin the process of research as soon as possible during their doctoral studies, to form a writing group for support, and *to write every day*. Students are well advised to combine research and writing, rather than undertaking them in two completely separate blocks. Remember, it is highly unlikely that you will fail to finish your PhD because you haven't done enough research; writing is the biggest hurdle you will face, and it must begin even as your research is ongoing. Please note that after submitting draft chapters to your supervisor, they have 3 weeks per chapter to send you feedback.

Thesis Requirements

There is no official length mandated, but most theses are between 250 and 350 pages, or roughly 82,000-115,000 words, based on 330 words/page, double spaced, Calibri/Arial 11 pt or Times New Roman 12 pt font or their equivalent. This length is exclusive of notes. Citation Style is Chicago or MLA; footnotes rather than endnotes are expected.

Thesis Completion and Submission

The [Thesis Preparation Guide](#) is your main reference

At the doctoral level, there are two thesis submissions: one to the Thesis Office (who will send it to the examining committee for review) and one final submission to Spectrum (which is done after the defence and after making the necessary edits according to the committee's recommendations). Students are encouraged to submit their thesis well in advance to allow the examiners as much time as possible to read and evaluate the thesis. The defence date should be scheduled at least six weeks after the initial formal thesis submission to the Thesis Office.

The Thesis Office requires the submission by certain dates for those who have applied for the Fall or Spring graduation. Each year, the [deadline for initial doctoral thesis submission](#) to the Thesis Office are posted.

Theses may be submitted *at any time* during the academic year. However, students who hope to graduate at a particular convocation must meet the final Spectrum submission deadlines of 1 September (fall convocation) or 1 April (spring convocation). Those hoping to avoid fees for the winter term must submit their thesis on Spectrum by December 31.

Thesis Examination Committee

As of September 2023, the [Thesis Examination Committee](#) is composed of minimum five voting members. This includes the supervisor(s) (all co-Supervisors must be present), another faculty member from the Art History department, an external faculty member from a Docinter partner university, a arms-length examiner internal or external from Concordia who has had no prior contact with the defending PhD student and an external examiner from a university outside the Docinter program and Concordia, who has had no prior contact with the defending PhD student.

Members of the Examination Committee will be selected by the thesis supervisor in conjunction with the student. The supervisor contacts and invites the examiners to participate, and determines an appropriate date for the thesis defence. Once the committee is in place, the supervisor completes the [Doctoral Thesis Examination Committee Form](#) and submits it to the department ensuring that there is time for the department to forward it to the School of Graduate Studies. Submission of the form must be done prior to or concurrent with the first submission of the thesis, and in all cases a minimum of 6 weeks prior to the defence.

Under no circumstances should students communicate with the members of their committee directly. It is the GPD's responsibility to find a chair, external to the examining committee, and the Department Assistant books a room. This information may be provided to SGS after the submission of the form, if necessary. Formal invitations and regulations are sent to the examination committee members by the School of Graduate Studies.

The School of Graduate Studies sends an electronic copy of the thesis to the Examining Committee. All members, including the thesis supervisor, submit an Examiner's Preliminary Report to the Thesis Office, at least one week prior to the defence. The external examiner is also requested to submit a detailed report on the thesis.

The Defence

The thesis is defended orally before the Thesis Examination Committee. The Chair ensures that all regulations are properly followed. The defence is a public forum, and students are encouraged to invite friends and family. It begins with an oral presentation of the thesis by the student, typically lasting 30 to 40 minutes. Each examiner then asks questions that the student answers. The questions are posed and answered formally. The final decision of the Examining Committee is based both on the thesis itself and the candidate's ability to defend it.

More information about the [thesis regulations](#) (including submission, examination, and defence) can be found in the Graduate Calendar.

Additional Language Requirement

During the course of their studies, candidates must also demonstrate their understanding of an additional language relevant to their thesis research or to the program as a whole. See the Language Requirement and Protocols section on page 7 for more information.

Courses that do not apply towards the degree requirements

PhD students are permitted to register for a maximum of 3 graduate course credits, in addition to the nominal credits in their degree program, [without additional charge](#). Students should consult their supervisor before taking the course, especially if they did not finish the mandatory ARTH coursework.

Grading system

Art History grading system				
A+ 90-100	B+ 77-79	C+ 67-69	D+ 57-59	F 0-49
A 85-89	B 73-76	C 63-66	D 53-56	
A- 80-84	B- 70-72	C- 60-62	D- 50-52	

This grading system applies to all courses offered by the Department of Art History.

SUPPORT AND RESOURCES

Student Hub

Information about the university services and resources – including Health Services, Counselling and Development, and the Sexual Assault Resource Centre – is centralized through the [Student Hub](#).

Accessibility

Concordia supports students with a variety of disability conditions through the [Access Centre for Students with Disabilities](#).

The Art History Department and the Visual Collections Repository are accessible to nursing mothers.

Opus Cards

Full-time students are eligible for [reduced-fare opus cards](#).

Libraries

The Concordia Libraries offer important resources to graduate students, including a BCI card that will enable you to borrow books at other university libraries (McGill, Université de Montréal, UQAM), Inter-Library Loans for materials not held by Concordia, and study carrels. One-on-one consultations with the Fine Arts Librarian, [John Latour](#), are also available.

The library at the Musée d'art contemporain (Médiathèque, which may be accessed via [CUBIQ](#)'s advanced search by selecting 'Musée d'art contemporain de Montréal' under 'Bibliothèque' is a valuable resource, as is the [Artex Documentation Centre](#). These are both excellent places to conduct research on modern and contemporary art; if your research concerns architecture, then you will probably want to consult the [Canadian Centre for Architecture's world-class library and archives](#). The [Bibliothèque Nationale](#) is another important resource, as are the libraries and archival resources at the [Montreal Museum of Fine Arts](#) and the [National Gallery of Canada](#) in Ottawa.

The School of Graduate Studies

SGS is located in the GM building, room 930. Among the offices it houses are the Graduate Awards Office (ext. 3801/3816) and the Thesis Office (ext. 3812).

Access to Technology

Active Concordia students have access to [Office 365 Education](#) (a collection of services that allows you to collaborate and share your schoolwork). The services are available for free and include an email address, Office online (Word, PowerPoint, Excel), 1 TB of OneDrive storage, MS Teams and SharePoint sites. The subscription also allows you to install the full suite of Office software on up to 5 computers and 5 mobile devices free of charge.

Thesis Writing Spaces

Regular writing is the key to graduate student success, and having a dedicated working space is central to making that happen. Home is convenient, but may not offer the most conducive environment for concentrated daily work.

Art History Graduate Student Lounge

The lounge is a space within the department to leave your bags and books, meet with other students, and plan projects. Suitability for writing varies, depending on usage. You will receive a key for this space.

VCR (formerly the slide library), EV 3.703

Huge windows and a friendly, quiet space for students to work within the department. There is also a microwave and a fridge.

FoFA Graduate Student Study Space

A newly renovated and dedicated space for Fine Arts Graduate students with a private lounge area, a large study space, a kitchenette, a conference room, a small meeting room and a privacy area, as well as five research labs. Faubourg Building, FB 630, 1250 rue Guy. You need to [apply for a key card](#) to work in this space.

Espace Thèsez-vous

A cooperative writing environment that fosters concentration, structure and a motivating community, helping students and researchers from all universities and fields of study reach new levels of productivity while writing their theses. 7640 Rue Lajeunesse, Montréal, QC H2R 2J2

Webster Library

A newly renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room.

Grey Nuns Reading Room

A beautiful and historic space in a Concordia heritage building. Grey Nuns Building (GN) A Wing, 1190 Guy St.

And a host of other spaces ...

The city also has many extraordinary library spaces where you can work regularly. Don't miss the Viger Avenue branch of the BANQ at 535 av. Viger Est – a showpiece of the Quebec government in a heritage building, with microwaves and lockers and a gorgeous cast iron reading room. The Birks Reading Room and the Islamic Studies Library on the McGill Campus are also splendid spaces.

Sequencing Options – PhD Art History

Standard	Fall _____	Winter _____	Summer _____
Year 1	<input type="checkbox"/> ARTH 809 (A) (3cr) Séminaire Int. I <input type="checkbox"/> ARTH - B (3cr) <input type="checkbox"/> Oct: External Grant Applications <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> ARTH 810 (A) (3cr) Sémin. Int. II <input type="checkbox"/> ARTH – B or Elective (3cr) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Thesis research goal: work on bibliography, annotations and intellectual context statement <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target graduation date:
	<input type="checkbox"/> Professional development goal(s) for year 1:		
Year 2	<input type="checkbox"/> ARTH 820 (6cr) Research Tutorial <input type="checkbox"/> Target date for thesis proposal: <input type="checkbox"/> Finalize THESIS COMMITTEE in conjunction with supervisor <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Schedule COMPS ARTH 808 (9cr) COMP EXAMS <input type="checkbox"/> 1 take-home written (3 days) <input type="checkbox"/> 1 oral <input type="checkbox"/> March : SGS Progress Report <input type="checkbox"/> Target graduation date:	<input type="checkbox"/> Thesis research and writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target graduation date:
	<input type="checkbox"/> Professional development goal(s) for year 2:		
Year 3	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Comps or thesis research and writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Human Research Ethics Review (if needed) <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis research & writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> April: ARTH 807 (3cr) DOCTORAL FORUM (for a 4 year degree) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis research and writing goal: <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 3:		
Year 4	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis writing goal (for a 4-year degree, complete draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> December: ARTH 807 (3cr) DOCTORAL FORUM (alternate for a 4-year degree) <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis writing goal (for a 4-year degree, editing and 2 nd draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 4-year degree.) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis writing goal: (for a 4-year degree, initial submission 6 weeks before defence): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Defence & revisions <input type="checkbox"/> 1 September: Final e-SUBMISSION <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 4:		
Year 5	<input type="checkbox"/> TEACHING? (add a term to your degree). <input type="checkbox"/> Thesis writing goal (for a 5-year degree, complete draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis writing goal (for a 5-year degree, editing and 2 nd draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 5 year degree.) <input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Teaching? (add a term to your degree). <input type="checkbox"/> Thesis writing goal: (for a 5-year degree, initial submission 6 weeks before defence) <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Defence & revisions <input type="checkbox"/> 1 September: Final e-SUBMISSION <input type="checkbox"/> Target thesis submission date:
	<input type="checkbox"/> Professional development goal(s) for year 5:		
Year 6 Time-limit	<input type="checkbox"/> Thesis writing goal (for a 6-year degree, Complete draft)	<input type="checkbox"/> Thesis writing goal (for a 6-year degree, editing and 2 nd draft): <input type="checkbox"/> Target date for goal: <input type="checkbox"/> Confirm committee (for 6-year degree.)	<input type="checkbox"/> Thesis writing goal: (for a 6-year degree, initial submission 6 weeks before defence) <input type="checkbox"/> Target date for goal:

	<input type="checkbox"/> Target date for goal: <input type="checkbox"/> TARGET draft date:	<input type="checkbox"/> March: SGS Progress Report <input type="checkbox"/> Target thesis submission date:	<input type="checkbox"/> Defence & revisions <input type="checkbox"/> 1 September: Final e-SUBMISSION
<input type="checkbox"/> Professional development goal(s) for year 6:			