PHD HANDBOOK (2026-27)

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 Department Assistant. If questions persist, feel free to email us any time. *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.*

Concordia University
Department of Art History
September 2026

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 in 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.

Also visit the Centre for Teaching and Learning (CTL) Indigenous Decolonization Hub for more information on the Five-Year Strategic Implementation Plan on decolonizing and Indigenizing curriculum and pedagogy launched in 2023 by the CTL's Office of Decolonizing Curriculum and Pedagogy.

Welcome to the PhD in Art History at Concordia University

On behalf of our Department Chair Dr Nicola Pezolet and our entire faculty, it is my pleasure to welcome you to Concordia University and to the Department of Art History.

You are now a member of Montreal's Interuniversity Doctoral Program in Art History (or "Doc-Inter"), 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 the heart of downtown Montreal, our program has the advantage of being situated in a city with a vibrant artistic history, numerous galleries and museums, and a thriving, diverse cultural scene. The 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—it is also well-known for making important contributions in numerous fields of art-historical research, for offering students innovative educational opportunities, and for fostering an inclusive and collegial environment. We aim to offer our students a stimulating, supportive, and intellectually challenging environment in which to pursue their studies.

During your time in the program, you will be honing your research skills, expanding your intellectual capacities, and refining your critical, scholarly voice. Many of you will also pursue opportunities to disseminate your research in scholarly contexts outside of the doctoral program, and many will also gain experience as educators, here at Concordia or elsewhere. Graduate study can be a profoundly enriching and intellectually transformative experience, and I am delighted you have chosen to embark on this phase of your educational journey with us at Concordia. I look forward to getting to know all of you in the coming weeks and months and supporting you throughout your time in our department.

This handbook, also available online and updated annually, 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 our departmental website. 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 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! We wish you a wonderful beginning to your studies.

Sincerely,
Dr. Steven Stowell
Graduate Program Director
Department of Art History

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GENERAL INFORMATION

Contact information & Roles of Administrative Team

Dr. Steven Stowell, EV 3-770
Graduate Program Director
GPD.arthistory@concordia.ca

- *The GPD teaches the MA Thesis Seminar. Contact the GPD for **academic** matters (e.g., advice on decisions concerning your academic program or progress, such as course permissions, program sequence, leaves of absence)*

Dr. Analays Alvarez Hernandez
Director of the Interuniversity PhD in Art History for 2026-2027
analays.alvarez@umontreal.ca

- The Director manages the Docinter program and chairs the Interuniversity committee composed of Faculty members representing the three partner universities (Concordia, UdeM and UQAM).

Chiara Montpetit
Department Assistant
EV 3-817
art.history@concordia.ca
514-848-2424 x 5392

- *Contact Chiara for **administrative** matters (e.g., assistance with registration, questions about guidelines, procedures, and forms)*

Dr. Nicola Pezolet
Chair of Department
EV 3-820
nicola.pezolet@concordia.ca

- In cases where the GPD is not available (i.e., on short research leave), or your supervisor is the GPD and you have an emergency, you may consult with the Chair.

Danielle Aimée Miles
Department Coordinator
EV 3-819
danielle.miles@concordia.ca
514-848-2424 x 4700

- The Department Coordinator primarily assists faculty with administrative matters and manages student employment in the department (TAships, short-term employment contracts, etc.).

Program Introduction

The Interuniversity PhD 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 by writing and submitting a dissertation under the guidance of a full-time faculty member in the Department of Art History and committee members from our partner universities.

The program brings together a wide and varied range of expertise from Concordia University, Université de Montréal (UdeM), and Université du Québec à Montréal (UQAM). 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 2024-27, UdeM 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.

General Academic and Administrative Resources

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 the Department of 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 contact the Department Assistant for assistance.

Your Contact Information

It is very important that you keep your contact information up to date on the Student Hub. All students must use their Concordia email addresses on all university communications. Concordia email accounts can be obtained through the Student Hub. Concordia students have free access to Office 365 Education, which includes an email address, Office online (Word, PowerPoint, Excel, and OneNote), 100 GB of OneDrive storage, Yammer, and SharePoint sites. For more information on your student email account and Office 365 Education, 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 x2668 Monday to Friday between 9 a.m. and 5 p.m. EST with any questions. Otherwise, you can email students@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. If faced with a medical emergency while travelling outside your province or in a foreign country, 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 September, a welcome event helps you get to know the faculty at the three universities and offers an opportunity for the community to come together. Concordia's Department of Art History and the Art History Graduate Students Association (AHGSA) also organize a Faculty and Graduate Student Meet & Greet Event. You will receive invitations by email. AHGSA represents Art History students at the University Graduate Student Association, and is open to both MA and PhD graduate students.

The Docinter program also has its own very active interuniversity student committee, the Docinter Student Committee (CEDISC). Students in the doctoral program also organize *Hypotheses*, a year-long series of graduate student symposia as well as many other intellectual thought-provoking and stimulating cultural programs.

Other mixed-level student groups include Concordia's Ethnocultural Art Histories Research Group (EAHR).

Once your courses are finished, you may find that writing a dissertation can be a lonely undertaking. 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.

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.

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**.

Starting with the 2025–2026 cohort, if a student receives a Tri-Agency award (like a SSHRC, for example) valued at $40,000 or more, their Concordia University Doctoral Fellowship (CUDF) will be reallocated to another Concordia student. Should the external award end before the full twelve-term duration of the CUDF (tracked from the initial time of Fellowship acceptance), the remaining terms of the CUDF will be honoured and the student will be awarded the balance.
The recovery of returned CUDF will be redistributed by SGS in full in the following academic year.

Here are some likely scenarios:
Student A, admitted for Fall 2027, has been awarded a CUDF and has also been successful in the SSHRC doctoral competition before the start of term.

Year	Award	Amount ($)
1	SSHRC	$40,000
2	SSHRC	$40,000
3	SSHRC	$40,000
4	Concordia University Doctoral Fellowship	$14,000

Student B, admitted for Fall 2025, receives an SSHRC award in their second year of study after initially receiving a Concordia University Doctoral Fellowship in year one.

Year	Award	Amount ($)
1	Concordia University Doctoral Fellowship	$14,000
2	SSHRC	$40,000
3	SSHRC	$40,000
4	SSHRC	$40,000

Student C, admitted for Fall 2024, receives a SSHRC award in their third year of study after initially receiving funding from a Concordia University Doctoral Fellowship in year one and year two.

Year	Award	Amount ($)
1	Concordia University Doctoral Fellowship	$14,000
2	Concordia University Doctoral Fellowship	$14,000
3	SSHRC	$40,000
4	SSHRC	$40,000

Various small travel grants are available to students to help offset the costs of travel to conferences (to present or attend) or conduct research travel (fieldwork) required for their theses or dissertations. A list of **Departmental awards** available to Art History graduate students can be found on the website and postings of upcoming calls for applications are regularly emailed to you.

Funding Disbursement

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. Please make sure to accept the award through your Student Centre before the start of each term. 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**.

To receive funding, you must be registered as a full-time student during the term of the offer of funding. This is especially important for the final installment of external awards. For example, if you are receiving funding during your last summer term, make sure to be a registered student following the DNE deadline of that term and submit your thesis on Spectrum by September 1st. When selecting the start of the disbursement of an external award, consider your timeline and when you intend to submit your thesis.

Teaching and Research Assistantships

Currently, Teaching and Research Assistantships at Concordia are unionised through CREW.

Teaching Assistantships

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 the undergraduate Art History survey courses ARTH 201 and ARTH 202. A small number of TAships for the following years are sometimes available. Postings for these positions are circulated by email to all current graduate students. Decisions concerning TAships will be made by the GPD in consultation with the course instructor and the Department Coordinator and Assistant, as needed.

Graduate teaching assistants establish their responsibilities together with the instructor via a TA Workload Form filled out at the beginning of their contracts. Please ensure that you have a clear sense of when professors expect graded work to be returned. TAs must stay focused on course content during classroom lectures (do not check personal email, read unrelated material, etc.) and respond to emails from the instructor as soon as possible (and certainly within 2 working days).

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 contract.

Research Assistantships

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 a maximum of 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 RA contract(s), so we can keep our departmental records up to date.

As with the TA contracts, all students should ensure that the total number of hours worked (including TA contract 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 any contract.

Teaching

Many students in the PhD program are offered the opportunity to teach in the Department of Art History 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, have some TA experience, and have been assessed by their supervisors as being ready for the challenge.

A call will be sent to doctoral students in the Fall with a list of available courses to teach in the next academic year. Interested students will need to submit a proposal with the course code & title, including a special topic if applicable, a short description and a bibliography of 10-12 titles. You will also need to submit the Timeline for Completion form, taking into account the teaching load and how it will affect the completion of the degree. 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. The Department Coordinator & the Chair will proceed to consult with the applicants' supervisor(s), and the administrative committee (the Undergraduate and Graduate Program Director, Chair, Department Coordinator and Assistant) will make the final decision.

Students are allowed to teach a maximum of ten 3-credit courses during their program, with a maximum of 6 credits per academic year. Priority will be given to students who are not on a time limit extension. Supervisors should actively mentor the students in choosing their course topic, crafting their proposal, and building their first syllabus.

Students are strongly recommended to consult with their supervisor concerning taking new teaching opportunities outside of Concordia at any stage in their degree, in relation to the impact on their timeline for completion or to ensure they are adequately prepared for the experience.

Professional Development

The University runs a full range of free professional and personal development workshops for graduate students called GradProSkills. The Centre for Teaching and Learning (CTL) also runs free professional development workshops and events regularly. Also check out the Office of Indigenous Directions' Pîkiskwêtân Learning Series and the Black Perspectives Office resources that include upcoming workshops and information on the President's Task Force on Anti-Black Racism.

Students are encouraged to consider developing a seminar paper or portion of their thesis for public presentation at a conference, or for publication. PhD students should familiarize themselves with the annual conferences of the two major professional associations for art historians with the goal of presenting at least one paper at a professional conference before graduating. The Universities Art Association of Canada (UAAC) is hosted in a different Canadian university and the College Art Association (CAA) takes place in New York and Chicago. Exhibition and book reviews are a good place to begin developing a publication portfolio. Concordia, as well as Docinter partner universities house peer-review scholarly journals to which you can contribute submissions: the *Journal of Canadian Art History (JCAH)* and the *Asian Diasporic Visual Cultures and the Americas (ADVA)* journal.

PHD SUPERVISION AND COMMITTEES

Building a strong student and supervisor relationship

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 using and completing the Concordia Student and Supervisor Framework is not only a very good idea but mandatory in our department. Use, by both student and supervisor, of the Timeline for Completion form through a shared doc app is also highly recommended. A good practice is to review both the framework agreements and the timeline during the yearly meeting in March to fill out the "Annual Graduate Progress Report" due that month, using this as an opportunity to flag and discuss any issues concerning the student-supervisor relationship.

Guidelines and principles for positive supervision relationships have been written by the Canadian Association for Graduate Studies and SGS. 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 and discuss together aspects of the framework or timeline that may need to be revisited or revised. 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 – in serious cases – mediation, please consult the Graduate Program Director. If your supervisor is the GPD, you may also approach the Department Chair or the Associate Dean of Students at the School of Graduate Studies.

The Thesis Supervisor Committee is de facto the Comps Committee

You will be supervised by your thesis supervisor, who is assisted by a **Thesis Supervisory Committee** made up of your supervisor (or co-supervisors) and two other professors. In the spirit of our inter-university doctoral program, at least one of these committee members should normally be from one of our partner institutions. The Supervisory Committee should meet at least once a year with the student.

The student and supervisor should discuss the constitution of the committee and have it set up within the first year of the program. Students are expected to be actively involved in the process of researching, suggesting and discussing possible candidates (only full-time tenure-track or tenured professors are eligible). The GPD and Interuniversity Committee can also offer input.

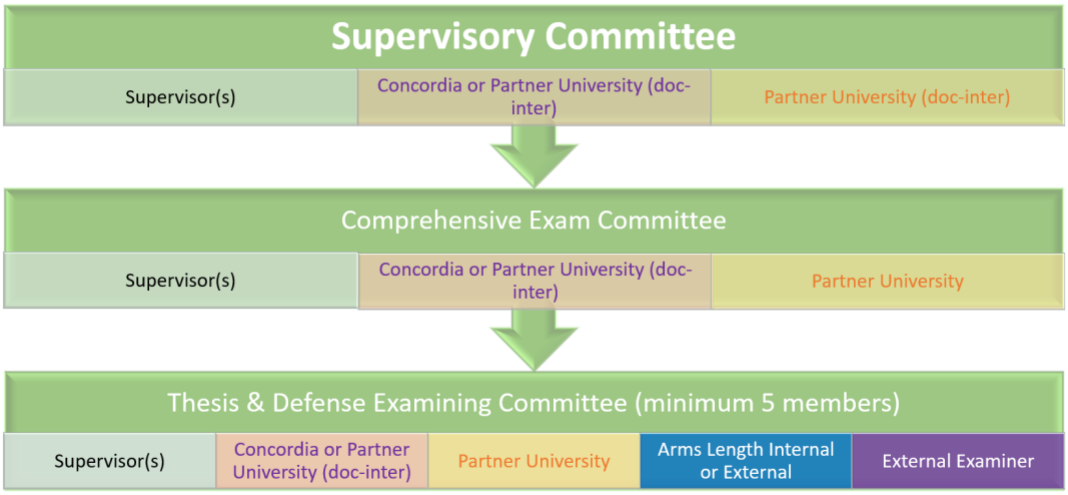
Once both supervisor and student agree upon possible faculty members, students are responsible for contacting and confirming the two other committee members by reviewing the Concordia Student and Supervisor Framework guidelines with them, agreeing to expectations, and completing the form. Follow-up with the supervisor, noting any conditions or concerns raised. If no committee member from a partner department is envisaged, the supervisor must provide a written rationale to the GPD to approve or bring it forward to the Interuniversity Committee for further consultation. As an interuniversity thesis supervisory committee is one of the hallmarks of the Docinter program, such requests are exceptional.

Your Thesis Supervisory Committee must be constituted before the beginning of the Research Tutorial (ARTH 820). According to department practice, the members of the Thesis Supervisory Committee should ideally be de facto members on the **Comprehensive Exams Committee (Comps Committee)**. The work of the comprehensive exams committee begins once the Research Tutorial has been completed. This means that the student has completed the thesis proposal and bibliography, finalized and submitted it to the supervisor, and the supervisor has evaluated and submitted a PASS grade for ARTH 820.

The Thesis Supervisory Committee may also be called upon by SGS to discuss TLEs (Time Limit Extensions) that they approve (this is in cases that exceed the three TLEs approvable by the Department). When applying for TLEs, the student should consult with, inform, and reconfirm the commitment of, supervisory committee members, including their principal supervisor, given the extended period of supervision.

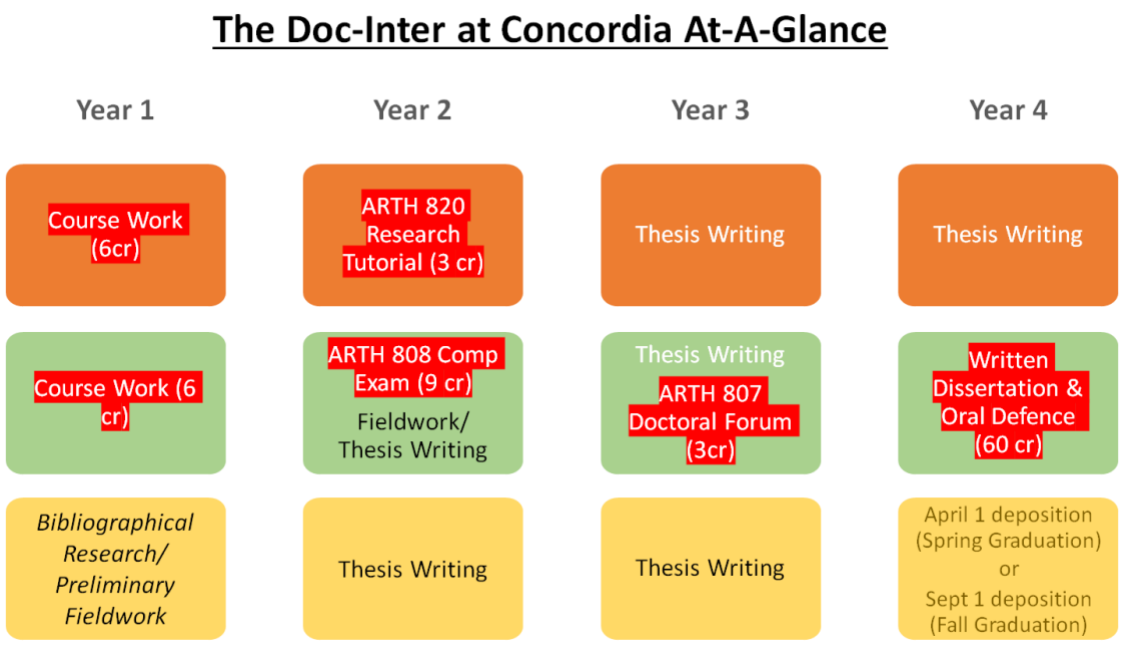
Further, the members of the Thesis Supervisory Committee are de facto members on the larger Thesis Committee for the student's **thesis oral defence**, in addition to 2 more members to make up the required 5. The additional two are the Internal External (Internal to Concordia), and the External (must be outside of Concordia and Docinter). As they are not at arm's length to the student, no member of the Thesis Supervisory Committee can serve as the Internal External, so please choose wisely.

Composition of PhD Supervisory Committee



DEGREE REQUIREMENTS: A QUICK LOOK

The following graph runs through the PhD degree program year by year.



PHD PROGRAM: YEAR ONE - COURSEWORK

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. Students may apply for permission to take one seminar (3 credits) outside the core PhD seminar offerings of the department. This may be an MA seminar in the department, a graduate seminar in another Concordia department or a graduate seminar at another Quebec university excluded from the Docinter program. Undergraduate courses cannot be taken for credit. Students wishing to obtain such permission should contact their supervisor and then develop a written rationale for submission to the GPD, which they will submit together with an email from their supervisor confirming support and, when available, a course syllabus. Courses outside the department should directly foster the student's thesis research.

Requests to take a seminar outside of the core seminar offerings must be made well in advance. The department recommends starting the process from the procedures outlined below at least two months before the DNE deadline of the term in which the course is offered.

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 seminar in another Concordia department

Registration in PhD Art History seminars is preferred. Taking another seminar requires a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific seminar. To approve, the supervisor must send a reasoning and assessment of the appropriateness of this course towards building this student's capacity to write an art history dissertation to join the seminar with the GPD in cc. If your supervisor grants permission, then:
2. Send an email request to the instructor forwarding the supervisor's reasoning and assessment. If it is a MA-level seminar, explain that you will require a certain assignment structure to obtain PhD credit. (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 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. If the course is a MA-level seminar, the instructor should provide you with an individualized syllabus on the first day of class, which sets out the modified assignment structure.

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 and are subject to spaces remaining in the course.

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. To approve, the supervisor must send a reasoning and assessment of the appropriateness of this course towards building this student's capacity to write an art history dissertation to join the seminar, with the GPD in cc. 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 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.

Procedure to register for a graduate seminar at another Quebec University (not part of Docinter)

Registration in Concordia's PhD Art History seminars is preferred. Taking another seminar requires a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific seminar by providing a written rationale for enrolling in the course in question (how will it benefit your progress toward thesis completion?). Attach the course description and preferably the syllabus as well.
2. The supervisor approves the request after reviewing the student's progress in the program and cc's the student, GPD and GPA;
3. Send an email request to the instructor, forwarding the supervisor's permission to join the seminar. If it is an MA-level seminar, explain that you will require a certain assignment structure to obtain PhD credit. (The instructor may consult with GPD if they wish). If the instructor grants permission, then:
4. Apply through the Bureau de Cooperation Interuniversitaire (BCI) portal to register for the course. You will receive information and instructions from the host university. If the course is an MA-level seminar, the instructor should provide you with an individualized syllabus on the first day of class, which sets out the modified assignment structure.
5. Submit an online Service Request for a Course Substitution (ARTH 806 is the recommended course to substitute), attaching both approval emails from the supervisor and the instructor as supporting documentation. Please notify the Department Assistant once you've submitted your request.

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.

PHD PROGRAM: YEAR TWO – THESIS PROPOSAL + COMP EXAMS

Research Tutorial and Thesis Proposal Guidelines (ARTH 820)

After the completion of their seminars, all students undertake the Research Tutorial / *Atelier de Recherche*, an intensive course of study guided by their supervisor. The tutorial is aimed at producing a thesis proposal. This is a 15-20 pages document, double-spaced, plus an annotated bibliography.

Because of the unique character of every dissertation, both the content and format of the thesis proposal will vary from student to student, and candidates should consult closely with their supervisors in order to construct a proposal that will best meet the exigencies of their research.

Regardless of the chosen organizational structure, the content of all proposals must address each of the following requirements:

· An introduction to your central research topic, and core question(s):
What is your central subject? And what question(s) will your thesis seek to answer about it? 3-4 pp

· A statement of the significance/urgency of this project:
Why is it important to undertake this study? 3-4 pp

· A discussion of your methodology, including research methods and theoretical framework:
How do you plan to approach your thesis work? 3-4 pp

· A discussion of the intellectual context for your project, including how existing scholarship supports or relates to your work

What prior research has helped you in your own thinking, or needs revision in the way that you propose? 3-4 pp

· A description of your corpus

What is the body of material you will be focusing on: which artworks, artefacts, archival materials, etc.? 3-4 pp

Appendix I

A thesis completion schedule that includes your timeline for completing your comprehensive exams, fieldwork, and your schedule for writing and defending the thesis as per the requirements of Concordia's Thesis Office. When will all the required steps take place, as best you can anticipate them at this time?

Appendix II

A comprehensive bibliography of sources you plan to use -- including annotations on the twenty (20) most significant sources for your research, and standard bibliographic references for the remaining sources. Primary and secondary sources should be clearly distinguished. The annotations and bibliography are not included in the 15–20-page limit.

Appendix III

Students should curate a focused set of 3–5 key artworks or visual documents that directly relate to the central arguments of their thesis proposal. The selection should exemplify the range, chronology, and/or thematic variation relevant to their main research questions. For each selected item, include a briefs caption (title, creator, date, medium, and provenance).

Once the supervisor has approved the thesis proposal, it is circulated to the other members of the student's advisory committee and serves as the basis for the comprehensive examinations. Supervisors may circulate a draft document to the advisory committee and invite comments or feedback. In this case the supervisor would also circulate a finalized version of the proposal prior to the examinations.

The Research Tutorial is graded as Pass or Fail (P/F), as determined by the supervisor, and communicated to the Department Assistant who will complete a grade report form (P-F).

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. Based on the final proposal and bibliography that is circulated to the members of the Comps Committee, 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 typically 7 to 10 days apart. After discussing with their supervisor possible dates, the student confirms availability with other committee members and confirms the final two dates with the supervisor (the student can send the typical timeline below with their email). It is the responsibility of the student to fully understand and submit by the hard deadlines. The supervisor will arrange a location for the oral exam, and follow up with the other examiners of the Comps Committee by sending them more information on the procedure. The supervisor must consult with the GPD in the case where, for whatever reason (logistics, leaves, expertise) the members of the Comps Committee are different from the student's thesis supervisory committee as this may have implications for the student in terms of support from their thesis supervisory committee as well as the constitution of the defence committee later.

A typical timeline for the comps at Concordia looks like this:

A minimum window of 6 weeks is strongly recommended.

Note this **8-week schedule** allows for the exam committee 4 weeks to read the proposal.
(For a 6-week schedule, the committee has only 2 weeks to read the proposal, and for a 7-week schedule, the committee has 3 weeks to read the proposal.)

Week 1: A passing letter grade has been submitted by the supervisor for the thesis proposal and annotated bibliography (ARTH 820); the supervisor now circulates them to the exam committee.
Week 1-4: The exam committee has 4 weeks to read the proposal.
Week 5: Members discuss, and **each submit 1 question based on the submitted proposal** (1-2 weeks before the written exam, this allows time to make sure there are three different questions).
Week 6: **Written comprehensive exam** takes place (student answers one of the three questions), the answers are circulated to the committee within 72 hours, cc' GPD and Department Assistant.
Week 7: The exam committee has one week to read and grade pass/fail. If passed, the oral comprehensive exam can take place.
Week 8: **Oral comprehensive exam - in person.** The comps continue with the two remaining questions based on the submitted proposal.

For templates of emails to send to the Comps Committee regarding the procedure and schedule of dates, please see **APPENDIX 1** and **APPENDIX 2**.

Written Examination

This consists of a take-home examination written within 72 hours. The supervisor coordinates with the two other Comps 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, in size 11-12 font 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 two 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.

PHD PROGRAM: YEAR 3 & 4 –THESIS WRITING, DOCTORAL FORUM AND DEFENCE

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 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 to 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.**

Doctoral Forum (ARTH 807)

The doctoral forum brings together faculty and students from the Interuniversity Program to foster 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 doctoral 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 before delivery and not exceed the 30 minutes allotted.

To foster intellectual exchange and scholarly community, students presenting at the doctoral forum are asked to attend 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 rigour 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 mid-October (for the December presentation) or mid-February (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 your written report and confirmation of your passing grade to your Supervisor and the Department Assistant, who will submit a grade activity report on your behalf.

The Defence

Important dates to submit the dissertation to review

Please note that the dates allowed for the examining committee to review dissertations for defences are different for the partner universities of UQAM and UdeM.

- At Concordia, the **defence date must be scheduled minimum six weeks after the initial formal thesis submission** to the Thesis Office (one week to send to the external examiner). Depending on the Thesis Office turnaround time, this tight schedule leaves only 4 to 6 weeks for the examining committee to review, and the external to write a minimum 2-page external examiner's assessment report.
- At UQAM and UdeM, examining committee members have a **maximum of 3 months** to review a dissertation.

This means that the supervisors and student MUST confirm and reconfirm with all members of the defence exam committee the minimum amount of time they are asking that the dissertation be made available to them to review, and that the date of the initial formal thesis submission to the Thesis Office must be the same date as the maximum time requested.

1. Spring Graduation: Between Jan 1 and April 15 latest (only 2 weeks for revisions) for May 1 final electronic submission of thesis through Spectrum, the Concordia Repository
2. Fall Graduation: Between June 1 and Aug 15 latest (only 2 weeks for revisions) for Sept 1 final electronic submission through Spectrum
3. Spring Graduation the following year: Between Oct 1 and Dec 15 (only 2 weeks for revisions) for Jan 2 final electronic submission through Spectrum

Do not assume that all exam committee members (including Concordia-based members) will agree to Concordia's maximum 5–6-week review period.

Theses may be submitted *at any time* during the academic year. However, students who hope to graduate and celebrate at a particular convocation must meet the final Spectrum submission deadlines of 1 September (Fall graduation but since there is no Fall convocation for FoFA, this will be Spring convocation the following year) or May 1 (Spring graduation and Spring convocation).

Those hoping to avoid fees for the fall must submit their thesis on Spectrum by September 1.
Those hoping to avoid fees for the winter term must submit their thesis on Spectrum by January 2.

Thesis Examination Committee (Defence Committee)

As of September 2023, the Thesis Examination Committee is composed of a minimum of five voting members. This includes:

1. the supervisor(s) (all co-Supervisors must be present, counting as one vote),
2. a second faculty member from a Docinter partner university (Thesis Supervisory Committee)
3. a third faculty member from a Docinter partner university (Thesis Supervisory Committee)
4. an arms-length examiner internal or external from Concordia. To be considered at arms-length, an examiner must not: (i) have been a supervisor or a trainee of the supervisor or candidate, (ii) have collaborated, published or shared funding with the supervisor or candidate in the past six years, (iii) feel for any reason unable to provide an impartial evaluation of the thesis, (iv) be a member of the candidate's Supervisory Committee (when applicable).

5. an external examiner from a university outside the Docinter program and Concordia. An External Examiner for a doctoral defence must: (i) be a scholar with no affiliation with Concordia, and (ii) have demonstrated expertise in the thesis material and an international reputation. The External Examiner must be at arms-length (see above) from the candidate and the supervisor. In addition, the External Examiner must not have been employed at Concordia in the past six years.

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. The supervisor books a room and adds it to the form, indicating what modality the defence will be in (in-person OR hybrid; all-Zoom defences are not permitted).[1] You must also inform the GPD of the latest date that your committee needs to receive the dissertation to review by (otherwise the default will be 6 weeks before the defence date). Once the committee is in place, the supervisor completes the Doctoral Thesis Examination Committee Form (with Neutral Defence Chair left blank) and submits it, and a DOCX version of the abstract, to the GPD. The GPD is responsible for **finding a defence chair**, external to the examining committee.

You must leave enough time for a chair to be confirmed (at least 10 working days BEFORE the date the committee requires the dissertation) in order to complete the membership of the examining committee. The completed form will be forwarded to the supervisor who will forward it to the School of Graduate Studies. Submission of the completed 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 or more.

Under no circumstances should students communicate with the members of their defence committee directly. This information may be provided to SGS after the submission of the form, but only 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 Process

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.

[1] Supervisors are responsible for setting up and running their own tech for their student's defences, including room bookings, and if required arranging for CDA technicians to assist in set up. If the supervisor wishes to reserve the Jarislowsky Institute (EV 3.711), they must email Brenda Dionne at canadianartinstitute@concordia.ca. To book the seminar room (EV 3.760), please email the Department Assistant. To book any other rooms, please contact the Dean's Office. Supervisors must ensure the space booked meets the requirements for professional defence conditions, such as capacity for a minimum of 25 people, quality of sound and a visible screen for all attendants.

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

Applying to Graduate

Yes, this comes before you've finished your thesis. You will need to submit a formal application to graduate before your thesis is complete. The deadlines for this are March 1 for Spring graduation and convocation, July 1 for Fall graduation and November 1st for Winter. Should your thesis be delayed, notify the Department Assistant. The fee will be carried forward, and you will need to submit a new application for the next deadline. Find full information on the Graduation and Convocation page.

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 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 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

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.

List of Milestones

Coursework (4 3-credit seminars)

OPTION 1: complete in year 1

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

This 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 Proposal (*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 Examination (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 their Timeline for Completion form.

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 are encouraged to meet with their advisors to discuss their respective responses to each category. It is also an excellent time for both supervisor and student to review and update the Concordia Student and Supervisor Framework guidelines and their Graduate Timeline For Completion form for the student's file. If the nature of the supervisor-student relationship is such that this is not possible, students can request confidential follow-ups from the GPD, the Department Chair, or 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. 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.

OTHER CATEGORIES OF REGISTRATION: TLE & LOA

Program Time Limit

University regulations stipulate that all requirements must be completed within 9 terms (3 years) for full-time students and 15 terms (five years) for part-time students. Your official time limit is indicated on your student record. Responsibility for remembering it rests with students, and the Department only supports requests for extensions in extenuating circumstances. The minimum residency requirement is three terms of full-time study, or the equivalent of part-time study.

Under certain situations, you may need to request a leave of absence or find yourself approaching your program time limit and require an extension.

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 3 TLEs (3 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 (i.e., by Feb 1 for an April 31 limit, by June 1 for an August 31 limit, and Oct 1 for a Dec 31 limit).

The request must be accompanied by:

1) completed department TLE/LOA form, signed by the supervisor (the form is provided by the Department Assistant).
2) an up-to-date timeline for completion of the degree that has been pre-approved by the supervisor in writing. You must use your Timeline for Completion so please make sure it is updated with, and approved by, your supervisor before you submit it with the request.

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, visit the online Student Centre (SIS), under "Course Registration."

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.

According to the School of Graduate Studies: "Before requesting a leave, students should confirm with their Graduate Program Director and supervisor that all required components of their degree programs will be available when they return […] Students must see the Graduate Program Director in their program in order to initiate a Student Request. 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."

Students must apply for an LOA request 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 all supporting documentation; for example, a request for leave for medical reasons must be supported by an original medical certificate.

To grant approval, the GPD and SGS will need to review evidence of your progress in the program. The request must be accompanied by:

3) completed department TLE/LOA form, signed by the supervisor (request the form from the Department Assistant).

4) an up-to-date timeline for completion of the degree that has been pre-approved by the supervisor in writing. In our department, students must use the Timeline for Completion form so please make sure it is updated with, and approved by, your supervisor before you submit it with the request.

There are three types of approved 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 by SGS.
For more information, consult the School of Graduate Studies' Leaves of Absence page.

UNIVERSITY-WIDE POLICIES

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, in whatever form, 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.

Academic Code of Conduct – Behaviour, Technology, 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. During class discussions and "break out group" meetings, you are required to be constructive and to show etiquette, respect and civility towards your colleagues' views at all times. Please treat each other with utmost dignity. It is never allowed to use demeaning or oppressive language towards the instructor or fellow students based on appearance, dis-ability, ethnicity, gender identity, language, religion and/or sexual orientation. 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 the express permission of the instructor. Any unauthorized 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.

In class, please do not distract others with other online activities using phones, tablets or computers, whether it is work for other classes, social networking, gaming, or texting. It is also strictly forbidden to capture sound or images of other students without their explicit consent, as it infringes on Canadian privacy laws. Please be respectful of these rules at all times, even if we are online. The complete Code of Rights and Responsibilities is available online.

See also the Office of Indigenous Directions and the Black Perspectives Office, as well as Concordia's STRIVE Task Force Standing Together against Racism and Identity-based Violence. The work of the STRIVE Task Force will be complementary to and aligned with the recommendations from both the Indigenous Directions Action Plan and the President's Task Force on Anti-Black Racism.

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.

SUPPORT AND RESOURCES

Accessibility
Concordia supports students with a variety of disability conditions through the **Access Centre for Students with Disabilities**.
Please note that the Art History Department and the Visual Collections Repository are accessible to nursing mothers.

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.

Black Perspectives Office
The BPO engages the entire Concordia community in Black perspectives and champions the voices of Black faculty, staff and students. Their office offers consultative services for Black faculty and staff, and foster opportunities for Black Concordians' full engagement and access at Concordia through resources, services, and programming that promote Black employee success and wellness.

Espace Franco
Le Centre pour étudiant·es francophones a vu le jour pour aider les personnes étudiantes à s'acclimater à la vie à l'Université Concordia et pour favoriser leur réussite au sein d'un établissement d'enseignement de langue anglaise. Le centre se situe au H-645.

Concordia University Student Parents Centre
The CUSP exists to support you in achieving your academic goals as you raise your family. Located in GN-L, 1175 Rue St-Mathieu.

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 are also available. John Latour is the Digital Media and Visual Resources Librarian in Fine Arts. Consult the Art History subject guide for resources (databases, background sources, how-to guides, websites, and more).
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 Artexte 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, the McCord Stewart Museum, La Guilde, and the National Gallery of Canada in Ottawa.

NouLa Black Student Centre
NouLa offers programming, services, and resources for Black Concordia students to support their collective success and wellbeing. Initiatives include the NouLa Student Lounge in H-773, the Black Student Hub online platform, mentorship programs, advising, funding opportunities, Homeroom pods and an annual Black Student Graduation Celebration. **Sign up** with the NouLa Centre to access all their programs and services.

Opus Cards
Full-time students are eligible for **reduced-fare opus cards**.

Otsenhákta Student Centre
The OSC is an on-campus resource for First Nations, Inuit and Métis students. It is located in H-653 and is open from 9 a.m. to 5 p.m. Monday to Friday. To access the OSC, First Nations, Inuit and Métis students need to register by email.

Queer Concordia
An on-campus resource centre for 2SLGBTQIA+ students & allies at Concordia University. Visit the office on 2100 Rue MacKay (302.00).

STRIVE Task Force: Standing Together against Racism and Identity-based Violence
The STRIVE Task Force is a continuation of the university's commitment to addressing systemic discrimination, identity-based violence, and hate on campus and beyond. The Task Force aims to counter identity-based violence through campus engagement, consultations with all members of our community, open dialogue, education, and awareness.

The School of Graduate Studies
SGS is located in the GM building, room 930.01. Among the offices it houses are the Graduate Awards Office and the Thesis Office. GradProSkills is also managed by SGS.

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.

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, EV 3.702
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.

Visual Collections Repository (VCR), EV 3.703
VCR houses state-of-the-art viewing facilities for digital and analogue media and maintains and facilitates access to four distinct collections: Moving Image Teaching Collection; Celluloid Film Collection; Still Image Collection and Faculty and Student Work Collection.
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, FB 630
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.

Otsenhákta Student Centre's Computer Room, H 653
A space exclusively for First Nations, Inuit and Métis students. Open on weekdays from 9 a.m. to 5 p.m. Monday to Friday. To access the OSC and the computer room, register by email.

Webster Library, LB-2
A recently renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room.

Grey Nuns study space, A Wing (GN), 1190 Guy Street
SGS recently began administering the Grey Nuns study space, which now supports graduate-focused programming, including several GradProSkills workshops and events over the summer. When open, the space offers group study rooms available for booking, as well as an open, silent study area with seating for 200 students.

Espace Thèsez-vous, 7640 Rue Lajeunesse
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.

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.

APPENDIX 1

Supervisor Email Template for Comprehensive Exams (ARTH 808)

Subject Heading: **Info for Examining Committee for [Student's First and Last Name]'s Doctoral Comprehensive Examinations (ARTH 808) - [Term, e.g., Fall 2025]**

Dear [Members of the Supervisory Committee - now in the capacity of Comps Exam Committee]
cc: [Student, GPD+GPA, e.g., GPD.arthistory@concordia.ca + art.history@concordia.ca]

As [Student Name]'s PhD supervisor, I thank you for agreeing to be a member of their Supervisory Committee. The membership of the Supervisory Committee sees the doctoral student through (1) the comp exams and (2) the final oral defence of the written dissertation. Both these exams constitute two of the mandatory annual meetings of the supervisory committee.

A typical timeline for the comps at Concordia looks like this:

A minimum window of 6 weeks is strongly recommended.

Note this 8-week schedule allows for the exam committee 4 weeks to read the proposal.
(For a 6-week schedule, the committee has only 2 weeks to read the proposal, and for a 7-week schedule, the committee has 3 weeks to read the proposal.)

Week 1: A PASS grade has been submitted by the supervisor for the thesis proposal and annotated bibliography (ARTH 820); the supervisor now circulates them to the exam committee.
Week 1-4: The exam committee has 4 weeks to read the proposal.
Week 5: Members discuss, and **each submit 1 question based on the submitted proposal** (1-2 weeks before the written exam, this allows time to make sure there are three different questions).
Week 6: **Written comprehensive exam** takes place (student answers one of the three questions), the answers are circulated to the committee within 72 hours, cc' GPD and Department Assistant.
Week 7: The exam committee has one week to read and grade pass/fail. If passed, the oral comprehensive exam can take place.
Week 8: **Oral comprehensive exam - in person.** The comps continue with the two remaining questions based on the submitted proposal.

This email is to provide you with information on the process for the comp exams at Concordia University and the exam dates and timeline **that are specific to this student's comps**.

EXAMINATION DATES

[Student] is going to be writing their 72-hour Take-Home **Written Comprehensive Exam**:
Starting **[DATE & TIME]** and ending **[DATE & TIME].**
[Note the recommended time between the written exam and the oral exam is 7-10 days.]

[Student] has informed me that we have a confirmed date for their **Oral Comprehensive Exam** to be on:

Tuesday, **[DATE], [TIME**- schedule 3 hours**]**, at the **[LOCATION: Confirm Room for Exam]: [For example]** Jarislowsky Institute, EV Building, 1515 de Maisonneuve O, room EV-3.711. The Jarislowsky Institute is located on the 3rd floor, inside the Visual Collections Repository (VCR), Room EV 3.711, through the glass door and immediately to your right.

TIMELINE for [Student]'s Comp Exams

Week 1 [DATE]: Two weeks before the start of the comps on [DATE], the student submits to their supervisor the final version of their thesis proposal and annotated bibliography (the *atelier de recherche* paper) to obtain a PASS grade for ARTH 820 (research tutorial/*atelier de recherche*). Students must obtain a passing grade for ARTH 820 in order to proceed with the comprehensive exams (ARTH 808). The student must allow sufficient time, 2-3 weeks, for the supervisor to read and grade the submission, and complete the grade report (obtain form from Department Assistant).

Weeks 1-4 [DATE]: Supervisor circulates the SAME *atelier de recherche* paper to the committee for examination minimum 5-6 weeks before the date of the written exam.

Week 5 [DATE]: 1-2 weeks before the written exam, each exam committee member submits 1 question based on the proposal. Discussion may be required to ensure there are three different questions. Exam Committee Members: Please cut and paste your questions on this document ([insert link]; access restricted to committee).

Weeks 6 [DATE] Supervisor sends email to student (cc GPD+Department Assistant and Committee members) the questions for the 72-hour Take-Home **Written Comprehensive Exam**: Starting **[DATE & TIME]** and ending **[DATE & TIME]**. Student chooses 1 of the 3 questions to answer and sends the answer to the question back to the same people in the email by the due date and time.

Week 7 [DATE] Examination Committee has 5 working days to read and grade pass/fail. Please email grades and/or if a discussion is required sooner than later to only the Supervisor. Supervisor will inform the student of status once committee deliberations are complete. Students must pass the written comps to be permitted to proceed with the oral comps.

Week 8 [DATE & TIME] In-person **Oral Comprehensive Exam**: Committee will ask the student the 2 remaining questions in the first round. Time permitting there is typically a second round of follow-up questions and feedback provided on the written exam and the proposal in general. In the last 15 minutes, the student will be asked to leave the room so that the committee can deliberate grade pass/fail for the oral exam. The student is invited back to receive the grade. The supervisor reports the grade. If the exams are successful, the student is admitted to candidacy.

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Please read the descriptions of the two exams at Concordia as not all the partner universities in the Interuniversity Doctoral Program in Art History (Docinter) have the same guidelines for program milestones.

Written Examination: This consists of a take-home examination written within 72 hours (3 days). The primary supervisor coordinates with 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 emails these questions to the student, cc'ing the entire committee, the graduate program director and the department assistant. The student responds to one of the three questions and returns it by email to the committee members, the GPD and the department assistant. The examination 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. If it is feasible, committee members are asked to provide their response to the supervisor within 72 hours. The committee may, if it wishes, choose to provide comments to the student at this point. Students must pass the written examination before they are permitted to proceed to the oral.

Oral examination: The examination lasts 2 to 3 hours. Students are asked to respond to the two questions that they did not answer during the written exam, as well as any questions the committee may have about the thesis proposal more generally. This examination is also intended to provide an important opportunity for discussion, with students receiving feedback and guidance about their thesis project. 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, the supervisor signs a form that admits the student to candidacy.

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If you have any questions or concerns, please do not hesitate to reach out to me. In the meantime, thank you so much for your service. Please confirm receipt of this email.

I acknowledge your time, contribution and support in this important milestone of the student's journey in our doctoral program. You are very much appreciated!

Sincerely,
[Supervisor's signature]

APPENDIX 2

Supervisor Email Template for Exam Questions

Interuniversity PhD in Art History - Concordia University
Examen doctoral | Comprehensive Exam
Members of the Committee: A (Concordia), B (UdeM/UQAM), C (Concordia; Supervisor)

[Student Name}
[Title of dissertation project]

Written Examination: **[Start DATE & TIME and End DATE &TIME]** - *15-page, double-spaced, typed response to one of the three questions below (not including references and bibliography).*

Oral Examination: [**DATE, TIME & LOCATION]** - *Response to the two questions not answered for written exam, as well as any questions the committee may have about the thesis proposal more generally.*

Read the guidelines.

Questions

1.

2.

3.