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The purpose of this handbook is to assist candidates in the Scandinavian M.A. and Ph.D. programs by providing them with basic information concerning program requirements and timetables; financial support and teaching responsibilities; study and research abroad opportunities; related programs at Berkeley; appeals procedures; and other topics of significance. The handbook has a supplemental function and does not take the place of regular consultations with the

Graduate Student Services Advisor, Graduate Advisor, committee chairs, and with appropriate personnel in the Graduate Division.

DEPARTMENT FACILITIES AND SERVICES

Staff: The Administrative staff assists a cluster of Humanities Departments (“ISSA”) that includes the Scandinavian Department, Italian Studies, Slavic Languages and Literatures and the Undergraduate Program in Celtic Studies. Each department is autonomous in individual structure, budget, space, academic programs, and degree requirements but we share the 6th (F) floor of the office wing of Dwinelle Hall, a Main Office (room 6303), and administrative staff support.

Mailboxes: Each graduate student is assigned an unlocked mail box in the Main office. Graduate student boxes are to the left; faculty and staff mailboxes are to the right. The labeled names are color coded by department. Students are urged to check their boxes regularly.

Email & Contact Information: Students are required to have an official campus email address (“@berkeley.edu”). Your campus email address is used by professors, departments, and University administration to send important information on registration status, financial aid, class assignments, department events, etc. You are responsible for checking messages daily. When away from Berkeley, check e-mail as frequently as possible. Be sure to update the University AND Department of any changes in address, phone, financial status, etc.

Photocopying and Scanning: The Departmental photocopy and scanning machine is for administrative and instructional use. Graduate Student Instructors (GSIs) and Graduate Student Researchers (GSRs) will be issued with a copier code linked to the class and/or position for which they are hired. Scanning from the copiers is preferred and does not require a code, and scans can be sent to a USB drive or a @berkeley.edu email address. Please see <http://www.lib.berkeley.edu/about/copy-scan-print> for information on personal copying.

Scandinavian Department Library and other libraries: The Scandinavian Department Library shares space with the department library for Italian Studies. Both departments have part-time librarians on duty. The public hours are posted on the door, but graduate students are given a key so they may use the library at any time. The Library is our most valuable possession; it is run by students and operates on an honor basis. Please follow library rules and procedures; treat the collection with care and your fellow users respectfully. The main University Library system has a much more extensive research collection in Scandinavian Studies, so your main source for book borrowing should be the University Main Library (Doe). Moffitt Library is primarily for undergraduates and contains Scandinavian works in English translation (it is more of a teaching collection). The Bancroft Rare Book Collection Library and many smaller departmental specialty libraries are linked to the overall borrowing system. Easy

borrowing arrangements make the Green Library at Stanford University and other University of California libraries readily accessible as well. Your Cal 1 Card serves as the University library card for borrowing books and as your copy/scanning account card as well. Abundant information is at <http://www.lib.berkeley.edu/>.

Office space: The Scandinavian Department has limited office space available for graduate students that it makes available to GSIs. Graduate students who are not currently employed as GSIs can seek permission from the graduate student advisor to use any available desk and should do so in the week before instruction begins. Permissions to use office space have to be renewed every semester. Even if a non-GSI graduate student has received permission to use office space, GSIs conducting office hours will take precedence and their students may then use the chairs and desks of non-GSIs. Any disputes concerning the use of office space should be directed to the Graduate Student Advisor.

ADVISING, RESIDENCY, REGISTRATION & REGULATIONS

Orientation and Advising for Students: At UCB, the *SEMESTER* begins one week before *INSTRUCTION* starts. Entering students should arrange to arrive in Berkeley before the Semester begins. Most faculty return to campus at this time and begin to hold office hours on designated days. During this week, orientation activities for new students are scheduled by the Department, the Graduate Division and, for incoming International students, the International Office. New students are required to attend these meetings. All students (new and continuing) meet individually with the Graduate Advisor at the beginning of each semester to consult about their program of study and progress. Consult department bulletin boards, the department web page, and faculty offices for office-hour postings. New and continuing students are encouraged to seek scholarly advice from the Head Graduate Advisor, Department Chair and any faculty member by individual arrangement as frequently as they need. At the end of the first year, new students meet with the Head Graduate Advisor for a progress evaluation based on their performance in all aspects of the program.

California Residency: Students are charged *fees* (student services fee, Berkeley campus fee, class pass fee and Health Insurance fee), California resident tuition, and Non-California resident supplemental tuition (NRST). For tuition purposes, the department requires all US citizens and International Students with Permanent Resident status to establish California residency by the beginning of the second academic year. After the first year, campus and department fellowships will cover only CA resident tuition and fees. (International students on F1 or J1 visas are not eligible to apply for California residency; this is addressed in their admission letter/offer of support.) It is essential to follow all instructions on establishing California residency from the date of arrival in California. Though the Residency Office discourages first year students from traveling abroad during the summer after their first year of coursework, it is usually still possible to do so as long as you carefully document that the time spent abroad coincided with activities that are designed to improve your language fluency or research that is essential to your field of studies. The Department will prepare memos of justification for such activities if needed. Consult the Office of the Registrar: <https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students>

and

<https://registrar.berkeley.edu/tuition-fees-residency/residency-for-tuition-purposes/residency-requirements-graduate-students/>

Registration: Registration is done through CalCentral; it is split in two phases plus an adjustment period. The timing of the each phase is generally:

Phase 1

Spring: mid-October through mid-November

Fall: late April through mid-July

Phase 2

mid-November to mid-January

mid-July to mid-August

Adjustment period: the week before classes through the 3rd week of classes.

Before Phase 1, confer with faculty and the Graduate Advisor about your course of study the semester to follow. Individually supervised units (i.e. 298, 299, 601, 602) require the signature of the supervisor on the *Independent Study Form*. You should get the faculty signature authorizing any independent study units and then see the Head Graduate Advisor for final approval and signature. The Graduate Student Services Advisor (Mr. Seth Arnopole) will then lift your advising hold for the semester and register you for any individually supervised unit courses. Registration is not accessible to graduate students after the fifth week of classes. Changes to your schedule after week 5 must be made by paper petition through the Graduate Student Services Advisor and must be approved by the Head Graduate Advisor.

Students should use the semi-annual advising sessions with the Head Graduate Advisor as an opportunity to explore matters of concern as well as semester enrollment business. In addition, students should stay in regular touch with the Head Graduate Advisor and the faculty members who are members of their Examining and Dissertation Committees.

For University rules and procedures on registration, late fees, class schedules, academic calendar, forms, and deadlines to remove Incompletes, add/drop courses or change grading options, see:

<http://registrar.berkeley.edu/>.

Unit & GPA Requirements: Students must register for a minimum of 12 units by the third week of classes. This may include language courses and Scandin 300A/300B as well as seminar units. Students are expected to maintain a minimum grade point average of 3.3 to remain in good academic standing.

Grading option: Required courses must be taken for a grade. First-year students should take all courses on a letter-graded basis in order to establish a grade point average for future fellowship consideration. Normal progress in the course-taking portion of the academic program includes writing at least two substantial seminar papers per year.

Students are permitted to take courses that are not specifically required for the Scandinavian M.A. or Ph.D. for a Satisfactory/Unsatisfactory (SU) option. *Courses taken S/U are limited to one-third of the total complete units, but 299, 300-level courses, 601, and 602 are exempt from this calculation.* The S/U option requires attendance, participation, and completion of all course work, but does not require a final paper. When choosing this option, be sure to consult the Head Graduate Advisor and the instructor for the course.

Incompletes: Grades of Incomplete (I) are strongly discouraged by the Department and should be used only in extraordinary situations. Having more than 2 incomplete grades disqualifies one from holding a

GSI appointment, consideration for fellowships, eligibility to take the M.A. or Ph.D. exams, and advancement to candidacy. Students cannot qualify for the M.A. or Ph.D. degree until incompletes in all required Scandinavian graduate courses have been removed.

Normative Time: In order to meet the requirements of Normative Time and the dissertation fellowship incentives attached thereto, students in the Department of Scandinavian must take and pass the Qualifying Examination by the end of the 8th semester of full-time enrollment (for students with a Berkeley M.A. in Scandinavian, this includes their semesters in the M.A. program; for students enrolling with an M.A. from another institution, the clock technically begins on enrollment at Berkeley, though the QE would normally be taken sooner than semester 8 in such cases. The student must be registered during the semester in which the Qualifying Examination takes place. Normative time in candidacy (for dissertation work) is 4 semesters.

Guest lectures and other departmental events: During the academic year, the department regularly hosts guest lectures, workshops of various kinds and other events. Monday afternoons (4pm–6pm) are reserved for these events and graduate students are expected to be present or to inform the graduate advisor if they are unable to attend. We also encourage participation in departmental events scheduled in other timeslots, but attendance is not generally mandatory.

ANNUAL ACADEMIC REVIEW

While enrolled in a graduate degree program in the Department, students meet with two faculty members to discuss progress early each spring semester.

Pre-QE students prepare a brief written statement of progress, including an outline of plans for exams (dates, committee composition, reading list progress). After the meeting, the student summarizes the meeting, has the summary approved (signed) by the faculty with whom they met, submits a signed copy to the Graduate Student Services Advisor, and retains a copy for future use. A signed copy of this annual progress evaluation accompanies the application for continued funding in February. This assists the faculty to assess each student's standing in the program and make funding/teaching decisions for the upcoming academic year.

Students who have advanced to Ph.D. candidacy meet with their Dissertation Chair and another member of the dissertation committee. Immediately after, the student must complete the Graduate Division's Doctoral Candidacy Review (this is done via the student's CalCentral dashboard). Notify the chair of your dissertation committee when you have filled out your section so that they may complete their section.

Students who enter the program with an existing Master's Degree in Scandinavian (those admitted directly to the Ph.D. program) are reviewed at the end of the second semester by at least two faculty members to determine *Permission to Proceed* in the program (see [Graduate Division Policy E1.6, 'Program Review of Student Progress'](#)). Participation in seminars, seminar papers, and transcripts provide the basis for the decision. Students given *Permission to Proceed* continue the second year with courses in preparation for the Qualifying Exam. Those denied *Permission to Proceed* do not continue.

THE MASTER OF ARTS (M.A.) SCANDINAVIAN LANGUAGES AND LITERATURES

The purpose of the M.A. program is to provide the student with a fundamental knowledge of Scandinavian literary culture over the course of its history and with a substantial introduction to the interdisciplinary field of Scandinavian.

Residence

The UCB Graduate Division defines “academic residence” narrowly and minimally as the payment of registration fees and enrollment in at least 4 units in 100 or 200 series courses for a minimum of two semesters. However, the workload needed for completion of departmental requirements for the M.A. degree in Scandinavian Studies is normally 2 years of full-time registration as defined below.

Registration

The minimum enrollment requirement for full time graduate students is 12 units per semester. Enrollment is usually in regular (4-unit, 200 series) graduate seminars. In some cases, students may undertake undergraduate coursework in areas of special need or interest, after consultation with the Head Graduate Advisor.

Students with academic appointments such as Graduate Student Instructor or Reader are also required to register full time. As teaching relief, the department offers a combination of 4-5 pedagogical units broken down as listed below.

Language Supervisor Directs:	R&C Supervisor Directs:
375	
300B sect. 1	300B sect. 2
301 sect. 1	301 sect. 2

Type of appointment	Composition of teaching units
First time Language:	Scandi 375 (3 units) + 300B sect. 1 (1 unit) = total 4 teaching units
First time R&C:	Collg Wrtnng 375 (2 units) OR Comp Lit 375 (2 units) + Scandi 301-2 (3 units) = total 5 teaching units
Language thereafter:	Scandi 301 sect. 1 (3 units) + 300B section 1 (1 unit) = total 4 teaching units
R&C thereafter:	Scandi 301 sect. 2 (3 units) + 300B sect. 2 (1 unit) = total 4 teaching units

Course Requirements

For the Master of Arts degree, Graduate Division requires a minimum of 24 semester units (two full-time semesters) of combined upper division and graduate courses taken for a letter grade. At least 12 units must be in graduate courses in the student's major subject. The department generally expects the completion of two graded research papers per semester, with a total of at least two papers per year from graduate seminars; exceptions are made during exam semesters, as described below.

For the Scandinavian M.A., the minimum SIX letter-graded department seminars (24 units) may include the following units, required for the Ph.D. and often taken in the first 2 years:

- Scandinavian 215, the seminar in literary and cultural theory
- 2 seminars in Old Norse
- 2 seminars in modern Scandinavian literature and/or culture

The specific courses required for each student will be determined by the Head Graduate Advisor in consultation with the departmental faculty at the time of enrollment and are based on a careful evaluation of the student's prior training in the field of Scandinavian.

M.A. students may enroll in 100-series courses offered by the Department of Scandinavian in conjunction with Scandinavian 249 (1-unit) which adds graduate-level work to the undergraduate lecture. Taken simultaneously, a Scandinavian 100 level course + 249 may qualify as one of the 6 required letter-graded research seminars as long as a seminar-style research paper (counted as a graduate-level paper) is included in the Scandinavian 249 requirements.

For M.A. coursework, the Department is willing to consider up to 4 units of approved non-Departmental coursework toward the required 6 research seminars, but otherwise coursework should be taken in the department until the student has passed the Master's level. (There are considerably more opportunities to take seminars outside the department during the Ph.D. phase of the coursework.)

The M.A. Exam

Students planning on taking the M.A. exam must file a *Request for Advancement to Master's Candidacy* with the Graduate Student Services Advisor by **September 15th** for a Fall Semester exam and **February 10th** for a Spring Semester exam. This form is available on the department website. The M.A. exam is normally finished by the RRR Week (the week before finals) of the fourth semester of academic residence.

Two Reading Lists: Students should begin preparing a reading list file during the first semester of enrollment in the program, using texts covered in seminars whenever appropriate. For the major field M.A. list, consult the applicable template (available on the *Scandinavian Graduate Resources* bCourse page and in the department library) for parameters and suggested text alternatives. In consultation with the faculty member supervising your major field, you will select the texts for the final major-field list, which is intended to provide broad coverage of periods, genres and authorship within a single-language literary culture and should include about 25-30 "items" (each defined approximately as a novel, a play, or a set of poems or shorter texts). The minor list should be comparative or interdisciplinary, is designed around a special topic of the student's choice, is typically the size of a course reading list (around 20 "items"), and may not overlap in item selection with the major-field list.

Reading lists must be finalized by the last day of the semester prior to the exam semester, and they require careful advance planning and forethought. Students who do not meet deadlines for finalized reading lists will have to postpone their exams, thereby falling behind Normative time and risking forfeiture of the one-year Graduate Division dissertation completion fellowship support. It is the responsibility of the student to provide copies of the approved major and minor reading lists to the Graduate Student Services Advisor when requesting advancement to M.A. candidacy.

The Examining Committee: In consultation with the student, the Head Graduate Advisor recommends the appointment of three faculty members to the M.A. Examination Committee. For the M.A. exam, all three examiners will typically be members of the Scandinavian Department faculty. Students should discuss the design of their reading lists with the relevant faculty members and ask if they would be willing to serve on the committee, but the Head Graduate Advisor makes the official appointment.

Exam Preparation: During the semester leading up to the exam, students who are teaching are allowed to enroll in 4 units of Master's exam preparation units (Scandinavian 601) as a substitution for one regular seminar, and take the second seminar that semester for S/U credit. In addition, a student who is teaching must be enrolled in 4 units of appropriate 300-level units. This will total the required 12 units, none of which will be letter graded.

A student who is not teaching during the semester of exam preparation is allowed 4 units of 601 and *two* regular seminars with the S/U grade option. (For Satisfactory credit in seminars, the student must attend class prepared to discuss all readings throughout the semester, but will not be required to write the final paper.) *Please keep in mind the University's rule stating that no more than one-third of a student's overall units may be taken with an elective S/U option (see page 3 of this handbook).*

The graduate student may, in preparation for the exams, request a sample question to simulate the experience of taking the exam. The appropriate faculty member(s) will prepare one trial question and give feedback before the first written exam takes place.

Exam Format: The M.A. exam consists of three written 8-hour take-home exams given within a one-week period; two questions cover the major field and one the minor field, taken in order of the student's choosing. A single question is emailed on each exam date, and the answer is emailed to the exam committee and Graduate Student Services Advisor at the end of eight hours. Students may consult notes, reference works, and reading-list texts in preparation of the written answer, but should correspondingly observe citation standards in what is submitted. Answers should not exceed 2200 words per essay (about 5 double-spaced pages).

Within 3 business days of completion of the written component, the chair of the exam committee will convey in writing the results of the written exam and the committee's estimation of the student's overall readiness to proceed to the oral. Should the student fail a portion of the written component, they may be allowed to retake that section one time. Should a student fail 2 of the 3 written sections, they do not pass. Upon successful completion, the written exam is followed by an oral exam of approximately 1 ½ to 2 hours. Students may have notes, and copies of reading lists and written exams at the Oral. They may correct or comment on written sections, and may be asked to speak extemporaneously on material relevant to the written questions. The bulk of the oral exam, however, will concentrate on the parts of the reading list not covered in the written exam.

This examination is judged on the ability to show comprehensive historical knowledge of literary periods, genres, central authorships as well as ability to connect and conceptualize ideas across historical periods and genre boundaries. Successful completion of the M.A. exam and degree in Scandinavian does not by itself guarantee that the student will be allowed to continue in the Ph.D. program. The three possible final outcomes of an M.A. exam are:

1. The candidate has passed and is recommended for *Permission to Proceed* in the Ph.D. program.
2. The candidate has passed but is not recommended for *Permission to Proceed* to the Ph.D. program. The student then receives a terminal M.A. degree.
3. Candidate has failed the exam and does not receive the M.A. degree.

Granting the Master's Degree and *Permission to Proceed* to the Ph.D. is determined by performance in both the exams and coursework at large.

Sample examinations: Examples of previous M.A. exam questions (approximately 3 years) are available in the department library and on the *Scandinavian Graduate Resources* bCourse page. Examples are intended to provide only a general guideline to the type of questions that have been asked in the past. Students are therefore urged to discuss the format of the exam in advance with the Head Graduate Advisor and the Examining Committee.

Conferral of the M.A. degree

Satisfactory completion of M.A. course requirements will be certified by the Graduate Student Services Advisor using the courses listed on the *Request for Advancement* form. If the M.A. exam is passed, all requirements are met by the final day of the semester, and all incomplete grades affecting program requirements have been cleared by the end of the semester, the degree will be conferred without further effort by the student.

Commencement

Students who have received the M.A. degree are encouraged to participate in the Spring Commencement ceremony. If a student passes the M.A. in a Fall semester they can "walk" and receive the ritual Master level hooding the following May.

THE PH.D., SCANDINAVIAN LANGUAGES AND LITERATURES

An M.A. in Scandinavian or equivalent preparation is prerequisite. During their Ph.D. studies, students are expected both to broaden and sharpen their training; for example, students in literature may study literary theory and criticism or examine period or genres in depth; those specializing in Old Norse may study Old English or other Medieval topics.

The Ph.D. program presumes a broad knowledge of Scandinavian literature and culture from the Viking Age through the present day and is designed to give the student advanced training in the interdisciplinary field of Scandinavian, culminating in a major, original contribution to that field (the dissertation).

Degree Requirements

The doctoral degree program in Scandinavian involves three stages/parts: 1) Teaching and Ph.D. coursework, 2) Advancement to Candidacy, and 3) the Dissertation Phase. The Ph.D. degree is not granted solely for fulfilling technical requirements such as residence, coursework, and examinations. It is, rather, awarded in recognition of the candidate's comprehensive mastery of a broad field of learning and for distinguished accomplishment in that field through an original contribution of significant independent research. The dissertation must display sound scholarship, critical acumen, and developed powers of exposition and synthesis.

Graduate Division/Registrar requirements for the Ph.D. include:

Residence: The Graduate Division defines academic residence as payment of registration fees and enrollment in at least 4 units of 100 or 200 series courses for a minimum of two semesters. However, the time needed for completion of the Ph.D. coursework in the Scandinavian Department is normally 1.5 to 2 years of full-time registration as defined below.

Registration: 12 units per semester is the minimum enrollment required for graduate students to be considered full time.

Specific departmental requirements for the Ph.D.:

- 1) Two seminars in Old Norse, 201A and B
- 2) Two seminars in modern Scandinavian Literature and/or Culture
- 3) The seminar in literary and cultural theory, Scandinavian 215
(the above may already have been satisfied in the MA phase)
- 4) Teach for at least two semesters (teaching a modern Scandinavian language or Old Norse is not required, but is highly desirable)
- 5) Demonstrate competent reading knowledge of two foreign languages beyond the major Scandinavian language
- 6) Two field papers submitted for faculty approval.

Coursework

When beginning the Ph.D. program, the student will meet with the Head Graduate Advisor to discuss appropriate coursework and requirements. During subsequent advising sessions the student's progress will be reviewed and discussed. All Ph.D. students are required to continue to do coursework beyond the M.A., but the exact number of units depends upon the nature of the student's M.A. experience. During this period, students develop expertise in three equally weighted exam fields and prepare for the examination in their areas of specialization. While we make every effort to offer a varied list of courses, students are expected to conduct independent studies in areas not covered by offered courses and learn from analogous approaches in the seminars that are offered.

Students continuing from the Berkeley M.A. in Scandinavian are required to finish the following requirements if they have not already done so:

- 201A and 201B, the introductory Old Norse seminars,
- 215, the seminar in literary and cultural theory;
- two seminars in modern Scandinavian literature (numbered 230, 235, 240 or 250).

Additional Ph.D. coursework may include up to two seminars offered in another department. Exceptions may be approved in some cases (e.g. a Designated Emphasis, see further below) by the Head Graduate Advisor.

The balance of the departmental coursework requirement may be fulfilled with elective courses taken inside the Department and chosen in consultation with the Head Graduate Advisor and major research professor. Students are particularly urged to consider taking relevant courses in theory and method both inside and outside the department.

Students who come with an M.A. in Scandinavian from another institution (or from another UCB M.A. program) may be required to complete additional semesters of supplementary coursework in the 100- and 200-series in order to broaden their training in Scandinavian literary cultures. Supplementary coursework may also include other outstanding requirements (for example, language; SC 215, the seminar in literary and cultural theory). The exact courses and number of units are determined by the Head Graduate Advisor in consultation with the department faculty at the time of enrollment, depending on previous preparation in the field of Scandinavian.

Language Requirement

Before taking the Qualifying Examination, students in the Ph.D. program are required to demonstrate advanced reading ability in two languages other than English and their primary Scandinavian language. This represents the minimum competency necessary to meet the general requirements for the Ph.D. under Graduate Division Option 1. The Graduate Division requirement represents a bare minimum; success in the academic fields of both medieval and modern Scandinavian studies will often require wider linguistic competencies than those tested in these two reading exams. As students develop their specific research interests, they should consult with the Graduate Advisor and other department faculty members for help in determining the most relevant research languages for a particular field.

In consultation with the Head Graduate Advisor, students will propose two examination languages that will be useful for future research in the field of Scandinavian Studies (eg. relevant for the secondary literature or cultural area). For students of medieval Scandinavian, the first reading exam language will normally be Latin and the second an elective language, usually modern German or a medieval language necessary for comparative study. For students of modern Scandinavian literature, the first reading exam language will normally be German. The second language may be a Scandinavian language sufficiently distant from the student's primary Scandinavian language (eg. Danish/Norwegian), or another European language with a significant body of relevant research materials. In preparation for these language exams, students are encouraged to take advantage of the departmental intra-Scandinavian reading course or Berkeley's summer language workshop programs, for which some financial support may be available.

Proficiency may be demonstrated in one of two ways, though at least one of the languages must be evaluated by examination):

Examination: a 90-minute translation exam on a passage of 300 words, with dictionary access.

Coursework: proficiency for modern European languages can also be established by passing one upper-division, fifth-semester level of language study or higher, or one graduate course (200 series) with a minimum grade of "B." For Latin, the proficiency is established by passing Latin 10 and Latin 100 (or another upper-division course), with a minimum grade of "B." Courses used to establish proficiency must require extensive reading in the target language, are usually taught through a language Department, and must have the approval of the Head Graduate Advisor for the Scandinavian Department.

Field papers

Two faculty-approved field papers must be emailed to the Graduate Student Services Advisor (in pdf) by the end of the third week of the semester in which the written exam takes place. **Failure to submit**

the field papers at this time will automatically entail a postponement of the exam. Since the field papers should be approved by at least two faculty members, sufficient time should be allowed for suggestions and revisions before the third-week deadline. Faculty members will confirm acceptance of the field papers via email to the Graduate Student Services Advisor.

Field papers are chosen by the graduate student and should demonstrate the student's ability to do excellent scholarly work. Typically, a field paper will be a 20-25-page research paper revised beyond the level of seminar work. It represents the student's best effort and reflects the standards of the discipline. Published research articles are of course good choices for field papers, but unpublished work that demonstrates the ability to revise and improve seminar work is also acceptable.

The Qualifying Examination

The Qualifying Examination is taken after coursework has been completed and prior to advancement to candidacy for the Ph.D. (the dissertation stage). The UCB Graduate Division defines the examination in this general way for all campus programs: "The intent of the Qualifying Examination is to ascertain the breadth of the student's comprehension of fundamental facts and principles that apply to at least three subject areas related to the major field of study and whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these areas." The Q.E. thus takes as a point of departure the three fields defined by the student's reading lists, but is also a comprehensive exam of the field of study.

Reading lists: Students in the Ph.D. phase of coursework present three reading lists for the Qualifying Exam. The lists should be designed using these categories:

- 1) A diachronic examination of a single language's literary culture
- 2) A synchronic comparison of literature and/or culture spanning at least two language traditions (for modernists) or Old Norse and one other medieval literary tradition (for medievalists)
- 3) A list designed around a thematic, theoretical, or special-interest field, preferably of relevance to the eventual dissertation topic.

The specific content of the three fields is to be defined in conjunction with the examining committee and the Head Graduate Advisor, but each of the lists should consist of approximately 50 "items," at least 10 of which should be secondary literature of a critical or theoretical nature. As is the case for the M.A. exam, an "item" is defined as a novel, play, film, saga, a group of shorter prose pieces, a long poem or a number of short poems. For secondary literature, "items" include entire books or substantial portions thereof, or significant academic articles. Items selected for the Ph.D. reading lists may repeat items from the major and minor UCB Scandinavian M.A. exam lists, but each item should not be listed on more than one of the three Ph.D. lists. Items may not overlap.

The examination is based on the reading lists, but students are reminded that the reading lists represent a minimum of preparation, and that familiarity with other important or representative works not on the list is expected. *Students are urged to prepare their reading lists as early as possible in their graduate careers--well in advance of the time in which the lists must be submitted for approval.* Templates and sample lists are found on the *Scandinavian Graduate Resources* bCourse site and the department library. (NOTE: the lists prepared prior to 2012 conform to earlier guidelines no longer in use. For the most recent models, consult the templates and exams taken 2012 or later.)

When the lists are approved, please send a copy to the Graduate Student Services Advisor.

The Examining Committee is appointed based on the initial suggestion of the student in consultation with the Head Graduate Advisor. The committee consists of four members, one of whom must be a member of the Academic Senate from outside the Department. This outside member may assist in the preparation of one of the reading lists and contribute a written question to the exam, but supervision of a field is not required to participate in the oral exam. The student, in consultation with the Head Graduate Advisor, recommends one of the committee members to serve as Chair of the Q.E. Committee. The Chair coordinates practical matters for the exam and is the faculty conduit for feedback on exam results to the student. Since the members of the Committee will typically include one or more faculty who will serve on the student's Dissertation Committee, it is important to note that Graduate Division stipulates that *the Chair of a student's oral exam cannot later become the Chair of the dissertation committee*. The assignment of exam chair should be made with an eye toward future plans for the dissertation.

The Application for Qualifying Examination is done via the Higher Degree Committees eForm (available on the student's CalCentral dashboard). This application must include the names of committee members, designate the Chair of the committee, verify completion of language requirements, and name three examination subject areas (usually your reading list topics). Final approval of the committee is made by Graduate Division when the student requests permission to take the exam.

The actual exam dates must be set approximately four months in advance. Students should consult individual committee members, the Graduate Student Services Advisor and the department room scheduler when setting dates.

Exam Preparation: During the semester leading up to the exam, certain accommodations in coursework allow the student time for exam preparation. A student preparing for the QE while teaching may take 4 units of Scandinavian 602 (exam prep) during the exam semester instead of one regular seminar. A second seminar may be taken for S/U credit (as long as the seminar is in the Scandinavian Department—we have no control over the grading options in another department's courses). In addition, a student who is teaching must be enrolled in 4 units of an appropriate 300-level course. This will total the required 12 units.

A student who is not teaching during the semester of exam preparation is allowed 4 units of 602 and *two* regular Scandinavian seminars with the S/U grade option. (For Satisfactory credit, the student must attend class prepared to discuss all readings throughout the semester, but will not be required to write the final paper.) Again, this reduced grading option is not available for seminars taken outside the department.

The graduate student can, in preparation for the exam, request a sample question to simulate the experience of taking the exam. An appropriate faculty member will prepare one trial question and give feedback before the first written exam takes place.

Purpose of Examinations: The purpose of the Qualifying Exam is to test the student's mastery over broad areas of knowledge. The examination offers the student an opportunity to synthesize factual information and training in techniques absorbed through instruction and individual research, and to demonstrate readiness to enter the dissertation phase of graduate study by showing evidence of independent critical thought and writing. Familiarity with the secondary literature, the historical and

cultural background, and broad intellectual trends all contribute to a successful examination, but of greatest importance is application of the techniques of critical analysis appropriate to the field.

The Written Examination: The written pre-qualifying component of the QE is organized around the topics of the three reading lists. The exam takes place over three days, one for each question, in which the student is emailed a single question and has 12 hours to prepare and write an examination essay of no more than 2500 words (about seven double-spaced pages). Students may consult notes, reference works, and reading-list texts in preparation of the written answer, but should correspondingly observe citation standards in what is submitted. At the end of the 12 hours, the examinee emails the answer to the exam committee and Graduate Student Services Advisor. The three take-home exams must be completed within a two-week period.

Responses to the questions will be evaluated for the specific quality of the argumentation, so citations should be used sparingly and strategically. Successful answers will be well structured, demonstrate good application of evidence and supporting detail and convey a sense of the student's critical position. A satisfactory answer is organized around the testing of a thesis through analysis of relevant material; mere recital of facts does not constitute a good essay, nor does parading of secondary sources. Facts and secondary literature are usually the point of departure for a successful essay; indeed, they make up a portion of the tools of scholarship and criticism, but successful writing relies primarily on the author's independent assessment of the problem and application of the techniques that lead to a solution.

The student must pass the written portion of the exam before proceeding to the Oral Examination. Within three business days of completion of the written component, the Chair of the exam committee will convey in writing the results of the written exam and the committee's estimation of the student's overall readiness to proceed to the oral. In cases where a portion of the exam falls short of the departmental standard, students can be asked to retake the written exam in that field with a new question. If the student fails the written exam a second time, the oral will be either postponed or cancelled, depending on the level of performance. Students who do not receive permission to proceed to the oral exam must withdraw from the program without a degree result at the end of that semester.

The Oral Examination: Just as the written examination tests the candidate's ability to write about their field, the oral examination tests the ability to talk about it. As the exam begins, students are ordinarily allowed time to volunteer corrections or comments on the written exam if they so desire. The student then chooses the order of the examiners, and each examiner (including the outside member) takes an initial 20-30 minute round of questioning. In these rounds, the committee has an opportunity to pursue points raised in the essays as well as to pose questions not covered in the written examination. While the written exam is confined to the reading lists, the oral exam is more open-ended in nature. Candidates should thus have a good general knowledge of their fields. Tools and techniques of analysis, broad overview of the field, and mastery of important secondary material are keys to a successful oral exam. Nearly everyone is nervous in the oral exam; committee members are aware of this and make allowance for the effect of nerves. In most cases butterflies vanish and the examination proceeds comfortably. The oral exam should take place within fifteen days of successful completion of the written examination and generally lasts about two-three hours.

Advancement to Candidacy

Upon passing the Qualifying Examination, the student advances to doctoral candidacy by submitting the Higher Degree Committees eForm (available on the student's CalCentral dashboard). The student, in consultation with the Head Graduate Advisor, will select a working title for the dissertation. The student and the Head Graduate Advisor jointly nominate at least three faculty members to serve as the Dissertation Committee, all of whom must be members of the Academic Senate. (Under special circumstances, with approval of the Head Graduate Advisor and the Dean of the Graduate Division, a non-Senate member may be selected, in addition to the three UC Berkeley faculty members, if the individual offers expertise not otherwise available from the regular faculty.)

A portion of the application includes a statement regarding use of human subjects or vertebrate animals in the dissertation research. You must be familiar with the requirements of the Human Subjects Protocol, if applicable. The guide and policy regarding research involving human subjects or vertebrates is found at <http://grad.berkeley.edu/policies/guides/research-human-animal/>.

The deadline to submit the form is the **last day of the semester in which the exam occurred**.

Advancing to candidacy within Normative Time ensures the opportunity to use the Graduate Division Dissertation Completion Fellowship (discussed in depth under Funding below).

The Department Research Workshop:

A few times per semester, the department will host a research workshop intended as a collaborative forum for faculty and students to present work in progress. Within 3 to 12 months following advancement to candidacy, recently advanced students will be assigned a presentation slot. This is intended to be a collaborative effort which informs colleagues of the design of the dissertation project and ultimate research goal, as well as provide the advantage of fresh eyes and ears relatively early in the process. All students in residence are required to attend and there will be a reception to follow.

The Dissertation

The dissertation is expected to make an original and substantial contribution to knowledge. This is usually done by the discovery of new information; the combination or synthesis of previously unconnected facts; the production of new interpretations of cultural material; the application of theory to literary, linguistic, artistic, cultural or historical phenomena; the extension of methodology characteristic of a particular discipline into the subject area of some other discipline or disciplines; or some combination of any or all of the above. The dissertation must consist of a work of connected expository prose and observe standard scholarly conventions of annotation and bibliography. Good advice on all these matters is available in publications such as Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, and current editions of the *Chicago Manual of Style* and the *MLA Style Manual*.

The dissertation is now filed online; students are required to adhere to procedures and guidelines set by the Graduate Division. Specifications developed in consultation with the University Library based on the publication standards of ProQuest are found at <https://grad.berkeley.edu/academic-progress/dissertation/>. No minimum (or maximum) length is stipulated for the dissertation, but the Department of

Scandinavian considers it unlikely that, in normal circumstances, a contribution to knowledge of the substance necessary for the conferral of the Ph.D. can be made in under 150 pages.

Normally, a completed first draft of the dissertation will be submitted to the dissertation Chair by the end of the semester prior to that in which the candidate intends to file. This will allow time for final comments and revisions, and for the production of the final version.

COMMENCEMENT CEREMONY

Experience shows that students normally find it most satisfying to wait until the dissertation is filed before participating in the spring Commencement ceremony. Since Commencement is ceremonial and does not officially confer degrees, there is some flexibility in the timing of participation but a good rule of thumb is that without a completed first draft of the dissertation at the time of the ceremony, the student would be better advised to wait to participate. Students should confer with the dissertation Chair and the Head Graduate Advisor for advice, based on the most realistic projected completion date.

FILING FEE

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the doctoral dissertation. The Filing Fee is not a form of registration or equivalent to registration. The student must be registered in the semester (or in a Summer Session) immediately preceding the one in which Filing Fee status is requested.

The amount charged for Filing Fee is one-half the Student Services Fee, and may be used once only.

Note that those on Filing Fee are no longer registered students and therefore cannot be approved for academic student appointments. Those on filing fee may request a letter of verification of status from the Graduate Student Services Advisor for purposes of library access, health insurance, etc.

The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the deadline for filing in that semester. This date is usually on the last day of final examinations for the semester.

Students may file the dissertation during Summer Session if they were registered during the previous Spring Semester. The degree for a summer filing is awarded and dated the following December.

Students must apply for the Filing Fee by the first day of classes of the semester in which they file.

IN ABSENTIA REGISTRATION

In absentia status is a form of registration available to students undertaking coursework or research related to their degree programs outside of California. Students registered in absentia are only assessed full health insurance fees, and 15% of the combined Student Services fee and Tuition. If applicable, students are also assessed non-resident supplemental tuition. Applications are due by July 15 for the fall semester and December 10 for the spring semester. Students apply for in absentia status via the Special Enrollment Petition form in CalCentral. For full information on Graduate Division policies and procedures which govern in absentia status, go to <http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/>

WITHDRAWAL

To withdraw from the University or discontinue studies for any period of time, please discuss the decision with the Head Graduate Advisor and notify the Graduate Student Services Advisor. Withdrawal may affect such things as visa status, residency status, and student loan repayments, Normative Time and ability to use filing fee when filing your dissertation. Be sure to consult with the Head Graduate Advisor, Graduate Student Services Advisor, and if applicable, the Financial Aid Office, and the International Office before withdrawing.

Students cancel their registration and withdraw themselves through the registration system before a semester begins, or by meeting with the Graduate Student Services Advisor if the decision to withdraw is made mid-semester.

Please note that if you move out of the state of California while withdrawn, your residency status may be affected at the time that you file your dissertation, particularly if it takes you more than a year to file from the time that you left. If you lose your residency you will be charged non-resident supplemental tuition when you return.

Withdrawn students must apply for readmission to the Graduate Division in order to return. Readmission is not necessarily guaranteed. You will need to meet with the Head Graduate Advisor before reapplying.

GRADUATE STUDENT SUPPORT

General

The Department of Scandinavian attempts to support financially all students who make satisfactory progress toward the degree for a reasonable period of time with stipends and at least partial tuition coverage. In the past this has meant at least five years of support for students who follow first the M.A. and then the Ph.D. program, and four years for students in the Ph.D.-only program (those who have entered with the M.A. or equivalent from another institution). The process of seeking support is annual and is initiated by the student. What follows details some, though not all, of the possibilities that can be pursued. Each student's support package on entering Berkeley is tailored specifically to him or her: thus, the support sources listed below may be more or less applicable in your individual case.

All U.S. citizens and Permanent Residents seeking aid from any unit of UC Berkeley are expected to submit and annually renew their FAFSA form (Free Application for Federal Student Aid) to the U.S. Department of Education.

In addition to seeking University and Departmental funding, all students are strongly encouraged to pursue external avenues of support (Fulbright, American-Scandinavian Foundation etc.). One good source of information is the "Fellowships and Grants" section of the directory issue of PMLA.

Business Cards

The department will underwrite one free minimum order of business cards (~ 250 cards) for each graduate student once during your graduate-student career. We think this may help you in your networking and research as you travel to conferences, universities, archives, and interviews, so we

are happy to sponsor one free order, but *only once* during your tenure as a graduate student (you are of course free to order again at your own cost, if necessary).

This means that if you feel it would be helpful to have them sooner rather than later in your time as a graduate student, you may need to leave more generic the spot on the card where position or rank is usually listed, writing "Ph.D. student", "Graduate Student," or perhaps just "M.A" as the official highest degree. If you wait until you have passed your QE, you can put "Ph.D. Candidate" on the card, but since that is a technical term and official status verifying that you are dissertating, you can't use that particular title until the exams have been passed.

We hope this helps you make the contacts you need as you prepare for your careers.

University Funding (a partial list)

Multi-year Fellowships for entering students: These usually cover tuition and living expenses for one or two years, in a combination of fellowship stipend and Graduate Student Instructorship (GSI) position, and are highly competitive and awarded on a campus-wide basis by the University's Graduate Division after nomination by the home department. The department does not control the award decision for a multi-year university fellowship.

International House scholarships, will sometimes be able to provide full or partial financial assistance for room and board expenses for graduate students, both international and domestic, who have completed one academic year at UC Berkeley and who demonstrate financial need.

Foreign Language and Area Studies (FLAS) grants are available both for the academic year and summer for students to study modern foreign languages, either at UC Berkeley, elsewhere in the United States or abroad. Though priority is given to students in the Humanities, lower priority is given for the study of the more common European languages, such as German and French, particularly at a beginning level, and FLAS fellowships are never applied to the study of Latin. You must be a US citizen or permanent resident to apply for FLAS fellowships.

Mentored Research Award assists doctoral students in acquiring sophisticated research skills by working under faculty mentorship on their own pre-dissertation research. Nominees must be U.S. citizens or permanent residents whose backgrounds, life experiences, and/or work contribute to diversity. The fellowship provides a stipend of \$20,000 and pays fees and tuition for one year. The department may nominate one fellow in Spring for the following year.

Doctoral Completion Fellowship (DCF): Students are offered a two-semester stipend plus fees (and non-resident tuition for international students) as incentive for completing the dissertation within normative time. A condition of this program is that for a student who has activated the DCF, no university fellowship funding will be awarded beyond one year past Normative Time to Degree (Normative Time plus one year grace period). The DCF does not in any way affect the eligibility of students for university employment, access to loans, or use of outside funding to continue after one year past Normative Time to Degree.

University Dissertation-year Fellowship: Students who have overcome conditions or situations which were an impediment to advancing to graduate study, have completed two chapters on their dissertation, show evidence that the dissertation can be filed by the end of the program year, and are not over normative time when nominated are eligible for the University Dissertation Year Fellowship. The award

carries a stipend of \$27,000 plus fees, tuition and a \$1000 travel allowance. Students who file their dissertations by the last day of finals will receive an additional \$3,000. The Department is allowed to nominate one outstanding candidate each year for this fellowship. Fellows are not allowed to hold employment of any kind during the fellowship period.

<http://www.grad.berkeley.edu/financial/deadlines.shtml>.

Doreen B. Townsend Center for the Humanities Fellowship consists of an annual current stipend of \$25,000 for graduate students writing Ph.D. dissertations whose research projects significantly involve humanistic material or problems or have a significant bearing on the humanities. The Center does not pay tuition, fees, or other costs. More information is available at: <http://townsendcenter.berkeley.edu/funding>.

Graduate Division Parent Grant: Registered graduate student parents (single, married, or registered domestic partners) who live with dependent children and demonstrate financial need are eligible to apply if they are U.S. citizens or permanent residents.

Graduate Division Travel Grants: Graduate Students may apply to the Graduate Division for Conference Travel Grants: <http://grad.berkeley.edu/resource/conference-travel-grants/>.

There are numerous other sources of funding for specific purposes available on campus, only some of which are listed above. The Graduate Student Services Advisor and Head Graduate Advisor may forward information about opportunities that arise from time to time.

Departmental Funding

Each February, the department makes its internal decisions about how to distribute department-controlled resources (such as the Department Block Grant and teaching assignments) for student funding for the following year. At this time students complete the upcoming year's support application, in which they review their support history and inform the faculty of preferred GSI assignments or anticipated fellowship support still outstanding. Students include their most recent academic progress report (from the previous December meeting) with the support applications. When the academic progress is satisfactory, the terms of the initial admission support package will remain in effect and guide the department's decision about the form of the continued funding.

This is also the time to request travel support for upcoming conferences and propose upcoming study or research abroad (Fernström grant).

Fernström grants: students in the Department are eligible to apply for stipends for research and study in Scandinavia. Please note that although this grant is administered by a Scandinavian Department committee, this grant is also open to applicants outside the Department. These grants support: (1) study or research in the Nordic region either during the summer months or the academic year. The grant is competitive and is awarded on a combination of academic necessity and strength of proposal. (2) language study in connection with Departmental language requirements. Preferred candidates are those who a) would most clearly benefit from the experience of study in the Nordic region; b) need to conduct dissertation research there. The application form is located on the department web site.

Conference travel: A small amount of departmental funding is available each year to partially support the participation of Scandinavian graduate students in academic conferences at which they present a research paper (ordinarily SASS). Grant amounts will depend on the location of the conference: up to \$600 within California, \$900 elsewhere in North America, including Canada and Mexico, and \$1,500

outside of North America. This funding may be awarded at most twice during the student's graduate career. The department is not able to support the presentation of conference papers before successful completion of the M.A. exam. It will, however, provide partial support for one conference trip without presentation early on in a graduate career as a means of orientation to the field, in addition to the two funded trips to present a paper.

Before submitting a proposal to a conference, graduate students who have not yet taken their QEs are expected to consult with their main advisor or, in the case of graduate students who do not yet have a main advisor, the faculty member whose field of expertise aligns most with the topic of the paper the graduate student intends to propose. Departmental travel stipends are contingent on prior faculty approval. Graduate students who have had a proposal accepted at a conference should present a written draft of their paper to the faculty member in advance of the conference. Every year, shortly before the annual meeting of the Society for the Advancement of Scandinavian Study, the department organizes a SASS paper rehearsal. Graduate students who will be presenting their work at SASS are required to present at the rehearsal but do not have to present a written draft to a faculty member in advance of the rehearsal.

Academic Student Employment: Various positions offer salaries and partial tuition remissions for work either as Graduate Student Instructor (GSI) or as a Graduate Student Researcher (GSR). The GSI position is the most common form of support for students in the Department.

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Outside Funding (a partial list)

The Birgit Baldwin Fellowship in Scandinavian Studies: The Society for Advancement of Scandinavian Study (SASS) announces The Birgit Baldwin Fellowship in Scandinavian Studies, a grant to encourage the research and writing of dissertations for the Ph.D. in fields concerned with Scandinavian (Nordic) literature, culture or film that can be realized only by research in the archives and libraries of the Nordic countries, including Denmark, Finland, Iceland, Norway, and Sweden. The stipend is approximately \$27,000, payable in two installments for travel to and living expenses in the Nordic region during one academic year. The application deadline is December 1 of the preceding year. <http://www.scandinavianstudy.org/>

American-Scandinavian Foundation: The ASF's award program for research abroad prioritizes dissertation-year research in one or more Nordic countries, though the application process is open to scholars at all career stages and in all academic and artistic fields. Year-long awards normally do not exceed \$23,000. The application deadline is normally November 1 each year. <http://www.amscan.org/fellowship.html>

The Fulbright Program: Was established in 1946 by the U.S. Congress to "enable the government of the United States to increase mutual understanding between the people of the United States and the people of other countries." It is the largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide. <http://us.fulbrightonline.org/home.html>

The Leifur Eiríksson Foundation: funds scholars from U.S. universities for graduate research or study at universities in Iceland, and scholars from universities in Iceland to conduct research or study at

universities in the United States. Recipients are chosen by the Foundation's Board of Trustees. Up to \$25,000 in project costs, including travel to and from the research or study site will be paid on the scholar's behalf. <http://www.leifureirikssonfoundation.org/>

TEACHING / GRADUATE STUDENT INSTRUCTORS (GSIs)

Teaching Positions: Teaching plays a significant role in Scandinavian graduate student support and is essential to the development of pedagogical skills and preparation for the job market. Students who continue to make satisfactory progress through the program are eligible to teach during the fall, spring, and summer terms. Students holding GSI positions during the academic year receive a fee remission consisting of 100% of the university registration fee, tuition and health insurance fee; these positions also function as components of our basic funding support packages. The department then pays the balance owed, consisting of the Berkeley campus fee and class pass fee, on behalf of the student. Summer GSI positions function somewhat differently, providing students with extra income not calculated as part of the guaranteed support packages.

Selection Criteria: The Department considers teaching under supervision and with training to be an important pre-professional experience for its graduate students. All instructors must be registered students, have a minimum GPA of 3.1 and have no more than two incompletes.

Below are the general criteria for the selection and ranking of Graduate Student Instructors:

A. Requirements for selection

1. Good academic standing and normal progress in the degree program
2. For language teachers, superior knowledge of the Scandinavian language to be determined by the Department Chair and the Director of the Language Program, using oral and written evaluations as necessary; successful completion of Scandinavian 300A (required of all first-time language instructors).
3. For Reading and Composition courses superior knowledge of expository writing as demonstrated within the degree program to be determined by faculty in charge of Reading and Composition.
4. For reappointment of GSIs: demonstrated teaching ability as assessed by student and faculty evaluations, including direct observation by the appropriate faculty supervisor.

Note: Award of a full fellowship (or comparable grant) usually disqualifies a candidate, during the period of the grant, from consideration for a GSI position.

B. Priority

1. Scandinavian Department students with guaranteed teaching support packages, assuming they meet the criteria outlined above.
2. Other qualified students in the Scandinavian program who have 5 years or less in the M.A./Ph.D. program or 4 years in the Ph.D. only program.
3. Qualified students from related Departments with significant academic interests in Scandinavian.

4. Qualified instructors of Scandinavian language from other Departments without a significant academic interest in Scandinavian.

Please note that reappointment is never automatic.

Duties

Graduate Student Instructor appointments require final approval by the Dean of the Graduate Division and the Dean of the College of Letters and Science. They are contingent upon budgetary decisions and the results of the advanced class enrollment system. If enrollments are significantly higher or lower than expected, assignments may be changed. If there are reductions in departmental budgets it is possible that positions may be canceled.

The duties of GSIs depend on the particular course assignment, but generally include the following:

1. Teaching one section (3 hours weekly).
2. Holding office hours (2 hours weekly and by appointment).
3. Preparing and assisting in the preparation of supplemental material, and examinations.
4. Correcting and grading examinations.
5. Meetings and other contact with the language program coordinator.

All of these activities are carried out under the active direction of a regular member of the faculty to whom final responsibility for all language courses, including the performance of GSIs, has been assigned.

GSIs are responsible for reporting their absences from campus and missed work assignments to the faculty member in charge and to the appropriate Departmental assistant. It is the responsibility of the GSI to contact their substitute.

GSIs are expected to evaluate student work promptly, post and keep regular office hours open to students without prior appointments, and ensure that grades directly reflect course performance. Unacceptable conduct includes, among other activities, intentional disruption of functions or activities sponsored or authorized by the University, and unauthorized use of University resources or facilities on a significant scale for personal, commercial, political, or religious purposes.

DESIGNATED EMPHASIS AND RELATED PROGRAMS OF INTEREST

It is assumed that students who are considering pursuing one of these options will have discussed their plans with the Head Graduate Advisor early enough in their graduate career so as not to unduly affect their course load or time to degree.

The Concurrent degree in **Medieval Studies**: Medieval studies are currently undertaken in a joint degree program designed to preserve the established standards of training in a major subject, while broadening the student's experience in other aspects of the field. Requirements for this program include a proseminar, a graduate seminar in History, a graduate seminar outside the home department,

advanced competence in Medieval Latin, and an additional medieval language offered outside one's home department.

The Designated Emphasis in Critical Theory: The D.E. in Critical Theory permits interested students to specialize in critical theory, and to obtain certification of this specialization, while pursuing a Ph.D. in an established UC Berkeley Department. Critical Theory is not an independent degree granting program. Students admitted to the D.E. and completing the requirements will receive a parenthetical notation to that effect on their doctoral degrees.

The Designated Emphasis in European Studies: The D.E. in European Studies provides curricular and research resources for students who want to concentrate on European Studies within their respective disciplines and have their work formally recognized in their degree designation. Designed to bring together faculty and students from different departments, the D.E. is administered by the Graduate Group in European Studies and provides a unique context for rigorous cross-disciplinary research.

Designated Emphasis in Film Studies: The Designated Emphasis in Film Studies provides curricular and research resources for students who want to concentrate on film within their respective disciplines and have their work formally recognized. Applicants to this program must have completed one seminar in the Department of Film and Media at the time of application and must fulfill specific course, Qualifying Exam, and Dissertation Committee requirements if admitted to the program.

Designated Emphasis in Folklore: Students receiving degrees from other departments may now declare a designated emphasis in Folklore Studies. The designated emphasis is designed to complement core PhD programs and provides exciting opportunities for interdisciplinary study and cross-collaboration.

The Designated Emphasis in Renaissance and Early Modern Studies: offers comprehensive training in intellectual and cultural history, material culture, and languages of the Renaissance and Early Modern periods.

The Designated Emphasis in the Study of Religion: supports graduate training in Religious Studies and in the Theory of the Study of Religion, promotes graduate research on topics related to religion, and brings together a cross-disciplinary faculty Group in the Study of Religion.

The Designated Emphasis Program in Women, Gender, and Sexuality: This is an interdisciplinary program available to students who are already admitted to a graduate program at University of California, Berkeley. Taken in conjunction with Ph.D. programs in the Humanities and Social Sciences, the Designated Emphasis provides opportunities for interdisciplinary study with more than 30 faculty across the campus.

ADDITIONAL CAMPUS RESOURCES

The Institute of European Studies seeks to enrich America's understanding of Europe - its people, developments and challenges - through the generation and dissemination of distinguished scholarship. As the University's focal point for the study of Europe, IES brings disciplines together to create new cross-disciplinary understandings of European issues and issues related to Europe and its constituent nations. Visit <http://ies.berkeley.edu/> for full information including the following relevant (and other) programs:

-The Nordic Studies Program: <http://ies.berkeley.edu/nsp/>

-The Center for German and European Studies: <http://ies.berkeley.edu/cges>

The Nordic Center at UC Berkeley serves as a vibrant, interdisciplinary platform working to foster dialogue, support exchanges, spark research, enable shared understandings, inform policies and practices, and further elevate the profile and global interest in the Nordics.

The Nordic Center at UC Berkeley, housed at the [Institute for European Studies](#), coordinates a vibrant suite of activities in close collaboration with the [Scandinavian Department](#), Berkeley Haas [Center for Responsible Business](#), [Institute for Business & Social Impact](#), the [Peder Sather Center](#), and works across UC Berkeley and beyond.

The Doreen B. Townsend Center for the Humanities: The Doreen B. Townsend Center gathers the creative and diverse energies of the humanities at Berkeley and enables them to take new form for new audiences. The Center was established through the vision and generous bequest of Mrs. Townsend in 1987. Its programs and services promote research, teaching, and discussion throughout the humanities and related interpretive sciences at Berkeley. The Townsend Center newsletter is delivered to the department bimonthly, and students are encouraged to subscribe to the e-newsletter:

<http://townsendcenter.berkeley.edu/enewsletter.shtml>.

The Townsend Center sponsors a wide variety of interdisciplinary working groups.

ACCESS TO AND DISCLOSURE OF STUDENT RECORDS

What follows is a summary of University and Departmental rules governing access to and disclosure of information in student records.

Public records: The following types of information kept in the Department are considered matters of public record. The information can be released, provided it is available in the office. The information will not be released if a student requests in writing that it not be disclosed as a matter of public record.

Name of student

Dates of attendance

Major field of study

Degrees granted at Berkeley and date(s)

Name of the most recently attended institution (prior to Berkeley)

Confidential records: All other records, such as general correspondence, admission applications, university fellowships and grants, record of employment, educational test scores, etc., are confidential.

Access by the student: Students have the right to inspect their own confidential records provided they present adequate identification. Letters of recommendation and statements of evaluation dated before January 1, 1975, are not disclosed since these are not covered by congressional legislation. Access to a student's record will normally be granted within 10 working days after the request. Copies of records that can be released will be made by the staff for 10 cents a copy. All copies will be identified with a Department stamp.

Access by a third party: Disclosure to a third party can be made only with the written consent of the student, naming the third party, the records to be released, and the reasons for the disclosure.

Challenge of records: The Department staff will interpret and explain the information in a student's record at the student's request. If a student believes that their records include data which are inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, the student should follow the appeals procedures as described below.

DEPARTMENTAL APPEALS PROCEDURES

Purpose and Scope: The purpose of this procedure is to afford graduate students in the Department an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluations of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

Informal Resolution Procedures: A student may pursue informal resolution of a complaint by scheduling a meeting with the Graduate Advisor or the Department Chair to discuss the complaint and explore possible avenues of resolution. Attempts to resolve a complaint informally should be completed within thirty days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Resolution: A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Graduate Advisor within thirty days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The department should complete their investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew or could reasonably be expected to have known

of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Graduate Advisor will assign an individual to investigate the complaint and make a recommendation to (the Department Chair) regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e. interviews or written statements or documents). The Graduate Advisor will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

Appeal to Graduate Division: If the student is not satisfied with the outcome of their complaint under the department procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division within fifteen days of the date of the written notification of the result of the department level procedure. The Graduate Appeals Procedure can be found in the Guide to Graduate Policy section E. <https://grad.berkeley.edu/policy/>

If the complaint is about an action taken by the Graduate Advisor, the complainant may elect to take the complaint directly to the Department Chair (or department executive committee). If the student is still not satisfied with the outcome, the student may take the complaint to the Formal Appeal stage of the Graduate Appeals Procedure.

Complaints Involving Discrimination: If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division or the Academic Compliance Office: <http://ccac.berkeley.edu/>.

Other Complaint Procedures: Graduate students may contact the Office of the Ombudsperson for Students at (510) 642-5754, the Title IX Compliance Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. There also are other complaint resolution procedures available to graduate students for complaints that do not fall under this procedure listed in the Graduate Appeals Procedure. <http://sa.berkeley.edu/ombuds>