

GRADUATE STUDENT HANDBOOK

ITALIAN

ALTHOUGH THE CURRENT ACADEMIC YEAR HAS BEEN AFFECTED BY THE IMPACT OF COVID-19, STANDARD REGULATIONS AND REQUIREMENTS REMAIN UNCHANGED. ANY MATTERS ARISING FROM THE PANDEMIC WILL BE COMMUNICATED SEPARATELY.

2020-2021

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INTRODUCTION

The handbook is supposed to answer all questions about the Italian graduate programs. Students are responsible for familiarizing themselves with the handbook as soon after their arrival at Notre Dame as possible and for refamiliarizing themselves with it each academic year. Students are expected regularly to consult the handbook, especially as they move from one stage to another of their degree. In the last instance, each student is responsible for following the established procedures and for completing each stage of the degree in a timely manner. If students have any questions relating to their course, the handbook, and any other matter, they should normally discuss these with the Director of Graduate Studies.

In areas where the Graduate School grants departments and sections the responsibility to make decisions (degree requirements, standards for remaining in good standing in the program, the format of examinations, teaching responsibilities, evaluations and committee formation, etc.) students follow the norms established by the Italian section. All other matters conform to Graduate School regulations. Students are expected to be acquainted with the regulations and policies outlined in the Graduate School Bulletin of Information available at <http://graduateschool.nd.edu>

Students are expected to familiarize themselves with and adhere to dates and deadlines relating to them and their work listed in the document “PhD & MA in Italian: Key Dates (Students)” (see Appendix I). This document is revised and updated each academic year.

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I. GENERAL GRADUATE SCHOOL POLICIES

I.1 *Continuous Enrollment*

To maintain student status, all students must enroll in both Fall and Spring semesters and register for at least nine credit hours per semester in the first five years of enrollment (PhD) or in the first two years of enrollment (MA).

Continuous enrollment is met normally by enrollment in the University and by registration in a graduate-level course relevant to the student's program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. All graduate students must register for at least nine credit hours per semester. Doctoral degree students who have completed the coursework requirement for their degree must continue to register for at least nine credit hours per semester up to the end of their fifth year. After the fifth year, they must register for at least one credit hour, including the final semester or summer session in which they receive their degree. This credit hour should consist of either resident or nonresident dissertation research within their department. Sixth-year students may be considered full-time students whether or not they are in residence. Sixth-year students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll and register for one semester or more must apply for readmission upon return. Readmission is not automatically granted.

I.2 *Leave of Absence*

Exceptionally and on the recommendation of the DGS, the Italian section, and the chair of the Department of Romance Languages and Literatures, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and the Graduate School must approve any leave of absence. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence the student does not return to the university, the student is considered terminated. Application for readmission is required if the student wishes to return. See the Registrar's website for more information: <http://registrar.nd.edu>

In the case of a medical leave of absence (see following subsection), clearance from the University Health Center is required prior to readmission.

I.3 *Medical Leave of Absence*

A student who wishes temporarily to interrupt his or her degree course for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a “serious medical condition”. For purposes of this policy, “serious medical condition” means a medical condition that (i) requires multiple-day hospitalization OR (ii) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least 10 calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their sixth year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of six weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to six weeks). Students also will be deemed “continuously enrolled” at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease, at least during the period of separation. Students are responsible for making arrangements, through their departments and sections, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to reschedule exams or extend candidacy deadlines or other course-related deadlines. Students are responsible for making arrangements to reschedule exams, extend deadlines, and to make up any other set and required work.

Unlike a regular one-semester leave, time off in conjunction with this policy will count toward the students’ degree time limit of eight years and University-sponsored funding cap of six years.

I.4 *Withdrawal*

To withdraw from the University before the end of the semester, a student must inform the DGS, the section, and the Graduate School, as well as complete the notice of withdrawal (see <http://registrar.nd.edu/SeparationForm>). For information on refunds, refer to “Tuition and Expenses”. Upon approval of the withdrawal, the University enters a grade of W for each course in which the student is registered. If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

I.5 *Students with Disabilities*

The Office of Disability Services provides reasonable accommodations for qualified students with disabilities. To become eligible for accommodations, a student must register with the office by providing recent documentation of their disability. Registered students are responsible for requesting accommodations each semester.

If you have questions, please contact:

Coordinator of Disability Services

Sara Bea Learning Center for Students with Disabilities

University of Notre Dame

Tel: 574-631-7157

<http://disabilityservices.nd.edu>

II. ACADEMIC REGULATIONS

II.1 *Academic Good Standing*

According to Graduate School regulations, every student enrolled in the Graduate School must achieve a final average of B (3.0) in courses taken at Notre Dame in order to maintain academic good standing. However, the Italian section expects its students (PhD and MA) to achieve a GPA above 3.3 in order to continue in its programs. A student whose course work in the first semester of the first year falls at or below a B+ (3.3) average will be informed in writing by the Director of Graduate Studies that unless the student achieves at least a B+ average in course work for the year, the student will be subject to dismissal. A student whose course work in the first year and/or the second year falls below a B+ (3.3) average will normally be dismissed.

An average of B+ (3.3) is only the minimum requirement for continuation in the program. Students in the Italian graduate programs are expected to maintain a grade-point average higher than a B+. In April of each year, the Italian section assesses the performance of all graduate students, taking into account not only GPA, but also the quality of written and oral work, teaching assessments when available, examination performance, and research capabilities. Students will be informed in writing of the section's views as soon as possible after all graduate meetings have been completed.

Failure to complete any stage of the program (PhD or MA) will lead to termination from the program.

A student must be in academic good standing to be eligible for new or continued financial support.

II.2 *Incompletes*

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a graduate-level course within a semester or Summer Session. No grade of "I" can be given to graduating students in the final semester or final Summer Session. A student is allowed no more than one incomplete per semester. The student must first receive permission from the instructor of the course and then receive permission from the Director of Graduate Studies to receive an incomplete. Students must complete all work for a course in which they take an incomplete within six weeks (including holidays) of the end of the semester. If the work is not completed on time, the student may be put on academic probation and financial aid may be withdrawn. Should the student not complete the course work as required, the "I" remains on the academic record and is computed in the GPA as equivalent to an "F".

The section and the Graduate School will review a student who is awarded more than one temporary grade of “I” in a semester or an “I” in two or more consecutive semesters to determine his or her eligibility for continued support and enrollment.

II.3 *Full-time Enrollment*

In the first and second years all Italian graduate students must be registered for at least three courses (9 credit hours) to be considered full time. A PhD student who has completed course work is considered full time when registered for nine credits of supervised dissertation research. Fifteen hours of courses per semester constitute the maximum load.

II.4 *Changing Course Schedules*

A student may add courses through the first six class days of the semester. Students may add courses after this time only with the approval of the DGS and the Graduate School. A student may drop courses at their discretion through the first six class days of the semester. To drop a course after this period and up to the mid-semester point (see the Graduate School or department calendar for the exact date), a student must have the approval of the DGS of the department offering the course, of the DGS in Italian if the course dropped is in another department, and of the Graduate School. A course may be dropped after the mid-semester point only in exceptional cases of serious physical or mental illness. Courses dropped after this period will be posted on the student’s permanent record with the grade of W for Withdrawn.

A course taken for credit can be changed to an audit course after the mid-semester point only in exceptional cases.

II.5 *Auditing Courses*

According to the University Academic Code, only graduate students are allowed to audit classes. A grade of “V” is placed on the student’s record as evidence of class attendance and/or participation. The grade of “V” (auditor) has neither quality-point or credit-hour value. The audit must be requested before the sixth class day of the semester. The auditor should attend the course throughout the entire semester, and it is made part of his or her permanent record. The grade of “V” cannot be changed to a credit-earning grade.

To audit a class, a student must be eligible to register for the class by meeting all course requirements and obtain any section authorizations. After the student has registered for the class, he or she must request to be listed as an auditor. Graduate School students

must receive permission of the instructor and then go to the Graduate School website, scroll down to FORMS, and fill in the “Course Audit Request Form”. This must be done before the sixth class day.

It is the prerogative of the instructor to remove an auditor’s name from the class list, if the student has not met a minimum standard of attendance and/or class participation required of an auditor by the instructor.

II.6.1 *Transfer of Credits: Other Universities*

The Italian section may accept course work completed at another accredited university toward meeting its PhD degree requirements. A student may transfer credits earned at another accredited university only if: (i) the student is in degree status at Notre Dame; (ii) the courses taken are graduate courses deemed equivalent to similar courses offered in the Italian section graduate program and the student had graduate student status when he or she took these courses; (iii) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (iv) grades of A- (3.7 on 4.0 scale) or better were achieved; and (v) the transfer is recommended by the section and approved by the Graduate School.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro-rata basis.

If a student has completed an MA in Italian or in a closely related subject, she or he may, if the above five conditions are met, transfer up to 24 semester-credit hours to the Notre Dame Italian PhD program.

II.6.2 *Transfer of Credits: Notre Dame MA in Italian*

Students admitted with a Notre Dame MA in Italian will have the first year of coursework waived and the appropriate number of credits (24) transferred to the PhD. In addition, such students will not be expected to repeat the Italian seminar and the “language pedagogy” courses as they will have followed these as part of their MA program. Furthermore, the language requirement will be waived if the language passed for the MA is related to the dissertation and the period of specialization. If this is not the case, students are required to sit a second language examination. Consequently, students admitted with a Notre Dame MA in Italian will complete the PhD program in four years.

During their first year, the only one in which such students will be following taught courses, they will be expected to attend four new courses in Italian, as well as at least two courses related to their subsidiary topic.¹ Once a Notre Dame MA student has accepted a place on the PhD in Italian, the Italian section will immediately begin work with the student to prepare her/him for their doctoral studies. In particular, during the Summer between completing the MA and beginning the PhD, the student will be expected to work on the Summer Project and on lists I and II of their comprehensive examinations. It is hoped to be able to offer funding to such students in the Summer before they begin the PhD. Students admitted with a Notre Dame MA in Italian will normally teach in years 2 and 3 (see IV.4 below).

¹ If a student needs to register for a third course related to their subsidiary topic and/or a course on critical theory, she or he would be allowed to take the necessary course in their third semester.

III. ACADEMIC INTEGRITY

III.1 *Misconduct*

Integrity in scholarship and research is essential to academic life in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge compromises the intellectual effort and may undermine confidence in academic work. A commitment to honesty is expected in all academic activities. The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code. Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research.

Misconduct does not include errors of judgment, errors in recording, selecting, and analyzing data, differences in opinion involving interpretation, nor conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research. If an individual suspects that a violation of academic integrity has occurred, she or he should discuss the matter confidentially with the department chair and/or the DGS. If a perceived conflict of interest exists between the chair/DGS and the accused, the next highest academic officer shall be notified of the charge. The chair/DGS shall evaluate the allegation promptly. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter.

The DGS will inform the accused in writing of the charges. The panel will determine initially whether to proceed directly to a hearing, to investigate the case further, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the DGS. If it decides that a hearing is not warranted, all information gathered in connection with this investigation will be destroyed.

The utmost care will be taken to minimize any negative consequence to the accused. The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary

action, and report to the chair in writing. The report will include all the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, the DGS, and the Graduate School representative. If a violation is judged to have occurred, this might constitute grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, she or he must address the appeal in writing to the Dean of the Graduate School within 10 days of receiving the report. The student has the right to appear before the Dean of the Graduate School or his or her delegate. The Dean may decide to appoint an *ad hoc* committee to handle this appeal, if deemed necessary.

The penalty for a student who admits wrongdoing is determined by the Italian section in consultation with the chair of the department.

III.2 *Academic Ombudsperson*

The Dean of the Graduate School has appointed an Academic Ombudsperson in the Graduate School to be available to graduate students who want to discuss in confidence problems they are having in their programs. The Ombudsperson for 2020-21 is John Lubker, Associate Dean of Students. He may be contacted at John.R.Lubker.2@nd.edu

III.3 *Graduate Student Appeal Procedure*

Approved by the Graduate Council, November 16, 2005

III.3.1 *Preamble*

The purpose of this procedure is to afford graduate students at the University of Notre Dame the opportunity to resolve complaints dealing with academic issues and with other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same program (if the student was previously in good standing).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the “Grievance and Appeal Procedures” section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

This procedure is provided for continuing and returning graduate students in the Graduate School.

III.3.2 *Program Resolution Process*

Programs are required to develop a formal grievance procedure approved by the Graduate School (see III.3.4). Graduate students must first attempt to resolve complaints at the lowest level, i.e., within the student's program, according to grievance procedures specified in the program's graduate student guide. If a graduate student believes that the program reached its decision resolving the student's grievance in error, the student may appeal the decision to the Dean of the Graduate School, subject to and in accordance with Section III.3.3 below.

III.3.3 *Formal Appeal Procedure to the Dean of the Graduate School*

If a graduate student decides formally to appeal a program's decision involving the student's grievance, the student must submit a written request for appeal to the Graduate School's Associate Dean for Academic Affairs as set forth below. The only grounds upon which an appeal may be based are:

- i. A procedural error within the program's stated grievance procedure which may have substantially affected the fairness or outcome of the grievance procedure.
- ii. New evidence that becomes available only after the conclusion of the program's grievance procedure which reasonably may have impacted the fairness or outcome of the grievance procedure.
- iii. An inappropriate sanction which is grossly disproportionate to the conduct initiating the sanction, considering the relevant aggravating and/or mitigating factors.

Dissatisfaction or disagreement with a decision is not grounds for appeal.

The request for appeal must include the following information: (i) the graduate student's name, address, email address, and phone number; (ii) relevant information from the program's grievance process (date of hearing, any written decision(s) from the program, and sanction(s)); (iii) the ground(s) upon which the request for appeal is based; and (iv) for each ground stated, an explanation of why the student's appeal meets that ground (e.g., identify specific procedures that were not followed during the grievance procedure, identify any evidence discovered following the conclusion of the grievance process, or explain why the sanction is not commensurate with the underlying conduct).

The request for appeal must be submitted to the Graduate School's Associate Dean for Academic Affairs within 30 calendar days of the program's decision. Only the Graduate School's Associate Dean for Academic Affairs may extend this deadline, at his or her sole discretion, in extenuating circumstances. If no request for appeal is submitted within the 30-day appeal period, and no extension has been granted by the Associate Dean for Academic Affairs, then the program's decision becomes final and is not subject to appeal.

Once an appropriate appeal has been received, the Associate Dean for Academic Affairs will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the Associate Dean for Academic Affairs, all of whom will be current members of their respective College Council. Two of the three faculty members on the appeals committee shall be from the appellant's college, and one shall be from outside the appellant's college, unless an appellant is enrolled in a trans-college program, in which case each college will be represented on this committee. The committee will also include one non-voting graduate student. This student may be either one of the current Graduate Student Union representatives or a substitute from the appellant's college selected by the Associate Dean for Academic Affairs from a pool of students identified by the Graduate Student Union. The Associate Dean for Academic Affairs, who does not vote, will chair the committee. At the appellant's request or by request of the committee, this appeals committee will also meet with the appellant. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the Graduate School within 30 calendar days of receipt of the appeal. The Dean may or may not accept the committee's recommendation, but in either case, the Dean will issue a written decision to the appellant within 30 calendar days of receipt of the committee's recommendation. The Dean, at his or her sole discretion, in extenuating circumstances, may extend these 30-day deadlines. The Dean will send a copy of this decision letter to the department chair or the director of the program. The judgment of the Dean of the Graduate School is final.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the Summer session, during the appeal process.

III.3.4 Department of Romance Languages and Literatures Appeal Procedure on Matters Concerning Academic Grievances

On all matters concerning academic grievances originated by students, the initial recourse is through the department and its procedures. Students who wish to file a

grievance against the Department of Romance Languages and Literatures or its faculty or to appeal a departmental decision in respect to them should normally consult with the Director of Graduate Studies, except in those cases where the DGS is the subject of the grievance, in which case the student should consult with the department chair. The DGS or departmental chair may, in consultation with the student, attempt to resolve the grievance personally and informally. In the event that the problem is not resolved to the student's satisfaction, the department chair or the DGS will appoint a departmental grievance committee to address the problem. The student must submit the complaint in writing to the grievance committee, which will be chaired by a member of the language section in which the student is specializing. The complaint should be very specific as to the nature of the problem, the date or dates when the problem occurred, the grounds on which the appeal is based, and the specific relief requested. Supporting evidence for each aspect of the complaint must be submitted. The grievance committee may take testimony from the complainant, other students, the DGS, the dissertation supervisor, and any faculty and students associated with the complaint. The committee will deliberate and submit a written report to the departmental chair or the DGS within 30 days of its appointment. The committee's decision is final within the Department of Romance Languages and Literatures. However, a student who has had recourse to his or her departmental grievance procedure on academic matters, and who believes that he or she has not received adequate consideration (and can substantiate that belief), may appeal to the Graduate School (see III.3 and its subsections).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the "Grievance and Appeal Procedures" section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

III.3.5 *Policies on Sexual/Discriminatory Harassment and other Aspects of Student Life*

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment, and other aspects of student life and behavior are described in *du Lac*, which is the University's description of student life policies and procedures. Students should first try to resolve the issue at the departmental level. Students in the Graduate School must abide by those portions of *du Lac* which explicitly refer to graduate students or to the Graduate School. Copies of *du Lac* are made available to all continuing students at the beginning of the Fall semester, and may be obtained from the Office of Residence Life, 305 Main Building. For details of the policies approved by the Academic Council refer to the University's Policy on Harassment and Discriminatory Harassment: <http://orlh.nd.edu/dulac/>

IV. PHD IN ITALIAN

IV.1 *Advising and Supervising*

The terms ‘adviser’ and ‘supervisor’ are specific to the Italian section.

The Director of Graduate Studies acts as *adviser* for all students. Students meet with the DGS at the beginning and end of each semester. The DGS consults with each student on course selection as well as on his or her overall academic program. The DGS should seek to determine and monitor that the students are making satisfactory progress towards the degree. The DGS is also available for consultation at other times, serving as the student’s primary academic mentor. Students should remain in regular contact with the DGS during each semester.

The *supervisor* is the faculty member who has primary responsibility for working closely with the student on all aspects of her or his dissertation. The other committee members do not play as large a role in the dissertation as the supervisor. Nevertheless, students are strongly advised to provide their committee members with draft chapters that have been approved for sharing by the supervisor.

IV.2 *Course Requirements*

IV.2.1 *Overview*

At least sixty (60) credit hours, or a minimum of 30 credit hours beyond a previously awarded Notre Dame master’s degree in Italian (see II.6.2), are required for the PhD. These credit hours are earned through a combination of coursework and/or research.

The minimum residency requirement for the PhD degree is full-time status for four consecutive semesters.

The PhD in Italian will require (i) at least 60 credit hours, of which 45 credit hours are based on course work. These are made up of 42 credit hours of graduate course work in years 1 and 2, while the remaining 3 credits, linked to the ‘language pedagogy’ course, will be earned in semester 5 when students begin to teach (students who have been awarded a Notre Dame master’s degree in Italian will transfer these three credits as part of the transfer of credits from the MA to the PhD; see opening paragraph of this subsection); (ii) the fulfillment of a language requirement other than Italian; (iii) successfully passing the comprehensive examinations; (iv) successfully preparing and defending the dissertation proposal; and (v) successfully completing and defending the dissertation. Requirements iii-v will be assigned at least 15 credit hours, bringing the

minimum total number of credit hours to 60. For a semester-by-semester breakdown of the PhD in Italian which includes requirements, deadlines, etc, see Appendix II: “Breakdown of PhD in Italian by Semester: 5-year Cycle”. Students who have been admitted with a Notre Dame MA in Italian should see Appendix III: “Breakdown of PhD in Italian by Semester: 4-year Cycle”.

IV.2.2 *Coursework*

Out of the 45 credit hours of course work at least 30 must be related to courses on Italian topics. Students will take two courses in Italian in each of the first four semesters for a total of 24 credits. In addition, students will attend the Italian Seminar (“Introduction to Advanced Studies in Italian”; 3 credits), which will function as a ‘core course’ for the degree. The Seminar will introduce students to a range of theoretical approaches and literary methods, to major questions in the field of Italian studies, to bibliographical and research methods, and to matters relating to becoming familiar with our profession. Finally, the Seminar will help students prepare for the comprehensive examinations.

The final three credits in Italian will be connected to the Summer Project, which formally will be treated as a Directed Reading. During the Summer after the first year of study, students will revise or develop an aspect(s) of one of their Italian first-year course papers. Students will work closely with and be directed by the professor who supervised and graded the paper. The revised paper will be between 7000-8000 words in length (including footnotes) and will be submitted by the end of the first week of the Fall semester of the second year. Students should aim to produce a work that can serve as the first draft of a study of publishable quality, which they will present at the Italian Research Seminar, and complete and submit to a journal over the next two to three years.

The remaining taught credit hours will be organized and divided as follows: the ‘language pedagogy’ course (“Foreign Language Acquisition and Instruction”; 3 credits); a course in the general area of literary and/or critical theory (3 credits); and three courses on a subsidiary topic (9 credits). Although students in the PhD in Italian will mainly work on Italian literature and culture, in consultation with the DGS, they will also enrich their area of specialization by following three courses in a single field allied to their primary research interests, such as history, film studies, cultural anthropology, medieval studies, philosophy, theology, Romance philology, critical theory, art history, etc. The latter four courses will be taken, one per semester, during semesters 1-4. Students attend the ‘core course’ in their first year and the ‘language pedagogy course’ in the first semester of year three.

After completing their coursework, students in years three through five are expected to enroll in nine credit hours during the Fall and the Spring semesters of each year. These credit hours will normally be composed of credits relating to dissertation research. None of these courses count toward the 15 necessary classes for the completion of the PhD program. They are all graded on an S/U scale and do not affect a student's GPA.

IV.2.3 *Comprehensive Examinations & Reading Lists*

Students will begin work on the comprehensive examinations as soon as they are formally admitted to the degree, and will continue to work on these until the start of semester 5. The examinations will be based on four reading lists (I-IV), each of 25-30 texts. Students will sit the comprehensive examination on Lists I & II during the second or third week of January of semester 4, and on Lists III & IV during the week in August immediately before the start of the fifth semester. The comprehensive examinations will be based on 4 written examinations (one for each list) and 2 oral examinations (the first on Lists I & II; the second on Lists III & IV). Each list is assessed by a four-hour written examination and students are required to answer two questions chosen from a list of at least 6/7 questions. The oral examinations are each of 90-minutes duration, are scheduled normally no later than four weeks after the written papers, and are normally attended by all the T & R faculty in Italian, who constitute the examination committee.

The lists for the comprehensive examinations will be organized as follows: List I (pre-1700 primary texts), List II (post-1700 primary texts), List III (cultural, historical, philosophical, theological, political, critical, and theoretical texts; approximately half the texts will be common, while the remainder will be chosen by the student in consultation with their supervisor and will relate to the topic of their dissertation), and List IV (texts connected to proposed dissertation). During the fourth semester, students will prepare for the second examination, paying particular attention to their part of List III and to List IV, and, in consultation with both their supervisor and the Director for Undergraduate Studies (currently Charles Leavitt), will draft a teaching syllabus based on at least one of the lists that will be discussed at the oral. Students will compile a list of 10-15 texts to be included in List III and 25-30 primary and secondary texts in the area of their proposed dissertation (List IV of the comprehensive examination). They will regularly discuss the lists with their supervisor.

After consulting with her/his supervisor, a student will approach two faculty members to invite them to serve on their dissertation committee. A student may add an additional faculty member to the committee with approval of the Director of Graduate Studies. She/he may include a faculty member from another university, with the approval of the DGS. Students must notify the names of the members of their dissertation committee to the DGS by 15 February of semester 4. The lists must be approved by the DGS and the

supervisor, in consultation with the other members of the dissertation committee, no later than 1 April of the fourth semester. Lists III and IV must be accompanied by a 1000-word description of the dissertation.

IV.2.4 *Examination Protocols*

The language of all examinations is English.

All written examinations will normally be taken in 341 O'Shaughnessy (the Romance Languages & Literatures Conference room). The University Honor Code applies to all students taking examinations. Students may use computers, which will be supplied by the Department, or write out the examination by hand. Students are not permitted to consult books or notes during the examination. If a computer has been used, at the end of the examination, students will transfer their answers to a memory stick provided by the Department, as departmental computers will not be wi-fi enabled, and will send their written answers to all Italian T & R faculty within 15 minutes of the end of the examination. *Ad hoc* arrangements will be made for students to submit hand-written answers. Students must inform Linda Rule no later than six weeks before an examination if they wish to use a computer. The questions will be distributed 10 minutes before the official start of an examination.

The 90-minute oral examination acts as a follow-up on the written examinations. It may also focus on issues from the reading lists and rationales not addressed in the written component. The oral examination will normally begin with a 10-minute presentation by the student in which she or he can discuss their answers, the reading lists, and other matters connected with the examination. The date for the oral examination will be set well in advance by the DGS, and the oral will take place no later than two weeks after the written papers. The committee must have at least one week to read the written examination before the oral examination is held. The Graduate School mandates that only one committee member can participate at a distance. A request for exception should be initiated at the departmental level, and exceptions must be approved by the Graduate School.

At the end of the oral examination, the committee votes Distinguished Pass, Pass, or Fail, based on the student's performance in both the written and oral parts of the overall examination. The criteria for evaluation are as follows:

Distinguished Pass: awarded for a truly outstanding performance that demonstrates not only a command of the material but exceptional critical insight and fluency, as well as exceptional mastery of the other materials related to the examination. A distinguished

pass is rarely awarded and is a mark of special distinction. While a distinguished pass is noted on a student's Italian section record, it is not a distinction recognized by the Graduate School, and thus does not appear on a student's official transcript.

Pass: awarded for a clear demonstration of detailed and substantial familiarity with the set texts and a coherent understanding of the ways in which the texts together constitute a specific field of inquiry, as well as a good mastery of the other materials related to the examination.

Fail: awarded when a candidate does not demonstrate a mastery of textual detail, or of critical argument, or of the other materials related to the examination.

A student who fails the examination may retake it once. The committee may require the student to retake the entire examination or any portion of the oral and written components. The start of the retake must take place no later than a month after the end of the original examination.

IV.2.5 *The Dissertation: Proposal, Written Version(s), and Defense*

Students will begin discussing their possible dissertation topic(s) with relevant members of the Italian faculty as soon as they enter into the doctoral program. By 1 April of semester 2 a student communicates to the DGS the name of the professor who has agreed to serve as her/his dissertation supervisor.

IV.2.5.1 *The Dissertation Proposal*

Students will work on preparing their dissertation proposal as soon as their lists and the 1000-word dissertation description have been approved, and will continue to work on the proposal during the Summer and the first part of the fifth semester. Students will defend their proposal no later than the middle of November of the same semester (the date will be fixed by 15 September of the third year). Students are responsible for informing the DGS of the date of the defense and for circulating to their committee the definitive version of their dissertation proposal no later than two weeks before the defense is to take place.

The dissertation proposal will be between 15-20 pages (approx. 3000-4000 words of text excluding the bibliography), including a maximum of 5 pages of bibliography of major primary, secondary, and theoretical or methodological works. It will present a rationale for the research, including an assessment of the academic case for the project, its primary sources, its main arguments and hypotheses, its theoretical and methodological assumptions, and its likely organization.

The defense of the proposal lasts 90 minutes. Normally the meeting will begin with the student briefly outlining their dissertation project (10-15 minutes). This is followed by questions and comments from each committee member. The overarching aim is to create an atmosphere that facilitates collegial discussion. At the end of the discussion, the committee votes to Approve or Disapprove the student's dissertation project. If the committee votes to Disapprove, the student must arrange for the proposal to be re-evaluated **by the end of the Fall semester** (semester 5). The committee will determine if the student needs to re-submit written material.

Students who have not received an Approve vote on their dissertation proposal by the end of the Fall semester of their third year will not be eligible for Graduate School funding in the following year.

IV.2.5.2 *Writing the Dissertation*

Once the dissertation proposal has been approved, students will work full-time on researching and writing the dissertation. The aim of the dissertation is to demonstrate the student's ability to create and sustain an extended analytical argument that makes an original contribution to literary scholarship. The dissertation will normally be made up of a substantial introduction, 3 or 4 chapters, and a short conclusion. The length of the dissertation will normally be between 60,000-75,000 words including footnotes, but excluding the bibliography and any appendices. Permission for the inclusion of appendices will need formally to be sought from the DGS with written support from the supervisor.

When preparing his or her dissertation for final submission, the student should be guided by the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available at:

<http://graduateschool.nd.edu/assets/4700/dtformattingguide.pdf>

Students may also draw on the *MLA Style Manual* or *Chicago Style Manual*.

Until they have submitted their dissertation, students will be expected to meet regularly with their supervisor (every 2 to 3 weeks during the semester and to remain in regular contact with her/him during the vacations). Students will be required to submit draft chapters of their dissertation at fixed intervals: one chapter by 30 September of the seventh semester; a second chapter by 1 April of the eighth semester; and the complete draft of the dissertation by 1 March of the tenth semester. Permission for changes to these dates must be sought from the DGS. After submitting each of the first two chapters, students will meet with their dissertation committee to discuss their work. Students will receive feedback on the full draft of the dissertation by 15 April.

The supervisor must approve the dissertation draft sent to the members of the committee. The draft must be complete, easily legible, and mechanically correct and must be in the format (i.e., hard copy or electronic) that those readers request. By 15 April, the supervisor and the committee members will read, annotate, evaluate, and return the dissertation. They will communicate to the Director of Graduate Studies their judgment of the draft. The work should be evaluated in one of three ways: (i) The definitive version of the dissertation is very likely to pass, with at most minor and/or limited corrections to be overseen by the dissertation supervisor. Each reader is required to supply the student with a list of comments, suggestions, corrections, and other revisions. (ii) The reader reserves judgment until the student has made major, as well as minor, revisions to her or his dissertation. Again, the reader is required to supply the student with a list of comments, suggestions, corrections, and other revisions. Once the necessary changes have been made, the student will resubmit the draft dissertation to the supervisor and committee members. The revised draft will normally be evaluated during the same timescale and according to the same criteria as the original draft. (iii) The reader considers that the dissertation draft cannot be satisfactorily revised and rewritten. In this case, the reader must immediately inform the DGS and the other committee members of his/her decision, and send them a full written explanation for her/his opinion. The entire Italian section will then meet to decide how to proceed. The DGS and the supervisor will communicate the section's decision to the student and will provide her/him with a written statement.

The readers must unanimously approve the dissertation before it can be defended.

IV.2.5.3 *The Defense*

Students are responsible for familiarizing themselves with Graduate School deadlines relating to the dissertation formatting check and to formal submission. Each year the Italian section will set the deadline for the PhD dissertation defense in light of Graduate School dates.

The oral dissertation defense lasts at least 90 minutes. The discussion focuses on the completed dissertation as a work of original scholarship. The student normally presents a brief opening presentation of the dissertation lasting 15-20 minutes. All defenses are announced to the departmental faculty. A student may open the defense to the public or restrict it to the dissertation committee. It is the student's responsibility to inform the DGS of her/his decision in this regard. The defense board consists of three voting members: the supervisor and the two members of the committee. With a committee of three voting members, a student needs two votes to pass. With a committee of four voting members, a student needs three votes to pass.

The Graduate School requires that only one committee member may participate at a distance using WebEx, Skype, Zoom, or other technological means. Exceptions must be approved by the Graduate School.

IV.2.6 *Transfer of Credits*

See Sections II.6.1 and II.6.2.

IV.2.7 *Language Requirement*

Candidates must demonstrate fluency in Italian and advanced reading knowledge in a second language other than English. The second language requirement will be assessed by a reading examination of two hours held no later than the end of the fourth semester. The current examination takes the form of a translation into English. Students' choice of the second language will be linked to the topic and needs of their dissertation and will be decided in consultation with the DGS and likely dissertation supervisor. Any exceptions to these guidelines must be approved by the Director of Graduate Studies.

The foreign language and literature departments (Classical and Near Eastern Languages, German and Russian Languages, The Medieval Institute, and Romance Languages & Literatures) ordinarily offer examinations once each semester (usually in November and April) and during the Summer session (in July). To take a particular examination, you must sign up with the appropriate language department. Normally the deadline is approximately three weeks before the examination. Check with the appropriate department for the deadline.

IV.2.8 *Degree Eligibility*

A student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility.

IV.3 *Admission to PhD Candidacy*

To be considered for admission to PhD candidacy in the Italian section, the student must: (i) be in the doctoral program and have been enrolled in the program continuously; (ii) complete a minimum of 45 credit hours of approved graduate study with a cumulative average GPA of better than 3.3, and complete the foreign language requirement; (iii) pass the candidacy examination requirements; and (iv) have their dissertation proposal approved.

Application must be made, through the Director of Graduate Studies, to the Graduate School, by the latest date announced each year by the Graduate School. When a student has met all the requirements for candidacy (normally this would be when he or she passes the candidacy examination), he or she must see the department Administrative Assistant for the appropriate form. To receive a degree in any particular semester, a student must qualify and apply for admission to candidacy for that degree by the date specified on the Graduate School calendar.

IV.4 *Teaching*

In years 3 and 4, students will normally perform either teaching and/or service duties. Such duties will include the teaching of courses, as well as TAing and shadowing a member of the faculty, and/or performing service on behalf of the Italian section and the Institute for Italian Studies. Students will be exempted from teaching and/or service duties in the first, second, and the fifth years of study. In addition, a student whose work is judged to be outstanding may be awarded a further semester free from teaching and/or service in order to complete a major research project, such as an article, or to focus exclusively on her or his dissertation. Any PhD student who has not followed the Methods Course will do so during their fifth semester. Following the course will prepare students to teach Italian language courses. Following the Methods Course and related activities will count as the teaching/service commitment for the Fall semester of year 3.

IV.5 *The Review Process*

The Italian section regularly reviews each student's progress. The review process aims to determine (i) whether students in years one and two are qualified for advanced graduate study; and (ii) whether students are steadily progressing through examinations and dissertation writing at a pace that will allow them to finish in five years or fewer. In assessing a student's progress, the Italian section takes into account not only GPA, but also the quality of written and oral work, teaching assessments when available, examination performance, research capabilities, and the general contribution to the intellectual and scholarly life of the program.

At the end of each semester the DGS asks instructors to send a brief report on each of the Italian graduate students that they have taught. In addition, teaching reports are provided by the Language Course Coordinator for Italian. During April of each academic year, the Italian section discusses the progress of all graduate students. In advance of this, by 1 April, students are required to submit to all the Italian T & R faculty a short report (400-700 words) on their academic activities, conference participation, publications, and progress on the dissertation. If it deems it necessary, the Italian section can ask a student to provide further documentation, such as copies of papers, publications, etc. Dissertating students who fail to produce chapters by the set deadlines (see IV.2.5.2) are given particular scrutiny. If appropriate, students are informed in writing of the section's views as soon as possible after all graduate meetings have been completed.

The Italian section's decisions during review can potentially affect a student's financial aid for the following year. Equally, students whom the Italian section considers not to be making satisfactory progress may not be permitted to continue to the next year of their course. This section ought to be read together with sections II.1, II.2, and II.3.

V. MA IN ITALIAN STUDIES

The MA in Italian Studies is a self-standing graduate degree that provides students with a comprehensive understanding of the literary and cultural achievements of Italy from the Middle Ages to the present. The program primarily prepares students for a future in doctoral work.

V.1 *Course Requirements*

The MA in Italian Studies requires 39 credit hours spread over two years divided as follows: (i) 2 courses offered by the Italian section per semester for a total of 24 credits; (ii) Introduction to Advanced Studies in Italian (Italian Seminar: 3 credits); (iii) Foreign Language Acquisition and Instruction ('language pedagogy' course: 3 credits); (iv) Thesis Direction course (6 credits; the credits are divided between semesters 3 and 4); (v) a course chosen by the student in consultation with the DGS on Italian studies or on a related field or on literary and/or critical theory (3 credits; this course is normally taken in the second semester). In addition, students must fulfil the language requirement and pass the two-part comprehensive examination.

Students are not normally allowed to transfer credits from another institution.

V.2 *Language Requirement*

Candidates must demonstrate fluency in Italian and advanced reading knowledge in a second language other than English. The second language requirement will be assessed by a reading examination of two hours that can be taken at any time before graduation. The current examination takes the form of a translation into English. Students' choice of the second language will be decided in consultation with the DGS. Any exceptions to these guidelines must be approved by the Director of Graduate Studies.

The foreign language and literature departments (Classical and Near Eastern Languages, German and Russian Languages, The Medieval Institute, and Romance Languages & Literatures) ordinarily offer examinations once each semester (usually in November and April) and during the Summer session (in July). To take a particular examination, you must sign up with the appropriate language department. Normally the deadline is approximately three weeks before the examination. Check with the appropriate department for the deadline.

V.3 *Comprehensive Examination & Reading Lists*

Students will begin work on the comprehensive examination as soon as they are formally admitted to the degree, and will continue to work on this until the beginning of semester 3. The examination is in two parts and is based on two reading lists sent to the student on admission (Medieval & Renaissance and Modern & Contemporary), on the Italian Seminar, and on the Italian Research Seminars. The comprehensive examination normally takes place during the first week or second of semesters 2 (Medieval & Renaissance) and 3 (Modern & Contemporary). Each part of the examination is comprised of a one-hour oral examination that is normally attended by all the T & R faculty in Italian, who constitute the examination committee. The language of the examination is English. The grading mode for the examination and for the Italian Seminar as a whole is Satisfactory/Unsatisfactory.

Satisfactory: awarded for a clear demonstration of a solid familiarity with the set texts and a good understanding of the period of which they are part, as well as a good mastery of the other materials related to the examination.

Unsatisfactory: awarded when a candidate does not demonstrate an adequate mastery of the texts, or of critical argument, or of the other materials related to the examination.

A student who fails the examination may retake it once. The committee may require the student to retake the entire examination or any portion of this. The retake must take place a month after the second part of the examination.

V.4 *Thesis*

Students will begin discussing their possible thesis topic(s) with relevant members of the Italian faculty as soon as they enter into the MA program. By 30 April of semester 2 a student communicates in writing to the DGS the name of the professor who has agreed to serve as her/his thesis director, as well as the thesis topic (the student is required to submit a short, 300-word, description of the project). The student begins work on the thesis during the Summer and informs the DGS in writing of the thesis title by 1 September.

Until they have submitted their thesis, students will be expected to meet regularly with their thesis director (every 2 to 3 weeks during the semester and to remain in regular contact with her/him during the vacations). Normally, on the last Thursday of February of semester 4, each student will present a 20/25-minute paper on their thesis topic at the Italian Research Seminar.

Students are responsible for familiarizing themselves with Graduate School deadlines relating to the thesis formatting check and to formal submission. When submitting the draft of the thesis for the formatting check, students will also submit it to their thesis director and will inform the DGS in writing of the names of the two official thesis readers. Thesis directors will give students feedback on the draft thesis within one week of receiving it. One week after this, the thesis director indicates his or her approval of the revised thesis and its readiness for the readers by signing the thesis. Students then distribute the theses to their official readers. One week before the deadline for formally submitting the MA thesis, the readers express their judgment on the thesis. It is the student's responsibility to inform the thesis director and the readers of the relevant official dates for submission.

The work should be evaluated in one of three ways: (i) Pass, with at most minor and/or limited corrections to be overseen by the thesis director. If necessary, the reader will supply the student with a list of comments, suggestions, corrections, and other revisions. (ii) The reader reserves judgment until the student has made major, as well as minor, revisions to her/his thesis. Again, the reader is required to supply the student with a list of comments, suggestions, corrections, and other revisions. Once the necessary changes have been made, the student will resubmit the draft thesis to the readers. (iii) The reader considers that the thesis draft cannot be satisfactorily revised and rewritten. In this case, the reader must immediately inform the DGS, the thesis director, and the other reader of his/her decision, and send them a full reasoned written explanation for her/his opinion. The entire Italian section will then meet to decide how to proceed. The DGS and the thesis director will communicate the section's decision to the student and will provide her/him with a written statement.

The readers must unanimously approve the dissertation. When the thesis is approved, the student will make final revisions under the supervision of the thesis director and submit two clean copies to the Graduate School before the date specified in the Graduate School calendar. In preparing the manuscript, the student should be guided by the *MLA Style Manual* or the *Chicago Style Manual* and the *Guide for Writing Theses and Dissertations*, published by the Notre Dame Graduate School and available online at: http://graduateschool.nd.edu/assets/4700/dt_formatting_guide.pdf

V.5 *Teaching*

Students are required to teach one Italian language course in each of the four semesters of the program.

V.6 *The Review Process*

The Italian section regularly reviews each student's progress. The review process aims to determine (i) whether students are qualified for graduate study; and (ii) whether students are steadily progressing through coursework, examinations, and thesis preparation and writing at the appropriate pace. In assessing a student's progress, the Italian section takes into account not only the GPA, but also the quality of written and oral work, teaching assessments, examination performance, research capabilities, and the general contribution to the intellectual and scholarly life of the program.

At the end of each semester the DGS asks instructors to send a brief report on each of the Italian graduate students that they have taught. In addition, teaching reports are provided by the Language Course Coordinator for Italian. During April of each academic year, the Italian section discusses the progress of all graduate students. In advance of this, by 1 April, students are required to submit to all the Italian T & R faculty a short draft report (250-400 words) on their academic activities and progress on the thesis. If it deems it necessary, the Italian section can ask a student to provide further documentation, such as copies of papers, etc. If appropriate, students are informed in writing of the section's views as soon as possible after all graduate meetings have been completed.

The Italian section's decisions during review can potentially affect a student's financial aid for the following year. Equally, students whom the Italian section considers not to be making satisfactory progress may not be permitted to continue to the next year of their course.

This section ought to be read together with section II.1, II.2, and II.3.

APPENDIX I

PhD & MA in Italian: Key Dates 2020-21 (Students)*

18 & 19 August 202 @ 9.00-13.00: Lists III & IV comps exams (PhD semester 5)

End of third week of Fall semester: submission of Summer Project (PhD semester 3)

End of first week of Fall semester: submission of Summer Project (PhD semester 3)

4 September @ 9.00am-12.00pm: Oral examination on Lists III & IV (all colleagues; PhD semester 5)

7 September: Inform DGS of books selected on List II (PhD semester 3)

11 September @ 5.00-8.00pm: Modern MA comps exam in O'Shag. 341 (MA semester 3; all colleagues)

15 September: deadline for arranging date(s) for PhD proposal defence(s) (dissertation supervisor(s); PhD semester 5)

30 September: draft of first chapter of dissertation (PhD semester 7)

Mid November: PhD proposal defence (PhD semester 5)

3 December: students sitting comprehensive examination in January to confirm whether or not they need a computer (PhD semester 3)

Week beginning 11 January 2021: (i) Lists I & II comps exams: 11 & 12 January @ 9.00-13.00 (PhD semester 4); (ii) ALL STUDENTS START TO MAKE PLANS FOR THE SUMMER AND BEGIN TO LOOK INTO FUNDING FOR THE SUMMER. SEE APPENDIX II (all MA & PhD students)

Week beginning 18 January: Medieval & Renaissance MA comps exams (MA semester 2; all colleagues)

Week of 25 January: (Oral examination on Lists I & II (all colleagues; PhD semester 4);

1 February: students begin work on finalizing Lists III & IV, as well as on the 1000-word description of the thesis and on the teaching syllabus (PhD semester 4)

15 February: deadline for informing the DGS of the make-up of the dissertation committee (dissertation supervisor; PhD semester 4)

25 February: MA students present 20/25 minute papers on their thesis topics at the Italian Research Seminar (MA semester 4)

1 March: full draft of dissertation (PhD semester 10)

2 March (**This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.**): deadline for submitting draft of MA thesis to thesis director and to Graduate School for the formatting check and for confirming the names of the two official thesis readers (MA semester 4)

11 March (**This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.**): deadline by which students receive feedback on full draft of MA thesis and begin to revise thesis (thesis director; MA semester 4)

18/19 March (**This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.**): students submit MA thesis to thesis director for final check (thesis director; MA semester 4)

23 March (**This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.**): thesis director indicates his or her final approval of the revised thesis and its readiness for the readers by signing the thesis. Copies distributed to the two official readers (thesis director; MA semester 4)

1 April: student communicates to the DGS the name of the faculty member who has agreed to serve as her/his dissertation supervisor (PhD semester 2)

1 April: Deadline for students to submit their draft yearly reports (all students)

1 April: deadline for approving lists III & IV, the 1000-word description of the thesis, and the teaching syllabus by the DGS and the supervisor in consultation with the other members of the dissertation committee (PhD semester 4)

1 April: draft of second chapter of dissertation (PhD semester 8)

3 April (This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.): deadline for reading and approving MA theses (thesis director; official readers; MA semester 4)

6 April (This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.): deadline for the formal submission of the MA thesis (MA semester 4)

15 April: deadline by which students receive feedback on full draft of dissertation (supervisor & committee members; PhD semester 10)

12 April: deadline by which first-year PhD students inform the DGS about their choice of Summer Project, its title, and the name of the instructor with whom they will be working (PhD semester 2)

End April: topic of MA thesis and thesis director confirmed and communicated to DGS (MA semester 2)

1 June [to be confirmed]: closing date for sixth-year Notre Dame postdoctoral funding (PhD semester 10)

8 June (This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.): deadline for submitting draft of PhD dissertation to Graduate School for the formatting check (PhD semester 10)

29 June (This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.): deadline for PhD dissertation defence (supervisor & committee members; PhD semester 10)

6 July (This date is provisional as the Graduate School has not yet announced its submission deadlines. For the present I've kept the same deadline as last academic year.): deadline for the formal submission of the PhD dissertation (PhD semester 10)

End July: students sitting comprehensive examination in August to confirm whether or not they need a computer (PhD semester 4)

1 August 2021 [to be confirmed]: final date to complete all requirements for the PhD degree if have applied for sixth-year postdoctoral funding (PhD semester 10)

*** As ought to be obvious, some of the dates are specific to this academic year and will be modified year by year, while others are recurring.**

APPENDIX II

Protocol for Graduate Students Applying for Research Funds

APPLY FOR FUNDS *AS SOON AS POSSIBLE* IN ADVANCE OF A PROJECT.

1. All students should begin by visiting the Graduate School website: http://graduateschool.nd.edu/professional_development/research/ and should consult the Assistant Program Director, Grants and Fellowships: gradgrants@nd.edu. (574) 631-1713
2. All students should apply for funding from the Nanovic or ISLA (<https://isla.nd.edu/for-undergraduate-students/urop---undergraduate-research-opportunity-program/subject-specific-academic-year-grant/diana-sciola-grants-for/>) when appropriate (the Assistant Program Director should be able to help with this too; see point 1.)
3. Apply for funds from the PhD in Italian if you are registered in this program (contact Jenny Petersen in the Dean's Office: jpeter24@nd.edu)
4. All students: if you are applying for research in Rome, or if you are applying to do research at the Biblioteca Ambrosiana in Milan, check this webpage for funding opportunities: <http://international.nd.edu/global-gateways/rome/academics/fundings/>
5. All students: if you still need additional funds at this point, the Devers or Ravarino may have some additional grants that may be able to cover some part of your total expenses. In order to apply for these grants, please consult the relevant guidelines, which may be found here: <http://dante.nd.edu/grants-scholarships/>
The deadline for applying for a Devers grant is April 15. Please note that the Devers travel grant is only for \$1000 or less per year. Graduate students may apply to the grant only once per year, and no more than two years total.

In the future, there may be a cap on the amount of money you can receive from these funding sources over the course of your time at Notre Dame.

Important: when submitting a grant proposal, in addition to including a project description, please include a detailed budget of the *entire* project – not just the part of the project for which you are seeking funding from Devers or Ravarino funds. In

this budget, you must include details about which funds you have applied for and/or received from other funding sources. Please see below for a sample budget.

Copies of all funding applications and of notifications relating to grants need to be sent to Zyg Barański as DGS.

If you are successful in receiving funding from Devers or Ravarino, you will need to retain and submit pdfs of all your scanned receipts to the coordinator (this year, David Lummus – dlummus@nd.edu) for eligible expenses (travel, hotel, research expenses, food – but not alcohol).

Sample budget

“Sicily in Film,” Conference in Palermo, July 17-20, 2017, www.sicilyinfilm.org
[name of conference/or description of research project, location, dates, link to relevant website]

Expense	Dates	Cost
Airfare	15 July – 22 July	\$700
Taxi from airport	16 July	30 euros (\$32.42)
Bus tickets	16-20 July	20 euros (\$21)
Conference fees		0 (waived by conference)
*Accommodation	16-21 July	0 (stayed with friends)
Taxi to airport	22 July	30 euros (\$32.42)
Meals/food	17-20 July	160 euros (\$172)
Total		\$957.84

*NB – the university requires that you include details about expenses even if you don’t incur them (e.g. if you stay with a friend instead of in a hotel; if the conference organizers waive the conference fees, etc.)

Funding requests

Total cost of trip		\$957.84
Amount requested from Nanovic		\$500.00
Amount granted from Nanovic		\$400.00
Amount requested from		\$500.00

ISLA		
*Amount granted from ISLA		0
Budget deficit		\$557.84
Total amount requested from Devers		\$557.84

* Please include successful and unsuccessful applications for funding from other sources.

Appendix III: Breakdown of PhD in Italian by Semester: 5-year Cycle

	1 st	2 nd	1 st Summer	3 rd	4 th	2 nd Summer	5 th	6 th	7 th	8 th	9 th	10 th
Taught/Supervised Courses	4	4	1	3	3	0	1 (Language pedagogy)	0	0	0	0	0
Credits	10.5 <small>(1.5 credits for Italian Seminar)</small>	10.5 <small>(1.5 credits for Italian Seminar)</small>	3	9	9	0	3	9	9	9	9	9
Teaching	Service free	Service free	0	Service free	Service free	0	1	1	1	1	Service free	Service free
Benchmarking	4 courses Italian Seminar Work towards comprehensive exam (lists I & II)	4 courses Italian Seminar Meeting to evaluate student progress Work towards comprehensive exam (lists I & II)	Summer Project (to be submitted by end of week 1 of semester 3) Work towards comprehensive exam (lists I & II)	3 courses Work towards comprehensive exam (lists I & II)	3 courses Comprehensive examination Part 1 (second or third week in January) Meeting to evaluate student progress	Work towards comprehensive exam (lists III & IV) and preparation of dissertation proposal	Comprehensive examination Part 2 (last week Aug/first week Sept) Dissertation proposal defense circa early November	Meeting to evaluate student progress Article submitted?	One chapter to be written by end of Sept. Meeting to assess and discuss chapter Article submitted?	At least two chapters written by 1 April. Meeting to evaluate student progress and discuss the 2 nd ch. Article submitted?	Article submitted?	Complete draft by 1 March Defense

Appendix IV: Breakdown of PhD in Italian by Semester: 4-year Cycle

	Final semester of Notre Dame MA	1 st Summer	1 st	2 nd	2 nd Summer	3 rd	4 th	5 th	6 th	7 th	8 th
Taught/Supervised Courses		1 (Summer project)	3*	3*	0\$	0£	0	0	0	0	0
Credits		3	9	9	0	9	9	9	9	9	9
Teaching		0	Service free	Service free	0	1	1	1	1	Service free	Service free
Benchmarking		Summer Project (to be submitted by end of week 1 of semester 1) Work towards comprehensive exam (lists I & II)	3 courses Work towards comprehensive exam (lists I & II)	3 courses Comprehensive examination Part 1 (second or third week in January) Meeting to evaluate student progress	Work towards comprehensive exam (lists III & IV) and preparation of dissertation proposal	Comprehensive examination Part 2 (last week Aug/first week Sept) Dissertation proposal defense circa mid-November	Meeting to evaluate student progress Article submitted?	One chapter to be written by end of Sept. Meeting to assess and discuss chapter Article submitted?	At least two chapters written by 1 April. Meeting to evaluate student progress and discuss the 2 nd chapter Article submitted?	Article submitted?	Complete draft by 1 March Defense

* Students will not be expected to repeat the 'Italian seminar' course as they will have followed this as part of their MA program.

\$ Students needing a third course related to their subsidiary topic and/or a course on critical theory to register for missing course(s).

£ Students will not be expected to repeat the 'Language pedagogy' course as they will have followed this as part of their MA program