

PHD PROGRAM IN ART & ARCHITECTURAL HISTORY
GRADUATE STUDENT HANDBOOK

2025-26



UNIVERSITY OF VIRGINIA
(REV. 8/2025)

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INTRODUCTION

Welcome to the Program in Art and Architectural History at the University of Virginia. This handbook is designed to help plan your path towards your PhD degree in the Art and Architectural History Program, and to give practical information and guidance to make your time at UVA as successful and rewarding as possible.

While this Handbook is meant to clarify aspects of the program, we urge you to speak regularly with the Director of Graduate Studies, faculty members, and each other as fellow graduate students to further your progress and success. The Handbook is a guide, not a legal document, and may not reflect recent changes on the part of GSAS or ARAH.

In addition to the requirements, policies and resources outlined here, students must also work within the guidelines required by the Graduate School of Arts & Sciences for Enrolled Students. Please get to know the GSAS website well: <http://graduate.as.virginia.edu>

The PhD program prepares students for careers in research, teaching, criticism, and museum work, as well as emerging careers that draw on the skills and expertise that graduate training offers.

GETTING ORIENTED

The GSAS website has current information about resources, policies and procedures that apply to all graduate students and departments. The University of Virginia also has many resources for graduate students. Below are a few that you might find useful.

- **The Graduate Guide** (<http://gradstudies.virginia.edu/gradguide/>) is distributed by The Office of Graduate and Postdoctoral Affairs, and it offers information ranging from health and community resources to shopping, athletics, and recreation.

- **Email Account**

Once you have accepted your offer of admission, paid your tuition deposit (if required) and waited at least 72 hours, you can activate your email account. Students should follow the procedures listed on the Information Technology Services (ITS) webpage that highlights email for students to familiarize themselves with their computing responsibilities and to set up their accounts. The ITS Help Desk number is 434-924-4357.

- **UVA ID Card**

Your UVA ID card can be obtained and replaced at the University ID Card Office (<https://idoffice.virginia.edu/student-id-cards>). Be advised that to receive an ID card you will need to provide Proof of Identity. The documents that serve as Proof of Identity are listed on the Information Technology Services (ITS) webpage highlighting identity management. Your ID card gives you access to campus libraries and academic buildings; it is also your library card and your access card to recreation facilities. During 2025-26, physical ID cards are being replaced by mobile phone versions.

- **Access to Fayerweather and Campbell Hall**

Admitted graduate students are granted 24-hour access to Fayerweather at the beginning of their first semester in the program. To enter the building after-hours, you must swipe your UVA ID through the card access panel located outside of Fayerweather Hall's 1st-floor entrance (the door to the right of the main staircase). You should contact the Administrative Supervisor (Laura Mellusi) in the department office if you experience difficulty with the ID entry system or if your card has yet to be enabled.

Students may also request 24-hour access to Campbell Hall with its fabrication lab and other resources.

- **UVA Bookstore**

The UVA Bookstore is located at 400 Emmett Street, next to Newcomb Hall on the fourth floor of the Central Grounds Parking Garage. Besides books, the bookstore contains supplies, a computer and technology store named Cavalier Computers, and a range of UVA apparel and gifts. You can also order regalia from the bookstore for graduation.

- **Parking**

Parking near Fayerweather Hall is challenging and can be expensive. Free on-street parking near UVA is possible, but one must usually look several blocks from the main campus in order to find it. The lots closest to Fayerweather are monitored by aggressive and efficient attendants of Parking and Transportation who frequently ticket vehicles. A popular lot among faculty and graduate students is the Culbreth Road Garage (A9 on parking maps), located off of Culbreth Road near the Drama Building and the Campbell Hall. This lot is available to specific permit holders, but there is the possibility of daily parking. Consult the signs posted at the Culbreth Garage for current information about its parking policies. Another option is the Emmet/Ivy Garage. Lists of parking prices for these and other lots and permits are available online at the [UVA Parking Portal](#).

- **University and Public Transit**

The University offers free, regular shuttles around Grounds and to parking. Please check their [website](#) for maps and schedules. Charlottesville has a limited public transit system, including a free shuttle to the West Main Street area and Downtown. Please check their [website](#) for maps and schedules.

- **Housing**

Housing is a matter of personal preference, however, be aware that there are several resources that may help in making living arrangements. Consulting online housing resources often proves successful; also consult UVA's **The Graduate Guide** (<http://gradstudies.virginia.edu/gradguide/>) for useful tips. In addition, local publications like *The Charlottesville Progress* and *The Covilles Weekly* that consistently have information about rental properties in town.

- **Payments (Stipends, Wages)**

Students receive stipends and wages through the Student Information System (SIS) and are paid through direct deposit on a payment schedule determined by the University. Before you can receive payments, you need to have a bank account and set up Direct Deposit within SIS. To sign up for this service, log onto SIS and go to your Student Center. Under the Finances section, you will find the link to the secure online electronic form to submit your information. Click on the link: "Sign Up for Direct Deposit." For more information contact the Administrative Supervisor (Laura Mellusi) in the department office or visit the Student Financial Services website.

There are two locations to find year-end tax forms: [stipend statements are found in SIS \(1098-T\)](#); TA wage [payment statements \(W-2 and 1042-S\)](#) are found in Workday. Tax forms and year-end statements are available after the end of January. [Stipends and wages are taxed at different rates](#), as are awards.

For students needing help with their taxes, a [free service](#) is available through UVA Human Resources.

- **Changes in Academic and/or Family Status**

Students seeking information about changing their academic status, including medical leaves, should consult the [Registration Procedures](#) on the GSAS website. Any student seeking to change their academic status must consult with the Director of Graduate Studies.

- **Counseling & Psychological Services (CAPS)**

CAPS provides free counseling (400 Brandon Ave, two blocks from the UVA Hospital on Jefferson Park Ave., 434-243-5150), Monday-Friday, 8:00-4:30/5:00pm. Students should inform their advisor, DGS, department chair or individual professors if they have a situation that might require accommodation or modification of any procedure in this handbook. More information can be found at www.studenthealth.virginia.edu/caps

Students who TA or who are otherwise teaching are employees, and thus may use resources at the [Faculty and Employee Assistance Program](#) (FEAP). FEAP advises that their services may be less robust than those at CAPS.

- **[Student Disability Access Center \(SDAC\)](#)** coordinates academic accommodations and offers support services.

PEOPLE AND ROLES

Main Office:

The main office for the Department of Art and the graduate program in Art and Architectural History is located in Fayerweather Hall, room 203. The Art Department Administrative Supervisor or the Administrative Coordinator can answer most of your practical questions, including those about funding, reimbursement and course scheduling.

Laura Mellusi, Art Department Administrative Supervisor (lk9a@virginia.edu, 924-6122)

The Administrative Supervisor oversees and manages budgets, payroll, and the processing of graduate student funding including health insurance.

Emily Chen, Senior Fiscal Technician (evc7hc@virginia.edu)

Emily is moving into a new role. For now, please continue to see her for travel planning, reimbursements and for assistance with some aspects of registration and SIS milestones.

Currently vacant. The Administrative Coordinator manages reimbursements, plans art history events, assists with course scheduling, reserves classroom space including the Fayerweather Lounge, and keeps track of TA and faculty office hours. They also input grad student academic benchmarks through SIS—the University’s information system.

Department mailing address: Department of Art, Fayerweather Hall PO Box 400130, University of Virginia, Charlottesville, VA 22903-4130. All mail should be sent to this address and it is delivered to the mailboxes in the copy room, 205 Fayerweather Hall.

Department shipping and street address: 151 Rugby Road, Fayerweather Hall, University of Virginia, Charlottesville, VA 22904-4130.

Visual and Digital Resources in Art & Architectural History

ARAH, as well as Art History and Studio Art, is supported by resources in Ruffin Hall, including scanning, software, and equipment. Dan Weiss coordinates and manages support requests from students and faculty. The Ruffin Hall 3D Lab houses the department's machines and is coordinated by Victoria Valdes.

Dan Weiss, Visual and Digital Resources Manager (dsw5k@virginia.edu)

Victoria Valdes, Fabrication Art Lab Coordinator (vav6n@virginia.edu)

Other Maker-spaces on Grounds may be found [here](#).

Faculty Positions and Responsibilities:

The graduate program in Art and Architectural History has two Chairs (the Chair of the Department of Art and the Chair of Architectural History in the Architecture School). In most essential functions, the PhD program is led by the Director of Graduate Studies (DGS). The Department of Art also has a Director of Undergraduate Programs (DUP) whose responsibilities have significant impact on the graduate program. These faculty appointments rotate with the DGS and DUP coming up for renewal every three years. Faculty members are also chosen to serve on various committees including the Graduate Committee, the Graduate Admissions Committee, the Coordinator for the Graduate Program in Mediterranean Art and Archaeology, and the Lecture Series Coordinator. The faculty members currently occupying the roles of Chair(s), DGS, DUP, and Coordinator(s) are indicated on the Faculty & Staff page of the Department website.

Department Chair

The Department Chair is a regular member of the Department of Art faculty selected for a multi-year appointment (typically 3 years with possible renewal). The Chair is the liaison between the College of Arts and Sciences and the Art Department, approves disbursement of departmental funds, calls faculty meetings, and initiates faculty and post-doc searches and hires in the department, among other duties. The Department of Art Chair is also co-chair of the PhD program in Art and Architectural History and works with the Chair of Architectural History to oversee graduate program decisions and set policies.

Chair of Architectural History

The Chair of Architectural History is a regular member of the graduate faculty who serves in the School of Architecture. The Chair is typically selected for a multi-year appointment and coordinates with the School of Architecture to approve the disbursement of department funds, call faculty meetings, and oversee the undergraduate and M.A. programs in Architectural History in the School of Architecture at UVA. The Chair of Architectural History is also co-chair of the PhD program in Art and Architectural History and works with the Department Chair to oversee graduate program decisions and set policies.

Director of Graduate Studies

The Director of Graduate Studies (DGS) for the department is a regular member of the faculty appointed by the Chair of the Department of Art and usually serves a three-year term. The DGS can address questions regarding the timeline for your graduate studies, course and language requirements, dissertation preparation, teaching assistantships and University policies. The DGS is available to mediate between faculty and students, and to offer advice and provide direction concerning funding opportunities, challenges with serving as a teaching assistant (TA), or other graduate-related issues. The DGS holds regular office hours or you may make an appointment by email. Students who have not yet advanced to

candidacy should try to meet with the DGS at least once every year to assure that they are on track to complete their graduate work.

GRADUATE STUDENT REPRESENTATION

Art History Graduate Association (AHGA) is a graduate-student organization in the department that serves a variety of functions. It helps to organize social activities for graduate students in the department. It provides a forum for academic and professional development. And it fosters communication between AHGA and the departmental faculty. Past activities included social events for graduate students, extracurricular opportunities with faculty and staff, a biannual lecture series, and field trips. All graduate students in the department are encouraged to take part.

GSAS Student Council – The [Graduate Student Council](#) is an organization within the Graduate School of Arts & Sciences (GSAS) whose purpose is to facilitate interactions of graduate students across departments and schools and to represent the interests of graduate students at the University of Virginia. General body meetings are open to all GSAS students. One individual from Art and Architectural History (AAH) is selected as the Student Council Representative to represent the interests of the program. The Graduate Representative is expected to attend monthly meetings and communicate between the department and the council.

OTHER UVA STUDENT RESOURCES

[The Office of Graduate and Post-doctoral Affairs](#) runs a range of programs and workshops, university wide, and also maintain their own lists of resources including awards and fellowships. The [Office of Outreach and Engagement](#) may be of interest.

Student Centers provide support and organize events on Grounds for undergrads and grads alike; some also have outreach programs in the community. These include, the [Multicultural Student Center](#), the [LGBTQ Center](#), the [Latinx Student Center](#), [Asian-American Student Center](#), and the [Interfaith Student Center](#).

DEPARTMENTAL FACILITIES

Lindner Graduate Center

The new Lindner Graduate Center is located on the ground floor of Fayerweather Hall. It has both quiet and social co-working spaces (110 and 110A) and a room set aside for use by TA meetings and other scheduled activities (112). It has tables and soft seating, as well as assigned desks and shared desks. Students may also store books and other material in cabinets. There are two work-stations. The coffee machines and small fridge in 110 are shared with faculty and used for department events.

Fayerweather Lounge and Kitchen

The ground floor of Fayerweather has a Lounge and Kitchen. The Fayerweather Lounge is the location of most Departmental receptions (Orientation, Lindner Lecture, etc.), although when not scheduled, it can be used as an open study space for university students. The kitchen contains microwave, refrigerator, sink and dishes. As the kitchen is available for use by all occupants of the building, it is important that everyone be responsible and maintain the cleanliness of the space.

UNIVERSITY MUSEUMS

The Fralin Museum of Art

The Fralin is the university's fine arts museum and is located next to Fayerweather Hall. Dedicated to the University community and the general public, the Fralin organizes a range of exhibitions and educational programs, and holds a collection of nearly 14,000 objects representing: American and European painting, sculpture, and works on paper of the 15th-20th centuries, art from the ancient Mediterranean, Asian art; and Native American art. The museum offers opportunities for graduate students to work with the collection for research, teaching and curatorial purposes.

The Kluge-Ruhe Aboriginal Art Collection

The Kluge-Ruhe is the only museum dedicated to Indigenous Australian art outside of Australia. With a permanent collection of more than 1900 artworks, the museum is committed to ongoing consultation with Indigenous people and has hosted more than 400 Indigenous artists and scholars. Like the Fralin, the Kluge-Ruhe organizes exhibitions and educational programs, and offers opportunities for graduate students to work with its collection for research, teaching and curatorial purposes. The Kluge-Ruhe is located at 400 Worrell Drive in the Pantops neighborhood in Charlottesville.

UNIVERSITY LIBRARIES

Fiske Kimball Fine Arts Library

The Fine Arts Library (FAL) is the circulating library affiliated with our graduate program. The FAL serves the Department of Art, the School of Architecture, and the Department of Drama, and it is located between Campbell and Ruffin Hall.

Graduate students are eligible to apply for their own carrels in the Fine Arts Library. This can be done at the circulation desk and assignments exist for one academic year. (Students may renew their assignments each year.) In addition to providing you with work space, a carrel gives you a place to store your books in the library. Books in your carrel must be checked out to you and have carrel slips in them or they will be removed from the carrel.

Dr. Erin Dickey is the Fine Arts Librarian, and may be reached at jpn2ev. The reference librarians can assist with databases and acquiring research skills, and will participate in the Methods and Prospectus Writing Seminars. You may make an appointment with her for an individualized consultation about research resources in your field.

Additional University Libraries

In addition to FAL, the library system also includes **Shannon Library**, which houses works in the humanities and social sciences; **Clemons Library**, which offers resources in film, television, drama and dance, and the **Harrison Special Collections Library**, which contains a collection of 16 million objects including manuscript, archival records, rare books, maps, photographs and audio and video recordings. There are other small, specialized collections specific to certain departments and programs that you will get to know as you become involved with them, including those in support of music, science and engineering, chemistry, business and law.

The main website of the University of Virginia Library system is www.library.virginia.edu. Students can search all University holdings through the on-line library catalogue, Virgo. Through Virgo students can access online articles, search databases, and request materials through Interlibrary Loan. Virgo allows students to check their library accounts to see which books they have checked out and the dates that they are due.

COMMUNICATION

Announcements, E-mails, and Flow of Information

Most departmental and university announcements and much of the daily information flow are communicated via email. It is important that you check your email regularly, respond to requests for information or meetings in a timely manner, and keep office staff informed of changes to your contact information. Also, we will contact you by e-mail when special opportunities arise at UVA or elsewhere.

Email Listservs

ahga@virginia.edu

This is a PhD program email listserv maintained by the Art History Graduate Association, to which your name is included beginning in the Fall of your first year. Graduate students can post to the group, and it is restricted to UVa ARAH graduate students only.

arahgrads@virginia.edu

This is the primary means by which the Chairs, the DGS, and staff communicate with departmental graduate students as a group. Graduate students receive most of the general information about fellowships, deadlines, and departmental events via this list. This list is maintained by the Administrative Supervisor (Laura Mellusi) and the Administrative Coordinator.

arahfaculty@virginia.edu

This is the list for all faculty in the joint program—Art History (Arts & Sciences) and Architectural History (Architecture School). This is used to communicate about events, prizes, nominations for fellowships, student news, and otherwise. It is maintained by Laura Mellusi.

artarchy@virginia.edu

This list is for students specializing in Mediterranean Art and Archaeology. The listserv focuses on a range of activities and events. This list is internal to archaeology students and alumni in the graduate program. Students and faculty may post through this listserv.

sarc-community@virginia.edu

This listserv announces lectures, events, exhibitions, and resources for the School of Architecture including professional and intellectual opportunities that are available to you as a student in the Art and Architectural History PhD program. You may request to be added to the School of Architecture listserv by making a formal request to the A-School. There can be a lot of email traffic on this listserv, so you may choose to follow the events and announcements on the School of Architecture's website instead at <https://www.arch.virginia.edu>

DEPARTMENT EVENTS & ACADEMIC ACTIVITIES

Fall Reception and Holiday Party

At the beginning of each Fall semester, a reception is held to welcome incoming graduate students. Faculty (including art historians, studio art faculty, architectural historians, and archaeologists) and resident graduate students in the program attend, as do many faculty, staff and colleagues from the Fralin Museum of Art and the School of Architecture. This is an excellent opportunity to get to know the arts community at UVA. Likewise, there is an annual winter holiday party held in early December. This event is a festive gathering for students, faculty, staff and their families before the University's winter break.

Graduate Symposium

Held every three years, the Art & Architectural History Graduate Symposium/Event presents an opportunity for graduate students to engage in a scholarly dialogue on a topic of their own selection with colleagues from other programs and institutions. It also enhances the visibility of the PhD program in Art and Architectural History within the University and the field at large. Students are currently working to re-think this event, which has been organized by a committee of students and led by AGHA.

Lindner Lecture Series and University Lectures

The Lindner Lectures are a set of talks by visiting scholars formulated to engage those working across a variety of architectural, archaeological and art historical fields. These events are planned by and for the Department as well as the wider UVA and Charlottesville communities. Graduate students are expected to attend these lectures whether or not they are directly related to a student's own research. Additional seminar activities and meals may be scheduled with the speaker and are also obligatory for all graduate students.

Other lectures relating to the arts include the Archaeological Institute of America (AIA), programming at the Fralin Museum and Kluge-Ruhe Collection, and events organized by our Studio Art colleagues.

The Architecture School hosts a great many lectures and conferences and students are encouraged to check their website and attend relevant events.

Events hosted by other departments, centers, and programs may also be relevant to your research. These include the Institute for the Humanities & Global Cultures (IHGC), The Carter G. Woodson Institute of African American and African Studies, the Americas Center/Centro de las Américas, the Islamic Worlds Initiative and the Center for Cultural Landscapes.

SUMMARY OF PROGRAM CURRICULUM AND REQUIREMENTS

Admission

Applicants to the PhD program must possess a Bachelor of Arts degree or equivalent. Application is made directly to the Graduate School. The Program requires a writing sample to be submitted with your application. The University TOEFL requirement, and information about waivers, appears on the GSAS website. We encourage applicants to come to the University of Virginia prepared with knowledge of the languages needed in order to undertake research in their chosen field. We also strongly recommend that applicants contact the professors with whom they are interested in working, and/or the DGS, before submitting their applications. Admitted Students are notified through the Graduate School's online system, and students have until April 15 to accept their offer. Official transcripts must be received by GSAS before matriculated students begin classes.

Within the Program in Art and Architectural History, we sponsor an interdisciplinary Program in Mediterranean Art and Archaeology, leading to the PhD degree. This program fosters a thorough acquaintance with Greek, Roman, and Byzantine visual and material cultures, and it enables students to acquire a broad understanding of the field. Students typically work closely with faculty in other departments such as Anthropology, Classics, History, and Religious Studies. Course work may also be taken in a relevant post-classical period or allied field such as Medieval or Renaissance Europe, or Islamic or Chinese Art and Architecture. At an appropriate stage in their graduate study, most students participate in archaeological field work.

General Overview

Years 1-6

It is expected that dissertations be completed in 6 years (from matriculation to defense). While time-to-completion of the PhD degree varies, the Graduate School does not offer funding beyond the sixth year. By following the relevant Calendar of Study, below, students can achieve this goal. The calendar details when coursework, TA duties, exams, prospectus approval, presentations, and dissertation research and writing should be completed. It is important to balance your academic work with professional activities, including the acquisition of fellowships and grants and supplemental funds for research.

Once students are ABD (meaning they have completed their exams and dissertation prospectus, usually part-way through the third year) they can also apply for major external fellowships and grants that allow them to research and write away from Grounds and/or offer relief from TA duties. Only in rare instances will a grant or fellowship allow students a full extra year of funding, taken in addition to the six years guaranteed by GSAS.

Students are expected to complete the degree by year seven at the latest.

ACADEMIC REQUIREMENTS

The following requirements apply to all graduate students in the Art and Architectural History PhD program. UVa Graduate School requirements are subject to change; therefore, it is important to consult the GSAS website and the DGS for current policy. You should also confer regularly with your advisor and with the DGS about crafting your individual course of study.

All students must successfully complete a series of program “milestones” or requirements, the results of which are recorded in SIS by the Administrative Coordinator and forwarded to the DGS. They include passing two language exams, completing a Qualifying Paper (for those without an MA in the field), passing the PhD exam (both written and oral portions), finishing the Dissertation Prospectus, and giving a Dissertation Presentation during year five. Please see Appendix One to understand how ARAH milestones are translated into SIS terms.

The DGS and the graduate program staff will do their best to make certain that you meet your milestones in a timely manner, but ultimately you are responsible for knowing what the PhD requirements are, ensuring that you have met them, and that your completion of individual milestones has been noted in your file in the program office. You can best do this by familiarizing yourself with the program requirements, responding to emails about your progress, checking your milestones in SIS, and conferring with your advisor and the DGS.

While graduate students in Mediterranean Art and Archaeology maintain a slightly different PhD calendar, they complete the same milestones as the Program’s other graduate students.

Graduate Committee

The Graduate Committee--comprising 3 or 4 faculty members, including the DGS--assesses and approves your early requirements in the program. The committee evaluates Qualifying Papers (due September 15) and PhD exam field lists (due February 15). They may also read nominations for grants and awards that require departmental support.

Graduate Student Evaluation

It is important for students to receive feedback on their performance in the program and progress toward their degrees. All students are encouraged to schedule monthly meetings with their dissertation advisor while still in coursework and on a semester basis while ABD. They may also discuss their academic progress with the DGS. Immediate concerns can be brought to the dissertation advisor and DGS at any time.

PHD CALENDARS AND REQUIREMENTS

Students admitted to the graduate program follow slightly different tracks depending on training and specialization. Students admitted without MA degrees in relevant fields are expected to write a Qualifying Paper (QP) in the summer between their first and second years, details on page 29. Students admitted with MA degrees in relevant fields will see that this milestone has already been registered in SIS by the end of their first semester.

ART AND ARCHITECTURAL HISTORY

Calendar of Study 30 graded credits

Year 1

FALL

Enrollment/
Coursework: 3 graded courses: 2 seminars, 1 "Methods" seminar
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits

Requirements: CTE "Teaching as a Graduate Student" (August or January)

SPRING

Enrollment/
Coursework: 2 graded courses: 1 seminar, 1 Independent Study
Independent Study (spring) – ARAH 8695 (Special Reading Problems)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits

Teaching: Teaching Assistantship (Spring only)

Requirements: First language exam (as necessary)
Apply for summer research and language fellowships (AHSS, CGII, etc)

Summer (Year 1→Year 2) Language preparation
PhD exam lists preparation
Qualifying Paper (if coming with a BA)

Year 2

Enrollment/
Coursework: 4 graded courses: 2 seminars and 2 Independent Study courses
Independent Study (fall) for PhD exam preparation – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for PhD exam preparation/Prospectus preparation
Exam preparation: ARAH 8695 (Special Reading Problems)
Prospectus preparation: ARAH 9995 (Supervised Research)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: Second language exam (as necessary)
PhD written and oral exam – Spring (third week of May)

Teaching: Teaching Assistantship (Fall only)

Apply for summer research fellowships (AHSS, CGII, etc)

Summer (Year 2→Year 3) PhD prospectus travel and research/fieldwork
Second language exam (as necessary)

Year 3

FALL

Enrollment: 1 graded course: ARAH 8060 (Prospectus and Grant Writing)
9 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits

Requirements: **DISSERTATION PROSPECTUS APPROVED/ABD STATUS (Fall-Winter)**
Apply for fellowships (Fulbright, Chateaubriand, Carter Manny, etc. as relevant)

Teaching: Teaching Assistantship

SPRING

Enrollment: TOTAL 12 credits of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research
ABD launchpad (Spring)
Apply for fellowships as relevant (Dumas Malone, Gallatin, AHSS, others as relevant)

Teaching: Teaching Assistantship

Summer (Year 3→Year 4) – Dissertation research/fieldwork

Year 4

Enrollment: TOTAL 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork
Dissertation writing
Apply for fellowships as relevant (CASVA, Kress Institutional, Fulbright, Metropolitan, etc.)

Teaching: Teaching Assistantship (2 semesters, can also be completed Years 5 and 6)

*Summer (Year 4→Year 5) – Dissertation research/fieldwork
– Dissertation writing*

Year 5

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork
Dissertation writing
Public dissertation presentation (Fall)
Apply for fellowships as relevant (CASVA, Kress Institutional, Fulbright, Metropolitan, UVA Jefferson pre-and post-doc etc.)

Teaching: Teaching Assistantship (2 semesters, if not completed in Year 4)

*Summer (Year 5→Year 6) – Dissertation research/fieldwork
– Dissertation writing*

Year 6

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork

Dissertation writing
Apply for post-docs and positions as relevant.

Teaching: Teaching Assistantship (2 semesters, if not completed in Years 4 and 5)

Summer funding is not part of Year 6 packages. ARAH is prevented by university rules from extending SIS payments to students beyond Year 6.

Students may register for “Affiliated / Doctoral Completion Status” at the end of year 6, which allows continued access to library and some on-Grounds resources. Students may have this status for four semesters, only. It does not carry health insurance or a stipend, and does not allow the student to defer student loans.

PROGRAM IN MEDITERRANEAN ART & ARCHAEOLOGY

Calendar of Study 30 graded credits

Year 1

FALL

- Enrollment/
Coursework: 3 graded courses: 2 seminars, 1 “Methods” seminar
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits
- Requirements: CTE "Teaching as a Graduate Student" (August or January)
Classics Pro-Seminar in the 1st or 2nd year.

SPRING

- Enrollment/
Coursework: 2 graded courses: 1 seminar, 1 Independent Study
Independent Study (Spring) – ARAH 8695 (Special Reading Problems)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits
- Teaching: Teaching Assistantship (Spring only)
- Requirements: First language exam (as necessary)
Slide exam in 2 areas (Aegean, Greek, Roman, Byz.) (Spring)
Apply for summer research and language fellowships (AHSS, CGII, etc)

Summer (Year 1→Year 2) Language preparation
PhD exam lists preparation
Qualifying Paper (if coming with a BA)

Year 2

- Enrollment/
Coursework: 4 graded courses: 2 seminars and 2 Independent Study courses
Independent Study (fall) for PhD exam preparation – ARAH 8695 (Special Reading Problems)
Independent Study (spring) for PhD exam preparation/Prospectus preparation
Exam preparation: ARAH 8695 (Special Reading Problems)
Prospectus preparation: ARAH 9995 (Supervised Research)
6 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits
- Requirements: Second language exam (as necessary)
PhD written and oral exam – Spring (third week of May)
Apply for summer research and language fellowships (AHSS, CGII, etc)
- Teaching: Teaching Assistantship (Fall only)

Summer (Year 2→Year 3) PhD prospectus travel and research/fieldwork
Second language exam (as necessary)

Year 3

FALL

Enrollment: 1 graded course: ARAH 8060 (Prospectus and Grant Writing)- 3 credits
9 credits of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 12 credits

Requirements: **DISSERTATION PROSPECTUS APPROVED/ABD STATUS (Fall-Winter)**
Apply for fellowships (Fulbright, Chateaubriand, Carter Manny, etc. as relevant)

Teaching: Teaching Assistantship

SPRING

Enrollment: TOTAL 12 credits of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research
ABD launchpad (Spring)
Apply for fellowships as relevant (Dumas Malone, Gallatin, outside funding.)

Teaching: Teaching Assistantship

Summer (Year 3→Year 4) – Dissertation research/fieldwork

Year 4

Enrollment: TOTAL 12 credits of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork
Dissertation writing
Apply for fellowships as relevant (ASCSA, CAORC, Rome Prize, Fulbright, etc.)

Teaching: Teaching Assistantship (can also be completed Years 5 and 6 with approval)

Summer (Year 4→Year 5) –Dissertation research/fieldwork
–Dissertation writing

Year 5

Enrollment: TOTAL 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork
Dissertation writing
Public dissertation presentation (Fall)
Apply for fellowships as relevant (UVA Jefferson pre-and post-doc, ASCSA, CAORC, Rome Prize, Fulbright, etc.)

Teaching: Teaching Assistantship (2 semesters, if not completed in Year 4)

Summer (Year 5→Year 6) – Dissertation research/fieldwork
–Dissertation writing

Year 6

Enrollment: 12 credits/semester of Non-Topical Research Doctoral: ARAH 9999

Requirements: Dissertation research/fieldwork
Dissertation writing
Apply for post-docs and positions as relevant.

Teaching: Teaching Assistantship (2 semesters, if not completed in Years 4 and 5)

Summer funding is not part of Year 6 packages. ARAH is prevented by university rules from extending SIS payments to students beyond Year 6.

Students may register for "Affiliated / Doctoral Completion Status" at the end of year 6, which allows continued access to library and some on-Grounds resources. Students may have this status for four semesters, only. It does not carry health insurance or a stipend, and does not allow the student to defer student loans.

GRADUATE TEACHING ASSISTANTSHIPS (GTAS)

A portion of graduate funding is allocated through Graduate Teaching Assistantships (GTAs), and they are assigned based on the schedule of both the graduate and undergraduate courses in the Department of Art and the School of Architecture.

The PhD Program in Art and Architectural History trains graduate students to become educators as well as researchers. Teaching assistantships offer both financial aid and an opportunity to develop teaching skills. Most students will hold GTAs in the Department for eight semesters, usually in years one, two, three, and then four and/or five and/or six. Each teaching assistant, commonly referred to as a “TA”, works closely with the professor of the assigned course. TAs lead independent discussion sections in consultation with the instructor for undergraduate students enrolled in the class. Students will be asked to teach up to 3 sections (no more than a total of 60 students), to grade assignments, and provide other assistance, agreed upon in advance. Faculty members differ in their requirements for the TAs working with them; TAs are paid for around two hundred hours of work each semester.

- **TA Assignments**

The Art and Architectural History departments offer a few large classes that provide graduate students an opportunity to teach smaller class sections. The program encourages graduate students to serve as TAs for a variety of courses, including a class taught by their advisor. These decisions are based on course schedules and enrollments, which vary from year to year. In making TA assignments the DGS takes into account the preferences of graduate students and faculty and the course schedule. Students should contact the DGS with questions or concerns about TA appointments.

- **TA Responsibilities**

Faculty members will discuss responsibilities with TAs at the beginning of each semester and should be clear about their expectations in terms of teaching, grading, availability, and preparation. Likewise, TAs should notify the supervising professor about their own schedules and availability. It is the responsibility of the professor to ensure the teaching assistant is given enough advance time to prepare any materials or teaching plans and can perform with confidence. Likewise, the TA should be open with the professor about any difficulties or concerns in these matters. The mode of communication will necessarily vary with each teaching partnership, but it should always be one of mutual respect and optimal flexibility.

Regular TA duties vary from course to course. Commonly assigned duties include attending all classes, preparing and teaching sections, holding office hours, distributing assignments, grading assignments and examinations, proctoring exams, and accompanying class sections to the Fralin and other museums.

Fayerweather 303 may be used by TAs to accommodate requests from undergraduate students for make-up exams, extended-time exams, office hours, etc.

Below is a list of common expectations:

1. TAs are normally responsible for grading the examinations and papers of no more than 60 undergraduates. Faculty members are expected to help with the grading if necessary. In the case of serious shortfalls, the faculty member may seek assistance from the Department in hiring additional graders. The final grades are assigned and submitted by the faculty members.

2. TAs are responsible for teaching no more than 3 sections. The Administrative Coordinator books classrooms for discussion sections and should be consulted if there is a concern about the classroom assigned. It is expected that all TAs will use the same section preparation as the starting point for teaching each section that week. The faculty member in charge may guide these preparations.
3. TAs are expected to hold weekly office hours and to meet with students by appointment who are unable to attend scheduled office hours.
4. As part of their training, students may be offered the opportunity to help plan the syllabus or to deliver a single lecture during the semester. In the latter case, the instructor should attend that lecture and should plan to offer the student feed-back. These opportunities are typically voluntary and should be negotiated between the faculty member and graduate student.
5. Any student accommodation requests from the Student Disability Access Center (SDAC) will be sent to both the instructor and the TA. The instructor is responsible for managing the accommodations and communicating with SDAC and the student in question.

- **Evaluation**

Your faculty supervisor is encouraged to visit one section per semester in order to provide useful insights and recommendations for teaching strategies. This also enables the faculty member to write an informed letter regarding teaching ability should that be needed.

The College has a standard evaluation form, in which students are asked to evaluate the course and the performance of the professor and the TA. Feedback provided on evaluations can be useful in helping develop skills as a teacher, and TAs are encouraged to review evaluations at the end of the semester.

- **Teaching Awards**

There are two types of teaching awards for graduate students who serve as TAs: All-university awards (<https://gradstudies.virginia.edu/all-university-graduate-teaching-awards>) and an annual department award. In both cases, the DGS asks for nominations from faculty based on their evaluation of the students' performance in class. Faculty are encouraged to highlight ways in which students' teaching stood out including novel approaches to teaching and significant contributions in creating a more inclusive, reflective, and student-centered learning environment. The DGS and the Chairs make one recommendation for an All-university Award, but the final decision lies with the Office of the Executive Vice President and Provost. For the Department teaching award, the DGS and the Chairs make the final decision based on faculty nominations and the award is presented in the Spring Graduation ceremony.

- **The Center for Teaching Excellence**

First time TAs are required to attend a teaching workshop the week before their first TA assignment begins, "[Teaching as a Graduate Student](#)." It is usually offered in August and January by the Center for Teaching Excellence (CTE). Students are also encouraged to consult further the CTE, which serves the entire University community providing teaching instruction at all levels across all academic disciplines.

- **Resolving Problems and TA Rights**

TAs should not hesitate to approach the faculty member to resolve any issues they may be having in a course. If that does not resolve the problem, they should approach the DGS, and then the Department Chair. Most problems can be averted in advance through timely communication. Undergraduate student complaints about teaching or grading that cannot be easily resolved by the TA should be discussed with the faculty supervisor in a timely manner.

Graders

For courses without TAs but with enrollments of 50 students or more, the DGS may contact graduate students about serving as graders. An optional employment opportunity, graders are paid for the time they work, and may not work more than 20 hours per week (this includes other appointments or positions at the university, per UVA wage policy) and no more than 50 hours total in a semester (per department wage policy). Graders are expected to attend weekly lectures unless excused by the course's instructor and they are required to grade papers, quizzes, and exams under the supervision of the instructor. Graders have no responsibilities beyond the assessment of student work. Frequently, the faculty member shares grading responsibilities with their grader.

FUNDING RESOURCES

Internal Grants

There are a great many sources of competitive funding at UVA. These grants typically supplement the guaranteed funding packages provided by GSAS. These grants can be broken down into three categories; Departmental grants, GSAS grants, and University grants:

- **Departmental Grants, using forms linked on “Current Students” portion of dept. webpage. For all funding provided by ARAH, students in their first six years of study are given preference.**

Conferences and other field-related activities At any time during the year, students may apply to the DGS and Department Chair for funds to help offset the cost of attending an academic conference at which the student is presenting. The request should include a one-paragraph description of the purpose of the conference and its relevance to the student's PhD research and the title of the paper. It should also include a brief budget with travel costs, conference fees, and hotel/rooming costs. Preference will be given to students presenting a paper related to their thesis topic. Students may make as many requests as they like, but total reimbursements will not exceed \$1,200 per student per academic year. All students asking for funding from ARAH are asked to schedule a dry-run of their presentation, inviting all faculty and graduate students. The feedback is valuable, as is the practice.

Students who would like to attend--but not present at--a conference, workshop, or other field-related activity may apply for funding, making a strong case for its immediate relevance; they may be awarded this funding no more than once during their time in ARAH.

Language Students may also apply to the DGS and Department Chair for funds to help offset the cost of language training. The request should include a brief budget with the language costs; all travel, lodging, and other expenses must fall within the total. Reimbursements rarely exceed \$1,000 per student per academic year and are usually taken in the first two years.

Summer Research Early in the spring semester, the DGS will send out a call for summer research funding requests. These applications are sent to the DGS using a form, and reviewed by the Chairs, the DGS, and the Departmental Administrator. These awards are currently divided into two parts: requests of up to \$1500 for international flights may be made in February; requests for funding to cover other expenses and travel may be made in May, after GSAS announces the recipients of its own summer research awards. Applications for Departmental Summer funding should include

1. A description of the research (two pages max.) and its relevance to the student's PhD research, also including the sites, museums, archives etc. that will be visited
2. A brief budget with travel costs, hotel/rooming costs, equipment costs, etc.
3. A list of other sources of funding that the student has applied for regardless of the outcome.

Students who receive departmental summer funding must submit a report to the DGS by September 15 of that year. Please also supply a photo and caption, emailed to artdmarketing@virginia.edu for use in social media (please be sure you have the permission of any individuals in the frame to do so).

Departmental Summer funding is competitive and it can be uneven from year to year, thus students are encouraged to budget their GSAS summer stipends (currently \$6,000, for Years 1-5) to meet basic research needs and academic progress. Priority is given to students who

1. display a real need for funding to conduct research clearly connected to their thesis
2. have applied for other funding in that academic year including GSAS grants and have been unsuccessful
3. are in good standing and have been fully participating in the life of the department, including attending department-sponsored talks and other events
4. are in their first five years of the program.

DGS discretionary funds. Students who need help with equipment, research-related, or other costs should apply to the DGS as necessary.

**Equipment purchased with UVA funds is the property of the Department of Art and must be returned prior to graduation.

- **GSAS Grants**

The Graduate School offers a series of competitive fellowships that are targeted at different stages in a PhD candidate's career. They are submitted through a single online portal with a due date in early March. These fellowships include the Dumas Malone and Gallatin travel and research awards, summer research grants through AHSS, and an array of other research grants. The Jefferson Fellows Pre- and Post-doc is separate, and available only to those in Year 5 or earlier.

Please notify the DGS and Laura Mellusi if you receive any of these grants, forwarding also the award letter including amounts and terms.

- **University Grants**

This is a catch-all category for grants made by institutes, labs, and schools at UVa other than the Department of Art or GSAS. These change regularly, and you should keep your ears to the ground for fellowships from the Institute for Humanities and Global Cultures (IHGC), Center for Global Inquiry and Innovation (CGII), the Battestin Fellowship, the Raven Fellowship, the Society of Fellows, Praxis Fellowships, Centro de las Américas Graduate Fellowships, and more.

Please notify the DGS and Laura Mellusi if you receive any of these grants, forwarding also the award letter including amounts and terms.

Museum Fellowships

- **Barringer-Lindner Curatorial Fellowship at the Fralin Museum of Art.**

The Barringer-Lindner Curatorial Fellowship is open to ABD graduate students in the joint Art and Architectural History Graduate Program at UVA. This year-long fellowship allows for the curating of an exhibition to be held at the Fralin Museum of Art the following fall. Applicants will be vetted by the Art and Architectural History graduate committee, and final selection will be made by the Fralin in May. The fellowship covers tuition, health insurance, and a stipend equivalent to the standard funding package and can be awarded to students during their six years of GSAS funding.

Please watch for an email from the DGS about materials and the deadline, which is usually in March. Results are announced by early May.

- **The Ruffin Gallery Co-Curatorial Fellowship**

This ARAH fellowship supports a student who works with an exhibition committee to create a show of student work in the weeks before graduation in May. Selected students will attend critiques and Thesis Exhibitions in the spring and will work with department colleagues to develop curatorial statements, press-releases, and posters. All ARAH students are eligible, with ABD status preferred.

Applications will be due in February. Please watch for an email from the DGS about materials and deadlines.

External Fellowships and Grants

We expect all students to apply for outside funding. External awards provide extended research opportunities and professional contacts. They also provide public recognition of the quality of your scholarly work, which is important when you apply for jobs. Please consult with your advisor about these opportunities, and speak to other graduate students, here and elsewhere, who are in your subfield.

A number of grants are competitive within programs, which means that ARAH can only nominate one or two candidates. The DGS will send out an email early in the fall semester asking for self-nominations for major outside fellowships, and the DGS and Chairs will determine who the department will recommend. Students planning to self-nominate must discuss this with their advisor before contacting the DGS.

Students should search out additional funding opportunities and set up a calendar of approaching grant deadlines. Many of these fellowships require faculty recommendations, so please notify your advisor and other faculty recommenders as early as possible. Please supply letter writers with all the information necessary for them to compose and submit a timely and positive letter of reference – typically a CV and the cover letter you’ll be submitting with the grant. The summer is an ideal time to start the process of identifying and preparing for grants, many of which have a fall or winter deadline. Grant writing is time consuming, but it helps to hone one’s research project and put it before a wider audience. A well-conceived and written Dissertation Prospectus is crucial to writing successful grant proposals. ARAH typically hosts a grant and fellowship information and writing workshop in the fall semester.

You should contact the DGS, the Administrative Supervisor (Laura Mellusi), and your advisor to understand how the fellowships you receive will affect both your funding package and your academic schedule. Per GSAS policy, all external grant awards must be reported to the DGS; please email the grant/award/fellowship letters including all financial information to the DGS and to Laura Mellusi.

Both internal and external fellowships, grants, awards, and prizes will be announced by the DGS toward the end of each semester. Please email these notifications in good time if you would like them to be included in the announcement.

CHANGING ENROLLMENT STATUS

In the first three years of study, while students are taking classes and meeting requirements for the ABD, they are expected to be registered as full time students, meaning they are registered for 12 credits each semester. Once students become ABD, they may apply for off-grounds status if they are distant from the university. However, all students—ABD or not—must be enrolled in the necessary credit hours to maintain student status. Please see the calendar for details.

Please check the [GSAS registrar’s page](#) for details and deadlines about the following:

- **Off-Grounds Status (ABD only)**
- **Affiliated Status (form: Doctoral / Thesis Completion Status)**
It is important that students meet with the DGS if they are considering applying for Affiliated Status. Students may only remain in this status for four semesters.
*International students will need to enroll in research credits in order to maintain active student status which is in turn necessary to most visas. Please check with the International Studies Office for details.
- **Leaves of Absence**
Please check the GSAS Record for details about this status and its impacts on your course of study. Students should discuss potential leaves with their advisor and the DGS.

PROFESSIONAL DEVELOPMENT

Whether students are leaning towards academic, museum, digital humanities, non-profit or other types of jobs, it is important to be skilled and flexible in the current job market. In addition to the choice of a scholarly field and a dissertation topic, it is important to identify and cultivate your own distinctive skillset as you move through the PhD program. ARAH encourages faculty and advisors to discuss a wide range of employment options with one another, and to repeat and follow up on those conversations as the student progresses. Recognize, as well, that there are a great many resources across the University for developing distinctive professional skills. Some of those resources include:

- **PhD Plus**
A university-wide initiative to prepare PhD students and Postdoctoral scholars across all disciplines for long-term career success. The program's goal is to enable versatile academics who are deeply engaged with society's needs to become influential professionals in every sector and field.
- **University Career Center**
Provides counseling and workshops for graduate students in the College.
- **Center for Teaching Excellence (CTE)**
CTE is dedicated to building collegial community, enhancing teaching and learning, and fostering teaching innovation at all levels and in all academic disciplines. The CTE offers a number of signature programs, tailored services, rich resource materials, and seed grants designed to enhance the teaching environment at UVA.
- **The Scholars' Lab**
The Library's community lab for the practice of experimental scholarship in all fields, informed by digital humanities, spatial technologies, & cultural heritage thinking. The Lab offers mentoring, collaboration, & a safe space for anyone curious about learning to push disciplinary & methodological boundaries through new approaches.
- **Contemplative Sciences Center (CSC)**
CSC focuses on how educational institutions can better understand and facilitate the types of knowledge, mindsets, and practices that promote flourishing. To flourish is to realize well-being by achieving deep states of health and actualization of potential in all aspects of life (physical, social, emotional, cognitive, academic, professional), as well as to actively contribute to the well-being and flourishing of other people, other communities, and the natural world.
- **Institute for Humanities and Global Cultures (IHGC)**
The IHGC's mission is to advance humanistic research and inquiry across the disciplines through innovative programming, institutional collaborations, and faculty-led initiatives. They sponsor a competitive fellowship program that embeds faculty in the life of the institution, ongoing humanities laboratories that explore emergent topics in the humanities, and initiatives that bring internal and external institutions into conversation with UVA.
- **Fralin Museum**

Docent Program information for Graduate Students:

Interested graduate students are invited to join the semester-long Docent Training Class and Teaching Practicum by contacting the Manager of Docent & Teacher Programs at the Fralin. Course topics include object-based teaching methodologies, public speaking, teaching with specific age groups, and cultivating critical thinking dispositions. Course assignments include writing object research and wall labels but primarily focus on creating and teaching object-based lesson plans.

Early Visions volunteer program with the Boys and Girls Club

Each semester, The Fralin offers the ten-week Early Visions program in partnership with the Boys and Girls Club of Central Virginia. UVA students and members of the Boys and Girls Club are paired in mentoring relationships to build self-esteem, explore museum exhibitions, and collaborate on creative art projects that relate the children's discoveries to their own lives. For University student mentors, the daylong training program includes an overview of Charlottesville's history,

exercises to build self-awareness and communication skills, and fundamental techniques in art education. Early Visions offers a fun, social and creative break from academics, as well as an opportunity for students to gain practical experience in museum education working with children while contributing to their community.

PHD REQUIREMENTS

Language Requirements

Advanced research in the humanities requires knowledge of languages besides English, and all graduate students in the Art and Architectural History PhD program must demonstrate reading knowledge in at least two foreign languages. These languages should be appropriate to the dissertation field and defined in consultation with the student's advisor and, if necessary, the DGS. The department seeks reading competence as demonstrated by passing a one-hour, open-dictionary exam that tests for speed and quality of translation. These exams are typically proctored at the beginning of the fall and the end of the spring term and they are proctored within the department unless language expertise is required from elsewhere. Unsuccessful language exams are evaluated with suggestions for improvement. There is no limit to the number of times that students may retake the language exams, but they may not take their PhD Exams until the language exams are passed.

There are two additional ways to meet a language exam milestone:

- Students who passed a language exam as part of an MA degree may apply to have that count as one of their two language requirements, with the permission of their advisor and DGS. The DGS will need to contact the Department Administrator to enter this milestone into SIS.
- With approval from the DGS and the advisor, students can complete intensive language study through UVA's Summer Language Institute (<https://sli.virginia.edu/>). Once completed for credit, this study will take the place of one (1) language exam. Please note that students may use the Summer Language Institute as a substitute for only one exam. Students should contact their advisor about the viability of this option and its effect on their academic progress. Students who have already mastered a second language (including both native and non-native speakers) will still need written approval from the DGS and their advisor.

Course Registration, Grades, and Auditing

All students need 30 graded credits for the PhD degree in ARAH. Additional things to note:

- Students should take all content courses (seminars) for a grade. Independent Study courses may be taken S(atisfactory)/U(nsatisfactory). Students must enroll for exactly 12 credits per semester. Students often take three courses (9 credits) and then 3 credits of Non-Topical Research (NTR), which is non-graded filler course which enables a student to enroll for exactly 12 credits per semester. Students should consult with their advisor each term about which classes to take.
- Non-Topical Research (NTR) courses should be taken under the name of a student's PhD advisor. While the student is in coursework they should sign up for ARAH 9998 NTR whenever they need to top up to 12 credits. Once students are ABD they should sign up for exactly 12 credits of ARAH 9999 NTR. When an advisor assigns a grade of S to NTR credits, that professor is signaling to the DGS and GSAS that he or she has met with the ABD student at least once that term and the student is making good progress towards his or her degree.

- Classes with the listing ARAH are designated for the graduate programs of Art and Architectural History and Mediterranean Art and Archaeology. Unless noted on the schedule of courses, students do not need special permission to enroll in ARAH classes since they fulfill graduate coursework requirements. Appropriate graduate-level courses in other departments may be taken with advisor consultation and approval.
- The lowest satisfactory grade for graduate credit is B -. Students who receive grades of C+ or lower, or who receive marks of Unsatisfactory (U) or No Credit (NC) have failed the course. Graduate students must achieve a minimum grade point average of 3.00 during each academic term and sustain a minimum grade point average of 3.00 cumulatively in order to maintain good academic standing. Unsatisfactory performance during a given semester may be considered sufficient reason for a student to be placed on academic probation or asked to leave a program.
- A grade of Incomplete (IN) is given for a course in which work has not been completed in the registered term. Students should consult the GSAS website for the deadlines by which an IN must be converted to a grade. Students should only take an IN in the rarest of circumstances. Graduate students should speak with their instructors as soon as possible if they anticipate taking an IN and they should coordinate a schedule for submitting the remaining work. Students carrying multiple grades of IN at the conclusion of a term are subject to probationary measures for unsatisfactory academic performance.
- Graduate students are allowed to audit courses, which will appear as an AU on their transcript. To audit a course students must receive permission from the instructor and then send the DGS an email with the course number, instructor, and reason for auditing the course. When the DGS approves that request he/she will send it to the GSAS Registrar who will add it to the student's courses, where they will be visible on SIS. Approval needs to be requested during the add period for each semester.

Qualifying Paper (QP) Guidelines

Students entering with the BA will be asked to develop a qualifying paper (QP) which is a revised and expanded version of a paper written for a graduate seminar or independent study from the first year of coursework. This paper should be a substantial and original research paper that demonstrates the student's ability to carry out an independent research project, formulate a thesis, present an extended argument, have a clear organization, and place the research within the context of related work in their discipline or subfield. The QP should be approximately 30 pages in length (excluding footnotes, images, and bibliography) and should meet the scholarly standards of a publishable paper.

The purpose of the QP is to give a student the experience of working on a piece of writing over a period of time that extends beyond a semester, and the experience of consulting with multiple professors in the process of doing so. Students also gain expertise in how to craft a polished piece of writing.

Qualifying Paper Approval and Submission:

It is important that students seek out and incorporate feedback from the professor for whom the paper was written, their advisor, and other relevant faculty members into the final version of the paper. Improvement and revision are expected to take place between the draft submitted for the seminar and the document submitted to the Graduate Committee.

A polished draft should be submitted to the advisor for feedback by July 15th. The QP should be submitted to the Graduate Committee for review by Sept 15th and only after it has been approved by the student's Ph.D. advisor.

Qualifying papers are assigned a Pass/Fail grade. Any student whose essay receives a "Fail" may resubmit it once within 60 days. Students whose resubmitted essays do not receive a passing grade will not be allowed to continue in the Ph.D. program.

PhD Written and Oral Examination

The PhD Written Exam is intended to gauge a student's depth of understanding relating to the methodologies, history, literature, and critical debates relevant to each subfield.

There are three members of the examination committee: the student's primary advisor and two other ARAH faculty members. With the permission of the advisor and DGS, one committee member may be selected from another department. In the Program for Mediterranean Art and Archaeology, two or three members of the faculty serve as the exam committee.

- **Forming the Exam Committee, Defining Areas, and Exam Preparation**

In consultation with their advisor, a student determines which faculty members should be on his/her exam committee. Students should schedule a meeting with faculty with whom they would like to work and inquire if that person might serve on the exam committee. Students are encouraged to take ARAH courses with their examiners and/or pursue an independent study as preparation for the exam. Once these members have agreed to participate, students will work with them to formulate the parameters of minor fields and form a bibliography. Members of the exam committee need not be readers of the dissertation; rather they possess expertise that relate to the student's intellectual and professional interests.

The "major" field is the longest section of the exam and it is completed with the advisor. Together, the student and advisor conceive of a reading bibliography beneficial to future research and teaching, testing for general competency in the discipline. This list consists of roughly 50 items (including books, chapters, and articles) that constitute major landmarks in the field.

The "minor" fields are completed with two other committee members, and may address the student's proposed specialization within the field and/or the specific needs of the dissertation. This list contains roughly 30 items that shaped and currently define the subfield. Understanding how and why these sources are landmarks in the field is a key component of the exam.

Once the student and faculty members agree on a bibliography, the reading lists must be submitted to the Graduate Committee, preferably the semester before the exam will take place. Each reading list should include a brief introduction (one-two paragraphs), discussing the choice of readings selected and their relevance to both the field of study and the student's research interests. After the Graduate Committee approves the PhD Exam lists, the student meets regularly with members of the committee to the content of the readings and related visual material as well as schedules and expectations.

- **Taking the Written Exam**

The written exam takes place over 3 days, typically a weekend, on a date determined by the student and the advisor. After consulting with the other committee members, the advisor compiles the exam

questions into a single document and forwards it to the student (either by email or in hard-copy) on the morning of the exam's first day. In response, the student sends a reply email to the advisor confirming that the questions have been received. Once the exam is completed, the student returns the written work to their advisor via email by the agreed upon due date and time, and the advisor distributes the completed exam to the other committee members.

The total exam takes approximately 8 hours to complete, and students should expect to take 4 hours to complete the major field exam, and 2 hours on each of the minor exam questions. Students should spend the allotted time planning, writing and editing responses. Typically, students will answer the major question in around 8-12 double-spaced pages and the minor question in around 5-7 double-spaced pages. The student's advisor should specify which resources can be used in the completion of the exam.

- **Taking the Oral Exam**

The oral exam should take place within 2 weeks of the written exam, and it is scheduled by the Advisor and the student at a time agreeable to the committee members. The oral exam and its evaluation take approximately 2 hours to complete.

While students can be questioned about any aspect of their written exam, and they are often asked to provide clarification about responses, to expand discussion of a particular point, and discuss specific visual or textual examples. The advisor determines the order in which essay questions will be discussed and each faculty member leads the conversation with field-specific questions. When the examiners are satisfied, or after about 2 hours of discussion, the advisor will end discussion and invite the student to leave the room so the committee can discuss the results of the examination and arrive at a decision about the student's performance. This will normally be in the form of a discussion moderated by the advisor. When a decision has been reached, the student will be invited back into the room and informed of the results of the examination.

- **Assessment of the PhD Exam**

Both the written and oral exams are assessed by the entire examination committee. After the oral exam, the advisor confers with the graduate student about the results of the exam and discusses any additional comments made by the committee, including the need for supplemental reading as the student formulates the Dissertation Prospectus. In some cases, the advisor will provide the student a written memo with any recommendations for further study that might have emerged in the assessment discussion.

The exam committee determines whether the student has passed the written and oral portions of the PhD exam and whether any part of it needs to be retaken. If a student does not successfully complete the exam or does not successfully retake portions of the exam, the result is termination from the graduate program. Passing both parts of the exam qualifies the student to move to the next stage: preparing the Dissertation Prospectus and submitting it to the Graduate Committee for evaluation.

If a student fails to complete the exam by the end of the student's fifth semester, an academic/financial hold is placed on the student's account. In certain circumstances a student may petition the DGS for an extension of one semester with the expectation that the student will take the written and oral exams by the end of the following semester. The granting of an extension, however, does not change the timetable for completing later milestones.

Dissertation Prospectus.

The Dissertation Prospectus or proposal is a document that explains the major issues to be pursued and arguments to be made in the dissertation. Length may vary. The Prospectus should lay out the project in the context of the most relevant scholarship and bibliography, address why the project is important, what the parameters of the project are, what critical methods will be used, and what contributions the dissertation makes to the field. Students will write the prospectus as part of a dedicated seminar (ARTH 8060) in the fall of their third year. Advisors and colleagues at ARAH, all students, and the instructor work together to write and revise the prospectus. During the semester, the PhD advisor also plays a main role in managing the distribution of drafts and feedback from the other committee members. The prospectus class also covers research methods and tools, fellowship applications, public speaking, and other topics.

The Dissertation Prospectus offers a critical starting point for dissertation research. It identifies methodological investments, clarifies arguments, outlines a research plan, and organizes a schedule for completion in a document that will be returned to again and again. It is routinely the foundation of conference abstracts, fellowship applications and grant proposals. It is important to make the prospectus as clear and concise as possible and recognize that the project and your description of it will invariably change.

Dissertation Prospectus Template

Title Page: title, name, date, PhD advisor, and prospectus committee members, comprising two additional faculty members including at least one from ARAH.

Abstract: one or two paragraph overview of the project

(please include the following elements, not necessarily in this order):

- **Project Description:**

Note: Please use footnotes throughout the prospectus rather than endnotes. You are also encouraged to use up to 5 images to illustrate the proposal and key objects of study.

- **State of the Field:** Discuss how your project intersects with current scholarship and the field.
- **Methodology:** Describe how your method and approach determines your selection principle (or vice versa).
- **Chapter Summaries:** Proposing chapter breakdowns that provide an indication of which objects, archives, and questions you'll be addressing.
- **Contribution:** Summarize the thesis's contribution to the field.
- **Research Plan and Timeline:** Lay out semester by semester where you plan to be, the work you plan to complete, and the fellowships to which you will be applying. This should never exceed your sixth year of study.
- **Select Bibliography:** Cite key sources relative to your topic.
- Images of artworks, monuments, archaeological sites- objects that are central to the dissertation.

Dissertation Prospectus Approval: The Dissertation Prospectus must be approved by the student's PhD advisor and by the other two members of the student's Prospectus Committee by the end of the exam period. The student's PhD advisor will communicate the result to the DGS and the milestone will be recorded; alternatively, the prospectus may be re-written and evaluated again during the subsequent semester.

Once the prospectus is approved by that Committee, it will be circulated among faculty for feedback and to communicate each student's topic and plans. At that point, additional changes to the document do not require committee approval (ie, for fellowship applications, research purposes, etc...).

PhD Candidacy (Also called ABD – “All But Dissertation”)

After the general exams (written and oral) have been passed and the dissertation prospectus is approved, the student is considered ABD (“All But Dissertation”), and thus a PhD candidate. This is an important designation for many external research fellowships because it signals to organizations and other scholars that the student has a viable dissertation topic and has begun working independently. As a PhD Candidate, the balance of the graduate career should be devoted to researching and writing the dissertation as well as securing professional fellowships and grants.

Dissertation Presentation

In conjunction with the student's PhD advisor and DGS, the student schedules a formal Dissertation Presentation in which they present their thesis research to ARAH colleagues and faculty. This should be scheduled in the fall semester of the fifth year, when research and argumentation is well advanced, but at a point when criticism and feedback can still be productive. This is often scheduled for all students in the cohort at once.

THE DISSERTATION

The dissertation should be a substantial book-length contribution to scholarship in the history of art, architecture, or archaeology, containing substantial original research. The thesis should be suitable for publication, as submitted or in revised form, as articles or a book.

- **Forming and Maintaining a Dissertation Committee**

The dissertation committee normally consists of four or five members. These are the student's PhD advisor and three other UVA faculty members, at least one within ARAH. If the student chooses, they/he/she may add a faculty member at another university—students must petition the registrar to add formally the external committee member, please email the DGS for details. Once the dissertation is drafted, an outside reader, sometimes known as a Dean's Reader, is added as a representative of GSAS. Guidelines for the process are posted on the [GSAS website](#).

In all cases, committee members are chosen in consultation with the PhD advisor. Committee members will often be lifelong colleagues, will frequently write letters of recommendation on their behalf, and will act as mentors in many ways. The position is a relationship that entails responsibility and should be treated with respect. It is helpful to establish the parameters for sharing drafts with committee members and receiving comments; this will maximize feedback and clarify expectations for all participants. The DGS is available to answer questions about navigating this contact between faculty and student.

Students should not wait until the deadline to alert readers that the final version is coming. Allow plenty of time for carrying out requested revisions. It is important that the dissertation advisor and other committee members have ample time to read and respond to the dissertation draft. It is expected that all readers receive the "final" draft of the dissertation **at least 4 weeks** before the expected Defense date. This will allow time for careful reading by committee members. Students are also encouraged to make their thesis available to the department at least 2 weeks before the expected defense date. They can choose to share a physical copy in the Department's main office (Fayerweather Hall, room 203) and/or a digital file with the rest of the Department.

- **Deadlines**

Deadlines are determined by GSAS, and you should get to know the GSAS "[Thesis and Submission Guidelines](#)" page well! These are the 6 steps for a PhD degree:

[Step One: Degree Application in SIS](#)

[Step Two: Verify Requirements and UVa Transcripts](#)

[Step Three: Dissertation Title](#)

[Step Four: Final Examination Form](#)

[Step Five: Survey of Earned Doctorates](#)

[Step Six: Upload Thesis to Digital Repository](#)

The dissertation title must match that on the Final Exam form, the milestone as entered in SIS, and the title as entered in Libra.

The Dissertation Defense

The Dissertation Defense marks the culmination of a student's graduate research and writing. Two hours are allocated for the defense, which will be attended by the candidate, the advisor and the other members of the dissertation committee (preferably in person, but also potentially by video feed). In preparation, the student should meet with the adviser to plan a timetable for the defense, keeping in mind the time required for all committee members to read the drafts and the time needed for revisions. The student is responsible for contacting all readers and finding an acceptable date and time and place for the defense.

The defense is open to members of the graduate program and any individuals the student would like to invite. At least 90 minutes of the defense involves a serious intellectual conversation between the dissertation-writer and the dissertation committee. The dissertation chair presides over the defense. The dialogue is meant to be productive and challenging. The defense provides an opportunity for the candidate to talk with committed readers about the dissertation, and possible future iterations.

At the end of the conversation, the student (and invited guests) are asked to leave the room so that the dissertation committee can deliberate privately on whether or not the candidate has passed. The student then will be called back into to the room and informed of the Committee's decision. Typically, the student will meet with the advisor (sometimes at a later date) to go over areas of the dissertation that require revision before final submission to the graduate school.

Upon passing the defense, the student will complete and have committee members sign the Final Examination Form (available on the GSAS website). This document is submitted to the Administrative Coordinator so that this milestone can be entered into SIS.

As soon as possible following your defense, please email the Graduate Administrative Coordinator (Emily Chen) your final and formal dissertation title so it can be uploaded in SIS to initiate the submission steps above and below.

- **Submitting the Dissertation**

Once all revisions have been completed, students will upload the approved version of the dissertation to the University Library's digital repository, also known as LIBRA. Keep in mind that there are no specific formatting requirements for submitting the dissertation on LIBRA; however, the title page of the dissertation should be formatted according to the template offered by GSAS. It is also important that students should be sensitive to copyright rules and regulations regarding the reproduction of images. Consult the [GSAS website](#) for more information including specific deadlines and information about copyright.

ARAH recommends "Limited Access" for dissertations. Students should note that [embargoes](#) must be petitioned for well in advance, and require review by ARAH and GSAS.

APPENDIX 1
ARAH AND SIS MILESTONE TERMS

Language Competency [Lang1/Lang2]

Qualifying Paper [PHDQEXAM]
also used to mark students admitted with Master's degrees

PhD Exam [PHD EXAM]

Dissertation Prospectus [PHDDISSERT]

PhD Candidacy [PHDCAND]

Public Presentation [SEMINAR/ARTARC-PHD]

PhD Defense [PHDDEFENSE]

APPENDIX 2 OTHER FUNDING SOURCES AT UVA*

This list is given here for the last time (2025-26), because it is being migrated to the ARAH / ARTH website during the year. The intranet list will be updated on an as-needed basis.

- Emergency Funding – All degree-seeking students, graduate and undergraduate, are eligible to apply, regardless of documentation or academic status: <https://studentaffairs.virginia.edu/hoo-needs-help/emergency>. (this includes one-time support for computers)
- Cavalier Fund – Grants up to \$500 per student, per academic year: <https://studentaffairs.virginia.edu/hoo-needs-help/cavalier-fund>.
- Food Insecurity – If struggling to make ends meet, access these resources: <https://studentaffairs.virginia.edu/hoo-needs-help/food-insecurity>.
- Student Council Support – Support for accommodations, legal services, storage, and textbooks: <https://www.uvastudco.com/agencies-committees>.
- Graduate Council Support – Provide research grants and event funding support: <http://gradcouncil.com/research/gsasc-research-grant> and <http://gradcouncil.com/event-funding>.
- Office of Graduate and Postdoctoral Affairs Funding – includes a list of internal, UVA nominated, and external fellowship opportunities: <https://gradstudies.virginia.edu/funding-and-opportunities>.
- Double Hoos Research Grant – Supports research projects with an undergraduate student: <https://undergraduateresearch.virginia.edu/our-opportunities/grants/double-hoo-award>.
- Career Services Support – Support for unpaid internships as well as other scholarships: <https://career.virginia.edu/Students/Prepare/Internships/Fund%20Your%20Internship>.
- UVA Education Aboard and International Studies Scholarships – <https://educationabroad.virginia.edu/scholarships>.
- UVA Diversity Equity and Inclusion Grants – An annual award that funds proposals identified in the area's Inclusive Excellence Plan: <https://dei.virginia.edu/inclusive-excellence-grants>
- (also for grad students) Office of Citizen Scholar Development Awards Database- <https://citizenscholars.virginia.edu/awards-database>
- (also for grad students) Raven Society Fellowship - <https://aig.alumni.virginia.edu/raven/raven-resources/raven-fellowships/>
- (also for grad students) QVA Funding - <https://aig.alumni.virginia.edu/qva/scholarships/>
- Graduate Global Research Grants (GRR) - <https://cgii.virginia.edu/graduate-global-research-ggr>

*Thanks to Laura Mellusi for compiling this list and Emily Chen for more suggestions.