

Graduate Student Handbook

PhD Program in Art & Architectural History
McIntire Department of Art &
UVa School of Architecture
2020-21



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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. 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>

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 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. 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.

- **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, 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 here for a fee. Consult the signs posted at the Culbreth Garage for current information about its parking policies.

- **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 C'Ville 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. 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.

- **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. GSAS has recently updated and expanded its parental leave policy:

- Extends financial support and release time from six weeks to eight weeks
- Applies to both mothers and fathers
- Covers birth, adoption, or placement of a child, including assumption of legal guardianship

- **Counseling & Psychological Services (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

People and Roles

Main Office:

The main office for the McIntire 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.

Keith Robertson, Administrative Coordinator (zkr7e@virginia.edu, 924-6123)

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. He also inputs grad student academic benchmarks through SIS—the University’s information system.

Department mailing address: McIntire Department of Art, Fayerweather Hall PO Box 400130, University of Virginia, Charlottesville, VA 22904-4130. All mail should be sent to this address and it is delivered to the mailboxes in the copy room, 205 Fayerweather Hall.

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

Visual Resources Collection (VRC):

The Visual Resource Collection is located on the 1st floor of Fayerweather Hall and is overseen by a Director and Assistant Director. The VRC provides research, teaching and professional presentation support for faculty, students and staff, and maintains the department’s digital visual resource collection. The VRC assists with ARTstor and other digital repositories as well as training in scanning, image editing, and digital storage. It also houses the department’s 3D printer (the Lulzbot TAZ 6); 3D-printing projects are managed by the VRC Staff.

Dan Weis, Visual Resources Collection Director (dsw5k@virginia.edu)

Victoria Valdes, Assistant Director (vav6n@virginia.edu)

Faculty Positions and Responsibilities:

The graduate program in Art and Architectural History has two Chairs (the Chair of the McIntire Department of Art and the Chair of Architectural History), and a Director of Graduate Studies (DGS). The McIntire 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 McIntire 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.

McIntire 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 University administration 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 McIntire 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 McIntire Department Chair to oversee graduate program decisions and set policies.

Director of Graduate Studies

The Director of Graduate Studies (DGS) for the department is also 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 (ARAH) 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.

Departmental Facilities

Teaching Assistant Office

A graduate student office is located on the 3rd floor of Fayerweather Hall. Here you can find computers, desk space and book shelving available for use. This space is often used by TAs to hold office hours and related tasks. It is important to coordinate schedules so that there is an equitable use of the room.

Visual Resources Collection (VRC) study carrels

Graduate Student Carrels are located in the Slide Room of the Visual Resource Collection on the 1st floor of Fayerweather Hall. Advanced graduate students may request a designated carrel through the Director of the VRC. Carrels are assigned based on availability and seniority.

Additionally, tables and study space for graduate students are available in the Slide Room. Many students eat lunch, read, or congregate in this space between classes and before departmental or University events. Please note that at times, the Slide Room is being used to study and you will want to be mindful of activities taking place there.

Fayerweather Lounge and Kitchen

The 1st floor of Fayerweather has a Lounge and Kitchen. The Fayerweather Lounge is the location of most Departmental receptions (Orientation, McIntire 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 McIntire 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 give 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.

Additional University Libraries

In addition to FAL, the library system also includes Alderman 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. Student 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.

The Research Librarian for Art, Archaeology, and Classics, is Lucie Stylianopoulos (lws4n@virginia.edu). She is a reference librarian who can assist with databases and acquiring research skills. You may make an appointment with her for an individualized consultation about research resources in your field.

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 (Keith Robertson).

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 biennially, the Art & Architectural History Graduate Symposium 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. The Symposium is planned by a five-member Graduate Symposium Committee, in consultation with a Faculty Advisor and the Director of Graduate Studies. The AHGA Academic Chair organizes the Committee, and you should contact the Chair if you are interested in participating.

McIntire Lecture Series and University Lectures

The McIntire 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 Ellen Bayard Wheedon Lectures on the Arts of Asia, 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, 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 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, or 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, Indian or Chinese Art and Architecture. At an appropriate stage in their graduate study, most students participate in archaeological field work.

General Overview

Years 1-5

It is expected that dissertations be completed in 5 to 6 years (from matriculation to defense). While time-to-completion of the PhD degree varies, the Graduate School does not guarantee funding beyond the fifth year. By following the relevant Calendar of Study, below, students can achieve this goal. The calendar details when coursework, TA duties, exams, prospectus approval, 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 supplement funds for research.

Funding after Year 5

There is a limited amount of funding from the university for dissertation work beyond the fifth year. Students can apply for a one-time Dissertation Completion Fellowship, offered by GSAS, but these are very competitive. Once students are ABD (meaning they have completed their exams and dissertation prospectus) they can apply for external fellowships and grants that allow them extra time to complete their dissertations and provide valuable professional experiences. Students are expected to complete the degree by year 7 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 (roughly one year before the PhD defense).

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 is comprised of 3 to 4 faculty members, including the DGS, that assesses and approves your early requirements in the program. The committee evaluates Qualifying Papers, PhD exam field lists, and the Dissertation Prospectus. Students can submit material to the Graduate Committee four times per academic year: **September 15, November 15, February 15** and **April 15**. On some occasions the Graduate Committee can meet to evaluate time sensitive material.

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 one of four tracks, listed below. To follow the MA track (in either Art and Architectural History or Mediterranean Art and Archaeology), students must apply for 12 credits from a previous MA degree in the field to be applied to their UVa transcript. This needs to happen in the first semester of study at UVa and it must be approved by the PhD advisor and the DGS. With final approval by GSAS, students are advanced one semester in the program.

Calendar of Study (Entering with BA)
42 total graded credits

Year 1

Enrollment/
Coursework: 6 graded courses: 5 seminars and 1 “Methods” seminar, 1 Independent Study
Independent Study – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)

Teaching: None

Summer (Year 1→Year 2) – Language preparation

Year 2

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

Requirements: Second language exam (as necessary)
QUALIFYING PAPER (fall)

Teaching: Teaching Assistantship (2 semesters)

Summer (Year 2→Year 3) – PhD exam preparation

Year 3

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

Requirements: **PHD EXAM (fall)**
DISSERTATION PROSPECTUS APPROVED/ABD STATUS (spring)

Teaching: Teaching Assistantship (2 semesters)

Summer (Year 3→Year 4) – Dissertation research

Year 4

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

Year 4 (cont.)

Requirements: Dissertation research
Apply for fellowships as relevant (Fulbright, Chateaubriand, Carter Manny, etc.)

Teaching: Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

Summer (Year 4→Year 5) – Dissertation research and writing

Year 5

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

Requirements: **DISSERTATION PRESENTATION (complete Year 6, if necessary)**
Dissertation research
Dissertation writing
Apply for fellowships as relevant (CASVA, Kress Institutional, etc.)

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

Summer (Year 5→Year 6) – Dissertation Writing

Year 6

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

Requirements: **DISSERTATION PRESENTATION (if not completed in Year 5)**
Dissertation writing
Dissertation defense

Teaching: None

Calendar of Study (Entering with MA)
30 total graded credits

Year 1

Enrollment/
Coursework: 6 graded courses: 4 seminars, 1 “Methods” seminar, 1 Independent Study
Independent Study (spring) – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)

Teaching: None

Summer (Year 1→Year 2) – PhD exam preparation / language preparation

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 EXAM (April/May)

Teaching: Teaching Assistantship (2 semesters)

Summer (Year 2→Year 3) – Complete Prospectus Draft and Submit to Graduate Committee by September 15.

Year 3

FALL

Enrollment: 12 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998

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

Teaching: Teaching Assistantship

SPRING

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

Requirements: Dissertation research
Apply for fellowships as relevant (Fulbright, Chateaubriand, Carter Manny, etc.)

Teaching: Teaching Assistantship

Summer (Year 3→Year 4) – Dissertation research

Year 4

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

Requirements: **DISSERTATION PRESENTATION (complete Year 5, if necessary)**

Dissertation research

Dissertation writing

Apply for fellowships as relevant (CASVA, Kress Institutional, etc.)

Teaching: Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

Summer (Year 4→Year 5) – Dissertation writing

Year 5

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

Requirements: **DISSERTATION PRESENTATION (if not completed Year 4)**

Dissertation research

Dissertation writing

Dissertation defense

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

Mediterranean Art & Archaeology Program

Calendar of Study (Entering with BA)

42 total graded credits

Year 1

Enrollment/
Coursework: 6 graded courses: 5 seminars and 1 “Methods” seminar, 1 Independent Study
Independent Study – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)
Slide and written exam in 2 areas (Aegean, Greek, Roman, Byzantine art and architecture)

Teaching: None

Summer (Year 1 → Year 2) – Qualifying paper /qualifying exams/language preparation

Year 2

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

Requirements: Second language exam (as necessary)
QUALIFYING PAPER (fall)
PHD EXAM PREPARATION (spring)

Teaching: Teaching Assistantship (2 semesters)

Summer (Year 2 → Year 3) – PhD exam preparation and fieldwork

Year 3

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

Requirements: **PHD EXAM (late fall/early spring)**
DISSERTATION PROSPECTUS APPROVED/ABD STATUS (spring)

Teaching: Teaching Assistantship (2 semesters)

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

Year 4

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

Requirements: Dissertation research
Apply for fellowships as relevant (COARC, Oliva James, etc.)

Teaching: Teaching Assistantship (2 semesters – can also be completed Year 5 with approval)

Summer (Year 4→Year 5) – Dissertation research and writing

Year 5

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

Requirements: **DISSERTATION PRESENTATION (complete Year 6, if necessary)**
Dissertation research
Dissertation writing
Apply for fellowships as relevant (Rome Prize, American School in Athens, etc.)

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

Summer (Year 5→Year 6) – Dissertation Writing

Year 6

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

Requirements: **DISSERTATION PRESENTATION (if not completed in Year 5)**
Dissertation writing
Dissertation defense

Teaching: None

Mediterranean Art & Archaeology Program

Calendar of Study (Entering with MA)

30 total graded credits

Year 1

Enrollment/
Coursework: 6 graded courses: 4 seminars, 1 “Methods” seminar, 1 Independent Study
Independent Study (spring) – ARAH 8695 (Special Reading Problems)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: First language exam (as necessary)

Teaching: None

Summer (Year 1 → Year 2) – PhD exam preparation / language preparation and fieldwork

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 Prospectus preparation – ARAH 9995
(Supervised Research)
3 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998
TOTAL 24 credits

Requirements: Second language exam (as necessary)
PHD QUALIFYING EXAM (end of fall/beginning spring)
DISSERTATION PROPOSAL (spring)

Teaching: Teaching Assistantship (2 semesters)

Summer (Year 2 → Year 3) – Complete Dissertation Prospectus draft and fieldwork.

Year 3

FALL

Enrollment: 12 credits/semester of Non-Topical Research Doctoral Prep: ARAH 9998

Requirements: **DISSERTATION PROPOSAL APPROVED/ABD STATUS (fall)**
Apply for fellowships as relevant (COARC, Oliva James, etc.)

Teaching: Teaching Assistantship

SPRING

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

Requirements: Dissertation research
Apply for fellowships as relevant

Teaching: Teaching Assistantship

Year 3 (cont.)

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

Year 4

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

Requirements: **DISSERTATION PRESENTATION (complete Year 5, if necessary)**
Dissertation research
Dissertation writing
Apply for fellowships as relevant (Rome Prize, American School in Athens, etc.)

Teaching: Teaching Assistantship (2 semesters – complete in Year 5 with approval)

Summer (Year 4→Year 5) – Dissertation writing

Year 5

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

Requirements: **DISSERTATION PRESENTATION (if not completed Year 4)**
Dissertation research
Dissertation writing
Dissertation defense

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

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. These positions come with tuition remission, health insurance, and a stipend.

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 six semesters, usually in years two, three, and then four or five. 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), and to grade assignments. Faculty members differ in their requirements for the TAs working with them, but a standard TA commitment in ARAH is 10 hours per week on average.

- **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 insure 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 for one’s own students, proctoring exams, and accompanying class sections to the Fralin and other museums. 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 your training, you may be offered the opportunity to deliver a lecture or to help plan the syllabus. 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, and sometimes provide students in the class with additional time for an exam and notetaking assistance.

- **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 on SIS at the end of the semester.

- **The Center for Teaching Excellence**

Students are encouraged to consult the Center for Teaching Excellence (CTE), which serves the entire University community providing teaching instruction at all levels across all academic disciplines. CTE offers teaching workshops on a regular basis, and first time TAs are required to attend a teaching workshop the week before their first TA assignment begins.

- **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 total at UVA (this includes other appointments or positions at the university). 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**

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. The request should include a one-page description of the purpose of the conference and its relevance to the student's PhD research. It should also include a brief budget with travel costs, conference fees, and hotel/rooming costs. Students will not be awarded *per diems*, so do not include that in the budget. Preference will be given to students presenting a paper related to their thesis topic. Students can make as many requests as they like, but total reimbursements rarely exceed \$1,000 per student per academic year.

In the spring, typically in March, the DGS will send out a call for summer research and language study proposals. These applications are reviewed by the Chairs, the DGS, and the Departmental Administrator. These awards are typically made in April, after GSAS announces its own summer research awards. Students who receive departmental summer funding must submit a report to the DGS and Laura Mellusi by September 15 of that year.

Departmental Summer funding is competitive and it can be uneven from year to year. Students are encouraged to budget their summer stipends (currently \$4,000) to meet basic research needs and academic progress.

- **GSAS Grants**

The Graduate School offers a series of competitive fellowships that are targeted at different stages in a PhD candidate's career. They consolidated this process in 2019 so that they can all be submitted through a single online portal with a due date in March. These fellowships include Dissertation Completion Fellowship (for a 6th year of support), Summer research grants, the Teaching Relief Fellowship, and an array of other research grants.

- **University Grants**

This is a catch-all category for grants made by institutes, labs, and schools at UVa other than the McIntire 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), the Jefferson Foundation, the Battestin Fellowship, the Raven Fellowship, the Society of Fellows, Praxis Fellowships, Centro de las Américas Graduate Fellowships, and more.

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 outside funding opportunities, and speak to other graduate students, here and elsewhere, who are in your subfield.

A number of grants are competitive within a department, which means that ARAH can only nominate one or two candidates. The DGS will send out an email in the fall asking for self-nominations for major outside fellowships, and the Graduate Committee will determine who the department will recommend.

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.

While outside fellowship are important professionally and financially, keep in mind that external funding can impact your completion schedule. 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.

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 (or in other extenuating circumstances) they may want to consider altering their enrollment status.

- **Off-Grounds Status**

Students pursuing research and/or writing a dissertation away from Grounds for an entire semester or academic year may petition to enroll under the full-time off-Grounds status by submitting the requisite form to the DGS for review. Students enrolled in this category will be charged full tuition appropriate to their year of study but will be assessed reduced fees in the semester or year that they are away from Grounds and will not utilize University facilities.

- **Affiliated Status**

Affiliated Status is for advanced graduate students who have completed all GSAS and Program requirements. Affiliated students pay a fee that is substantially lower than tuition and comprehensive fees, and they retain access to their UVA email account and electronic library resources. **Students can apply for Affiliated status for up to four consecutive terms.** Because students with Affiliated status are no longer full-time students, they will not have access to an active student ID card, and no access to University facilities, including Student Health services or student health insurance. Affiliated students also are not eligible for graduate teaching and research assistantships. **Please note that Affiliated Status could affect the deferment of student loans.** You should determine what impact Affiliated Status has on your loans before applying. It is important that students meet with the DGS if they are considering applying for Affiliated Status.

- **Leaves of Absence**

Leaves of Absence may be granted for a variety of professional, educational, medical, and personal reasons. They are granted for one semester or for one year, and the student must affirm his or her intent to return from leave via e-mail to the DGS and GSAS Registrar by November 1 to return in the spring term and by April 1 to return in the fall term. While on a leave of absence, no student may take examinations, submit a dissertation proposal for approval or submit a thesis or dissertation. Students returning from leave must submit a reinstatement form that is reviewed by the Dean of Students. It is important that students consult with their advisor and with the DGS if they would like to request a Leave of Absence.

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.

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.

Course Registration, Grades, and Auditing

All students need 42 graded credits for the PhD degree in ARAH. Up to 12 of those credits can be transferred from an MA degree in a relevant field. 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 one of their first-year seminar papers into a polished piece of academic writing based on original research. This document of approximately 30 pages in length is the Qualifying Paper (QP). It is important that students seek out and incorporate criticism from the professor for whom the paper was written, their advisor, and other relevant faculty members into the final version of the paper. Substantial improvement and revision is expected to take place between the draft submitted for the seminar and the document submitted to the Graduate Committee.

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: The QP should be approved by the student's PhD advisor before submission to the Graduate Committee for review.

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 Mediterranean Art and Archaeology Program, 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. 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 need 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 (if entering with BA) or fourth semester (if entering with and MA) 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, but the prospectus will normally run 10-15 pages (double spaced) and 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. The prospectus should be drafted in consultation with the student's dissertation advisor and discussed with individual committee members as appropriate.

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 evolve.

Dissertation Prospectus Template

Title Page: title, name, date, PhD advisor, and PhD thesis committee members (two additional ARAH faculty members and a "Dean's Reader" who is a UVA faculty member in another department – The Dean's Reader does not have to be determined at this stage in the project).

Abstract: one or two paragraph overview of the project

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

- **Project Description:** About 2 pages.

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:** About 2 pages. Discuss how your project intersects with current scholarship and the field.
- **Methodology:** About 2 pages. Describe how your method and approach determines your selection principle (or vice versa).
- **Chapter Summaries:** About 2 pages. Proposing chapter breakdowns that provide an indication of which objects, archives, and questions you'll be addressing.
- **Contribution:** About 1 page. Summarize the thesis's contribution to the field.
- **Research Plan and Timeline:** About 1 page. 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:** About 2 pages. Cite key sources relative to your topic.

Dissertation Prospectus Approval: The Dissertation Prospectus must be approved by the student's PhD advisor before being submitted to the Graduate Committee for review. On the "first read" the Graduate Committee evaluates the viability of the project, the rigor and relevance of the historiography, and the feasibility of the timeline, among other factors. The DGS compiles these comments and emails them to the student, the PhD advisor, and the other members of the Graduate Committee. These constructive comments should then inform the student's revision of the prospectus for a second and final submission to the Graduate Committee, usually taking place by the next Graduate Committee submission deadline. (I.e... if the draft is submitted on Nov. 15 then the final draft is typically submitted on Feb. 15) The Graduate Committee then either approves or rejects the Dissertation Prospectus. If it is the latter, then the DGS, student, PhD advisor and possibly others need to meet to discuss the implications.

Once the prospectus is approved by the Graduate Committee, any additional changes to the document do not require committee approval (i.e... for fellowships, 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 by the Graduate Committee, 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 roughly one year prior to the formal PhD defense, at a stage in the project when research and argumentation is well advanced, but at a point when criticism and feedback can still be productive. This is often scheduled in conjunction with one or two other ARAH PhD candidates.

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 members; the student's PhD advisor, two other faculty members within ARAH, and a UVa faculty member from another department, referred to as the "Dean's Reader" who helps to maintain quality control across the Graduate School. All committee members should be tenured or hold a tenure track position at the university. They 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.

- **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](#)

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.

- **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 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.

- **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.