THE UNIVERSITY OF **CHICAGO** | **DEPARTMENT OF MIDDLE EASTERN STUDIES**
Division of the Humanities

Graduate Student Handbook

2024-2025

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MES Graduate Student Resources

IMPORTANT CONTACTS

Ahmed El Shamsy | Department Chair

Augusta McMahon | Director of Graduate Studies, Ancient Fields

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Important Dates/Deadlines

Autumn 2024	Winter 2025	Spring 2025
Registration: 9/23/2024 - 9/27/2024	Add/Drop Period: 1/6/25 - 1/24/25	Add/Drop Period: 3/24/2025 - 4/11/2025
Autumn Degree Application Deadline: Friday, October 4	Winter Degree Application Deadline: Friday, January 10	Spring Degree Application Deadline: Friday, March, 28
Add/Drop Period: 9/30/24 - 10/18/24	SAC petitions due (Week 1): Wednesday, January 8	SAC petitions due (Week 1): Wednesday, March 26
SAC petitions due (Week 1): Wednesday, October 2	SAC petitions due (Week 5): Wednesday, February 5	SAC petitions due (Week 5): Wednesday, April 23
SAC petitions due (Week 5): Wednesday, October 30	Spring Registration: 2/24/25 - 2/28/25	
Winter Registration: 11/18/2024- 11/22/2024		

Collective Bargaining Agreement

The graduate student CBA can be found here:
https://provost.uchicago.edu/sites/default/files/UChicagoUECBA.pdf.

Rules and Requirements

Students are responsible for being informed about and meeting the requirements of the University, the Department, and the field. A student in the Department should consult the [Graduate Announcements](), the [University Student Manual](), [Divisional Policies](), as well as the MES Rules and Requirements and the specific requirements of the student's field.

INTRODUCTION TO MES

1. The fields of study in which M.A. and Ph.D. programs are currently offered are, in the Ancient Section: Ancient Near Eastern History, Comparative Semitics, Cuneiform Studies (Assyriology, Hittitology, Sumerology), Egyptology, Hebrew Bible and the Ancient Near East, Near Eastern Art and Archaeology (Anatolian, Arabian, Egyptian, Iranian, Islamic, Mesopotamian, Syro-Palestinian), and Northwest Semitic Philology; and in the Medieval and Modern Section: Arabic Language and Literature, Islamic Archaeology, Islamic History and Civilization, Islamic Thought, Modern Hebrew Language and Literature, Persian Language and Literature, and Ottoman and Turkish Studies. In addition to the general departmental requirements for degrees set forth in this document, students in each area are bound by specific requirements set up by individual fields within the Department.

DEGREE REQUIREMENTS

2. To be recommended by MES for the transitional M.A. degree, which is received along the way as part of the PhD program, a student must:

- fulfill the requirements in a minimum of 18 courses (language courses taken outside of MES to prepare the student for passing modern foreign language examinations [see #15] do not count), of which 15 must be taken for quality grades and three may be taken on a pass/fail basis;
- attain a Grade Point Average (GPA) of at least 3.0 in courses;
- receive a grade of high pass in one reading examination;
- submit an "Acceptable" M.A. thesis.

To be recommended by MES for the Ph.D. degree, a student, in addition to the above requirements, must:

- receive a grade of high pass in a second reading examination;
- fulfill the requirements in a minimum of 9 additional courses, which must be taken for quality grades. Individual fields may require the completion of additional courses beyond the departmental minimum of 27, up to a maximum of 36 courses.
- pass the comprehensive examinations;
- successfully defend a dissertation proposal at a public hearing so that they can be recommended by the Department for admission to candidacy for the Ph.D. degree;
- submit a dissertation approved by the student's dissertation committee;
- pass a defense of the dissertation and general area of study.

DIRECTORS OF GRADUATE STUDY AND ADVISORS

3. The Directors of Graduate Study (DGS) are faculty members responsible for monitoring the degree program for each student. There are two DGSs, one for the Ancient Section and one for the Medieval and Modern Section. The DGS, together with the Advisor, supervises the student's course program and determines the scope of the comprehensive examinations.

4. The student's Advisor is a faculty member within the student's field of study. Students select an advisor during this first year of study. In order to formalize the relationship, the student must complete the Advisor Assignment/Change of Advisor form which requires the signatures of the Advisor and DGS. The form is submitted to the Department Administrator and posted to the student folder in Box. The Advisor, with the student, determines which courses the student will take (see rule #10) and, with the DGS and appropriate faculty, sets up the student's comprehensive examinations. If a student's field or interests within a field change, the student may change advisors. The change of advisor is recorded on the same Advisor Assignment/Change of Advisor form. The approval of the Department Chair is required for such changes.

PEDAGOGICAL TRAINING PLANS

Students complete teaching and pedagogical training requirement through Pedagogical Training Plans.

MES students in year 2 will meet with the Department Chair or DGS and Department Administrator in the spring quarter to have a general discussion about the department's PTP requirements and the student's pedagogical training interests. Collectively, we will build an individual plan, to be revisited annually, mapping out a PTP that best serves the student's individual interests while adhering to the goals and principles of the MES PTPs. Each student's PTP will be stored in the student's folder in Box and will be accessible to the chair, DGS, and individual advisers.

A more detailed overview of PTP structure and policies is available here.

COURSE GRADES

5. MES follows the University's Common Grade Policy as well as the Humanities Division specific grade policies.

6. Courses with grades of D, F, I, R, UW and W cannot be counted for credit towards a graduate degree.

7. During the first two years of the program, PhD students in MES may elect to take up to three courses P/F. A P grade in these three courses will count towards the department's coursework requirement. Courses must be taken for quality grades in all subsequent years of coursework in order to count towards department requirements.

8. It is expected that a student should earn a grade of at least B (3.0) in course work taken as a graduate student to be eligible for either the M.A. or Ph.D. degree. At the end of the first year of the program, a

student whose cumulative grade average is less than B (3.0) will automatically be placed on academic probation. Per probation expectations, if the entire grade average is not brought up to B (3.0) by the end of the second year in the program, the student will be administratively withdrawn from the Department, without earning a degree. A student with an average below 3.0 may not take comprehensive exams.

POLICY ON INCOMPLETES AND BLANK GRADES

9. MES follows the Humanities Division policy on incomplete coursework and blank grades. The full policy can be found here and is excerpted below with additions specific to MES:

Students may make formal arrangements with the instructor of a course to take a grade of "I", Incomplete, in a class.

If the instructor agrees to grant a grade of "I" to reflect that the course work is incomplete, the student and instructor will complete the **Incomplete Request Form**, indicating what work remains to be completed, the deadline to complete the outstanding work, and what the grade will be if the student fails to complete that work by the deadline.

The student is required to submit the Incomplete Request Form to the Department Administrator by the end of the quarter. The form will be posted to the Student Folder in Box and shared with the adviser and Director of Graduate Studies.

Neither a grade of "I," "NGR," nor a blank grade can be carried from one academic year into the next academic year.

The course instructor is expected to evaluate the completed work as quickly as feasible upon receipt. After the work has been completed, and when a quality grade is submitted to the Registrar before the start of the autumn quarter of the next academic year, no intervening "I" will be recorded.

If the work is not completed by the deadline set by the instructor or by the start of the autumn quarter of the next academic year and the "I", blank grade, or "NGR" is not converted to a quality grade, a grade of "UW" will be recorded in its place. A "UW" indicates an "Unofficial Withdrawal" and bears no point value and does not confer credit.

If students need help communicating with faculty about the MES incomplete policy, they should reach out to their DGS or the Department Administrator.

COURSE REGISTRATION

10. All students are required to discuss course selection with their MES adviser. Students and advisers must make arrangements to discuss course selection either in person/Zoom or over email prior to the end of the registration period.

- For Winter and Spring quarters, registration is open during week 8 of the previous quarter (so in week 8 of Autumn quarter, students register for Winter quarter classes).
- For Autumn quarter, registration occurs during Orientation Week, which is the week before classes begin.

Students and faculty should make use of the Student Progress Report to discuss any incompletes, the status of modern languages requirements, and any other relevant requirements at such meetings. If a student has incomplete coursework, they must indicate a plan to complete this coursework on the registration form.

Students must submit the <u>Course Registration Form </u>by email to the Department Administrator by the end of registration week. Students must copy their adviser on this email, thereby indicating that they have discussed registration plans.

If students encounter issues contacting faculty, they should reach out to the Department Administrator for assistance.

Students who do not discuss course selection with the advisers may be prevented from registering or dropped from coursework until such a conversation occurs.

TRANSFER CREDIT

11. MES students entering the doctoral program who have received an earlier free-standing MA from any accredited university, and who have in that process completed graduate level courses or relevant language courses, may request, at the end of their first year in the Ph.D. program, a reduction in the total number of courses required for the MES Ph.D., up to a maximum of 9 courses (i.e., a maximum reduction from 27 required courses to 18).

The request must include a list and description of the courses to be recognized and a letter of support from the academic adviser. The letter must be co-signed by a second member of the student's field of study. Transfer credit for some or all of these courses is contingent on the approval of the student's academic advisor, a second member of their field of study, and the MES Student Affairs Committee.

Students whose request is approved will not receive a transitional MES MA. Beyond this, there is no effect on such students' standing or the program's requirements on them: their year of academic residence and graduate funding would be unaffected; the number and timing of language requirements, comprehensive examinations, progress reviews, and the submission of the second-year paper all stand unchanged.

MODERN LANGUAGE EXAMINATIONS

12. For the Ph.D. degree, students must attain a grade of "high pass" on reading examinations in a minimum of two non-English languages of research. One of these examination requirements must be fulfilled before the beginning of Year 2; both of these examination requirements must be fulfilled before the beginning of Year 3. Students who do not meet those deadlines may not register for courses in the Department or for their degree program and will be placed on academic probation and given one additional quarter to meet the requirement. Students who fail to fulfill the terms of their probation and meet the language requirement will be administratively withdrawn.

13. The faculty members in each field of study (as defined in Rule 1) will determine which modern languages of research may be used to fulfill the examination requirements. These languages will be listed in the written requirements of the field. If more than two languages are listed by the field, the

student's adviser will determine which of the listed languages are required. Note that a student may not fulfill the requirement by taking a reading examination in a language that is part of the substantive degree requirements for his or her field of study. In many cases, the required languages will be French and German.

THE YEAR 1 REVIEW

14. During the first two weeks of Spring Quarter, faculty who have taught the student will review and evaluate the student's work. The MES Office will collect faculty evaluations and submit them to the student's adviser who will complete "Year 1 Review" (NELC Form 2017/§13).

THE M.A. THESIS

15. Each student will write an M.A. thesis in a field covered by the Department, which should demonstrate an ability to find information, think critically, synthesize independent arguments, and write clear expository prose. This thesis will be a substantial research paper which could be either an entirely new research project, a development of an earlier term paper, or a substantial reworking based on research previously conducted for the M.A. thesis, in the case of students admitted to MES with an M.A. Guidelines for the MA Thesis are located here.

16. By Friday of Week 9 in Spring Quarter of the first year, each student must:

- identify a topic for the M.A. thesis;
- consult with at least one of the two faculty readers for the M.A. thesis;
- submit in writing to the departmental office the topic and the name and approval of at least one faculty reader. [NELC FORM 2017/§18]

Completion of this requirement is a prerequisite for registration for the following Autumn Quarter registration.

17. The student will send one electronic copy of the completed M.A. thesis to the MES office by the first day of Spring Quarter. The departmental office will record receipt of the thesis and will send the thesis to the two designated faculty readers.

18. The two faculty readers of the M.A. thesis are normally members of MES. The Student Affairs Committee, in consultation with the student, the student's Advisor, and the faculty of the student's field, may allow the second reader to be from a department in this University other than MES.

19. The faculty readers will read and evaluate the M.A. thesis and indicate their acceptance ("Acceptable") or rejection ("Not Acceptable") of it to the MES office by Friday of Week 2 of Spring Quarter. If they wish to do so, faculty members may grade the M.A. theses using the conventional letter grades; a thesis receiving a grade of at least B is "Acceptable" for purposes of fulfilling the M.A. thesis requirement.

THE YEAR 2 REVIEW AND RECOMMENDATION TO CONTINUE

20. By Week 3 of Spring Quarter, the SAC will meet to review all second-year students, and to determine for each student one of the following:

   1. I. **M.A./Ph.D.** — the student may continue in the degree program through the M.A. and into the Ph.D. program.
   2. II. **M.A.**—the student may continue in the degree program to the M.A. only. In this instance only, students who received transfer credit may still be granted a transitional MA at SAC's discretion.
   3. III. **Discontinue**—the student has not met the requirements for the M.A. degree in MES and will not be permitted to continue in the Department beyond the current year.
   4. IV. **Defer**—the student is granted a one-time extension to complete the requirements necessary, at the conclusion of which the student's performance will be reassessed by the faculty members of the student's field, who recommend to the SAC a final decision.

21. In making its determinations, the SAC will consider each student's dossier, which will include:

   - written evaluations by the Advisor and by every MES faculty member who has had the student in a class;
   - grades in all courses;
   - fluency levels in the two modern foreign languages of scholarship;
   - the M.A. thesis;
   - the evaluations of the M.A. thesis by the faculty readers.

Decision I. M.A./Ph.D. allows the student to be recommended by MES to receive the M.A. degree if all the following have been satisfied:

   - a GPA of at least 3.0 for two years of approved coursework;
   - an "Acceptable" M.A. thesis;
   - a grade of high pass for at least one modern foreign language of scholarship.

With the condition that the student has achieved a grade of high pass in a second modern language before registering for the third year, the student may continue working in MES toward the Ph.D. And note that if the student has received a previous MA, they are not eligible for a transitional MA.

Decision II. M.A. allows the student to be recommended by MES to receive the M.A. degree if the requirements listed under Decision I are met but the faculty in the student's field determine that the student shows insufficient potential for Ph.D. work in this department. Normally these criteria include (but are not limited to) independent thinking, critical approach, ability to engage with existing literature, and clear writing.

The student may not continue in MES beyond the M.A. level.

Decision III. Discontinue does not allow the student to be recommended by MES to receive the M.A. This determination results when the requirements for the M.A. have not been met.

The student is not permitted to continue in the Department and will be awarded no degree. The student will be administratively withdrawn.

Decision IV. Defer may be selected when the student's record warrants the decision to "Discontinue" but there are extenuating circumstances. In such cases, the SAC, in consultation with the student's Advisor and the other faculty of the student's field, may grant a one-time extension of the deadlines for meeting the requirements. At that later time, the SAC will reconsider the options "I. M.A./Ph.D.," " II. M.A.," or "III. Discontinue."

22. The recommendations of the SAC—I. M.A./Ph.D., II. M.A., III. Discontinue, or IV. Defer—for the entire second-year cohort will be communicated to the Department and discussed and voted on in a MES faculty meeting to be held by Week 3 of Spring Quarter. Notification of the Department's decisions will be sent by the Department to the students by Week 5 of Spring Quarter. Students are strongly encouraged to meet with their respective Advisors for discussion of the Department's decision and of future work.

THE COMPREHENSIVE EXAMINATIONS

23. Students working for the Ph.D. degree are required to take a set of comprehensive examinations. These examinations are taken after the Department's approval of the SAC's recommendation of Decision I in the Year 2 Review and must be completed within 2 quarters of completing the coursework requirement. Note that students required to take comprehensive exams in Egyptology take some of them at the end of the second year, separate from the rest of their exams.

24. Courses offered by the Department are intended to assist students in preparing for their comprehensive examinations, but the examinations presuppose considerable independent work apart from courses. **Students with outstanding Incompletes or blanks grades or with a GPA less than 3.0 will not be permitted to take the comprehensive examinations**.

25. The subjects of the comprehensive examinations are determined by the student's Advisor in consultation with the student and with the DGS and appropriate faculty on the basis of the requirements of the individual field and the student's own interests.

26. The student will submit a written and approved list of the examinations and examiners to the departmental office by Week 9 of the quarter preceding that in which the exams will be taken, except that students planning to take examinations at the end of Summer Quarter will submit the written and approved list of examinations and examiners to the departmental office by the end of Week 5 of Spring Quarter so that the examinations may be deposited in the MES office before faculty depart for the summer. [NELC FORM 2017/§28]

27. The examinations will be offered once each quarter, during exam week, except that at the end of Summer Quarter the exams will begin three weeks before the first day of Autumn Quarter.

28. The comprehensive examinations must be completed within seven working days, counting from the first day of the scheduled exam period for that quarter. Petitions for examinations outside of this period or for examinations in absentia will be allowed only in exceptional cases and must be approved by the student's Advisor, the SAC, and the Chair of the Department. Students on the modern side are expected to take the oral exam in Islamic or Jewish Civilization before they sit for their comprehensive exams.

The guidelines for the oral examination for modern students can be found here.

29. Each comprehensive examination must be passed with a grade of at least B (3.0).

30. Each comprehensive examination shall be read by two members of the faculty: the examining faculty member who writes the exam and who grades the exam as "first reader," and a second faculty member who reviews the exam as "second reader."

31. The graded exams are to be returned to the departmental office by the end of Week 3 of the quarter following the one in which the exam was taken.

32. Once all examination grades are received, the MES office will notify the student, Advisor, and DGS. Department staff will post exams and exam grades to the student's folder in Box unless faculty

specifically indicate that exams and exam question should be retained by the office. In such cases, students have the right to examine faculty readers' comments within the department office but may not retain their own copies. If each exam was graded 3.0 or above, the student may continue toward the Ph.D.

33. The student may repeat any examinations graded less than B (3.0) within 12 months (four quarters) after taking the first set of exams. The student may repeat a comprehensive examination no more than twice, and retakes must occur within this 12-month period. (The times for sitting for repeat exams and the grading of repeat exams are the same as those outlined above for the first attempt.)

THE PROPOSAL HEARING AND ADMISSION TO CANDIDACY

34. Timing

- Proposal hearings are held during the regular 9-week term of Autumn, Winter, and Spring Quarters only; proposal hearings will not be held during Summer Quarter.
- Students must be recommended for admission to candidacy either a) within 6 months after they successfully pass the comprehensive examinations (i.e., 6 months from the date the last comprehensive examination was graded with the required passing grade) if they began the program prior to Academic Year 2022-2023 or b) within 2 quarters of taking the comprehensive examinations if they began the program in Academic Year 2022-2023 or later.
- Students may obtain an extension for their proposal hearing of up to an additional 6 months, with the provision that they submit to the MES office written approval for an extension signed by their advisor (NELC FORM 2012/§36).
- Students who fail to meet the 12-month deadline for recommendation for admission to candidacy must repeat their comprehensive examinations. In this scenario, students will be allowed to repeat their examinations no more than once.
- Per Humanities Division policy, students who do not advance to candidacy by beginning of their 6th year will be withdrawn from the university.

35. Written Proposal

- The student will submit the following to the Department Administrator at least two weeks before the proposal hearing:
- One PDF of a detailed description of the proposed dissertation topic, approximately 10–15 pages, including a bibliography and an appraisal of previous work in the area;
- One PDF of just the abstract;
- One electronic copy of [NELC FORM 2017/§37] containing the abstract of the dissertation proposal and the signatures of the provisional dissertation committee, and the names of the proposed dissertation committee (identify anyone outside of MES by the UC department or other university).

The Department Administrator will send the faculty an e-mail message announcing the date, time, location, and title of the scheduled proposal hearing with links to the dissertation proposal and abstract in Box.

36. Proposal Hearing

At least two weeks after submitting the proposal abstract with the signatures of the provisional dissertation committee, the student will make an oral presentation on the dissertation topic at a public

hearing. The hearing, which will last about one hour, will be attended by the Chair of the Department and the members of the provisional dissertation committee. Other faculty and students may attend the hearing and may ask questions of the candidate. A quorum of five faculty, either from MES or outside faculty who are members of the provisional dissertation committee, must be present at the proposal hearing.

37. At the conclusion of the question period, all non-faculty will withdraw, and the faculty will discuss the proposal and the student's performance and may offer recommendations and suggestions for the proposed project. All active MES faculty and provisional dissertation committee members present will sign the proposal form, and, if the proposal is approved, the Chair of the Department will forward to the Dean of Students in the Division of the Humanities a recommendation for formal admission to candidacy.

The dissertation committee, composed of the dissertation Chair and at least two other faculty members as readers, is formally appointed by the Chair of the Department.

THE DISSERTATION

38. The dissertation, written on a topic approved by the Department on the basis of the student's admission to candidacy, will involve an original and significant contribution to knowledge. For students who began the program in Academic Year 2022-2023 or later, the dissertation has a limit of 400 pages or 100,000 words and must be successfully defended by the end of year 7. Students can petition SAC for an extension if they cannot meet this deadline.

39. Candidates are expected to submit to the dissertation committee sections of the dissertation as they are written and to maintain regular contact with the members of their committee to discuss their work.

40. When all the dissertation committee members are satisfied with the final draft of the dissertation, they will indicate their approval in writing. [NELC FORM 2017/§43]

ANNUAL REVIEWS FOR STUDENTS IN CANDIDACY

41. Each spring, the department will conduct a formal review for all students in candidacy. The goal of this process is to facilitate communication between students and their dissertation committee, to better understand the progress students are making on their dissertation, and to reflect on struggles or points of concern in student progress. The department recognizes that the speed of dissertation research and writing is highly individualized. MES does not specify uniform timelines for chapter completion and dissertation progress. However, we expect all dissertating students to be able to present their progress towards dissertation completion annually and to meet with their committee to review the status of the dissertation. If there are significant concerns raised about student progress or communication with the committee, there will be follow-up conversations with the Department Chair or DGS. A clear plan will be created to establish expectations that need to be met going forward, and consequences should these expectations not be met.

Participation in this process is required of all students who have been in candidacy for at least two full quarters. *Only students who have scheduled the dissertation defense or who are in their final year of registration eligibility are exempt from participating*.

If students do not submit these required documents or attend the annual meeting, they will be placed on academic probation in accordance with university procedures and be given one additional quarter to make contact with the department/committee chair and submit required materials. Failure to do so will result in dismissal from the program.

Procedures and Documents

- In winter quarter, the MES office will contact each candidate we anticipate participating in this process to notify them of review procedures. All candidates will be expected to post the following items to their student folder in Box by the first day of spring quarter:
  - A completed MES Degree Completion Form
  - Any completed dissertation chapters
- The MES office will share these materials with the dissertation committee. It is the responsibility of the committee chair to organize a meeting with the candidate and committee to discuss progress on the dissertation and a timeline for work still to be completed. This annual meeting is a required part of the process and must occur between weeks 3 and 8 of spring quarter.
- After the meeting, the student should make any requested revisions to the Degree Completion Form. The student and dissertation chair both need to sign the document. The student should then submit the completed form to the Department Administrator.
- Within two weeks of the annual meeting, the dissertation chair will complete an Annual Meeting Report. This document will provide an assessment of the student's progress on the dissertation and an overview of topics discussed at the meeting. This will be shared with the student and kept on file.

THE DISSERTATION DEFENSE

42. The final examination for the Ph.D. is an oral defense of the dissertation and may include questions about the student's general area of study. The student is required to schedule the date and time of the defense with their committee and the Chair of the Department. A student may not schedule his or her defense until at least eight months have elapsed from admission to candidacy. No defense will be held during Summer Quarter.

43. At least seven weeks before the defense, the student will submit a final, complete draft of the dissertation to the MES office. The office will distribute the dissertation to the committee. The committee has four weeks to read the final draft and should communicate any requested edits or revisions to the student during this time.

Once all committee members have approved the dissertation for defense, and no later than 3 weeks ahead of the defense date, the student will submit NELC Form 43 to the MES office with the signatures of all committee members. The office will then announce the defense to the department and post the dissertation and abstract to UChicago Box.

Students should consult the Checklist for Dissertation Defense and Graduation and the department office for more information and advice about the defense and graduation process.

44. The examining committee consists of

- the dissertation committee;
- regular and emeritus faculty and academic staff of the Department;
- faculty or academic staff from other units of the University of Chicago or from other universities who have been invited by the Chair of the Department on the recommendation of the dissertation committee.

The defense will be convened and moderated by the Chair of the Department, and a quorum of five faculty, either from MES or outside faculty who are members of the dissertation committee, must be present at the defense. Students may also attend the defense as observers; as such, they may ask general questions but may not examine the candidate. The candidate and observers present will leave the room during the committee's deliberations and voting. Only members of the dissertation committee and other active MES faculty may vote.

45. The dissertation committee and other faculty members of MES who are present will sign the Report of Final Examination. If a student fails the defense, the dissertation committee will specify the minimum and maximum time before a second defense is scheduled. The student may repeat the dissertation defense no more than once.

46. The preparation of the final copy of the dissertation is supervised by the Dissertation Office. At the earliest stage possible in the writing of the dissertation, the student should secure information about the current regulations and deadlines of that office. Dissertations must be successfully defended prior to submitting to Dissertation Office. The Department is informed by the Dissertation Office when the file is uploaded, then submits its approval electronically.

EXCEPTIONS

47. Students may petition that individual rules and requirements be waived, subject to extenuating circumstances, by submitting a petition form to the SAC [NELC FORM 2017/§49] together with a supporting letter from their Advisor.

PhD Program Timeline and Milestones

*Note: several rule changes regarding milestones were implemented starting in the 2022-2023 Academic Year. These changes apply only to students who matriculate in the 2022-2023 Academic Year or later. For all students who matriculated prior to Summer Quarter 2022, the old milestone requirements will apply. Both sets of milestone requirements are outlined below.

Year One

1. Coursework: Students generally take 3 courses per quarter. You should aim to complete at least 9 courses in your first year.
2. Modern Language Requirement: Identify your two modern languages with your advisor. Fulfill one modern language requirement by the end of year 1.
   Students must attain a grade of "High Pass" on reading examinations in order to fulfill the requirement. A grade of "A" in a reading course is not sufficient.
3. MA Thesis: A topic must be identified by the end of spring quarter.

Year One Review in spring quarter.

Year Two

1. Coursework: By the end of year 2 you need to have completed at least 18 courses.
2. Modern Languages: Complete your second modern language requirement.
3. MA Thesis: Submit to MES office by the first day of spring quarter.

Year Two Review in spring quarter.

Year Three

1. Coursework: Complete the required 27 courses. Some programs will require coursework beyond the minimum. Follow your program guidelines in consultation with your advisor.
2. Comprehensive Exams: Start preparing for your exams. Students are required to take comprehensive exams within 2 quarters of completing their coursework requirement. If a student uses transfer credit from CMES or takes more than 3 classes per quarter, they may complete the coursework requirement prior to the end of year three. *NOTE: All incomplete and blank grades must be cleared before exams can be taken.*

Year Four

1. Comprehensive Exams: Students who have not already taken their comprehensive exams must do so within 2 quarters of completing coursework.

2. Dissertation Proposal:

   a. Students who matriculated prior to Summer Quarter 2022 have 6 months from the day they receive their graded comp exams to propose their dissertation and advance to candidacy.

b. Students who matriculated in Summer Quarter 2022 or later must propose their dissertation and advance to candidacy within two quarters of taking their comprehensive examinations.

Year Five

1. Dissertation Proposal: Advance to candidacy by the end of year 5 if you have not already done so.

NOTE : Students not in candidacy by the start of year 6 will be withdrawn from the university.

Year Six

1. Dissertation: Work on writing your dissertation.

Year Seven

1. Dissertation Defense: Students who matriculated in Summer Quarter 2022 or later must successfully defend their dissertation by the end of year 7. Students who are not able to meet this deadline may petition SAC for an extension.

Coursework

Department Rules and Requirements regarding coursework are detailed in items 1-2. The Rules and Requirements address grades in items 5-9.

- MES requires a minimum of 27 courses. Most students take at least 3 classes per quarter.
- Some programs require more than 27 courses. All students should consult individual program requirements and work closely with their advisor to plan their course schedules each quarter.
- At least 24 for the required 27 courses must be taken for a qualify grade. During years 1 and 2, students may take up to 3 courses for a grade of "P". Courses taken for a P grade after year 2 do not count towards the coursework requirement.
- Courses taken in other departments to prepare for a modern language requirement do not count towards the degree.

What happens if you don't take 3 classes or are beyond coursework?

- If you don't register for 300 units of coursework, the Division will automatically enroll you in "NELC 70000 Advanced Residence" in the amount of units needed to get your total enrollment to 300 units. This indicates that you a student in full-time status (particularly important for those with loans in deferment)
- This happens after the end of add/drop (i.e. week 4)
- The DGS will assign a grade of S (satisfactory) or U (unsatisfactory) at the end of the quarter

How do I register for Reading or Thesis Research Courses?

Students wishing to register for a **reading course (NEHC 49900)** with a MES faculty member need to do the following:

- Please submit a syllabus or course prospective that describes in about a paragraph or two what the course will cover, what the requirements in terms of class meeting time and assignments are (typically a paper). This should be submitted via email to the Department Administrator.
- The faculty member will need to send the Department Administrator a separate email indicating:
  - whether they approve the course plan as sound, and
  - that they are willing to take on the extra responsibility of teaching it.

Students wishing to register for a **thesis research (NEHC 49000)** course during autumn or winter quarter of second year (when a student is preparing the MA paper) do not need to submit a course plan/syllabus. If you wish to register in a thesis course, please send the Department Administrator an email, copying your adviser, indicating that you wish to be registered for the thesis course and have discussed this with your adviser. The grade for the thesis course will be withheld until the MA thesis is submitted in spring (i.e. the grade for the submitted MA paper will be assigned to the thesis research course).

Both thesis research and reading courses are 100 units. **They both count towards your MES coursework requirement.**

MA Thesis

Department Rules and Requirements regarding the MA Thesis are detailed in <u>items 15-19.</u> Please read these carefully.

- **Topic must be registered with the Department Office by Week 9 of Spring quarter of Year 1 (<u>via this form</u>)**
- **Completed paper is due Monday of Week 1 of Spring quarter of Year 2.**
- **All students must submit an electronic copy to the Department Assistant.**
- **The student must identify their first and second readers on the title page of the thesis.**

<u>Guidelines for the M.A. Thesis (*from the Rules and Requirements*)</u>

The M.A. thesis shall be a research paper of approximately 35-50 pages in length, excluding bibliography and illustrative materials. The topic shall be chosen with the assistance of the student's first faculty reader (normally the Advisor) and its scope shall be consistent with the space limitations prescribed. The M.A. thesis is not necessarily intended to produce original conclusions or a publishable work, although such results are of course laudable. The thesis is designed, at the very least, to demonstrate the student's ability to define a research topic; master the appropriate bibliographical sources; outline the present state of the question; present consistent arguments using clear expository prose; exhibit critical thinking; and support conclusions using correctly formatted footnotes and a full bibliography.

The M.A. thesis may be:

1) an entirely new research topic;

2) a reworked and expanded paper from a previous course; or

3) a reworked or updated M.A. thesis, for students admitted to MES with an M.A. from another institution, subject to the approval of the two faculty readers.

The M.A. thesis will be graded on the basis of how well it meets the criteria listed above, which are in turn intended to show the degree to which the student is prepared to tackle the more formidable challenge of proposing, researching, and writing a dissertation.

Modern Language Requirement

Department Rules and Requirements regarding the Modern Language Requirement are detailed in items 12-13. Please read these carefully.

Overview

- All students must complete two modern research language requirements. Typically, this is French and German, but it can be any modern language that the student and advisor deem appropriate.

- Students are encouraged to discuss their two modern research languages with their advisor during year 1. The two modern research languages are declared at the end of Year 1 when the MA thesis topic is registered.

- If a MES language is chosen to fulfill the modern language requirement, it cannot be the student's primary or secondary MES language. It must be a third MES language in addition to those required by the field of study.

Timing

- One language requirement must be completed by the end of summer quarter of Year 1. The second must be completed by the end of summer quarter of Year 2.

- If either deadline is missed, the student will be placed on academic probation and given one additional quarter to complete the requirement. Should they not fulfill the terms of the probation and complete the language requirement, they will be withdrawn from the program.

Language exam

- Student must take a language exam to fulfill the requirement and receive a grade of High Pass (P*).

- Students who take a "German for Research Purposes" (or its equivalent in another modern language) course, will see a separate line of their transcript "EXAM 70201 Reading German for Research Purposes Exam." This indicates the grade received on the language exam that is given as the final for the course. A grade of High Pass on this exam will fulfill a modern language requirement. You do not need to register separately for a language exam.

If you take a reading course, your exam grade will be displayed as such:

EXAM	70101	Reading French for Research Purposes Exam	0	0	P*
FREN	33333	Reading French for Research Purposes	100	100	A

- Alternately, students have to register directly for a language exam (this can be done every quarter) and receive a grade of High Pass. Students are required to pay the exam fee for these exams, set by the Chicago Language Center.

- If you take a language exam separate from a reading course, the exam grade will be displayed as such:

EXAM 70200 German Academic Reading Comprehension Assessment 0 0 P*

If a student takes the reading/research course and does not high pass the exam as part of the course, they will need to register for this exam until they achieve the high pass.

Comprehensive Exams

Department Rules and Requirements regarding the Comprehensive Exams are detailed in** items 23-33. **Please read these carefully.

When can I take comp exams?

Exams may be taken after a successful Year 2 review. Comprehensive examinations must be taken within 2 quarters of completing the coursework requirement.

However, <u>you will not be allowed to take exams if you have any blank or incomplete grades on your transcript.</u>

What exams do I need to take?

Exam subjects and types are determined by individual fields and advisers. Students should consult with their adviser and DGS.

Do I need to take an oral and written exam?

All modern students are required to complete an oral exam. As of Summer 2017, the only ancient students who are required to complete an oral exam are those in the Hittitology program.

Are there guidelines for the modern oral exam?

Oral exams are to be taken before written exams. Students commonly elect to take oral and written exams in different quarters.

To request an oral exam, students must complete <u>NELC Form 28 Request for Comprehensive Examinations</u>. This needs to be signed by your adviser and your DGS. If you only want to schedule oral exams, you only need to complete the oral exam portion of the form.

The modern faculty produced <u>this document about oral exam procedures.</u> Please read it carefully.

Oral exam committees are posted <u>here.</u>

How do I schedule exams?

All students must submit <u>NELC Form 28 Request for Comprehensive Examinations</u> to the Department Assistant. This needs to be signed by your adviser and your DGS.

- To schedule exams in Autumn, submit the form by Week 1 of Autumn quarter
- To schedule exams in Winter, submit the form by Week 9 of Autumn quarter
- To schedule exams in Spring, submit the form by Week 9 of Winter quarter
- To schedule exams in Summer, submit the form by Week 5 of Spring quarter

When are exams scheduled?

Exams occur during exam week in Autumn, Winter, and Spring quarters. In summer, exams occur three weeks before the first day of Autumn quarter.

Exams must be completed within 7 days from the start of the exam period.

Students may not schedule their own exams. Exams are scheduled by the Department Assistant.

Oral Exam Committees, 2024-25

All students should consult with the faculty members who will serve on their oral exam committee as they prepare for exams.

The modern faculty produced [this document about oral exam procedures.](#) Please read it carefully.

Autumn 2024

Hakan Karateke

Cecilia Palombo

Winter 2025

Holly Shissler

Austin O'Malley

Spring 2025

Orit Bashkin

Ahmed El Shamsy

Dissertation Committees

Timing

Students should begin discussing the composition of their dissertation committee with their advisor in years 2 and 3.

The committee must be decided upon in time to read and approve the dissertation proposal.

Committee Composition

Dissertation committees must have at least 3 members and no more than 5.

The committee chair must be a MES faculty member.

External committee members are permitted, but the majority of the committee must be UChicago faculty.

Any exceptions to the above guidelines must be approved by the Director of Graduate Studies and Department Chair.

Changes to Dissertation Committee

It is not uncommon that committees change during the dissertation writing process. All committee changes should be made in close consultation with - and approved by - the dissertation chair.

The MES office should be notified of these changes, but there is no required form.

Dissertation Proposals

Department Rules and Requirements regarding the Dissertation Proposal are detailed in items 34-37. Please read these before beginning the scheduling process.

UPDATED HYBRID PROPOSAL GUIDELINES.

Note: A rule change regarding the timeline for dissertation proposals was implemented starting in Academic Year 2022-2023. This change only applies to students who matriculate in Summer Quarter 2022 or later. For students who matriculated prior to Summer Quarter 2022, the old rules apply. Both sets of rules are outlined below.

Timeline

Students who matriculate in Summer Quarter 2022 or later must successfully propose their dissertation within 2 quarters of taking the comprehensive examinations. Students who matriculated prior to Summer Quarter 2022 must successfully propose their dissertation within 6 months of passing their comprehensive exams.

Scheduling

The scheduling of the date and time of the proposal is the responsibility of the student. Students should email their committee members and the department chair (who must be present at all dissertation proposals and defenses) as early as possible to find a time that works for everyone.

Once you have settled on a date and time, please let the Department Administrator know. She will book a room for the hearing.

The proposal date and time will be announced to the department once all required documents have been submitted (see below).

Required Documents

All required documents are due to the Department Administrator no later than 2 weeks before the date of the proposal hearing.

All required documents can be submitted over email to the Department Administrator.

1.PDF of the dissertation proposal

2. PDF of the abstract. Please include the following information in the header of the document:

   a. Your name
   b. The title of your proposed dissertation
   c. Date and time of your proposal hearing (plus location if confirmed)
   d. Committee members

3. Completed Approval to Present Dissertation Proposal (NELC FORM 37). You may scan and email this to the Department Administrator or submit in person. Actual signatures are strongly preferred, but if

you cannot obtain one, you may ask your committee member to email their approval to the Department Administrator.

4. Please let the MES office know when you submit all required documents if anyone will be Skyping into the hearing and provide contact details so that the office can make arrangements.

Dissertation Defenses and Graduation

Department Rules and Requirements regarding the Dissertation and Dissertation Defense are detailed in items 42-46. Please read these before beginning the scheduling process.

UPDATED HYBRID DEFENSE GUIDELINES

*Note: several rule changes were implemented starting in Academic Year 2022-2023 regarding dissertation defenses. These rule changes are noted below and only apply to students who matriculate in Summer Quarter 2022 or later. For students who matriculated prior to Summer Quarter 2022, the new rules do not apply.

Dissertation Requirements

- For all students matriculating in Academic Year 2022-2023 and later, they must abide by the following requirements for their dissertation:
    - Dissertations have a limit of 400 pages or 100,000 words.
    - Students must successfully defend their dissertation by the end of year 7. If a student is unable to meet this deadline, they may petition SAC for an extension.

Phase 1 – The Big Picture (3 or 4 quarters ahead of your intended graduation date)

- **Identify the quarter in which you wish to graduate**. You can apply to graduate in each academic quarter but be aware MES does not normally hold dissertation defenses in summer. The university only holds one annual convocation in June. In order to participate in June convocation, the Humanities Division requires a defense date by the Dissertation Office's spring quarter submission deadline.
- **Review the Dissertation Office's deadline for depositing dissertations:**
  https://www.lib.uchicago.edu/research/scholar/phd/students/dissertation-deadlines/

    - Final submission deadline: This is the final date by which you must submit the dissertation in order to graduate in a given quarter. The dissertation defense and any changes recommended by the dissertation committee must occur prior to the final submission. **Please note that in order to fully submit the dissertation on the Dissertation Office's Knowledge@UChicago portal, students must include a signed Dissertation Approval Form from the department. In order to obtain this form, students need to meet an internal MES deadline. Students should send their final dissertation to the Department Administrator (either via email or Box) no later than the Friday prior to the Dissertation Office's deadline. The Admin will review and share the dissertation with the Department Chair/Committee Chair as required. After review, the Admin will send the student a complete and signed Dissertation Approval Form. The student is responsible for uploading this form and the final dissertation to Knowledge@UChicago and submitting the dissertation by the deadline. Minor adjustments to the internal deadline can be made provided that the student contact the Department Admin in advance to make the request. But the Dissertation Office's final submission deadline cannot be adjusted.**
    - Review deadlines: The dissertation office enforces strict formatting rules. It's important to be sure that you are in compliance. The office offers to review a section of your dissertation before final submission and give you feedback. You are encouraged to take advantage of this service.

After you deposit your dissertation, the office will require you to make all required formatting changes.

- o You can deposit a dissertation in summer quarter if you have defended in the previous academic year. But the department does not allow for summer quarter defenses.

- **Meet with your dissertation committee chair to discuss your proposed graduation timeline and all intervening deadlines.** It is important to have this conversation as early as possible to ensure that everyone is on the same page and so that your committee knows when to expect chapters. It is highly recommended that you have this conversation at least 3 quarters ahead of the quarter in which you intend to graduate, which will allow you to work out a precise timeline with your committee.
- **Consider making an appointment to speak with the Department Administrator to discuss your specific needs/questions/timelines.** This document lays out the general process, but it cannot respond to all scenarios or individual questions.

Phase 2 – Scheduling the Defense and Meeting MES Deadlines (12 weeks ahead of the defense)

Meeting departmental deadlines requires setting a date and time for your defense first. The scheduling of the date and time of the defense is the responsibility of the student. Students should email their committee members and the department chair (who must be present at all dissertation proposals and defenses) as early as possible to find a time that works for everyone**.**

Keep in mind the following:

- You do not have to defend and graduate in the same quarter. For example, you can defend in Winter and deposit the dissertation/graduate in Spring.
- The defense must occur prior to the dissertation submission deadline of the quarter one is planning to graduate. You cannot submit a dissertation to the Dissertation Office that you have not successfully defended.
- You need to allow sufficient time between the defense and the Dissertation Office's submission deadline to make any edits or revisions required by your committee that may arise at the defense. (The dissertation committee may decide to pass a dissertation as is, with minor revisions, with major revisions, or not to pass the dissertation).
- A majority of the committee needs to be present (either in person or electronically) at the defense. At least one member of the committee does need to be physically present. Written questions are only acceptable with prior approval of the department chair.
- In order to hold a dissertation defense, a quorum of five faculty members must be present.
- At the defense, you will be expected to make a presentation of up to but not more than 30 minutes. This will be followed by questions from the committee members, beginning with the committee chair. After this, other faculty present may ask questions, at the discretion of the Department Chair, and students present may then, time permitting, ask questions of an informational nature.

Once you have settled on a date and time, please let the department administrator know.

MES Rules and Requirements, specify the following deadlines for a Dissertation Defense:

- **A complete, final draft of your dissertation must be submitted to the MES department office at minimum 7 weeks ahead of your proposed dissertation defense**. This means that all chapters, a title page, a table of contents, foot- or end-notes, bibliography, and any illustrations/charts/appendices must be included. The department requires **an electronic copy** of the dissertation to be submitted to the department administrator at this date.   The MES office will distribute the dissertation to the committee.

The student is responsible for responding to all committee requests for edits and making required revisions.

- **A completed Acceptance of Dissertation for Defense** (NELC FORM 43) **is due to the department administrator 3 weeks ahead of the defense.** The student is responsible for collecting signatures from their committee certifying that the dissertation is approved for defense and providing the administrator with a properly formatted abstract (see below).

Phase 3 – Meeting Divisional and University Deadlines

- **Students need to apply to graduate by Friday of Week 1 of the quarter in which they wish to receive their diploma.**
- **Deposit the dissertation by the final submission deadline (see Phase 1).**

If you are participating in Convocation, be sure to maintain contact with the Dean of Students office and meet their deadlines. If you graduate in a quarter other than spring, their office will contact you early in spring quarter to see if you wish to return for Convocation.

If you are defending, but not graduating in spring quarter, and want to participate in convocation, you must defend by the spring quarter Dissertation Office submission deadline. You also have to reach out to the Dean of Students early in spring quarter to let them know you want to participate in Convocation. If you don't reach out to them, they will not know you want to do this, and you will need to wait for the following year's Convocation.

All required documents can be submitted over email to the department administrator.

1. PDF of the dissertation.
2. PDF of the abstract. Please include the following information in the header of the document:
   a. Your name
   b. The title of your dissertation
   c. Date and time of your proposal hearing (plus location if confirmed)
   d. Committee members

3. Completed Acceptance of Dissertation for Defense (NELC FORM 43). You may scan and email this to the department administrator or submit in person. Actual signatures are strongly preferred, but if you cannot obtain one, you may ask your committee member to email his or her approval to the department administrator.

Please let the MES office know when you submit all required documents if anyone will be Zooming into the hearing and provide contact details so that the office can make arrangements.

Student Progress Reports & UChicago Box

All students have an electronic student folder in UChicago Box.

The idea behind these folders is to facilitate communication between students, faculty, and department staff. Students' folders are accessible to students, their adviser, the DGSs, the department chair, and MES staff.

Currently the folders are being used to share Student Progress Reports, Year 1 and 2 reviews, PTP plans, course registration forms, SAC decisions, incomplete request forms, advising agreements, and annual review materials for students in candidacy.

The Student Progress Report

The Student Progress Report was instituted in hopes of giving students frequently updated information about progress towards department milestones, and to more clearly communicate department expectations.

The report lists the department expectations in each year of the program.

The Department Administrator updates the report annually to reflect progress in coursework, the status of any incompletes, any scheduled or completed exams, etc.

Fields of Study Requirements

ANCIENT PROGRAMS

Field Website	Requirements Worksheet
Ancient Near Eastern History	ANE History.pdf
Comparative Semitics	Comparative Semitics
Cuneiform Studies	Assyriology and Sumerology.pdf or Hittite AANL.pdf
Egyptology	Egyptology Course Requirements.pdf
Hebrew Bible and the Ancient Near East	HBANE TrackA.pdf or HBANE TrackB.pdf
Near Eastern Art and Archaeology	Program Requirements Coursework Requirement Worksheet
Northwest Semitic Philology	NWS.pdf

MEDIEVAL AND MODERN PROGRAMS

In the modern area there are seven principal fields of concentration, six dealing with the Islamic World and one in Modern Hebrew Studies. Each requires a major language concentration in Arabic, Persian, Turkish or Hebrew, a second-year competence in a second language of importance in the field, and a thorough grounding in Islamic and/or Jewish civilization. Each student in an area will select a major field in that area, and a minor field relevant to the student's program. The minor must be in a different discipline (i.e., history, literature, thought, linguistics, art/archaeology) from the major. Written comprehensive exams will be taken in major and minor fields. Additionally, all students will take a written methodology exam which assesses the student's ability to work with primary materials and an oral exam in either Islamic or Jewish civilization.

Students are invited to use this worksheet in conjunction with the field requirements overview in order to track their progress towards completing degree milestones:

MODERN FIELDS - COURSE WORKSHEET

Field Website	Requirements Overview
Arabic Language and Literature	Arabic Language & Lit Requirements
Islamic Archaeology	Islamic Archaeology
Islamic History and Civ	
Islamic Thought	
Modern Hebrew Language and Lit	
Ottoman and Turkish Studies	
Persian Language and Literature	

Pedagogical Training Plans

MES PTP Plan for 2024-25 is [available as a pdf here.](available-as-a-pdf-here)

General principles and overview of the MES Pedagogical Training Plans:

- Students normally begin teaching in year 3. Occasionally, students may be asked to teach in their second year should there be an appropriate teaching assignment available.
- Students will complete a series of Graduate Student – Teaching Assistant assignments in years 3 and 4. These assignments may be in content focused courses or language courses. The total number of assignments in these years will not exceed three.
- If appropriate to a student's interests, they may apply to be a Graduate Program Assistant in a MES study abroad program and can also serve as a Graduate Student – Teaching Assistant for the program's Civilization Studies Core course. The Graduate Student – Teaching Assistant assignment in Study Abroad will count as 2 TA assignments towards the student's PTP requirements. Students also have the option to only serve as a Graduate Program Assistant for a study abroad program without TAing for the Civilization Studies Core course – the duties for the Graduate Program Assistant role are mainly administrative and do not fulfill any PTP requirements.
- Students should have teaching assignments in courses within their discipline.
- Students also benefit from a variety of training experiences in courses outside their specific field. While MES will try to give all students relevant teaching assignments within the department, students should also explore opportunities outside of MES.
- Students will complete a Graduate Student Lecturer assignment as capstone pedagogical training experience, typically in year 5 or 6. If appropriate to a student's training goals and interests, students can serve as a Preceptor instead of completing a Graduate Student Lecturer position.
- Students who hold a DCF, regardless of year, cannot hold teaching positions unless it's during spring quarter of the DCF year in order to fulfill PTP requirements, and by doing so, won't impede their academic progress.
- Students should be aware that PTP requirements are subject to change and that the availability of teaching assignments in MES will vary from year to year.

In addition to teaching assignments, all students are required to complete pedagogical training courses as part of their PTPs:

- The Chicago Center for Teaching and Learning, course CCTE 50000 Course Design and College Teaching is required of all students.
- All students are required to attend the Teaching@UChicago conference in year 3.
- All students are strongly encouraged to explore the Chicago Center for Teaching and Learning's College Teaching Certificate program. However, completion of this program is not a requirement of the PTP.

Teaching Compensation and Stipends

- Students who hold a paid teaching position as part of their PTP will be taxed on their stipend amount in the quarters in which they're assigned an appointment.
- Per the CBA, students may accept teaching roles beyond their PTP in exchange for additional pay, in accordance with Article 24, Compensation, Section 1B. The availability of such assignments is subject to departmental need and should not impede the student's progress-to-degree.

Process and Timeline

- In year 2, MES students will meet with the Department Chair or Director of Graduate Studies and Department Manager in the spring quarter to have a general discussion about the department's PTP requirements and the student's pedagogical training interests. Collectively, we will build an individual plan, to be revisited annually, mapping out a PTP that best serves the student's individual interests while adhering to the goals and principles of the MES PTP.
- The Department Manager will post and maintain a PTP tracker with a summary of individual PTP goals and requirements to be kept in the student folder in Box. This will be updated annually.
- Students do not need to separately apply for individual teaching assignments in MES. Assignments will be made based on reviewing the student's PTP tracker and discussing assignments with instructors and advisers. Students are required to apply for GPA positions in the Study Abroad Program.
- The department will notify students of assignments for the upcoming year by July.
- Students must notify their adviser and the Department Manager if they apply for or accept teaching assignments in other departments or programs.
- Students who wish to propose a course of their own design to the department must submit required materials by the end of week 9 of winter quarter. The submitted syllabi will be evaluated by the MES Curriculum Committee, and the student will be given in-depth feedback. The Committee will decide whether the submitted courses will be offered the following year. Precise dates and requirements will be announced at the beginning of winter quarter, but they will typically include a proposed syllabus and cover letter. Courses should be designed for undergraduates with little prior exposure to the MES curriculum.
  *Students may submit a syllabus to the Curriculum Committee for consideration for the Stuart Tave Course Design Award, which is awarded at the divisional convocation ceremony, even if they have already completed their PTP requirements. The award is for course design only, and there is no requirement that the course be taught at the university. Only students with an outstanding lectureship assignment as part of their PTP will have the opportunity to teach their submitted course.

Teaching Resources & FAQs

Support and Pedagogical Training Resources

The Chicago Center for Teaching and Learning offers courses, workshops, and individual consultations on all matters related to teaching. All students are strongly encouraged to take advantage of their services throughout their student careers. All students are required take the CCTL's course Course Design and College Teaching as part of their Pedagogical Training Plan requirements.

FAQs for Graduate Student Lecturers

How do I get a Canvas site for my course?

Questions related to Canvas can be answered at courses.uchicago.edu. There is a prominent link on the homepage for requesting course sites. Their contact information for additional one-on-one support or troubleshooting issues is featured at the footer of this site.

Where is my course roster?

While you can see a roster of students once you create a Canvas site, the official roster of registered students is in Faculty Access (https://facultyaccess.uchicago.edu/). You will see your course listed here once students have registered for it.

How do I submit grades?

Grades must be submitted through Faculty Access by the appropriate grading deadline: https://registrar.uchicago.edu/calendars/grading-deadlines/

How does undergraduate registration work?

Undergraduate registration works differently than registration for graduate students. Students in the College pre-register for courses in Week 7 of the prior quarter via a bid system. They rank courses in order of preference. These bids are then processed by the College and the Registrar's office and students are "resolved" or registered in courses. So, this is when you will see the undergrads who have pre-registered for your course.

Students then have an add/drop period where they can make changes to their schedule.

Can I add students above my enrollment cap?

Yes, instructors have the option of adding undergraduates to a full class via the Instructor Consent feature: https://registrar.uchicago.edu/registration/college-process/instructor-consent/

However, the department does not encourage student instructors to go over their cap and they are under absolutely no obligation to do so. Instructors should keep in mind the available number of seats in a classroom and are encouraged to consult with a faculty adviser or the department office before going over their cap. Student instructors cannot be assigned TAs, so caps are set with this in mind.

Instructors should refer students to their College Adviser for help with scheduling or registration questions. The MES office cannot register undergrads in courses.

Where can I find important dates/deadlines?

All instructors should consult the Academic Calendar for information about quarter beginning/ending dates and breaks/reading periods: https://www.uchicago.edu/academics/calendar/

Grading Deadlines are posted here: https://registrar.uchicago.edu/calendars/grading-deadlines/

What should I do if I'm concerned about a student?

Please contact the student's College Adviser you have any concerns about a College student in your class. Their adviser will be listed on your roster, or you can email collegeadvising@uchicago.edu. The College Dean of Students office provides this additional information for students of concern:

It can be particularly useful for us to know when a student has stopped participating in class, is at risk for failing a class, or presents other physical, emotional, academic or behavioral concerns. In these situations, or if you have any other information of which you feel we should be aware, please reach out directly to the student's assigned Adviser or to collegeadvising@uchicago.edu. During remote learning in particular, please also reach out if you are aware of technological barriers that are preventing students from being successful. Additionally, please consider using the "DOS Alert" feature next to each student's name in Faculty Access. By clicking this checkbox, you will alert the student's Academic Adviser that you have a concern and that an intervention by our office may be needed. If you check the box in the right-hand column of your course roster, the Dean of Students' Office will automatically be notified and someone will be in touch with you. New categories are available to flag the type of challenge the student is facing. You can also reach out to the student's Academic Adviser directly using the hyperlinked email address in Faculty Access. Submitting an alert flag does not replace the need for an instructor to discuss a student's progress in the course directly with the student, but rather tags the student's academic adviser as an important partner in supporting and guiding the student through the challenge in hopes of identifying potential resolutions.

Most graduate instructors teach exclusively College students. If you're teaching a graduate student, please contact the adviser listed on your course roster or their Dean of Students. If you have trouble identifying this information or any concerns about this process, please contact the MES Department Administrator or your faculty supervisor.

How can I see my course evaluations?

Course evaluations are published on https://coursefeedback.uchicago.edu/ by the second week of the following quarter.

Registration Guide and Policies

COURSE ENROLLMENT

To register for courses, students log in to my.uchicago.edu and select class search. For full instructions on how to register for classes on my.uchicago.edu, please see the Registrar's guide: http://registrar.uchicago.edu/page/grad-registration-reference-guide

Per MES **Rules and Requirements** : All students are required to discuss course selection with their MES adviser. Students and advisers must make arrangements to discuss course selection either in person/Zoom or over email prior to the end of the registration period.

- For Winter and Spring quarters, registration is open during week 8 of the previous quarter (so in week 8 of Autumn quarter, students register for Winter quarter classes).
- For Autumn quarter, registration occurs during Orientation Week, which is the week before classes begin.

Students and faculty should make use of the Student Progress Report to discuss any incompletes, the status of modern languages requirements, and any other relevant requirements at such meetings. If a student has incomplete coursework, they must indicate a plan to complete this coursework on the registration form.

Students must submit the Course Registration Form by email to the Department Administrator by the end of registration week. Students must copy their adviser on this email, thereby indicating that they have discussed registration plans.

Students should contact the Department Administrator if they are having difficulty registering in a course. The administrator will be able to add courses that require "Consent of Instructor" or courses that are full for which the student has received permission to attend. If a course is full or requires "Consent of Instructor," the student must show proof of consent (i.e. email from the instructor) before the administrator overrides and adds the student to the course.

Reading & Thesis Research Courses

Students wishing to register for a **reading course (NEHC 49900)** with a MES faculty member need to do the following:

- Please submit a syllabus or course prospective that describes in about a paragraph or two what the course will cover, what the requirements in terms of class meeting time and assignments are (typically a paper). This should be submitted via email to the Department Administrator.
- The faculty member will need to send the Department Administrator a separate email indicating:
    - whether they approve the course plan as sound, and
    - that they are willing to take on the extra responsibility of teaching it.

Students wishing to register for a **thesis research (NEHC 49000**) course during autumn or winter quarter of second year (when a student is preparing the MA paper) do not need to submit a course plan/syllabus. If you wish to register in a thesis course, please send the Department Administrator an email, copying your adviser, indicating that you wish to be registered for the thesis course and have discussed this with your adviser. The grade for the thesis course will be withheld until the MA thesis is submitted in spring (i.e. the grade for the submitted MA paper will be assigned to the thesis research course).

REGISTRATION WEEK

For Winter and Spring quarters, registration is open during week 8 of the previous quarter (so in week 8 of Autumn quarter, students register for Winter quarter classes).

For Autumn quarter, registration occurs during Orientation Week, which is the week before classes begin.

Student should bookmark the University's Academic Calendar: http://www.uchicago.edu/academics/calendar/

ADD/DROP PERIOD

• The Quarterly Add/Drop Period begins the first day of the quarter and ends Friday of third week.
• Any changes after that date must be made through the Humanities Dean of Students Office in Walker 111.
• Following the end of the add/drop period, any registration changes will result in a minimum $50 Late Change of Registration Fee.
• A $30 Late Registration for Foreign Language Exam Fee is assessed for language exams added after Friday of third week. There is no refund of the Language Reading Exam Fee ($70) if the exam is dropped after Friday of third week.
• Courses dropped after Friday of third week will appear on a student's transcript with a grade of "W" (for Withdrawal).

Advanced Studies Registration

Doctoral students who are not currently enrolled in coursework or enrolled in less than 300 units will be automatically registered for up to 300 units of Advanced Study by the Office of the Dean of Students during the fourth week of the quarter.

Pass/Fail vs. Audits

Pass/Fail is not a registration status. Students arrange pass/fail with their instructors.

A PhD student who wishes to take a course as an audit should request approval from the instructor. The instructor should enter a grade of "R" to indicate the student audited the course.

Language Exams

Students must register to take a University graduate foreign language reading examination. The numbers for these exams are listed under "EXAM" as the department. The exam fee is $70. An additional $30 is assessed for each language reading exam added after Friday of third week. No refund of the exam fee is issued for exams dropped after Friday of third week. Results are also posted in the student portal (my.uchicago.edu) with other current quarter grades. Only grades of Pass (P) or High Pass (P*) become part of a student's permanent transcript.

Service Indicators (Restrictions)

Students with Negative Service Indicators from the following offices: Library, Bursar, Student Wellness (immunization), Student Loan, University Dean of Students, Equal Opportunity Programs, and/or Registrar may not register until the restriction is cleared. **Please note: stipends and all other aid will be held until the student clears their restrictions (via my.uchicago).** Students are notified of restrictions by email, and they may look up their restriction here: https://my.uchicago.edu. If students do not clear the holds prohibiting registration by week 3 of the quarter, the student will be placed on an administrative LOA per University policy. If the hold is not cleared by the following week 3 in the subsequent quarter of the administrative LOA, the student will be administratively withdrawn.

Late Registration Fees

A $100 late registration fee is assessed to any student who has not cleared their restrictions by the first day of the quarter. Any student who fails to clear all restrictions and officially register by the end of that same quarter will be administratively withdrawn from the University.

Law and Booth Courses

Law School Course Registration: In order to register for any Law School course, Humanities students submit a Non-Law School Student Registration Request. The petition requires email permission from the instructor and is subject to approval by the Law School Registrar.

Chicago Booth Course Registration: Humanities students may only register for a business course if the course is appropriate to the student's program of study (i.e., approved by a faculty adviser in the department). Registration for business courses that are open to non-GSB students does not take place until the second week of the quarter. Therefore, it is advisable for Humanities students to also attend a non-GSB alternative or back-up course. Information about Chicago Booth procedures for non-GSB students is available on the Chicago Booth Portal.

Stipends & Finance

General Stipend Info

Stipends are distributed across four quarters in three monthly installments each quarter. Stipends are paid on the last business day of the month.

The department will forward any information about stipend distribution that comes from the Dean of Students office. Information about direct deposit and other stipend related distribution information will be sent direct to students from the Dean of Students Office.

Emergency Assistance Programs

All Emergency Assistance Programs can be applied for at my.UChicago.edu. Go to Finances -> MyAccount-> Emergency Assistance. For more information about Emergency Financial Assistance programs, please visit https://bursar.uchicago.edu/en/financial-wellness/emergency-assistance-programs

Waving Student Services Fee

Read more about the Student Services Fee on the Bursar's website: https://bursar.uchicago.edu/studentservicesfee/

If you will be living more than 50 miles away from campus, you can request that the quarterly student services fee (formerly called the student life fee) be waived in the quarters you'll be away.
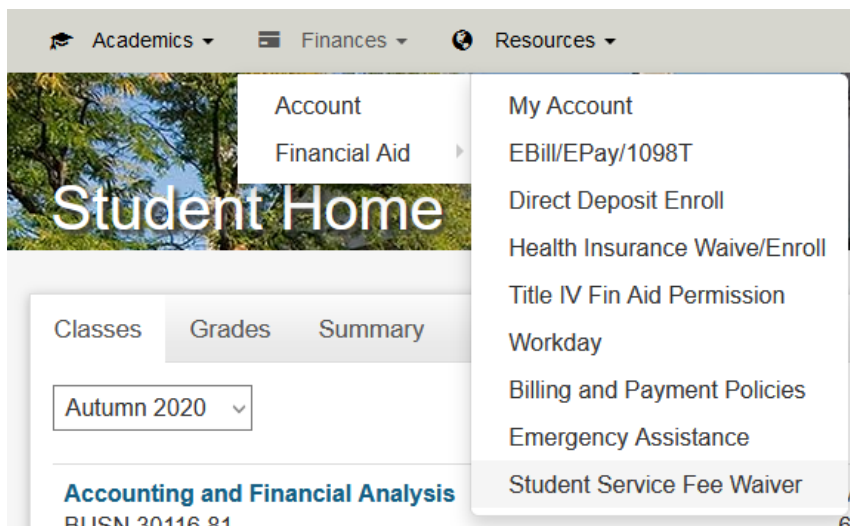
Student Affairs Committee

Item 49 of the MES Rules and Requirements states the following:

Students may petition that individual rules and requirements be waived, subject to extenuating circumstances, by submitting a petition form to the SAC together with a supporting letter from their Advisor.

- The Student Affairs committee meets twice a quarter (weeks 2 and 6). Petitions are due to the MES Department Administrator by Wednesday of weeks 1 and 5.

- The student should complete the petition, addressing the specific requirement and/or rule they want waived or amended and the reasons for this request. They can do so on the form or by attaching a separate letter to the committee. Here is the petition form. Petitions should be submitted to the Department Administrator by email.

- It is the student's responsibility to discuss the SAC petition with their advisor and ask that the advisor send a letter of support for the petition to the Department Administrator.

The student will be notified of the committee decision by the Department Administrator in a timely fashion. In most cases, the decision will be recorded on the petition form and uploaded to the student's UChicago box folder.

Fellowship News and Resources

Internal Fellowships - Division of the Humanities

Main Contacts: Sarah Hill, MES Department Administrator / Joyce Kuechler, Associate Dean of Students

Website: http://humanities.uchicago.edu/students/financial-aid/fellowships/internal-fellowships

External Fellowships - UChicago GRAD

Website: https://grad.uchicago.edu/fellowships

Fellowship Database: https://grad.uchicago.edu/fellowships/fellowship-database

UChicagoGrad's Resource Guide and List of Notable Programs for MES Students (available here)

ADVISING

One-on-one consultations (scheduled through GRAD Gargoyle) to discuss specific fellowship competitions or to explore and identify relevant funding opportunities: https://grad-uchicagocsm.symplicity.com/

WRITING SUPPORT

Fellowship and grant proposal review (via e-mail) for research, personal, and diversity statements. http://grad.uchicago.edu/fellowships/writing-support

FUNDING DATABASE

Hundreds of funding opportunities searchable by field, deadline, citizenship, etc. http://grad.uchicago.edu/grad_fellowships_funding/fellowship_database/

FELLOWSHIP LISTSERV

A weekly digest and occasional fellowship and grant announcements for all graduate students: https://lists.uchicago.edu/web/subscribe/fellowships (opt-in subscription)

DIVERSITY FUNDING LISTSERV

Announcements of fellowship and grant opportunities for underrepresented graduate students: https://lists.uchicago.edu/web/subscribe/diversityfunding (opt-in subscription)

Dissertation Completion Fellowships

For information regarding Dissertation Completion Fellowships, please click here:
https://humanities.uchicago.edu/students/financial-aid/fellowships/internal-fellowships

Helen Rich Memorial Fund

The application form for the Helen Rich Memorial Fund can be found here.

Information and Application

In 1994, the then-Oriental Institute of The University of Chicago established the Helen Rich Memorial Fund in accordance with a bequest by Helene Kantor, who wished thereby to honor the memory of her mother.

The income from this fund is normally to be used to enable students of Ancient Near Eastern archaeology in the Department of Middle Eastern Studies "...to study at The Oriental Institute [now Institute for the Study of Ancient Cultures] and to work, study, and travel in the Near East." The bequest specifies that the Committee that recommends the awards from this fund be chosen by those members of the faculty of the OI [now ISAC] specializing in Ancient Near Eastern Archaeology. The Committee as now constituted includes all ISAC archaeological faculty and research associates with parenthetical faculty rank.

Scope of Grants. Grants from the Helen Rich Memorial Fund are primarily given to help students gain experience and expertise by traveling in the Near East, by visiting sites and museums, by carrying out research in museums and other institutions that have materials relevant to the student's interests, and by taking part in archaeological field projects. Funds usually cover items such as costs of flights, visas, ground travel, required inoculations, and accommodation and subsistence in the field. The fund does not cover costs of laptops, digital cameras, or other expensive equipment. The Committee gives special attention to applications related to doctoral research. In exceptional cases, students may also apply for a grant to meet financial needs related to their study in Chicago.

Eligibility. Students in the graduate program of MES and CMES, who are concentrating in the archaeology of the Ancient Near East, and undergraduates who are declared majors in Ancient Near Eastern archaeology within MES are eligible to apply. In exceptional circumstances, students in other departments who are applying for funding for fieldwork or travel in the Near East may apply for an award. Students are normally considered for only a single award in each academic year.

Duration and Amounts of Awards. Because many of the awards are related to fieldwork, and field seasons are of different durations, Helen Rich grants vary in duration and amount. Usually, a grant

covers a maximum of a few months in any given year. The applicant must submit a well thought-out, reasonable plan and budget to justify the amount of the funding requested.

Competition. The Committee meets once a quarter, including summers, and the deadline for applications is the end of the second week of any quarter. Each applicant is required to submit their request at least two months before the start of the project. Emergency situations may allow a relaxing of this requirement.

Cross-Rantz Funds

1. Eligibility:

- *The Robert Brandt Cross Scholarship Fund* provides support for registered graduate students who are in good academic standing in MES, with preference given to students in Egyptology and, secondarily, in Northwest Semitics/ancient Judaica (Hebrew Bible students based in MES may apply).

- *The Harold A. Rantz Scholarship Fund* provides support for registered graduate students in MES majoring in Egyptology or some area of Hebrew studies.

2. Competition:

Awards are made on the basis of an annual competition. A call for applications with an application deadline will be made in Spring Quarter; a committee will evaluate the applications and announce their decisions before the end of Spring Quarter.

3. Coverage:

Current policy has provided funds to cover:

1) travel money to cover expenses for attending and presenting a paper at a professional meeting (current maximums $1500 for domestic, $2000 for international; actual amounts reimbursed in any given situation depend on the expensiveness of the destination and will be standardized for all students attending the identical conference);

2) travel money for (dissertation) research (current maximums as in 3); such funding will become available after the student has exhausted funding available through the Division of the Humanities;

3) travel for Egyptology and Egyptian Archaeology students to attend ARCE meeting even if they are not presenting a paper (only available to students who have not received such support from Cross or Rantz funds previously);

4) travel funds may not be used to cover expenses returning to Chicago to use the libraries or confer with faculty if the student has chosen to live elsewhere;

5) dissertation research supplies, such as photographs or computer supplies, should be paid for from the student's stipend if the student is receiving such a stipend;

6) funding is not provided for summer quarter unless the student is graduating that quarter;

7) all funding is subject to the availability of funds;

8) all decisions are the responsibility of the committee.

4. Application:

- Students applying to both Cross and Rantz may submit just one application, but please indicate "Cross and Rantz" at the top of your application. Please be sure to include your full name, address where you will receive mail this summer, student ID, and email address, and indicate whether you will be subject to the Student Services Fee for residents at the top of your application.

- Students who are not making satisfactory progress may not receive (full) funding.

- Students also need to include a section to indicate whether they will be teaching or TAing, need insurance, fees, or travel reimbursement, etc.

- Students who have received support from the Cross or Rantz scholarship funds during the previous academic year should include a brief report of how that money was spent.

- Students who have been admitted to candidacy for three (or more) years are expected to demonstrate substantial progress on their dissertation before any (further) Cross or Rantz fellowship money is awarded them.

- Students requesting reimbursement for travel to professional meetings (or other travel) must (if they are eligible) request as much of their airfare as is eligible from the Division of the Humanities and the Office of Graduate Affairs, before requesting money from Cross/Rantz.

Stuart Tave Course Design Award

The Humanities Division Stuart Tave Course Design Award recognizes up to three graduate students who have demonstrated exemplary course design. The award is intended to foster a culture of course design excellence among graduate teaching assistants and instructors. Each department may nominate one student for the award. Applications need to be reviewed by the MES Curriculum Committee before the department chair can endorse an application. The MES Curriculum Committee will review all submitted syllabi and give each student extensive feedback on their proposed course. Deadlines and application instructions will be posted below and emailed once the award is announced each year, but applications are typically due to the MES Curriculum Committee at the end of winter quarter.

The Stuart Tave Course Design Award is for course design only. However, if a student submits a syllabus to the MES Curriculum Committee and still has an outstanding lectureship requirement as part of their PTP, they may be given the option to teach their proposed course to fulfill this requirement.

For more information, please click here: https://humanities.uchicago.edu/students/deans-award/stuart-tave-course-design-awards.

Oppenheim Fund

Guidelines for applications to the Elizabeth and A. Leo Oppenheim Fund

The Oppenheim Fund was originally established to support Ph.D. students in Assyriology—or Cuneiform Studies more broadly defined—who were in need of financial assistance. The fund is still administered in this spirit,

although changing funding models for Ph.D. study at the University of Chicago and the creation of a separate M.A. program have necessitated certain changes. The following guidelines aim to provide guidance and transparency. Please contact Prof. Jana Matuszak (matuszak@uchicago.edu) with any questions you may have.

The following students are eligible for Oppenheim funding:

- students enrolled in the Cuneiform Studies Ph.D. program
- students enrolled in the ancient track of the CMES M.A. program who focus on Assyriology, Hittitology, or Sumerology

Eligible students wishing to apply for funding should bear in mind that:

1. Funds are finite and hence subject to availability.
2. Funds are regularly available for one fiscal/academic year (July 1 - May 31); hence no payments are possible in the month of June.

We encourage you to plan ahead carefully.

We accept applications for the following purposes:

- Attendance of academic conferences relevant to the student's education and/or research
- Attendance of summer schools and master classes relevant to the student's education and/or research
- Project-related research trips (e.g., to museums or archives)
- Necessary software licenses.

Additional requests are subject to approval.

We also reserve some funds for merit-based stipends for M.A. students.

Applications for software licenses etc. can be made whenever needed.

Applications for attendance of relevant academic gatherings and any form of research-related travel can be submitted twice a year:

1. The deadline for trips during the months of November through April is **Monday, second week of Autumn Quarter**
2. The deadline for trips during the months of May through October is **Monday, fourth week of Winter Quarter**
3. Additional requests outside of these deadlines are subject to available funding.

All applications should be submitted to Prof. Jana Matuszak (matuszak@uchicago.edu) together with an estimate of the costs involved (for travel, this includes travel, accommodation, and registration fees if applicable) **and a brief explanation of how it relates to your education/project.** We aim to provide funds in advance to enable you to purchase tickets etc. Should your plans change, we expect you to contact us.

Depending on the amount of funds available for conference attendance grants, priority may be given to students who:

- Have not attended other major conferences that academic year.
- Among students who have advanced into Ph.D. candidacy, preference will be given to those who present.

We encourage all students to look into alternative forms of funding. Options include, but are not limited to:

- https://humanities.uchicago.edu/students/financial-aid/conference-travel-grants
- https://humanities.uchicago.edu/students/financial-aid/dissertation-research-travel-grants
- https://www.aos-site.org/content.aspx?page_id=22&club_id=510948&module_id=528568
- https://www.asor.org/am/2023/annual-meeting-registration-2023

Additionally, Ph.D. students who need to borrow cameras for research can submit requests to the Visual Resources Center:

https://vrc.uchicago.edu/camera-lending?fbclid=IwAR3YP25a0v2afcbowoNm_eEo3VJCIz415LbJuI8yGGb98SE6NSm1sEO1Bk8

Leaves of Absence

All leaves of absence have to be approved by the Dean of Students. If you're interested in taking a leave, please contact the Dean of Students office (humdos@uchicago.edu). It's also important that you discuss leave plans with your adviser. More information is available here: https://humanities.uchicago.edu/students/manual/leave-absence-and-withdrawal-university

Requesting Letters

Letters should be requested as far in advance as possible.

Letters will be emailed to students on department letterhead. Please specify if you require printed letters signed by hand.

Confirmation of Enrollment/Student Status

Requests should be directed to the Department Administrator.

Confirmation of Progress to Degree

Requests should be directed to the Department Chair.

Student must also request that their adviser send a brief email to the Department Chair confirming a timeline to dissertation defense and degree.

Social Hour

Social Hour Coordinator(s):

Sharidan Russell (through Autumn 2024). A call for applications for a new social hour coordinator (usually a student in year one) will be circulated at the end of Autumn Quarter, with a start date in January 2025.

Social Hour is funded by the Humanities Division Graduate Council (aka from your student services fee).

FORMS

The University of Chicago

DEPARTMENT OF Middle Eastern Studies

Assignment/Change of Adviser

New Students: Please complete the top portion of the form, collect the necessary signatures, and return to the MES office by the end of week 1 of autumn quarter. This form will be kept in your student file. Should you change advisers during your MES career, you will need to complete the bottom portion of the form.

Student Name _____ Date _____

Adviser Name _____

Adviser Signature _____

Director of Graduate Studies Signature _____

****

Section to be completed if adviser assignment changes:

New Adviser Name _____

New Adviser Signature _____

Department Chair signature _____

Date _____

Incomplete Grade Request Form

The Incomplete grade (I) indicates that a student registered for course credit, but has not submitted all coursework required for a quality grade.

Please see below for the criteria and process to request an Incomplete grade:

- The request for an Incomplete must be initiated by the student.
- The faculty member will determine the validity of the request and approve or deny the Incomplete grade request using this form.
- The completed form is submitted to the Dean of Students Office at humdos@uchicago.edu.
- Students borrowing federal loans should contact the Graduate Financial Aid Office to determine how a grade of I will impact borrowing eligibility.

Please see our divisional Incomplete and Registered Coursework Policy for more information.

Student's First and Last Name:

UCID:

Course Number and Title:

Instructor:

Term and Year:

Reason for requesting an incomplete:

Coursework to be completed:

Deadline for completion:

<u>For Instructor:</u>

Approve ☐

Deny ☐

Student signature: _____ Date:

Instructor signature: _____ Date:

MES Course Registration Form

During registration week, students and advisers should discuss course selection. The student will then complete this form, indicating the agreed-upon list of courses below. The form needs to be submitted by email to the MES Department Administrator with a copy to the student's adviser and DGS.

Students and advisers are encouraged to review Student Progress Reports as part of these discussions. These reports are available in Box. Any questions about the reports can be sent to the Department Administrator.

Forms must be submitted by the end of registration week:
- Autumn Quarter – Forms due by Friday of Orientation Week
- Winter & Spring Quarters – Forms due by Friday of Week 8 of the preceding quarter

Students who do not discuss course selection with their advisers may be dropped from coursework. If a student encounters any difficulty getting in touch with their adviser, they should reach out to the Department Administrator for assistance.

To be completed by the student:

Student Name:

Adviser:

Quarter/Year:

Does the student have any incompletes?   yes   no

If the student has incompletes, these need to be discussed in the advising meeting. The student should briefly explain below a plan to complete these courses:

Please list below the courses the student will be taking in the upcoming quarter:

If a student makes any changes to the agreed upon schedule, they must update their adviser. These forms will be posted to the student folder in Box and can be referred to at future advising meetings.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

MES Requirements in the Second Year

<u>Student</u>: This form outlines four of the requirements MES students should complete by the end of their second year in the program. Complete this form by indicating how you will fulfill these requirements and submit it to the MES office by Friday of the 9th week in the Spring Quarter of your first year.

Student's Name:

A. The MA Thesis (from <u>Rules & Requirements</u> §15–19)

17. Each student will write an M.A. thesis. This thesis will be a substantial research paper which could be either an entirely new research project, a development of an earlier term paper, or a substantial reworking based on research previously conducted for the M.A. thesis, in the case of students admitted to MES with an M.A.

Please record your M.A. Thesis Topic/Title below (you may attach an optional abstract):

_____
Faculty Reader 1   Signature   (date)

B. Modern Language Examinations (from <u>Rules and Requirements</u> §12–13)

15. For the Ph.D. degree, students must attain a grade of "high pass" on reading examinations in a minimum of two non-English languages of research. One of these examination requirements must be fulfilled before the beginning of Year 2; both of these examination requirements must be fulfilled before the beginning of Year 3. Students who do not meet those deadlines may not register for courses in the Department or for their degree program.

Please indicate the two modern languages of research which you and your advisor have determined you will use to fulfill this requirement:

First Language: Second Language:

C. Coursework

By the end of the second year, students should have fulfilled the requirements in a minimum of 18 courses (language courses taken outside of MES to prepare the student for passing modern foreign language examinations do not count), of which 15 must be taken for quality grades and three may be taken on a pass/fail basis. **Plan your course schedule so that you can fulfill this requirement.**

for MES office use only Date received: _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

Request for Comprehensive Examinations

Student Name:

Please review MES Rules and Requirements regarding comprehensive exams (items 24 - 35) before completing this form.

This form must be completed, signed by Advisor and DGS, and submitted to the MES office no later than:
Week 1 of Autumn quarter for Autumn exams / Week 9 of Autumn quarter for Winter exams / Week 9 of Winter quarter for Spring exams / Week 5 of Spring quarter for Summer exams

No students with blank or incomplete grades on their transcript will be allowed to take written or oral exams.

Scheduling: Once the form is submitted to the MES office, the Department Assistant will contact faculty examiners to collect exams and schedule exam times and locations. ***Students are not permitted to schedule their own written or oral exam times and locations.***

The Department Assistant will be in touch with students before exam week to confirm times, locations, length of exams, and any permitted aids.

Modern Students: If you are only requesting an oral exam, you only need to complete the oral exam section.

I intend to take my written Comprehensive Examinations during Final Exam Week of:

☐ Autumn Quarter ☐ Winter Quarter ☐ Spring Quarter ☐ Summer Quarter **20**☐

On the following lines, please enter the subject of each exam you intend to take and the name of the examiner. The number of examinations is determined by the field requirements.

1.Exam :	Examiner:	2nd Reader:
2.Exam :	Examiner:	2nd Reader:
3.Exam :	Examiner:	2nd Reader:
4.Exam :	Examiner:	2nd Reader:
5.Exam :	Examiner:	2nd Reader:
6.Exam :	Examiner:	2nd Reader:

Modern Students Only: **I intend to take my Oral Examination on** ☐ **(Islamic OR Jewish) Civilization during the following quarter :**

☐ Autumn Quarter ☐ Winter Quarter ☐ Spring Quarter **20** ☐

Please note that students are responsible to consult with the DGS and faculty about the reading list for the exam and how to prepare for it.

Advisor's Signature _____ **Date** _____

Director of Graduate Studies Signature _____ **Date** _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

Approval to Present Dissertation Proposal

Student's Name:_____

The following day/time has been approved by the Department Chair and by my committee:

Date   _____   **Time** _____

Dissertation Proposal Title:

_____

Please attach a separate PDF of your <u>proposal abstract</u>.

Please include the following information in the header of the
abstract:
--Your name
--The title of your proposed dissertation
--Date and time of your proposal hearing (plus location if confirmed)
--Committee members

In consultation with my Advisor, I propose the following faculty for my dissertation committee:

	Name	MES	Other UC	Outside UC (indicate home intuition)
Chair				
Member				
Member				
Member				
Member				

Approved by the provisional dissertation committee:

Committee Chair: _____ Date: _____

Reader: _____ Date: _____

Reader: _____ Date: _____

Reader: _____ Date: _____

Reader: _____ Date: _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

Acceptance of Dissertation for Defense

Student's Name: _____

The following day/time has been approved by the Department Chair and by my committee:

Date   _____   **Time** _____

Dissertation Title: _____

_____

Please attach a separate PDF of your <u>dissertation abstract</u>.

Please include the following information in the header
of the abstract:
--Your name
--The title of your dissertation
--Date and time of your defense (plus location if
confirmed) --Committee members

**The dissertation committee listed below accepts for defense this dissertation in partial
fulfillment of the requirements for the Ph.D. degree:**

	Printed	Signature	Date
Chair			
Member			
Member			
Member			
Member			

Checklist for Dissertation Defense and Graduation

Phase 1 – The Big Picture (3 or 4 quarters ahead of your intended graduation date)

- **Identify the quarter in which you wish to graduate**. You can apply to graduate in each academic quarter, but be aware MES does not normally hold dissertation defenses in summer. However, the university only holds one annual convocation in June. In order to participate in June convocation, the Humanities Division typically requires a defense date by the second week of May. Any exceptions to this policy need to be explored well in advance.

- **Review the Dissertation Office's deadline for depositing dissertations:** https://www.lib.uchicago.edu/research/scholar/phd/students/dissertation-deadlines/ In order to graduate in a given quarter, you need to deposit the dissertation by the dissertation office deadline:

    - Final submission deadline (typically Friday of Week 7): This is the final date by which you must deposit the dissertation in order to graduate in a given quarter.

    - Review deadlines: The dissertation office enforces strict formatting rules. It's important to be sure that you are in compliance. The office offers to review a section of your dissertation before final submission and give you feedback. You are encouraged to take advantage of this service. After you deposit your dissertation, the office will require you to make all required formatting changes.

    - You can deposit a dissertation in summer quarter if you have defended in the previous academic year. But the department does not allow for summer quarter defenses.

- **Meet with your dissertation committee chair to discuss your proposed graduation timeline and all intervening deadlines.** It is important to have this conversation as early as possible to ensure that everyone is on the same page and so that your committee knows when to expect chapters. It is highly recommended that you have this conversation at least 3 quarters ahead of the quarter in which you intend to graduate, which will allow you to work out a precise timeline with your committee.

- **Consider making an appointment to speak with the department administrator to discuss your specific needs/questions/timelines.** This document lays out the general process, but it cannot respond to all scenarios or individual questions.

Phase 2 – Scheduling the Defense and Meeting MES Deadlines (12 weeks ahead of the defense)

Meeting departmental deadlines requires setting a date and time for your defense first. The scheduling of the date and time of the defense is the responsibility of the student. Students should email their committee members and the department chair (who must be present at all dissertation proposals and defenses) as early as possible to find a time that works for everyone.

Keep in mind the following:

- You do not have to defend and graduate in the same quarter. For example, you can defend in Winter and deposit the dissertation/graduate in Spring.

- You need to allow sufficient time between the defense and the Dissertation Office's submission deadline to make any edits or revisions required by your committee that may arise at the defense. (The dissertation committee may decide to pass a dissertation as is, with minor revisions, with major revisions, or not to pass the dissertation).

- A majority of the committee needs to be present (either in person or electronically) at the defense. At least one member of the committee does need to be physically present. Written questions are only acceptable with prior approval of the department chair.

- In order to hold a dissertation defense, a quorum of five faculty members must be present.

- At the defense, you will be expected to make a presentation of up to but not more than 30 minutes. This will be followed by questions from the committee members, beginning with the committee chair. After this, other faculty present may ask questions, at the discretion of the Department Chair, and students present may then, time permitting, ask questions of an informational nature.

Once you have settled on a date and time, please let the department administrator know. They will book a room for the hearing.

MES Rules and Requirements specify the following deadlines for a Dissertation Defense:

- **A complete, final draft of your dissertation must be submitted to the MES department office at minimum 7 weeks ahead of your proposed dissertation defense**. This means that all chapters, a title page, a table of contents, foot- or endnotes, bibliography, and any illustrations/charts/appendices must be included. The department requires **an electronic copy** of the dissertation to be submitted to the department administrator at this date. The office will distribute the dissertation to the committee. The student is responsible for responding to all committee requests for edits and making required revisions.

- **A completed Acceptance of Dissertation for Defense (NELC FORM 43) is due to the department administrator 3 weeks ahead of the defense.** The student is responsible for collecting signatures from their committee certifying that the dissertation is approved for defense.

Phase 3 – Meeting Divisional and University Deadlines

- **Students need to apply to graduate by Friday of Week 1 of the quarter in which they wish to receive their diploma.**

- **Deposit the dissertation by the applicable deadline (see Phase 1).**

If you are participating in Convocation, be sure to maintain contact with the Dean of Students office and meet their deadlines. If you graduate in a quarter other than spring, their office will contact you early in spring quarter to see if you wish to return for Convocation.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

Petition to Student Affairs Committee (SAC)

Student's Name: _____

Year in program: _____ Advisor: _____

What is your rationale for petitioning SAC?
You may answer below or include an attached letter to the committee.

Please describe what impact granting or not granting the petition would have upon you:

Please ask your advisor to submit a letter of support to the Department Administrator.

Bottom portion to be completed by committee. Do not type below this line.
_____

SAC Decision:

Date : _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF Middle Eastern Studies

Request for Extension of Dissertation Proposal Deadline

Student's Name: _____

_____

E-mail Address: _____ _____ ID Number: _____

_____

Return date of last graded comprehensive exam:

_____

Duration of extension (not more than 6 months):

_____

What is your reason for requesting the extension?

Advisor signature: _____

for MES office use only

Date received: _____

Degree Completion Plan

Purpose

For students who are in years 6 through 12, this form is space for them and their departments to document the progress they plan on making in order to complete their program inclusive of their dissertation. Departments will review previously submitted completion plans, and advise students appropriately as needed.

The plan must clearly, realistically, and in detail outline work that has been completed and work that remains to be done before defending the dissertation. It is to take into consideration pedagogical teaching requirements, coursework and outstanding grades, departmental milestones or qualifying exams, research, time needed for write-up, securing copyright permissions, and any other circumstances that may affect progress.

The plan must be discussed and agreed upon by both the student and the chair of the dissertation committee in consultation with the department chair and/or director of graduate students if needed.

Degree Completion Plan

I.   Requirements Completed

II.   Requirements Remaining

III.   Tasks to be completed and deadline for completion (including expected graduation date)

Student Signature _____   Date: _____

Committee Chair Signature _____   Date: _____

Department Designee _____   Date: _____

The Helen Rich Memorial Fund
Information and Application

In 1994, the then-Oriental Institute of The University of Chicago established the Helen Rich Memorial Fund in accordance with a bequest by Helene Kantor, who wished thereby to honor the memory of her mother.

The income from this fund is normally to be used to enable students of Ancient Near Eastern archaeology in the Department of Middle Eastern Studies "...to study at The Oriental Institute [now Institute for the Study of Ancient Cultures] and to work, study, and travel in the Near East." The bequest specifies that the Committee that recommends the awards from this fund be chosen by those members of the faculty of the OI [now ISAC] specializing in Ancient Near Eastern Archaeology. The Committee as now constituted includes all ISAC archaeological faculty and research associates with parenthetical faculty rank.

Scope of Grants. Grants from the Helen Rich Memorial Fund are primarily given to help students gain experience and expertise by traveling in the Near East, by visiting sites and museums, by carrying out research in museums and other institutions that have materials relevant to the student's interests, and by taking part in archaeological field projects. Funds usually cover items such as costs of flights, visas, ground travel, required inoculations, and accommodation and subsistence in the field. The fund does not cover costs of laptops, digital cameras, or other expensive equipment. The Committee gives special attention to applications related to doctoral research. In exceptional cases, students may also apply for a grant to meet financial needs related to their study in Chicago.

Eligibility. Students in the graduate program of MES and CMES, who are concentrating in the archaeology of the Ancient Near East, and undergraduates who are declared majors in Ancient Near Eastern archaeology within MES, are eligible to apply. In exceptional circumstances, students in other departments who are applying for funding for fieldwork or travel in the Near East may apply for an award. Students are normally considered for only a single award in each academic year.

Duration and Amounts of Awards. Because many of the awards are related to fieldwork, and field seasons are of different durations, Helen Rich grants vary in duration and amount. Usually, a grant covers a maximum of a few months in any given year. The applicant must submit a well thought-out, reasonable plan and budget to justify the amount of the funding requested.

Competition. The Committee meets once a quarter, including summers, and the deadline for applications is the end of the second week of any quarter. Each applicant is required to submit their request at least two months before the start of the project. Emergency situations may allow a relaxing of this requirement.

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The Institute for the Study of Ancient Cultures
The University of Chicago

THE HELEN RICH MEMORIAL FUND
APPLICATION

Name: Date:

Home Address (street, city, state, ZIP):

Phone: email: Student ID:

Status: e.g., Undergraduate MES Major, MES MA, MES PhD: Year in program:

If PhD Candidate, year of proposal: Advisor:

 Dissertation title:

Project/ Reason for funds request:

Location: Dates/duration of project:

Amount requested:

Have you applied for alternate funding for this project: If yes, to what fund?

 If yes, for what amount?

Have you previously received a Helen Rich award?   If yes, when (year):

 If yes, for what purpose?

Once you have filled in the form, attach a cover letter explaining your role in the proposed project and a detailed justified budget (including screenshots of airfares, etc, if appropriate) and then send this to your Advisor for their comments.

Advisor's comments to Committee:

Advisor's signature: Date:

Please return the completed form with cover letter, budget, and a signed 'Student Certification for Business Related Travel Reimbursement' (downloaded from https://finserv.uchicago.edu/payroll/independent/studenttravel.shtml) as a single pdf file to the current chair of the Helen Rich Committee, Prof Augusta McMahon, augustamcmahon@uchicago.edu.

If your trip includes international travel, go to https://traveler.uchicago.edu to register your trip. You should also familiarize yourself with the information on International SOS (https://rmia.uchicago.edu/page/international-travel-emergency-assistance-program) and carry the attached International SOS card with you.

UNIVERSITY OF CHICAGO

Membership No: **11BCAS084635**

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HANOI	HO CHI MINH CITY	HONG KONG
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JAKARTA	JOHANNESBURG	KUALA LUMPUR
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Additional Documents

Procedures for the oral exam in modern fields of MES

Each PhD student in the modern fields of MES must take an oral exam in either Islamic or Jewish Civilization as part of their comprehensive exams. The comprehensive exams (Ph.D. qualifying exams) must be taken within 2 quarters of completing the coursework requirement, but the oral portion of the exam can, at the student's discretion and with his or her advisor's approval, be taken in an earlier quarter than the written comprehensive exams.

The Oral Exam Rationale
This exam will test students' empirical command of Islamic (or Jewish) Civilization, that is the broad general knowledge base they possess of the field. To prepare for this exam, students will prepare a syllabus which they will present, explaining the narrative vision or philosophical approach to Islamic (or Jewish) Civilization that informs the syllabus. This is not a pedagogical exercise, but an organizing device to show how you have mastered a body of material, and to begin the intellectual conversation that is the exam. You should be prepared to think on your feet and to field questions, including questions that are not addressed directly by your syllabus. Students are expected to prepare for the exam by reading primary and secondary texts from the exam preparation reading list, including the primary and secondary materials taught in the Civilization sequences in MES or Jewish Studies. The purpose of the exam is to help students prepare to broadly conceptualize Islamic or Jewish civilization (history, religion, societies, thought, and literature), beyond the specific area of expertise of their own research; it is also intended to train students in presenting arguments and orally defending their positions under probing questions from academic colleagues.

Before the exam
1) Students obtain approval from their adviser and DGS, and schedule their exam with the MES office.
2) Students will organize their concept of Islamic or Jewish Civilization into the form of a syllabus that imagines a course taught over a full academic year of 30 weeks, covering this civilization from its beginnings to modern times. The syllabus should incorporate the problematics and theoretical frameworks of studying Islamic (or alternatively Jewish) civilization and not simply a chronological treatment of it.
3) For Islamic Civilization, the exam will cover the chronological span of the Islamic world from the rise of Islam, through the middle periods (1000-1800), to the modern period (1800-present), devoting 10 weeks to each period. It will broadly encompass the geographic, ethnic, linguistic and religious diversity of the region. This breadth should be reflected in the syllabus students devise. The readings for the Islamic History and Society, and the Islamic Thought and Literature course sequences (or the Jewish Civilization sequence) will give an idea of the expected breadth of coverage of your syllabus and what your knowledge of the field should comprehend. All syllabi are to be individually prepared by the student taking the exam, should reflect the student's personal approach, and should not merely replicate other courses' syllabi. Above all, students must be prepared to explain and defend the intellectual decisions they have made – not only what has been included, but why certain things have been excluded.
4) A committee of two faculty examiners will be announced by the Department at the beginning of each quarter.

During the exam
5) The exam lasts approximately 90 minutes. The student will make an uninterrupted formal presentation of 25 to 30 minutes (approximately eight to ten minutes for each section/quarter of the syllabus). These presentations should lay out the important themes and categories, and central texts, through which the student feels Islamic (or Jewish) Civilization can be best conceptualized and taught. Students should be prepared to answer questions about the complexities of historical circumstances surrounding those themes, and provide specifics about empirical evidence (primary texts, trends, material culture, institutions, the built environment, etc.) and the major research and scholarly arguments (secondary texts and interpretations) that contextualize the information presented.
6) This presentation is followed by an hour of conversation with the faculty examiners. The examiners may question the logic of inclusion (or exclusion) of particular primary or secondary texts in the student's syllabus and probe the students ability to cogently explain the vision that informs their syllabus, its internal logic, its disciplinary scope and assumptions, and what themes are important to highlight for new students coming to the field (however, keep in mind that this is not a pedagogical exercise, but an intellectual one – What is Islamic or Jewish Civilization, how do we talk about it meaningfully, using what evidence and what categories of thought?).

Grading
7) Students will be given the results of their performance on the day of the exam, after brief consultation by the examining committee. Grading is based upon how well students have thought about the construction and conceptualizing of the themes of Islamic or Jewish Civilization, as well as the command of the knowledge base of the field, the clarity of presentation, and the response to questions. Students who do not pass the exam will be required to re-take the exam in the following quarter (not including summer).

MES will hold hybrid dissertation defenses and proposals, using Zoom for those who wish to join remotely. The procedures for participants joining remotely are adapted from similar guidelines prepared by the University of Maryland and the University of Iowa.[1]

General Procedures and Participation:
• The Department Administrator will schedule the proposal or defense in a classroom equipped with the technology necessary to hold a hybrid meeting. She will schedule the corresponding Zoom meeting and will attend the hearing in person to assist with any technical issues for those joining remotely.
• As usual, the MES Chair will preside over each proposal and defense and will attend the hearing in-person if possible. In addition, MES rules call for the presence of a quorum of 5 faculty members (the dissertation committee members and the Department Chair count toward this total), and we therefore ask committee chairs and the presenting student to invite relevant faculty (professors and instructional professors) to attend. Members of the quorum may attend in-person or remotely, although members of the dissertation committee are encouraged to attend in-person if they are able.
• The student will attend the hearing in-person unless they make other arrangements in consultation with their committee, the Department Chair, and the Department Administrator.
• The essential participants in dissertation proposals and defenses are obviously the doctoral candidate and the committee members. However, as MES proposals and defenses are publicmeetings with a two-fold purpose: 1) to provide feedback and constructive criticism to the
dissertator, and 2) for the dissertator to share the new knowledge they have created with our academic community. Therefore, we intend to keep these meetings open to any student and faculty member who wishes to join. However, in the event of technical or connectivity issues related to bandwidth, members of the audience joining remotely may be asked to leave to accommodate the essential participants.
• All participants and attendees joining remotely will be required to register in advance.
• The committee members and the student presenting should arrive 10-15 minutes ahead of the start time (whether in-person or on Zoom).
• All other participants should arrive 5 minutes in advance of the start time (whether in-person or on Zoom). Participants joining in-person will be asked to wait outside the classroom and those joining via Zoom will initially be in a waiting room. Everyone will be invited to enter the classroom/join the Zoom meeting once the presenting student and committee members are ready.
• Once the presentation begins no additional participants will be admitted.
• During the presentation all remote participants will be muted. All students and all faculty members not part of the committee are also asked to disable video.

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[1] The relevant sites at the University of Maryland and the University of Iowa contain more detailed information and advice about using Zoom for these purposes which may be useful to our students and faculty.

Presentation and Questions
• MES rules indicate that a dissertation **proposal hearing** should last "about an hour." We schedule these meetings for a 1.5 hour slot. Following the usual procedures of a dissertation proposal, the student will present their project for between 20 to 25 minutes. This allows time for each committee member to engage the candidate for 10 to 15 minutes.
• MES Dissertation defenses generally last up to about 2 hours or more, and we therefore schedule these in 3-hour slots. The student may take up to 30 minutes to present the results of their research. Committee members will typically engage with the candidate for about 15 minutes each.
• As noted, following the student presentation, the committee members will ask questions. The order of questioning should be discussed and agreed upon in advance, typically beginning with the committee chair.
• Time permitting, other faculty in attendance, including the Department Chair, may ask questions. Participants joining remotely should indicate interest in asking a question by virtually "raising their hand" or typing a question into the chat window. Once the Department Chair recognizes the questioner, they should unmute themselves to ask the question.

Committee Deliberations
• At the conclusion of the question and answer session, the student and all non-faculty members in attendance will either be placed in a Zoom "waiting room" or will be asked to leave the classroom.
• Once deliberations are finished, the student will be allowed back into the classroom to discussresults.
• Once feedback has been given, other participants will be readmitted to the meeting. At this point everyone joining remotely can unmute and show video.

For Students Proposing or Defending:
In advance of the defense/proposal hearing:
• Let the Department Administrator know if you will be using PowerPoint or any other technology during your presentation so the appropriate accommodations can be made.
• Practice! Consider asking your adviser or other colleagues/friends if you can practice your presentation in advance.
• Share any slides with Department Administrator before the start of the defense so that there is a backup should there be any technical issues.

For Committee Members joining remotely:
In advance of the defense:
• Make sure you know how to use Zoom. Download and test it in advance. ITS offers helpful guides to using Zoom. Please familiarize yourself with these resources: https://its.uchicago.edu/web-conferencing/
• Please share your phone number with the Department Administrator. This will be needed in case Zoom crashes or there are other serious technical issues.

Ph.D. Program in Ancient Near Eastern History

COURSEWORK REQUIREMENTS

Under ordinary circumstances, the following courses are required in the first three years of the program: twenty-seven courses, including at least two courses of the Ancient Near Eastern history sequence, four Ancient Near Eastern history research seminars, two courses in archaeology, two courses in the history or archaeology of the Classical

Mediterranean, and two additional courses in any domain of history beyond the Near East or in a relevant ancillary discipline. Students must attain proficiency in at least two Ancient Near Eastern languages. Further coursework should reflect a coherent, disciplined research agenda within a particular domain.

Course	Quarter / Year

QUALIFYING EXAMS

Students are required to complete their qualifying exams within two quarters of completing coursework. Typically, these are three written exams.

COURSEWORK REQUIREMENTS

The student will choose a main language of specialization out of the five main areas of Semitic. The five major languages of specialization are Hebrew, Aramaic, Akkadian, Arabic, and Ge'ez. At the end of the program, students are expected to pass examinations at a four-year level in their main language and to control the major dialects of their area when appropriate. The course- work should be finished in three years. Some courses may have been taken before admission into the program, such as courses in the major or minor languages. In such a twenty-seven-course program the following list represents the minimum requirements, and admission to candidacy for the Ph.D. in Comparative Semitics will presuppose it or its equivalent, worked out with the adviser. (The actual number of courses listed below will vary from student to student. It should be noted that most students audit a certain number of courses.)

- A combination of 9 courses in the main language of specialization.

Course	Quarter / Year

- Six courses in one other of the major languages (six total)

Course	Quarter / Year

- Three courses in the remaining major languages (nine total). One of these languages can be taken after the completion of the comprehensive exams, but no later than year 4 of the program.

Course	Quarter/Year
Course	**Quarter/Year**

Course	Quarter/Year

- Three to four courses in linguistics and Comparative Semitics, including an introduction to Comparative Semitics, an advanced seminar in Comparative Semitics, and a general intro to Historical Linguistics.

Course	Quarter / Year

- Two quarters of Ancient Near Eastern History and Society 1 - 3 (NEHC 30001-3), or one quarter of Ancient Near Eastern History and Society and one quarter of Islamicate Civilization (NEHC 30201-03), depending on the student's field of specialization

Course	Quarter / Year

PH.D. COMPREHENSIVE EXAMINATION

- **Principal language (full exam)** – May consist of more than one examination (e.g., Biblical Hebrew and PostBiblical Hebrew), not to exceed a total of eight hours.
- **Second language (full)** – May also consist of more than one examination (e.g., Targum and Syriac), not to exceed a total of eight hours.
- **Examination in the scholarship of Comparative Semitics (half).**
- **General examination in Semitic languages and their development and reconstruction (half).**

Total: Two "full" examinations, two "half" examination.

Nota bene: Language examinations do not test simple language competence or only the material covered in courses but the student's command of the full range of philology in the area at the appropriate level.

Ph.D. Program in Assyriology and Sumerology

COURSEWORK REQUIREMENTS

- At least fifteen courses in Akkadian and Sumerian (with a minimum of five courses in Sumerian)

Course	Quarter / Year

- Three approved survey courses in the history, archaeology and cultures of the Ancient Near East, covering at least three different geographic areas (one of which being Mesopotamia)

Course	Quarter / Year

- Nine electives chosen from either the same areas, allied fields of ancient Near Eastern studies, or other areas as appropriate. The choice of electives should shape a broad and well-conceived plan of study that balances language study (either additional courses in Sumerian, Akkadian, or other languages) with appropriate course offerings in Mesopotamian history, archaeology, and art history. In all cases, the plan of study must be approved by the Faculty Adviser.

QUALIFYING EXAMS

Course	Quarter / Year

After a maximum of three years comprising at least twenty-seven courses, as outlined above, students prepare for a qualifying exam that is to be held at the latest within two quarters of completing the coursework requirement. This exam can be oral, written or a combination of the two, to be determined by the faculty. The topic of the exam will be tailored towards the interests and needs of the individual student with an eye to the dissertation topic while also strengthening skills requiring improvement. The exam provides an opportunity to read widely both primary and secondary texts and aims to establish a solid practical and theoretical base for the more focused dissertation research that follows.

Ph.D. Program in Hittite and Anatolian Languages, History, and Culture

COURSEWORK REQUIREMENTS

The program for Hittite and Anatolian Languages, History, and Culture is primarily aimed at philological training including basics in Akkadian and Sumerian. To guarantee a well-rounded training a historical and an archaeological component are included.

Within a regular program not all Anatolian languages (other than Hittite) can be taught since they rotate through more than 4 years. These languages not only include the Indo-European Anatolian Languages Palaic, Cuneiform Luwian, Hieroglyphic Luwian, Lydian, Lycian, Carian, Pisidic and Sidetic but also Hurrian. Apart from Hieroglyphic Luwian covering two quarters (First and Second millennium texts in that order) classes in these languages take one quarter each (Lydian, Lycian, Hurrian) or are combined in one (Palaic and Cuneiform Luwian, and Carian, Pisidic and Sidetic). This means that the students are strongly urged to study some of these by themselves.

Changes in the below program are possible in order to accommodate individual interests

- In Years 1 and 2 the following 18 courses are required:

  3 Elementary Hittite

  3 Advanced Readings in Hittite

  1 First-Millennium Hieroglyphic Luwian

  1 other Anatolian language

  3 Survey Courses in the history, archaeology and cultures of the Ancient Near East, covering at least three different geographical areas (one of which being Anatolia)

  2 Anatolian Archaeology

  3 Elementary Akkadian

  2 Elementary Sumerian

Course	Quarter / Year

- In Year 3 the following 9 courses are required as a minimum:
  5 Advanced Readings in Hittite
  1 Second Millennium Hieroglyphic Luwian3 other Anatolian languages.

Course	Quarter / Year

QUALIFYING EXAMS

After a maximum of three years comprising at least twenty-seven courses, as outlined above, students prepare for a qualifying exam that is to be held at the latest within two quarters of completing the coursework requirement. This exam can be oral, written or a combination of the two, to be determined by the faculty. The topic of the exam will be tailored towards the interests and needs of the individual student with an eye to the dissertation topic while also strengthening skills requiring improvement. The exam provides an opportunity to read widely both primary and secondary texts and aims to establish a solid practical and theoretical base for the more focused dissertation research that follows.

Egyptology Course Requirements

Revised 1 May 2017 and 11 September 2023

Student Name _____

Ph.D. Program in Egyptology

Preparation: It is advisable to acquire a reading knowledge of French and German before beginning the study of Egyptian.

Course Requirements: Students qualifying for admission of candidacy for the Ph.D. in Egyptology must fulfill the departmental minimum requirement of 27 courses, of which 24 must be taken for quality grades and three may be taken on a pass/fail basis. They must also fulfill the departmental M.A. requirements.

- In addition, students should have taken the following courses or done equivalent work by the time they take the Qualifying examination. Up to 9 courses can be carried over from the University of Chicago B.A or M.A. programs.

Course number and

Quarter Completed

_____ Introduction to Middle Egyptian 1 (EGPT 10101)

_____ Introduction to Middle Egyptian 2 (EGPT 10102)

_____ Middle Egyptian Texts 1 (EGPT 10103)

_____ Middle Egyptian Texts 2 (EGPT 20101)

_____ Introduction to Hieratic (EGPT 20102)

_____ Introduction to Old Egyptian (EGPT 20110)

_____ Introduction to Coptic (EGPT 10201)

_____ Coptic Texts (EGPT 10202)

_____ Introduction to Late Egyptian (EGPT 20210)

_____ Late Egyptian Texts (EGPT 20211)

_____ Introduction to Demotic (EGPT 30120)

_____ Demotic Texts (EGPT 30221)

_____ 400-level course in Egyptian _____

_____ 400-level course in Egyptian _____

_____ 400-level course in Egyptian _____

_____ 400-level course in Egyptian _____

_____ 400-level course in Egyptian _____

_____ 400-level course in Egyptian _____

_____ Egyptian History (NEHC 20200)

_____ Egyptian History

_____ Egyptian History

Note: History requirement includes history seminar offered at least once in two years where appropriate

_____ Art or Archaeology of Egypt

_____ Art or Archaeology of Egypt

_____ Art or Archaeology of Egypt

_____ History or Archaeology of Western Asia or Aegean

_____ History or Archaeology of Western Asia or Aegean

_____ History or Archaeology of Western Asia or Aegean

_____ Second Language _____

_____ Second Language _____

_____ Second Language _____

_____ Second Language _____

_____ Second Language _____

_____ Second Language _____

Note: Usually Akkadian, Hittite, Hebrew, Arabic or Greek

_____ Additional Work in Ancient _____

_____ Near Eastern History, _____

_____ Art and Archaeology, _____

_____ Religion, or Linguistics _____

Note: A full load of three courses a quarter should leave the student time to pursue other subjects by auditing courses or studying on his/her own. It is expected that students will be reading extensively in addition to assigned course work, since no program of courses can possibly cover all the materials a student should know.

Period of Specialization	Language *Phase* of Specialization
Old Kingdom	Old Egyptian
Middle Kingdom	Middle Egyptian
New Kingdom	Late Egyptian
Third Intermediate Period	Late Egyptian
Saite-Ptolemaic Period	Demotic
Roman Period	Demotic or Coptic

Qualifying Examinations

Students admitted to the doctoral Egyptology program are required to take a set of qualifying exams.

- The set of qualifying exams may be taken any time after the end of the second year, but within two quarters of completing the coursework requirement, and must include an exam (up to eight-hours) in the Egyptian language phase of specialization, and an exam (up to eight hours) in the period of specialization.

- Students may petition to postpone their qualifying exams to any time before the beginning of their fifth year, but summer funding after their fourth year is contingent on having successfully advanced to candidacy (having passed the qualifying exams and having successfully proposed).

- Students must also take an exam (up to four hours) in art and archaeology, and exams (up to four hours each) in all other Egyptian language phases, except for those phases for which they have taken and passed the Intro (and Text) courses with at least a B+.

Minimum Course Requirements

The following course sequences have the specified minimum requirements:

- Second Language: B average overall in three courses at the second-year level of the language; or, if prior competency is claimed at admission to the program, a B average overall in two courses at the third-year level; or by high-passing an exam given by the appropriate department.

- Ancient Near Eastern History: B average overall in the one-year sequence.

- Art and Archaeology of Egypt: B average overall in three courses.

Ph.D. Program in Hebrew Bible and the Ancient Near East
TRACK A - Northwest Semitic philology and another field in MES

COURSEWORK REQUIREMENTS

As in all programs for which knowledge of Biblical Hebrew is the essential component, a basic reading knowledge of Greek and Latin is assumed and must be gained either previously to undertaking one of these programs or as part of the program.

1. A combination of twelve to fifteen courses in Northwest Semitic philology and Hebrew Bible (must include HEBR 20104-20106, at least three courses in Aramaic of which one must be ARAM 10101 , and at least three other Northwest-Semitic language courses in MES).

Course	Quarter / Year

2. Nine to twelve language courses in another field in MES.

Course	Quarter / Year

3. A minimum of six courses in the history and archaeology of Syria-Palestine and of the ancient Near East (including NEHC 30001-30002-30003)

Course	Quarter / Year

4. A minimum of six courses in the Divinity School dealing with the theory and practice of biblical criticism and with the exegesis of Biblical-Hebrew texts.

Course	Quarter / Year

5. Electives in associated areas: Post-Biblical Hebrew/Aramaic, Linguistics, Comparative Semitics, or the classical languages.

Course	Quarter / Year

PH.D. COMPREHENSIVE EXAMINATION

- **Biblical Hebrew (MES)**
- **Other Northwest-Semitic languages/inscriptions (MES)**
- **Other ancient Near Eastern language (MES)**
- **History and archaeology of Syria-Palestine and of the ancient Near East (MES)**
- **Critical approaches to the interpretation of the Hebrew Bible (Divinity School)**

Total: Four "full" examinations, one "half" examination.

Nota bene: Language examinations do not test simple language competence or only the material covered in courses but the student's command of the full range of philology in the area at the appropriate level.

Ph.D. Program in Hebrew Bible and the Ancient Near East

TRACK B - Northwest Semitic philology and Hebrew Bible studies in the Divinity School

COURSEWORK REQUIREMENTS

As in all programs for which knowledge of Biblical Hebrew is the essential component, a basic reading knowledge of Greek and Latin is assumed and must be gained either previously to undertaking one of these programs or as part of the program.

1. A combination of twelve to fifteen courses in Northwest Semitic philology and Hebrew Bible (must include HEBR 20104-20106, at least three courses in Aramaic of which one must be ARAM 10101, and at least three other Northwest-Semitic language courses in MES).

Course	Quarter / Year

2. Nine to twelve courses in the Divinity School, including advanced courses dealing with Biblical Hebrew texts and with the theory and practice of biblical criticism.

Course	Quarter / Year

3. A minimum of six courses in the history and archaeology of Syria-Palestine and of the ancient Near East (including NEHC 30001-30002-30003)

Course	Quarter / Year

4. A minimum of six courses in another ancient Near Eastern language (must maintain B-average).

Course	Quarter / Year

5. Electives in associated areas: Post-Biblical Hebrew/Aramaic, Linguistics, Comparative Semitics, or the classical languages.

Course	Quarter / Year

PH.D. COMPREHENSIVE EXAMINATION

- **Biblical Hebrew (MES)**
- **Other Northwest-Semitic languages/inscriptions (MES)**
- **History and archaeology of Syria-Palestine and of the ancient Near East (MES)**
- **Critical approaches to the interpretation of the Hebrew Bible (Divinity School)**
- **Exegesis of a text or texts from the Hebrew Bible (Divinity School)**

The University of Chicago
Department of Middle Eastern Studies

Ph.D. Program in Near Eastern Art and Archaeology (NEAA)
(Last revised in Summer 2024)

Archaeological research is fundamental to the scholarly and scientific investigation of the origins and development of the world's earliest civilizations. The University of Chicago has long played a major role in this enterprise, both in fielding archaeological expeditions and in developing new approaches to the interpretation of what has been found. Students of archaeology in the Department of Middle Eastern Studiesparticipate in archaeological fieldwork and in a rigorous program of academic study that equips them to become skilled recorders and interpreters of the immense cultural heritage of the Near East. Graduates of this program have successfully pursued professional careers in archaeology in a variety of academic and institutional settings.

The archaeologists who teach in the Department of Middle Eastern Studies are jointly appointed in the Institute for the Study of Ancient Cultures, a separate research institution that has long been a leading center of ancient Near Eastern and early Islamic studies. ISAC's large museum collection, public education programs, and long-term research projects—including archaeological excavations and surveys all over the Middle East—provide students with invaluable practical experience.

Each student in the Ph.D. Program in Near Eastern Art and Archaeology is assigned a faculty adviser who works with the student to design an academic program that suits the student's abilities and interests. Elective courses must be approved by the adviser, who also determines the topics of the comprehensive examinations in consultation with the student. Any of the requirements listed below may be waived by the archaeology faculty as a whole in response to a written petition from the student, although this will be done only in special circumstances.

Academic requirements that apply to all graduate students in the Department of Middle Eastern Studiesare not repeated here; they are listed in the department's "Rules and Requirements for the M.A. and Ph.D. Degrees." Petitions for waivers of the departmental requirements must be submitted to the department's Student Affairs Committee. A minimum of 27 courses is required for the Ph.D. The normal load is nine courses per year, or three per quarter, although many students have no difficulty in taking four courses in a given quarter if there is a reason to do so. All courses should be completed by the end of the student's third year in residence. Students are required to take their comprehensive examinations within two quarters of completing their coursework requirement.

Most students in the Ph.D. Program in Near Eastern Art and Archaeology will focus on the ancient Near East, i.e., the cultural periods from prehistoric times until the Hellenistic era inaugurated by the conquests of Alexander the Great. Others will focus on the Late Antique and Islamic periods after the heyday of the Roman Empire. The requirements of the two sub-programs are different and are presented separately below. Students who focus on the archaeology of the ancient Near East normally develop a further specialization in a single geographical and cultural region (e.g., Anatolia, Egypt, Mesopotamia, or the Levant) and choose their elective courses accordingly.

A. <u>Ph.D. in the Archaeology of the Ancient Near East</u> (27 courses)

1. Archaeological and Historical Overview (6 courses)

a. Two of the approved survey courses as defined by the Ancient PhD programs in MES (check with the MES website and/or your adviser) :

b. Three of the following regional surveys of the archaeology of the ancient Near East are required; however, it is recommended that students take all four of these courses, if possible:

> NEAA 30001, Art & Archaeology of the Near East-1: Mesopotamia

> NEAA 30002, Art & Archaeology of the Near East-2: Anatolia

> NEAA 30003, Art & Archaeology of the Near East-3: Levant

> NEAA 30006, Art & Archaeology of the Near East-6: Egypt

c. One of the following surveys of the Islamic period in the Near East:

> NEAA 30005, Art & Archaeology of the Near East-5: Islamic Period
>
> *OR*
>
> NEHC 30641, Islamic Origins

2. Advanced Archaeological Seminars (3 courses)

Three archaeological seminar courses offered by the Department of Middle Eastern Studiesare required. Such courses may focus on a single region or a broader, cross- regional topic. Examples include courses on the pottery or other material culture of a particular region or period, as well as thematic seminars such as the following:

> NEAA 30030, The Rise of the State in the Near East

> NEAA 30080, Migrations and Population Movements in the Ancient Near East

> NEAA 30224, Urbanism in Ancient Egypt

> NEAA 30331, Households, Kinship, and Demography in the Ancient Near East

> NEAA 30332, Trade and Exchange in the Ancient Near East NEAA 30532, The Islamic City

3. Archaeological Methods and Social Theory (6 courses)

a. One course surveying archaeological methods and social theory is required:

> NEAA 30100, Archaeological Methods and Interpretations

Students who have previously taken a course or courses that adequately cover the material presented in NEAA 30100 may petition the archaeology faculty to substitute for this course an additional elective course concerning archaeological methods and/or theory.

b. One of the following introductory courses in statistics is required unless the student has previously taken an equivalent course:

> ANTH 26900, Archaeological Data Sets

OR

> DIGS 30002, Basic Mathematics and Statistics for Digital Studies

Students who have previously taken a course in statistics may substitute a course on data analysis, data management, or data publication offered via the Digital Studies program of the Division of the Humanities (http://digitalstudies.uchicago.edu). The Digital Studies courses beyond DIGS 30002 require basic knowledge of computer programming; this is a valuable skill, in any case, so students are encouraged to

take the three-week intensive course on programming using the Python language that is offered every year in September immediately preceding the Autumn Quarter.

c. <u>Two</u> courses on landscape archaeology, regional survey methodology, remote sensing, and Geographic Information Systems (listed below) are required:

NEAA 30061, Ancient Landscapes-1 NEAA 30062,
Ancient Landscapes-2

d. <u>One</u> course on ceramic analysis (listed below) is required:

NEAA 40020, Ceramic Analysis for Archaeologists

e. <u>One</u> additional course is required concerning methods and/or theoretical approaches that are relevant to archaeology. In addition to courses offered by the Department of Middle Eastern Studies, students may take relevant courses offered by the Departments of Anthropology, Art History, Classics, and East Asian Languages and Civilizations, among others. Examples include:

NEAA 30027, New Approaches to Old Stones: Chipped and Ground Stone Analysis

NEAA 30035, Zooarchaeology

ANTH 38800, Bioarchaeology and the Human Skeleton

ANTH 46601, Economic Anthropology and Archaeology

ANTH 56500, Archaeology of Colonialism

EALC 58011, Archaeology of Craft Production

GEOG 38202-38402-38602, Geographic Information Science 1-2-3

4. Ancient Near Eastern Languages (3 courses)

In addition to fulfilling the departmental requirement to demonstrate reading knowledge of two modern languages of scholarship (normally French and German), students of ancient Near Eastern archaeology are required to take a minimum of <u>three</u> courses in an ancient Near Eastern language or languages relevant to their region and period of interest (e.g., Akkadian, Aramaic, Egyptian, Classical Hebrew, Hittite, Luwian, Phoenician, Sumerian, Ugaritic, etc.). Language courses are chosen in consultation with the student's adviser, who may require more than three courses, depending on the student's research interests and future dissertation topic. Additional language courses beyond the three required courses in ancient Near Eastern languages will count toward the student's electives.

The ability to speak a modern Middle Eastern language (e.g., Arabic, Turkish, Modern Hebrew) may be valuable, depending on where the student plans to do fieldwork; thus training in one of these languages is recommended in addition to fulfilling the ancient language requirement. A wide range of courses in modern Middle Eastern languages are offered annually by the Department of Middle Eastern Studies. Such courses will be counted toward the student's electives.

5. Elective Courses (9 courses)

In addition to the 18 required courses listed above, students will take <u>nine</u> elective courses, consisting of six regular courses, two independent reading courses, and one Ph.D. dissertation proposal preparation course.

a. <u>Six</u> regularly scheduled lecture or seminar courses will be taken as electives. They may have an archaeological component; however, students are also encouraged to take non- archaeological courses

on languages, methods, and historical or theoretical topics that will be useful for their future research and teaching. <u>At least two elective courses must</u> <u>be taken outside the Department of Middle Eastern Studies</u> (typically in the Departments of Anthropology, Art History, Classics, East Asian Languages and Civilizations, or Geophysical Sciences; or in the Divinity School).

b. <u>Two</u> independent reading courses will be taken with relevant faculty members. These are intended to enable students to pursue special topics in more depth. Students may, with the permission of their advisers, substitute regular courses for the reading courses.

c. <u>One</u> dissertation proposal preparation course will be taken during the last quarter of the student's coursework (see the section entitled "Dissertation Proposal" below). Students are expected to meet regularly with their advisers and potential dissertation committee members as they develop their dissertation proposals.

Note that, in addition to coursework, students are expected to enrich their education by attending relevant conferences and lectures sponsored by various units of the University, such as the Institute for the Study of Ancient Cultures, Center for Middle Eastern Studies, Center for Jewish Studies, Divinity School, Franke Institute for the Humanities, and Neubauer Collegium for Culture and Society.

6. Second-Year Evaluation

The "Year 2 Review" of students' academic performance is described in the "Rules and Requirements for the M.A. and Ph.D. Degrees" of the Department of Middle Eastern Studies. As part of this evaluation, a second-year student of ancient Near Eastern archaeology may be interviewed by the archaeology faculty as a whole, who may ask the student to summarize his or her second-year paper and answer questions about it and about other topics pertaining to Near Eastern archaeology. Depending on the student's regional specialization, additional examinations may be required at the end of the second year (e.g., students of Egyptian archaeology are required to take an examination in Egyptian language).

7. Comprehensive Examinations

After coursework has been completed and the relevant departmental requirements have been fulfilled, students must take a set of comprehensive examinations whose topics are determined in consultation with their faculty advisers. These examinations must be taken within two quarter of completing the coursework requirement.

A minimum of <u>four</u> comprehensive examinations is required on the following topics:

a. Archaeology of the region of specialization (e.g., Anatolia, Egypt, Mesopotamia, Levant)

b. History of the region of specialization (e.g., Anatolia, Egypt, Mesopotamia, Levant)

c. Archaeology of a second geographical region in the Near East

d. Archaeology of a third geographical region OR
Archaeology of the Islamic Near East OR
Archaeology of the prehistoric Near East OR
Archaeological methods (e.g., landscape archaeology, zooarchaeology, ceramic analysis)

These are all assumed to be "full" examinations. The student's adviser may require a fifth examination ("full" or "half") on additional topics or languages relevant to the student's proposed area of research.

8. Dissertation Proposal

Dissertation proposals may be no more than 25 pages in length, double-spaced (including illustrations but excluding bibliography). Students must present their dissertation proposal in a departmental proposal hearing either (a) within two quarters of taking their comprehensive examinations for those that entered the program in AY2022-2023 or later or (b) within six months of passing their comprehensive examinations for those that entered the program prior to AY2022-2023.

B. Ph.D. in the Archaeology of the Islamic Middle East (27 courses)

1. Archaeological and Historical Overview (8 courses)

    a. The following three survey courses on Islamic history are normally required:

        NEHC 30201, Islamicate Civilization I: 600-950

        NEHC 30202, Islamicate Civilization II: 950-1750

        NEHC 30202, Islamicate Civilization III: 1750-Present

    b. The following four courses on Islamic archaeology are required:

        NEAA 30005, Art & Archaeology of the Near East-5: Islamic Period

        NEAA 30521, Egypt after the Pharaohs: Archaeology of Coptic and Islamic Egypt

        NEAA 30522, Late Levant: Archaeology of Islamic Syria-Palestine

        NEAA 30523, The Eastern Caliphates: Islamic Archaeology of Iraq and Iran

    c. One of the following regional surveys of the archaeology of the ancient Near East is required:

        NEAA 30001, Art & Archaeology of the Near East-1: Mesopotamia

        NEAA 30002, Art & Archaeology of the Near East-2: Anatolia

        NEAA 30003, Art & Archaeology of the Near East-3: Levant NEAA 30006, Art & Archaeology of the Near East-6: Egypt

2. Archaeological Methods and Social Theory (1 course)

One course surveying archaeological methods and social theory is required:

    NEAA 30100, Archaeological Methods and Interpretations

Students who have previously taken a course or courses that adequately cover the material presented in NEAA 30100 may petition the archaeology faculty to substitute for this course an additional elective course concerning archaeological methods and/or theory.

3. Middle Eastern Languages (10 courses)

In addition to fulfilling the departmental requirement to demonstrate reading knowledge of two modern languages of scholarship (normally French and German), students of Islamic archaeology are required to take a minimum of six courses in Arabic and four courses in a second Middle Eastern language (usually Hebrew, Persian, or Turkish).

An additional year (3 courses) of Arabic or of the second language is encouraged and would count toward the student's electives, although a student may prefer instead to study an ancient language or a scientific methodology.

4. Electives (8 courses)

Students of Islamic archaeology will normally specialize in one geographical region and will take a number of courses anticipating fieldwork and research projects pertaining to it. Students should take elective courses to complement their specializations, acquiring expertise in minor fields and/or methodological specializations.

5. Second-Year Evaluation

The "Year 2 Review" of students' academic performance is described in the "Rules and Requirements for the M.A. and Ph.D. Degrees" of the Department of Middle Eastern Studies As part of this evaluation, a second-year student of Islamic archaeology may be interviewed by the archaeology faculty as a whole, who may ask the student to summarize his or her second-year paper and answer questions about it and about other topics pertaining to Islamic archaeology.

6. Comprehensive Examinations

A minimum of <u>four</u> comprehensive examinations is required on the following topics:

a. Method and theory in Islamic archaeology
b. Major field: the main geographical or historical area of interest
c. Minor field (half): a second geographical or historical area
d. Minor field (half): an area of expertise in Islamic history, numismatics, or art history, or a third geographical area

Note that the first two are "full" examinations and the last two are "half" examinations.

7. Dissertation Proposal

Dissertation proposals may be no more than 25 pages in length, double-spaced (including illustrations but excluding bibliography). Students must present their dissertation proposal in a departmental proposal hearing either (a) within two quarters of taking their comprehensive examinations for those that entered the program in AY2022-2023 or later or (b) within six months of passing their comprehensive examinations for those that entered the program prior to AY2022-2023.

Ph.D. Program in Archaeology of the Ancient Near East

Students can use this worksheet alongside the NEAA program requirements document to track their progress towards completing coursework requirements.

COURSEWORK REQUIREMENTS

- **Archaeological and Historical Overview (6 courses)**

Course	Quarter / Year

- **Advanced Archaeological Seminars (3 courses)**

Course	Quarter / Year

- **Archaeological Methods and Social Theory (6 courses)**

Course	Quarter / Year

- **Ancient Languages (3 courses)**

Course	Quarter / Year

- **Elective Courses (9 courses)**

Course	Quarter / Year

Ph.D. Program in Northwest Semitic Philology

COURSEWORK REQUIREMENTS

The actual number of courses listed below is 41. It is assumed that the student will arrive with proficiency in one area or another or will fulfill the requirements through personal study or auditing.

- A combination of 18 courses in Hebrew, Aramaic, Phoenician-Punic, and Ugaritic.

Course	Quarter / Year

- Six courses in another language (Akkadian or Arabic are urged as being most useful, though other Near Eastern languages, such as Hittite or Egyptian, may be taken to fulfill this requirement).

Course	Quarter / Year

- A combination of 9 courses in History and Archaeology (must include NEHC 30001, 30002, 30003), as available.

Course	Quarter / Year

- Two courses in Linguistics (e.g., LING 30100, 30200, 30300) and/or Introduction to Comparative Semitic Grammar (NELG 30303), as available.

Course	Quarter / Year

- Six courses in Greek and Latin (if this has not been acquired in undergraduate study).

COMPREHENSIVE EXAMINATIONS

- Principal language of interest (e.g., Hebrew, Syriac, etc.) [full exam]
- Secondary language of interest (e.g., Hebrew, Syriac, etc.) [full exam]
- Post-Biblical Hebrew [full exam]
- Other languages/dialects (Hebrew/Transjordanian inscriptions, Phoenician, Punic, Ugaritic; Aramaic dialects) or an examination in theory/method as pertinent to the individual student [counts as full exam; language examinations may be given as no more than three two-hour exams]
- History of the Ancient Near East and particularly of Syria-Palestine [Half exam]
- Archaeology of the Ancient Near East and particularly of Syria-Palestine [Half exam}

Total: five "full" examinations, none of which may exceed eight hours in length (will usually not exceed four hours per examination).

Nota bene:

I. Language examinations do not test simple language competence or only the material covered in courses but the student's command of the full range of philology in the area at the appropriate level.

II. Other general requirements not traditionally figuring among this department's examinations:

1. Non-West-Semitic language of the Near East requirement fulfilled by attaining an average of B or above for six quarters.
2. Introduction to Linguistics and/or Comparative Semitics requirement fulfilled by attaining an average of B or above for a minimum of two quarters or by satisfying advisor of adequate knowledge in these areas.
3. Introduction to Greek and Latin requirement fulfilled by attaining an average of B or above for a minimum of six quarters or by satisfying advisor of adequate knowledge in these areas.

ARABIC LANGUAGE AND LITERATURE REQUIREMENTS WORKSHEET

COURSES AND COMPREHENSIVE EXAMS

REQUIRED NUMBER OF COURSES: 27
All courses are to be chosen in consultation with the advisor.

- **Courses in the Major Field**
  All students must take at least one course per quarter (for a total of at least 9 courses) in classical or modern Arabic literature, including the two-quarter sequence Advanced Arabic Syntax. During the three-year coursework period, students in the classical Arabic track must take at least one modern Arabic literature course, and students in the modern Arabic track must take at least one classical Arabic literature course.

- **Secondary MES Language**
  At least 6 courses in a second Middle Eastern or South Asian language with grades of B or better to establish, beyond the basic language requirements, a degree of proficiency in using primary and secondary sources in that language.

- **Civilization Sequence**
  Students must take all three quarters of Islamicate Civilization.

- **Courses in Supplementary Fields**
  Students must take at least 4 courses in medieval or modern history of the Islamic world, and/or Islamic philosophy, political thought, theology, Sufism, etc., which involve use of Arabic-language sources.

- **Elective Courses**
  Additional elective courses relevant to the course of study may be chosen, with the consent of the adviser.

- **Reading Courses**
  Any reading courses must be approved by the advisor.

Comprehensive Exams

- **Major Field**
  Modern or Classical Arabic Literature

- **Minor Field**

Modern Arabic Literature [for Classical AL students], Classical Arabic Literature [for Modern AL students], or any relevant discipline identified in consultation with the primary advisor and the Director of Graduate Studies. These could include any field taught in MES; as well as selected fields taught in the Divinity school and other Humanities and Social Sciences disciplines across the University.

COURSEWORK REQUIREMENTS

- **Archaeological and Historical Overview (8 courses)**

Students in this subprogram must acquire a broad command of the archaeology and history of the Islamic Middle East. Students must take NEAA 30005 "Archaeology of the Ancient Near East-5: Islamic Period," or one of the Islamic archaeology courses NEAA 30521-30522-30523 that cover Islamic Egypt, Syria-Palestine, and the Eastern Caliphates, respectively. One introductory course in the archaeology of the ancient Near East is also required; i.e., NEAA 30001 or 30002 or 30003. Students are required to take a three-course sequence in Islamic history or civilization, usually NEHC 30201-30202, "Islamicate Civilization 1 & 2" plus an advanced history course.

Course	Quarter / Year

- **Method and Theory (1 courses)**

Students are required to take NEAA 30051, "Method and Theory in Near Eastern Archaeology."

Course	Quarter / Year

- **Middle Eastern Languages (15 courses)**

Recognizing that Islamic archaeology is a discipline within a fully historical tradition, students must acquire a research facility in two Middle Eastern languages. Normally, a student will take nine courses in Arabic and six courses in a second language (usually Hebrew, Persian, or Turkish). A fourth year (three courses) of Arabic is encouraged, although a student may prefer instead to study an ancient language or a scientific methodology.

Course	Quarter / Year

- **Electives (at least 3)**

Students will normally specialize in one geographical region and will take a number of courses anticipating fieldwork and research projects pertaining to it. Students should take elective courses to complement their specializations, acquiring expertise in minor fields and/or methodological specializations.

COMPREHENSIVE EXAMINATIONS

Course	Quarter / Year

A minimum of five comprehensive examinations is required on the following topics:

- Oral Exam: Islamic history and civilization
- Method and theory in Islamic archaeology.
- Major field: the main geographical or historical area of interest.
- Minor field (half): a second geographical or historical area.

- Minor field (half): an area of expertise in Islamic history, numismatics, or art history, or a third geographical area.

Note that the first three are "full" examinations and the last two are "half" examinations.

MODERN FIELDS / COURSE WORKSHEET
Students may use this worksheet in conjunction with the field requirements overview in order to track their progress towards completing degree milestones.

MES Languages

Primary   Secondary

Modern Research Languages

Language 1

Language 2

Courses

All students must complete a minimum of 27 courses. At least 24 courses must be taken for quality grades. In years 1 and 2 students may take up to 3 courses P/F. Coursework taken outside of MES in order to complete the Modern Research Language requirement does not count towards the coursework requirement. **Year 1**

SUMMER	AUTUMN	WINTER	SPRING

Year 2

SUMMER	AUTUMN	WINTER	SPRING

Year 3

SUMMER	AUTUMN	WINTER	SPRING

Total # of Courses Completed for Quality Grade:

Total # Courses Completed for Pass: