

UNIVERSITY OF KANSAS
Department of Slavic Languages & Literatures

Guidelines and Regulations

VII. Academic Programs of the Department of Slavic Languages and Literatures

A. Undergraduate Programs

B. Graduate Programs

1. Degree Requirements for the M.A. Degree in Slavic Languages and Literatures.

2. Degree Requirements for the Ph.D. Degree in Slavic Languages and Literatures

a. General Requirements:

1) All candidates must pass the Department's Ph.D. Qualifying Examination in order to begin Ph.D. course work.

a) Students who enter the program with a similarly titled M.A. degree from another institution and wish to continue work for the Ph.D. must take and pass the Ph.D. Qualifying Examination [as described above in VII.B.1.d.7)a)] by the end of the first academic year of Ph.D. study at KU.

2) All candidates must successfully complete the requirements of their concentration:

a) Literature Concentration

(1) Demonstrate¹ detailed knowledge of the history and development of the primary Slavic literature;

(2) Demonstrate oral and written competence in the primary Slavic language;

(3) Demonstrate reading competence (equivalent to 2 years of formal language study) in a second Slavic language [in accordance with VII.B.1.c.];

(4) Demonstrate general knowledge of the history of the second Slavic language's literature and culture (3 graduate credit hours);

(5) Complete 9 graduate credit hours in a minor subject, taken from inside or outside the Department (or as approved by the minor advisor);

(6) Demonstrate knowledge of a Western European language. Students must meet the FLORS requirement (as stipulated in the *Graduate Catalog*) in a West European language (usually French or German) prior to Ph.D. Comprehensive examinations;

(7) Ability to pass comprehensive written and oral examinations [see VII.B.2.b., below];

(8) Propose, write, and defend an acceptable dissertation [see VII.B.2.c., below].

¹ Means of "demonstration" of requirements listed may include courses taken and successfully completed, portfolios, special and regular examinations, completed research projects, study abroad experience, accepted conference papers, etc.

b) Linguistics Concentration

- (1) Demonstrate detailed knowledge of the structure and history of two Slavic languages, one of which is considered the student's primary Slavic language, plus reading competence in a third Slavic language (to cover all three language families, East, West, and South Slavic);
- (2) Demonstrate oral and written competence in the student's primary Slavic language;
- (3) Complete 9 graduate credit hours in a minor subject, taken from inside or outside the Department;
- (4) Demonstrate basic knowledge of general linguistics and comparative Slavic linguistics;
- (5) Demonstrate knowledge of a Western European language. Students must meet the FLORS requirement (as stipulated in the *Graduate Catalog*) in a West European language (usually French or German) prior to Ph.D. Comprehensive examinations;
- (6) Pass comprehensive written and oral examinations [see VII.B.2.b., below];
- (7) Propose, write, and defend an acceptable dissertation [see VII.B.2.c., below].

b. Ph.D. Examinations: Candidates for the Ph.D. degree must successfully complete both written and oral examinations to pass on to the dissertation stage.

1) Scheduling of the Ph.D. Examinations. It is the responsibility of Candidates for the Ph.D. Comprehensive Examination to:

- a) Remove the grade of "Incomplete" in any course which will count toward degree prior to taking the Ph.D. Comprehensive examination.
- b) Receive approval of their Advisor to attempt the examination;
- c) Inform the Director of Graduate Studies of their intent to take the Comprehensive Examination in the semester preceding the semester in which the Candidate plans to begin the examination.
 - (1) Candidates taking the Ph.D. Comprehensive Examination may negotiate with the Director of Graduate Studies, the Chair of their Examination Committee, and their Committee members on the time of the written and oral Comprehensive Examination.
 - (2) Candidates may write the examinations at any interval, providing all examinations take place within a single academic year and the intervals are agreed upon in advance of the first written session by the Candidate, the Director of Graduate Studies, the Chair of the Examination Committee, and the members of the Examination Committee.
- d) Constitute an Examination Committee prior to scheduling the Examination.
 - (1) When the Candidate has advanced to the Comprehensive Examination stage, the Candidate chooses an Examination Committee and Chair.
 - (2) The Candidate is responsible for securing the agreement of all members of the Examination Committee to serve.

2) Composition of the Examination Committee.

In accordance with Department practice, the Ph.D. Comprehensive Examination Committee consists of the following:

- a) Four members of the Slavic Department Graduate Faculty who reflect the

- academic interests and specializations of the candidate, one of whom represents the second Slavic language;
- b) One member of the Graduate Faculty who is in charge of the candidate's minor curriculum (i.e., Minor Advisor); the minor advisor may be one of the four SLL faculty or may be from outside the Department.
 - c) One outside member who presents no conflict of interest, chosen by the student in consultation with the Director of Graduate Studies (in accordance with Graduate School guidelines).

3) Responsibilities of the Chair of the Ph.D. Comprehensive Examination Committee:

- a) The Chair is responsible for constructing the written portion of the examination in accordance with established formats, either individually or with submitted questions by other members of the Committee.
- b) The Chair circulates the written examination to the Examination Committee for comment and approval by all members before administering the examination to the Candidate.
- c) The Chair consults with the members of the Committee (and other Graduate Faculty, as he/she sees fit) on the results of written examinations.
- d) The Chair communicates the committee's consensus on the written portion of the examination to the Candidate and to the Director of Graduate Studies.
- e) The Chair establishes whether or not and, if so, when the oral examination will take place.
- f) The Chair follows all Graduate School procedures concerning scheduling and announcement of the oral examination (in consultation with the Director of Graduate Studies).
- g) The Chair presides at the oral examination.
- h) The Chair reports the results of the oral examination in writing to the Director of Graduate Studies, who then reports the results on the proper form to the Graduate School.
- i) The Chair files the original of the examination and all appropriate paperwork in the Candidate's permanent file.

4) Format of the PhD Comprehensive Written Examination in Russian Literature

- a) Three 4-hour written examinations on the primary Slavic literature:
 - (1) Beginning to 1820;
 - (2) 1820-1890;
 - (3) 1890 to present.
- b) One 2-hour written examination on the second Slavic language, literature, and culture;
- c) One 2-hour written examination on the minor (at the minor advisor's discretion).

5) Format of the PhD Comprehensive Written Examination in Polish Literature

- a) Three 4-hour written examinations on the primary Slavic (Polish) language:
 - (1) Middle Ages, Renaissance, Baroque;
 - (2) Enlightenment, Romanticism, Positivism;
 - (3) Young Poland to Present.
- b) One 2-hour written examination on the Second Slavic language, literature, and

culture;

c) One 2-hour written examination on the minor (at the minor advisor's discretion).

6) Format of the PhD Comprehensive Written Examination in Bosnian-Croatian-Serbian Literature

[NOT CURRENTLY OFFERED]

7) Format of the Ph.D. Comprehensive Written Examination in Slavic Linguistics

a) Three 4-hour written examinations:

(1) History of the primary Slavic language;

(2) Contemporary structure of the primary Slavic language;

(3) Comparative/Contrastive Slavic linguistics.

b) One 2-hour written examination on the contemporary structure and history of the minor Slavic language;

c) One 3-hour written exam on the minor (at the minor advisor's discretion).

8) Oral Examination

a) The oral examination lasts approximately 2 hours.

b) The oral exam should be scheduled a minimum of five, but no more than ten, working days after the last written examination.

c) The entire Examination committee participates in the oral examination.

d) The Chair of the Comprehensive Examination Committee chairs the oral examination.

9) Repeating the Examination:

a) A student who fails to pass the written examination or the oral examination, or who fails to complete either examination once begun, has the right to request that the examination be repeated.

b) The examination will not be administered (either entirely or in part) to the same graduate student more than twice.

c) On the second attempt at the examination, no more than two of the members of the original examination committee may be replaced.

c. Dissertation:

1) The responsibilities of the Dissertator are:

a) To select a Dissertation Director from the Departmental faculty to serve as academic mentor in the Dissertator's preferred area of specialization;

b) To select an appropriate dissertation topic. If no member of the Departmental faculty has expertise in the Dissertator's preferred topic, the Dissertator will modify the topic or, in extreme and/or exceptional circumstances, seek to complete the dissertation at a different institution better representing his or her academic interests;

c) To select an appropriate Dissertation Committee, reflecting the Dissertator's academic interests;

d) To work with the Dissertation Director and Committee to develop an acceptable dissertation project and formal proposal within six months of the successful completion of the oral examination;

- e) To write a **dissertation proposal** of approximately 30-40 pages (negotiated with the dissertation director), which should contain the following:
- (1) Research question and statement of its importance and contribution to the field;
 - (2) Hypothesis;
 - (3) Statement of methodology;
 - (4) Survey of previous literature on the topic;
 - (5) Preliminary outline of chapters and content;
 - (6) Bibliography;
 - (7) Time line for completion of dissertation.
- (see handout on “Thinking About the Dissertation and Dissertation Checklist”)
- f) To check *Dissertation Abstracts* carefully to make certain that the proposed topic is open;
- g) To discuss the proposal with potential members of the dissertation committee [see VII.B.2.c)2), below, for Committee composition] and to receive appropriate feedback;
- h) Under the Dissertation Director's supervision, to submit the proposal and the proposed slate of Dissertation Committee members to the Department's graduate faculty for discussion and departmental approval no later than six months after the successful completion of the Comprehensive Examination.
- (1) Graduate School regulations (see the *KU Graduate Catalog*) stipulate that the “Graduate Division of the appropriate school [now the Graduate School] designates the candidate's dissertation committee *based on the recommendation of the candidate's major department.*” Thus, the Dissertator's topic and proposed committee must be formally approved by a majority vote of the Department's graduate faculty.
 - (2) If appropriate, the Dissertation Committee may be augmented by faculty outside the institution, contingent on proposal of external members by the Dissertation Committee and approval by the Department. The Department must state its willingness to petition for *ad hoc* Graduate faculty status for the extra-institutional member.
 - (3) If the Department does not approve the Dissertator's proposal, the Dissertator has an additional six months to present a second proposal. A third proposal will be considered only under extraordinary circumstances.
 - (4) If the Department does not approve the Dissertation Committee, the Dissertator has an additional one month to present a second committee. A third committee will be considered only under extraordinary circumstances.
- i) To become familiar with, to observe, and to monitor any changes in Graduate School regulations regarding:
- (1) Enrollment requirements, residency rules, time-outs,² and regulations governing petitions and leaves of absence;
 - (2) Formatting of text, materials, copy deposit, submission rules and deadlines, and other relevant issues. These are available on the Graduate School's home page.

2 NOTE: University time-out regulations as of October 2004 are 8 years from start of Ph.D. Course work to completion of degree; 10 years from start of M.A. coursework to completion of degree. The College has an additional rule of no more than 5 years between the comprehensive oral examination and the dissertation defense. Exceptions and extensions may be petitioned to the Graduate School, but must be approved by the Department's Director of Graduate Studies.

- j) In consultation with the Dissertation Director, to follow all University, Graduate School, and College guidelines and regulations regarding academic misconduct and intellectual integrity;
- k) To remain in regular contact with the Department's Director of Graduate Studies (no less than once per year);
- l) To remain in regular contact with the named Dissertation Committee (no less than twice per year); to replace Committee members lost to resignation, retirement, or death in a timely manner. Regular status reports to the Dissertation Committee are encouraged;
- m) To provide the Dissertation Committee with one clean draft of the dissertation at least one month prior to the defense date (for circulation);
- n) To submit the dissertation according to all regulations of the Graduate School and in a timely manner.

2) Responsibilities of the Dissertation Director:

- a) To fulfill the obligations and responsibilities of academic mentorship implied or enumerated in VII.B.2.c.1., above;
- b) To meticulously follow all Department and Graduate School procedures concerning presentation of proposal, formation of committee, scheduling and announcement of the oral defense, and conveyance of results of the defense to the Graduate School (in consultation with the Director of Graduate Studies).

3) Composition and Convention of the Dissertation Committee:

- a) The Dissertator must convene his or her Dissertation Committee within six months after the successful completion of the comprehensive examinations, no later than at the presentation of the proposal to the Department. The Dissertation Committee consists of the following:
 - (1) No fewer than three Graduate Faculty from the Department;
 - (2) One outside member of the Graduate Faculty who:
 - (a) Represents the Graduate School;
 - (b) Presents no conflict of interest;
 - (c) Is chosen by the Dissertator in consultation with the Director of Graduate Studies (in accordance with Graduate School guidelines).
 - (3) Any one or more other Graduate Faculty members, internal or external to the University, who can contribute substantively to the work of the Dissertator [see VII.B.2.c.1)h)(2), above], if agreed to by the Dissertation Committee.
- b) The Dissertation Committee (with the exception of the outside member who represents the Graduate School) reflects the academic interests and specializations of the candidate.

4) The Responsibilities of the Dissertation Committee are:

- a) To provide appropriate guidance, mentorship, and feedback;
- b) To read and return material in a timely manner;
- c) To ensure the academic and intellectual integrity of the dissertation.