

GRADUATE DEPARTMENT OF ENGLISH, UNIVERSITY OF TORONTO

PHD PROGRAM TIMELINE AND POLICY ON SATISFACTORY PROGRESS

**For students entering the PhD / PhD U (Direct-Entry) programs
between Sept 1, 2019 and Sept 1, 2024**

PhD Program, pages 1-6

PhD U (Direct-Entry) Program, pages 7-12

Typical Timelines (PhD and PhD U), pages 13-14

To supplement this timeline, please carefully consult the [PhD Program](#) page, where you will also find links to the following important documents:

- [Graduate English Guidelines: Supervisory Committee, Special Fields Examination, and Thesis \(from Topic to Submission\)](#)
- [COVID 19 Pandemic Addendum to the Graduate English Guidelines](#)
- [Form A: Preliminary Thesis Proposal and Supervisory Committee Request List](#) (also available in [Word doc](#) format)
- [Form B: Supervisory Committee and Special Fields Reading List](#) (also available in [Word doc](#) format)
- [Description of Special Fields Exam and Timeline for Thesis Proposal, Reading List, and Special Fields Exam](#)
- [Procedure for Students and Supervisors in Advance of the Final Oral Examination \(FOE\)](#)

PHD PROGRAM (ADMITTED ON THE BASIS OF AN MA)

YEAR 1

Coursework Requirements

- ENG9400H *Essential Skills Workshop Series* (0.25 FCE), a credit/non-credit course offered in the Fall Term.
- *An additional 3.0 full course equivalents*, usually in the form of 6 semester-long (“half”) graduate courses. ENG9400H does not count towards this requirement. We encourage all students to complete their coursework in the first year of the program (which includes the summer at the end of Year 1), although it is possible to leave 1 half course to complete during Year 2. Students are strongly discouraged from having more than 1 half course to complete during Year 2.
- *Balance between major and minor fields*. In addition to fulfilling program requirements, students should look ahead to the Special Fields Exam and thesis by taking courses in their primary area of research and teaching, which we call a **major field**. The major field is understood to be one in which hiring is or has been done, e.g. Medieval Literature, Early American Literature, Postcolonial Literature, etc.: *it is the established field to which the dissertation will make an original contribution* and in which (should the student intend to pursue an academic career) the student eventually hopes to be hired. Students should start by consulting the department’s [Research Areas](#): in some cases, the student will be able to select a research area *as* the major field (Early Modern Literature or African American Literature, for example); in other cases, the major field may be more specific than the research area and

fit comfortably within it (Global Modernism is more specific than and fits comfortably within Twentieth-Century and Contemporary Literature, or Twentieth-Century American Literature is more specific than and fits comfortably within American Literature). If possible, students should also take courses in what they envision as their **minor field**. A minor field may be a research and teaching field in some way adjacent to the major field – for instance, chronologically (Eighteenth-Century Literature if the major field is Romantic Literature) or geographically (Twentieth-Century Canadian Literature if the major field is Twentieth-Century American Literature); a theoretical or methodological school or orientation (e.g., Marxist Literary Theory, Affect Theory, etc.); or, if the minor field is neither adjacent to the major field nor a theoretical/methodological school, then the minor field should complement the major field in some demonstrable way (Medieval Literature if the major field is Victorian Literature and the thesis envisioned is on Victorian Medievalism).

- *History of the English Language Requirement*. For those students who have not completed either a year-long undergraduate or a half-year graduate course in Old English, this requirement can be satisfied by taking ENG1001H, ENG6361H, ENG6362H, or ENG6365H. Any of these courses can also count towards the requirement of 3.0 full course equivalents. They are not all offered every year. It is highly recommended that you satisfy this requirement as early as possible in the program.
- *Grades*. You must maintain at least an A- average and complete each course with at least a B.

Meeting Faculty Members

- You should begin to get to know as many faculty members working in your major (especially) and minor fields as you can.
- You should begin to consider possible academic advisors who might be able to advise you regarding the future course of your research and potentially serve on your supervisory committee. Discussing ideas with your mentor would be a good place to start.
- If you are submitting applications for SSHRC and OGS fellowships, the period when you are preparing your applications is an ideal time to meet faculty members and talk about the projects proposed in your statements of purpose / programs of study for these fellowships.

Preliminary Thesis Proposal and Preparation for the Special Fields Examination

- Over the course of the first year, PhD students should give careful consideration to who will serve as the supervisor of the thesis. Students should consult widely with faculty members who might serve as supervisor and as the two additional members of your supervisory committee. Please use a draft of your Preliminary Thesis Proposal as the starting point for conversations, and bear in mind that securing a supervisor may require you to revise or modify your research plans.
- April and early May: Circulate your Preliminary Thesis Proposal among at least three and ideally four faculty members in your field *in addition to* your prospective supervisor. Solicit feedback from each in whatever form would be convenient for that faculty member to provide.
- May 15: Submit Form A: Preliminary Thesis Proposal and Committee Request List
- Early June: Supervisory committees are constituted. The constitution of supervisory committees is the responsibility of the Department, facilitated by the Associate Director, PhD, in consultation with the Director of Graduate Studies and the individual student. While

the Department asks for suggestions from students and their supervisors, please note that it is not always possible to assign committee members on the basis of those suggestions.

- June-early July: Student should meet or correspond with each member of the Supervisory Committee to discuss the Thesis Proposal and the Special Fields Reading List and to decide on an initial 40-50 texts for the Special Fields Reading List.

Summer

- Summer should be spent beginning to prepare for the Special Fields Exam by studying the initial texts on the Special Fields Reading list. Students should also make notes about (and if possible discuss with their supervisor and committee members) the remaining 40-50 texts on the list.

Satisfactory Progress

- “To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must: 1) comply with the General regulations of the School as well as with the Degree Regulations and Program Requirements governing that degree program; and 2) make satisfactory progress toward the completion of the degree. Failure to maintain good academic standing may result in various sanctions, including ineligibility for fellowships, lowest priority for bursaries and assistantships, and even termination” (SGS Calendar).
- A PhD student has made Satisfactory Progress for Year 1 if by the end of the first academic year the student: 1) has satisfied the requirement for ENG9400H; 2) in addition to ENG9400H, has completed at least 2.5 full course equivalents, with an average grade of A- and with no grade lower than a B; 3) has submitted Form A; and 4) has a supervisory committee.

YEAR 2

Coursework

- Complete any remaining course requirements with the possible exceptions of ENG9900H *Professing Literature* (see immediately below) and ENG9500H *Professional Development: students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course.*
- Fall: *option to take ENG9900H Professing Literature (0.5 FCE), a credit/non-credit course offered in the Fall Term, which may be taken in either Year 2 or Year 3.*

Special Fields Examination

- Oct 1: Form B: Supervisory Committee and Special Fields Reading List
- At least three months should elapse between the submission of Form B and the date of the Special Fields Examination. Most students will sit their exam in March, April, or May of Year 2. The written take-home exam is followed by a Position Paper (due one week after the written is submitted) and a two-hour oral exam approximately one to two weeks thereafter.

Satisfactory Progress

- A PhD student has made Satisfactory Progress for Year 2 if by the end of the second year in

the program the student 1) has completed the coursework requirement of 3.0 full course equivalents; 2) has satisfied the requirement for ENG9400H; 3) has satisfied the History of the English Language requirement; 4) has submitted Forms A and B; and 5) has passed the Special Fields Examination.

YEAR 3

Coursework

- ENG9900H *Professing Literature* (if the course was not taken in Year 2)

Language Requirement

- By May 31 of Year 3 you must have demonstrated a reading knowledge of French. With the permission of the department, another language (including Old English) may be substituted for French provided that this other language is required by the student's research area. The French Language Requirement is normally satisfied by one of the three following methods: 1) FSL6000H registration, attendance, and successful completion; 2) prior documented proficiency, usually by means of successful upper-level (third- or fourth-year) undergraduate coursework in French literature (you should submit a formal request along with transcripts and any other documentation to the Director of Graduate Studies, preferably at an early stage in your program); 3) FSL6000H registration with approval of exam-only option—on a case by case basis, PhD students not able to satisfy the language requirement as in (2) but who can read French and have other concrete evidence of prior language qualifications may apply in writing (by email) to the Director of Graduate Studies to be allowed to exercise an exam-only option for credit in this course.

Supervisory Committee Meetings

- “A student is expected to meet with this committee at least once a year, and more often if the committee so requires. At each meeting, the supervisory committee will assess the student's progress in the program and provide advice on future work. If in each of two consecutive meetings, a student's supervisory committee reports that the student's progress is unsatisfactory, the graduate unit may recommend to the School the termination of registration and eligibility of that student. A student who, through the student's own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee” (SGS Calendar).

Completion of Program Requirements

- *Candidacy*. Completion of all program requirements other than Thesis Research means that you are now officially considered a “PhD Candidate” (sometimes referred to as ABD, “all but dissertation”).
- *Time-Limit to Completion*. “A student enrolled in a full-time PhD degree program will be denied further registration in that program and will have his or her eligibility terminated at the end of the third year of registration if by that time either: 1) the student has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—or: 2) the student does not have an approved thesis topic, supervisor, or supervisory committee. In

exceptional circumstances, a student who has not met these requirements may be permitted to register in the program for two further sessions at the discretion of the graduate unit concerned. Continuation beyond two sessions will require the approval of both the graduate unit and the SGS Admissions and Programs Committee” (SGS Calendar).

Satisfactory Progress

- A PhD student has made Satisfactory Progress for Year 3 if by the end of the third year in the program the student has completed all of the requirements for Satisfactory Progress for Years 1 and 2 and also: 1) has satisfied the French Language requirement (either with French or with demonstration of reading knowledge in another language, as approved); has successfully completed ENG9900H; and 3) has received a notice of satisfactory progress from the supervisory committee.

YEAR 4

Coursework

- ONLY FOR STUDENTS WHO ENTERED PRIOR TO SEPT 1, 2023 (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course): ENG9500HY *Professional Development*. A required credit/non-credit course to prepare students for the academic job market and to pursue a range of professional opportunities. Students must be in residence in Toronto to take this course.

Satisfactory Progress

- A PhD student has made Satisfactory Progress for Year 4 if by the end of the fourth year in the program the student has completed all of the requirements for Satisfactory Progress for Years 1, 2, and 3 and also: 1) has completed ENG9500 (if necessary; see above); and 2) has received a notice of satisfactory progress from the supervisory committee.

Summer Thesis Fellowship

- Please note: To be eligible to apply for Summer Thesis Fellowship for the summer at the end of Year 4, students must have completed a competent draft (as judged by the supervisory committee) of one chapter of the dissertation by March 1 of Year 4. (NB a full-length introduction, or combined writings that the supervisor deems to be the equivalent of a chapter in terms of significance for the dissertation, may be considered a “chapter” for this purpose.)

YEAR 5

Satisfactory Progress

- A PhD student has made Satisfactory Progress for Year 5 if by the end of the fifth year in the program the student has completed all of the requirements for Satisfactory Progress for Years 1 through 4 and also has received a notice of satisfactory progress from the supervisory committee.

Funding Ends

- The Faculty of Arts and Science provides a funding commitment to PhD students so that they receive a basic minimum of income from a combination of sources, including University of Toronto Fellowship (UTF), Research Assistantships, External Fellowships, or Teaching Assistantships (note that almost all PhD students in the Department of English must work some hours as a TA as part of their funding package). This funding commitment is in place for five years. After the fifth year, it may become more difficult to find the time to get your academic work done, as you may have to take on teaching or other jobs to support yourself. Note also that SSHRC fellowships cannot be held after year 5, OGS fellowships are rarely awarded after year 6, and Teaching Assistantship entitlements are for a total of six years (one initial appointment and five subsequent appointments). It is imperative that you make the most of your five years of funding and make as much progress on your dissertation as possible. Submitting your dissertation before the end of Year 5 is *strongly recommended*.

Doctoral Completion Award

- Please note: To be eligible to apply for a Doctoral Completion Award (DCA), students must have completed at least two chapters of the dissertation (to the satisfaction of the supervisory committee) by the end of Year 5.

Thesis Submission and Final Oral Examination

Please see the [Graduate English Guidelines: Supervisory Committee, Special Fields Examination, and Thesis \(from Topic to Submission\)](#) and the short [Procedure for Students and Supervisors in Advance of the Final Oral Examination \(FOE\)](#) document.

- When the thesis is completed, the Supervisor sends an email to the Director of Graduate Studies stating that the student is ready to submit and suggesting possible external examiners and departmental examiners. In close consultation with the Director of Graduate Studies and Graduate Department staff, the student prepares a CV and thesis abstract; once those have been approved, the student submits the CV, the abstract, and the dissertation as three separate PDFs. The Department and the School of Graduate Studies then set up the Final Oral Examination (also called the thesis defense). After a successful defense, the student uploads a final version of the thesis to the electronic thesis repository (ETD) and submits a printed and bound hard copy to the Department.
- **NOTE:** A minimum of **ten weeks** must elapse between submitting the thesis to the department and the defense; sometimes a longer period of time is required. Until the final corrected version of the thesis is uploaded to the thesis repository (ETD), the student continues to pay fees. SGS also has deadlines for convocation. Students planning on a March convocation should make sure they submit the thesis to the Department before Nov 1; for a June Convocation, before Feb 1; for a Nov convocation, before July 1. There may be corrections that need to be made to the thesis after the defense, which may add more time to the process.

PHD U (DIRECT-ENTRY) PROGRAM (TYPICALLY ADMITTED ON THE BASIS OF A BA OR AN MA IN A RELATED FIELD)

YEAR 1

Coursework

- ENG6999YH *Critical Topographies*.
- *An additional 2.0 full course equivalents*. In other words, 4 additional semester-long (“half”) graduate courses. (ENG6999YH does not count towards this requirement.)
- *Balance between major and minor fields*. In addition to fulfilling program requirements, students should look ahead to the Special Fields Exam and thesis by taking courses in their primary area of research and teaching, which we call a **major field**. The major field is understood to be one in which hiring is or has been done, e.g. Medieval Literature, Early American Literature, Postcolonial Literature, etc.: *it is the established field to which the dissertation will make an original contribution* and in which (should the student intend to pursue an academic career) the student eventually hopes to be hired. Students should start by consulting the department’s [Research Areas](#): in some cases, the student will be able to select a research area *as* the major field (Early Modern Literature or African American Literature, for example); in other cases, the major field may be more specific than the research area and fit comfortably within it (Global Modernism is more specific than and fits comfortably within Twentieth-Century and Contemporary Literature, or Twentieth-Century American Literature is more specific than and fits comfortably within American Literature). If possible, students should also take courses in what they envision as their **minor field**. A minor field may be a research and teaching field in some way adjacent to the major field – for instance, chronologically (Eighteenth-Century Literature if the major field is Romantic Literature) or geographically (Twentieth-Century Canadian Literature if the major field is Twentieth-Century American Literature); a theoretical or methodological school or orientation (e.g., Marxist Literary Theory, Affect Theory, etc.); or, if the minor field is neither adjacent to the major field nor a theoretical/methodological school, then the minor field should complement the major field in some demonstrable way (Medieval Literature if the major field is Victorian Literature and the thesis envisioned is on Victorian Medievalism).
- *History of the English Language Requirement*. For those students who have not completed either a year-long undergraduate or a half-year graduate course in Old English, this requirement can be satisfied by taking ENG1001H, ENG6361H, ENG6362H, or ENG6365H. Any of these courses can also count towards the requirement of 3.0 full course equivalents. They are not all offered every year. It is highly recommended that you satisfy this requirement as early as possible in the program.
- *Grades*. You must maintain at least an A- average, and complete each course with at least a B.

Meeting Faculty Members

- You should begin to get to know as many faculty members working in your major (especially) and minor fields as you can.
- You should begin to consider possible academic advisors who might be able to advise you regarding the future course of your research and potentially serve on your supervisory committee. Discussing ideas with your mentor would be a good place to start.

- If you are submitting applications for SSHRC and OGS fellowships, the period when you are preparing your applications is an ideal time to meet faculty members and talk about the projects proposed in your statements of purpose / programs of study for these fellowships.

Satisfactory Progress

- “To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must: 1) comply with the General regulations of the School as well as with the Degree Regulations and Program Requirements governing that degree program; and 2) make satisfactory progress toward the completion of the degree. Failure to maintain good academic standing may result in various sanctions, including ineligibility for fellowships, lowest priority for bursaries and assistantships, and even termination” (SGS Calendar).
- A PhD U student has made Satisfactory Progress for Year 1 if by the end of the first academic year the student has completed ENG6999YH plus 2.0 FCEs, and done so with an average grade of A- and with no grade lower than a B.

YEAR 2

Coursework Requirements

- ENG9400H *Essential Skills Workshop Series* (0.25 FCE), a credit/non-credit course offered in the Fall Term.
- *An additional 3.0 full course equivalents*, usually in the form of 6 semester-long graduate courses. ENG9400H does not count towards this requirement. We encourage all students to complete their coursework in the second year of the program (which includes the summer at the end of Year 2), although it is possible to leave 1 half course to complete during Year 3. Students are strongly discouraged from having more than 1 half course to complete during Year 3.
- *Balance between major and minor fields*. See above, under Year 1.
- *History of the English Language Requirement*. See above, under Year 1.
- *Grades*. You must maintain at least an A- average and complete each course with at least a B.

Preliminary Thesis Proposal and Preparation for the Special Fields Examination

- Over the course of the second year, PhD U students should give careful consideration to who will serve as the supervisor of the thesis. Students should consult widely with faculty members who might serve as supervisor and as the two additional members of your supervisory committee. Please use a draft of your Preliminary Thesis Proposal as the starting point for conversations, and bear in mind that securing a supervisor may require you to revise or modify your research plans.
- April and early May: Circulate your Preliminary Thesis Proposal among at least three and ideally four faculty members in your field *in addition to* your prospective supervisor. Solicit feedback from each in whatever form would be convenient for that faculty member to provide.
- May 15: Submit Form A: Preliminary Thesis Proposal and Committee Request List
- Early June: Supervisory committees are constituted. The constitution of supervisory committees is the responsibility of the Department, facilitated by the Associate Director, PhD, in consultation with the Director of Graduate Studies and the individual student. While

the Department asks for suggestions from students and their supervisors, please note that it is not always possible to assign committee members on the basis of those suggestions.

- June-early July: Student should meet or correspond with each member of the Supervisory Committee to discuss the Thesis Proposal and the Special Fields Reading List and to decide on an initial 40-50 texts for the Special Fields Reading List.

Summer

- Summer should be spent beginning to prepare for the Special Fields Exam by studying the initial texts on the Special Fields Reading list. Students should also make notes about (and if possible discuss with their supervisor and committee members) the remaining 40-50 texts on the list.

Satisfactory Progress

- “To be in good academic standing, a student registered in a degree program in the School of Graduate Studies must: 1) comply with the General regulations of the School as well as with the Degree Regulations and Program Requirements governing that degree program; and 2) make satisfactory progress toward the completion of the degree. Failure to maintain good academic standing may result in various sanctions, including ineligibility for fellowships, lowest priority for bursaries and assistantships, and even termination” (SGS Calendar).
- A PhD U student has made Satisfactory Progress for Year 2 if by the end of the second academic year the student: 1) has satisfied the requirements for ENG6999YH and ENG9400H (credit/non-credit); 2) in addition to ENG6999YH and ENG9400H, has completed at least 5.5 FCEs with an average grade of A- and with no grade lower than a B; 3) has submitted Form A; and 4) has a supervisory committee.

YEAR 3

Coursework

- Complete any remaining course requirements with the possible exceptions of ENG9900H *Professing Literature* (see immediately below) and ENG9500H *Professional Development: students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course.*
- Fall: *option* to take ENG9900H *Professing Literature* (0.5 FCE), a credit/non-credit course offered in the Fall Term, *which may be taken in either Year 2 or Year 3.*

Special Fields Examination

- Oct 1: Submit Form B: Special Fields Reading List
- At least three months should elapse between the submission of Form B and the date of the Special Fields Examination. Most students will sit their exam in March, April, or May of Year 3. The written take-home exam is followed by a Position Paper (due one week after the written is submitted) and a two-hour oral exam approximately one to two weeks thereafter.

Satisfactory Progress

- A PhD U student has made Satisfactory Progress for Year 3 if by the end of the third year in

the program the student has completed all of the requirements for Satisfactory Progress for Years 1 and 2 and also: 1) has submitted Form B (Special Fields Reading List); and 2) has passed the Special Fields Examination.

YEAR 4

Coursework

- ENG9900H *Professing Literature* (if the course was not taken in Year 3)
- ONLY FOR STUDENTS WHO ENTERED PRIOR TO SEPT 1, 2023 (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course): ENG9500HY *Professional Development*. A required credit/non-credit course to prepare students for the academic job market and to pursue a range of professional opportunities. *If necessary, PhD U students may choose to take this course in either Year 4 or Year 5.* Students must be in residence in Toronto to take this course.

Language Requirement

- By May 31 of Year 3 you must have demonstrated a reading knowledge of French. With the permission of the department, another language (including Old English) may be substituted for French provided that this other language is required by the student's research area. The French Language Requirement is normally satisfied by one of the three following methods: 1) FSL6000H registration, attendance, and successful completion; 2) prior documented proficiency, usually by means of successful upper-level (third- or fourth-year) undergraduate coursework in French literature (you should submit a formal request along with transcripts and any other documentation to the Director of Graduate Studies, preferably at an early stage in your program); 3) FSL6000H registration with approval of exam-only option—on a case by case basis, PhD students not able to satisfy the language requirement as in (2) but who can read French and have other concrete evidence of prior language qualifications may apply in writing (by email) to the Director of Graduate Studies to be allowed to exercise an exam-only option for credit in this course.

Supervisory Committee Meetings

- “A student is expected to meet with this committee at least once a year, and more often if the committee so requires. At each meeting, the supervisory committee will assess the student's progress in the program and provide advice on future work. If in each of two consecutive meetings, a student's supervisory committee reports that the student's progress is unsatisfactory, the graduate unit may recommend to the School the termination of registration and eligibility of that student. A student who, through the student's own neglect, fails to meet with the supervisory committee in a given year will be considered to have received an unsatisfactory progress report from the committee” (SGS Calendar).

Completion of Program Requirements

- *Candidacy*. Completion of all program requirements other than Thesis Research means that you are now officially considered a “PhD Candidate” (sometimes referred to as ABD, “all but dissertation”).

- *Time-Limit to Completion.* “A student enrolled in a full-time PhD degree program will be denied further registration in that program and will have his or her eligibility terminated at the end of the fourth year of registration [for Direct Entry students] if by that time either: **1)** the student has not completed all requirements for the degree exclusive of thesis research—including course requirements, language requirements, qualifying departmental examinations—or: **2)** the student does not have an approved thesis topic, supervisor, or supervisory committee. In exceptional circumstances, a student who has not met these requirements may be permitted to register in the program for two further sessions at the discretion of the graduate unit concerned. Continuation beyond two sessions will require the approval of both the graduate unit and the SGS Admissions and Programs Committee.” (SGS Calendar)

Satisfactory Progress

- A PhD U student has made Satisfactory Progress for Year 4 if by the end of the fourth year in the program the student has completed all of the requirements for Satisfactory Progress for Years 1-3 and also 1) has satisfied the French Language requirement (either with French or with demonstration of reading knowledge in another language, as approved); 2) has completed ENG9900H; and 3) has received a notice of satisfactory progress from the supervisory committee.

YEAR 5

Coursework

- **ONLY FOR STUDENTS WHO ENTERED PRIOR TO SEPT 1, 2023** (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course): ENG9500HY *Professional Development*. A required credit/non-credit course to prepare students for the academic job market and to pursue a range of professional opportunities. Students must be in residence in Toronto to take this course. *If necessary and if not taken in PhD U Year 4, ENG9500 must be taken in Year 5.*

Satisfactory Progress

- A PhD U student has made Satisfactory Progress for Year 5 if by the end of the fifth year in the program the student has completed all of the requirements for Satisfactory Progress for Years 1-4 and also: 1) has completed ENG9500HY (if necessary; see above); and 2) has received a notice of satisfactory progress from the supervisory committee.

Funding Ends

- The Faculty of Arts and Science provides a funding commitment to PhD students so that they receive a basic minimum of income from a combination of sources, including University of Toronto Fellowship (UTF), Research Assistantships, External Fellowships, or Teaching Assistantships (note that almost all PhD students in the Department of English must work some hours as a TA as part of their funding package). This funding commitment is in place for five years. After the fifth year, it may become more difficult to find the time to get your academic work done, as you may have to take on teaching or other jobs to support yourself. Note also that SSHRC fellowships cannot be held after year 5, OGS

fellowships are rarely awarded after year 6, and Teaching Assistantship entitlements are for a total of six years (one initial appointment and five subsequent appointments). It is imperative that you make the most of your five years of funding and make as much progress on your dissertation as possible. Submitting your dissertation before the end of Year 5 is *strongly recommended*.

Summer Thesis Fellowship

- Please note: To be eligible to apply for a Summer Thesis Fellowship for the summer at the end of Year 5, students must have completed a competent draft (as judged by the supervisory committee) of one chapter of the dissertation by March 1 of Year 5. (NB a full-length introduction, or combined writings that the supervisor deems to be the equivalent of a chapter in terms of significance for the dissertation, may be considered a “chapter” for this purpose.)

Doctoral Completion Award

- To be eligible to apply for a Doctoral Completion Award (DCA), PhD U students must have completed at least two chapters of their dissertation (to the satisfaction of the supervisory committee) by the end of Year 5. PhD U students may apply a second time for a DCA in Year 6, but they will have to submit ONE NEW chapter with their second application.

Thesis Submission and Final Oral Examination

Please see the [Graduate English Guidelines: Supervisory Committee, Special Fields Examination, and Thesis \(from Topic to Submission\)](#) and the short [Procedure for Students and Supervisors in Advance of the Final Oral Examination \(FOE\)](#) document.

- When the thesis is completed, the Supervisor sends an email to the Director of Graduate Studies stating that the student is ready to submit and suggesting possible external examiners and departmental examiners. In close consultation with the Director of Graduate Studies and Graduate Department staff, the student prepares a CV and thesis abstract; once those have been approved, the student submits the CV, the abstract, and the dissertation as three separate PDFs. The Department and the School of Graduate Studies then set up the Final Oral Examination (also called the thesis defense). After a successful defense, the student uploads a final version of the thesis to the electronic thesis repository (ETD) and submits a printed and bound hard copy to the Department.
- **NOTE:** A minimum of **ten weeks** must elapse between submitting the thesis to the department and the defense; sometimes a longer period of time is required. Until the final corrected version of the thesis is uploaded to the thesis repository (ETD), the student continues to pay fees. SGS also has deadlines for convocation. Students planning on a March convocation should make sure they submit the thesis to the Department before Nov 1; for a June Convocation, before Feb 1; for a Nov convocation, before July 1. There may be corrections that need to be made to the thesis after the defense, which may add more time to the process.

Typical Timelines

PHD (ADMITTED ON THE BASIS OF AN MA)

Year 1 (Coursework: ENG9400H + 5 or 6 seminars [2.5 or 3.0 FCEs]; Form A)

Sept	Orientation
Fall Term	ENG9400H + 2 or (ideally) 3 seminars Fellowship Applications
Winter Term	3 seminars
May 15	Form A
Summer	Constitution of Supervisory Committee
Summer	Begin reading for Special Fields Examination

Year 2 (Complete coursework if necessary; Form B; SF Exam)

Fall Term	1 remaining seminar, <i>if necessary</i> Option to take ENG9900H (course may be taken instead in Year 3) Fellowship Applications
Oct 1	Form B
Spring	Special Fields Examination

Year 3 (Thesis Writing)

Fall Term	Option to take ENG9900H (if course was not taken in Year 2)
Fall-Spring	Thesis Writing
May	Deadline for French Requirement
July	Deadline for Completion of Program Requirements/Candidacy Achieved

Year 4 (Thesis Writing)

Fall-Spring	ENG9500HY (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course)
Summer	Summer Thesis Fellowship

Year 5 (Thesis Completion)

Nov 15	Last day to submit Thesis for possible March convocation
Feb 15	Last day to submit Thesis for possible June convocation
July 15	Last day to submit Thesis for possible November convocation
Summer	Funding Ends

PHD U (TYPICALLY ADMITTED ON THE BASIS OF A BA OR AN MA IN A RELATED FIELD)**Year 1 (Coursework: ENG6999YH + 2.0 FCEs = 4 seminars)**

September	Orientation
Fall Term	ENG 6999YH + 1 or 2 seminars Fellowship Applications
Winter Term	1 or 2 seminars
Summer	1 seminar, <i>if necessary</i>

Year 2 (Coursework: ENG9400H + 2.5 or 3.0 FCEs = 5 or 6 seminars; Form A)

Fall Term	ENG9400H + 2 or (ideally) 3 seminars Fellowship Applications
Winter Term	3 seminars
May 15	Form A
Summer	Constitution of Supervisory Committee
Summer	Begin reading for Special Fields Examination

Year 3 (Complete coursework if necessary; Form B; SF Exam)

Fall Term	1 remaining seminar, <i>if necessary</i> Option to take ENG9900H (course may be taken instead in Year 4) Fellowship Applications
Oct 1	Form B
Spring	Special Fields Examination
July	Deadline for Completion of Program Requirements/Candidacy Achieved

Year 4 (Thesis Writing)

Fall Term	Option to take ENG9900H (if course was not taken in Year 3)
Fall-Spring	Thesis Writing
Fall-Spring	ENG9500HY (<i>or in Year 5</i>) (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course)
May	Deadline for French Requirement

Year 5 (Thesis Completion)

Fall-Spring	ENG9500HY (<i>if necessary and if not taken in Year 4</i>) (students who entered the program in 2023 and opted in to the removal of the ENG9500 requirement are not required to take this course)
Nov 15	Last day to submit Thesis for possible March convocation
Feb 15	Last day to submit Thesis for possible June convocation
July 15	Last day to submit Thesis for possible November convocation
Summer	Summer Thesis Fellowship (<i>after which funding ends</i>)