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## ADMISSION TO THE GRADUATE PROGRAM

The Department of Italian Studies is committed to the interdisciplinary study of Italian literature and culture, and its diverse faculty includes scholars of literature, history, anthropology, art history, architectural and urban history, digital humanities, and cinema. Our special strengths are in medieval and early modern literature and culture, nineteenth and twentieth century literature and culture, feminist theory, Fascism and culture, literary and cultural theory, anthropology, historiography, national and regional identity politics, and comparative studies with other Romance traditions.

The M.A. phase is designed to provide students with a broad base in Italian literature and culture, before they go on to more specialized work toward the Ph.D. Master's students complete three to four semesters of coursework, and undergo a review at the end of the third or fourth semester. The review includes a written M.A. examination, as well as an evaluation of the written work produced during this phase.

Note that we do not accept applications for an MA-only degree. It is also important to note that University policy prevents us from considering applicants who already hold a doctoral degree in any subject, whether obtained at a US institution or abroad.

The Ph.D. phase gives students the opportunity to work across disciplines and fashion their own version of interdisciplinary Italian Studies. A special feature of this phase is the prospectus tutorial undertaken in the final year of coursework. This tutorial allows students to work closely with faculty members who represent their areas of specialization, and provide the basis for the Qualifying Examination. Two years of coursework are typically required in this phase, which culminates in the Qualifying Examination, Advancement to Candidacy, and the writing of a Dissertation.

During the course of the program, graduate students are typically supported by a combination of fellowships and employment as Graduate Student Instructors. Employment outside UC Berkeley is not permitted during the student's guaranteed years of support, except in rare circumstances that must be approved by the Department and the University. Occasionally, the Department offers students paid part-time appointments beyond their fellowship and/or regular GSI appointments (readership in lecture courses taught by faculty, Events/Social Media Coordinator, Departmental Librarian, Antiracism Coordinator, etc.) in order to supplement their incomes and gain additional work experience in academic settings. Eligibility for such employment is dependent upon a number of factors and is determined in consultation with the Graduate Student Services Advisor.

Visit the [Graduate Division](#) site for further information about graduate admission, fellowship opportunities, and details for international applicants. The [application](#) cycle opens in early September.

[Graduate Diversity](#) is a priority at UC Berkeley, and our Department is committed to supporting students of color, first-generation students, and students from other historically underrepresented backgrounds. Beyond the Department, prospective, new, and continuing students are encouraged to contact Dr. Alberto Ledesma in the Arts & Humanities Graduate Diversity Office.

## REGISTRATION ADVISING

### **New Students:**

Incoming graduate students have access to register by early August. They should consult with the Head Graduate Advisor by email before then for assistance choosing their first semester class schedule. There is a new student orientation held just prior to or during the first week of classes, and an assessment will be made of their speaking and writing abilities in Italian.

### **Continuing Students:**

Continuing students meet with the Head Graduate Advisor approximately 1 week prior to Phase 1 of registration in order to obtain their approval signature on the department advising form. Students should have looked at the schedule of classes and planned a potential schedule before the meeting. Bring the form filled out and ready for signature to the meeting appointment. Students who plan individual supervised units (such as 600+ or 298, 299) should get the signature of who will supervise those units before meeting with the advisor.

Once you have all the required signatures, bring the form to the Graduate Student Services Advisor (GSSA) to have your advising hold lifted for the semester, and to allow the GSSA to register you in any independently supervised unit courses. Those who have advanced to candidacy are also required to register units and obtain signatures (often in 12 units of IS 299). Changes may be made to a schedule through CalCentral during the first five weeks of the semester. After the fifth week, changes can only be made by paper petition with the approval of the Head Graduate Advisor.

In addition, students must meet with the Head Graduate Advisor for approval of the following: fulfillment of all program requirements (including those for languages, historical periods, fields, etc), M.A. Examination reading list; M.A. Examination Committee formation and exam scheduling; Ph.D. Prospectus Tutorial; QE topics and reading lists, Committee formation, and Exam scheduling; Prospectus Colloquium scheduling; Dissertation Committee formation and thesis submission.

Students are responsible for periodically verifying that their schedules and personal information are correct.

## GRADING

**Grading System:** Courses are most often taken for a letter grade except as outlined below under the Satisfactory/Unsatisfactory option. In order to maintain satisfactory academic progress, students are expected to pass all letter graded courses with a grade of "B+" or higher, and to pass all courses taken on a Satisfactory/Unsatisfactory basis with an "S." More than one "U" grade is grounds for academic probation. Students who have advanced to Ph.D. candidacy and begun working on their dissertations will sign up for 299 courses which will be on a S/U basis. The university requires that graduate students maintain at least a 3.0 grade point average (B grade or better).

**Satisfactory/Unsatisfactory Option:** By university requirement no more than one third of all Berkeley units in the 100 and 200 series (excluding 299) may be taken on a S/U basis. By Departmental requirement, 4-unit 200 series courses may not be taken for S/U (excluding 299 and, under certain conditions, 298). It is important for first-year students to take courses on a letter-graded basis in order to establish a grade-point average for future fellowship and academic appointment consideration. While auditing of courses is not encouraged by the Department or the University, it may be done on occasion by permission of individual instructors.

**Incomplete grades:** If you have incurred any incomplete grades in courses required for the M.A. or Ph.D. degrees, you are responsible for clearing these grades promptly. Though you may still participate in the M.A. exams, you will not be awarded an M.A. degree until the Graduate Student Services Advisor can confirm that incomplete grades have been removed for all required courses.

No student will be conferred an M.A. with more than one incomplete grade on the transcript. The Graduate Committee will not review readiness to enter the Ph.D. program until the student has removed all but one Incomplete grade from the transcript.

No student is allowed to take the QE, advance to Ph.D. candidacy, teach or hold a GSR appointment with more than two incomplete grades. Incomplete grades must be discussed in the annual continued funding request and the admission to Ph.D. review.

All Incomplete grades received remain on the transcript in perpetuity though the letter grade also appears once it is recorded.

## CALIFORNIA RESIDENCY

It is essential that all new students (who are U.S. citizens or Permanent Residents) begin to create the paperwork trail necessary to prove residency for tuition purposes by the beginning of the second academic year. Follow all instructions on establishing residency provided by the

UCB Residency Office: <https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students> .

Obtain a California driver's license or ID card and to cancel driver's licenses issued by other states, even if you don't expect to drive while in California. Register your car in California. Register to vote in California. Keep receipts of your moving expenses, bank account records, rental leases, etc. in a safe place and be prepared to produce copies to the Residency Office at the end of the spring semester. It is essential that you be able to document that you were in the state of California BEFORE the first day of fall classes and did not leave the state during holiday breaks. (If your academic program *requires* you to leave the state, you must request special permission to do so; consult the Head Graduate Advisor and the Graduate Student Services Advisor before making any such plans or commitments.)

University and Department fellowships cover non-resident tuition for U.S. citizens and Permanent Residents for the first academic year only. International students without green cards and/or who are not married to a U.S. citizen are not eligible to obtain California residency.

## **WITHDRAWING FROM THE UNIVERSITY**

To withdraw from the University or discontinue studies for any period of time, please discuss the decision with the Head Graduate Advisor and notify the Graduate Student Services Advisor. Withdrawal may affect such things as visa status, residency status, and student loan repayments, Normative Time status and ability to use filing fee when filing your dissertation. Be sure to consult with the Head Graduate Advisor, Graduate Student Services Advisor, and if applicable, the Financial Aid Office, and Services for International Students and Scholars (SISS) before withdrawing.

Students cancel their registration and withdraw themselves through the CalCentral registration system before a semester begins, or by meeting with the Graduate Student Services Advisor if the decision to withdraw is made mid-semester.

Please note that if you move out of the state of California while withdrawn, your residency status may be affected at the time that you file your dissertation, particularly if it takes you more than a year to file from the time that you left. If you lose your residency you will be charged out of state tuition in order to file, unless you are eligible to use Filing Fee.

Withdrawn students must apply for readmission to the Graduate Division in order to return. Readmission is not necessarily guaranteed. Meet with the Head Graduate Advisor before reapplying.

## REGISTRATION IN ABSENTIA

*In absentia* status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs *outside of California*. Students registered *in absentia* are only assessed full health insurance fees, and 15 percent of the combined University Educational and Registration Fees. If applicable, students are also assessed non-resident tuition and/or professional school fees.

All applications are due by July 15 for the fall semester and December 9 for the spring semester.

Students apply for in absentia status via the Special Enrollment Petition form in CalCentral. For full information on Graduate Division policies and procedures which govern in absentia status, go to <http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/>

## THE MASTER OF ARTS IN ITALIAN STUDIES

### Goals

The purpose of the M.A. program is to provide students with a fundamental knowledge of Italian literary culture over the course of its history, and with a thorough introduction to the interdisciplinary field of Italian Studies, preparatory to admission to the Ph.D. Program. While admittance to the M.A. does not guarantee subsequent permission to enter the Ph.D. program, the Department does not admit students who apply for a terminal M.A. degree program. The requirements below correspond to the University's Plan II M.A. degree program. The Department does not offer Plan I.

### Degree Requirements

#### 1. Residence

The Graduate division defines academic residence as payment of registration fees and enrollment in at least 4 units in 100 or 200 series courses for a minimum of two semesters. However, the time needed for completion of the M.A. degree in Italian Studies is normally 1.5 to 2 years of full time registration as defined below.

#### 2. Registration

The minimum enrollment requirement for all graduate students who are not yet advanced to doctoral candidacy is 12 units per semester. Usually, units are in regular graduate seminars (4-credit, 200 series courses) though in some cases, students may require some undergraduate work to meet prerequisites.

Students with academic appointments (as Graduate Student Instructors, Readers, and Tutors) must also be registered in 12 units per semester, although 4 of these units will usually be in the 300 series.

### **3. Coursework**

The Department of Italian Studies requires a minimum of 24 units of coursework in 100 and 200 series courses for the Master's degree. At least half of these units, and usually more, are earned in graduate seminars. Some work may be done in upper division undergraduate courses to supplement an incoming student's undergraduate preparation.

Students are required to take a minimum of 12 units per semester, which must include at least 8 units of graduate seminars or advanced undergraduate classes. Up to 8 units from approved non-Department courses may be applied toward Department requirements. An additional 4 units of coursework in literary theory may also be taken outside the Department. In no case may the student do more than 50% of their work outside the Department.

#### **Specific course requirements include:**

Italian Studies 290A-B: *Graduate Colloquium* (2 units each, may be taken S/U)

Italian Studies 205: *Proseminar in Italian Literary Studies* (currently offered in alternate years, must be taken for 4 letter graded units)

Three 4-unit letter graded seminars (with final research papers) covering 3 of 4 historical periods:

13th-14th centuries: (may include courses 210, 212, and approved topics of 244 & 248)

15th-16th centuries: (may include courses 215 and approved topics of 244 & 248)

17th-18th centuries: (may include approved topics of 244 & 248)

19th-21st centuries: (may include courses 230, 235, and approved topics of 244 & 248)

In addition, students holding language GSI appointments for the first time are required to enroll in a Department-approved 375-level Seminar in Language Pedagogy for 4 units. Students teaching Reading & Composition courses for the first time are required to enroll in a separate, campus-mandated pedagogy seminar (e.g. College Writing 375 or Comparative Literature 375) for 2 units, as well as IS 303. Subsequent GSI appointments require enrollment in a practicum (IS 302 or 303) for 2-4 units.

Students preparing for the M.A. Examination may, on the recommendation of the Head Graduate Advisor, enroll in up to 8 units of Italian Studies 601 (Independent Study for master's Candidates).

#### **4. Language Requirement**

Prior to receiving the master's, the student is required to demonstrate advanced reading skills in one language other than Italian and English which has specific relevance to the field of Italian Studies. Students are encouraged to take advantage of Berkeley's summer language workshop programs, for which some financial support may be available. U.S. citizens or permanent residents may be eligible for support by the FLAS grant program for foreign language study.

Proficiency may be demonstrated in one of two ways (at least one language must be passed by examination):

*Examination:* A translation exam on a passage of ~300 words. The Department of Spanish and Portuguese administers exams in Spanish, French, Catalan, German, Portuguese and Latin, usually around the fifth week of each semester. A schedule and sign-up instructions are emailed around third week of the semester. Students are allowed 90 minutes and the use of a dictionary; translations must be made in ink and students must provide their own blue book. Past exams are kept in the Department of Spanish and Portuguese. For other languages special arrangements must be made.

*Coursework:* Latin proficiency is established by passing Latin 15 (this is a summer course; the alternative during the academic year is Latin 1 and then Latin 2) and Latin 100 (or another upper-division course) with minimum grades of "B+." Proficiency in modern languages is established by passing two upper division language courses (100 series) or one graduate course (200 series) taught in the language, with minimum grades of "B+." Language courses below the 100 series do not count toward the departmental coursework requirement; no more than 4 units total of upper-division and graduate courses may be so counted.

#### **5. The M.A. Portfolio and Examination**

The M.A. Examination is taken at the end of the 3<sup>rd</sup> semester or beginning of the 4<sup>th</sup>, and in any case no later than April 15<sup>th</sup> during the fourth semester of academic residence. The Examining Committee is composed of three members, at least two of whom are regular faculty in the Department of Italian Studies. The Committee is chosen by the Head Graduate Advisor in consultation with the student and the prospective members. Students planning on taking their M.A. exam must file a *Request for Advancement to Master's Candidacy* with the Graduate Student Services Advisor by September 15<sup>th</sup> for a Fall exam/December degree and February 10<sup>th</sup> for a Spring exam/degree. The form must be signed by the Head Graduate Advisor and Chair of the exam committee, and the approved reading list must be sent with the signed form.

The examination is based on an individually tailored list of a minimum of 30 representative items drawn from the entire length of the Italian cultural tradition (including, but not necessarily limited to, literature). The list is to be devised by the student, in consultation with the Head Graduate Advisor (and other faculty as necessary), and may include material studied in coursework. An "item" need not be a text: verbal documents of all kinds, paintings,



buildings, sculptures, musical compositions, movies, and other cultural phenomena may also be considered “items.” Items should be considered in historical and socio-cultural context; the reading of at least one comprehensive history of Italian literary culture — e.g. Ferroni or *The Cambridge History of Italian Literature* — is required. The list as a whole must meet minimum standards of substance and coverage in terms of chronology and genre; it should be finalized and approved before the semester in which the exam is taken.

The written exam is not the exclusive basis for determining whether a student’s performance has merited the M.A. degree. It is part of a portfolio developed by the candidate over the whole course of their enrollment in the master’s program, performance in each part of which must be deemed satisfactory before the degree can be awarded.

*The Portfolio consists of:*

- 1) two seminar papers, chosen and revised at the student’s discretion, demonstrating achievement in research and scholarship. These must be presented to the committee *four weeks before the written examination.*
- 2) the written examination
- 3) achievement in coursework
- 4) achievement in teaching, if relevant

*The Format of the Examination:* The candidate is given a period of twelve hours in which to write answers to three questions from a list of five devised by the Examination Committee and based upon the student’s list. (There is no oral component to the exam.) The Graduate Student Services Advisor (or other designated person) will email the questions to the student, who must return the finished exam within 12 hours. A successful exam will be between 6000 and 7500 words; ideally, it will also include the student’s name and page numbers.

The results of the M.A. exam and portfolio review, as determined by the Committee, will be given to students within two weeks of the exam. After successfully passing the review, the student can request “permission to proceed” to the Ph.D. program. Otherwise the exam may be retaken one time only, no later than two weeks before the end of the term following the one in which it was first taken. On a similar timetable, other elements of the portfolio may be resubmitted, as determined by the M.A. Examination Committee. The exam may not be taken a third time; failure on the retake will lead to dismissal from the program.

## **6. Permission to Proceed in the Ph.D. Program**

If the student wishes to continue to the Ph.D., they must submit a request for “permission to proceed” to the Graduate Committee within 2 week of being notified of passing the M.A. (In Italian Studies, the Graduate Committee comprises the entire faculty.) The request should be

500 to 1000 words long, and describe the student's goals and expectations for the Ph.D. program, specifying primary and secondary fields. The request should include the comments the student received on the M.A., and one representative research paper. Permission will not be granted if the student has more than one Incomplete grade.

## **THE DOCTORATE OF PHILOSOPHY IN ITALIAN STUDIES**

### **Goals**

The Ph.D. program builds upon a broad knowledge of Italian literature and culture from the 13th century to the present (such as that acquired at the MA level), providing advanced training in the interdisciplinary field of Italian Studies, and culminating in the dissertation. Fulfilling technical requirements of residence, coursework, and examinations is not sufficient for the degree. The Ph.D. is conferred in recognition of the candidate's overall mastery and original research and contribution.

### **Degree Requirements**

#### **1. Residence**

The Graduate division defines academic residence as payment of registration fees and enrollment in at least 4 units in 100 or 200 series courses for a minimum of two semesters. However, the time needed for completion of coursework in Italian Studies is normally 3 to 4 years.

#### **2. Registration**

New and continuing students must be registered by the end of the third week of classes. The minimum enrollment requirement for all graduate students who are not yet advanced to doctoral candidacy is 12 units per semester. Of these, at least 8 are typically in graduate seminars (4-credit, 200 series courses). All fellowship recipients and students holding a GSI or GSR appointment supplemented by department funding (e.g. fee balance) must also register for a minimum of 12 units.

#### **3. Coursework**

Ph.D students in Italian Studies take 2-3 years of coursework beyond the M.A., the exact number of units depending upon the nature of their M.A. (or equivalent) experience. Students permitted to proceed after the Berkeley M.A. in Italian Studies are required to complete 28 units of coursework in the 100 and 200 series. Students entering from another institution or from another Berkeley M.A. program may be required to complete an additional 1 or 2 semesters (12-24 units) of coursework in order to broaden their training, or to fulfill outstanding requirements (for example, language).

Required courses must be taken for a letter grade and distributed as follows:

a) *Primary field (minimum 8 units)*: The primary field may be a two hundred year period of Italian literature and culture, or a major historical phenomenon studied over the length of the Italian tradition, i.e., a genre, like lyric or drama; a problem, like the relationship of the artist to political patronage; or an interdisciplinary phenomenon, like the interplay between poetry and music. This requirement must be met in 4-unit seminars with research papers.

b) *Secondary field (minimum 8 units)*: The secondary field may be a traditional discipline or an interdisciplinary field, e.g., Anthropology, Art History, Film Studies, History, Medieval Studies, Music. This requirement must be met in 4-unit seminars with research papers.

c) *Prospectus Tutorial (IS 282, 4 units)*: In the semester before the Qualifying Exam, students prepare a preliminary dissertation prospectus, usually under the supervision of the future dissertation chair. The provisional prospectus is a concise description (15-20 pages) of the proposed dissertation project, including: primary materials to be investigated, the approach to be taken, the project's relation to existing scholarly work, and a comprehensive bibliography.

d) *Pedagogy*: Students holding language GSI appointments for the first time are required to enroll in a Department-approved 375-level Seminar in Language Pedagogy for 4 units. Students teaching Reading & Composition courses for the first time are required to enroll in a separate, campus-mandated pedagogy seminar (e.g. College Writing 375 or Comparative Literature 375) for 2 units, as well as IS 303. Subsequent GSI appointments require enrollment in a practicum (IS 302 or 303) for 2-4 units.

e) *Individual Studies for Doctoral Students (IS 602, 1-8 units)*: Students preparing for the QE can enroll in up to 8 units of Italian Studies 602.

f) *Electives*: Students are encouraged to explore elective courses inside and outside the department, particularly those addressing theory and method.

g) *Study Abroad*: Non-native speakers of Italian are eligible for department support for a semester of study at an Italian University. This is an opportunity to practice academic Italian usage and to gain familiarity with Italian approaches to scholarship, as well as to forge scholarly networks for the future.

#### **4. Teaching Requirement**

Students must complete at least two semesters as an instructor of a course approved by the Department.

## **5. Language Requirement**

Before taking the QE, students are required by the Graduate Division to demonstrate advanced reading ability in two languages other than English and Italian which are indispensable for doctoral research. Typically these languages are Latin, French, German, or Spanish, but in some cases students demonstrate proficiency in others (e.g., Arabic, Albanian, Romanian, Portuguese, etc.). Most students will have completed one of the language requirements in the course of their MA. Students may pass both languages by examination, or one by examination and the other by coursework (as detailed in the MA description of requirements).

## **6. Provisional Prospectus**

A provisional Prospectus produced in IS 282 (see above) will be submitted for approval to a committee composed of department Faculty, plus an external member agreed upon by the student and the Head Graduate Advisor. The approval process takes place prior to the QE (usually at the beginning of the semester in which the QE is taken).

Students revise and develop the prospectus beyond the QE, eventually presenting the completed dissertation prospectus at the department colloquium. In the process, they continue to consult with the eventual dissertation director and committee.

## **7. The Ph.D. Qualifying Examination**

The Qualifying Examination is required for advancement to candidacy for the Ph.D. and the dissertation writing stage, and it usually takes place during the 4<sup>th</sup> semester after entrance to the Ph.D. program. Students are tested in three areas: the primary field and two special topics, and the examination consists of written and oral components. In order to meet the requirements of Normative Time, the QE must be taken by the end of the 8<sup>th</sup> semester of full-time enrollment at Berkeley. The student must be registered during the semester in which the QE takes place.

*Examination committee:* At least one year before the proposed QE date, the Head Graduate Advisor composes a QE committee in consultation with the student. The committee consists of at least four members of the Berkeley Academic Senate, one of whom must be in another Department. The QE chair cannot go on to chair the student's dissertation.

*Examination lists:* Six months before the proposed QE date the student submits detailed proposed bibliographies for approval: a.) the primary field of specialization, and b.) two special topics. The special topics are defined in consultation with the QE committee and approved by the Head Graduate Advisor. At least one of them should be closely related to the student's secondary field. The other is most often related to readings done in the Prospectus Tutorial (IS 282). Examination lists should be comprehensive with respect to primary and secondary sources. Each list should include a minimum of 20 primary and 10 secondary sources. After approval, the student may request changes, but committee members cannot require alterations

once the QE semester has begun. Reading lists and questions from past examinations are on file in the department library.

*The written examination:* The written examination consists of three sections of 8 hours each, taken within one week. Exam #1 will be on a special topic with an interdisciplinary component and a significant relation to the student's secondary field. Exam #2 will be on a special topic deriving from the student's primary field, in most cases with a significant relationship to the focus of the student's dissertation. Exam #3 will be a general examination over the student's primary field list. In each case the student will answer one question from a choice of two. The student will be informed within one week as to whether she or he has passed, and may proceed to the oral component; the committee will also provide comments in writing. If any part of the written exam is not a pass, it must be retaken before the oral can be taken.

*The oral examination* takes place within two weeks of the written examination. It lasts up to three hours and covers the written examinations and the lists on which they were based. While the Prospectus is not subject to examination, the QE may conclude with a discussion of the student's evolving plans for the dissertation. A failed exam may be repeated one time only, with approval of the exam committee and the Dean of the Graduate Division. A student who is not recommended for a retake or fails the exam a second time, is dismissed from the program.

## **8. Advancement to Doctoral Candidacy**

Upon passing the Qualifying Examination, the student advances to doctoral candidacy by submitting the Higher Degree Committees Form (available on the student's CalCentral dashboard). The form requires the names of the student's dissertation committee members. A dissertation committee must consist of members of Berkeley's Academic Senate. The Department may approve an all-internal dissertation committee only in special circumstances. (*Reminder: the chair of a student's oral exam cannot also chair the dissertation committee.*)

(Under special circumstances, with approval of the Head Graduate Advisor and the Dean of the Graduate Division, a non-Senate member may be selected, in addition to the three UC Berkeley faculty members, if the individual offers expertise not otherwise available from the regular faculty.)

Students who have advanced to candidacy must complete the Graduate Division's Doctoral Candidacy Review each year (this is found on your dashboard in CalCentral). After you complete your sections, contact the chair of your dissertation committee to fill out their section.

## **9. The Dissertation Prospectus**

Shortly after the QE, students meet with their committee members to review their plans for the dissertation. Before writing the dissertation, they update and revise the prospectus as called for.

## **10. The Prospectus Colloquium**

The approved prospectus is presented formally in the departmental colloquium in the semester following the QE. The presentation usually lasts 30 - 45 minutes and is followed by questions and comments from the group.

## **11. The Dissertation**

The dissertation must make an original and substantial contribution to scholarship. This is usually done by the discovery of new information; the combination or synthesis of previously unconnected facts; the production of new interpretations of cultural material; the rigorous application of theory to literary, linguistic, artistic, cultural or historical phenomena; the extension of methodology characteristic of a particular discipline into the subject area of some other discipline or disciplines; or some combination of the above. It must consist of a work of connected expository prose and observe standard scholarly conventions of annotation and bibliography. While the student will seek advice from the dissertation committee (and other sources) while writing the dissertation, the final result must be their own unaided work. Good advice on all these matters is available in publications such as Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (2018), and current editions of the *Chicago Manual of Style* and the *MLA Style Manual*.

No minimum (or maximum!) length is stipulated for the dissertation; but the Department of Italian Studies considers it unlikely that, in normal circumstances, a contribution to knowledge of the substance necessary for the conferral of the Ph.D. can be made in under 150 pages.

Students submit chapter drafts as they progress, and a completed draft of the dissertation must be submitted (at the latest) two months before Graduate Division's filing deadline, allowing for final comments and revisions. The student must be registered or on Filing Fee status in order to file for the degree.

Everything you need to know about The University of California standards and regulations for preparing, organizing, and filing your Dissertation is found on the Graduate Division web page under Policies and Procedures: <https://grad.berkeley.edu/academic-progress/dissertation/>.

## **ANNUAL FUNDING REVIEW**

Each February all continuing students are asked to submit a detailed statement of their progress toward the degree and specific requests for funding in the following year to the Graduate Committee (composed of all active-duty, tenure-line faculty in the Department). At this time the Graduate Committee will assess each student's standing in the program and will direct the Head Graduate Advisor to take appropriate action in cases where progress is less than

satisfactory. Support will be allocated based on Departmental funding priorities and as resources permit. Prior written commitments for funding, with the proviso of satisfactory progress toward the degree, have first priority.

### Graduate Funding Priorities

Applications for funding through the Department of Italian Studies (in the form of GSIs, GSRs, and/or fellowships) will be prioritized as follows:

- students to whom written commitments of support have been made in the Department's original offer letter;
- M.A./Ph.D students in the first five years of the program and Ph.D. only students in the first four years of the program, with satisfactory progress toward the degree;
- M.A./Ph.D students in their 6<sup>th</sup> year and Ph.D only students in the fifth year of the program, with satisfactory progress toward the degree;
- All others, based on length of enrollment in the program and progress toward degree.

Please note the following qualifiers:

--Students who have not advanced to candidacy within Normative Time (4 years) are considered to be making insufficient progress toward the degree and fall to the lowest priority.

--Students who are eligible for the Dissertation Completion Fellowship and do not take it (unless to accept another fellowship), will be given the lowest priority. Exceptions can be requested for cause either by the student or by the Department.

--Departmental traveling fellowships for study or research are available by application. Applicants must offer a detailed justification for the fellowship. Priority will be based on excellence of the proposal and prior funding history. Applications will not be considered if the candidate has access to similar fellowship support from other sources or if a good faith effort has not been made to seek funding from such sources.

--M.A. / Ph.D. students beyond the sixth year and Ph.D.-only students beyond the fifth year will be funded only if the candidate has made a good faith effort to obtain support from external granting agencies.

--Written commitments of support apply to the years specifically designated in the original offer letter. Such support may not be deferred until later years unless a waiver based on exceptional circumstances has been obtained from the graduate committee.

The Department seeks support for all M.A. / Ph.D students who fall within Normative Time (6 years) and are in good academic standing, and all Ph.D.-only students who are within their first 5 years and are in good academic standing.

## RELATED PROGRAMS OF INTEREST

It is assumed that students who are considering pursuing one of these options will have discussed their plans with the Head Graduate Advisor early enough in their graduate career so as not to unduly affect their course load or time to degree.

**Romance Languages and Literatures:** The Ph.D. program in RLL is administered jointly by the Departments of French, Italian Studies, and Spanish & Portuguese. Applicants choose one of the languages taught in those departments as their primary emphasis, and once admitted, take courses and satisfy program requirements in all three departments. Students must also choose between focusing their studies on literature in at least three Romance languages, or on Romance linguistics.

**Medieval Studies:** Medieval studies are currently undertaken in a joint degree program designed to preserve the established standards of training in a major subject, while broadening the student's experience in other aspects of the field. In addition to the requirements of the Department, each student pursues seminar work in two outside departments, one of which is History. The program includes a special examination in Latin, consisting of representative passages from medieval authors. More information is available at: <http://medieval.berkeley.edu/>.

## DESIGNATED EMPHASIS PROGRAMS

**The Designated Emphasis in Critical Theory:** The DE in Critical Theory permits interested students to specialize in critical theory, and to obtain certification of this specialization, while pursuing a Ph.D. in an established UC Berkeley Department. Critical Theory is not an independent degree granting program. Students admitted to the DE and completing the requirements will receive a parenthetical notation to that effect on their doctoral degrees. See: <http://criticaltheory.berkeley.edu/>.

**The Designated Emphasis in European Studies:** The D.E. in European Studies provides curricular and research resources for students who want to concentrate on European Studies within their respective disciplines and have their work formally recognized in their degree designation. Designed to bring together faculty and students from different departments, the D.E. is administered by the Graduate Group in European Studies and provides a unique context for rigorous cross-disciplinary research. See: <https://ies.berkeley.edu/>

**Designated Emphasis in Film & Media Studies:** The Designated Emphasis in Film & Media Studies provides curricular and research resources for students who want to concentrate on film within their respective disciplines and have their work formally recognized. Applicants to this



program must have taken the Film Theory seminar offered each fall semester and must fulfill specific course, Qualifying Exam, and Dissertation Committee requirements if admitted to the program. See: <http://fm.berkeley.edu/>.

**Designated Emphasis in Folklore:** Students receiving degrees from other departments may declare a designated emphasis in Folklore Studies. The designated emphasis is designed to complement core Ph.D. programs and provides opportunities for interdisciplinary study and cross-collaboration. See: <http://folklore.berkeley.edu/>.

**The Designated Emphasis Program in Women, Gender, and Sexuality:** This is an interdisciplinary program available to students who are already admitted to a graduate program at University of California, Berkeley. Taken in conjunction with Ph.D. programs in the Humanities and Social Sciences, the Designated Emphasis provides opportunities for interdisciplinary study with more than 30 faculty across the campus. See: <http://womensstudies.berkeley.edu/>.

**The Designated Emphasis in Renaissance and Early Modern Studies:** This DE draws on Berkeley's faculty strength in Arts, Humanities, and Social Sciences. It offers comprehensive training in a wide range of departments and disciplines. Students combine seminar work in intellectual and cultural history, material culture, and languages to supplement their traditional doctoral studies. See: <http://rems.berkeley.edu/>

**The Designated Emphasis in the Study of Religion:** supports graduate training in Religious Studies and in the Theory of the Study of Religion, promotes graduate research on topics related to religion, and brings together a cross-disciplinary faculty Group in the Study of Religion. See: <https://bcsr.berkeley.edu/academics/>

## ADDITIONAL CAMPUS RESOURCES

**The Institute of European Studies** <http://ies.berkeley.edu/contact/> [ies@berkeley.edu](mailto:ies@berkeley.edu) The Institute seeks to enrich America's understanding of Europe - its people, developments and challenges - through the generation and dissemination of distinguished scholarship. As the University's focal point for the study of Europe, IES brings disciplines together to create new cross-disciplinary understandings of European issues and issues related to Europe and its constituent nations.

**The Program for the Study of Italy** at the Institute of European Studies fosters academic debate on Italy on the Berkeley campus and brings together faculty members from a variety of departments who share an interest in Italian culture, history, language and politics. The Program supports a wide array of scholarly, cultural, professional and educational activities to encourage cooperation between UC Berkeley and Italy. Its objectives are to:

- Strengthen Berkeley's academic, intellectual and institutional ties to Italy in general and Italian universities in particular;
- Support graduate and undergraduate teaching and research about topics relating to Italy, both from a contemporary and a historical perspective;
- Support study abroad and internship programs for Berkeley students in Italy;
- Support the book collections in Italian and dealing with Italy in Berkeley's Main Library;
- Support interdisciplinary research that fosters transatlantic connections between Italy and the United States;
- Support the teaching of the Italian language on the Berkeley campus;
- Provide a platform for conferences, colloquia and public lectures on Italy in order to disseminate knowledge of and interest in Italian culture in California.

**The Doreen B. Townsend Center for the Humanities:**

<http://ls.berkeley.edu/dept/townsend/dept.html> The Townsend Center is located in 460 Stevens Hall. It gathers the creative and diverse energies of the Humanities at Berkeley and enables them to take new forms for new audiences. The Center was established through the vision and generous bequest of Mrs. Townsend in 1987. Its programs and services promote research, teaching, and discussion throughout the humanities and related interpretive sciences at Berkeley. Multiple copies of the Townsend Center newsletter are delivered to the Department on a bimonthly basis. Students are encouraged to subscribe to the listserv, which features timely notices of upcoming events, by e-mailing [townsend-request@ls.berkeley.edu](mailto:townsend-request@ls.berkeley.edu) with the word "subscribe" in the subject or body of the message.

The Townsend Center sponsors several interdisciplinary working groups that are of interest to students in Italian Studies such as:

**BAY AREA EIGHTEENTH-CENTURY STUDIES:** Provides a forum for scholars of the eighteenth century to share ideas and work; provides information on eighteenth-century studies resources in the Bay Area.

**BAY AREA PRE- AND EARLY MODERN STUDIES GROUP:** Provides a forum for faculty and students in Early Modern Studies throughout the Bay Area to share ideas and interests.

**GRADUATE FILM STUDIES GROUP:** Sponsors conferences, lectures and a dissertation workshop to discuss students' work in progress.

**GRADUATE MEDIEVALISTS AT BERKELEY:** Provides a forum for graduate medievalists from various disciplines to exchange and develop linguistic and documentary resources. Hosts colloquia for graduate student work.

**MUSIC, LITERATURE, AND CRITICAL THEORY:** A group of graduate students and faculty interested in reading and making connections between passages of music and literature.

## **EXCHANGE AND STUDY ABROAD**

**Travel Support:** The Italian Studies Department is sometimes able to fund study and research trips to Italy for periods of 2 to 6 months, generally to enable the student to accomplish research that will contribute directly to the completion of a dissertation. You are strongly encouraged as well to apply for outside funding for dissertation-level research.

**Domestic Exchange Programs:** Exchange programs have been established for advanced graduate students with distinguished scholastic records who seek association with scholars or fields of study not found on their home campus, and for students who wish to use research facilities and collections accessible elsewhere. While on the exchange, a Berkeley student is considered registered and in residence on the home campus. Requirements for the programs are described in the University's General Catalog. Among the universities participating in the exchange programs are: other University of California campuses, Stanford University, Harvard University, Brown University, the University of Chicago, Columbia University, Cornell University, Massachusetts Institute of Technology, and Yale University.

## **DEPARTMENT FACILITIES AND SERVICES**

**The Main Office, 6303:** The Italian Studies Department shares administrative office space and staff with the Celtic Studies, Scandinavian and Slavic Languages and Literatures Departments. The main office is open from 8 to 12 noon and from 1 to 4:30 p.m. Monday through Friday. The Department maintains a list of student and faculty office numbers as well as home numbers, home addresses and e-mail addresses. Be sure to inform the main office of any address, phone or e-mail changes. It is also important that your contact information current and up-to-date with the University. Informing the Department does NOT automatically update your information on the University database.

**The Graduate Student Services Advisor's Office, 6313:** The purpose of the Graduate Student Services Advisor, aside from record processing and distribution of information of particular interest to graduate students, is to be your person of next resort when you encounter bureaucratic problems at U.C. Berkeley. If the Graduate Student Services Advisor is not able to actually solve your problem, you may be directed to someone else on campus who can, or at least be given a fuller understanding of your problem and what might be done to solve it.

**The Library:** The Department maintains a Library, housed in 6337 Dwinelle alongside the library of the Department of Scandinavian. While the Library is primarily intended as a non-circulating collection for on-site consultation only, arrangements can be made for more flexible use by graduate students. Current information about opening hours, borrowing arrangements, key privileges, electronic resources, and other matters connected with the Library can be obtained from the Graduate Student Services Advisor, the Head Graduate Advisor, or the Chair of the Departmental Library Committee.

**Mailboxes:** All graduate students and GSIs have mailboxes in the main Departmental office. In general, these mail boxes are provided for distribution of university and Departmental mail and are not to be used for personal mail such as bank statements and bills. You should avoid having packages shipped to the Department as it is impossible to vouch for their security. Students are responsible for checking their mailboxes regularly, at least two or three times a week.

**Electronic Mail:** All students are required to establish university e-mail accounts. New e-mail accounts can be established as soon as a new student is issued the student I.D. and PIN number. All Italian graduate students are on two list-servs: <[italian\\_grads@lists.berkeley.edu](mailto:italian_grads@lists.berkeley.edu)>, for administrative messages, and <[italian\\_colloquia@lists.berkeley.edu](mailto:italian_colloquia@lists.berkeley.edu)>, our events announcement list. GSIs are also on a notification list: <[italian\\_gsis@lists.berkeley.edu](mailto:italian_gsis@lists.berkeley.edu)>. Students should be aware that e-mail is the primary vehicle for disseminating information in the university and in the Department.

**Office Keys and Office Access:** All students will be issued a key to the main office, 6303 Dwinelle, so they will have access to their mailboxes during times when staff are not present. This key will also open the door to the photocopy room and the lounge. GSIs will be issued a key that will open doors of the GSI offices. All doors should be left closed and locked after hours to prevent theft. Do not allow people unknown to you to remain in these locked areas after you leave. Students may access the building on weekends after having their picture ID coded by the Main Office administrator and the UC Police Department.

**Website:** The Italian Studies Department maintains a website with information for current and potential students and visitors, current and future class schedules, course descriptions, listings of faculty research fields and selected publications, upcoming events, a roster of faculty and student e-mail addresses, and other things of use to members of the Italian Studies Department. A downloadable copy of this handbook as well as various useful forms, including timelines and degree requirements, are also available from the website: *italian.berkeley.edu*.

**Photocopying:** The Departmental photocopy machine is for administrative and instructional use only and is open whenever the main Department is. GSIs and GSRs will be given copy codes.

**Bulletin Boards:** Departmental staff members maintain bulletin boards in the vicinity of the main office that feature information such as: faculty and student office hours and location, current classes and course descriptions, future classes and course descriptions (in time for

registration), colloquia, GSI training and other university events, etc. Job postings are available on clip boards in the Lounge, room 6321 Dwinelle. Fellowship information can be found on the clipboard located in the bookcase outside of the front office. In addition, job and fellowship information will be distributed electronically via email whenever possible.

## **UNIVERSITY and DEPARTMENT POLICY GOVERNING ACCESS TO AND DISCLOSURE OF STUDENT RECORDS**

**Public records:** The following types of information kept in the Department are considered matters of public record. The information can be released, provided it is available in the office. The information will not be released if a student requests in writing that it not be disclosed as a matter of public record.

Name of student

Dates of attendance

Major field of study

Degrees granted at Berkeley and date(s)

Name of the most recently attended institution (prior to Berkeley)

**Confidential records:** All other records, such as general correspondence, admission applications, university fellowships and grants, record of employment, educational test scores, etc., are confidential.

**Access by the student:** Students have the right to inspect their own confidential records provided they present adequate identification. Letters of recommendation and statements of evaluation dated before January 1, 1975, are not disclosed since these are not covered by congressional legislation. Access to a student's record will normally be granted within 10 working days after the request. Copies of records that can be released will be made by the staff for 10 cents a copy. All copies will be identified with a Department stamp.

**Access by a third party:** Disclosure to a third party can be made only with the written consent of the student, naming the third party, the records to be released, and the reasons for the disclosure.

**Challenge of records:** The Department staff will interpret and explain the information in a student's record at the student's request. If a student believes that their records include data which are inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, the student should follow the department appeals procedures.

## **ITALIAN STUDIES GRADUATE STUDENT APPEALS PROCEDURES**

**Purpose and Scope:** The purpose of this procedure is to afford graduate students in the Italian Studies Department an opportunity to resolve complaints about dismissal from graduate

standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluations of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

**Informal Resolution Procedures:** A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor or the Department Chair to discuss the complaint and explore possible avenues of resolution. Attempts to resolve a complaint informally should be completed within thirty days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

**Formal Resolution:** A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Head Graduate Advisor within thirty days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The Department should complete its investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the Department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Advisor will assign an individual to investigate the complaint and make a recommendation to (the Department Chair) regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e. interviews or written statements or documents). The Head Graduate Advisor will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

**Appeal to Graduate Division:** If the student is not satisfied with the outcome of their complaint under the Department procedure, she or he may bring the complaint to the Formal Appeal Procedure of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division within fifteen days of the date of the written notification of the result of the departmental procedure. Copies of the Graduate Appeals Procedure may be obtained from the Office of the Dean of the Graduate Division.

If the complaint is about an action taken by the Head Graduate Advisor, the complainant may elect to take the complaint directly to the Department Chair (or Department executive committee). If the student is still not satisfied with the outcome, the student may take the complaint to the Formal Appeal stage of the Graduate Appeals Procedure.

**Complaints Involving Discrimination:** If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the Department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division or the Academic Compliance Office at (510) 642-2795.

**Other Complaint Procedures:** Graduate students may contact the Office of the Ombudsperson for Students at (510) 642-5754, the Title IX Compliance Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. There also are other complaint resolution procedures available to graduate students for complaints that do not fall under this procedure listed in the Graduate Division Appeals Procedure.