

GUIDELINES FOR PROPOSING A SPECIAL CASE PHD IN INTERDISCIPLINARY STUDIES FACULTY OF MEDIA, ART, & PERFORMANCE

INTRODUCTION

Thank you for considering a Special Case PhD in Interdisciplinary Studies in the Faculty of Media, Art, and Performance (MAP) at the University of Regina. Each Special Case PhD program is different, and the application process has a number of steps. This guideline is designed to provide you with guidelines for the process of preparing and submitting an application. Students will be working with Supervisors in the Interdisciplinary Studies Program/MAP AND the Faculty of Graduate Studies and Research (FGSR) to prepare and submit the application. Once the application is submitted, FGSR will be the main point of contact for processing of the application, and for ongoing administration of the program.

Here are the links on the FGSR website to the Special Case PhD program description and the proposal guidelines:

<https://www.uregina.ca/gradstudies/current-students/policies/application-procedures-special-case.html>

<https://www.uregina.ca/gradstudies/current-students/grad-calendar/appendix-d.html>

Proposals will most likely take at least 3 months to be approved, and delays are possible, therefore do not make unchangeable plans until you have a letter of acceptance.

PRELIMINARY PROCEDURES

1. Contact the **Interdisciplinary Program Coordinator in MAP**: Dr. Christine Ramsay, who will be in the Coordinator's position from July 1, 2017-June 30, 2019: Christine.ramsay@uregina.ca
2. **Contact the Faculty of Graduate Studies and Research at the University and request the PhD Special Case application form.** The form is not on the website; your request for the form will help FGSR track who is applying, and enable them to better support you in your application). Request by email: grad.studies@uregina.ca
3. **Identify two distinct areas/disciplines** that you wish to bring together in your interdisciplinary research. They might be two areas within MAP, or an area from MAP and an area from the wider University of Regina array of Departments and Faculties (i.e. Creative Technologies and Computer Science, Visual Art and Biology, Cultural Studies and Sociology etc.).
4. **Find 1-2 supervisors** in MAP and in the areas that you wish to work in, who agree to work with you. They will need to be willing to actively help you develop your proposal and course schedule, and to help you research or set up the classes you will need. You may wish to give them a copy of this guideline. The IS Program Coordinator can recommend possible supervisors, and you should visit the Faculty website under each Faculty member to see their

research areas and who will be the best fit:

<https://www.uregina.ca/mediaartperformance/faculty-staff/index.html>

AND/OR

5. If appropriate, **find your additional supervisor from another Department or Faculty** at the University of Regina. This supervisor must be willing to help you find graduate courses in their area for you to take as part of your program, and be willing to work on interdisciplinary supervision. Visit Faculties and Academic Units here: <https://www.uregina.ca/>
6. **Meet your supervisors on Skype, or in person as soon as possible** to discuss the application and decide which courses and directed studies may be appropriate for your topic. Discuss any periods of absence when your supervisor(s) may be away for extended periods, such as sabbaticals. Discuss any possible funding through supervisors' labs and grants and external funding sources.
7. **Contact the IS Program Coordinator** once you have the form and the supervisors in place. They will then send you a **sample of a previous successful application for guidance**, and answer your questions, and help guide your supervisors in working with you to build the application
8. **Draft your application** with your supervisors, including deciding all of the courses that will suit your topic, drawn from existing graduate courses and new directed studies (see below for guidelines on amount and types of courses).
9. **Source your necessary supporting documents** (references, transcripts etc.)
10. **Submit your draft application to the IS Program Coordinator** by email for internal review to check for errors. You may need to make revisions.
11. At this point, the IS Program Coordinator will work with your supervisors and the administrator to **schedule all of the courses in your proposed program**. You will not be able to change your course selection during your program, except by special permission, so please ensure the courses you select are correct and scheduled/set up before your application is submitted (full course numbers are required; no provisional numbers, such as "FA8XXX," will be permitted).
12. Submit your final application to the **IS Program Coordinator for approval to the IS Committee in MAP**. This will then be deliberated on by committee members for provisional approval.
13. **Request your support letter from the IS Program Coordinator**, which will go with your application to FGSR.
14. Once you receive the support letter from the Coordinator, it will be confirmation that the IS Committee has provisionally passed your application, and you can proceed to the final step.
15. **Submit your final application with all support letters to FGSR**

PREPARING YOUR COURSE SCHEDULE

TOTAL PHD PROGRAM= 60 hours

COURSE WORK: 15 credit hours (courses are usually 3 or 6 credits each, made up of individual directed studies/studio courses with your supervisors or other Faculty; lecture courses, or seminars; comprehensive exams etc.) Recommended structure: 3-5 courses plus thesis research credits, with some variation permitted.

THESIS RESEARCH: 45 credit hours (usually made up of a series of 2 or 6 credit FA901 Thesis Research classes, graded as Credit/No Credit, and taken throughout the PhD program, and taught by one of your supervisors).

COMPREHENSIVE EXAMS OR REVIEW OF STUDIO WORK: Only some programs will include comprehensive exams, or formal review of studio work. Discuss with your supervisors if this is required/standard for your areas. A standard 3 credit FA9XX course code is used for all comprehensive or other exams. Ask for the current course code.

FORMAL PHD PROPOSAL DEFENSE OR OTHER COMPULSORY ELEMENTS: Only some programs will include these. Discuss with your supervisors whether this is required/standard for your areas

FGSR POLICY: NO MORE THAN 50% OF PROGRAM CAN BE AA-ZZ courses identified as directed readings. All classes must be fully set up and scheduled before the application is processed. Please contact FGSR directly for policy regarding eligibility, entrance requirements, language requirements etc. for a PhD at the University of Regina.

Use the following text and then insert template in your application, exactly as below:

8.1. List of Courses

List each course indicating Course Subject code; Course number; Course title; number of credit hours; Course description; Semester to be taken in; and the name of the FGSR accredited instructor.

NOTE: ALL proposals are to include the approved Thesis Research course. For example: GSP
901 – Thesis Research

Course Subject Code:

Course Number:

Course Title:

of Cr. Hrs.:

Course Description:

Semester to be taken in:

FGSR Accredited Instructor:

8.2 Proposed Program

YEAR 1		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

YEAR 2		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

YEAR 3		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

YEAR 4		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

YEAR 5		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

YEAR 6		
Semester	Course (s) or Research Hours	Total Credit Hours
Fall 20xx		
Winter 20xx		
Spring/Summer 20xx		

PROCESSES AND TIMELINES:

Planning process:

- Find and meet supervisors, contact the IS Coordinator for help and develop course schedule (this can take some time)
- Complete proposal and collate documents and submit to IS Coordinator
- Initial review by IS Coordinator for error check (**Step 8-10 above, allow 1-2 weeks, plus revision time**)
- Formal letter from the IS Coordinator, and IS Committee provisional approval (**Step 11-13, above, allow 1-2 weeks**)

Once submitted to FGSR:

- Internal FGSR processing: If there are issues, the IS Program and Graduate Coordinator will be contacted, and the student will be informed to make revisions (**allow 2 weeks including revision time**)
- Once it is acceptably revised, the application will then go to the University-wide Special Case PhD Committee who work in consultation with the Dean of FGSR to evaluate the proposal (**allow up to 6 weeks**)
- If there are additional changes needed, the student and supervisor and grad coordinator will be informed by email. These changes will be implemented and the revised proposal sections must then be resubmitted to FGSR
- The revised proposal will then be accepted/rejected. A formal letter will be issued to the student, and the student and Grad Coordinator will be informed.
- The **ONLY** confirmation that you are accepted is this formal letter. Do not assume you are accepted because you have passed initial review stages, or because you have received any informal confirmations, and do not make any unalterable plans until you receive this formal letter of acceptance.
- Once the proposal has been accepted you will work with FGSR and the IS Program Coordinator to enrol in the set program of classes.

Revised October 27, 2017