

GRADUATE HANDBOOK
MEDIEVAL INSTITUTE
UNIVERSITY OF NOTRE DAME

2008

Table of Contents

Basic Principles.....	1
The Medieval Institute	1
Graduate Degrees.....	1
The Medieval Institute Community	2
 Part I: Academic Policies	
Enrollment	2
1. Full-Time Status.....	2
2. Full-Time Enrollment	2
3. Leave of Absence.....	3
4. Medical Leave.....	3
5. Withdrawal from the Program	4
6. Maximum Registration	4
7. Changes in Student Class Schedules.....	4
8. Transfer of Credits	5
9. Auditing Classes	5
Evaluation of Students.....	5
1. Graduate Grades.....	5
2. Examinations.....	7
3. Academic Advising.....	7
4. Academic Good Standing	7
4a. Criteria.....	7
4b. Loss of Academic Good Standing	8
4c. Termination	8
5. Student Evaluation	8
Financial Aid	9
1. Fellowship Support	9
2. Funding Beyond Five Years	9
3. Teaching.....	9
4. Summer Support	9
5. Travel Support.....	10
6. Research Support	10
Professionalization	10
1. Meeting the Professoriate.....	10
2. Teaching Opportunities.....	10
3. Conference Presentations	11
4. Mock Interviews	11
5. Job Talks	11
Part II: The Curriculum	11
1. The Master of Medieval Studies	11
1a. The Program	11

1b. Basic Requirements	12
1c. The M.M.S. Oral Examination	12
1d. Second-Year Research Projects.....	13
1e. The Medieval Institute's Latin Examination	13
1f. Evaluation of M.M. S. Students	14
2. The Doctor of Philosophy in Medieval Studies	14
2a. Third-Year Coursework.....	14
2b. Ph.D. Candidacy Exams	14
2c. Third-Year Review	15
2d. The Dissertation Proposal	15
2e. The Dissertation.....	16
3. Fields of Study	16
Part III: Ethical Issues	17
1. Academic Integrity.....	17
2. Policies on Harassment and Other Aspects.....	18
3. Grievance Procedures	19

BASIC PRINCIPLES

The Medieval Institute

The Medieval Institute of the University of Notre Dame was founded in 1946. It is the oldest and largest medieval studies program in the United States and, after Toronto's Pontifical Institute of Medieval Studies, the second oldest in North America. The Medieval Institute coordinates the teaching and research of nearly 50 faculty members in almost a dozen departments. Broadly speaking, Institute programs emphasize the history, theology, philosophy, arts, languages, and literatures of the medieval world's four great religious traditions: Latin Catholic, Byzantine, Islamic, and Jewish. The Medieval Institute also serves to promote the study of the Middle Ages within and beyond Notre Dame by means of lectures, conferences, symposia, visiting scholars, and publications.

Graduate Degrees

The Medieval Institute awards the Master of Medieval Studies and the Doctor of Philosophy in Medieval Studies to students intending to teach in colleges or universities. Students are admitted to the Medieval Institute only to pursue the Ph.D. degree but all admitted students will earn an M.M.S. degree as they pursue their Ph.D. requirements. Degrees earned in the Medieval Institute are rigorously interdisciplinary.

Medieval Studies is an inherently interdisciplinary realm of study. Some students choose to pursue medieval topics within the framework of traditional departmental programs. The interdisciplinary program in the Medieval Institute is, therefore, distinctive in several respects. Once a student has identified a basic geographical and/or chronological and/or thematic set of interests, he or she will develop through the advising process (see below) a multifaceted but strictly coherent program of study that draws upon history, languages, literatures, the fine arts, theology, and philosophy. Because graduates of the Medieval Institute eventually will be employed by departments, and not by centers or institutes, the curriculum in the Medieval Institute also aims to equip students with recognizable disciplinary expertise. All students in the Medieval Institute must achieve proficiency in Latin and paleography. In order to attain these complementary objectives, students in the Medieval Institute spend up to three years in coursework and complete two sets of examinations. Departmental programs typically demand only two years of coursework and one set of examinations.

The Medieval Institute Community

The Medieval Institute community consists of a graduate student body that typically numbers 25 to 30, nearly 50 faculty members who teach and conduct research on aspects of the medieval world, and the staff of the Medieval Institute.

The staff of the Medieval Institute consists of: the Director who, in addition to general administrative responsibility for the Institute and all its programs also serves as Director of Graduate Studies; the Assistant Director, who provides advice, moral support, and program leadership; and the Administrative Assistant, whose duties include maintaining graduate student files and records. The Institute also has a thriving undergraduate program overseen by a Director of Undergraduate Studies. Graduate students do not normally have serious interactions with the undergraduate program.

Students in the Medieval Institute are expected to attend all lectures, symposia, workshops, and conferences sponsored by the Institute. Attendance is required so as to assure speakers of robust audiences but more importantly to confront students continually with the myriad approaches, methodologies, and topics that fall under the broad rubric of “Medieval Studies.”

All graduate students in the Medieval Institute are assigned dedicated work space in the Institute precincts on the seventh floor of Hesburgh Library. Students have access to the library whenever it is open and to the reading rooms of the Medieval Institute during evenings and weekends when these rooms are not generally open to the public.

PART I: ACADEMIC POLICIES

ENROLLMENT

After admission and matriculation, all students must be continuously enrolled (except as provided below) until they have completed their degree programs. Students must enroll each semester according to the schedule provided by the Graduate School and the University Registrar. Any student who fails to enroll for one or more semesters must apply for readmission to the program with no assurance that readmission will be awarded.

1. **FULL-TIME STATUS:** The Medieval Institute considers graduate study to be a full-time engagement. Students are not admitted on a part-time basis and may not, during their course of their studies, shift to part-time study.
2. **FULL-TIME ENROLLMENT:** Across the course of the Medieval Institute program (for curricular requirements, see below) a differing number of credit hours per semester will be regarded as constituting full-time enrollment. Normally, however, a full-time student is one who (1) registers for twelve credit hours per semester in the first academic year or nine or more credit hours per semester thereafter; (2) has taken forty-two credit hours required for the degree, is

preparing a doctoral dissertation, and is registered for a minimum of one credit hour. This second category includes both resident and non-resident students.

3. LEAVE OF ABSENCE: For exceptional reasons, and on the recommendation of the Medieval Institute (which may mean the DGS/Director, and/or the Graduate Committee), a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return, with no assurance that readmission will be awarded.
4. MEDICAL LEAVE: Students enrolled in the Notre Dame Graduate School who wish temporarily to interrupt their programs for a brief period of time for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a “serious medical condition.” For purposes of this policy, “serious medical condition” means a medical condition that (1) requires multiple-day hospitalization, or (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician, up to a maximum of 6 weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than 6 weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy (See no. 3 above). In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

Full-time, degree-seeking students in their 6th year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of 6 weeks, paid by the Graduate School. Students will retain tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to 6 weeks). Students also will be deemed “continuously enrolled” at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease at least during the period of separation. Students are responsible for making arrangements, through the Institute or the departments in which they are assigned, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to reschedule exams and extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines, and to make up other work not discussed herein. Unlike a regular one-semester leave, time off in conjunction with this policy will count towards the students' degree time limit of 8 years and university-sponsored funding cap of 6 years.

5. **WITHDRAWAL FROM THE PROGRAM:** To withdraw from the University before the end of the semester, a student must inform the Institute (the Director and the Administrative Assistant) and the Graduate School, as well as complete the notice of withdrawal in the Office of the Registrar, 105 Main Building. Pro-rated refunds may be available according to the rules in force in the Graduate School.

Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student is registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

6. **MAXIMUM REGISTRATION:** During each semester of the academic year, a graduate student should not register for more than 12 credit hours of graduate courses, i.e., courses numbered 60-000 and higher. When exceptions are granted, these usually come in the first semester of the first year when students are expected to enroll in the 1-Credit, ungraded "Introduction to Medieval Studies" for a total of 13 credits. In the summer session, a graduate student may not register for more than 6 credit hours.
7. **CHANGES IN STUDENT CLASS SCHEDULES:** Normally a student may add courses only during the first seven class days of the semester. Exceptionally, a student may add courses after this time only on recommendation of the Director and with approval of the Graduate School. A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the mid-semester point (the Graduate School and the Registrar will set the exact date in each term), a student must have the approval of the Director, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made

after the seventh class day of the semester. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of W.

A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious physical or mental illness.

8. TRANSFER OF CREDITS: The Medieval Institute does not normally transfer credits earned at another institution. Exceptions require the approval of the Director. All exceptions must follow the guidelines set out by the Graduate School and require the formal approval of the Graduate School. However, students entering with a master's degree or substantial graduate credit may consult with the Director about the possibility of accelerating the M.M.S. and/or Ph.D. examinations. Students should refer to the Graduate Bulletin concerning transfer of credit.
9. AUDITING CLASSES: During their first three years of study, students may elect to audit a class. If a student wishes to follow a course of lectures without formally registering as an auditor and the relevant professor is agreeable, then no formal steps need to be taken. If a student wishes to register as an auditor, s/he must plan on including the audited credits among the total credits for which the student has registered in that term. Students may formally audit a class only with the approval of the DGS and, for second- and third-year students, on the recommendation of their advisers. After year three, students may not audit classes as a regular part of the 1-credit- per-term registration system for dissertators. That is, should a student wish to audit a class after year three, she or he will be charged tuition for that class. In exceptional circumstances (e. g, the acquisition or enhancement of a critical research language), and only on the basis of a written petition submitted to the Director and signed by the student's dissertation supervisor, the Medieval Institute may pay the tuition for an auditor.

EVALUATION OF STUDENTS

1. GRADUATE GRADES: listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
F	0

I	0	(Until Incomplete is removed)
NR	None	Not reported
S	None	Satisfactory
U	None	Unsatisfactory
V	None	Auditor (graduate students only)
W	None	Discontinued with permission

Quality point values are used to compute the student's G.P.A. (Grade Point Average). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.

A student receives the temporary grade of I when, for acceptable reasons, he or she has not completed the requirements for a 60-000 or higher level graduate course within the semester or summer session. No grade of I can be given for courses below the 60-000 level or to graduating students in the final semester or final summer session. It is recommended that professors explain their policy on incompletes in their course syllabi. A professor need not grant an incomplete in a course. When a professor permits incompletes in a course, a student is required to ask the professor's permission to take an incomplete, and this request must be made prior to the last class day.

The student then must complete the coursework for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an I for a summer session course, he or she must complete the coursework for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled. The professor has the authority to set an earlier date by which the incomplete must be fulfilled than that required by the Graduate School.

The University temporarily computes this grade as the equivalent of an F in calculating the G.P.A. When the student fulfills the above requirements, the I is replaced by the new grade. If the student does not complete the course within the required time, the grade will be changed permanently to an F.

The Institute and the Graduate School will review a student who receives more than one I in a semester or an I in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment. In the Medieval Institute a student who incurs three or more Incompletes in the first two years of study will not usually be permitted to proceed to the Ph.D. although such a student may be awarded the M.M.S. if all requirements for that degree have been fulfilled.

The grades of S and U are used in courses without semester credit hours, as well as in research courses, and in the "Introduction to Medieval Studies." In

these courses, the grade of S does figure in a student's earned semester credit-hour total but does not figure in the computation of the G.P.A. A grade of U will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of V has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor who requests at the beginning of the semester that it is made part of his or her permanent record and who attends the course throughout the entire semester (But see above Section 9 on Auditing Classes). The grade of V cannot be changed to a credit-earning grade.

The grade of W is given for a course that a student is allowed to drop after the mid-semester point.

2. EXAMINATIONS: Unexcused absence from a regularly scheduled final examination results in an F. An absence excused in advance results in an I (incomplete: see above).

In the Medieval Institute, students must successfully pass two sets of pre-dissertation examinations. Near the end of his or her second year, a Medieval Institute student will undertake a 90-minute oral examination for the M.M.S. degree. For precise details on the structure of this examination, see below under Curriculum. Near the end of his or her third year a Medieval Institute student will undertake a Ph.D. candidacy exam consisting of five written examinations and one oral 90- to 120-minute exam. For precise details on these examinations see below under Curriculum.

In the Medieval Institute a student must pass the Latin examination, which is offered every semester, before he or she can be awarded the M.M.S. degree and accorded permission to proceed to the Ph.D.

3. ACADEMIC ADVISING: On initial enrollment in the Medieval Institute, each student is advised by the Director in his/her capacity as Director of Graduate Studies. Gradually, the student's academic, intellectual, and professional advising will fall more and more under the guidance of the professor(s) whom the student identifies as his or her primary advisers. The Director/Director of Graduate Studies continues to hold primary responsibility for general administration of the student's academic standing in the program.

The Administrative Assistant in the Institute shares in advising in so far as s/he maintains student records and alerts both the Director and the student about University, Graduate School, and Institute deadlines.

The Assistant Director assists the Director and students in general issues of professionalization and socialization.

4. ACADEMIC GOOD STANDING:

4a. Criteria: Continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.). A student may be dismissed from the Institute if

the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. A failure to make progress toward degree requirements, including fulfillment of language requirements, according to the schedule set out in this Handbook, may jeopardize a student's standing.

4b. Loss of Academic Good Standing: The Institute may place a student on restricted financial eligibility (this can range from the loss of eligibility for travel funds to the loss of all financial aid) or academic probation (a warning that the student has lost good standing and faces possible dismissal). The Graduate School enforces an "8-semester" rule. Students have 8 semesters within which to pass their oral candidacy exams and have their dissertation proposals approved. Students who do not achieve these objectives within this 8-semester time frame will lose their funding.

4c. Termination: The Institute reserves the right to dismiss a student who fails to maintain academic good standing or who, in the collective judgment of the Director and the faculty, has little or no chance of successfully completing the program or who has shown a consistent disregard for the Institute's rules as specified in this Handbook.

5. STUDENT EVALUATION: The performance of all doctoral students is evaluated by the Medieval Institute at the end of every semester. At the end of every semester each member of the faculty is asked to fill out an evaluation form for every student with whom he or she has worked during that semester, and to submit that evaluation to the Director. The Director reviews these evaluations along with the student's transcript and takes one of three courses of action: 1) When a student is making fine progress, the director places a brief written statement to this effect in the student's file and communicates this assessment to the student orally; 2) when a student has specifically defined but not serious problems, the Director summarizes faculty judgments in writing for the student's file and consults with the student, aiming in such consultation to define a plan to address any perceived problems; 3) when a student is seen to have serious problems the Director will consult with the Graduate Committee and communicate to the student in writing the results of that consultation. The student will then be asked to consult with the Director, or with the Graduate Committee, or with the Director and the student's adviser. The result of consultation will be a written plan specifying the actions the student must take to remove faculty concerns and the time period within which those actions must be taken. Except in unusual circumstances, a student who fails to address the concerns that have arisen in this review and consultation process within one semester will be terminated.

FINANCIAL AID

1. **FELLOWSHIP SUPPORT:** With the offer of admission to the Medieval Institute, a student is assured, provided that he or she maintains good standing as defined above, five years of funding including both a tuition scholarship and a stipend. In general, there are two kinds of stipends in the Medieval Institute: Presidential Fellowships and University Fellowships (some of which may be “named”). The former run for twelve months and provide a somewhat larger monthly award. All stipendiaries of the Medieval Institute are considered to “owe service” in years two and three of their stipend tenure. Most often, service means serving as a Teaching Assistant in a relevant course within one of the departments in Arts and Letters. Sometimes service means assisting a faculty member as a research assistant.
2. **FUNDING BEYOND FIVE YEARS:** The Institute has sometimes found itself in the position of being able to award sixth-year funding to students. Such funding cannot be promised and students must not count on it. The Director and the faculty expect that all fourth- and fifth-year students will seek out and apply for all external funding for which they are eligible. When a student wins one or more years of “outside” funding he or she can “bank” one year of Notre Dame funding. Moreover, when a number of Institute students win outside funding, this *may* free sixth-year stipends for other students. In addition to external sources of funding, Institute students should seek University Teaching Fellowships and Kaneb Fellowships.
Except in unusual circumstances, the Graduate School does not allocate University funding to students beyond six years.
3. **TEACHING:** In addition to what is said below under “Professionalization,” it may be noted here that from time to time teaching opportunities present themselves to Medieval Institute students. Occasionally, these opportunities come during the academic year and while a student is still receiving a stipend. When such opportunities arise, the student receives a graduate stipend from the Medieval Institute but teaches his or her own course in a department. Teaching of this sort might be regarded as an enhanced Teaching Assistantship. Departments may on a case-by-case basis offer remuneration above the normal stipend.
4. **SUMMER SUPPORT:** Duly enrolled graduate students who apply before the annually posted deadlines may take graduate courses up to three credit hours of graduate courses in the summer without fees.

Each summer the Institute receives an allocation from the Graduate School for a certain number of summer stipends. The Director awards these as follows: First priority goes to rising fourth-year students to permit them to work full time on their dissertation proposals; second priority goes to rising fifth- and sixth-year students to enable them to work full time on their dissertations; third priority goes to first- to third-year students according to their academic standing and

demonstrated needs. No student who is on a twelve-month fellowship will be awarded a summer stipend. Graduate School Summer stipends do not demand and are not contingent upon the performance of teaching, research, or other service. Occasionally the Director can award summer stipends from Institute funds for the specific purpose of securing research and/or administrative assistance in the Medieval Institute.

5. **TRAVEL SUPPORT:** Through an annual allocation for professional development from the Graduate School and its own endowed funds, the Institute is able to support students who are: 1) presenting a paper at a significant conference; 2) attending the major employment interview conference in their field and have scheduled job interview(s); or 3) attending the International Congress on Medieval Studies at Kalamazoo. Students may also petition the Director for support for conferences where the subject matter or the people present are likely to have major significance for the student's professional development. In all cases, the Institute expects that students will apply to the Graduate School for available and eligible funding (e.g., Zahm Travel Grants) before applying for Institute support.
6. **RESEARCH SUPPORT:** By means of its endowed funds, the Institute can usually support students in the acquisition of microfilms or similar materials pertinent to their doctoral research. The Institute can also make modest grants to support brief trips to consult archives or repositories.

PROFESSIONALIZATION

The Medieval Institute makes every effort to help its students to understand the ways of the academy, the cultures of particular academic disciplines, and the strategies most likely to be successful in the winning of awards, fellowships, and jobs.

1. **MEETING THE PROFESSORIATE:** Every year the Institute hosts numerous visiting scholars and sponsors lectures by many of them. After lectures there are receptions where students can meet and talk with visitors. Following seminars and during symposia and conferences, students are invited to have lunch with visiting scholars. These formal and informal encounters have two aims: To introduce students to the wide array of interests and styles evident among academics and to let students have a chance to meet, exchange ideas with, and become known by significant figures in their fields.
2. **TEACHING OPPORTUNITIES:** All Institute students serve as Teaching Assistants during their second and third years. As a condition of entering the classroom, students are expected to attend Kaneb Center as well as departmental workshops on teaching. Institute students are strongly encouraged to attend

- additional Kaneb Center lectures, presentations, and workshops throughout their years in graduate school.
3. CONFERENCE PRESENTATIONS: Any Institute graduate student who is about to make a presentation at a significant conference is encouraged to advise the Director of his or her plans. The Director will make every effort to assemble an audience so that the student can “practice” his or her talk, receive constructive criticism, and cope with the kinds of questions that the talk might be likely to provoke.
 4. MOCK INTERVIEWS: When an Institute student has a job interview at a major conference, the Director will assemble several relevant faculty members to give the student a vigorous and representative interview experience.
 5. JOB TALKS: When a student is invited for a campus interview, the Director will assemble an audience to hear and critique the student’s job talk and also to provide advice on the interviewing experience.

PART II: THE CURRICULUM

1. THE MASTER OF MEDIEVAL STUDIES

The M.M.S. requires the successful completion of 31 credit hours of graduate-level work but fully and continuously enrolled M.M.S. students will normally earn forty or more credits in their first two years of study. The apparent discrepancy is attributable to the fact that M.M.S. students are, in fact, prospective Ph.D. students in transition. The credits which M.M.S. students earn above those required for the M.M.S. degree will apply to the Ph.D. provided that a student has been admitted to Ph.D. candidacy.

1a. THE PROGRAM: An M.M.S. student will normally pursue the following course of study:

<u>Semester 1</u>	<u>Semester 2</u>
Christian Latin (or Intermediate Latin)	Medieval Latin
Elective	Elective
Elective	Elective
Elective	Elective
MI 60001 (one credit, non-graded)	
<u>Summer</u>	
Medieval Latin or Paleography	

<u>Semester 3</u>	<u>Semester 4</u>
Paleography or Elective	Elective
Second-Year Res. Tutorial I	Second-year Res. Tutorial II
Elective	Exam Preparation

Among the eight (or nine) courses designated as “electives,” four must be chosen so as to satisfy the following area requirements: One course each in history (normally Proseminar I or II); philosophy or theology; vernacular language or literature; art or music. Students have considerable flexibility in choosing the remaining four (or five) courses, the research tutorial, and the exam preparation course.

1b. **BASIC REQUIREMENTS:** By the end of his or her second year an M.M.S. student must have:

1. Passed the M.M.S.-level Latin examination: The Latin examination is offered twice per year and students must take it each time it is offered until they have passed.
2. Passed a reading-knowledge examination in one modern language: Students may have acquired their knowledge of modern languages during prior study. Usually, students take reading knowledge courses in the summer. Students may take reading knowledge courses during the academic year but such courses do not count in the official “load” and do not acquire graduate credit.
3. Passed paleography (if it was offered).
4. Submitted a satisfactory second-year research paper.
5. Passed a 90-minute oral examination.

1c. The M.M.S. ORAL EXAMINATION will provide students with an opportunity to display their general competence in three disciplines and their emerging mastery in one of them. It is expected that the student will be examined by four different professors who represent three disciplines (for the full list of acceptable disciplines and possible examination fields within them, see below). One of the three disciplines, the student’s primary discipline, will be examined by two professors. It is expected that this discipline will form the core of the eventual Ph.D. candidacy examination. Accordingly, this discipline will be examined in somewhat greater length and detail than the other two. The selection of examiners is made by the student in consultation with the Director. Students must submit to the Director, early in their fourth semester of enrollment, the

reading lists over which they expect to be examined. These lists must be prepared in consultation with and signed by the relevant examining professor. Not later than March 1 in their fourth semester students should consult with the Administrative Assistant to schedule an examination. The M.M.S. examinations will be administered in early April, but not during Holy Week.

Students should be aware that not all of the items on their reading lists will have been covered in courses, and that materials covered in courses but not included in reading lists may legitimately be examined.

The oral examination is chaired by the student's adviser, or by one of the four examiners appointed by the mutual consent of the other examiners. The examination normally lasts 90 minutes. When the exam is concluded, the student is excused so that the examiners can deliberate on the student's performance. The result is immediately communicated to the student and the Director. Students can only pass or fail; that is, a student cannot pass or fail a single portion of the exam. If a student fails the examination, he or she may, at the discretion of the examining committee and the Director, re-take the examination once, normally late in the immediately following August.

1d. SECOND YEAR RESEARCH PROJECTS will be submitted and collaboratively evaluated (by the adviser, the Director, and such additional faculty members as the Director may appoint) on or before April 30 of a student's second year. At the beginning of their third semester of study each student will select a member of the faculty with whom he or she will undertake an intensive program of reading in primary sources (preponderantly in the original language) and scholarly literature with a view to identifying a worthwhile, original research project. Once the topic has been identified, the student and teacher will settle on a plan of work such that the resulting paper can be submitted to the teacher, the director, and (perhaps) one more member of the faculty. Faculty and students should approach the project with the intention of producing a publishable article (and perhaps of "spinning off" one or more conference presentations).

1e. THE MEDIEVAL INSTITUTE'S LATIN EXAMINATION will be administered each fall semester in the week after Thanksgiving and each spring semester in the week after spring break. Students may take the examination up to four times and a passing mark on the examination is required for the M.M.S. degree. The examination normally consists of three "unseen" passages, and may include both prose and verse selections. Students may use a dictionary to prepare their translation of one of the three passages. The examination is set and graded by a faculty committee chaired by the Professor of Medieval Latin.

- 1f. EVALUATION OF M.M.S. STUDENTS: In the first week of May of each year the Director and the Graduate Committee will review the accomplishments of the members of the second-year class. There will be four possible recommendations:
1. Permission to proceed to the Ph.D.
 2. Permission to repeat/complete a deficient element in the M.M.S. requirements with the expectation that the M.M.S. will be terminal.
 3. Award of the M.M.S. as a terminal degree.
 4. Dismissal without the M.M.S. degree.
2. THE DOCTOR OF PHILOSOPHY IN MEDIEVAL STUDIES: The Ph.D. requires: one additional year of coursework beyond the two required for the M.M.S.; the successful completion of at least 60 credit hours of study; one additional examination in a modern language; completion of paleography if it was postponed from year two of the M.M.S.; successful completion of five written Ph. D. candidacy examinations (one of three hours' and four of two hours' duration); one oral Ph. D. candidacy examination (normally of 90 minutes' duration); presentation of a dissertation proposal; presentation and defense of a satisfactory dissertation.
- 2a. THIRD-YEAR COURSEWORK normally consists of two or three courses taken in the fall semester, followed by a spring semester devoted to MI 77001 (Field Examination Preparation). MI 77001 may be taken for a variable number of credit hours, but generally students enroll for 9 hours of credit unless they are taking one or more courses, in which case they will enroll for correspondingly fewer credits in MI 77001. NOTE: Once students have completed 42 hours of credit, their "full-time" Medieval Institute course load reduces from 12 to 9 credits in any semester. Students who enter the Medieval Institute with a master's degree may not formally transfer credit from previous coursework but may, with the approval of the Director and their adviser, accelerate their progress to the candidacy exams.
- 2b. PH.D. CANDIDACY EXAMS are based on the totality of a student's coursework and five reading lists prepared in close consultation with five examiners. Normally, three lists (and, therefore, examiners) will represent one discipline. A fourth list/examiner may represent a substantially different field within that discipline. Typically, two lists/examiners will represent disciplines outside the major discipline but closely related to it intellectually, chronologically, or methodologically. It is expected that a student will retain at least three examiners from the M.M.S. oral exam for the Ph.D. candidacy exam. One

candidacy list/examiner may be drawn for outside the Medieval Institute faculty. (For guidelines on lists see below under 2d.)

Students preparing for candidacy examinations must submit to the Director complete reading lists, signed by their examiners, by January 15 of their sixth semester. Written candidacy exams will normally be scheduled in the third week of April. Ph.D. oral exams will normally be scheduled in the fourth week of April. Students will write a three-hour examination in their major field of study and two-hour exams in the other four fields. The oral exam, chaired by the student's adviser, will usually last 90 minutes but may extend to 120 minutes. The student's adviser may take more time in the oral exam than the other examiners. When the oral exam is completed, the student will be asked to leave the room and the examiners will discuss the student's performance. Their verdict will be communicated to the student and to the Director immediately after the exam. A student must pass at least four written exams and the oral exam to be awarded a pass on the exam as a whole. If a student should fail the exam, he or she will be provided with precise instructions on the course of study or reading that must be completed to enable him or her to retake the exam. Students may retake the candidacy exam once, normally in late August.

2c. THIRD-YEAR REVIEW: In early May of each year the Director and the Graduate Committee will review the accomplishments of the members of the third-year class. There will be three possible recommendations.

1. Permission to proceed to the dissertation proposal.
2. Requirement to re-take the Ph.D. examinations in the following August with the possibility at that time to recommend continuation or dismissal.
3. Dismissal with only an M.M.S. degree.

2d. THE DISSERTATION PROPOSAL: Proposals are expected to be submitted not later than November 1 in the fall semester of the student's fourth year. If a student cannot meet this deadline, he or she will ask the Director to schedule a meeting involving the Director, the adviser, and the student to ascertain when a proposal can be submitted. A student who has not submitted a dissertation proposal by the end of his or her fourth year may be dismissed from the program.

To facilitate preparation of the proposal, rising fourth-year students will be provided with summer stipends to permit them several months of continuous work after the Ph.D. examinations.

All students must submit a dissertation proposal of 20 to 25 pages. The dissertation proposal may consist of as many as three parts. This proposal should answer three basic questions: What questions/problems/issues will this

dissertation address? Why should this dissertation be written at all; that is, what will be its original contribution to scholarship? What is the envisaged plan of work? The proposal should conclude with 3 to 5 pages of annotated bibliography.

Proposals will be discussed in a 60 to 90 minute session with the adviser, the Director (if he or she wishes to attend), another professor from the field of emphasis, and the interdisciplinary examiner from the Ph.D. exams (or an appropriate substitute).

2e. THE DISSERTATION: When a student and his or her adviser agree that a dissertation is ready to be defended, documents should be filed in the Medieval Institute and the Graduate School to initiate a defense. Defense committees will consist of five members of the faculty: one, the chair, who is appointed by the Graduate School and does not vote; the student's adviser; and three chosen by the student and his or her adviser in consultation with the Director. The Director may appoint him/herself as an examiner of any dissertation submitted to the Medieval Institute. At least one dissertation examiner in addition to the Graduate School representative must come from a department other than the one in which the student's field of emphasis resides. A student may petition the Director and the Graduate School to have one examiner from outside the University. In such cases, the Medieval Institute will sustain reasonable costs for such an outside examiner.

3. FIELDS OF STUDY: "Fields" represent segments of vast disciplines. No student, or professor, can be expected to know all there is to know within any one of them. Accordingly, fields will be defined, for purposes of study and examination, by reading lists created by students in close consultation with their professors. A student whose primary discipline is, say, history, will choose at least three fields within history (and may, for Ph.D. candidacy exams choose another field in history outside the Middle Ages). Reading lists may emphasize primary sources, exciting recent scholarship, classic works of scholarship, or a combination of the three. Required reading may mean either books or articles. Students and faculty members will be expected to strike the appropriate balance depending upon the needs and traditions within particular academic fields. As rough guidelines, M.M.S. lists should amount to 25-30 primary texts or books (or the equivalent in articles) and Ph.D. lists should amount to 50 to 60 primary texts or books (or the equivalent in articles).

The following Disciplines, with Fields (or examination fields) are currently available:

Art History: Late Antique Art, Early Medieval Art, Later Medieval Art, Byzantine Art, Renaissance Art.

History: Late Antiquity, The Early Middle Ages, The High Middle Ages, The Late Middle Ages, The Renaissance, The Mediterranean World, The Islamic

World, Byzantium, The Medieval Church, Medieval Intellectual History, Medieval Economic History.

Language and Literature: Arabic, Dante and/or Petrarch and/or Boccaccio, Old English, Middle English, Old French, Middle French, Old High German, Middle High German, Late Antique Latin, Medieval Latin, Renaissance Latin, Medieval Spanish Literature.

Manuscript Studies: Codicology, Paleography, Text Editing.

Music: Musicology, Music History.

Philosophy: Late Antique Philosophy, Early Medieval Philosophy, High Medieval Philosophy, Late Medieval Philosophy, Islamic Philosophy, Medieval Jewish Philosophy.

Theology: Greek Patristic Theology, Latin Patristic Theology, Early Medieval Theology, High Medieval Theology, Late Medieval Theology, Byzantine Theology, Islamic Theology, Medieval Judaism.

PART III: ETHICAL ISSUES

1. ACADEMIC INTEGRITY: Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment; errors in recording, selection or analysis of texts, documents, or data; differences in opinions involving interpretation; or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred should discuss it on a confidential basis with the Director. If a perceived conflict of interest exists between the Director and the accused, the

student shall appeal to the Chairperson of the department in which his or her primary field of study resides. The Director or Chairperson shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. Otherwise, the Director will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The Director will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the Director. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the Director in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the Director, and the Dean of the Graduate School. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort in the event that the student holds a non-University scholarship and/or fellowship.

If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days. The student has the right to appear before the Dean or before his or her delegate. The Dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

2. POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE:
Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in *duLac: A Guide to Student Life*, which is the University's description of student life policies and procedures. The codes, rules, regulations, and policies that establish the official parameters for student life at Notre Dame are contained in *duLac*. Unless otherwise noted, the policies and procedures in *duLac* apply to all students (undergraduate, graduate, or professional), whether the behavior occurs on or off campus. Copies of *duLac* are provided to all students at the time of their enrollment and may also be obtained from the Office of Residence Life, located in the Main Building.

3. GRIEVANCE PROCEDURES: Graduate School rules provide that students follow the grievance and appeal procedures of the department in which they are studying. In the Medieval Institute, a student who believes that he or she has a legitimate complaint against a member of the faculty or staff on a matter directly relevant to teaching, research, or administration should first attempt to resolve the issue in confidential conversation with the relevant faculty or staff member. If such conversation fails to produce a mutually satisfactory result, the student should consult the Director. The Director may adjudicate the matter or appoint a committee of three persons to do so. The review committee will consist of two persons appointed by the Director and one person nominated by the complaining student. If the complaining student believes that the appointed committee has not achieved a satisfactory result, he or she may then initiate a grievance process according to University and Graduate School guidelines. Appeals beyond the Medieval Institute are made directly to the Dean of the Graduate School. A more detailed outline of the grievance and appeal procedure as approved by the Graduate Council is available on the website of the Graduate School.