

German Graduate Program Ph.D. and MA Degree Requirements

Revised: Sept 2008; Jan 2009; March 2014; March 2016
Graduate Council Approved: March 17, 2016

Master's Degree Requirements

1) Admissions requirements

Admission to the M.A. program in German requires a B.A or B.A. equivalent in German Literature or Culture or a field related to German Literature or Culture (for example, Comparative Literature or History) as well as demonstrated fluency in the German language. Applicants must submit a completed Office of Graduate Studies online application (a Statement of Purpose, Personal History Statement, Sample of Written Work, three Letters of Recommendation) as well as official transcripts. GRE scores are recommended. TOEFL scores are required for international applicants who do not hold a degree from a university at which English is the language of instruction. Applications must be submitted by the published deadlines to receive consideration.

2) Master's degree (M.A.), Plan I (Thesis) or Plan II (Comprehensive Examination)

The MA degree is awarded under Plan I (thesis option) as well as Plan II (comprehensive examination option). The requirements for these two options are as follows:

Plan I requires completion of 30 units of work at the upper division and graduate levels and submission of a substantial thesis (60 – 80 pp). At least 12 of the 30 units required must be graduate work in the major subject. There is no comprehensive exam.

Plan II requires completion of 36 units of upper division and graduate courses. Satisfactory performance on a comprehensive final examination fulfills the capstone requirement. At least 18 of the 36 units required must be graduate courses in the major subject. No more than 9 units of research (299 courses or equivalent) may be used in satisfying the 18-unit graduate course requirement.

Students select at time of application the option to which they would like to be admitted.

3) Course Requirements - Core and Electives

The Office of Graduate Studies requires that every full-time student register for 12 units each quarter. This requirement can be met by a combination of courses included on a student's program of study (please see the list below) and 299s. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

The following list of courses specifies requirements and guidelines to assist students in developing their programs of study.

Required Core Courses

GER 101: A& B: Survey of German Literature (can be substituted or waived with approval of Graduate Adviser)	8 units
GER 210, GER 211, GER 212, GER 239 or equivalent course in the Critical Theory program, with approval of the Graduate Chair or Adviser	4 units
GER 291: Foreign Language Learning	4 units

Elective Courses

In addition, students choose at least three more seminars in German from GER 202, 206, 240-297	12 units
Total units	28 units

4) There are no special requirements for the M.A.

5) Committees

Admission Committee (Graduate Matters Committee):

The Graduate Matters Committee consists of all German Senate faculty. Once the completed application, all supporting material, and the application fee have been received, the Department's Graduate Matters Committee reads and evaluates all applications to the M.A. program. This committee then makes recommendations of admission, deferral, or denial of admission to Graduate Studies, which officially acts on the applications. Applications must be accepted by the published deadlines to receive consideration for the next Fall entering class.

Thesis Committee:

For students who choose Plan I (thesis), the thesis is guided by a Chair, chosen by the student in consultation with the Graduate Adviser, and then read and evaluated by a Thesis Committee, made up of the Chair and two members of the faculty from the German program. Students, in consultation with the Chair and Graduate Adviser, nominate two faculty to serve on the Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The Thesis Chair serves as Chair of the committee.

6) Advising Structure and Mentoring

Students work closely with the Graduate Adviser to develop their programs of study. .

Mentoring Guidelines are located on our website: german.ucdavis.edu. Select the Graduate tab and find the link in the Advising and Mentorship paragraph of the MA and PhD pages.

7) Advancement to Candidacy

MA students must complete the Candidacy application prior to the quarter in which they will file a thesis or take the comprehensive exam. Every student must file an official application for Candidacy for the Degree of Master of German Studies and pay the Candidacy Fee after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the fifth quarter. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate Graduate Program Coordinator and the student; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the program and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

For Plan I (thesis option), students will list their three committee members for Office of Graduate Studies approval. The thesis must be filed in a quarter in which the student is registered or on filing fee. Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issues each quarter.

For Plan II (exam option), students do not need to provide names of the exam committee members.

Students on both plans will list all courses that apply to their MA program.

8) Thesis Requirements and Comprehensive Examination

a) Plan I: Thesis Requirements

During the third and fourth quarters, students, in close consultation with the Graduate Adviser, will form a thesis committee and develop a bibliography relevant to the topic of the thesis required under Plan I.

Thesis committee meetings: The candidate and committee Chair should meet at least once every two quarters with the other members of the thesis committee to discuss progress and any changes in research objectives.

Thesis: Research for the Master's thesis is to be carried out under the supervision of a faculty member of the program and must represent an original contribution to knowledge in

the field. The thesis research must be conducted while the student is enrolled in the program. The thesis is submitted to the thesis committee at least one month before the student plans to make requested revisions. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend to the Dean of Graduate Studies that the student be disqualified from the program.

b) Plan II Comprehensive Examination Requirements

During the second year, students, in close consultation with the Graduate Adviser, will develop a selection of 50 works taken from the general departmental reading list (substitutions upon approval of the Graduate Adviser and committee Chair) that will serve as the basis for the comprehensive examination required under Plan II.

This examination consists of three three-hour written segments and one one-hour oral component which is taken upon passing the written portion of the exam, each part administered on separate days by three members of the Graduate Program in German. These members of the Graduate Program will create the relevant questions of the exam as well as grade the exam. The student has appropriate input into the composition of the exam committee through the Graduate Adviser. The capstone requirement is fulfilled by the combined written and oral components of the comprehensive examination.

- i) **Timing:** Students may take the comprehensive examination once they have advanced to candidacy. However, it is important that the timing of the exam satisfy the regulations as noted in the CCGA handbook¹, which indicates that the capstone requirement be completed at or near the end of the coursework for the Master's degree. The exam should be given before the beginning of the third year, although additional time (until the end of nine quarters of study) may be allowed with approval of the Graduate Matters Committee. The exam may be repeated once.

Outcome: If a student does not pass the exam or a part of the exam on the first attempt, the committee may recommend that the student be reexamined one more time, provided that the Graduate Adviser concurs with the committee. The examination may not be repeated more than once. The exam or part of an exam must be retaken no later than 3 months after the failed exam. The same format will be used for the repeat exam(s).

- ii) A student who does not pass on the second attempt will be recommended for disqualification from further graduate work in the program to the Dean of Graduate Studies.

¹ Appendix K, page 34, of

<http://www.universityofcalifornia.edu/senate/committees/ccga/ccgahandbook.pdf>

9) Normative Time to Degree

Plan I (Thesis) and Plan II (Comprehensive Exam): 6 Quarters

(Normative Time is the elapsed time (calculated to the nearest quarter) that a student would need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. There are two parts to Normative Time: Normative Time to Advancement to Candidacy and Normative Time in Candidacy. For Plan I, Normative Time in Candidacy represents the number of quarters that are recommended for completion of the thesis.)

10) Typical time line and sequence of events for the Master's Degree

- 1st Quarter: Meet with Graduate Adviser to plan course of study
- 2nd -4th Quarters: Take required coursework
- 5th Quarter: Submit Master's Candidacy form to Office of Graduate Studies
Plan I – Submit draft of thesis for committee review
Plan II – Meet with Graduate Adviser to select exam committee members; prepare for exam
- 6th Quarter: Plan I – Complete final draft of thesis; obtain committee signatures on thesis title page; schedule appointment at Office of Graduate Studies; submit thesis
Plan II – Take Comprehensive Exam

11) Sources of funding

The German department will do its best to fund students admitted to the M.A. program for at least two years, usually through teaching assistantships or associate instructor positions, but also, for exceptional students, through the Max Kade Fellowship.

12) Planned Educational Leave Program (PELP)

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/students/handbook/1.html>

Ph.D. Degree Requirements

1) Admissions requirements

Admission to the Ph.D. program in German requires a B.A or B.A. equivalent or an M.A. in German or a field related to German (for example, Comparative Literature or History) as well as demonstrated fluency in the German language. Applicants must submit a completed Office of Graduate Studies online application (a Statement of Purpose, Personal History Statement, Sample of Written Work, three Letters of Recommendation) as well as official transcripts. GRE scores are recommended.

TOEFL scores are required for international applicants who do not hold a degree from a university at which English is the language of instruction. Applications must be submitted by the published deadlines to be considered for the next Fall entering class.

2) Dissertation Plan

The German department follows, for its Ph.D. program, the dissertation rules under Plan B as described in 520 in the Davis Division Academic Senate Regulations.

Plan B. The Graduate Council shall appoint a committee of a minimum of 3 members, including its chair. This committee will be designated as the Dissertation Committee and the chair of this committee will be the candidate's major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure: (Am. 02/28/05; 06/01/06)

a) The committee members shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee and the candidate shall arrange for such conferences as may be necessary for the complete elucidation of the subject treated in the dissertation.

b) No exit seminar is required by the Graduate Matters Committee.

3) Course Requirements

The Office of Graduate Studies requires that every full-time student register for 12 units each quarter. This requirement can be met by a combination of courses included on a student's program of study (please see the list below) and 299s. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

Students entering with a B.A.

Students holding a B.A. who are admitted to the Ph.D. program must successfully complete three years of coursework, including at least three GER courses per year. They may but are not required to take a comprehensive examination comparable to the examination for the Masters Plan II option.

Nine core courses	36 units
Critical Theory (CRI) 200A	4 units
Total units	40 units

Students entering with an M.A.

Students who enter the Ph.D. program with an M.A. must successfully complete two years of coursework, including Critical Theory (CRI) 200A and at least three GER courses per year.

Six Core Courses	24 units
Critical Theory (CRI) 200 A	4 units

Total units

28 units

Elective Courses:

Some courses (such as GER 211, 212, and 297) may be repeated, provided the content is different. The approval of the Graduate Adviser is required. The Adviser may also approve completion of 298 (Group Study) or 299 (Individual Study) in lieu of graduate seminars if the content is pertinent to the student's course of study.

Students may also elect to pursue additional course work in a "Designated Emphasis," such as Critical Theory, Feminist Theory and Research, Social Theory and Comparative History, Second Language Acquisition, or Classics and Classical Receptions. These programs were created to accommodate interdisciplinary research interests. Students must complete all courses listed on their Ph. D. program of study before being admitted to the qualifying examination.

4) Special requirements

Students with academic appointments (i.e., TA, AI, and GSR) are expected to complete their qualifying exams by the end of their ninth quarter.

Students are also required to acquire reading knowledge in a foreign language other than German pertinent to their field of research. The foreign language reading exam must be passed prior to being admitted to the qualifying exams.

5) Committees

a) Admission Committee (Graduate Matters Committee):

The Graduate Matters Committee consists of all German Senate faculty. Once the completed application, all supporting material, and the application fee have been received, the Department's Graduate Matters Committee reads and evaluates all applications to the Ph.D. program. This committee then makes recommendations of admission, deferral, or denial of admission to Graduate Studies, which officially acts on the applications. Applications must be submitted by the published deadlines to receive consideration for the next Fall entering class.

b) Course Guidance:

Until the student chooses a Major Professor, the student develops a study plan in close consultation with the program Graduate Adviser. For students entering with the B.A., the student chooses a faculty member during the third year to serve as a Major Professor. For students entering with the M.A., the student chooses a faculty member during the second year to serve as a Major Professor. Students with academic appointments and/or fellowships are required to enroll in no fewer than 12 units to be considered a full-time student.

c) Qualifying Examination Committee:

The examination committee will include the student's Major Professor, who cannot

serve as its chair. At least one member of the committee must be a faculty member from outside the German graduate program. The members of the examination committee are nominated, after consultation with the student, by the Graduate Adviser and are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

If the student has chosen to complete a Designated Emphasis, one member of the examination committee must represent that respective area. For details on the examination, see “Section 7. Advancement to Candidacy” below.

d) Dissertation Reading Committee

The Dissertation Committee is a three-member committee identified by the student, in consultation with the Major Professor. The majority of the committee should be from the program. The composition of the dissertation committee is entered on the Advancement to Candidacy Form and submitted to Graduate Studies for formal appointment in accordance with Graduate Council policy. The role of the Dissertation Committee is to advise the doctoral student on the research topic and methods, and then to review the final completed dissertation for acceptance. The Committee Chairperson (usually the Major Professor) should determine the desires of the individual members regarding assistance with the research and dissertation review at the time the dissertation committee is constituted.

6) Advising Structure and Mentoring

The **Major Professor** is the faculty member who supervises the student’s research and dissertation; this person serves as the Chair of the Dissertation Committee. The **Graduate Adviser**, who is appointed by the Dean of Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information. Mentoring Guidelines are located on our website: german.ucdavis.edu. Select the Graduate tab and find the link in the Advising and Mentorship paragraph of the MA and PhD pages.

7) Advancement to Candidacy

For students entering with the B.A., the student should have completed the requirements for the M.A. by the beginning of the third year, so that they can take their qualifying exams and advance to candidacy before the beginning of the fourth year. Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.0 in all course work undertaken (except those courses graded S or U), and must have passed a Qualifying Examination before a committee appointed to administer that examination. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the Candidacy Fee in order to be officially promoted to Ph.D. Candidacy. Refer to the Graduate Council website for additional details regarding the Doctoral Qualifying Examination at <http://gradstudies.ucdavis.edu/gradcouncil/policiesall.html>.

Qualifying Examination:

Post-B.A. students must complete their qualifying examination prior to beginning their fourth year to remain eligible for academic appointments.

Post-M.A. students must complete their qualifying examination prior to beginning their third year of study to remain eligible for academic appointments.

The qualifying examination consists of three parts, to be completed within a period of three consecutive quarters (spring and fall are considered consecutive quarters). Students may take one part of the exam per quarter over three consecutive quarters, or they may take two parts of the exam in the same quarter if they so choose. The examination committee will be the same for all three parts of the examination.

a) Part One (the "breadth section") is a written examination designed to test the historical breadth of the student's knowledge of the discipline. In consultation with the candidate's Major Professor and the candidate, the chair of the examination committee creates a comprehensive list of works on which the candidate is tested. This list is based on the "Graduate Reading List in German Literature" for literature and culture students and, for students specializing in linguistics or second-language acquisition, on the "Graduate Reading List in German Linguistics" (see enclosures). This portion of the examination is administered in three parts, each part three hours in length and administered on three consecutive days. If a student has already completed a comprehensive exam for the Master's degree in the UCD German Department, the student, in consultation with the Graduate Adviser and the Major Professor, will develop a selection of 50 works taken from the general departmental reading list that will serve as the basis for the comprehensive examination. These works shall be different from those examined on the Master's examination. If a student has completed a Master's degree elsewhere, Part One of the student's qualifying examination will be based on a list of 100 works selected from the general departmental reading list.

b) Part Two (the "area section") is a written area examination. In consultation with the candidate's Major Professor and the candidate, the chair of the examination committee creates a list of texts on which the candidate is tested. These works may concern theoretical or methodological issues relevant to the candidate's dissertation project; they may also comprise a second area of specialization. This special area portion of the qualifying examination is administered in one written examination of three hours.

c) Part Three (the "oral examination") is an oral examination based on a dissertation prospectus of approximately twenty pages that the student submits to the examination committee at least one month prior to the examination. A substantial bibliography must be appended to the prospectus. This position paper must present the overall thesis and main line of argumentation of the student's dissertation project and serves as the focal point of a sixty-to-ninety-minute discussion of the research project between the candidate and the examination committee.

-- For students completing a degree with an emphasis on German linguistics or second-

language acquisition, the examination will be administered by at least two members of the Graduate Program in German and at least one member of the Graduate Group in Linguistics, with the other two members drawn from German, Linguistics, or another appropriate department.

The qualifying examination, or any single part thereof, may be repeated once. This means that if a student fails any single part of the exam but has passed the other parts; he/she may repeat the failed part.

d) Timing: Post-MA students take qualifying exams between the 4th and the 6th quarter; post-BA students take the exams in their ninth quarter. Additional time may be allowed with approval of the Graduate Matters Committee.

e) Outcome: The committee will reach a decision on the student's performance immediately after the oral exam. The committee shall inform the student of its decision to:

- “Pass” (no conditions may be appended to this decision),
- “Not Pass” (the Chair's report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”), or
- “Fail”.

If a decision takes the form of “Not Pass” or “Fail”, the Chair of the oral qualifying exam committee must include in its report a specific statement explaining its decision and must inform the student of its decision. Students that receive a “Fail” will be recommended for disqualification from the program to the Dean of Graduate Studies. Students that receive a “Not Pass” may attempt the qualifying exam one additional time; the QE report must list the specific conditions and expected timing for the second exam. After a second examination, a vote of “Not Pass” is unacceptable; only “Pass” or “Fail” is recognized. Only one retake of the qualifying examination is allowed. Should the student receive a “Fail” on the second attempt at the exam, the student will be recommended for disqualification from the program to the Dean of Graduate Studies.

8) **Dissertation Requirements:**

1. **General Requirements:** Submission of the dissertation is the final requirement for the Ph.D. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or on Filing Fee status at the time of filing a dissertation, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The Ph.D. Dissertation will be prepared, submitted and filed according to regulations instituted by the Office of Graduate Studies <http://gradstudies.ucdavis.edu/students/filing.html>. Satisfaction of this requirement must be verified by the Dissertation

Committee Chair.

2. **Dissertation:** The research conducted by the student must be of such character as to show ability to pursue independent research. The dissertation should be a scholarly piece of work of publishable quality that contributes significantly to the field of German Studies. Students should meet at least once every two quarters with their dissertation committee. The dissertation must be submitted to all members of the dissertation committee at least one month before the student expects to make requested revisions; committee members are expected to respond within 4 weeks, not including summer months for nine month faculty. Informing committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback within this time frame. The dissertation must be approved and signed by the dissertation committee before it is submitted to Graduate Studies for final approval.

9) Normative Time and Time to Degree

Students entering with the B.A. should have completed the requirements for the M.A. by the beginning of the third year so that they can take their qualifying exams and advance to candidacy before the beginning of the fourth year. Those students should then complete their dissertations by the end of the sixth year. Students entering with the M.A. should complete their qualifying exams before the start of the third year. These students should then complete their dissertations by the end of the fifth year.

10) Typical time line and sequence of events for Ph.D.

1 st Quarter:	Meet with adviser to plan course of study
1 st -3 rd Quarters:	Take required coursework Submit application for the DE and complete DE course work (if applicable)
4 th – 6 th Quarters:	Satisfy language requirements
4 th - 6 th Quarters:	Post-MA students take qualifying exams and advance to candidacy
9 th Quarter:	Post-BA students take qualifying exams and advance to candidacy
7 th + Quarters:	Post-MA students write dissertation and complete degree
10 th + Quarters:	Post-BA students write dissertation and complete degree

11) Sources of funding.

The German department will do its best to fund students admitted to the Ph.D. program for five years, usually through teaching assistantships or associate instructor positions, but also, for exceptional students, through the Max Kade Fellowship.

12) PELP and Filing Fee status

Information about PELP (Planned Educational Leave) and Filing Fees can be found in the Graduate Student

Handbook: <http://www.gradstudies.ucdavis.edu/students/handbook/1.html>