The University of Texas at Austin

Department of Asian Studies

Information for PhD students in
Asian Cultures and Languages
2015 - 2017 Graduate Catalog
Administration and Governance

**ROLE OF THE GRADUATE ADVISER**
The current Graduate Adviser is Dr. Donald Davis. His office is located in WCH 4.114.

The Graduate Adviser administers the graduate program, is Chair of the Graduate Studies Committee and the Graduate Admissions Committee, and is the program’s principal representative to the Graduate School.

The Adviser assists each student in selecting a faculty mentor and then works with that student and mentor in planning a program of study tailored to every student's individual needs and interests. Students should make appointments to meet with their mentors at least once every semester.

In the latter part of each long semester, the Graduate Adviser meets individually with every student to plan the next semester’s work.

The Graduate Studies Committee sets policy for the graduate program in all matters except admissions. The committee is composed of the Graduate Adviser and several faculty members across campus who teach on Asia.

The Graduate Admissions Committee has responsibility for admission to the graduate program. It is composed of the Graduate Adviser and selected faculty who teach on East and South Asia.

The Graduate Studies Committee must approve any significant change in the Department’s graduate program.

**ROLE OF THE GRADUATE COORDINATOR**
The Graduate Coordinator is Jennifer Tipton. Her office is in WCH 4.128.

The Graduate Coordinator handles the day-to-day technical aspects of graduate life — adding and dropping courses, finding out rules and regulations, etc. The Coordinator is the first person you should seek help from for any bureaucratic problem.

**OMBUDSMAN**
The current Ombudsman is Dr. Heather Hindman. Her office is WCH 4.104G.

Asian Studies appoints a professor each year to serve as Ombudsman. The function of the Ombudsman is to assist students with problems they might encounter regarding student-teacher relations, sexual harassment, or other similar non-academic problems within the Department.
Student Responsibilities

The most important responsibility of each student is to be familiar with the degree requirements as set forth in the official publications of the Graduate School and the Asian Studies programs.

General and specific requirements for degrees in the Graduate School may be altered in successive catalogs, but students are bound only by the requirements of the catalog in force at the time of their admission to graduate study. Students may choose to fulfill the requirements of subsequent catalogs, in which case they must fulfill all of those requirements, not part of them. Graduate catalogs may be found online at http://registrar.utexas.edu/catalogs/graduate.

The department's graduate office maintains a paper file for each student. Students may see all material in their files except the confidential letters of recommendation.

EMAIL

Every graduate student must have an email address on file with the Department. Email is considered an official form of communication by the University of Texas at Austin and will be the main means by which the Department notifies students of upcoming events, fellowships, meetings, etc.

Information about the free-to-students UT Mail (utexas) email addresses is found online at http://www.utexas.edu/its/email/.

MAILBOXES

Each graduate student has a mailbox located in the hallway of the fifth floor of the WC Hogg building. Students are responsible for checking their boxes occasionally for flyers, notes, and other materials.

WEBSITE

The Department of Asian Studies posts items of interest to students on its homepage, located at http://www.utexas.edu/cola/depts/asianstudies/. Students should be sure to access the site often to stay informed about happenings in the Department. Items of interest include dissertation defenses, speakers, seminars, and updates about students and faculty.

STANDARDS OF CONDUCT

The University's expectations for student conduct are grounded in the University Code of Conduct: "The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community."

University students are also expected to uphold the Student Honor Code: "As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity."
Information about UT’s policies on Academic Integrity is located at http://deanofstudents.utexas.edu/sjs/acint_student.php.

The University’s standards of conduct are described at http://deanofstudents.utexas.edu/sjs/conduct.php.

Academic Dishonesty and Scholastic Dishonesty
“Academic dishonesty” or “scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes without the prior permission of the instructor), or the attempt to commit such an act.


Degree Requirements for the Asian Cultures and Languages PhD program
The PhD in Asian Cultures and Languages requires at least 30 credit hours of coursework beyond the Master’s degree, in addition to dissertation courses.

PhD in Asian Cultures and Languages Degree Requirements
- 24 hours in the student’s major and minor areas of specialization
- 6 hours graduate research methods of the appropriate discipline (e.g., historiography, literary theory or criticism, etc.)
- Completion of the research language
- Dissertation courses

Individual Program of Work
All students have an online Program of Work (degree audit). This document lists all required courses for your degree and all courses you have taken to fulfill those requirements. You may access your web-based Program of Work through UT Direct at https://utdirect.utexas.edu/ogs/gdp/.

Time to Degree

According to the College of Liberal Arts policy on time to degree and graduate student funding, posted at http://www.utexas.edu/cola/research/news/8030, programs must petition the College for permission to fund students past the sixth year of study.
Coursework

The majority of the coursework for the PhD should be graduate seminars with substantial content on Asia. Students are encouraged to enroll in graduate seminars with Asian Studies faculty.

At the discretion of the Graduate Adviser, graduate students may take individual instruction conference courses. These courses should not comprise the majority of the student’s course work and should be on topics that are not offered in organized graduate courses. The student should find a faculty member to supervise the course; the topic of the course should be within the faculty member’s research interests. The grading policy and other requirements are left to the discretion of the instructor. The student and faculty member should complete the graduate conference course agreement form located on the Asian Studies website and submit it to the Graduate Coordinator so that the student may be registered.

It is permissible for a graduate student to take an upper-division course for graduate credit. This may be necessary if many faculty are on leave and there is a shortage of organized graduate courses. Graduate students enroll in a graduate conference course number and attend all scheduled meetings of the undergraduate class, plus at least 4 additional meetings with the professor outside of regular class meeting times. Graduate students attending undergraduate courses are required to do an additional research paper with bibliography including extra materials not required of undergraduate students. Whether or not other undergraduate requirements are waived (such as exams) is left to the instructor’s discretion. The student and faculty member should complete the Undergraduate Course for Graduate Credit form located on the Asian Studies website and submit it to the Graduate Coordinator so that the student may be registered.

Once they have formally entered candidacy, Ph.D. candidates must register for dissertation hours each semester. Dissertation hours begin with the research course, either ANS 399R, 699R, or 999R, which may only be taken once. This is followed by the writing course, ANS 399W, 699W, and 999W, which be may taken as many times as necessary. PhD candidates must be registered for a dissertation course during the semester in which they intend to graduate.

Language Requirements

All PhD students are expected to demonstrate fifth-year proficiency in one Asian language prior to defending the dissertation.

Competency in at least one modern foreign language that will be used in research is required. The research language may be a European language, such as French or German, or a modern Asian language. If the student chooses to study an Asian language as his or her research language, the language should be one that is pertinent to the student’s professional development, such as Hindi for students whose primary language of study is Sanskrit. The
choice of language(s) and the required level of proficiency are determined by the mentor and
dissertation supervisor in consultation with the graduate adviser.

Grades and Grading
Students must maintain a 3.0 GPA in both departmental courses and courses taken outside the
department. Most students receive the grade of A or B in their coursework. The grade of C,
which is seldom given, denotes unsatisfactory performance. Any course in which a student
earns less than a C will not be counted towards his/her degree.

If a student receives a grade below B- in his/her primary language of study for two consecutive
semesters, the student may be dismissed from the program.

A student is expected to complete a course in a single semester. In rare instances, for
nonacademic reasons and at the discretion of the instructor, a temporary delay of the final
course grade, symbol X, may be recorded. The student must complete the course requirements
by the last class day in his or her next long-session semester of enrollment, and the instructor
must report a final grade by the end of the grade reporting period in that semester. If these
deadlines are not met, the symbol X is converted to the symbol I (permanent incomplete), and
the course will not count towards the student’s degree.

Graduate students have the option of taking up to 20% of their total credit hours for their
degree on a credit/no credit basis A student may not take courses in his/her primary language
of study for credit/no credit.

Portfolio Programs at UT-Austin
Portfolio programs are opportunities for students across the campus in any discipline to
obtain credentials in a cross-disciplinary academic area of inquiry while they are completing
the requirements for a master's or doctor's degree in a particular discipline. A portfolio
program usually consists of four thematically related graduate courses and a research
presentation; for master's portfolio programs, a practical experience related to the portfolio
program may replace the presentation. For a complete listing of portfolio programs available
at UT, visit http://www.utexas.edu/ogs/docport/.

Withdrawal and Leave of Absence
If you must drop all of your courses due to an emergency or other unforeseen circumstances,
you must complete at Withdrawal Petition and Refund Request Form (available from the
Graduate Coordinator). Prior to withdrawing, you should meet with the Graduate Adviser to
discuss your situation. Students who withdraw will receive the symbol W instead of a grade in
all courses that were in progress for the semester. Further information about withdrawal
policies and procedures is available at
Students seeking a Leave of Absence (LOA) should meet with the Graduate Adviser to discuss the circumstances surrounding the leave. Requests for leave are approved on an individual basis and may be granted for a period up to one year. Students must apply for a Leave of Absence prior to the first class day of the semester for which they wish to take leave. Further information about Leave of Absence policies and procedures is available at http://www.utexas.edu/ogs/student_services/academic_policies/leaves.html.

In order to re-enroll as a graduate student after a withdrawal or Leave of Absence, you must apply for readmission at http://www.utexas.edu/ogs/admissions/howtoreadmit.html unless you are absent only for a summer session.

**Candidacy**

To become a doctoral candidate, students must take Comprehensive Examinations in three or four areas in which they have completed coursework. Students and mentors will develop a schedule for completing coursework and comprehensive examinations. The schedule is subject to the approval of the Graduate Adviser. The examination research committee consists of one chair and two or three other members. Committee members should be chosen based on their expertise in the topics students will be tested on. A reading list for the examination must include core items assigned by the committee. The Comprehensive Examination is a written test with three or four questions; the number of questions and the timing of the questions will be decided by the exam committee.

Normally within two weeks after completion of the written questions an oral is scheduled at which the student will be questioned about his or her written answers and related topics.

**DISSERTATION PROSPECTUS**

The student will, in consultation with the Graduate Adviser, select five faculty members to form a dissertation committee. He or she then prepares a dissertation prospectus under the guidance of the Chair of the committee, who is also the student’s dissertation supervisor, to be submitted to the committee. The dissertation prospectus should be a detailed, coherent description of the following:

- The main argument and research focus of the dissertation, or hypothetical theses to be tested
- The methodology to be employed
- A survey of existing scholarship on the subject
- Preliminary chapter arrangements

After the prospectus is submitted, a hearing will be scheduled and all members of the student’s dissertation committee should be present. Suggestions given at the prospectus hearing must be incorporated in the student’s revision of the prospectus, which is then re-submitted to the committee for approval. The student then drafts a shorter dissertation proposal based on the approved prospectus and submits it when applying for doctoral candidacy.
CANDIDACY APPLICATION
At this point, the dissertation supervisor will email the Graduate Adviser and Graduate Coordinator to let them know that the student has completed all of the requirements and is ready to formally apply to the Graduate School to enter candidacy. With the Graduate Adviser’s approval, the Graduate Coordinator will then direct the student to the online candidacy application.

Graduation
At the beginning of the semester in which students plan to graduate, they should consult the Graduate School’s Deadlines and Forms webpage, located at http://www.utexas.edu/ogs/pdn/index.html, to become familiar with all of the required forms for graduation.

Students arrange the scheduling of the oral dissertation defense. The Request for Final Oral Examination form is due to the Graduate School at least two weeks prior to the dissertation defense. All committee members must sign the Request for Final Oral Examination. The student should submit the final draft of their dissertation to all committee member at least four weeks before the defense. Possible outcomes of the defense are: Pass, Reconsideration, Not Pass, and Fail. After the dissertation defense, the student will revise the dissertation prior to submitting it to the Graduate School. Revisions often take two weeks or more to complete, so it is recommended that students defend their dissertation no later than two weeks before the end of the semester.

The deadline for submission of the dissertation is the last class day of the semester in which the student intends to graduate.

Professional Development
All Asian Studies graduate students are expected to engage in professional development. Professional development includes applying for external fellowships and grants, attending and presenting at conferences and workshops, publishing original research, participating in outreach activities at local schools, auditing courses, and completing internships. Students should consult with their mentor to determine when they should complete professional development activities and which activities to complete.

Annual Report
All graduate students in Asian Studies must submit an Annual Report in the spring semester. The Annual Report includes information on degree requirements completed and professional development performed. The faculty mentor provides a written evaluation of the student’s progress on the last page of the report. The Graduate Studies Committee reviews all of the Annual Reports and provides students with feedback on their performance over the past academic year. The Annual Report form can be found on the Graduate Student Forms and Links webpage of the Asian Studies website at http://www.utexas.edu/cola/depts/asianstudies/forms-and-links/grad-student.php.
Going Abroad

All Asian Studies graduate students are encouraged to study abroad for a minimum of ten weeks to complete language study or conduct research.

Students going abroad for an academic reason, including language study, conducting research, or attending conferences, must abide by the “Student Travel Policy for International Locations” located at http://world.utexas.edu/abroad/itr. The current policy requires students to register their travel at http://world.utexas.edu/abroad/itr/authorization.

Students who plan to be abroad for one or more long semesters should consult with the International Office about registering for Independent Study and Research (ISR). Students enrolled in ISR may a registration fee that is significantly less than the cost of regular tuition and are considered full-time students. The ISR website is located at http://world.utexas.edu/abroad/programs/isr.

Students should consult the UT Restricted Regions list prior to planning travel. Students traveling to a Restricted Region must obtain prior permission from the International Oversight Committee. Proof of permission is required when a student applies to graduate. Information about Restricted Regions is located at http://world.utexas.edu/risk/restrictedregions.

Institutional Review Board

The IRB is responsible for conducting initial and continuing reviews and providing oversight for all research activities involving the use of human subjects performed on the campus or at any location under the purview of The University of Texas at Austin. Students whose research involves human subjects, including interviews, should consult with the IRB http://www.utexas.edu/research/rsc/humansubjects/student_research.html

Funding and Financial Aid

The Department of Asian Studies strives to fund as many graduate students as possible. Priority for funding is given to PhD students and Masters students in Asian Cultures and Languages who are making progress towards their degrees. Graduate students may be funded through fellowships; grants; and student employment such as teaching assistant (TA), graduate research assistant (GRA), or assistant instructor (AI) positions. Students are expected to apply for funding from other UT departments and external agencies. More information about funding may be found on the Asian Studies website at http://www.utexas.edu/cola/depts/asianstudies/graduate-programs/financial-aid.php.

Academic Accommodation for Graduate Student Parents

The College of Liberal Arts provides academic accommodation for graduate students who become parents during their course of study. The policy and request for accommodation form are located at http://www.utexas.edu/cola/research/news/8159.
Statement on Equal Educational Opportunity

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.

The Office of Institutional Equity supports the establishment and maintenance of a nondiscriminatory work and educational environment. This includes, but is not limited to all policies, practices, and conditions of employment and education. Hires, promotions, transfers and terminations are made without regard to sex, race, color, age, national origin, religion, disability, citizenship status, Vietnam Era or special disabled veteran status, sexual orientation, gender identity, or gender expression. http://www.utexas.edu/equity/about

Campus Services

Center for Teaching and Learning offers workshops and programs to assist graduate students in becoming better instructors. http://ctl.utexas.edu

Counseling & Mental Health Center (CMHC) provides counseling, psychiatric, consultation, and prevention services to all UT students. Services are low-cost and confidential. http://cmhc.utexas.edu

Division of Recreational Sports http://www.utrecsports.org

Gender and Sexuality Center provides opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The GSC offers faculty and staff mentors to LGBTQ and women students and hosts training sessions on gender and sexuality issues. http://ddce.utexas.edu/genderandsexuality/

Graduate School administers all graduate programs at UT and gives final approval on all graduate student matters. The Graduate School website has many services and resources available to you. http://www.utexas.edu/ogs/

Graduate Student Assembly is the elected governing body of The University of Texas’ approximately 12,000 graduate students. http://www.utexasgsa.org

Legal Services for Students http://deanofstudents.utexas.edu/lss/

Liberal Arts Career Services http://www.utexas.edu/cola/orgs/lacs/

Liberal Arts Grants Services http://www.utexas.edu/cola/research/grants-contracts/
Multicultural Engagement Center is a student resource office that educates and empowers students to be leaders and agents of social change. [http://ddce.utexas.edu/multiculturalengagement/](http://ddce.utexas.edu/multiculturalengagement/)

Sanger Learning and Career Center also offers a variety of resources and tools to assist graduate students. [http://www.utexas.edu/ugs/slc/grad](http://www.utexas.edu/ugs/slc/grad)

Services for Students with Disabilities (SSD) determines eligibility and helps implement reasonable accommodations for students with disabilities at the University of Texas at Austin. We also engage in outreach across campus in order to make campus a more inclusive, accessible and welcoming environment for people with disabilities. For more information, see [http://ddce.utexas.edu/disability/](http://ddce.utexas.edu/disability/).

Student Emergency Services works with campus and community organizations to provide a number of services to assist students, and in some cases their families and friends, during an emergency or crisis situation. [http://deanofstudents.utexas.edu/emergency/](http://deanofstudents.utexas.edu/emergency/)

Student Veteran Services [http://deanofstudents.utexas.edu/veterans/](http://deanofstudents.utexas.edu/veterans/)

University Health Services (UHS) provides healthcare services to all UT students. Services are low-cost and confidential. [http://www.healthyhorns.utexas.edu/index.html](http://www.healthyhorns.utexas.edu/index.html)

Even more campus services [http://www.utexas.edu/ogs/current/campus.html](http://www.utexas.edu/ogs/current/campus.html).