

# The Department of East Asian Languages and Cultures

University of California, Berkeley



## GRADUATE HANDBOOK

2020-2021

# TABLE OF CONTENTS

## Contents

INTRODUCTION .....	1
EALC PROGRAM SUMMARY .....	1
ADVISING.....	2
EALC Department Directory .....	3
FINANCIAL SUPPORT .....	4
SUMMER FUNDING.....	5
TRAVEL AND CONFERENCE SUPPORT .....	6
DOCTORAL COMPLETION FELLOWSHIP (DCF) .....	8
RESIDENCY .....	9
REGISTRATION .....	11
ENROLLMENT, GRADES AND INCOMPLETES.....	14
TUITION AND FEES .....	16
PROGRESS REPORTS .....	17
TEACHING .....	18
GSI “ONBOARDING”.....	21
PhD TIMELINE AT A GLANCE.....	22
M.A. DEGREE REQUIREMENTS .....	23
PH.D. DEGREE REQUIREMENTS .....	26
DESIGNATED EMPHASIS (DE).....	27
QUALIFYING EXAMINATION (QE) .....	28
QE COMMITTEE.....	30
ADVANCEMENT TO DOCTORAL CANDIDACY .....	31
DOCTORAL CANDIDACY REVIEW (DCR) .....	33
DISSERTATION FILING .....	35
APPENDIX.....	36
I. GRADUATE FUNDING RESOURCES .....	37
II. PROFESSIONALIZATION RESOURCES.....	43
III. TEACHING RESOURCES .....	44
IV. HEALTH AND WELLNESS RESOURCES .....	45

## INTRODUCTION

This Handbook serves as your guide to graduate study within the department of East Asian Languages and Cultures. University and Departmental policies are subject to change, therefore, the content of this Handbook will be revised periodically. It is hoped that this Handbook will be an invaluable resource, however, students should also familiarize themselves with [Graduate Division Handbook](#) and by reviewing the information provided in the links below.

## EALC PROGRAM SUMMARY

The Department of East Asian Languages and Cultures is the core department for East Asian Humanities on campus, and home to the Chinese and Japanese Ph.D. programs.

The department only admits students into the Ph.D. program. Once admitted, students who have not completed an M.A. degree before beginning study at Berkeley will have to complete the requirements for the M.A. before proceeding to the Ph.D. program. After completion of the M.A. requirements (course-work and thesis), students will proceed to the Ph.D. portion of the program.

Students who have completed an M.A. degree in Chinese or Japanese or an equivalent discipline (Asian Studies, e.g.) prior to admission into the PhD will have their M.A. thesis evaluated, and once approved, will count this milestone as complete and may proceed to the Ph.D. program. If you have an M.A degree in a non-related discipline or from an institution outside of the US, your primary advisor must evaluate your work/thesis and if it is determined to be satisfactory, must be sent to the Department Chair for final approval. Once approved by the Chair, you may proceed to the PhD program requirements.

The length of time needed to complete an advanced degree in the department depends on financial considerations, the extent of the student's earlier preparation, and other factors. Under optimum conditions, the M.A. can be earned in two years and the Ph.D. in an additional three to four years.

Typically, during the first two years in the program, students will take graduate seminars and often begin or continue language study, either in their primary field language or a secondary one. Some students will take courses outside of the EALC department after discussion with their primary advisor.

In years three and four, students will be Graduate Student Instructors (GSIs), while continuing with coursework and Qualifying Exam (QE) preparation. The QE has both a written and oral component. Students generally take their QE in year four or five.

Most students will spend a year abroad in China, Taiwan, Japan, or Korea for research and language study. Students are expected to seek external funding for this purpose.

The normative time to file the dissertation and complete the doctoral program is seven years.

## ADVISING

### **Department Chair**

Provides final departmental approval for all programmatic matters, including satisfaction of the course and language requirements, as well as for various administrative and bureaucratic matters. The Chair is also available for questions concerning requirements, advising issues, and individual progress in the program.

### **Head Graduate Advisor (HGA)**

The HGA is the Department's officially designated faculty liaison for the graduate program. In this capacity, s/he signs all correspondence sent by the Department to the Graduate Division, including everything from routine petitions to special requests for exceptions to policy. S/he is available for consultation during regularly scheduled office hours and by appointment.

The HGA will hold a mandatory meeting with each incoming student during orientation week to review requirements and discuss strategies for fulfilling them over the next two years.

The HGA is responsible for communicating the outcome of the annual spring progress reports and funding for the upcoming year. The HGA's signature is also required when completing the annual *Course Approval Form*.

### **Graduate Student Affairs Officer (GSAO)**

The GSAO is responsible for the day-to-day administration of the graduate program. The GSAO tracks students' progress through the program. As the primary point of contact for students, you are encouraged to reach out to him/her with any questions not answered in this guide. The GSAO handles questions including, but not limited to, degree requirements, milestones, and course schedules.

### **Primary Advisor**

All entering students will be assigned a primary advisory who is closely aligned with the student's field of study and who the student expressed interest in working with on his/her application. This advisor will be available for guidance on coursework and professional development while in the program. Often this advisor will serve on the student's QE or Dissertation committee, though this is not required. The Primary Advisor initially assigned may be changed by the student at any time, in consultation with the HGA.

### **\*Advising Protocol/Steps**

If there are problems in communication (or advising), the first line of consultation is the Head Graduate Advisor (HGA), who acts as interlocutor between students and the Chair/Department. If the HGA is the person about whom there is a problem, students should go straight to the Chair. The Chair maintains an open door policy at all times for advice and consultation.

## EALC DEPARTMENT DIRECTORY

Department Chair: Professor Andrew Jones, 3329 Dwinelle Hall  
[afjones@berkeley.edu](mailto:afjones@berkeley.edu)

- See description of responsibilities above

Head Graduate Adviser (HGA): Mark Blum, 4106 Dwinelle Hall  
[mblum@berkeley.edu](mailto:mblum@berkeley.edu)

- See description of responsibilities above

Department Manager: Jan Johnson (642-3485), 3410 Dwinelle Hall  
[jmj@berkeley.edu](mailto:jmj@berkeley.edu)

- Budget and financial matters

Academic HR Analyst: Joanne Muench (642-2788), 3412 Dwinelle Hall  
[jmuench@berkeley.edu](mailto:jmuench@berkeley.edu)

- *Faculty and lecturer related matters only*

Graduate Student Affairs Officer (GSAO): Grant Tompkins (642-4497), 3414 Dwinelle Hall  
[ealcgrad-advising@berkeley.edu](mailto:ealcgrad-advising@berkeley.edu)

- See description of responsibilities above; graduate lounge and AV issues

Undergraduate Advisor: Presiliana Diaz (642-3480), 3413 Dwinelle Hall  
[ealc-advising@berkeley.edu](mailto:ealc-advising@berkeley.edu)

- For Graduate Student Instructors (GSI)- Academic dishonesty and student conduct cases; travel and entertainment reimbursements

## FINANCIAL SUPPORT

The Graduate Division oversees the University's multi-year fellowships (e.g., the Berkeley, the Chancellor's, the Cota-Robles, or the Regents), awarded each year to several students in an entering cohort. Students will be notified of fellowships awards by both Grad Division and the Department upon acceptance.

All packages consist of two years of funding administered by the Graduate Division and two years of funding administered by the Department via teaching positions. Finally, Graduate Division provides funding for a fifth, final year of guaranteed funding in the form of the Doctoral Completion Fellowship, or DCF (please see DCF section below).

Students who do not receive Graduate Division Fellowships may also be awarded Departmental funding upon admission. Departmental funding also provides five full years of funding as outlined above, merely replacing Graduate Division support in years one and two with Department support.

Summer funding will be provided during the first four years in the program.

A typical fellowship package is to be distributed as follows:

- Year 1: tuition & fees + stipend + summer support
- Year 2: tuition & fees + stipend + summer support
- Year 3: tuition & fees + GSI salary + stipend top-off + summer support
- Year 4: tuition & fees + GSI salary + stipend top-off + summer support
- \*Years 5-8: DCF or External Fellowship or GSI position if available

\*Most students in the program will do a research year abroad after advancing to doctoral candidacy, if not earlier. All graduate students in our department are expected to apply proactively for outside funding. If you receive an external fellowship, please notify your advisor and the department GSAO as soon as possible, since this will impact fellowship package obligations and your candidacy for a GSI position. This would be especially important if you were to receive an external fellowship within your first four years in the program.

Graduate students may apply for need-based financial aid, in the form of grants, loans and work-study, administered through the Financial Aid Office (FAO). Only U.S. citizens and eligible non-citizens (those holding permanent resident cards) may apply for funds administered by the FAO. Applicants complete and submit a Free Application for Federal Student Aid (FAFSA) form.

## SUMMER FUNDING

Summer funding will be provided during the first four years in the program. The amount will be outlined in your package letter.

### **Departmental Summer Funding**

The department also has limited summer funding available to assist with summer research and tuition support. Priority will be given to students who are beyond the 5-year guaranteed support package (i.e. those in the later stages of dissertation writing without any summer support at all).

The call to request summer funding will be sent to all graduate students during the spring semester. You will be required to specify how the funds will be used (summer language courses, conference travel support, e.g.) and the faculty committee will make final the determination of financial assistance.

Please also note that if you are currently receiving Graduate Division support, there is a cap of \$36,000 per academic year. You cannot request additional summer funding that would put you above this cap.

### **Additional Summer Funding**

The Center for Chinese Studies (CCS) and the Center for Japanese Studies (CJS) offer summer funding for both incoming and continuing graduate students in the EALC department.

It is the student's responsibility to inquire and request funding to the Centers directly. The Centers will solicit funding requests during the spring semester.

For more information, please contact:

#### Center for Chinese Studies

Xiaojie Ma, Program Director  
ccs@berkeley.edu

#### Center for Japanese Studies

Kumi Sawada Hadler, Program Director  
kumi.hadler@berkeley.edu

#### Center for Korean Studies

Kelsey Williams, Program Director  
cks@berkeley.edu

\*Please refer to the Appendix, section II 'Graduate Funding Resources' for external summer funding opportunities from non-UC Berkeley organizations.

## TRAVEL AND CONFERENCE SUPPORT

### Department Support

Graduate students may request reimbursement for travel expenses when incurred for the purpose of attending or presenting at a conference. Students can apply for up to two conferences per academic year, provided that they are presenting a paper on at least one of those occasions.

The department will ask that students who have been funded by the department to present a paper away from Berkeley would also share their work in a brown-bag lunch session for EALC faculty and students after they come home, so that we can learn more from each other's research.

You may apply to attend a conference even if you are not presenting. If you are presenting, however, we ask that you submit appropriate documentation. We will continue to fund only airfare and conference registration (and cannot support lodging, ground transportation, meals or incidentals). If the entire \$750 is not spent for a conference, the balance is not banked and will not roll over to the next conference.

To apply, please fill out the form found on the [ealc.berkeley.edu](http://ealc.berkeley.edu) website and email your completed copy to Jan Johnson *prior to the conference*. The department will not consider any reimbursement requests post facto.

Once you return to Berkeley, you must fill out a travel reimbursement form (available online or in the EALC main office) along with airfare and conference registration proofs of payment.

### CJS Graduate Student Travel Grants

CJS Grants are available for continuing Japanese studies students presenting papers at academic conferences. Travel grants are intended to support travel and lodging expenses, with a maximum of \$750 per grant. The recipient who gives a trial run presentation of the paper on campus, preferably before the conference, may apply up to \$850 per trip. Up to four travel grants are awarded each semester. **Deadline: Rolling**

**Contact:** [cjs@berkeley.edu](mailto:cjs@berkeley.edu)

### CCS Graduate Student Conference Funding

The Center welcomes UC Berkeley graduate students to make funding requests to hold workshops or conferences focusing on China. Award amounts will vary according to the conference size and availability of funds. **Deadline: Rolling**

**Contact:** [ccs@berkeley.edu](mailto:ccs@berkeley.edu)

### CCS Graduate Student Ad Hoc Travel Grants

Graduate students who plan short-term travel to present a paper at a conference, are invited to apply for an Ad Hoc Travel Grant to help pay for some portion of their travel expenses. There is no deadline to apply. Applications can be submitted to [ccs@berkeley.edu](mailto:ccs@berkeley.edu) (link sends e-mail), and should include a brief proposal, a budget and proof of paper acceptance. **Deadline: Rolling**

**Contact:** [ccs@berkeley.edu](mailto:ccs@berkeley.edu)

**CKS Student Travel Support**

CKS has a small fund to support current Berkeley graduate and undergraduate travel for scholarly purposes connected with the study of Korea. In most cases, support will go to students traveling to present a paper or participate in some other meaningful way in an organized event. Awards will be made based on the merit of individual applications. Maximum Award: \$800.

**Deadline: Rolling**

**Contact:** [cks@berkeley.edu](mailto:cks@berkeley.edu)

**Graduate Division Conference Travel Grant**

Awards made to allow Ph.D. students to attend professional conferences. Applicants must be presenting a paper or poster on their dissertation research at the conference they are attending. Grant amounts will depend on the location of the conference (up to \$600 within California, \$900 elsewhere in North America, including Canada and Mexico, and \$1,500 outside of North America). **Deadline: At least three weeks before date of travel**

Website: <https://grad.berkeley.edu/financial/fellowships/>

## DOCTORAL COMPLETION FELLOWSHIP (DCF)

There is a fifth year of guaranteed funding that comes in the form of The Doctoral Completion Fellowship (DCF). The DCF is a two-semester award that provides a \$11,500 stipend in each semester plus all fees and tuition once a student has advanced to doctoral candidacy. It may be taken in non-consecutive semesters.

Students who accept the DCF may claim the award within normative time plus one year, so through the eighth year.

Students seeking to take the DCF will also be required to apply for (though not necessarily to win) at least one external fellowship. A student is subject to work limitations while receiving this fellowship, i.e., only one 25%-time GSI or GSR position may be held during one of the two semesters of the fellowship. No other positions or appointments may be held.

### Eligibility for the DCF

- Must be advanced to doctoral candidacy
- Must be in good academic standing with a minimum GPA of 3.0
- Must have completed a satisfactory online Doctoral Candidacy Review (DCR) for the most recently completed academic year (if you plan to use DCF the semester immediately after Advancing to Candidacy, you will not need to complete the Doctoral Candidacy Review (DCR))
- Must apply for at least one external fellowship in order to be eligible for the DCF. DCF eligibility is not contingent upon winning an external fellowship, nor would the receipt of external funding in any way affect a student's eligibility for a DCF. International students are exempt from this condition, however, because there typically are very few external fellowships for which international students are eligible.

External fellowships are defined as funding sources awarded outside the Graduate Division or UC Berkeley, i.e., not open only to Berkeley students, and there is no minimum amount required. Fellowships from IEAS-Centers for Chinese, Japanese, Korean Studies- are *not* considered external fellowships.

The student should notify both their primary advisor and the GSAO of their application results.

### Timetable for Using the DCF

You may use the fellowship at any time after Advancement to Candidacy, through the end of the year Normative Time to Degree (NTD) plus one year- your 8<sup>th</sup> year.

For questions about the DCF, contact your GSAO or the Graduate Division Fellowship Office at [gradfell@berkeley.edu](mailto:gradfell@berkeley.edu).

## RESIDENCY

All US citizen and permanent resident students are expected to attain California residency status for tuition purposes by the end of the first year in the state (international students are never eligible for California residency status for tuition purposes). Out of-state students should start the residency process as soon as they arrive in California.

Successfully reclassifying will waive a student from being assessed Non-Resident Supplemental Tuition (NRST). **Out-of-state students who do not reclassify to California residency or withdrawn students who do not maintain California residency (e.g., due to failure to submit the paperwork on time or for failure to maintain residency during the preceding year) may be responsible for paying NRST out of pocket.**

You should plan to arrive in *early* August. In any case, unless you are already a California resident, you **MUST** be physically (and, more important, documentably) present in California at the very latest on the day before classes begin and would be well advised to arrive earlier than this.

Documents Needed for Student:

1. Arrival Document: Proof of arrival to California prior to 8/25/19.

Student must submit ONE of the following:

- a. Flight confirmation or plane ticket.
- b. Bank account or credit card statement. We do not accept statements from joint accounts unless we can differentiate which person is making each transaction.
- c. Receipt (with name, date, and location).

2. California driver's license or state ID: Needs to be obtained by December 2019. a. Only applicable if you previously held a driver's license or state ID in another state.

3. California voter's registration: Needs to be obtained by December 2019.

\* Only applicable if you were previously registered to vote in another state.

4. California vehicle registration: Needs to be obtained by December 2019. A

\* Only applicable if you own and operate vehicle in California.

5. All W-2s, federal income tax returns, state income tax returns (including out-of-state) for the entering fiscal year.

a. If you earn income out-of-state in that year, you need to file as either a nonresident or part year resident of that state.

b. If you earn income in California in that year, you need to file as either a resident or part-year resident of California.

6. Summer Documents: You are required to be physically present in California for at least 366 days (for example, this is from 8/25/19 – 8/26/20) with absences not exceeding a total of 6

weeks. You are allowed to travel outside of California during the summer if the activities are academic in nature.

Student must submit **ONE** of the following:

- a. Summer school registration if registered.
  - b. Signed California job offer.
  - c. Letter on letterhead from supervisor indicating duration and location of employment if outside the state.
  - d. Letter on letterhead from department or advisor indicating duration and location of academic studies or research for the summer if outside the state.
  - e. Pay stubs indicating pay periods and hours worked.
  - f. Bank account or credit card statements showing weekly transactions. We do not accept statements from joint accounts unless we can differentiate which person is making each transaction.
  - g. **\*\*For graduate students, if you are required to conduct research, intern, or be employed outside of California, this will not count toward the 6-weeks of absence.**
  - h. Your department or advisor will need to provide a letter on letterhead verifying your summer whereabouts in this instance.
  - i. However, if you return back to your previous place of residence, this will be highly scrutinized.
7. If you are born in 1997 or later, you will need to demonstrate financial independence, by *either*:
- a. Not being claimed on your parent's 2019 tax returns, OR
  - b. Being employed in Fall 2019 by the university for 49% or more time (or awarded the equivalent in university-administered funds, e.g., grants, stipends, fellowships).

### **How to Apply for Residency**

1. Between March 1st and July 1st, you will need to fill out the Statement of Legal Residence (SLR) through Cal Central.
  - a. Can be found on My Academics tab, under California Residency. Will need to activate SLR.
  - b. Recommend that continuing students file SLR in March or April (even if residency requirements have not yet been met).
2. Within a week of submitting the SLR, the Residency Office will evaluate it, and generate a list of tasks on Cal Central that can be found under My Dashboard, and will be due on July 15th (unless stated otherwise).
  - a. Submit documents online, as soon as they are available so that our office can process them.
  - b. If a document is insufficient, our office will email you and explain why it was not accepted.
  - c. If a document is sufficient, the document will be marked as Completed without any communication from our office.

# REGISTRATION

## Enrollment

You are expected to register full-time (twelve units) continuously throughout your graduate career, except if you officially withdraw from the University or are on approved Filing Fee status. Students must be registered for the required twelve units by the end of the third week of instruction in order to meet the University's census deadline. Failure to complete registration can jeopardize a student's GSI appointment and/or stipend payments.

**Graduate students have until the last day of instruction to make adjustments to class registrations. This includes changing your grading option and adjusting the number of units of your graduate courses. Please contact the GSAO in advance of this date to fill out a *Graduate Petition to Change Class Schedule Form*.**

The Office of the Registrar will notify students via CalCentral late in the fall semester of their spring semester registration date, and then late in the spring semester of the following fall's registration date. You need to enroll in at least one course to maintain continuous access to the Student Health Insurance Plan (SHIP) and Recreational Sports Facility (RSF) *no later than the start of Phase II* of the enrollment period. Please check CalCentral for your enrollment open dates.

## In Absentia

In Absentia status is a form of registration available to students who are advanced to doctoral candidacy and undertaking dissertation research outside of California for an entire semester/year. Students undertaking research within California but outside the surrounding counties of the Bay Area may petition the Dean of the Graduate Division for In Absentia status. Students registered In Absentia are only assessed 15% of the combined tuition and student services fees, plus the entire health insurance fee. You must not be present in the Bay Area by the time classes begin of the In Absentia semester *at the latest*.

Students apply for In Absentia via CalCentral, in the "Student Resources" title under the "Special Enrollment Petition" link.

Deadlines vary, but you should activate In Absentia at least one month prior to the start of **each** semester (the system will not allow you to activate a Spring In Absentia request at the same time you activate the Fall In Absentia request). The activation of In Absentia requires the verbal sign-off of your primary advisor and the HGA, so students are strongly advised not to wait until the last minute to complete the form. Students may hold University fellowships and GSR appointments during the In Absentia period, but may not hold GSI, Reader, or Tutor appointments.

Students may use In Absentia for a maximum of four semesters. You must register for twelve units of Independent Study (298) each semester of In Absentia registration.

Please discuss the timing of when to use In Absentia with the GSAO, your Primary Advisor, or the HGA.

### **Filing Fee**

Filing Fee status is not considered a form of registration; it permits eligible students to pay one-half the student services fee in lieu of full registration for the semester in which you intend to submit their dissertations. To be eligible for the status, you must have been registered the previous semester.

Students apply for Filing Fee status via CalCentral, in the “Student Resources” title under the “Special Enrollment Petition” link.

Deadlines vary, but you should activate Filing Fee one month prior to the start of the semester. Filing fee is available to students only once. Students who do not file a dissertation at the end of the filing fee semester must either: a) apply for readmission and register during a subsequent fall or spring semester or b) register in Summer Sessions when readmission is not required. Summer registration requires enrollment in three units; fall and spring registration each require twelve.

Because Filing Fee status is not equivalent to registration, students may not receive funding or stipends, hold academic appointments, take coursework, or use any University facilities not accorded the general public. International students must contact the Berkeley International Office (BIO) to confirm their eligibility (as not registering may affect their visa status). Students on filing fee status may purchase SHIP if they have not already taken SHIP during a period of withdrawal (starting this year, students may not purchase SHIP while not registered unless they are on filing fee status).

### **Summer Units**

Students who were registered the preceding Spring semester and not previously been on Filing Fee status can file their dissertation without the need to register for Summer units. Students who were not registered in the preceding Spring or who were on Filing Fee must register for Summer units to file in the summer. Those three units are often in the form of Independent Study (298) with their Dissertation Chair or Co-Chair.

### **Cancellation of Registration/Withdrawal**

Cancelled registration occurs before the start of a term; withdrawn registration occurs after the start of a term. Students who cancel or withdraw their registration may not use any University facilities except those accorded the general public, nor may they make demands on faculty time. Withdrawn students are responsible for some or all of their registration fees, prorated according to the effective date of withdrawal (note: SHIP fees cannot be prorated).

International students are strongly advised to meet with an advisor from the Berkeley International Office (BIO) to discuss visa implications before pursuing a cancellation or withdrawal. Students who wish to register in a subsequent semester must submit a readmission application for departmental approval. Students withdrawn for five or more years are required to reapply altogether and submit the same documentation required of first-time applicants. Students

who wish to pursue this should contact the GSAO before taking any action to cancel or withdraw registration.

## ENROLLMENT, GRADES AND INCOMPLETES

### Enrollment

Students must register for 12 units every semester you are in the PhD program. Please refer to the Program Requirements page below regarding required coursework. You will receive a *Course Approval Form* via e-mail during the prior semester. Completion of this form requires signature from the HGA. Therefore, please set-up a consultation with the HGA to discuss any necessary M.A. or Ph.D. requirements and selection of classes.

### Seminars

Department seminars taken for degree requirements must be taken for 4 units and for a letter grade. Non-degree required seminars can be taken for *either* 2 or 4 units. Students should consult with the faculty member teaching the seminar to decide on the number of units. Normally, seminars taken for 4 units (and for a letter grade), require a substantial written work.

### Independent Study Units

Individual Independent Study units (298s and 299s) are taken with specific faculty when doing further research in a field of inquiry, studying for your Qualifying Exam, drafting your dissertation, or research and writing. Although Independent Study units can be taken at any time, students will have often completed required coursework prior to doing Independent Study. Students should discuss the substance of these units with that particular faculty member.

After a student Advances to Candidacy, Independent Study units are taken with specific faculty when working on your dissertation. Often the units will be taken with your Dissertation Chair or another committee member.

298s are used when in residency, while 299s should be used when the student is away from campus (In Absentia)- both are to be used for research or writing. 298s and 299s may be taken for 4-8 units. *Independent Study forms* can be found in the GSAO office.

In lieu of filling out a paper form, you may send an email to the faculty and GSAO requesting an Independent Study. Once approved, you will be provided the course control number to enroll.

### Grades

Students can change their grading option from a letter grade to Satisfactory/Unsatisfactory and vice versa until the last day of formal classes (the Friday before Reading/Review/ Recitation week). The form for this request is in the office of the GSAO. It is highly discouraged that you wait until the final day to make your grading change request.

### Incompletes

It is essential that any Incomplete grades be removed at the earliest possible date. Incompletes can keep students from taking the Qualifying Exam and negatively impact the student's chances for fellowships and GSI positions. To remove an Incomplete, the student must submit the coursework as discussed with the faculty member. If satisfactory, the Instructor changes the grade, and the 'I' will be replaced in the system with the letter grade.

NOTE: To be considered for a GSI position, students cannot have more than two Incompletes on his/her record.

## TUITION AND FEES

Tuition and fees are set by the Regents of the University of California and are subject to change at any time. As part of the funding package, all students will have tuition and fees covered for a minimum of five years. This includes the two years of the Graduate Division or Departmental fellowship package (i.e., the first two years guaranteed support), as well as during the semesters in which a student serves as a Graduate Student Instructor (GSI). Tuition and fees will also be paid for in the fifth year of guaranteed support via the DCF.

Beyond the five years of guaranteed support and tuition and fee coverage, the Department or the Graduate Division often covers tuition and fees if a student is given a GSI position or awarded an external fellowship. This would be the case through the N+1 year (Normative Time +1), or your eighth year. Students approaching their eighth year (N+1) in the program should set-up a meeting to discuss funding options with the HGA, the GSAO, and/or their primary advisor.

### **NRST and Out-of-State Citizens and Permanent Residents**

US citizens and permanent residents from outside of California should attain California residency status for tuition purposes by the end of the first year in the state. Documents to reclassify to residency status are accepted in the spring semester of a student's first year in the program. Successfully reclassifying will waive a student from being assessed Non-Resident Student Tuition (NRST). Out-of-state students who do not reclassify to California residency (e.g., due to failure to submit the paperwork on time or for failure to maintain residency during the preceding year) are responsible for paying NRST out of pocket.

### **NRST and International students**

International students are ineligible for reclassification to California residency status for tuition purposes and will be assessed NRST every semester until they advance to doctoral candidacy. These fees will be covered for five years. After advancement to candidacy, international students are eligible for a 100% reduction in NRST for three consecutive years (whether officially registered or not). International students who do not file their dissertation within that three year period will again be assessed NRST.

### **Payment of Tuition and Fees**

The University normally assesses tuition and fees one month prior to the start of the semester. Once fees are assessed, the Department and Graduate Division convenes to select the funding source to pay those fees (and stipends). This means that there is a period leading up to the semester in which you have a balance due on your account and you will be sent an e-mail asking for payment. Unless you have received a notice from the EALC department, **please do not pay any fees**. These will be paid for you prior to the start of the semester.

\*If there are unknown fees on your account, please contact the GSAO or the Registrar's Office

## **PROGRESS REPORTS**

### **Annual Review**

All students will be reviewed by the department each spring semester. The Head Graduate Advisor (HGA) will canvass departmental faculty to get a sense of how each student is doing in preparation for the departmental meeting. The purpose of this review is to monitor and encourage progress, including toward or the satisfactory fulfillment of language and course requirements, removing Incompletes still on record, and progress toward completing their degree.

### **Faculty Communication**

Students will receive his/her report in writing toward the end of the spring semester each academic year. If students have specific concerns about their review, it is the student's responsibility to discuss these concerns with their primary advisor or the HGA.

### **DCR**

In addition to the Annual Review, students who have Advanced to Candidacy must complete a Doctoral Candidacy Review (DCR) each year to help facilitate the completion of doctoral work in a timely manner. Please see the DCR section below for further details.

### **Annual Meeting with Graduate Student Affairs Officer (GSAO)**

This yearly appointment with the GSAO is to make sure that all PhD requirements and milestones are being met to ensure students are progressing satisfactorily. The meeting will take place in early November. Students will be contacted in October to set-up individual meeting times.

## TEACHING

A limited number of Graduate Student Instructor (GSI) appointments are available in the department each year. You will be guaranteed a GSI position in your third and fourth years. There are instances when a student will begin teaching prior to this after consultation with your primary advisor and with Chair's approval.

Students with GSI positions teach the following courses:

- First-, second-, and third-year language courses
- Introduction to Premodern (7A) and Modern (7B) Chinese, Japanese, or Korean Literature and Culture
- Reading and Composition (R1B)
- Select upper division courses

Applications for these positions are available in February and you may request to teach in multiple courses of interest. Although consideration will be given to your selection(s), a faculty committee will make the final appointments to these positions. You will be notified of your GSI appointment during the preceding spring semester. Students are not encouraged to accept a teaching position in their first year of graduate study since many fellowships restrict or prohibit employment during stipend years. If you are awarded a fellowship, please review the terms carefully.

Some Department faculty receive research grants with which they may hire Graduate Student Researchers (GSR), dependent on faculty research needs. Following admission, students interested in GSR positions should write directly to the faculty member(s) who share their fields of interest about the availability of such positions.

Academic Student Employees (ASE), including GSIs, must have at least a minimum overall 3.0 GPA. Additionally, students with more than two Incompletes on their record are not eligible for an appointment.

### First-Time GSI Requirements

The Academic Senate's Graduate Council Policy on Appointments and Mentoring of GSIs requires first-time GSIs to do the following, either prior to or concurrently with their first GSI appointment:

1. Attend the day-long Teaching Conference sponsored by the GSI Teaching & Resource Center. This conference is held each semester on the Friday before classes begin. Pre-registration is required. All first-time international GSIs must also complete the Teaching Conference for International GSIs, which takes place in the fall semester the Thursday before classes begin.
2. Successfully complete the online course GSI Professional Standards and Ethics in Teaching before they interact with students (in person or online) in their role as an

instructor. To enroll in the online ethics course, please go to <http://gsi.berkeley.edu/ethics/index.html>.

3. Enroll in and complete the 300-level pedagogy course for first-time GSIs on teaching. All GSIs teaching for the first time on campus must take a 300-level pedagogy course, regardless of prior teaching experience or previous courses taken at other universities. 300-level pedagogy courses, such as Comp. Lit. 375 and College Writing 375 will at the same time fulfill the requirement to teach the Reading and Composition course.

### **Teaching a Reading and Composition course**

Currently, the department offers two Reading and Composition (R1B) courses in the spring semester. For more information on R1B courses, please visit the following sites:

<https://teaching.berkeley.edu/resources/reading-and-composition>  
<https://gsi.berkeley.edu/gsi-guide-contents/reading-comp-intro/>

**Pre-registration for the Teaching Conference is required.** Pre-registration will speed up your check-in on-site, ensure that you are placed in the most appropriate workshop, and enable us to reserve a complimentary lunch for you. In pre-registering you will be asked to select a Discipline-Cluster Workshop.

To pre-register, please go to our [conference webpage](#) where you will also find a conference schedule and comments from former conference participants.

### **First-Time GSI Requirements-International Students**

1. Attend the day-long Teaching Conference sponsored by the GSI Teaching & Resource Center. This conference is held each semester on the Friday before classes begin. Pre-registration is required. All first-time international GSIs must also complete the Teaching Conference for International GSIs, which takes place in the fall semester the Thursday before classes begin.
2. Attend teaching Conference for All First-Time International GSIs. This is a half-day conference. Pre-registration is required.
3. Successfully complete the online course GSI Professional Standards and Ethics in Teaching before they interact with students (in person or online) in their role as an instructor. To enroll in the online ethics course, please go to <http://gsi.berkeley.edu/ethics/index.html>.
4. Enroll in and complete the 300-level pedagogy course for first-time GSIs on teaching. All GSIs teaching for the first time on campus must take a 300-level pedagogy course, regardless of prior teaching experience or previous courses taken at other universities.

Along with the requirements outlined above for first-time GSIs, graduate students who do not speak English as a native language must demonstrate oral English proficiency to be eligible to work as a GSI. The process for determining what steps prospective GSIs need to take to fulfill the oral English proficiency requirement begins with filling out and submitting the Language Proficiency Questionnaire:

[Language Proficiency Questionnaire:](#)

(<https://gsi.berkeley.edu/programs-services/language-proficiency/screening-questionnaire/>)

Graduate students can satisfy the language proficiency requirement and be cleared to teach in one of the following ways:

- Achieve a TOEFL Speaking section score of 26 or above on the Test of English as a Foreign Language (TOEFL) taken within the last two years. Applicants for graduate study at UC Berkeley who have not taken the TOEFL yet should be sure to have their official TOEFL score report sent directly to UC Berkeley.
- Achieve an IELTS Speaking section score of 8 or above on the International English Language Testing System (IELTS) test taken within the last two years. Applicants for graduate study at UC Berkeley who take the IELTS instead of TOEFL should be sure to have their official score report sent directly to UC Berkeley.
- Complete and be awarded an undergraduate degree (B.A. / B.S.) from an accredited college or university in the U.S.
- Take and pass the Oral Proficiency Test (OPT) administered on the Berkeley campus. To pass the OPT, you must achieve a score of 3- or above in pronunciation, question handling, and the final score. If you do not pass the OPT, you are advised to enroll in Lan Pro 380 so that you can work on your oral communication skills.

**Summer GSI Positions**

The Department has a limited number of summer GSI positions for which students may apply using the *Summer GSI application* that will be available in March.

**GSI Accommodations**

If you have accommodations through the Disabled Student's Program (DSP), it is relatively easy to get accommodations as a GSI. More information about disability documentation and the accommodation process can be found in the New Student section [here](#).

For more information on GSI positions, please visit the Graduate Division's page on teaching appointments:

<https://grad.berkeley.edu/financial/appointments/handbook/>

## GSI “ONBOARDING”

Prior to starting your GSI position, you will need to be ‘Onboarded’ or hired. Please find below the instructions for Onboarding.

Academic Student Employees (ASE) that either have another concurrent job on campus and have already Onboarded for that job, OR do not have a break in service greater than 31 days are not required to complete onboarding and may begin working after the beginning of the semester.

All ASE new hires AND persons who have had a “break in service or employment” of more than 31 calendar days MUST do the following, prior to commencing work:

- Complete an on-line DocuSign packet as soon as possible; and
- Attend your required in-person onboarding session

If you are a new ASE or GSR employee to UC Berkeley or have had a “break in service or employment” of more than 31 calendar days you should receive a DocuSign packet via email from [onboarding@berkeley.edu](mailto:onboarding@berkeley.edu) within 3-4 business days of the time your department notifies Campus Shared Services that you have accepted the offer. Take the following action:

- Check your spam folder in your e-mail for the DocuSign e-mail
- If you do not receive a DocuSign e-mail within 1 week of the date you accepted the appointment, but are either a new hire or have had a break in service of more than 31 days, contact your hiring department immediately
- If you need assistance with the DocuSign packet, please review the FAQ’s:  
<https://tinyurl.com/yd3ceqfs>

Use the link on the Scheduling Page of the DocuSign packet to schedule an in-person Onboarding Appointment at the earliest available dates. You must attend this in-person session prior to commencing any work.

- Schedule your appointment by 4pm for a next-day appointment ▪ I.e. you need to schedule your appointment Friday before 4:00pm to attend the in person appointment Monday o You must schedule an appointment. Walk-ins will be turned away
- You must bring your I-9 documents to the in-person session. To find a list of appropriate documents, please review this list: <https://www.uscis.gov/i-9-central/acceptable-documents>
- To set up direct deposit, bring a voided check or a letter from your bank to the in-person session. **A paycheck cannot be processed until onboarding is complete**
- Schedule your appointment in time for you to commence work at the time indicated in your appointment letter (usually this will be the first day of the semester)
- If you cannot find an available appointment date or time prior to performing work, please e-mail [onboarding@berkeley.edu](mailto:onboarding@berkeley.edu) for additional options.
- **DO NOT begin working until successfully completing your onboarding**

## PhD TIMELINE AT A GLANCE

### Year 1

- Begin Seminar requirements; including the Proseminar EA200
- Begin M.A. and/or Ph.D language requirements
- Choose Primary Advisor

### Year 2

- Complete Seminar requirements; including the Proseminar EA200 if not previously taken
- Continue M.A. and/or Ph.D language requirements
- Complete M.A. degree, if required

### Year 3

- Complete all course requirements
- GSI year
- Discuss QE plans and Committee membership with your primary advisor

### Year 4

- GSI year
- Clear all outstanding Incompletes
- Select QE Committee and submit to Graduate Division
- QE Written and Oral Exam

### Year 5

- *QE Written and Oral Exam*
- Research and writing

### Year 6

- Research and writing
- Filing your Dissertation
- Graduation

### Year 7

- *Filing your Dissertation*
- *Graduation*

The above timeline is to be used as a guide. The length of time needed to complete an advanced degree in the department depends on financial considerations, the extent of the student's earlier preparation, and other factors.

## **M.A. DEGREE REQUIREMENTS**

Students entering the program without an M.A. Degree or with an M.A. Degree in a field other than Chinese or Japanese will be required to complete *all* requirements for the M.A. before proceeding to the Ph.D program.

A student arriving with an equivalent M.A. may be admitted to start work on the Ph.D. requirements, but with the proviso that all deficiencies for the Berkeley M.A. must be fulfilled in consultation with the Primary Advisor. The department may determine that the M.A. is not equivalent in coverage or quality and mandate a new M.A. from EALC (this includes the M.A. thesis). For those with an equivalent M.A., a copy of the thesis should be sent to your Primary Advisor during the first year in the program. If the Primary Advisor deems the thesis or M.A. work as equivalent, the advisor will notify the Department Chair for final approval. If approved, students can proceed to the PhD requirements.

Students with an M.A. Degree in Chinese or Japanese or a closely related discipline from a non-US institution need to request an M.A. “equivalency” in order to consider this milestone complete. A copy of the thesis should be sent to your Primary Advisor during the first year in the program. If the Primary Advisor deems the thesis or M.A. work as equivalent, the advisor will notify the Department Chair for final approval. If approved, students can proceed to the PhD requirements.

### **Chinese M.A. Requirements**

Fluency in modern Chinese and a year of classical Chinese. The classical Chinese requirement can be satisfied by completion of a classical Chinese seminar taken for a letter grade. Students may also take a proficiency exam in classical Chinese to satisfy this requirement.

### **Japanese M.A. Requirements**

Fluency in modern Japanese and a year of classical Japanese. The classical Japanese requirement must be satisfied by completion of a classical Japanese seminar taken for a letter grade.

### **Course Requirements (Chinese and Japanese)**

- EA 200, "Proseminar: Approaches to East Asian Studies" is required, normally in the first year.
- **Three** EALC graduate seminars (four units each) in your discipline are required; all must be taken for a letter grade. EA200 does not count toward the three required seminars.
- 8 additional units, in consultation with the Primary Advisor.

All courses required for the degree must be finished by the last day of the semester in which the student expects the degree to be conferred.

Students will have the option of taking additional seminars beyond the three required for the M.A. degree for two units, in which case no seminar paper is required. Each EALC seminar is structured with a 4 unit norm and 2 unit option.

In general, seminars taken for a letter grade require the student to produce a substantial written assignment. There are exceptions, so please inquire about this to the faculty member teaching the seminar.

### **M.A. Thesis**

An M.A. thesis, usually based on a previous research paper and limited to 50 pages, is required. If the M.A. thesis involves a translation, the translation may be added as an appendix, which will not count toward the page limit. After the proposal is received and approved by all parties, the student and the M.A. Committee Chair will agree on a date for the work's completion and will meet regularly to examine drafts of the work and discuss the progress of the project.

\*The student must inform the GSAO in writing about the proposed completion date. The GSAO will then add the M.A. as a degree goal in CalCentral.

If you are using co-authored or previously published material, you will need to request permission at least 3 weeks in advance of filing.

### **M.A. Thesis Committee**

The Committee will comprehensively analyze comments on the thesis, work done to date, and then recommend or not recommend advancement to the Ph.D. program. All members must be Berkeley Academic Senate faculty. Any non-Berkeley or non-senate members (e.g. Adjunct Professor without blanket approval for committee service), must have an exception. The Committee will consist of:

- Chair (must be EALC faculty)
- Inside member (must be EALC faculty)
- Additional member (it is preferred that there be an outside member, but a second EALC faculty member may be named)

### **Advancement to Candidacy for the M.A. Degree**

Prior to submitting your M.A. Thesis, you first must activate your Application for Candidacy for the Master's Degree found here:

Application for Candidacy for the Master's Degree (Thesis Plan) – part of the Higher Degree Committee eForm in CalCentral

### **Filing your M.A. Thesis**

After you have formatted your thesis, assembled the pages into the correct organization, and obtained your signatures, you are ready to file it with UC Berkeley's Graduate Division.

1. **Step 1:** Convert your thesis to a standard PDF file.
2. **Step 2:** Print and sign the [Thesis Release Form](#).

3. **Step 3:** Email your thesis as an attachment to [edegrees@berkeley.edu](mailto:edegrees@berkeley.edu). Put your full name, SID, and degree program in the subject line. **NOTE: DO NOT SUBMIT A DRAFT.** Once your thesis has been submitted, you will not be allowed to make changes. Be sure that it is in its final form!
4. **Step 4:** The Degrees Office staff will review your submission and if everything is in order, you will receive an email stating that it has been approved. If you need to make changes, you will be given the opportunity and will need to re-send a revised PDF.
5. **Step 5:** Submit the following final documents to the Graduate Degrees Office at 318 Sproul Hall:
  - Your signed approval page.
  - Your signed Thesis Release Form
  - \* A copy of the approval letter for your study protocol from the Committee for Protection of Human Subjects, or the Animal Care and Use Committee if your research involved human or animal subjects.

Please note that all documents should be submitted together.

**For more information on Filing your M.A. Thesis, please visit:**

<https://grad.berkeley.edu/academic-progress/thesis/>

# **PH.D. DEGREE REQUIREMENTS**

## **Chinese Ph.D. Requirements**

### Language Requirements

Reading competence in a language other than Chinese relevant to the program, chosen in consultation with the Primary Advisor. In most cases, the second language will be three years of Japanese. In exceptional cases, this requirement may be satisfied by competence in another language, normally demonstrated by three years of language study at Berkeley or its equivalent. Native speakers of a language other than English do not automatically fulfill the language requirement; the language must be appropriate to advanced research in the program

## **Japanese Ph.D. Requirements**

### Language Requirements

Reading competence in a language other than Japanese relevant to the program, chosen in consultation with the Primary Advisor. Competence will normally be demonstrated by three years of language study at Berkeley or its equivalent. Native speakers of a language other than English do not automatically fulfill the language requirement; the language must be appropriate to advanced research in the program.

## **Course Requirements (Chinese and Japanese)**

- Two graduate seminars for a letter grade in the department are required after completion of the M.A.
- One course outside the department in a cognate discipline, also for a letter grade.

## **DESIGNATED EMPHASIS (DE)**

A “Designated Emphasis” (DE) is defined as an area of study constituting a new method of inquiry or an important field of application relevant to your degree. Students are required to complete the academic work in the DE in addition to all the requirements of your doctoral program. There are no adjustments made to the normative time when a student undertakes a DE.

Students must apply to the host department of the DE. Application processes vary; please refer to each program’s website or contact the department’s GSAO for more detailed information. Common DEs for EALC students are Critical Theory and Film & Media.

After admission to the DE, students must submit a Change of Higher Education Degree request on Cal Central under Special Enrollment Petition. Students are required to be admitted to the DE before taking the Qualifying Examination since the student must have on the examination committee a representative of the DE so they can be examined in that area of study.

When students enrolled in a DE are advanced to candidacy, the advancement application must include the signature of the Director of Graduate Studies for the DE to signify that the dissertation committee has an appropriate representative of the DE in its membership. Prior to filing for the degree, a Final Report for the Designated Emphasis, verifying that all of the requirements for the DE have been met, must be submitted.

Students approved for a DE must include the name of the DE on the title page of the dissertation, following the major name.

For more information on Designated Emphases, please visit:

<https://grad.berkeley.edu/program-proposals/designated-emphasis/designated-emphasis-guidelines/>

## **QUALIFYING EXAMINATION (QE)**

### **Requirements:**

- Three written examinations on fields within the department
- One written examination on a field outside the department
- Oral Examination

The purpose of the Qualifying Examination (QE) is to insure that the student possesses adequate breadth and depth of preparation needed to conduct dissertation research and teach. The student will normally choose reading lists in consultation with examiners and then meet regularly to discuss those readings with them. The written examinations will be based on those readings and discussions. The oral examination that follows is not meant to be a separate field of enquiry; instead, it is designed to pursue issues raised in the written segments.

### **Time Period**

Normally there will be a nine-month period established for QE preparation (either fall and spring, spring and summer, or summer and fall). The student will set up meetings with his or her field examiners to take place during this period.

The written examinations will take place at the end of the QE study period. All four written examinations and the oral examination must be taken within a six-week period. Written exams will usually be given one week apart, with a minimum of 72 hours between each. Each examination is open book and take-home. Each examiner will send his/her question(s) to you at 9:00am, to be returned the following day before 4:00 P.M. Your response should be 10-12 double-spaced pages (2,000-2,500 words), with a maximum of 15 (3,000 words).

Each written examination will be read and judged by the committee and the individual examiner has the responsibility to assess pass or fail. Informal feedback on each written examination may be provided to the student immediately by the examiner. But the result of the written examinations will not be determined until all four are completed.

At the end of the written examination period, there will be a formal appraisal of the four examinations by the committee meeting as a group, and a decision will be made whether the student may proceed to the oral part of the examination or whether a remedial course of action is required.

### **Oral Exam**

The Oral Examination will take place one week after completion of the last written examination. The Chair will act as moderator and it will be attended by all four members of the Committee. As stated above, it will be devoted to further investigation of issues raised in the written examinations, with each field given approximately 20 minutes.

In the case of a partial pass or failure, a remedial course of action will be required: partial reexamination, complete reexamination, or no recommendation to reexamine (F3.4). All members of the committee must be present for any reexamination.

If a Committee Member cannot physically attend the Oral Exam, he or she must be present via video conferencing. This excludes the Chair, who must be physically present.

A student may be allowed to take a second oral exam. However, if after the second attempt, the student is still judged unready, university regulations about program termination will apply. No third attempts to pass the qualifying examination are allowed.

The Qualifying Examination must be conducted in English.

### **QE Form**

Students can submit this form to create or change their committee for a Qualifying Exam or Advancement to Candidacy. The form should be submitted at least three weeks in advance.

Navigate to Cal Central > Student Resources > Committees

## QE COMMITTEE

### Members

Chair

Academic Senate Representative

At least **two** Additional Members

- Your QE Committee **must have *at least four members***, three of whom must be EALC faculty
- The Academic Senate Representative (ASR) must be chosen from outside the department. The ASR is important for ensuring that the committee is conducted in a fair and professional manner. The ASR must be a member of the Berkeley Academic Senate. No exceptions will be made
- A fifth Committee Member may be added
- You may have a non-UC Berkeley faculty on your QE Committee. This Committee member must be approved by the Graduate Division in advance. Please discuss the administrative requirements to add a non-UC Berkeley Committee member with the department's GSAO
- The QE Chair cannot serve as the Dissertation Chair for the same student
- There cannot be Co-Chairs for the QE
- It is the collective responsibility of the Qualifying Examination Committee to ensure that the student's mastery of the subject matter is broad and comprehensive
- If a student is re-examined, the committee for the second examination must be the same as for the first examination

The Head Graduate Advisor (HGA) in the student's degree granting unit must approve the composition of the Committee.

## ADVANCEMENT TO DOCTORAL CANDIDACY

After you have passed your Qualifying Exams, you are eligible to Advance to Doctoral Candidacy. To be Advanced to Candidacy, doctoral students must:

1. have satisfied the foreign language requirement
2. have passed the Qualifying Examination;
3. have no more than two courses graded Incomplete;
4. have a minimum 3.0 grade-point-average in all upper division and graduate work taken while in graduate standing;
5. have fulfilled any additional program requirements, and
6. have secured an appropriately configured dissertation committee (this must be entered prior to Advancing)

### Dissertation Committee

After completion of Qualifying Exams, the student will select a Dissertation Committee. This committee may vary from the Examination Committee. The Dissertation Chair cannot be the same person who served as your QE Chair, however, the QE Chair may serve as a student's Dissertation Co-Chair. If changes are made to this committee, the student will notify the Department Administrator in writing, and the Chair will need to approve any changes.

### Members

Chair or Co-Chairs

Academic Senate Representative

Additional members

- A Dissertation Committee **requires a minimum of three members**, two of whom must be EALC faculty
- Two Co-Chairs may replace one chair
- Additional EALC Members may be added to meet the requirement that at least half of the members be departmental faculty
- The Dissertation Chair cannot be the same person who served as your QE Chair. The QE Chair may serve as a student's Dissertation Co-Chair

The Head Graduate Advisor (HGA) in the student's degree granting unit must approve the composition of the Committee.

### Procedure for Committee Constitution

Committees conforming to the normal size and composition are proposed using the applicable form available in Calcentral-the Application for Candidacy for the PhD.

A memorandum signed by the HGA is required to request a Doctoral Dissertation committee membership of 5 or more faculty.

**Procedure to Reconstitute a Committee**

The student submits a Request for Change in Higher Degree Committee petition signed by the HGA. If a change to the committee membership is needed, the student must submit a Request for Change in Higher Degree Committee form. The Request for Change in Higher Degree Committee Form is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a Form

**Advancement to Candidacy Procedures**

After submitting your Dissertation Committee via CalCentral, you are ready to submit the Advancement to Candidacy Application.

The application must be submitted through Calcentral under "My Dashboard." On the right hand side for "Student Resources," students will see an option for the "Higher Degree Committees form." Please choose "Advancement to Candidacy." The form will then be routed to the GSAO for approval.

**Dissertation Prospectus**

Students in the months immediately following post-QE will be expected to work in close conjunction with their dissertation advisor to formulate a dissertation prospectus, with a view not only toward developing a research plan, but also preparing the materials and skills necessary for applying for extramural fellowship and research funding.

**Advancement to Candidacy Fee**

There is a \$90 Advancement Fee that is charged to graduate student accounts. The student is responsible for paying this fee on his/her own.

## DOCTORAL CANDIDACY REVIEW (DCR)

The Doctoral Candidacy Review (DCR), to be completed on an annual basis, is designed to assist you and your dissertation chair to stay on track with advising and other supportive activities to help facilitate the completion of doctoral work in a timely manner.

The Graduate Council of the Academic Senate requires a DCR to be completed each year for all doctoral students after they advance to candidacy until they complete the program.

You will be able to complete your **Doctoral Candidacy Review** in CalCentral Special Forms section on your Dashboard.

Questions – When to complete the DCR?

1. ***What is the purpose of the Doctoral Candidacy Review?***

The Graduate Division checks to ensure that there is a completed DCR for the most recent year when you are eligible for the Doctoral Completion Fellowship (DCF) to activate that fellowship. The Report is also used to check that you are in good academic standing for compliance with certain fellowship conditions. The Graduate Division may consult your Doctoral Candidacy Reviews in cases where there is a disagreement about your progress. Finally, the Graduate Division will use aggregated information about students' activities to inform decisions about new programs and resources for professional development.

2. ***What should happen when?***

You are not required to complete your DCR the Academic Year immediately succeeding your Advancement. One year after you have Advanced to Candidacy, you should initiate your part of the DCR Report each year.

3. ***I completed my section. What is the next step?***

Once your part of the report is complete, you should notify your dissertation committee chair and ask him or her to convene a meeting to review your academic progress. This meeting should involve at least two members of your committee. This consultation should consider your Doctoral Candidacy Review (which your dissertation chair or co-chairs can view once you submit it in GLOW) and any other documents you provide separately to the committee, such as an updated CV or examples of writing.

4. ***When should a student file the report?***

The online report for the current year is available from the first day of Fall semester until the day before the Fall semester begins for the next academic year. The Graduate Council does not indicate when during the year the report should be completed. Each student and committee can work out whatever schedule is convenient. If a student will be *in absentia* in spring, for example, it can be completed in the fall. The DCF process will review the student record to see that there is a satisfactory progress report from the previous academic year, which ends the day before the next fall term.

5. *What if a student is intending to file this semester?* Then you do not need to complete the DCR
6. *The student advanced during this academic year and wants to take the DCF in the following academic year. Does a DCR need to be on file for me to take the DCF then?*  
No. The act of advancement constitutes making sufficient academic progress and having an DCR on file is not needed for the first two semesters after advancement. However, DCRs are required annually until you file. Please note that it is vital for you to discuss when you should take the DCF with your dissertation chair as taking the DCF early make not be in your best interest. It was intended to provide financial support for you to finish your dissertation. If you have other fellowships and teaching opportunities, these should be exercised before use of the DCF.

# DISSERTATION FILING

## Filing Procedures

After you have written and formatted your dissertation, and obtained your signatures, you are ready to file it with Graduate Division. For step-by-step instructions and a list of ‘final documents’, please visit:

<https://grad.berkeley.edu/academic-progress/dissertation/#procedure-for-filing-your-dissertation>

## Fall and Spring Filing

To be eligible to file for your degree, you must be registered or on approved Filing Fee status for the semester in which you file. You should file your dissertation as early in the semester as you can and come in person to our office to submit your supporting documents. If you cannot come to our office, it is helpful if you have a friend bring your documents.

## Summer Filing

If you miss the spring filing deadline, you may file your dissertation during the summer term.

- Domestic students: If you were fully registered during the immediately preceding Spring semester, you may file your dissertation during the summer with no additional cost or application required.
- International students: Even if you were fully registered during the immediately preceding Spring semester, you may file your dissertation but must register for one summer unit. International students should consult Berkeley International Office before finalizing plans, as in some cases lack of Summer enrollment could impact visa status or post-completion employment.

If you were not registered the preceding Spring semester, or were on Filing Fee, domestic students must register in at least 1.0 unit in Summer Sessions; international students must register in at least 3.0 units.

## Deadline

The deadline to file your dissertation in its final form is the last day of the semester. Please visit the Graduate Division website for specific dates:

<https://grad.berkeley.edu/academic-progress/deadlines/>

## Certificate of Completion

Depending on when you file, it may be several months before your degree is officially conferred and posted to your transcript. A Certificate of Completion is an official document which provides evidence to a third party that you have completed your degree requirements prior to the degree being posted to your transcript. It is useful for jobs, post-docs, work visas, etcetera, who require proof of a degree. To request a Certificate of Completion, please visit: [Request for Certificate of Degree Completion](#)

## **APPENDIX**

- I. Graduate Funding Resources
- II. Professionalization Resources
- III. Teaching Resources
- IV. Health and Wellness Resources

## I. GRADUATE FUNDING RESOURCES

For more details about the Graduate Fellowships and awards below, including deadlines, please visit: <https://grad.berkeley.edu/financial/fellowships/>

### A. Graduate Division Fellowships and Awards

#### Doctoral Completion Fellowship (DCF)

Students who pass the Ph.D. oral qualifying exam and advance to candidacy for the degree automatically qualify for two semesters of the DCF. Students may claim the DCF in any year through the eighth year. Students who accept the DCF may not receive any U.C. funding (fellowships or teaching) other than loans after the seventh year.

Website: <http://grad.berkeley.edu/policy/degrees-policy/#f31-doctoral-completion-fellowship-dcf>

#### U.C. Dissertation-Year Fellowship

Awarded to eligible graduate students whose doctoral work will be completed by the end of the program and who demonstrate strong potential for university teaching and research. Must be a U.S. citizen or permanent resident whose background and life experiences enhance the level of diversity within the department or discipline. The award carries a \$22,000 stipend, plus fees, with an additional \$2,000 award if the dissertation is filed by the end of the spring semester. **Deadline: March**

#### Mentored Research Award

Must be a U.S. citizen or permanent resident whose background and life experiences enhance the diversity within the department or discipline. The Department can nominate students, typically post-Advancement, who are doing early dissertation research. The award carries a \$16,000 stipend plus fees. **Deadline: March**

#### Graduate Division Summer Grant

The Graduate Division Summer Grant is a competitive award designed to provide summer funding for academic doctoral students in all fields of study. The grant provides a \$3,000 stipend plus payment of fees for three units in any Berkeley Summer Session (6, 8, or 10 week). Students may use the grant to conduct dissertation or pre-dissertation field research or language study. **Deadline: mid-March**

#### The David N. Keightley Fellowship

Recipients shall be graduate students whose work focuses on China and/or Chinese subjects, with a strong preference for those whose research emphasis is on Neolithic to the Han dynasty period. This may include Chinese language, archaeology, art history and/or history. The

fellowship is in the amount of around \$2,000, and it may be used for, but not limited to, summer research, travel, conference attendance, and fellowship support. **Deadline: April**

#### **Dr. and Mrs. James C.Y. Soong Fellowship**

Provides financial support for graduate students from Taiwan who are enrolled full-time at the University of California, Berkeley, in any field of study. **Deadline: March**

#### **Graduate Student Parent Grant**

Registered graduate student parents (single, married, or registered domestic partners) who live with dependent children and demonstrate financial need. If funding permits, awards of up to \$11,000 per year (\$5,500 per academic term) will be made to eligible applicants. **Deadline: late June**

#### **Outstanding Graduate Student Instructor Award**

The Outstanding Graduate Student Instructor (OGSI) Award honors UC Berkeley GSIs each year for their outstanding work in the teaching of undergraduates. These OGSI recipients are nominated from within their teaching department. The GSI Teaching & Resource Center provides the award recipients certificates of distinction and hosts a celebratory ceremony in the spring.

### **B. Other Berkeley Award Programs**

#### **Townsend Dissertation Fellowship**

Awarded to graduate students writing Ph.D. dissertations whose research projects significantly involve humanistic material or problems that have a significant bearing on the humanities. The competition is open to graduate students who are advanced to candidacy. More information, including application materials, is available online. **Deadline: mid-November.**

Website: [http://townsendcenter.berkeley.edu/fellowships\\_gs.shtml](http://townsendcenter.berkeley.edu/fellowships_gs.shtml).

#### **Townsend Center Working Grants**

The Townsend Center Working Groups program sponsors research in the humanities and the humanities-related social sciences. Working group awards range from \$250-\$750 for the academic year.

Website: [http://townsendcenter.berkeley.edu/working\\_groups.shtml](http://townsendcenter.berkeley.edu/working_groups.shtml)

### **C. Institute of East Asian Studies (IEAS) Fellowships**

#### **Foreign Language and Area Studies Awards-FLAS- (one-year and summer awards)**

Enables students who are U.S. citizens and permanent residents to acquire a high level of competence in one or more foreign languages. Fellowships are awarded to students in modern foreign language and area studies, with priority given to students in the humanities, social

sciences, and professional fields. Academic year awards provide a \$15,000 stipend plus fees and summer awards a \$5,000 stipend. **Deadline: late January**

*Questions? Contact Dylan Davis, Associate Director, Institute of East Asian Studies, [davisds@berkeley.edu](mailto:davisds@berkeley.edu)*

### **The Dr. C.F. Koo and Cecilia Koo Chair Fellowships for Outstanding Graduate Students in East Asian Studies**

The Dr. C.F. Koo and Cecilia Koo Fellowships in East Asian Studies were established to honor outstanding graduate students in East Asian studies, as demonstrated by their academic record and by the submission of an original research paper. Students must first be nominated by a Berkeley faculty member, are then invited to submit applications. **Deadline: March**

*Questions? Contact Dylan Davis, Associate Director, Institute of East Asian Studies, [davisds@berkeley.edu](mailto:davisds@berkeley.edu)*

### **IEAS Graduate Fellowships in East Asian Studies and Southeast Asian Studies**

(IEAS) supports an annual fellowship competition in the spring semester for UC Berkeley continuing graduate students. Subject to availability of funding, a small number of competitive awards of up to \$6,000 (maximum) are available. Most awards are in the \$1,500-\$3,500 range. Successful applicants should propose a coherent plan of research/study that will result in tangible progress towards their graduate degree. IEAS fellowships are intended to facilitate special research proposals and study plans, and are not intended for general support. *Questions? Contact Dylan Davis, Associate Director, Institute of East Asian Studies, [davisds@berkeley.edu](mailto:davisds@berkeley.edu)*

### **CJS Fellowship in Japanese Studies**

The Center for Japanese Studies announces its 2019-2020 fellowship competition for continuing UC Berkeley graduate students in Japanese Studies. CJS will accept applications for most academic purposes including pre-dissertation research or study, dissertation research, dissertation write-up awards, and summer language study. In any case, a specific plan of research/study not for general support must be proposed, along with a statement of expected outcome. Awardees will be required to file a brief final report to CJS at the end of the award period. **Deadline: April**  
Website: <https://ieas.berkeley.edu/centers/center-japanese-studies-cjs/fellowships-grants/graduate-student-funding>

### **CKS Fellowship Competition for Continuing Graduate Students**

CKS holds an annual fellowship competition for continuing UC Berkeley graduate students in Korean Studies. CKS will accept applications for most academic purposes including pre-dissertation research, dissertation research, dissertation writing, and summer language study. A specific plan of research/study (not a general request for support) must be included with your application. Subject to availability of funding, a small number of competitive awards of up to \$6,000 (maximum) are available. Restrictions: Applicants may only request up to \$3,000 specifically for living expenses. **Deadline: April 1**

Website: <https://ieas.berkeley.edu/cks/grants/student-fellowships>

## D. External Fellowships

### JAPAN

#### **Japan Foundation Doctoral Fellowship Program**

This program provides support to outstanding scholars, researchers, and professionals in the field by offering the opportunity to conduct research in Japan For doctoral research projects 4-12 months in length. **Application deadline: November.**

Website: <https://www.jfny.org/grants/grants-for-japanese-studies/fellowship-program/>

#### **Japan Society for the Promotion of Science (JSPS) Postdoctoral Fellowship for Research in Japan**

JSPS offers five postdoctoral fellowship programs, each with different eligibility requirements.

Website: <https://www.jsps.go.jp/english/e-fellow/>

#### **Hakuho Japanese Research Fellowship**

Invites leading international researchers of the Japanese language, Japanese language education, Japanese literature and Japanese culture to Japan to conduct residential research. Invited fellows will have their airfares, living and research expenses, housing and other expenses necessary for conducting research in Japan covered. Long-term (12-month) and short-term (6-month) fellowships are available. **Deadline: October 31, 2019**

<https://www.hakuhofoundation.or.jp/en/program/>

#### **The Nippon Foundation Fellows Program at the Inter-University Center for Japanese Language Studies**

This program is for graduate students with Japan-focused career goals in academia, business, diplomacy/government service, journalism, translation, and law, generously sponsored by the Nippon Foundation. The Nippon Foundation Fellows Program at the IUC aims to provide the most promising students with the deep linguistic and cultural knowledge needed to become leaders in their fields, and to foster strong collegial bonds and intellectual exchange among them and with their IUC sempai. **Deadline: December**

Website: <https://web.stanford.edu/dept/IUC/cgi-bin/programs/nippon-foundation.php>

### CHINA/TAIWAN

#### **Henry Luce Foundation/ACLS Program in China Studies**

This program is open to scholars in the humanities and related social sciences who have received a Ph.D. or its equivalent by the time of application. Applicants must submit a carefully formulated research proposal that reflects an understanding of the present Chinese academic and research environment. The proposal should include a persuasive statement of the need to conduct the research in China. Those submitting a joint proposal must apply individually. Support is offered to specialists in all fields of the humanities and humanities-related social sciences, and is not limited to China scholars.

Website: <https://www.acls.org/programs/arhc/>

### **Chiang Ching-kuo Foundation Doctoral Fellowship**

Open to Doctoral candidates for financial support for writing dissertations in the field of Chinese Studies in the humanities and social sciences. Applicants should inform the Foundation if they are applying for or subsequently receive other sources of funding. Grants are available only to doctoral candidates who are neither employed nor receiving grants from other sources during the grant period. Applicants should have completed all other requirements for their Ph.D. degree, and must be in the last stage of their doctoral program. The maximum amount of each award is US\$20,000. **Deadline: October**

Website: <http://www.cckf.org/en/programs/american/doctoral-fellowships>

### **Research Grant for Foreign Scholars in Chinese Studies**

Designed for foreign professors, associate professors, assistant professors and doctoral candidates in departments related to Chinese studies at foreign universities. The content of the research, to be undertaken in Taiwan, should be within the field of Chinese studies. **Deadline: May 31**

Website: <http://ccs.ncl.edu.tw/ccs2/ENGLISH/information.aspx>

### **Robert H. N. Ho Family Foundation Greater China Research Programme**

Offers grantees one-year fellowships to conduct research on Asia Art Archive's Collection and develop historical research projects on topics relating to contemporary art in Chinese communities worldwide.

<https://aaa.org.hk/en/resources/grants/the-robert-h-n-ho-family-foundation-greater-china-research-programme>

### **Taiwan Fellowship**

The Taiwan Fellowship is was established by the Ministry of Foreign Affairs (MOFA) to award foreign experts and scholars interested in researches related to Taiwan, cross-strait relations, mainland China, Asia-Pacific region and Chinese studies to conduct advanced research at universities or academic institutions in Taiwan. **Deadline: May-July**

Website: <http://taiwanfellowship.ncl.edu.tw/eng/index.aspx>

## **E. OTHER**

### **American Council of Learned Societies**

ACLS offers fellowships and grants in more than a dozen programs for research in the humanities and related social sciences at the doctoral and postdoctoral levels.

Website: <http://www.acls.org/>

**Blakemore Freeman Fellowships**

Blakemore Freeman Fellowships are awarded for one academic year of advanced level language study in East or Southeast Asia. Eligible languages are Chinese, Japanese, Korean, Burmese, Indonesian, Khmer, Thai, and Vietnamese. Applicants must be a U.S. citizen or permanent resident of the United States. **Deadline: July**

Website: <http://www.blakemorefoundation.org/language.html>

**Korea Foundation Post-Doctoral Fellowship**

The KF Fellowship for Postdoctoral Research is designed to support Doctoral candidates scheduled to receive a doctoral degree by the time they sign a fellowship agreement with the Foundation. **Deadline: January-February**

Website: <https://en.kf.or.kr/?menu=3794>

**Reischauer Institute Post-Doctoral Fellowship in Japanese Studies**

Residence in the Cambridge/Boston area and participation in Institute activities are required during the appointment. Awardees are expected to have received a doctoral degree by July 1 before the grant period begins.

Website: <https://rijs.fas.harvard.edu/postdoctoral>

## II. PROFESSIONALIZATION RESOURCES

### **GradPro**

GradPro offers a variety of materials and workshops to help you develop your skills, succeed in your program and launch your career.

<https://grad.berkeley.edu/professional-development/about-gpd/>

### **Graduate Student Professional Development Guide**

This online resource, created especially for Berkeley graduate students, describes concrete steps you can take to develop your skills in six core competencies.

<https://grad.berkeley.edu/professional-development/guide/>

### **Graduate Writing Center**

The Graduate Writing Center assists graduate students in the development of academic skills necessary to successfully complete their graduate programs and prepare for future faculty and professional positions. This unit offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and individual consultations on these topics for graduate students.

<https://grad.berkeley.edu/professional-development/graduate-writing-center/>

### **GSI Teaching Center**

The GSI Teaching & Resource Center's workshops, seminars, and institutes offer UC Berkeley graduate students many opportunities for extending their skills and developing professionally as instructors in higher education.

<https://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/>

### **Mentoring**

The Graduate Division partners with campus departments to sponsor and support innovative mentoring programs for graduate and undergraduate students. We raise awareness of the key importance of mentoring by acknowledging and awarding best practices in mentoring by and for graduate students and faculty. <https://grad.berkeley.edu/professional-development/mentoring/>

### **Townsend Center Graduate Professional Development**

The Townsend Center sponsors several types of graduate student workshops throughout the year on topics such as public speaking, publishing advice, and preparation for life and work after the PhD. <https://townsendcenter.berkeley.edu/funding/graduate-professional-development>

### **Summer Institute for Preparing Future Faculty**

The GSI Teaching and Resource Center also runs the Summer Institute for Preparing Future Faculty (intended for students already advanced to doctoral candidacy). Admission to the program is competitive and the deadline is usually in mid-March.

<https://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/summer-institute/>

### III. TEACHING RESOURCES

The online [Teaching Guide for GSIs](#) offers extensive information and tips for leading sections, grading, developing students' skills, and handling plagiarism and cheating.

[Educational Technology Services \(ETS\)](#) provides workshops and assistance on using instructional technology in teaching, including classroom equipment and bCourses.

The [UC Berkeley Library](#) offers services in support of teaching and can assist GSIs and their students in developing successful library research assignments and in conducting library research.

The [Disabled Students' Program \(DSP\)](#) documents the academic accommodations needed by individual students who have disabilities. DSP provides this documentation to students' instructors and gives guidance on how to implement accommodations.

The [Athletic Study Center](#) helps administer exam proctoring if conflicts arise between the exam schedule for a course and the travel schedules of student athletes.

The [Student Learning Center](#) has tutoring programs for students and can help students identify ways to improve their writing and strengthen their study skills.

[Department Faculty Advisers for GSI Affairs](#) are faculty members appointed in each department to help ensure that GSIs receive appropriate preparation, mentoring, and supervision. They can also assist with problems not resolved between GSIs and the faculty members with whom they teach.

[The Center for Student Conduct](#) can answer questions about responding to possible cases of cheating, plagiarism, classroom disruption, and other forms of academic misconduct.

[Mental Health Handbook](#) is a comprehensive resource to assist faculty, staff and GSIs.

## **IV. HEALTH AND WELLNESS RESOURCES**

### **Tang Center**

UC Berkeley students can use the Tang Center's medical services just as they would their regular doctor's office and urgent care center.

<https://etang.berkeley.edu/home.aspx>

### **Ombuds Office**

The Ombuds office offers confidential conflict resolution for graduate students. The Ombuds office provides unbiased feedback and can refer students to appropriate campus services.

<https://sa.berkeley.edu/Ombuds/>

### **Office for the Prevention of Harassment and Discrimination**

Responsible for ensuring the University provides an environment for faculty, staff, and students that is free from discrimination, harassment, and sexual violence.

<https://ophd.berkeley.edu/>

### **PATH to Care Center**

Provides affirming, empowering, and confidential support for survivors and those who have experienced gendered violence, including: sexual harassment, dating and intimate partner violence, sexual assault, stalking, and sexual exploitation. Confidential advocates bring a non-judgmental, caring approach to exploring all options, rights, and resources.

<https://sa.berkeley.edu/dean/confidential-care-advocate/>

### **Counseling and Psychological Services (CAPS)**

CAPS offers short term counseling for academic, career, and personal issues and also offers psychiatry services for circumstances when medication can help with counseling.

<https://uhs.berkeley.edu/caps>

### **Advice Nurse**

If you have a medical question, need home-care advice or are unsure about which services are best for you.

<https://uhs.berkeley.edu/medical/advice-nurse>

### **Support for Student Parents**

Includes information on programs and services supporting graduate students with parenting responsibilities

<https://grad.berkeley.edu/financial/families/>

### **Graduate Assembly Wellness Counselor-Amy Honigman**

Dr. Amy Honigman, specializes in graduate student wellness. Housed in the Graduate Assembly Suite, 444 Eshleman Hall, Dr. Honigman is available to meet with graduate and professional students. Services include individual and couples counseling, as well as groups focusing on Mindfulness, Stress and Resilience, and Transitioning from Self-Criticism to Kindness.

[ahonigman@berkeley.edu](mailto:ahonigman@berkeley.edu)

(510) 664-5117