

DEPARTMENT OF HISPANIC STUDIES

GRADUATE HANDBOOK

2006-2007

This is the last version of the procedures for graduate matters. Please remember that these are only guidelines: individual cases may warrant individual solutions; we reserve the right to maintain a degree of flexibility in many of these matters as long as fairness is upheld. It is also important to note that these guidelines are in no way intended to replace direct communication with the Chairperson, Graduate Advisor, and Major Paper or Dissertation advisor. All of the following matters should be discussed in person with one or more of the above individuals.

Please note: Any exception to these guidelines have to be approved by the Chairperson, the Graduate Advisor and/or the Dissertation or Major Paper advisor.

ABOUT THIS HANDBOOK

The Graduate Program in Hispanic Studies Handbook is a resource for Hispanic Studies graduate students, Hispanic Studies faculty and prospective graduate students. Its purpose is to describe departmental procedures and help students chart and plan their program of study.

This handbook should be used in conjunction with other resources at Brown, such as the Graduate School Website. University-wide deadlines for paperwork pertaining to graduate students varies from year to year and are not set by the Department of Hispanic Studies.

Students are encouraged to submit any suggestions for improving this handbook to the Director of Graduate Studies.

The Department gratefully acknowledges Chad Leahy for his help in putting together this handbook.

TABLE: PROGRAM AT A GLANCE

	SEMESTER 1	SEMESTER 2
YEAR 1	<ul style="list-style-type: none"> • Fellowship • Take 4 Courses 	<ul style="list-style-type: none"> • Fellowship • Take 4 Courses • Submit Petition for Transfer Credit (if applicable) • Complete Philology and Methodology Requirements (Semester 1 or 2)¹
YEAR 2	<ul style="list-style-type: none"> • T.A./ T.F. one course • Take 3 courses • Non-native speakers of English need to take the English proficiency test.² • May take courses at Harvard • Consider applying for Proctorship, Kenyon, Exchange Programs and Machado House (December)³ 	<ul style="list-style-type: none"> • T.A./ T.F. one course • Take 3 courses • Major Paper/ Receipt of M.A. • Complete French Requirement (Semester 1 or 2) • In Summer, begin preparation for Prelim Examination
YEAR 3	<ul style="list-style-type: none"> • T.A./ T.F. one course • Take two courses • Preliminary Examination (Semester 1) • Consider applying for Proctorship, Kenyon, Exchange Programs and Machado House (December). 	<ul style="list-style-type: none"> • T.A./ T.F. one course • Submit Dissertation Proposal
YEAR 4⁴	<ul style="list-style-type: none"> • T.A./ T.F. or Proctorship or Kenyon or Dissertation Fellowship⁵ • Begin work on Dissertation 	<ul style="list-style-type: none"> • T.A./ T.F. or Proctorship or Kenyon or Dissertation Fellowship • Continue work on Dissertation • Complete Second Language Requirement
YEAR 5⁶	<ul style="list-style-type: none"> • T.A./ T.F. or Proctorship or Kenyon or Dissertation Fellowship • Continue work on Dissertation • Prepare Job Applications 	<ul style="list-style-type: none"> • T.A./ T.F. or Proctorship or Kenyon or Dissertation Fellowship • Dissertation Defense • Completion of Ph.D.

¹ Registration in these courses is contingent on course offerings. If courses are not offered during student's first year, the requirement must be completed by end of second year (as part of requirements for M.A.).

² Non-native speakers of English who do not have degrees from English-speaking universities need to pass the English proficiency test in order to carry out T.A. and T.F. responsibilities.

³ Every December, all graduate students will receive from Marie Roderick a questionnaire asking them to state their teaching preferences for the following academic year, as well as any interest in other forms of support.

⁴ Contingent upon completion of Prelims (or with special departmental approval), students may apply for one of three departmental exchange programs (usually not before the student's four year of study in the Program). See **III**. For more information on Exchange Programs Abroad.

⁵ In order to qualify for a Dissertation Fellowship, students need to have presented their dissertation proposal by the second semester of the Third Year.

⁶ Support for year 6 is not guaranteed. The Graduate School will make decisions on individual basis.

COURSE REQUIREMENT WORKSHEET (see next section for more details)

- SP 290 Theory and Methods of Foreign Language Teaching**
- SP 201 Spanish Philology**
- One Medieval course
- One 16th & 17th century peninsular course
- One 18th & 19th century peninsular course
- One 20th century peninsular course
- One Colonial Latin American course
- One 19th & early 20th century Latin American course
- One Later 20th century course
- (elective)
- (elective)
- (elective)
- (elective)
- (elective)
- (elective)
- (elective)

About elective courses:

- Students are strongly encouraged to make literary/ cultural theory an integral part of their program by taking one or more courses in that field, in Hispanic Studies or other departments.
- Electives will generally all be 200-level courses in the Hispanic Studies Department. However, with special permission students may count up to two graduate courses from other departments towards fulfillment of degree requirements (provided such courses are proven relevant to the student's course of study). Students may also, with departmental approval, request to take up to two undergraduate courses (100-level) in the Hispanic Studies Department. In addition, students may count courses taken through the Harvard Exchange towards fulfillment of degree requirements.

GRADUATE COURSES IN HISPANIC STUDIES

- 201. Spanish Philology.⁷**
- 203. Studies in Spanish Literature of the Middle Ages**
- 210. Literary Theory and its Relation to Hispanic Studies**
- 215. Studies⁸ in Spanish Literature of the Golden Age**
- 216. Seminar⁹ in Spanish Literature of the Golden Age.**
- 225. Seminar in Spanish Literature of the Eighteenth and Nineteenth Century.**
- 227. Spanish Literature of the Twentieth Century.**
- 235. Studies in Spanish American Literature.**
- 252. Seminar: Spanish American Literature.**
- 262. Special Topics in Hispanic Literature.**
- 289. Preliminary Examination Preparation.¹⁰**
- 290. Theory and Methods of Foreign Language Teaching.¹¹**
- 292. Thesis Preparation.**
- 293. Research in Spanish Literature.¹²**
- 299. Thesis Preparation.¹³**

⁷ SP 201 and SP 290 are required for the M.A. and should be taken during the first year, if offered. If not offered first year, they must be completed by end of second year.

⁸ Studies Courses may cover the major literary works of a period (e.g., the Sixteenth Century), a literary movement (e.g., Realism), etc., and an examination is required.

⁹ Seminar Courses may focus on a specific topic, author or literary problem and require a research paper.

¹⁰ Students preparing for Preliminary Exams while not enrolled in coursework should register for SP 289 Preliminary Exam Preparation

¹¹ SP 290 is required in order to teach (T.A./T.F.) in the Hispanic Studies Department. SP 201 and SP 290 are required for the M.A. and should be taken during the first year, if offered. If not offered first year, they must be completed by end of second year.

¹² Students taking Independent Study courses (including for the Major Paper) should register for SP 293 Research in Spanish Literature. This course counts as credit towards the 16 required courses for the Ph.D.

¹³ Students working on the Dissertation should register for SP 299 Thesis Preparation. To correctly register for SP 293 or SP 299, students must verify their Advisor's section-number code with Marie Roderick.

COURSE REQUIREMENTS

16 courses total are required: 8 courses beyond the B.A. to receive the M.A.; 8 courses beyond the M.A. to receive the Ph.D.

SP 201 and SP 290 are required for the M.A. and should be taken during the first year, if offered. If not offered first year, they must be completed by end of second year.

Independent Studies course to complete the Major Paper taken in the fourth semester counts towards fulfillment of the 16-course requirement.

Please note: two or more Incompletes jeopardizes good standing in the program.

Annual Review/Academic Standing: each student will receive annually a letter explaining their current standing in the program as either: 1) Good; 2) Acceptable; or 3) Warning.

Students must take a minimum of one course from each of the seven Preliminary Examination areas (see Worksheet, section I. 3. a.).

The seven designated areas of study are as follows:

PENINSULAR LITERATURE**

1. The Middle Ages
2. The 16th and 17th centuries
4. The 18th and 19th centuries
5. The 20th century

LATIN AMERICAN LITERATURE

5. The Colonial Period
6. The 19th and early 20th century, through Modernismo
7. The later 20th century

**Catalan language and literature and Galician language and literature are also areas of legitimate interest within the discipline. Students who wish to pursue studies in either of these areas should meet with the Director of Graduate Studies, who may, after due consultation, grant permission for either of these areas to be examined as part of one of the seven designated areas. A reading list in each area is available.

Students may take up to 2 undergraduate courses as electives, after prior consultation with the Director of Graduate Studies.

Students should petition for Transfer Credits for M.A. or Ph.D. work in Hispanic Studies completed at another institution during the second semester of their first year at Brown. Up to 3 transfer credits can be granted for such work. The petition should be addressed to the Graduate Advisor and should include an official copy of the student's transcript.

LANGUAGE REQUIREMENTS

For the M. A., to be completed by the end of the second year of coursework, a reading knowledge of French is required. For the Ph. D., to be completed by the end of the fourth year of study, a reading knowledge of a language other than Spanish or English related to the dissertation field: e. g., German or Latin or Portuguese or Italian. For either requirement—M. A. or Ph. D—another language may be substituted by petition to the Department.

To satisfy the language requirement, a reading knowledge is required. However, students are strongly encouraged to acquire and demonstrate a more profound knowledge of languages other than English and Spanish. Optimally, students will take a 100-level or higher course in the language. Early in their graduate careers, students should begin to plan and work on the fulfillment of the language requirements. **Although language courses per se do not count toward the 16 courses required for the Ph. D., the plan of study allows students one semester in which to take one course less than normal load in order to satisfy the language requirement.** 100-level and higher courses in another language, it should be noted, do count toward the 16 courses required for the Ph. D..

For each language, the requirement can be fulfilled in any one of the following ways:

1. By completing, with a grade of “B” or higher, an advanced intermediate or higher level course in the language at Brown, or by achieving a similar level on a placement test. The reading course in French offered at Brown fulfills the requirement for that language.
2. By presentation of coursework from another institution at the level specified in #1.
3. By passing the reading examination administered by another department. Arrangements for these examinations are made by the Director of Graduate Studies; please consult him or her.
4. With permission of the instructor of a Hispanic Studies course, by writing a course paper in the language of the requirement.

THE MAJOR PAPER

The Major Paper is required of all graduate students in Hispanic Studies, regardless of whether they entered Brown with an M.A. from another institution. The Major Paper generally entails the reworking of a course paper--often through an Independent Studies course with an advisor of the student's choice--into an essay of publishable length (25-30 pages) and quality, with an authoritative bibliography. The Major Paper can treat an issue that would conceivably feed into the Ph.D. dissertation, can explore a related field, or can deal with a student's secondary field of interest.

As are most published articles, the Major Paper should be 25-30 pages in length.

The Major Paper should follow the most recent MLA style. It is NOT handed into the Graduate School and therefore need not follow the strict formatting and guidelines for Ph.D. dissertations. No special paper need be used. One copy of the Major Paper should be given to the student's advisor; another (bound in a black soft cover) should be deposited in the Department Library.

The Major Paper is generally undertaken in the student's second or third year at Brown. Plan ahead; make arrangements for an independent studies course with your potential advisor a semester in advance.

THE M.A.

Requirements for the M.A. are:

- 8 graduate courses beyond the B.A. degree. (Under most circumstances, this includes SP 201 Spanish Philology and SP 290 Theory and Methods of Foreign Language Teaching).
- Fulfillment of the language requirement of French.
- Completion of the Major Paper.

If the student desires formal conferring of the M.A. degree from Brown, in the semester that the requirements are completed he/ she should petition the Graduate school for the degree to be conferred. Students who have an M.A. from another institution but have completed the M.A. requirements at Brown can ask to be mentioned at the graduation ceremony.

PRELIMINARY EXAMINATION

The preliminary examination seeks to reveal the quality of the student's general preparation in Hispanic Studies and also to indicate capacity to undertake the research necessary for the doctoral dissertation. Each student will decide his or her three fields of examination in consultation with the Graduate Advisor and other faculty. All will choose one field of in-depth specialization (out of which the dissertation will probably emerge), to be complemented with two secondary fields of specialization, conceivably related to the dissertation as well. For their one area of in-depth specialization, students will be responsible for the corpus of works and for the works designated "Para especialistas" in the Ph.D. reading list. For the two fields of secondary specialization, students will be responsible only for the first corpus of works listed in each section or sub-section of the area. (Please see department webpage for Ph.D. Reading List).

The examination is normally offered during the first week in December, and, by petition, by the end of April, or by the third week in September. Candidates must make a request to the Director of Graduate Studies that an examination be prepared. Candidates should also indicate at that time their primary and secondary areas of specialization (from the seven areas designated above in this handbook). In the Areas section of the Ph.D. reading list, there are instances in which students have the option of choosing between two works. Upon making this selection, students need to inform the Director of Graduate Studies so that the preliminary examination may be accurately and fairly prepared.

1. The first part of the preliminary examination will consist of a written paper, of 4 hours duration, on a list of 50 especially significant works drawn from all periods and genres of Spanish and Spanish-American literature. Emphasis in this "General Works" examination will be largely on the intrinsic quality of the works concerned. A limited choice of questions will be offered: four questions, three of which must be answered.

2. The second part of the preliminary examination will consist of a written paper, of 4 hours duration, on THREE of the seven designated areas of study. This, the "Areas" part of the examination, will be concerned with the cultural and literary historical background as well as with the quality of the texts themselves. Again, a limited choice will be offered: four questions, three of which must be answered. Within individual questions there may be a choice of works to be discussed.

ASSESSMENT OF THE PRELIMINARY EXAMINATION

Each of the six questions in the two-day Prelims is read by every available faculty member of professional rank and graded, question-by-question, on a pass-fail basis. The student is informed about the results of the exam approximately one week after she/ he has presented it.

If all the questions are deemed satisfactory by the majority of faculty readers, the student has passed the exam and can proceed to candidacy for the Ph.D.

If the written examination is deemed not satisfactory but redeemable, an oral examination on questions or areas found lacking will be scheduled within approximately a week after the written examination has been read by the faculty. In such cases, after being informed that parts of the exam have been judged unsatisfactory, the student will receive a copy of his/ her exam and answers from the Graduate Advisor. She/ he should then consult with the individual(s) who wrote the question(s) that were failed. That individual will provide concrete feedback regarding the problems with the answer. The student is also encouraged to consult any other faculty member at this juncture. At the oral exam, moderated by the Graduate Advisor or the Chairperson, the student will be given 10-15 minutes to elaborate on and rectify the problem answers in an oral presentation based on notes. Then the faculty, led by the specialists in the areas involved, may ask further questions on the question itself OR on larger issues bound up in the question. If the student's response is still deemed unsatisfactory, the exam may have to be repeated or some compensatory measure be taken. Such measures will be tailored to the individual case.

If the bulk of the exam is deemed unsatisfactory and unredeemable by the majority of faculty readers, the student may either be asked to repeat the whole exam at the next available date, or – in extreme cases – to withdraw from the program. The decision is based on our assessment of the individual exam.

THE DISSERTATION PROPOSAL AND PROPOSAL PRESENTATION

The Dissertation Proposal is to be presented to the faculty by the second semester of the Third Year, approximately one semester after the student passes Prelims. The Dissertation Director will set the date and time for the presentation. A week before the oral presentation, the proposal will be distributed to all faculty members by the department Administrative Assistant.

While each project has its own requirements and each individual thesis advisor has her or his views about the proposal, it will generally include the following components: approximately 8 pages of narrative explanation of the project (including the question to be studied, the objectives of the project, work already done on the subject and areas not yet explored, a discussion of methodology and bibliography of the key primary, secondary and theoretical texts for the project. All told, the proposal should not exceed 12-15 pages. The Graduate Advisor can provide the student with models for the proposal.

The proposal presentation is NOT an examination, to be passed or failed. Rather, it is a forum for students to receive useful feedback on his/ her project at an early stage in its development. The 10-15 minute presentation, in English or in Spanish, complements, rather than reiterates, the proposal. The presentation generally includes an account of how the student became drawn to their particular, why it is significant to them and in general, their plan of action for the dissertation.

After this presentation, faculty will offer their comments and suggestions on the project. The whole event will not last more than one hour.

DISSERTATION READERS

The Student and Dissertation Director together should decide, as soon as possible, who the first and second readers of the dissertation will be. Normally, the first reader is a department member and the second a member of another department at Brown or an outside specialist. It is then the responsibility of the dissertation director to contact those individuals, to obtain their participation, and to file the requisite form with the Graduate Advisor. In short, it is the dissertation director's responsibility to ask colleagues in the field to be readers of the dissertation.

Dissertation writers need to give their second and third readers ample time to read the thesis. The second reader may be involved throughout the process, after the dissertation director has read the first draft of a chapter and the author has made the changes suggested by the director. If the second reader is not involved throughout, he or she should have the dissertation well in advance of the defense, with enough time for the author to incorporate the second reader's suggestions before the defense. The third reader generally reviews a complete draft of the dissertation; it is preferable if not always feasible, that the third reader's suggestions be incorporated into the thesis before the defense.

THE DISSERTATION AND DISSERTATION DEFENSE

It is the student's responsibility to obtain the Graduate School Guidelines for the preparation of the dissertation. Dissertations should closely follow the most recent MLA format. If special conditions are present (such as potential publication of the dissertation in Spain), *with the permission of the advisor* another set format can be followed, but it must be followed consistently.

Dissertations should adhere to the highest standards of professionalism in form and content. An acceptable dissertation is well written and organized and thoroughly demonstrates the candidate's expertise in his or her area of research. Students whose dissertations do not meet these guidelines should not schedule their defenses until their work is ready to be presented in acceptable form and content to their readers and to department faculty.

The Dissertation Advisor (in conjunction with the candidate) sets the date for the defense; the candidate ensures that the necessary paperwork has been completed.

TWO weeks before the defense, the candidate will leave THREE complete copies of the dissertation in the department office for faculty to read.

Abstracts in English, following the format prescribed by University Microfilms, need to be circulated along with the announcement of the dissertation defense.

Largely for the benefit of the candidate, the Department has stipulated that dissertation defenses are not public; they are attended by department faculty of professional rank. However, with the approval of the graduate advisor, the candidate can invite up to three individuals for whom the proceedings have special significance to attend the defense (but not the deliberations).

The defense consists of an oral presentation by the candidate, based on notes, of approximately 15 minutes. Again, the defense should complement, rather than reiterate, the project. In it, the student can discuss the evolution of the dissertation, problems encountered and how they were handled, the significant contributions of the project, plans for future expansion. Questions and discussion will follow, led off by the first and second readers. The defense should not last more than one hour.

The third reader must either be present at the defense or send written comments and questions for the defense.

All faculty in attendance to the defense participate in the proceedings and may vote in favor or against the approval of a dissertation. Should there be four nays among all faculty in attendance the dissertation will not be approved. Normally, dissertations that get to the dissertation defense stage don't present such risks because the manuscript has been previously reviewed by the candidate's first and second reader, who have ensured that serious problems be addressed in the final draft to be presented to the department.

- Consult your thesis advisor about the specifics of the defense.
- It is also important that you consult the graduate school webpage for more information on how and in what format to submit your dissertation
- In particular, do not forget to bring the requisite copies of the signature page, on dissertation paper to the defense

Please note:

The department has learned from previous experience that students on the job market who are not half way through their dissertations by the middle of semester 1 may not have enough time to finish their dissertations by the end of semester 2. Students should keep in mind that the job search process (the preparation of applications, MLA interviews, the preparation of formal presentations and fly-back interviews) is extremely time consuming and may result in the loss of months of time that could be otherwise spent writing the dissertation. Regardless of whether a student gets a job or not, each dissertation will be held to the same high standards described above.

FUNDING OPTIONS AND DEFINITIONS

Two special features characterize our financial aid program for graduate students. First, the policy of the department has been to guarantee support for five years to students whose performance is deemed satisfactory. Second, entering graduate students are not normally expected to act as teaching assistants in their first year; in subsequent years teaching assistantships are available.

Each December, a survey is distributed to students (See Appendix). On this form, students request teaching preferences, as well as solicit supervision of a course (T.F.), Proctorships, Kenyon Fellowships, the Machado House Coordinator position and Exchange Fellowships to Santiago and Salamanca and possibly Mexico.

University Fellowships

First-year students receive University Fellowships, which cover the cost of tuition and health insurance, and include a stipend. Students with a Fellowship are expected to carry a course load of four courses each semester.

Teaching Assistantships

Beginning in their second year, students are granted Teaching Assistantships. Teaching Assistants receive the same benefits and compensation as they did with University Fellowships in their first year, but they are expected to teach one course and take three courses a semester.

Teaching Fellowships

Some students may be granted Teaching Fellow status instead of a Teaching Assistantship if they request it and they can be accommodated by the Department. In addition to teaching a course, Teaching Fellows are responsible for certain oversight responsibilities. They receive the same benefits as T.A.s plus a modest, additional stipend. Students may request to supervise a course using the end of December survey (to take effect the following Fall). The Department cannot guarantee T.F. positions to each student who requests it.

Proctorships

Proctors assist the Department as Research Assistants and Administrative Assistants. Time requirements for the proctorship are a weekly maximum of twenty hours and a minimum duration of one semester. Proctors earn the same benefits and stipend as Teaching Assistants, without the responsibility of teaching. The Department reserves the right to use the Proctorship to compensate for special service (e.g. supervision of a language course) or special needs. The Department cannot guarantee a proctorship to all students who request it.

Kenyon Research Fellowships

The Department may offer a Kenyon Research Fellowship to a limited number of advanced graduate students. Fellowships are granted on the basis of merit. The research activities performed by the Fellow, not to exceed 12 hours per week, will be supervised by a faculty member named by the Department Chair. An effort will be made to match the Fellow's intended field of specialization with that of the faculty member. With permission of the supervisor, the Fellow may be asked to assist other professor with research tasks. In addition to

providing scholarship aid and relieving the graduate students of teaching duties for a semester, the fellowship will give the recipient the opportunity to acquire further research skills and experience.

Dissertation Fellowships

Dissertation Fellowships are NOT automatic. They are granted by the Graduate School, upon recommendation from the Department on the basis of merit.

Dissertation fellowships are funded primarily from university endowment income and awarded on a competitive basis. Programs are invited annually to nominate a few of their strongest students who are ready to write the dissertation. Nominees should have completed the 24 tuition unit residency requirement by the following September, should have passed prelims (been advanced to candidacy) and should have an approved dissertation proposal. Students in their fifth year of study are the usually the most appropriate for these fellowships. Selection of the nominees is a departmental process, whereby all students at the dissertation stage are considered.

Students apply for Dissertation Fellowships by filling out the Department of Hispanic Students Graduate Support Questionnaire in December and by completing an application from the Graduate School (distributed by the Graduate Advisor).

Machado House Coordinator

Machado House is the Language House at Brown for French and Spanish. The Language House Coordinator's primary function is to serve as a liaison between the residents of her/ his respective house and the Office of Residential Life and related departments. The coordinator will be responsible to help promote and coordinate intellectual, cultural, and special programs related to the culture and language of the house he/ she represents. In addition, Language House Coordinators will have the following responsibilities: encourage learning and speaking of a foreign language; serve as resource and advisor to residents on language; coordinate and promote conversation programs, Receptions, Conferences, and symposia, etc.; Promote and Support Programs sponsored by Residential Life (Grassroots, Senior Residents and Faculty Fellows) and oversee Residential Life operations within the House; be the Resource and Contact Person for maintenance, security, and improvement of building, as well as the safety and well-being of its residents. Qualifications include strong organizational and communication skills and availability for training and orientation during spring semester prior to assuming new position. The Language House Coordinators will be supervised primarily by the Residential Program Officer in the Office of Residential Life. The Coordinator will have a good deal of contact with the Chairperson of the respective Academic Department and other members of the department who will offer advice and supportive supervision related to the role of Language House Coordinator.

Candidates will normally be nominated by the Academic Department after interviews with the Department and the Office of Residential Life.

Appointments are subject to final approval by the director of Residential Life.

Appointments are for ten months – August – June 1 and renewable after a review by the academic department and the Office of Residential Life.

Each Language House Coordinator will be provided a rent free room or suite with a centrex telephone (toll calls excluded) and utilities. Occupancy may commence August 1 in the year of appointment and will end June 1 if an individual is not continuing service for the next academic year.

For further information, please contact the Office of Residential Life, Box 1864, Brown University, Providence, RI 02912.

Travel Grants

Limited funds are available from the Graduate School to help defray travel expenses for graduate students presenting papers at recognized professional conferences. The maximum award will be \$500 and grants will be provided until the fund is exhausted. Students must submit the Graduate Student Travel Fund Expense Report (see Appendix B or available in the Graduate School) to Dean Wilson's office within two weeks of returning from the conference. The department chair must sign the form and, by so doing, certifies that a.) the student will use the travel grant specifically to defray expenses related to the student's presentation of a paper at a recognized professional conference, and b.) the department has provided the maximum amount of support it can toward the student's travel expenses. No funds will be disbursed until evidence that the student has presented a paper has been provided to the Graduate School. Students must submit all relevant receipts along with the Expense Report showing actual expenses. While funds are available, the Graduate School will try to arrange for reimbursement within two weeks. During the summer or at busy times the process may take longer.

Other Sources

Students are encouraged to apply for external funding whenever possible. See the Graduate School website for more information.

Exchange Programs: Santiago de Compostela, Salamanca

Native or equivalent speakers of English may apply for our one-year exchange program at the Universidad de Santiago de Compostela to teach English **after** they have presented their dissertation proposal. Also students who wish to research dissertation projects at the Universidad de Salamanca for a year may request this Fellowship, to which is attached a modest stipend. Express your interest in the departmental questionnaire distributed each December.

IV. Domestic Exchange Programs, Traveling Scholars & Leaves of Absence

1. Cross-Registration at Harvard

There is a long-standing agreement between Harvard and Brown to allow cross-registration of graduate students in courses without paying tuition to the host institution. After consulting the Harvard website to see what courses are being offered, interested students should obtain the appropriate forms from either Registrar's office and obtain the signatures of the Graduate Representatives of each graduate program and from the Graduate School. If the student wants to take an entire semester's course work at Harvard, he or she should enroll in the Exchange Scholar program (see below).

The conditions noted below apply for all cross-registration at Harvard:

- The relevant departments of each institution must have indicated a willingness to participate in this Exchange Program (a current list of these departments may be obtained in the appropriate Registrar's Office). **Romance Languages and Literatures** at Harvard accepts students from Hispanic Studies.
- Established registration procedures for the Exchange Program must be followed.
- Graduate students in these relevant departments may cross-register for credit in courses in the other institutions, up to a limit of two courses per semester not to exceed eight courses total per individual.
- Students who have passed general/ qualifying examination or who have been admitted to a doctoral candidacy may request permission to register for a single year as an Exchange Scholar in the other institution. Applications for admission as an Exchange Scholar must be filed, bearing the signatures required, at least two months in advance of the participating institution's registration date.
- Courses taken, with whom, and grades received will be recorded on the student's permanent record at his or her "home" institution.
- All arrangements concerning tuition, fees, and health and insurance plans are those already in force between the student and the degree granting institution.
- In general, the academic regulations (including registration and grading) of the institution offering the course will apply.

Students in their second year or beyond may take courses at Harvard; some funds for travel are available. Please consult the Graduate Advisor if you are interested.

2. Exchange Scholar Program

The graduate schools of Berkeley, Brown, Chicago, Columbia, Cornell, Harvard, MIT, Penn, Princeton, Stanford and Yale have agreed to admit each others' students for one year of study, where appropriate, without charging tuition; the student must pay the prevailing tuition for full enrollment at his or her home institution and remain an active student at the home institution while studying as a special student at the host institution. The host institution will charge for student health services if that is not included as part of tuition; and the student may purchase either school's student health insurance. Students who find Brown's library inadequate for their specialty or who would like to work with a professor at one of the other institutions may benefit from the Exchange Scholar Program. Those with external fellowships can continue that support away from Brown.

3. Leaves of Absence

Leaves are granted for employment, for educational, medical, psychological reasons, and for personal reasons. Granting a leave implies that the program will be willing to readmit the student, sometimes only if certain conditions are met; any such conditions should be put in writing and clearly understood by all parties. Students on leave do not have access to the library or other facilities; but if they are alumni (such as recipients of Master's degrees) they may use the library under that status. Borrowing privileges may also be purchased for a nominal fee. (Ask at the circulation desk at the Rockefeller Library.) Leaves are granted for one semester or one year, and may be extended for a second year.

Students who will be doing research away from Brown and who need to maintain active student status should ask to be **traveling scholars** (see below).

The student may use a standard form to request a leave, or may write a letter to the Graduate Representative. The Graduate Representative should sign the form or letter to indicate approval and forward it to the Graduate School (Dean Heindel). Failure to inform the Graduate School means that the student will still be considered active and will be billed for tuition.

To extend a leave of absence, the student should write to the Graduate Representative and he or she should forward the approved request to the Graduate School (Dean Heindel).

4. Traveling Scholars

Traveling scholars are active students *in absentia*, doing research full-time away from Brown. Full-time research is not compatible with full-time employment - but given that TA's are full-time students there is room for some remunerative work. Similarly, "away from Brown" is not precisely defined. Boston is clearly far enough. The deciding factor for ambiguous cases is that the student must not be using the facilities on campus. There is a two-year limit on traveling scholar status.

Full-time active status as a traveling scholar entitles the student to take out student loans and continue existing loan deferrals. There is a charge of \$100 per semester. Traveling scholars are covered by student health insurance, like all other active students, and must file the waiver card with Risk Management if they have

alternative insurance. A student without loans who does not need health insurance may be advised to take a leave of absence (see above) rather than become a traveling scholar; but access to some research facilities may be made easier by remaining an active Brown student as a traveling scholar.

After traveling scholar status has expired, the student remains an active student and will be billed for tuition or the enrollment fee, unless he or she takes a leave of absence, completes the degree, or withdraws.

The student may use the standard form (see **Section IX. Appendix**) or write a letter, which the Graduate Representative endorses and sends to the Graduate School. On the form or letter the student must describe what he or she plans to be doing and where he or she will be.

V. Summer

1. Summer Teaching at Brown

During the Fall semester, the Office of Summer Studies solicits course proposal from Graduate students in all departments for teaching summer courses. Students will receive an e-mail from the office explaining the procedures for course proposal and syllabus design. Students should keep in mind that summer courses often do not receive enough enrollment to “make” and may be cancelled.

2. Taking Summer Courses at Brown

Since 1997, courses in the Brown Summer Session are open to graduate students. If the graduate student wants graduate credit for a Summer Session course to count towards the residency requirement for a degree, he must obtain the approval of his graduate program and the Dean of the Graduate School; regular tuition will then be charged rather than the undergraduate summer fee. The ordinary restrictions on graduate credit for courses numbered under 100 apply (item D above). The relevant section of the Faculty Rules is quoted in Appendix A.

In recent years the Graduate School has subsidized summer courses designed to prepare graduate students to meet requirements for a reading knowledge of French or German. Students are not charged a fee for these courses, which carry no academic credit. The assessment of language skills is left to the graduate program faculty.

The summer course in Reading French **automatically** satisfies the Hispanic Studies departmental requirement for French reading knowledge. The Department recommends this course to the students. The students are responsible for providing the Department with written proof of completion/passing this course.