

Duke University

Department of Art, Art History & Visual Studies

Ph.D. PROGRAM GUIDELINES

This document was prepared by the graduate faculty of the Department of Art, Art History & Visual Studies (AAHVS) at Duke University to be of use to current students and faculty.

GRADUATE FACULTY:

Stanley Abe, Chinese Art, Criticism, and Theory

Mark Antliff, Modern European Art

Susanna Caviglia, Visual Culture in the Long Eighteenth Century

Jasmine Cobb, Black Visual Culture, Black Film, African American Women

Sheila Dillon, Greek and Roman Art and Architecture

Maurizio Forte, Digital Media and Classical Archaeology

Esther Gabara, Modern and Contemporary Latin American Art, Literature, and Theory

Sara Galletti, Early Modern Architectural History and Theory

Mark Hansen, Critical Theory, American Mass and Popular Culture, Film Theory and History

Paul Jaskot, Modern German Architecture, Holocaust Studies, Historical/Cultural Visualization

Neil McWilliam, 19th and early 20th Century European Art

David Morgan, Religious Visual Culture, Critical Theory, Religion and Media

Mark Olson, Visual Studies, Digital Media

Richard J. Powell, American, African-American, and African Art

Sarah Schroth, Spanish Baroque Art, Museum History and Theory

Bill Seaman, Media Research, Media Art, and Media Theory

Kristine Stiles, Contemporary Art, Visual Studies, and Trauma Theory

Victoria Szabo, Visual Studies, Digital Media

Hans J. Van Miegroet, Social History of Early Modern Art and Economics

Gennifer Weisenfeld, Japanese Art and Visual Studies

Annabel Wharton, Early Christian and Byzantine Art and Architecture, Modern Architecture

PROGRAM DESCRIPTION

The PhD in Art History & Visual Studies is integrally connected with many interdisciplinary, theoretical, and international initiatives in the humanities at Duke. The doctoral program is distinguished by its flexibility and cross-disciplinarity. It requires a thorough grounding in the form and meaning of objects and sites, as well as in their theoretical and historical contexts. Coursework has been designed to prepare students for careers in art and architectural criticism, research and teaching in the academy, museum, and art gallery. Faculty in the program are expert in a broad range of areas of art history, as well as in a variety of media, from architecture, sculpture and painting to video and cybernetics.

ADMISSIONS

Applications to the graduate program are read by members of the graduate faculty. The graduate faculty makes offers only to outstanding applicants. Fellowship support includes the Department's Graduate Studies Endowment, as well as University fellowships such as the James B. Duke, Dean's Graduate, and University Scholars Fellowships.

FELLOWSHIPS

Departmental fellowships provide tuition and stipend for five consecutive years. Fellowships are awarded on the condition of satisfactory progress (see Program Requirements below). In addition, each recipient must maintain at least an A- average (3.7). Fellowships are withdrawn from a student who receives a total of two or more incompletes in two consecutive semesters. . The grade of F (failing) normally results in withdrawal from the program.

Departmental support in the sixth year is contingent upon the availability of funds. Students may apply for support as follows:

- payment of continuation fees in the final semester (all students)
- teaching and teaching assistantships
- for students with previous external fellowships (on individual basis)

Students are required to be in residency and provide service to the Department in order to receive Departmental stipend support. After passing the preliminary exam, students may request exemption from this rule, under certain conditions (see Residency below).

Students are expected to apply for fellowships outside the AAHVS Department. The preparation of fellowship applications is important for academic training and development. The award of fellowships also reflects professional recognition and achievement. In any case, the Department will support the student to the level of their departmental fellowship if the external fellowship does not do so.

The Graduate School provides students with research fellowships for the summers after their first and second academic years. In addition to summer tuition and fees, the fellowship awards a summer stipend. Students are required to submit a research proposal for the approval of the Director of Graduate Studies in the Spring semester and a report of research activities and findings in the Fall semester.

RESIDENCY

The Graduate School requires students to be in residence for a minimum of one academic year. In addition, students are required to be in residency and provide service to the Department in order to receive Departmental stipend support.

?? After passing the preliminary exams, students may request exemption from the residency rule under the following conditions: (1) their travel/research plans have been approved by their adviser(s); (2) the travel period does not exceed one semester per year; (3) they arrange to complete their required service for that academic year.

PROGRAM REQUIREMENTS

Year One:

- first language exam
- propose summer research
- methodologies seminar
- confirm primary advisor

Year Two:

- second language exam
- report summer research
- propose summer research
- preliminary committee approved by The Graduate School
- schedule preliminary exams
- **Application to Continue: progress reviewed by advisor, DGS, Chair**

Year Three:

- complete course work
- grant & prospectus writing seminar
- report summer research
- complete preliminary exams (latest first week of Year Four)

Year Four:

- complete RCR requirements,
- submit fellowship proposals
- dissertation research

Year Five:

- submit fellowship proposals
- research abroad, writing

Year Six:

- complete and defend dissertation

Students will be evaluated in writing at the end of each academic year
Satisfactory progress is measured by the schedule of requirements
Failure to maintain satisfactory progress results in withdrawal of stipend

ACADEMIC REQUIREMENTS

The curriculum, as well as the major and minor fields, will be designed by students in consultation with their principal adviser(s) and the DGS. Minor fields may be outside the AAHVS Department. All requirements for the degree should be completed within six years.

The program requires a minimum of 15 courses (excluding language courses): Methodologies of Art History; Grant & Prospectus Writing Seminar; eight additional courses in the Department (of which at least four must be in Art History); and five electives. At least two of the ten courses must be in periods outside the student's chronological period of specialization (see the list of areas below). At least four graduate-level courses should be taken outside AAHVS. A maximum of 2 undergraduate courses may sometimes be taken with the course instructor's and the student adviser(s)' permission and under conditions agreed upon with them. Those holding Master's Degrees from other institutions may be exempted from some course requirements in consultation with the student's committee Chair and the DGS. If more than three courses are to be eliminated, the matter will be discussed in a meeting of the graduate faculty.

TYPICAL PROGRAM OF STUDY FOR ART HISTORY & VISUAL STUDIES TRACK (also consult Graduate Handbook):

Year	Fall	Spring
1	Methodologies of Art History ARTHIST Course Elective Course	ARTHIST Course ARTHIST Course Elective Language Exam
2	ARTHIST Course ARTHIST/VMS Course Elective Course	ARTHIST/VMS Course ARTHIST/VMS Course Elective Course Language Exam
3	ARTHIST/VMS Course Elective Course Grant & Prospectus Writing	By spring of the 3 rd year: Preliminary exam/Ph.D. prospectus
4	Field Work and Research	
5/6	Writing and Completion of the Dissertation	

CHRONOLOGICAL PERIODS

Ancient (prehistory- 600 CE)
Medieval (600-1400)
Early Modern (1400-1800)
Modern (1800-present)

LANGUAGE REQUIREMENTS:

The minimum requirement for all students enrolled in the Ph.D. program is two languages other than English.

Students must have demonstrated their ability in those languages deemed relevant by their adviser(s) to their area of research before their preliminary exam date is set. It is required that at least one language exam will be successfully passed by the end of the second semester of residence and the second language exam by the end of the fourth semester. Students are requested to indicate in writing their intention to take a language exam during the first week of classes of each semester.

Language abilities will be tested by departmental language exams. These exams shall consist of two parts: 1) the translation of a passage with the use of a dictionary; and 2) the translation of a passage without the use of a dictionary. The student will be expected to demonstrate a sound grasp of the language as well as a familiarity with specialized terminology in that language relevant to their research. After three failed attempts to pass a language exam, the student will be required to leave the program. Students who have not passed the two language exams by the end of the second year will not be allowed to continue in the program.

GRADING AND EVALUATION:

Students receiving fellowship funding must maintain at least an A- average (3.7 GPA). Fellowships are withdrawn from a student who receives a total of two or more incompletes which are not fulfilled before the beginning of the following semester. The grade of F (failing) normally occasions withdrawal from a degree program no later than the end of the ensuing semester.

The doctoral dissertation should be submitted and accepted within two calendar years after the preliminary exam is passed. Should the dissertation not be submitted and accepted within four years after the exam, the candidate may, with the approval of the committee chair and DGS, petition the Dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student will be dropped from candidacy. Students dropped from candidacy must then pass a second preliminary exam to be reinstated as a candidate for the degree. In such cases, the new time limit for submitting the dissertation will be determined by the Dean of the Graduate School in consultation with the candidate's committee.

The AAHVS Department requires that at the end of every semester each graduate faculty member provides an evaluation of the academic work of all graduate students in his or her classes. Written comments characterizing the student's work form the substance of the evaluation and are intended for the guidance of both student and faculty. A summary of the evaluations will be available only to the student concerned and to the faculty of the Department. It will enter into departmental reviews of the student's progress, but will not be transmitted outside the Department. The progress of every student will be reviewed by the graduate faculty at the end of the academic year.

DISSERTATION ADVISERS AND SUPERVISORY COMMITTEES:

Every incoming student is required to identify a main adviser and confirm a chair of their doctoral committee before the end of their first year in residence. Before the end of the second year, the committee chair and student will nominate the members of the doctoral committee consisting of at least four members, with one member (usually the student's principal adviser) designated as Chair, for the approval of the DGS. At least three members must be graduate faculty in the AAHVS Department. At least one member of the committee must represent the student's minor or related area. Normally, the same committee administers both the preliminary and the dissertation exams. The DGS will submit the doctoral committee to the Dean of the Graduate School for final approval.

This committee, with all members participating, will determine 1) a program of study for the preliminary exam including but not limited to regular meetings with each committee member, and the administering of the preliminary exam; and 2) an advisory role for the writing of the dissertation.

TERMINAL M.A.

At the discretion of graduate faculty, a terminal M.A. degree may be granted a student following the requirements and guidelines of the Graduate School. These include a minimum of 30 units of degree credit, at least 24 of which must be graded coursework, and a final exam administered by the student's M.A. committee. The exam may be based on an M.A. thesis OR a non-thesis exam consisting of either: (1) written or oral exams on a prescribed reading list or body of material; or (2) oral exams on a paper or set of papers submitted by the student. Master's Committees must have at least three members, all of whom should be members of the graduate faculty. One member should be from a department or academic unit outside of the AAHVS Department.

PRELIMINARY EXAM:

The preliminary exam is taken after the completion of course work and all language requirements. It should be taken by the end of the third year or, at the latest, the first week of the fourth year.

Graduate School regulations are specific in the matter of timing of the preliminary exam:

Ordinarily, a student registered for full-time study should pass preliminary exam by the end of the third year. A student who has not passed the exam by this time

must file with Dean of the Graduate School a statement, approved by the DGS explaining the delay and setting a date for the exam. Except under highly unusual circumstances, extensions will not be granted beyond the middle of the fourth year. Credit is not generally allowed for graduate courses or foreign language exams that are more than six years old at the date of the preliminary exam. Similarly, credit will not be allowed for a preliminary exam that is more than five years old at the date of the final exam. In cases of exceptional merit, the Dean of the Graduate School may extend these limits. Should either of these limits be exceeded without the Dean's permission, students must submit to the Dean specific mechanisms for revalidating credits or exams.

Students will develop a bibliography of works to be read in preparation for the preliminary exam with each member of his or her committee. The bibliography forms the basis for the subjects to be tested. Preparation will be through enrollment in regular courses and Independent Studies with each committee member. The adviser solicits questions for the exam from all the members of the student's committee.

The exam consists of two distinct parts.

First, there are written exams in the candidate's major and minor fields. Written exams are twelve hours in length, and will be taken on two separate days in the AAHVS Department. Generally, questions for six hours of the exam will be set by the candidate's major adviser. Questions for the other six hours of the exam will be solicited from the other committee members. The written exams must be defended orally by the student within two weeks of their taking. Oral exams will be approximately two hours in length. Should the student's performance be considered unsatisfactory after this exam, the student will have failed. He or she may apply to retake the preliminary exam as provided in the Graduate School regulations.

After completing the first oral exam, a student has the option to petition the supervisory committee to be awarded an M.A. degree on the condition that the student has met the minimum requirements for it (30 units of degree credit, at least 24 of which must be graded coursework). The awarding of the M.A. degree will be at the discretion of the supervisory committee and in consultation with the DGS. After the completion of Graduate School requirements, an M.A. degree may also be awarded to those students whose work does not indicate continuation towards a Ph.D. degree.

Second, an oral exam, approximately 1-2 hours in length, is taken that focuses on a previously submitted formal dissertation prospectus developed by the candidate in conjunction with her or his dissertation director. This second oral exam on the dissertation prospectus will be scheduled from two weeks to no later than two months after the written exams. Exceptions must be approved in writing by the DGS.

The prospectus of 10-15 pages will be developed by the candidate in close consultation with the Chair of the committee, and will have been read and commented upon by the Chair prior to its being circulated to other members of the committee. The purpose of the oral discussion on the prospectus is to explore the larger intellectual project represented by the dissertation prospectus; it is entirely independent of the written exams.

Once the committee has met with the candidate to discuss the dissertation prospectus, it will determine whether the candidate is prepared to proceed to the dissertation stage. If at least two members of the committee feel that the candidate is unprepared to proceed, the dissertation prospectus will be revised in consultation with the committee and will be re-submitted for a second discussion. If for a second time, more than one member of the committee feels that the candidate does not have a viable dissertation project, the candidate will be deemed not to have qualified for the dissertation stage. It is understood, however, that such disqualification must center on the dissertation prospectus.

TIME LIMITS:

The Graduate School has a firm policy on unfinished dissertations, urging completion in some disciplines within two years after passage of the preliminary exam. The AAHVS Graduate Program expects its Ph.D. candidates to submit their dissertations within two years after passing their preliminary exam. If the dissertation has not been submitted within four years of the preliminary exam, a student may, with the approval of his/her committee, write a letter to the Dean of the Graduate School petitioning for an extension of up to one year. This letter should be submitted to the AAHVS Department for endorsement by the DGS before being sent to the Dean.

If this extension is granted and the dissertation is not submitted and accepted by the new deadline, a student's situation becomes precarious in the following ways. First, a student may be dropped from candidacy by the Graduate School, though petitions for further extensions are sometimes possible. Secondly, the Graduate School requires that a student must pass a second preliminary exam, as determined by the DGS, to be reinstated as a candidate for the degree. Thirdly, if more than four years elapse between the preliminary and final exams, the Graduate School can require the AAHVS Department to submit to the Dean specific requirements for revalidating course credits.

THE DISSERTATION:

The dissertation is expected to be a mature and scholarly work, demonstrating the results of significant and original research.

Basic requirements for preparing a Duke dissertation are prescribed in the Guide for the Preparation of Theses and Dissertations available in the Graduate School Office. For specific aspects of form and style, students are advised to use Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Special problems with regard to preparation of dissertations should be taken up with the Assistant Dean for Graduate Programs.

One month before the dissertation is presented, and no later than January 25 preceding the May commencement, June 15 for a September degree, and October 15 for a December degree, the student must file with the Dean of the Graduate School, on the official form available in the Graduate School office, the title of the dissertation. This title must receive the written approval of both the DGS of the student's major department and the professor who directs the dissertation.

Students must be registered at Duke during the semester in which they defend their dissertations, and therefore must take their final dissertation exam while classes are in session. It is best to schedule a final exam (the so-called “thesis defense”) early in the fall or spring semester if at all possible. Exams during the summer semesters are virtually impossible to arrange. Exams between semesters are permitted only in exceptional cases.

SUBMITTING THE DISSERTATION:

Most dissertation advisers will want to see chapters as they are drafted. Chapters revised after the advisers’ reading should be submitted to other members of the committee. The process of commentary and feedback is different with each dissertation, and students should work with their advisers, their committees and, if necessary, with the DGS, to be sure they are getting the counsel they need.

The adviser will need to sign a letter (drafted by the DGSA) informing the Graduate School that the thesis is complete and ready to defend

All members of the dissertation committee should have copies of the finished dissertation (complete with table of contents, full citations, page numbers, bibliography, and illustrations) at least two weeks before the final exam.

The dissertation must be submitted to the Graduate School office at least two weeks before the scheduled final exam. It should be accompanied by a short abstract.

THE “INTENTION TO RECEIVE DEGREE” FORM:

Before, or at the start of, the semester in which she or he intends to defend the completed dissertation, a student must file with the Graduate School an “Intention to Receive Degree” form, available from the DGS Office. This form, giving the exact title of the dissertation, must be approved by the DGS and the Chair of the dissertation committee. Note that it must be turned in one month before the dissertation is to be defended, and no later than January 25 preceding the May commencement, June 15 for a September degree, and October for a December degree. Students who plan to finish in a specific semester must be sure to file this form. If plans change and a student is unable to finish, he or she simply completes the same form again for the subsequent semester.

FINAL EXAM CERTIFICATE:

The DGS Office is required to submit a completed “Departmental Defense Announcement” form to the Graduate School Office at least a full week before the scheduled exam. (This notice includes the student’s name, dissertation title and the names of the committee members, as well as the time, place and date of the exam, as agreed upon by the student, the primary adviser, and the committee.) At the same time, a copy of this notice must go out to each committee member to confirm the time and place in writing. Students should check with the Administrative Secretary to the Graduate Program to be sure this has been done.

After this exam form has been received by the Graduate School and the form of the completed dissertation has been approved by the Assistant Dean, the Graduate School will issue a “Final

Exam Certificate” to the Office of the DGS. A candidate should remind the Chair of the committee that he or she is responsible for picking up this certificate before the exam and returning it to the DGS Office with committee signatures immediately after the exam.

DISSERTATION DEFENSE:

The final exam is normally administered by all members of the supervising committee (at least four). Successful completion of the final exam requires at least four affirmative votes. The final oral exam shall be primarily on the dissertation. However, questions may be asked in the candidate’s major field. Except in unusual circumstances approved by the Dean, a final exam will not be scheduled when the university is not in session.

A student who fails the final exam may be allowed to take it a second time, but no earlier than six months from the date of the first exam. Permission to take the second exam must be obtained from the professor who directed the dissertation and from the Dean of the Graduate School. Failure to pass the second exam renders the student ineligible to continue work for the Ph.D. degree at Duke University.

REVISING AND CORRECTING THE DISSERTATION:

The committee may well accept the dissertation on the understanding that the student will make minor revisions and corrections which will be seen and approved by his or her adviser before the dissertation is deposited with the Graduate School. In that case they will sign the exam certificate and the abstract sheets and dissertation signature pages. The student will then have up to 30 days after the exam to make the requested changes and improvements. (Note that this 30 day period for corrections cannot be granted when there are fewer than 30 days left in the semester. In such cases you must check with the Graduate School to determine the deadline for submitting the completed dissertation.)

DEPOSITING THE DISSERTATION:

- A. Submit Final Examination Certificate to the Graduate School.
- B. Submit one Title Signature page with original signatures of each committee member to the Graduate School.
- C. Submit one Abstract Title Signature page with original signatures of each committee member to the Graduate School.
- D. Submit signed “Non-Exclusive Distribution License and Thesis/Dissertation Availability Agreement.” This document can be found on the back page of this guide however, you will be given a copy at your exam card appointment.
- E. Submit “Survey of Earned Doctorates” to the Graduate School.

CAA LISTING:

On a card supplied by the DGS office and left with them for forwarding, each candidate should notify the CAA office (1) when the topic of his dissertation is approved; (2) if the topic is

changed; and (3) when the dissertation is accepted. This information will be published annually by the CAA in the June issue of *The Art Bulletin*.

CHECK LIST FOR DEFENDING YOUR DOCTORAL DISSERTATION :

Please refer to the "Guide for the Electronic Submission of Thesis and Dissertation" found on the Graduate School's website:

<https://gradschool.duke.edu/sites/default/files/documents/ElectronicThesisDissGuide.pdf>