

**Department of East Asian languages and Literatures**  
**Graduate Student Handbook**  
**Revised August 2019**

**I. Overview**

The aim of the MA program in East Asian Studies is to prepare students to be specialists of East Asia who are knowledgeable about the history, culture, and language of the region. The normal time to completion of the MA degree is two years.

This document describes the rules, requirements, and responsibilities of MA students during their residency in the Department of East Asian Languages and Literatures. It is expected that all students in the MA program become familiar with the material in this document and agree to abide by the rules, requirements, and responsibilities as described below. Students also agree to abide by all University of Pittsburgh academic regulations for graduate students as set forth in the University's Regulations Pertaining to Master's Degrees:

<https://catalog.upp.pitt.edu/content.php?catoid=171&navoid=15353#regulations-pertaining-to-master-s-degrees> .

The Director of Graduate Studies (DGS) works with members of the Department's Graduate Committee to certify the completion of graduate student requirements and to resolve any graduate program problems or disputes. Keanna Cash is the Graduate Administrator.

The Graduate Committee consists of all graduate faculty members in EALL. The DGS chairs this committee.

Students should feel free to contact the Director of Graduate Studies, the graduate committee, the Graduate Administrator, regarding any problem they are having with the graduate program. Problems unrelated to the graduate program should be brought to the attention of the EALL Department chair.

**II. Advising**

The DGS and the Graduate Committee will provide the counseling and guidance in the first semester. Then an agreed-upon faculty member will become the principal advisor for each graduate student, who has agreed to supervise their work when admitted. He or she will advise them about their course of study, thesis topic, and other academic matters. The principal advisor will serve as the chair of the student's MA committee.

**III. Thesis Committee**

The three-member MA committee will be constituted by the end of first year at the student's request in consultation with the principal advisor.

Students must choose a thesis topic in consultation with their academic advisor and two additional graduate faculty members.

#### IV. Requirements for the MA Degree

The IDMA program requires a minimum of 30 credits of course work in two or more departments.

- Students must satisfactorily complete EAS Critical Approaches to East Asia (EAS 2005) offered in the Department of East Asian Languages and Literatures. This course is offered once a year, either in Fall or Spring.
- All of the 30 credit hours must be earned from courses numbered 2000 or above.
- Three years of college-level language study or its equivalent is necessary to fulfill the language requirement for the degree. If students are deficient in language proficiency, they must continue their language study as part of their graduate work. Language credits do not count toward the 30 credit hours. Students must demonstrate the ability to carry out research using East Asian language materials and show such evidence in the thesis.
- Students who specialize in China must take a least one 3-credit course on Japan; and those who specialize in Japan must take at least one 3-credit course on China.
- In preparation of the thesis, each IDMA student must give a talk on their thesis topic in the EALL Colloquium series.
- When both course work and thesis have been completed, the student must pass an oral comprehensive examination centered on the thesis topic.

#### V. Timeline for Completion

The normal timeline for the completion of the requirements is as follows:

	Coursework	Thesis	Administrative tasks
Fall semester, first year	<ul style="list-style-type: none"><li><input type="checkbox"/> Take 9 credit hours (including EAS 2005), in consultation with the Director of Graduate Studies and the Graduate Committee.</li><li><input type="checkbox"/> Continue language study as needed</li></ul>		<ul style="list-style-type: none"><li><input type="checkbox"/></li></ul>
Spring semester, first year	<ul style="list-style-type: none"><li><input type="checkbox"/> Take 9 credit hours, in consultation with the Director of Graduate Studies and the Graduate Committee.</li><li><input type="checkbox"/> Continue language study as needed</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Identify the topic of study and choose the supervisor.</li><li><input type="checkbox"/> Propose the thesis topic to the supervising faculty by the end of the spring term.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Choose the supervisor</li></ul>

Summer, first year	<input type="checkbox"/>	<input type="checkbox"/> Complete and submit draft bibliography and submit to the thesis advisor by August 1	<input type="checkbox"/>
Fall semester, second year	<input type="checkbox"/> Take 9 credit hours, in consultation with the advisor	<input type="checkbox"/> Submit half of the thesis and submit it to the supervisor by December 1. The supervisor will return the thesis with comments by January 1 for revision.	<input type="checkbox"/> Constitute the threemember MA thesis committee <input type="checkbox"/> Schedule the EALL Colloquium in the spring term
Spring semester, second year	<input type="checkbox"/> Take 3 credit hours in consultation with the principal thesis advisor <input type="checkbox"/> Continue language study as needed	<input type="checkbox"/> Submit the complete draft to the supervisor by March 1; the supervisor will return the draft with comments by the second week of March. <input type="checkbox"/> Give an oral presentation of the thesis (EALL Colloquium). <input type="checkbox"/> Submit the final draft of the thesis to the supervisor and the committee members by mid-March; allow at least two weeks before the defense. <input type="checkbox"/> Defend the thesis by March 31. <input type="checkbox"/> Complete the thesis and submit the final draft for approval by the supervisor by April 7.	<input type="checkbox"/> Schedule the final oral defense <input type="checkbox"/> Submit the thesis to the University in mid-April.

## VI. MA Thesis Defense

The thesis defense is conducted by the student's committee and chaired by the student's advisor. It consists of oral presentation (i.e., the EALL Colloquium presentation), which is open to the public, and a final oral examination, which is closed to the public. All members of the committee must be present at the final oral examination. The final oral examination primarily consists of the candidate's defense of the MA thesis, though the examination may not be limited to materials in the thesis. One final draft of the thesis must be provided to each member of the committee at least two weeks prior to the date set for the final oral examination.

## VII. Guidelines for Satisfactory Progress

Meet the requirements specified in Section V above.

#### **A. Probation**

If the overall GPA falls below 3.00, the student will be automatically put on academic probation. In addition, any student who is not making satisfactory progress toward completion of the degree, as defined above, may be placed on probation by the department. The student will be informed in writing of such action.

#### **B. Dismissal**

Academic integrity policy webpage:

<http://www.cfo.pitt.edu/policies/policy/02/02-03-02.html>

### **VII. Financial Aid**

Every year a small number of financial awards are given to the most highly qualified students. The amount of award is equal to the difference in cost between the out-of-state to in-state tuitions. Students who have received this financial aid may not receive the same award in the second year of their study; all students who wish to be considered for financial aid are expected to apply in March of the first year. Inquire the DGS for application procedure.

#### **Other Fellowships and Funding Sources**

Other fellowships are available. Some are listed below.

Dean's Tuition Scholarships are awarded by the A&S Graduate Studies Office to continuing graduate students who demonstrate academic achievement and have exhausted their departmental funding. The award provides tuition only for one semester and is typically awarded to students who need to be enrolled in order to graduate. Application and further details are available from the graduate administrator.

Summer Foreign Languages and Area Studies Fellowship

Foreign Languages and Area Studies Fellowship

Japan Studies Graduate Student Conference Travel

Mitsubishi Graduate Fellowship in Japanese Studies

Japan Summer Language Study Scholarship

China Studies Graduate Student Conference Travel

Chinese Summer Language Study

Chinese Studies Tuition Remission Scholarship

## Chancellor's Graduate Fellowship (Chinese)

More information on the list of resources above (except the first) is available from the Asian Studies Center (<https://www.ucis.pitt.edu/asc/students/graduate-students/funding>). For a list of further funding opportunities, see the A&S Graduate Studies Office financial assistance website at <https://www.asgraduate.pitt.edu/financial-support>.