

### Checklist of PhD Program of Study requirements

The details of these are found on the [Brandeis University website](#) (link embedded).

#### First two years – 16 semester courses (= 64 hours)

- [4 courses]      HIST 300e/n Two(2) double-credit Directed Research papers\*\*, one in Fall of year #1; one in year #2; with different professors
- [1 course]        HIST 205b Introduction to Doctoral Studies (IDS), **required in Fall of year #1**
- [= 1 courses]    1 regional graduate colloquium (200-level)
- [= 1 course]      1 thematic graduate seminar (200-level)
- [= 1 course]      “outside field” – a graduate or advanced undergraduate course in a complementary discipline
- [= 2 courses]    HIST 340a/n Pedagogy (= part of initial TA assignments; usually in Fall & Spring of Year #2)
- [= 6 courses]    Students may choose 100- and 200-level courses from the Brandeis History offerings or in other departments, to complement your studies. We *strongly* encourage you to choose graduate seminars over undergraduate courses, even if they are not precisely in your field.

#### Additional requirements

- Three years’ residency at Brandeis
- Five TA assignments (two TA assignments counted as HIST 340A, plus three additional assignments.)
- Demonstrated language proficiency in at least one foreign language by the end of the 2<sup>nd</sup> year
- Comprehensive exams in two fields, normally taken by the end of the 4<sup>th</sup> semester or beginning of the 5<sup>th</sup>.
- Dissertation proposal (prospectus) defense, normally completed by the end of the 5<sup>th</sup> semester
- Dissertation

#### Please note the following obligations/restrictions/possibilities:

- The History Dept. requires that you complete 16 credits (= 4 courses) per semester. GSAS requires that you be enrolled in at least 12 credits per semester to qualify as a full-time student. This is a federal legal requirement and affects your stipend, tax, and visa status (if relevant).
- During the first two years you must always take at least two 200-level history courses per year. HIST 205b (IDS) counts; your Directed Research papers do not, nor do transfer credits in the second year.
- If you hold an MA in History when you begin the PhD program at Brandeis, you may request to transfer up to 8 credits (= 2 courses) worth of M.A. work and have this acknowledged as part of your 16-course requirement. **Transferred credits do not count toward the 12 credits required in each semester.**

**These reductions may be taken in the second year.** They support more rapid progress toward your comprehensive exams, which you should then plan to take comps at the end of your second year.

- After the second year, if you are not yet ABD, you must enroll in **CONT 500a**, which is a 12-credit placeholder for graduate students who have finished coursework but are not yet ABD.
- Once you have passed your prospectus, you must enroll in **HIST 401d/n** (dissertation research) every year until you have completed your degree. When you are out of funding, you will be required to pay a small “continuation fee” in order to retain your status (email, library access, etc.)

*\*\* PhD students who completed their MA at Brandeis may have their MA count as one DR paper. You must consult your advisor and the DGS about this. Your second DR paper should not be written with the person who advised your MA thesis.*

*For exceptions and further details, please consult with the DGS and/or GSAS. Most exceptions are covered by established policy.*