

Guidelines for the Ph.D. Candidate in Portuguese

Department of Spanish and Portuguese

I. Admission to Candidacy

1. M.A. students in Portuguese at the University of Wisconsin-Madison are admitted to doctoral studies in this Department upon successful completion of the Ph.D. Qualifying Examination (see Guidelines for the M.A. in Portuguese).
2. A graduate student with the M.A. from another institution is admitted to the doctoral program by virtue of his/her acceptance by the Department. A minimum graduate GPA of 3.4 is required.

II. The Academic Adviser

1. The doctoral candidate arranges his/her program with an assigned graduate adviser, representing one of the areas of concentration, at the beginning of his/her studies in this department. The adviser represents a field in which the student has expressed primary interest. The candidate may, of course, seek advice and suggestions from individual professors, but it is important to maintain frequent and ongoing contact with the regular adviser. At the beginning of the second semester in residence the academic adviser and the candidate make a detailed review of the first semester's progress.
2. As soon as the doctoral candidate begins to define a dissertation area, he/she is encouraged to select the dissertation adviser/director. Once identified, the dissertation director becomes the academic adviser and will subsequently serve on the student's Preliminary Examination examining committee.

III. Areas of Specialization

1. The Portuguese Ph.D. program in the Department of Spanish and Portuguese at the University of Wisconsin-Madison offers the following areas of study:
 - a) Portuguese Literature from its origins to Eça de Queirós
 - b) Portuguese Literature of the 20th and 21st centuries
 - c) Brazilian Literature to 1900
 - d) Brazilian Literature from 1900
 - e) African Literature in Portuguese
2. In the doctoral program the student selects a major and two supporting fields. The major is the area of specialization; the student is expected to have a thorough knowledge of the currents, primary works and critical bibliography pertaining to it. The student is expected to know the most significant writers and works as well as the most important currents and

developments in the supporting fields; additionally, the student must have a good knowledge of critical bibliography. The program of studies leading toward the Ph.D. in this Department provides multiple opportunities for the development of analytical skills, and integrated with those skills an extensive knowledge of theoretical issues. The selection of the major and supporting fields is made by the beginning of the second semester of doctoral studies. Any subsequent change should be recorded promptly in the departmental office.

IV. Course Requirements

1. The minimum requirements are: nine credits in the major and six in each of the two supporting fields. Course credits earned in the M.A. program (with the exception of Port 311-312, Port 330, Port 361-362, and Port 707 (the proseminar)), and any transfer credits used to satisfy M.A. requirements, **do satisfy** the Ph.D. course requirements. A maximum of three credits of independent study (Port 899) in each of the areas of concentration may be used, with prior departmental approval, when corresponding courses are not offered in a timely fashion.

Note: Students, in consultation with their advisor, should ensure that they have a minimum of five advanced courses beyond the M.A., if completed at the University of Wisconsin-Madison, or six advanced course beyond the M.A. if completed at another institution. At least two of these courses must be in the major. One of these advanced courses may be taken outside the Portuguese program or transferred from another institution, with the adviser's consent. An advanced course is defined as 400-level, or above. The proseminar is for M.A. students only and does not count for doctoral credit.

2. Three credits of graduate coursework is the minimal requirement in literary theory.
3. **Language Requirements**
A knowledge of several languages is essential for doctoral research. Therefore, students are urged to fulfill the language requirements as early as possible in their doctoral studies. In any case, they must be fulfilled prior to the Preliminary Examination. The candidate must demonstrate advanced proficiency in a minimum of two languages, to be determined in consultation with the adviser. The most common languages are Spanish, French, Italian, Latin, German and Arabic, depending on the candidate's major and minor. Advanced proficiency is defined as six college semesters with a grade of B or better. In Spanish, advanced proficiency can also be achieved with a grade of A in Spanish 323. An advanced pass on the UW Continuing Studies Language Reading Knowledge Examinations in French, German, Italian or Spanish will be accepted as an alternative. The exam is 1 hour long and currently costs \$60. The exam is taken at 21 N. Park Street. Students can register online at <https://continuingstudies.wisc.edu/classes/language-reading-exam/> or by phone (608-262-2451). The exam is given three times per year: in either April, May, and August, or in November and December. Please see the website for more information. Exceptions to the above policies may be petitioned by the adviser to the Departmental

Committee.

4. Teaching Requirement

All candidates for the Ph.D. degree must teach courses in their language specialty within the Department (or teach courses outside approved by the Department) for a minimum of two semesters. Such teaching is for the purpose of professional training, and the candidate's performance will be monitored by course supervisors and the Departmental evaluation committee. The degree will not be conferred until this requirement has been satisfied.

5. Residency Requirement

Prior to taking the Preliminary Examination, the candidate must have taken a minimum of two semesters of six credits each in the Department. This does not include Independent Study.

6. Ph.D. Minor

The doctoral candidate must present a minor in work done outside of Portuguese. The minor should be in an area related to the major field of interest. Spanish, French, Comparative Literature, Linguistics, and Latin American, Caribbean and Iberian Studies are among the most common minors. Distributed minors (for a minimum of 9 credits) must be approved by the advisor. Requirements for the minor are established by the respective department. Since the minor should complement the student's major area of concentration, the student should arrange his/her program with the minor department as early as possible in the doctoral career. For a minor in Spanish, students should have a minimum of nine credits at the 500 level or above. Three of these credits must be taken as an advanced level course.

7. Transfer Credits

After one semester in residence here, incoming PhD graduate students from other universities may petition the Graduate Studies Committee to transfer graduate credits taken at their previous university to satisfy requirements here. In the Portuguese PhD, a maximum of three courses (9 credits) may be transferred from their previous program toward their degree requirements, except in the major field, and no more than three credits may be transferred per supporting field, totaling six credits. Each petition must be approved by the advisor, validated by a faculty member specializing in that field, and assessed by the Graduate Studies Committee with regard to its level and appropriateness. Only in rare circumstances will exceptions be considered.

V. Satisfactory Progress

1. Students must maintain a 3.0 average each semester; if not, they are placed on probation and are ineligible to take the Preliminary Examination. A student on probation for over two semesters may be dropped from the doctoral program.

2. Incompletes may be granted only in emergency situations and then only with prior approval of the Chair of the Department. Any incomplete not removed within one semester after being incurred is automatically a failure.
3. All graduate students who are candidates for a Ph.D. degree in Portuguese in this department must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of Independent Reading courses, with the following exceptions:
 - a) In the semester before taking the Preliminary Examination, a doctoral student may count an Independent Reading (899) designed to work toward the dissertation proposal as one of the two courses, as long as another course is taken in the department. This exception may only apply once, even in the case that the Preliminary Examination is postponed.
 - b) Students may count as exceptions up to three courses taken toward their Ph.D. minor. Every time that students request this exemption they must fill out the appropriate form for this purpose ("Exception to the Two-Course Rule for Minor Courses") to be signed by the advisor and given back to the Graduate Coordinator.

An audited course does not count toward the two-course minimum requirement.

If the two-course rule impedes the student's progress toward completion of the degree, students may petition an exception, with the written support of their adviser. This regulation does not apply to students who have passed the Ph.D. Preliminary Examination.

VI. Preliminary (Comprehensive) Examination

Examination times: The Preliminary Examination must be taken after course requirements IV. (1) - (7) have been met. The examination is given in January and August each year.

Examination committee: The examination committee will consist of three faculty members. The advisor's candidate will serve as Chair of the committee and will coordinate with the other two examiners and the candidate to create the reading lists and/or the set of thematic, theoretical or methodological questions to be addressed.

Structure of the examination: The prelim has two parts: a written part and an oral part.

1. Written Part: The written part of the exam has two components: A. A series of take-home exams and B. A 5- to 10-page dissertation prospectus plus bibliography.
 - A. Take-Home Exams: The candidate is required to answer two of four questions. Duration of the take-home: The candidate will have one week for each take-home exam question. Each question should produce an answer no longer

than 3000 words typed in a standard font, double-spaced, and it must include a bibliography that follows the MLA (Literature) or APA (Linguistics) style sheet.

- B. Dissertation Prospectus: In the semester before taking the Preliminary Examination, a doctoral candidate must take an Independent Reading course (899) designed to work toward the dissertation proposal. A 5- to 10-page dissertation prospectus plus bibliography will be submitted to the examination committee members at least one week prior to the oral examination. This prospectus will represent the candidate's work during the Independent reading as well as serve as a document indicating the candidate's tentative dissertation focus.
2. Oral Part: An oral examination defense follows the written portions of the Preliminary Examination. The oral exam defense is, approximately, two hours long, at the discretion of the examining committee. It should cover both the take-home examinations and the dissertation prospectus. In the oral defense, the candidate will clarify, explain or complement the answers provided in their take-home written exams and dissertation prospectus. If the candidate provided satisfactory answers to the take-home exams, the oral part can be directed mainly towards the defense of the dissertation prospectus. This will be an opportunity for the candidate to share and receive feedback from the committee as well as a way to narrow down the possible dissertation topics.

Evaluation: The candidate will receive a grade of pass or fail in the preliminary examination. In the case of failing the exam, it could be retaken once within a month (after consultation with the adviser). Should the dissertation prospectus be approved, the candidate will have a maximum of three months to officially defend a dissertation proposal.

VII. The Doctoral Dissertation

1. The student is encouraged to begin planning the dissertation as early as possible in his/her doctoral studies. Such planning should encompass possible topics as well as potential directors. The candidate must have narrowed down his/her topic and determined who will serve as the dissertation director by the time of the Preliminary Examination, since the dissertation director must be one of the examiners in the major field. The determination of the dissertation director is accomplished through mutual agreement between professor and candidate. However, when in the opinion of the candidate such relationship ceases to function acceptably, the candidate MUST enlist the involvement of the Director of Graduate Studies in arranging for a change in dissertation director.

2. The defense of the dissertation proposal is to take place within eight months of the successful completion of the Preliminary Examination. Students who are unable to defend their proposal within this time must petition the Graduate Studies Committee for an extension in order to remain in good academic standing. The dissertation topic must be approved not only by the director but also by the other two members of the student's reading committee (selected jointly by the director and the candidate). They will have repeated opportunities for direct advice and consultation with the candidate and the director during the writing of the dissertation. Their written approval of the dissertation is required prior to the final defense.
3. The Department of Spanish and Portuguese enforces the Graduate School policy that establishes a five-year deadline for completion and defense of the doctoral dissertation. If the candidate does not complete the dissertation within five years of the Preliminary Examination, the candidate must retake this examination.
4. The final oral examination for the Ph.D. (the dissertation defense) will concentrate solely on the dissertation and generally does not exceed two hours in length. The examining committee is composed of a minimum of four members, at least one of whom must be from outside the student's program in Portuguese, and at least three of whom, including the dissertation director, should be designated as readers. This examination is held at least two weeks after the dissertation is submitted. (The topic of the dissertation must, of course, pertain to the major field. If after the Preliminary Examination the student decides to write on a topic unrelated to the area of major concentration, he/she will be expected to pass a major examination in that field.)

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