

University of Pittsburgh Dietrich School of Arts and Sciences  
Department of East Asian languages and Literatures  
Graduate Student Handbook  
Adopted September 2016  
For AY 2016-2017

## **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 Graduate and Professional Bulletin, <http://www.bulletins.pitt.edu/graduate/>.

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. Patrick Fogarty is the Graduate Administrator and Emily Rook-Koepsel is Assistant Director of Student Affairs and Advisor for IDMA, Asian Studies Center.

The Graduate Committee for 2016-2017 is:

Yi Xu, Director of Graduate Studies, EALL (xuyi@pitt.edu).  
Charles Exley, Assistant Professor, EALL  
Kun Qian, Assistant Professor, EALL

Students should feel free to contact the Director of Graduate Studies, the advisor for the IDMA, the Graduate Administrator, or the other members of the Graduate Committee regarding any problem they are having with the graduate program. Problems unrelated to the graduate program should be brought to the attention of the Department Chair, Prof. Hiroshi Nara.

## **II. Advising**

The IDMA advisor (Emily Rook-Koepsel) will provide the counseling and guidance in the first semester or two. 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 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 East Asian faculty members. These three faculty members will serve on the student's thesis committee.

#### **IV. Requirements for the MA Degree**

The IDMA program for 2016-17 AY requires a minimum of 27 credits of course work in two or more departments. (Note that students admitted on/after Fall 2017 will be subject to new requirements, including a 30-credit graduation requirement and a 18 graduate level credit requirement. Students who are applying for Fall 2017 admission or afterwards should refer to new versions of the Handbook for 2017-18 AY.) Requirements below apply to students admitted on/prior to 2016 Fall.

- Students must satisfactorily complete East Asian Studies EAS "bibliography course" (EAS 2005) offered in the Department of East Asian Languages and Literatures. This course is offered once a year, either in Fall or Spring.
- Twelve credits (four 3-credit courses) of the 27 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.
- Six of the required credits for the degree must be taken in course work relating to the pre-modern and modern histories of either China or Japan.
- 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.

Language credits do not count toward these 27 credit hours. Students must demonstrate the ability to carry out research using East Asian language materials and show such evidence in the thesis.

#### **V. Timeline for Completion**

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

Fall semester, first year

Take 9 credit hours, in consultation with the IDMA advisor;

Spring semester, first year

Take 9 credit hours, in consultation with the IDMA advisor; among the 9 credit, take EAS 2005 (3 credit) if student did not already take the course in Fall.

Fall semester, second year

Take 6 credit hours, in consultation with the IDMA advisor and the principal thesis advisor

Constitute the MA thesis committee

Have the thesis topic approved by the committee members

Spring semester, second year

Take 3 credit hours in consultation with the principal thesis advisor

Complete and defend the thesis

Give an EALL Colloquium talk

## **VI. MA Thesis Defense**

The thesis defense is conducted by the student's committee and chaired by the student's advisor(s). All members of the committee must be present at the MA defense. This final oral presentation and examination primarily consists of the candidate's defense of the MA thesis, though the examination is not limited to materials in and related to 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 oral examination. A portion of the oral examination is open to the public and it must be announced at least two weeks in advance. The committee, at its own discretion, may consider the EALL Colloquium talk to be equivalent of the public oral presentation of the thesis.

## **VII. Guidelines for Satisfactory Progress**

- GPA requirement: Minimum 3.00 cumulative GPA while in residence.
- 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**

Students may be dismissed from the program for any of the following reasons:

- Violations of the University's Academic Integrity Code ([www.as.pitt.edu/faculty/policy/integrity.html](http://www.as.pitt.edu/faculty/policy/integrity.html)) which governs cheating, plagiarism, etc.
- Failure to achieve the minimum required GPA or to maintain satisfactory progress.
- Failure to complete all requirements for the MA degree within a period of 4 years starting from the date of the student's initial registration for graduate study.

## **VII. Financial Aid**

Every year three financial awards are given to the most highly qualified incoming students. The amount of award is equal to the difference in cost between the out-of-state tuition to in-state tuitions. Students who have received this financial aid may or 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 every year.

### **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 ([www.ucis.pitt.edu/asc/funding/graduate](http://www.ucis.pitt.edu/asc/funding/graduate)). For a list of further funding opportunities, see the A&S Graduate Studies Office financial assistance website at [www.asgraduate.pitt.edu/financial-assistance](http://www.asgraduate.pitt.edu/financial-assistance).