

**Joint Ph.D. in History and Middle Eastern Studies  
Requirements, Policies and Procedures  
2007–2008**



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## Studying in a Joint Program

The joint program in History and Middle Eastern Studies is designed for students interested in enriching their program of study for the Ph.D. in History with firsthand knowledge about the Middle East based on literacy in its languages and an understanding of its political and economic realities, its culture and traditions. As a student in an interdisciplinary program you are a full member of the Department of History cohort, but also have an intellectual home at the Center for Middle Eastern Studies (CMES) and access to CMES faculty, facilities and resources. There are many benefits associated with the joint program, but also some administrative idiosyncrasies. This supplement is intended to clarify administrative procedures.

### Program Requirements

Students follow the requirements of the Department of History with minor adjustments. See program overview overleaf for more details.

### Paperwork

All paperwork pertaining to your satisfactory progress, as well as other academic and administrative matters must be filed with the Coordinator of Graduate Studies (CGS) at CMES. Examples of paperwork include:

- Summer research proposal and request for release of summer stipend (years one and two)
- A request to count credit for a course taken at another Harvard Graduate School
- Grant and fellowship applications
- Applications for non-resident status as a traveling scholar or taking a leave of absence
- The application for the Ph.D.

CMES deadlines apply to students in the joint program.

An exception to this rule is the application for the **Interim A.M. Degree in History**. Students in the joint program with history are encouraged to apply for the interim A.M. degree after completing all coursework, language and residency requirements for the degree, typically at the end of the spring term of the second year of graduate study. Students must first submit the Application for Degree to the CMES Coordinator of Graduate Studies for approval, and finally to the Department of

History Graduate Coordinator by the application deadline. No terminal A.M. degree will be awarded.

### Resources

Students in the joint programs at CMES have access to:

#### Academic Conference Funding

CMES students whose papers have been accepted for presentation at an academic conference may request reimbursement for travel-related expenses subject to funding availability. Once approved, original travel receipts must be submitted to the CMES Financial Associate for reimbursement. Please note that CMES cannot process reimbursements for expenses older than 60 days.

#### Summer Travel and Research Stipends

There may be a limited number of grants for summer travel in 2008. The Coordinator of Graduate Studies will circulate an announcement about the grants in April.

#### Office Space

CMES offers the use of two shared offices on the second floor of 17 Sumner to students in their final dissertation-writing year. Only students who have received a dissertation completion grant will be eligible to sign up for use of the room on a time-share basis. Contact Heide Woelfel for details.

#### Teaching Fellow Positions

CMES does not coordinate Teaching Fellowships. Students must follow the TF application process in the History department to be considered for TF positions. The initial hiring of TFs, however, is carried out by course heads. It is up to each student to cultivate faculty patronage networks (and the TF Coordinators) in order to secure four TF positions for the academic year. Qualified CMES students have found TF positions in the departments of Economics, Government, History of Science, Study of Religion, and at the Law and Divinity Schools, as well as in their home departments. Since all such appointments are contingent upon enrollments, confirmation of appointment can only be made during the first few weeks of the course meeting.

## Joint Program in History and Middle Eastern Studies: Overview

### YEARS 1–3

Choose an **advisor** on entering the program. With his or her help, plan your course of study, language work, and three fields. Set these in writing. **Coursework** in the first two years includes a minimum of 16 half-courses. Students must complete the following obligatory courses: an introductory seminar on methodology, *History 3910: The Writing of History: Approaches and Practices*, in the first semester and at least two half-courses of seminar work in a letter grade – one in Middle Eastern history and one in Western history. (N.B. The History Department has additional requirements for students who wish to apply for the interim A.M. degree in History.) This coursework must be completed before taking the General Examinations.

The scholarly **language requirement** in a European language (French, German, Russian or Italian) should be fulfilled in the first year, if possible. Students must master at least one Middle Eastern language most relevant to their course of study and research (Arabic, Hebrew, Persian, or Turkish). Proficiency in this skill will be tested in two exams: a two-hour written translation examination, to be taken before the general examinations or no later than the end of the third year; and the fourth field of the General Examination, a written examination on a major text in their field.

Full-time students must be registered for four half-courses per semester. Students should register for TIME-C, TIME-R, or TIME-T to indicate full-time study if enrolled in fewer than four courses. Please note however that TIME is *not* graded and that the department does not count TIME toward the 16 half-courses required.

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>G1 Year</b>	History 3910 3 half-courses European language exam	4 half-courses/time	Language training General exam reading
<i>Satisfactory Progress:</i> B+ minimum grade in pro-seminars. Minimum overall grade average of B+. Satisfactory review by first year review committee.			

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>G2 Year</b>	4 half-courses	4 half-courses Meet with CGS	Pre-dissertation research
<i>Satisfactory Progress:</i> Completion of coursework. Minimum overall grade average of B+. Complete a <i>CMES Progress Report</i> .			

<b>Interim A.M. Requirements</b>	Students must complete <i>History 3910: Writing History: Approaches and Practices</i> in the first term of their first year of graduate study. In addition, 8 letter-graded half-courses must be completed; six of these courses must be in history, and of these, 2 must be research seminars. Candidates for the interim A.M. degree must also pass at least one language examination through the Department of History with a grade of Satisfactory Minus or better.
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<b>General Examination</b>	End of second year; no later than the third year.
<b>M.E. Language Proficiency Test</b>	Before the General Examination, and no later than the third year.
<b>Fourth Field</b>	Within a year of passing the first three fields of the General Examination.
<b>Dissertation Prospectus</b>	Identify a committee and topic. Present a summary of the dissertation proposal in a conference of faculty and students, either at the History Department in January, or at CMES.  Write proposals for dissertation research grants.

*Satisfactory Progress:* Pass General Examinations and language test. Thesis prospectus approved. Complete a *CMES Progress Report*.

### G4–G5

**RESEARCH.** *Satisfactory progress* determined on the basis of student's reports to the advisor. Complete an annual *Progress Report*.

### G5 and later

**WRITE DISSERTATION.** *Satisfactory progress* determined on the basis of the writing schedule a student arranges with his or her advisor. The program is designed to be completed in six or seven years.

### Final Year

Inform Graduate Coordinator (History) and Coordinator of Graduate Studies (CMES) of intent to graduate. Follow History Department guidelines for Dissertation Submission.