



FILM+DIGITAL MEDIA

**Ph.D. in Film and Digital Media
Graduate Student Handbook
2018-19**

Film and Digital Media
University of California
1156 High St
Santa Cruz, CA 95064
(831) 459 3204
film@ucsc.edu
<http://film.ucsc.edu/>

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PHD IN FILM AND DIGITAL MEDIA

Welcome

Welcome to the Ph.D. program in Film and Digital Media! We hope that this handbook will help you navigate the terrain of the PhD. When it comes to highly specific program information and regulations, we refer you to both the UCSC Catalog, which is the document of record for this and all academic programs at UCSC (<https://registrar.ucsc.edu/catalog/programs-courses/program-statements/film.html>) and to the Graduate Division website: <http://graddiv.ucsc.edu/>. If you need the official wording on some aspect of graduate study at Santa Cruz or within FDM, it's found in one of those places. This handbook supplements that information by providing more detail on our program.

Your FDM faculty adviser, the Graduate Programs Coordinator (Melanie Godinho) and the Director of Graduate Studies (Prof. Peter Limbrick) will be your three key resource people to further amplify the information found here: they will work to help with the campus procedures and, most importantly, will assist you in satisfying the requirements of the program and carving out your own directions in research and practice.

By now you probably know well why this program is unique among graduate programs in film and media studies: our integration of theory and practice as related forms of knowledge places us at the vanguard of academic programs. Whatever your methodologies or terrains of research, you will leave here with a “dissertation” (or, as we often refer to it, a “project,” because it won’t resemble a traditional dissertation) that will be *an original contribution to knowledge and an embodiment of research and practice conceived and conducted together*. There is no template for how it should look or how to create it: just as with a typical dissertation, your particular approach to scholarship will differ from that of your colleagues, and will determine the form of your final project.

Beginning The Program

Email:

- Your @ucsc.edu email address is your official email address for everything to do with the campus, department, and program. You need to check it every day.
 - * The department and grad division do not keep track of other email addresses you use, and our primary method of communicating with you will be your official ucsc address.
- The fdmphdgrads@ucsc.edu email group is available to use to contact all of the FDM Ph.D. students.
- The alias fdmgrads@ucsc.edu includes all graduate students in the department: Ph.D. and M.F.A (SocDoc) program.

Your FDM adviser:

- As you enter the program, you will be assigned a faculty adviser from among the FDM faculty.
 - * Your adviser will be your primary source of information and advice on your academic program. The DGS is also available for consultation on matters to do with your overall program of study and requirements.
 - * You are expected to meet with your adviser early in the fall quarter of every year, at minimum.
- Your initial adviser may turn out to be your permanent adviser or chair of your dissertation committee. It is also possible that you will identify another faculty member to serve that role. Please discuss any potential change of adviser with the DGS. You must then use the change of adviser form (see the appendix) to change advisers.

Enrolling for courses:

- Enrollment for Fall courses opens in Spring of the preceding year.
- For incoming students, enrollment in Film 200C (Theory and Praxis of Film and Digital Media) in Fall is required, and typically you take a film and digital media elective in that first quarter also. Other requirements for the year are described below.

Financial details:

Your financial package is confirmed at the time of your acceptance. Financial offers differ and the best source of information on your offer is the Grad Programs Coordinator.

- Funding is usually provided in a mixture of grants, fellowships, TAs, and Graduate Student Researcher (GSR) or Graduate Student Instructor (GSI)

- positions.
- The Graduate Programs Coordinator can advise you on possible options for future funding.

Residency for out-of-state students:**Take immediate steps to establish California state residency!**

If you are a U.S. citizen or permanent resident who moved to California from another state, you will need to establish CA state residency as soon as possible as the department cannot cover out-of-state tuition. Please review the Registrar's Office Website about the specific details to establish residency:

<http://registrar.ucsc.edu/fees/residency/>

FDM Ph.D. Degree Requirements

Please refer to the PhD Program Statement on the Registrar's website (scroll down to reach the Ph.D. area):

<https://registrar.ucsc.edu/catalog/programs-courses/program-statements/film.html>

This is our official program statement. The information here and on the FDM website amplifies this statement with more detail on specific elements of the program, such as advising, electives, the QE, and oral defense.

THE FIRST YEAR

First, review the degree requirements on the department website:

http://film.ucsc.edu/phd_program/requirements

You should also review the Division of Graduate Studies Graduate Student Handbook:

<https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

Coursework

A student who has not yet advanced to candidacy is expected to take 12 credits per quarter. You will usually take two 5-credit graduate courses. You will also enroll for a 2-unit advising course with your assigned adviser each quarter until advancement to candidacy. You should meet with your adviser at the beginning and end of each quarter to discuss your plans and progress. They will ensure you're taking best advantage of what's available and to make sure you're on track with the required electives.

First-year students take the three core FDM PhD courses (200A-B-C), plus at least two film and digital media PhD elective courses during the first year. FDM PhD elective courses are coded FILM2xx. With the approval of the DGS, MFA (SocDoc) courses (coded SOCD2xx) and non-film and digital media graduate courses that are taught by film and digital media faculty can also count as FDM PhD electives.

In addition to the two FDM PhD electives, you may take other graduate electives in our department, Visual Studies, DANM, or other graduate programs on campus. The Graduate Programs Coordinator will circulate a list of graduate courses in other programs each quarter or you can find them through UCSC department websites.

You are encouraged to take FDM elective courses even if a course's topic does not line up neatly or precisely with your research interests. Exposure to a breadth of topics and approaches is an essential experience for your intellectual and creative development. The FDM PhD program has relatively few required courses and, because we do not have tracks or emphases within the degree, students have relative freedom in crafting an appropriate program. But you must craft this program in consultation with your faculty adviser.

Students are not permitted to enroll in FILM 295 (Directed Reading) classes during their first year, since those are reserved for QE preparation. But you can take an independent study with a faculty member for either two or five credits (this would not replace the requirement to take three core courses and two PhD electives). Students who have already taken a large number of Independent Study courses (more than three) are discouraged from taking additional independent studies.

Incompletes

We strongly discourage Incompletes in FDM PhD courses. We also recommend that our students do not request incomplete grades for courses taken outside the department. We understand that an Incomplete may be appropriate in some instances, particularly in cases of serious medical and personal emergencies. In such cases, we

require that the instructor and student make a firm deadline to complete the work and that both parties notify the student's advisor and the Director of Graduate Studies. In no case should the student submit the required coursework to the instructor later than Week 6 of the Quarter following the issuing of the "I" grade. Per university policy, if the coursework is not completed within one calendar year, the incomplete grade will automatically revert to an Unsatisfactory or (U) grade which is grounds for immediate review by the department with the likely outcome of academic probation. No student is allowed to advance to candidacy with outstanding incomplete grades on his/her transcript.

Transfer Credit and Substitution for Students with Master's Degrees

Applicants who already hold an M.A. or M.F.A. degree may petition to waive up to 30 credits of coursework, including up to two of the six required FDM PhD electives; such a waiver is subject to the approval of the director of Graduate Studies. You should already have submitted these materials before the fall of your first year; if not, please attend to it shortly after you arrive.

Foreign Language Requirement

The foreign language requirements are outlined in our program statement: you'll need to fulfill this requirement in order to advance to candidacy. Start thinking now about what language you wish to use to pass your language exam. You may need to find language classes on campus and it's best to start early.

Designated Emphasis (D.E.)

Students who wish to develop a secondary field of expertise are encouraged to consider a Designated Emphasis. This enables the student to officially add a field to their FDM PhD, e.g. "a PhD in Film and Digital Media with a Designated Emphasis in Visual Studies," or similar. To find out more, students should explore the designated emphasis requirements for the department or program in question and discuss the prospect with their adviser and their grad program advisers.

Annual Evaluation Before Advancing to Candidacy

For all students not yet advanced to candidacy, an annual evaluation will be due at the end of each academic year. The report will describe your academic activities over the course of the year and evaluate your progress during that time, and it will address your plans for the following year.

By June 1, you should submit your report to your adviser, following this format:

1. Name, adviser, QE committee (if already known)
2. Accomplishments in the last year. This should include as many of the following as are relevant:
 - Coursework completed (include as an attachment any narrative evaluations you received in those courses). Highlight FDM PhD electives and other courses.
 - Independent research conducted and the progress or results thereof: conference presentations, screenings, exhibitions, publications, etc.
 - Progress towards language requirement

- Funding received and how it was spent (eg conference travel, research etc)
- TAships, GSIs, GSR positions.

3. Plans for the following year:

- Proposed courses
- Any other research or professional activities from the above categories.

The adviser will respond to the report with comments about the student's progress and accomplishments and will then forward the report to the DGS with cc: to the Graduate Program Coordinator by June 15.

The report can be less detailed in the second year (listing only the items like TAships, presentations, etc), since the second year review will be the substantial review in that year. For any student not advancing to candidacy by the end of their third year, a report will be due at the end of that year, too.

THE SECOND YEAR

Coursework

There are no core FDM Ph.D. courses in the second year, but you must take at least four film and digital media Ph.D. elective courses (unless substitutions have been granted). With the approval of the DGS, M.F.A. (SocDoc) courses and non-film and digital media graduate courses that are taught by film and digital media faculty can also count as film and digital media PhD electives. While continuing to meet the PhD elective requirements in the second year, students may, in addition, take other film and digital media graduate courses or graduate courses other departments, subject to approval from the student's faculty adviser. Students must obtain permission from the Director of Graduate Studies and their faculty adviser if they wish to take advanced undergraduate courses.

Students are limited to one FILM 295 (Directed Reading) course during their second year, unless they enter the program with an M.A. or M.F.A.

Preparing for the Second-Year Review

During the winter quarter, you and your adviser should be preparing for the second year review, which should be scheduled for the spring of year 2 (or fall or winter if you have a Masters degree; see below under Preparing for the QE). You can nominate faculty members to the review committee, and your adviser and the DGS will confirm them. The exact requirements for how to constitute the committee are in our program statement (<https://registrar.ucsc.edu/catalog/programs-courses/program-statements/film.html>) You must submit four or five coursework projects, including your final project from 200C, and a statement (described further below) about that work and its contexts, which will form the basis for oral examination questions by faculty members. As you assemble these materials, you should contact Melanie, who will organize a shared folder where all your committee members can access your materials. You should also reserve a room for the exam with the department assistant, Nicole Nolte. Your adviser should send out final confirmation of the exam time, access to materials, and should direct faculty members to the program statement where the rules for the examination and its outcomes are to be found. In addition to its function as an exam, the review allows a committee to better advise students as they contemplate the Qualifying Exam and their preparation for it.

Items to Submit

- Submit the 2nd Year Review/Master's Exam Form to the FDM Graduate Coordinator by April 15.*
- Submit the following items to the designated Google Drive folder by May 1:*
- Written Statement (1,000 words)
- Four or five coursework projects/papers, including your final project from FILM 200C
- Unofficial transcript, which can be printed from my.ucsc.edu

* If you have a Masters and are preparing for a fall or winter review, please submit

materials by the same relative dates for those quarters.

Review/Exam Committee

- Students may nominate faculty members to serve on their review committee using the 2nd Year Review/Master's Exam form. Prior to nominating committee members, students should confirm their ability to serve on the committee during Spring quarter. The student's adviser and the Director of Graduate Studies will assemble the committee, taking into account the student's nominations.
- The committee should have a minimum of three faculty members.
- One must be the student's primary adviser, who should chair the meeting.
- The Director of Graduate Studies will also serve on the committee.
- At least two committee members should be Film and Digital Media faculty.

Written Statement

In addition to the coursework submitted for the 2nd Year Review, you will also prepare a written statement contextualizing that work, approximately 1,000-words in length. Your statement should explain the creative and scholarly work you have produced in your degree thus far, contextualizing the curricular choices you've made, both within and beyond FDM, and placing the work completed in and around your courses, both regular classes and individual (directed and independent) studies. As well, it should explain how this work has prepared the ground for new projects and how it has extended your competence beyond what you brought to the program; it should outline areas you feel confident within and how those areas relate to your intended dissertation project; and it should address any areas that need further development and how you intend to compensate for those in remaining coursework or study. (Areas for further work might be a language skill, an area of scholarship, a technical or creative aspect of art practice, etc.) This statement about your work and its contexts will form the basis for oral examination questions by your faculty committee. The committee may ask for a revised statement before or after the oral exam.

Oral Exam

At the beginning of the oral exam students will have twenty to thirty minutes to present their statement and work to the committee. Committee members will then conduct an interview with the student in which they pose questions about the statement/presentation and about the work. These questions will have been generated partially in advance and are intended to allow the student to explore and contextualize the work and the way it is situated in the statement. The goal is for students to be able to talk meaningfully about the connections and implications of their work and to place it within a wider critical, theoretical, and creative context. This exam also functions as a space for the student to map out their possible future trajectory in the program, with specific attention given to preparation for the Qualifying Examination. The oral exam is closed; only the student and the faculty committee will be present. The Graduate Coordinator will join the exam at the end if any administrative or logistical questions arise

regarding the student's future preparations.

Possible Results of 2nd Year Review / Master's Exam

Following the oral exam, the committee will meet and discuss the exam and deliberate. You will be contacted separately regarding the result.

For students entering *without* a Master's degree:

The committee will recommend one of three grades for the MA exam: fail, pass, or conditional pass with permission to proceed. Students who fail may retake the oral component of the exam one time. A student with a pass only may leave the program with the degree of Master of Arts. Students who pass with permission to proceed may enter the third year of coursework towards the Ph.D. The decision on permission to proceed will take into account the examination result and input from faculty whose courses the student has completed. The student's adviser must be attentive to the conditional pass, and help facilitate the student's regaining a stronger footing in the program (advising the student in revising the personal statement, for example).

For students entering *with* a Master's degree:

The committee will discuss the result of the review and its recommendations for further progress in the program, including the timeline to the Ph.D. Qualifying Exam and possible QE topic areas.

Thinking Ahead to the QE

During your advising meetings in the first and second year, you and your adviser should be noting your progress through the coursework requirements (using the adviser/advisee form; see the appendix below) and should be starting to think about your QE areas and the constitution of your QE committee. The requirements for a qualifying examination committee at UCSC are very particular, and most are set by the Graduate Division. You can find them outlined in detail in our program statement (<https://registrar.ucsc.edu/catalog/programs-courses/program-statements/film.html>). It's important to read these carefully, along with this handbook, as you think about your committee. Students with master's degrees who receive a full thirty units of transfer credit should be ready to QE in the fall or winter of year three, subject to a positive second year review in the fall or winter of year two, so it is important to be thinking ahead and beginning the directed reading series (see under Third/Fourth year for more information). Students without a master's degree will usually QE in fall of year four.

Supervised Teaching

Students are expected to complete at least one year of supervised teaching as part of the degree requirements. For most students, this will come through at least three quarters of TAships. Any GSI (graduate student instructor)-ships undertaken will also count towards this requirement.

THE THIRD AND FOURTH YEARS

The third year will be spent developing three qualifying exam topics that will lead to the dissertation in close consultation with your faculty adviser. (This will occur earlier for students who enter with a master's degree.) Students work with three faculty members to develop three distinct topic areas with a corresponding bibliography/mediagraphy in 295 (Directed Reading). Topic areas must be pre-approved by the director of Graduate Studies who will ensure that the breadth requirement is met.

As mentioned already, QE committee composition is very particular. You can find the requirements outlined in detail in our program statement (<https://registrar.ucsc.edu/catalog/programs-courses/program-statements/film.html>). In particular, note the need for one of the three examiners to be from outside the department; and the requirement that the chair of the QE committee cannot be your current adviser or the person who will advise (chair) your dissertation. You'll need to give some thought to finding a tenured FDM faculty member (Associate Professor or Professor; not Assistant Professor; you can check website profiles if you need to) who has a PhD and who might be a good person to facilitate the QE. They don't have to be close to your work; their role is to facilitate the meeting, take into account the opinions of the three examiners, and write the report on the exam afterwards. You should meet with the DGS as you put this committee together; DGS approval is required, and it's best to use that requirement as an opportunity to ask any questions you may have about committee composition and the timing of the exam.

As you begin to schedule the QE, please be in touch with Melanie to indicate your plans. Scheduling the QE is, like other exams and the defense, the responsibility of the student. You should find a time that your examiners and QE chair can be physically present. Only in exceptional circumstances (such as when an examiner is on sabbatical and unable to attend) should video-conferencing be used. [Doodle](#) is often a useful tool for coordinating people's availability.

Preparing for the Qualifying Exam

Timeline (see the Appendix for more detailed timelines for students with/without a Master's)

At the Second-Year Review

- Discuss possible QE topic areas with your 2nd Year Review Committee
- Discuss possible faculty examiners for each topic
- Discuss possible QE Chair
- Identify potential quarter for QE

Two quarters prior to the QE

- Have 3 topic areas approved by your adviser and the DGS
- Finalize selection of faculty examiners for each topic (including non-FDM faculty member), as well as QE Chair
- Ensure availability of committee members during quarter of intended QE

- Enroll in 1 or 2 Directed Reading classes (FILM 295) with faculty examiner(s) to develop and study topic area bibliographies
- Produce first drafts of area bibliographies

One quarter prior to the QE

- Enroll in 1 or 2 Directed Reading classes (FILM 295) with faculty examiner(s) to develop and study topic area bibliographies
- Submit 3 approved bibliographies to DGS *prior to the end of the quarter*
- Confirm availability of all exam committee members
- Submit QE Plan form to FDM Graduate Coordinator
- Submit Grad Division QE Committee Nomination Form to FDM

Graduate Coordinator

- Schedule dates for written and oral exam in the following quarter
- Complete Language Requirement
- Make sure you've completed 108 Units of coursework (including any transfer credits) with 3 FDM core courses and at least 6 FDM electives (unless you've had substitutions approved) among them.

QE Quarter

- Enroll in up to two Thesis Research (FILM 299) courses to continue studying for and writing exam
- Exam questions will be given approximately mid-quarter
- Written essays will be due two weeks later
- Oral exam will be given approximately two weeks after written exam is submitted

Overview

The aim of the Qualifying Exam is to ensure that you are prepared to go on in your field at an advanced level and that you are ready for the very particular integration of production and critical studies work that will constitute your dissertation. The QE itself is divided into three topic areas, with each area including a bibliography, a written exam, and an oral exam. You will work with three faculty members (whom you select and who will be members of the QE Committee) to develop three distinct topic areas with a corresponding bibliography. Each list will include 30- 50 texts (written/film/video/digital media).

QE Committee

Your QE committee will be comprised of four faculty members, at least one of whom must be from another discipline at UCSC or from another campus. The chair of the QE committee should be a tenured faculty member from FDM, holding a Ph.D., but should not be your primary faculty adviser or the person who you will chair your dissertation. The chair cannot also be one of the examiners. The composition of your

QE Committee must be approved by your faculty adviser and the DGS no later than one quarter prior to the Qualifying Examination. The QE Committee must also be approved by the Graduate Division, and the Graduate Dean; the QE Committee Nomination Form must be submitted to the Graduate Coordinator no later than the end of the quarter prior to the exam.

Topic Areas

Each topic area should display historical or theoretical breadth and engage with a variety of media. Two of the topic areas should ideally relate to the future dissertation topic, while one of the remaining should constitute an outside area, examining a topic that is methodologically and/or distinct from the other two. It is important that the topic areas be pre-approved by the DGS (who will ensure that the breadth requirement is met). Approval can be sought in a meeting or by email.

Exam

Written Exam

For the written portion of your exam, each of the three faculty members on your QE Committee will provide the chair with one question on the topic area you worked on with them. After receiving and approving the format of the questions, the chair will circulate them to you and the written exam period will begin. You will not see the questions prior to the exam, but they will be general enough to allow you to demonstrate your knowledge of each topic area, rather than (for example) to test your knowledge of a specific article or work. Over a two-week period you will write an essay response to each question (each essay 3,500-5,000 words in length). Your exam may be a written-only document or you may also incorporate media into your exam responses. The oral component of the exam follows after a minimum two-week break, allowing the faculty time to carefully read and evaluate your written exam.

Oral Exam

At the beginning of the exam you will be asked to briefly discuss the written responses you have submitted, for a maximum of twenty minutes. Then members of the QE Committee will begin asking questions about the responses you have submitted for each topic area. Normally the faculty examiner for each question will lead the discussion on the response you have written; however any committee member may ask questions of any paper. Approximately 45 minutes is given to each response. The committee chair will moderate the overall event and keep time.

Possible Results of the Qualifying Exam

Once the oral exam is completed, you will be asked to leave the testing area while the committee confers. You will return to the testing area and be informed of the committee decision and next steps. A student who fails the Ph.D. Qualifying Exam will be permitted to re-take it one time. Following the exam, the QE chair drafts and submits the Report on Qualifying Exam to the FDM Graduate Coordinator who will

forward it to the Graduate Division

Foreign Language Requirement

The language requirement is outlined in full in our program statement. Where a language exam is administered in the department, a specialist in the given language designs an appropriate test in the target language. For example, for a natural language, this would involve being given a passage of text to translate with the aid of a dictionary.

Assembling A Dissertation Committee

Your dissertation committee will include a minimum of three faculty members, at least two of whom must be members of the Film and Digital Media Department. One member of the committee will serve as your dissertation chair. If the dissertation adviser does not hold a Ph.D, then the majority of the remaining committee members must hold Ph.Ds. A Dissertation Reading Committee nomination form must be submitted to the FDM Graduate Coordinator for approval by the Graduate Division.

Dissertation Prospectus

A dissertation prospectus, outlining your doctoral thesis project, is due no later than two quarters after you successfully pass your Qualifying Exam. You must pass a prospectus defense in order to advance to candidacy.

The prospectus will be drafted in consultation with your dissertation chair and committee members. When the chair has deemed the prospectus as ready to defend, it is then circulated to all members of your dissertation committee one month before the prospectus defense is scheduled. The defense is conducted by the dissertation committee and chair and will take place over two hours; the candidate should open with a brief statement of 10-15minutes, after which the committee poses questions and comments. Any external (non-UCSC) committee members are permitted to be present by videoconference if they cannot be present in person. At the conclusion of the defense, the prospectus will receive a judgment of pass, pass with revisions (major or minor), or no pass. If the prospectus passes with revisions, the student may advance to candidacy but is still responsible for making the requested changes within a month. If the revisions are sufficiently minor, committee members may indicate that they waive their right to consider them and entrust the revision approval process to the dissertation chair. Major revisions may require the approval of the entire committee. If the prospectus does not pass, the candidate will revise the prospectus in consultation with their dissertation chair. They may then retake the prospectus defense one time, within a year of the first attempt.

A complete prospectus should be 3,000-4,000 words will include the following elements:

- a concise statement of your research topic
- a brief outline of previous scholarly and creative work in this area
- a statement of how your dissertation will add to this body of work, particularly through a critical practice approach
- an outline of the theoretical and methodological approaches you will take
- an outline of the research you plan to undertake

- an outline of the “chapters” of your dissertation that clearly identifies its written and media components

Please note: all dissertations must include a written component of no less than 75 pages.

Once approved, a copy of the prospectus along with a signed Dissertation Prospectus Approval Form should be submitted to the FDM Graduate Coordinator.

Colloquium

After the dissertation prospectus has been approved, the student will schedule a dissertation colloquium open to all film and digital media faculty and graduate students. This is neither an exam nor a workshop, but a presentation of your project that outlines your research questions, your methodologies, and your critical practice approach. You should expect to present your project for approximately 30- 45 minutes, then the colloquium will be open for questions, comments, and general discussion. Media works may be shown in conjunction with the colloquium. The colloquium can be scheduled for before or just after the advancement to candidacy.

Advancing to Candidacy

Students will advance to candidacy once they have successfully:

- Completed all required coursework with satisfactory grades
- Satisfied the language requirement
- Passed the Ph.D. qualifying exam
- Organized an approved dissertation committee, through the Dissertation Committee Nomination form
- Submitted a dissertation prospectus and had it approved by their dissertation committee.

AFTER ADVANCEMENT TO CANDIDACY

After you have successfully advanced to candidacy, you will be “ABD” (all but dissertation).

Required Course Enrollment and Fees

- Please see the graduate division website at <https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-six.html> for full information regarding fulltime, part-time, or in-absentia status. The graduate programs coordinator can help you with the relevant forms and requirements.
- International students: as part of the new International Doctoral Recruitment Fellowship, a non-resident tuition (NRT) waiver is available for 3 calendar years (9 quarters) from the time of advancement. (That's the maximum normative time to complete the dissertation after advancement to candidacy.) After nine quarters, you will need to find a source of non-resident tuition funds or pay out of pocket.

Time to Completion of Dissertation

Three years is the normative time to completion after advancing to candidacy, for students enrolled fulltime. You should be in touch with your adviser at a minimum of once per quarter while you are “ABD” to ensure you remain in good academic standing. See the Graduate Division guidelines about this at <https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-nine.html#10>

The Dissertation

Your doctoral dissertation must be an original contribution of high quality to the field of film and digital media. You and your advisors will determine its shape and form.

The dissertation must include a minimum of 75 pages of written content. The written component of your dissertation must be prepared using the Graduate Division’s Dissertation Preparation Guidelines and Dissertation and Thesis Checklist. These guidelines also include information about submitting a formal copy of your dissertation once it is approved.

The dissertation must be approved by a committee consisting of a minimum of three faculty members, at least two must be from the Film and Digital Media Department. If the dissertation director does not hold a PhD, then the majority of the remaining committee members must hold PhDs. A signed Dissertation Approval form must be submitted to the FDM Graduate Coordinator. As you get close to finishing, you must think through the timing of your dissertation submission and defense.

The Oral Dissertation Defense

Students are responsible for verifying the exact filing and submission deadlines set by the Grad Division, for the quarter they wish to graduate. Dates are listed on the Academic and Administrative Calendar.

<https://registrar.ucsc.edu/calendar/academiccalendar.html>

Because of the many steps in the scheduling of the defense (see below), it is not practically possible to complete the process in one quarter. Students should consult the timeline below and begin their preparations before the quarter in which they wish to defend and submit the dissertation.

The oral defense is conducted by the student's dissertation committee and is facilitated by a moderator agreed upon by the student and chair of the dissertation committee. The moderator must be a tenured FDM faculty member with a PhD and will likely be someone not close to the student's work.

One quarter before the defense is scheduled:

- Weeks 1-6 of quarter: student secures a moderator for the defense.
- Week 6 of quarter, or earlier: student sends a polished dissertation to the dissertation committee and moderator.
- When committee deems it "ready to defend," student schedules the defense for the following quarter, no later than 4 weeks before end of quarter.

When the chair of the dissertation committee has determined that the dissertation is sufficiently polished and ready for the entire committee's consideration, the Ph.D. candidate shall circulate it to the entire committee so that they may assess whether it is ready to defend. To ensure that there is enough time to make any revisions before a final, defensible version is reached, the student should send the polished dissertation to the committee and moderator no later than the sixth week of the quarter before the quarter in which the student wishes to defend (and preferably earlier). Once the committee has deemed the dissertation "ready to defend," the candidate will schedule the oral dissertation defense, taking into account the schedules of the committee members, dissertation chair, and moderator. A three-hour time block should be reserved.

The quarter of the oral defense:

- Week 1 of quarter: student circulates final, defensible version to committee and moderator. Grad coordinator/DGS circulate these guidelines. Student prepares title page.
- By Week 2 of quarter: student submits "filing fee" request to Grad Division, signed by all committee members.
- Confirmation of defense: no later than 4 weeks before filing deadline for the quarter.

Filing fee: Students may apply to pay a filing fee (in lieu of registration and paying tuition

and fees) in the quarter in which they plan to receive their degree. The deadline to submit the filing fee form to the Graduate Division is the end of the second week of the quarter in which the dissertation will be filed. The form must be signed by all members of the dissertation committee. The filing fee option is granted only once; if the dissertation is not submitted that quarter, the student will have to enroll for the following quarter to complete submission.

The oral defense must be scheduled to take place at least four weeks before the Graduate Division's filing deadline for the quarter, to provide time for the student to make any revisions required by the dissertation committee at the defense. The candidate must circulate the final, defensible version of the dissertation to the dissertation committee and moderator at least eight weeks before the filing deadline and at least six weeks before the scheduled defense. (In other words, students should circulate it in the first week of quarter). At this time, the graduate coordinator circulates these oral defense guidelines to the entire committee, and the DGS sends the guidelines to any off-campus members. The student must prepare the title page of the dissertation before the defense so that it is ready to sign at the defense. Please note: the title page requires original signatures in ink. If any member of the dissertation committee cannot be physically present at the defense, the student needs to make plans ahead of time to obtain their original signature on the document.

Participants

The defense is conducted by the dissertation committee and chair and facilitated by the moderator. All committee members must be physically present for the defense unless exceptional circumstances, such as travel, make it truly impossible to convene in person, in which case a videoconferencing presence for a committee member is allowed (students must pay particular attention to the room facilities for this to be viable). Any external (non-UCSC) committee members are permitted to be present by videoconference if they cannot be present in person. Oral defenses are not open to the public or advertised. The candidate may invite members of the academic community to attend the defense, but the discussion will remain between the candidate and the committee.

Procedure

At the beginning of the defense, the moderator will welcome the student and committee and the student will leave the room while the moderator confirms the process for the meeting. When the student returns, the moderator will summarize the process for the student and the defense will begin. The student will open with a fifteen-minute presentation of the dissertation, summarizing its argument and key interventions, and placing the project in context as a contribution to knowledge.

The committee then proceeds to questions and discussion. Each committee member will have no longer than twenty minutes for discussion, during which time they will pose questions to the candidate and engage in further discussion of the candidate's answers; other committee members may join in, but the focus for each period is on that committee member's questions and concerns. At the end of that process, the student

makes any concluding remarks they wish to, for a maximum of five minutes, and leaves the room.

Result

The committee then discusses the student's performance and the chair of the dissertation committee makes notes on the required or optional revisions. At this time, the committee must recommend one of the following outcomes: (a) the dissertation is passed with no revisions necessary, (b) revisions are required and the committee must approve them before submission is allowed or (c) the dissertation is not passed. The committee may require minor typographical changes; these must be completed to the chair's satisfaction before the dissertation is filed.

While consensus among the committee and the dissertation chair is always hoped for, there may be differences in opinion about the result of the defense or the extent of revisions required. If such differences in opinion arise, or if the chair is in disagreement with the rest of the committee, the moderator will be to attempt to mediate the differences so that a consensus outcome is reached. However, in the event that consensus among all the committee and the chair is not possible, the dissertation chair will be the final authority on readiness and revision.

If the dissertation is passed with no revision required, the committee signs the title page of the dissertation, which the student has already prepared and brought to the defense. If revisions are required, the title page may be signed by all the committee members except the dissertation chair and held in the FDM Graduate Programs Coordinator's office (to better facilitate the final filing after revisions are complete).

Revisions

In the case that revisions are required, the dissertation committee chair is to write a report that clearly stipulates the revisions required and circulates that report to the committee for its approval within 48 hours of the defense. As soon as the committee approves the report, it is sent to the student, who must complete the revisions and send them to the dissertation chair no later than twelve days before the Graduate Division filing deadline. At this time, the student must make prospective arrangements with the chair and Graduate Programs Coordinator for obtaining the chair's signature on the title page, since the remaining days before the deadline are critical. After the dissertation chair circulates the revisions to the committee members, members must advise the dissertation chair of their opinions on the revisions; the chair may then approve the revisions, or not, before the submission deadline. (If the revisions are sufficiently minor, all or some committee members may indicate at the defense that they waive their right to consider them and entrust the revision approval process to any remaining committee members and the chair).

After obtaining the committee members' approval for the revisions, the dissertation chair signs the title page of the thesis, which is then released to the student so that the filing process can be completed.

If the revisions are not completed to the satisfaction of the committee and chair in time for that quarter's filing, or if they are too extensive to be completed within that timeline, the student must enroll for the following quarter and complete within that quarter's deadlines.

OTHER RESOURCES

Teaching Opportunities in the Program TAships

You will hold at least three teaching assistantships during your time in the program (to ensure your one year of supervised teaching, a degree requirement), and likely many more. TAships are granted to the department by the Arts Division based on our projected undergraduate student numbers. Each year, usually in winter, the department learns how many TAships it will have for the following year, and distributes them around the relevant undergraduate courses.

In spring, the chair of the department and the heads of the programs (head of critical studies, production, and DGSs) collaborate to assign TAships to students. You will receive a call with information about the available TAships. The curriculum heads will assign TAships to individual students based on your availability, promised funding packages, previous TA evaluations, and field interest/fit. We do this in as timely a manner as possible, but the results are not usually finalized until sometime in mid-Spring.

In late spring, we also receive word as to whether there are TAships available for summer session courses. We circulate a call for these, too, and assign them in a similar manner to academic year TAships.

GSI-ships (Graduate Student Instructor positions)

You may be eligible to teach a course in the department if openings arise. To be qualified for consideration, you must hold an MA or MFA, or have advanced to candidacy, or be scheduled to advance to candidacy prior to the quarter that the GSI position will be offered. The process is competitive, and there are generally two mechanisms by which teaching a course is possible.

- Every year, we propose courses for UCSC summer session. We invite advanced graduate students to propose courses for summer session and select some every year (often between 4-6) based on the strength of the proposal (including the student's experience, teaching evaluations, and progress through the degree) and the fit of the proposed course with the curricular needs of summer session.
- Occasionally, we also have openings for GSIs in our regular academic year curriculum, though these are usually fewer in number.

The graduate programs coordinator and DGS will keep you in touch about any such openings. Establishing a good track record as an FDM Teaching Assistant is an important way to prepare to apply for GSIships after you advance to candidacy.

Funding Opportunities

Opportunities for on-campus and external funding are found on our website and will be updated regularly. See http://film.ucsc.edu/phd_program/

APPENDIX: Timelines and checklists

How to Advance to Candidacy

The following items need to be completed/submitted in order to advance to candidacy:

- Advancement to Candidacy Application
 - Due to the F+DM Graduate Coordinator at the beginning of the quarter prior to intended advancement.
- Language Requirement Form
 - Completed form must be submitted to the F+DM Graduate Coordinator no later than the quarter prior to the intended advancement.
- PhD Qualifying Exam complete
 - The department will send your QE Report to the Graduate Division
- Dissertation Prospectus Approved
 - After you pass your Prospectus Defense, you can submit the prospectus and this form to the department.
- Dissertation Reading Committee Nomination Form
 - Due to the F+DM Graduate Coordinator no later than the quarter prior to the intended advancement.
- All Incompletes cleared from your transcript.
- 108 units of coursework completed, including transfer credits.
- Pay the \$90 Advancement Fee

After Advancing to Candidacy

- Once you advance to candidacy, you will only need to enroll in 5 units/quarter to maintain full-time status.
- You will continue to owe full in-state tuition if you remain in California.
- If you will be outside the state doing work/research, you can qualify for In-Absentia status and reduced tuition. [See Student Status Options for more info.]
- The Graduate Division offers a six-quarter in-candidacy fee offset grant (ICFOG) that covers campus fees for the first two years you are advanced.
- Once advanced, international nonresident students no longer have to pay Non-Resident Tuition, but only for a period of three years following

advancement.

- Nominative time to completion of the PhD is 2-3 years after advancement.

Status Options After Advancing to Candidacy

Part-Time

A part-time graduate student is one who has approval to enroll for one-half (or less) of the regular course load of fifteen credits.

Need clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions.

A part-time graduate student will pay the full Registration Fee, one-half the Educational Fee, and all other campus fees including the Health Insurance Fee.

Students who wish to opt out of the mandatory health insurance should complete the online waiver.

Part-time students will be eligible for fellowship support at their department's discretion, but appointments in student academic titles, such as Teaching Assistant or Graduate Student Researcher, cannot exceed .25 FTE.

In-Absentia

Students whose research or study requires that they remain *outside the State of California* for an entire quarter may qualify for a reduction of the University Registration and Education Fees and exemption from all local campus fees.

In-absentia students pay 15% of the Registration Fee and Educational Fee. Non-residents of California must pay full non-resident tuition when applicable. Students who wish to opt out of the mandatory health insurance should complete the online waiver or contact UCSC Student Health Center for more information.

Leave of Absence

A Leave of Absence is granted for sound educational reasons, health reasons, financial problems, or family responsibilities and is valid for no more than one year, but may be extended if there is sufficient justification.

The use of University facilities is not permitted while on leave.

All financial aid (GSA, TA, Fellowships) terminates on the effective date of this leave and students may not apply for department travel funds or Florence French fellowships for this period.

Filing Fee

When ready to submit the dissertation, students may pay a filing fee for one quarter in lieu of registration fees.

Students will not be entitled to enroll in classes; hold any academic appointment or student employment position; use University facilities such as laboratories, libraries, health service, or the field house; make demands upon faculty time other than the time required for the final reading of the dissertation/thesis or for

attendance at the formal final examination; or be considered a registered graduate student for the quarter on filing fee status. Filing Fee is valid only for the quarter indicated and may be used only once.

Sample Ph.D. Timelines

These are approximate timelines, subject to variation depending on previous degree(s), transfer credits, substitutions, progress in program, leaves and/or other factors. As always, be in close contact with your adviser and the DGS to confirm your own track through the degree.

For students entering without a Master's degree:

First Year:

- FILM 200A-B-C
- FDM Electives (at least two) and a third grad elective (FDM or other)
- 2-unit advising course every quarter; meetings with adviser 2x per quarter
- Start prep for Language Requirement, if applicable
- Year-end report

Second Year:

- FDM Electives (total six by end of year 2)
- Other grad electives
- 2-unit advising course every quarter; meetings with adviser 2x per quarter
- Continue work for Language Requirement
- 2nd Year Review/Master's Exam in Spring Quarter
- Year-end report

Third Year:

- Formulate three Qualifying Exam topic areas related to dissertation project
- Three FILM 295 Directed Readings to formulate QE bibliographies/mediagraphies
- Electives
- Complete Language Requirement by end of Spring quarter
- Assemble Qualifying Exam committee and schedule exam for Fall of year 4.
- Year-end report

Fourth Year:

- Fall: FILM 299 & Qualifying Exam
- Assemble Dissertation Committee
- Dissertation Prospectus and defense completed by end of Spring or earlier
- Dissertation Colloquium
- Advance to Candidacy

Fifth Year:

- Dissertation Work

Sixth Year:

- Complete Dissertation
- Oral Dissertation Defense
- File for PhD Degree

For students entering with a Master's degree:

This timeline will vary depending on the number of transfer credits granted (up to 30) and whether or not elective substitutions (up to 2) have been granted. Please talk to your adviser and DGS in your first year about these possible timelines.

First Year:

- FILM 200A-B-C
- FDM Electives (at least two) and a third grad elective (FDM or other)
- 2-unit advising course every quarter; meetings with adviser 2x per quarter
- Start prep for Language Requirement, if applicable
- Year-end report

Second Year:

- FDM Electives (total 4-6 by end of year 2, depending on substitutions granted)
- Other grad electives as needed
- Formulate three Qualifying Exam topic areas related to dissertation project
- Two options for second year review and directed readings:
 - 2nd Year Review in Fall (for a Fall, Year 3 QE). If successful, three FILM 295 Directed Readings in Winter/Spring to formulate QE bibliographies/mediagraphies. If more time needed for additional courses or study in winter, proceed as for a Winter Year 3 QE (below).
 - Or 2nd Year Review in Winter (for a Winter, Year 3 QE). If successful, up to two FILM 295 Directed Readings in Spring.
- 2-unit advising course every quarter; meetings with adviser 2x per quarter
- Assemble Qualifying Exam committee and schedule exam for Fall or Winter of year 3
- Complete Language Requirement by end of Spring quarter

Third Year:

- For Fall QE:
 - Fall: FILM 299 & Qualifying Exam
 - Assemble Dissertation Committee
 - Winter, Spring: Enroll for FILM 299 Thesis Research
 - Dissertation Prospectus and defense completed by end of Spring (or earlier).
 - Dissertation Colloquium
 - Advance to Candidacy
- For Winter QE:
 - Fall: Remaining FILM 295 Directed Reading(s), schedule QE for Winter.
 - Winter: FILM 299 & Qualifying Exam
 - Spring: Enroll for FILM 299 Thesis Research. Dissertation

Prospectus and defense completed by end of Spring to advance to candidacy, or by Fall of year 4 at latest (see below).

Fourth Year:

- For a Fall Year 3 QE:
 - Dissertation Work
- For a Winter Year 3 QE:
 - Dissertation Prospectus and defense completed by end of Fall
 - Dissertation Colloquium
 - Advance to Candidacy

Fifth Year:

- Dissertation Work and/or completion.

Sixth Year:

- Complete Dissertation
- Oral Dissertation Defense
- File for PhD Degree

Forms

FDM PhD forms

The complete set of our departmental forms (and some graduate division forms, from above) is available here:

<https://drive.google.com/drive/folders/0B7Y3QKnO-VLlandWUGhvcVqtNUU>

Advisor/Advisee Checkin form:

<https://drive.google.com/open?id=0B7Y3QKnO-VLlbn9EaktuRFB3U00>

2-unit advising credit 297F:

https://drive.google.com/open?id=1SM4rptFyn_uF834WiCBaq8ucjdazqzMI

Graduate Division Forms

Below are some of the more commonly-accessed forms. You can find the complete roster of Graduate Division forms at:

<https://graddiv.ucsc.edu/current-students/applications-forms/index.html>

Enrollment & Status Forms

Independent Studies forms folder:

<https://drive.google.com/open?id=0B7Y3QKnO-VLlaHZNMFPFX3Y2S0k>

Application for In-Absentia Status:

<https://graddiv.ucsc.edu/current-students/pdfs/absentia.pdf>

Application for Part-Time Status:

<https://graddiv.ucsc.edu/current-students/pdfs/parttime.pdf>

Request of Leave of Absence:

<https://graddiv.ucsc.edu/current-students/pdfs/LOA.pdf>

Qualifying & Advancement Forms

Committee Nomination of Ph.D. Qualifying

Examination: https://graddiv.ucsc.edu/current-students/pdfs/qe_nom.pdf

Nominations for Dissertation Reading Committee:

https://graddiv.ucsc.edu/current-students/pdfs/drc_nom.pdf

Report on Language Requirement:

<https://graddiv.ucsc.edu/current-students/pdfs/language.pdf>

Report on Qualifying Examination:

<https://graddiv.ucsc.edu/current-students/pdfs/QE.pdf>

Degree Application & Commencement Forms

Application for the Graduate Certificate:

https://graddiv.ucsc.edu/current-students/pdfs/app_cer.pdf

Application for the Ph.D degree:

https://graddiv.ucsc.edu/current-students/pdfs/app_phd.pdf

Application for Filing Fee Status:

<https://graddiv.ucsc.edu/current-students/pdfs/filestat.pdf>

Thesis & Dissertation Submission

Dissertation & Thesis Checklist:

https://graddiv.ucsc.edu/current-students/pdfs/Dissertation_checklist.pdf

Dissertation and Thesis Guidelines:

<https://graddiv.ucsc.edu/current-students/pdfs/dissertation-thesis-guidelines.pdf>

Online submission- ProQuest: <http://www.etsdadmin.com/cgi-bin/home>