

Interuniversity PhD in Art History – Concordia University

Thesis and Defence Guidelines

Thesis Preparation Guide

University rules governing the formatting, submission and examination of theses are available in the [thesis preparation guide](#)

Art History Norms

250-300 double-spaced pages / 80,000 – 100,000 words (plus notes, images, bibliography and other apparatus)

Citation Style: MLA or Chicago

Footnotes (rather than endnotes)

Calibri 11 pt or Times New Roman 12 pt font

Double spacing is still the norm in Art History although 1.5 is also fine

Images may be integrated into the text or in an appendix

Thesis Examining Committee

The thesis examining committee is composed of five individuals (six in the case of co-supervisions). They include: the thesis advisor(s); the two other members of the thesis committee, one of whom is normally from a partner institution; an examiner internal to Concordia but outside the Art History department (external-to-program examiner); the external examiner, from outside the three universities.

The members of the examining committee are invited by the thesis supervisor after consultation with the student. To set a date for the defence, the supervisor is advised to contact committee members well in advance (3-4 months is suggested). When scheduling the defence, students and supervisors are advised to plan at least two weeks between the defence and the final submission deadline to allow for minor modifications. Major modifications will take longer to complete.

First Submission

At least eight weeks prior to the defence: the supervisor obtains a cv from the external examiner, partially completes the [Doctoral Thesis Examination Committee Form](#), and sends both documents to the GPD who signs the form and complete any missing information. The GPD finds a Chair, finalizes the Doctoral Thesis Examination Committee Form, and sends the documents to the GPA.

At least 6 weeks prior to the defence: after consultation with the GPA, the student makes their first submission. Consult the School of Graduate Studies' [Doctoral Thesis Submission page](#) for forms and procedures. The GPA submits the Doctoral Thesis Examination Form to the School of Graduate Studies, together with the external examiner's c.v., prior to or concurrent with the first submission of the thesis.

At least 4 weeks prior to the defence: the School of Graduate Studies formally invites the examining committee members to attend the defence and provides a copy of the thesis.

At least 2 weeks prior to the defence: all members of the examining committee, including the thesis supervisor, are required to submit an Examiner's Preliminary Report to the Thesis Office. The external examiner is also requested to submit a detailed report on the thesis.

The Thesis Defence

The thesis is defended orally before the thesis examination committee. A Chair, external to the examining committee, is appointed by the GPD to ensure that all regulations are properly followed. The defence is a public forum, and students are welcome to invite friends and family, who must formally submit any questions to the School of Graduate Studies one week in advance.

The defence begins with a 30 - 40 minute oral presentation of the thesis by the student. Each examiner then asks questions, which the student answers. The questions are posed and answered formally.

The final decision of the Examining Committee is based both on the thesis itself and the candidate's ability to defend it.

Final submission

Students who hope to graduate at a particular convocation or avoid tuition must meet the following deadlines for final submission on Spectrum.

- 1 April (for Spring graduation)
- 1 September (for Fall graduation)
- 30 December (to avoid winter fees)