

**William A. Douglass
Center for Basque Studies**

Tutorial Ph.D. in Basque Studies

**Graduate Program Handbook
2017-2018
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I. Program Description

a. Introduction

The purpose of the Center for Basque Studies Graduate Handbook is, first, to provide guidance to both students and faculty for facilitating the progression of students to degree completion. The handbook also complies with general UNR Graduate School regulations. It aims to make clear the Center's expectations of students, to ensure that students understand the requirements and opportunities associated with the Tutorial Ph.D. in Basque Studies and at the Graduate School. The handbook also seeks to ensure fairness in the treatment of students by applying unambiguous standards to all. This handbook replicates, in part, information for graduate students that is available in the most current General Catalog of the University of Nevada, Reno, which sets out the official Board of Regents' policies and University Regulations on admission procedures, completion of degree requirements, filing for graduation, and other pertinent information. Students are responsible for ensuring that they meet the requirements for their Ph.D. as explained in this handbook, and that their departmental and Graduate School files are complete and up-to-date. Applicants may also find further helpful information on our [Basque Studies Website](http://basque.unr.edu/)¹ and on the [Graduate School Website](https://www.unr.edu/grad)².

b. Program Description

The William A. Douglass Center for Basque Studies at the University of Nevada, Reno is the leading academic and research institution for Basque Studies in the United States. Faculty and visiting scholars at the Center undertake original research in a range of disciplines and are active in international, as well as national networks of scholarship. The Center has its own CBS Press, which is the leading English-language publishing house for books about the Basques, their history, culture, language, politics, literature, and the Basque diaspora, among other topics.

The Center is located in the Mathewson-IGT Knowledge Center on the third floor (north end, opposite the Joe Crowley Student Union) along with the Jon Bilbao Basque Library.

¹ <http://basque.unr.edu/>

² <https://www.unr.edu/grad>

The Center offers a unique Tutorial Ph.D. program that provides students in the humanities and social sciences with an opportunity to pursue doctoral studies emphasizing Basque-related courses and dissertation research. The successful student is awarded a Doctor of Philosophy in Basque Studies with an emphasis in one of the following disciplines at the University of Nevada, Reno: Anthropology, World Languages and Literatures, Geography, Political Science, or History. An emphasis in another discipline may be negotiated with the Director of Graduate Studies. The degree is in Basque Studies but entails specialization in one of these additional subject areas and involves close collaboration with at least one graduate faculty member from the participating (“umbrella”) department at UNR, in addition to the faculty mentor in Basque Studies. The Director of Graduate Studies for the Center for Basque Studies is the official advisor of all graduate students until they have selected their advisory committee chair, who is the student’s faculty mentor.

Admission to the University under Graduate Special status does not guarantee admission to the Ph.D. program. Graduate courses offered by the Center for Basque Studies are within the Graduate School, and thus are subject to the regulations of the University and of the Graduate School. These regulations may be reviewed by obtaining the current General Catalog. Take particular note of the sections on "Admissions Information" and the "Graduate School."

The information here supplements what is available in the General Catalog. Graduate students should familiarize themselves with both the general requirements and procedures listed in the catalog and the specific requirements for Basque Studies listed in this handbook. They should also keep informed of changes in graduate programs and Graduate School requirements, which will be incorporated in subsequent editions of the handbook but may take effect before such editions are published. For this reason, ongoing communication with the Director of Graduate Studies is strongly encouraged. Each student is responsible for knowing the requirements of the Tutorial Ph.D. in Basque Studies and the Graduate School, as well as the requirements for the timely submission of all Graduate School forms. The Graduate School maintains an up-to-date website, from which all Graduate School forms – including the application for admission – can be downloaded, as well as other useful information for graduate students. Access the [Graduate School Admissions Website](https://www.unr.edu/grad/admissions)³ for current information and the Graduate School Handbook.

³ <https://www.unr.edu/grad/admissions>

The Tutorial Ph.D. program represents a unique opportunity for the right student. However, given that it does not entail the structure of a traditional doctoral program, the Tutorial Ph.D. only suits those students who have clear goals and who are willing to assume responsibility for formulating, presenting, and justifying a program of study and a dissertation topic.

c. Program Objectives and Student Learning Outcomes

The program seeks to:

- maintain an academic environment in which graduate students feel free to engage in research, teaching, and community outreach under the mentorship of tenured and tenure-track faculty at the Center;
- expose students to the methods, theories, and interpretations employed in the various fields of Basque Studies;
- build a cohort of graduate students who support and challenge each other.

Student learning outcomes include:

- Students will be able to describe, orally and in writing at an advanced level of competency, the principal methods and theories utilized by leading scholars in Basque Studies, both past and present;
- Students will be able to synthesize, orally and in writing at an advanced level of competency, the major empirical, methodological, and theoretical controversies relating to selected topics of significance in Basque Studies and in the student's area of specialization;
- Students will be able to develop and defend a sound research design and methodology for investigating a problem of significance in Basque Studies in the student's chosen area of emphasis;
- Students will be able gather information and/or generate data through direct observation/experiment as a means of answering a research question of significance in their chosen field;

- Students will be able to analyze and critically evaluate primary and secondary sources of data and information as means of addressing a research question of significance in Basque Studies and the student's chosen area of emphasis.
- Students will successfully complete all the requirements of their degree and graduate in a reasonable time frame (normally within four years for a Graduate Assistantship but up to eight in other cases).

d. Faculty and Staff at the Center for Basque Studies

Kate Camino: Administrative Assistant (email: kcamino@unr.edu; telephone (775) 682-5565; Room 307P). All graduate students should see Kate upon arrival. She will assist you in acquiring:

- Student IDs
- Net ID (your computer login for everything at UNR):
- Office keys
- New hire paperwork
- The copier code
- A mailbox

Kate holds two Bachelor of Arts degrees from the University of Wyoming in Spanish and French, as well as two Master of Arts degrees from the University of Nevada, Reno: one in French, the other in Secondary Education. Kate teaches first, second, and third year courses in the Basque language at the Center.

Xabier Irujo: Director of the Center for Basque Studies/Associate Professor (email: irujo@unr.edu), telephone (775) 682-5573; Room 307N).

Professor Irujo holds a Ph.D. in Political Philosophy from the University of the Basque Country (2011) and a Ph.D. in History from the State University of Navarre (2004). His primary research interests are genocide, transgression of human rights, and minority politics. His extensive list of publications includes his award-winning monograph (also published in Basque and Spanish)

Gernika 1937: The Market Day Massacre, University of Nevada Press, Reno, 2015.

Dan Montero: Publications Editor of the CBS Press (email: dmontero@unr.edu; telephone (775) 682-5587 Room 307 G).

Dan holds two Bachelor of Arts degrees from the University of Oregon: one in Spanish, the other in History. He also holds a Master's degree in Spanish Literature from the University of Oregon.

Sandra Ott: Director of Graduate Studies/Full Professor from July 2018 (email: sott@unr.edu; telephone (775) 682-5573; Room 307E).

Professor Ott holds a D.Phil. and an M.Litt. in Social Anthropology from the University of Oxford. Her primary research interests are located in the intersections of social/cultural anthropology and ethno-history. She works on the German Occupation of Iparralde (northern Basque Country in France), the postwar trials of suspected collaborators, and wartime/postwar relations among the Basques, the French, the Germans, and the Spanish, among other nationalities. Cambridge University Press published her most recent monograph, *Living with the Enemy: German Occupation, Collaboration and Justice in the Western Pyrenees, 1940-1948*, Cambridge University Press, 2017.

Mariann Vaczi: Assistant Professor (email: mvaczi@unr.edu; telephone (775) 682-5574; Room 307F).

Professor Vaczi received her doctorate in Basque Studies with an emphasis in Anthropology from the University of Nevada, Reno in 2013. The University of the Basque Country (UPV-EHU) co-validated her doctoral degree as a Ph.D. Her primary areas of interest include cultural anthropology, sociology, sports, games, Catalan studies, gender, and nationalism studies. Her ethnographic monograph, *Soccer, Culture and Society in Spain: An ethnography of Basque fandom* (Routledge, 2015) won an Honorable Mention at the 2016 Book Award of the North American Society for Sport History. Dr. Vaczi is currently completing a book manuscript entitled *Catalonia's Human Towers: Nationalism, associational culture, and the politics of*

performance.

Joseba Zulaika: Full Professor (email: zulaika@unr.edu; telephone (775) 682-5575; Room 307B).

Professor Zulaika received a Ph.D. in Anthropology from Princeton. His most recent book, *That Old Bilbao Moon: The Passion and Resurrection of a City*, Reno (Center for Basque Studies Press) came out in 2014. He is currently completing a monograph on drone warfare in the context of Las Vegas and Nevada's long history of accommodation and resistance to the military-industrial complex—from the Cold War to the War on Terror.

Note: This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

II. Admissions

a. Requirements for Admission

Before applying to the Ph.D. program, prospective students should contact the Director of Graduate Studies at the Center to determine whether minimum qualifications for admission are met, whether the applicant's goals for graduate work and research can potentially be realized at UNR, and whether a faculty mentor is available for the proposed area of investigation at the doctoral level.

Requirements for admission include:

- Applicants to the Ph.D. program must hold a Master’s degree in a discipline that is relevant to Basque Studies. In exceptional cases, an individual with no formal M.A. degree might be admitted into the Ph.D. program after a case-by-case evaluation by the Center’s faculty.
- Admission to full Graduate Standing for Ph.D. applicants requires a grade point average of 3.0 or higher in all undergraduate and graduate work.
- Applicants must be fluent in English, both written and spoken. TOEFL scores are required for applicants coming from non-English-speaking countries. Students should also have a good working knowledge of languages relevant to their research topic or achieve proficiency prior to carrying out the proposed research (e.g. Basque, Spanish, and/or French). The Center offers first and second-year Basque language classes (BASQ 101, 102, 203, 204) and can direct students to intensive Basque language programs in the Basque Country.
- International students wishing to apply for a Graduate/Teaching Assistantship must achieve the minimum scores for the Test of English as a Foreign Language (TOEFL) or the International Language Testing System (IELTS), and the SPEAK Test or Test of Spoken English (TSE). These scores are as follows:

Requirement Part A - Test	Score	Requirement Part B - Test	Score
TOEFL paper version	550	SPEAK Test or Test of Spoken English (TSE)	50 or better
TOEFL Internet-based version (IBT)	79/80 or better	TOEFL internet based – speaking section SPEAK Test or Test of Spoken English (TSE)	24 or better/50 or better
International Language Testing System (IELTS)	6.5 or better	SPEAK Test or Test of Spoken English (TSE)	50 or better

Requirement Part A - Test	Score	Requirement Part B - Test	Score

The University's [Intensive English Language Center \(IELC\) Website](https://www.unr.edu/ielc)⁴ has resources to assist International Students. The IELC also administers the SPEAK test. Contact the IELC at (775) 784-6075 to schedule a test. TOEFL scores can be submitted to the Graduate School using our school institution code: 4844.

b. How and When to Apply

Application to the Ph.D. Program is made online. You can find all relevant materials at [Graduate Admissions Website](https://www.unr.edu/grad/admissions)⁵.

Steps to take:

- Complete the basic information.
- Follow the instructions for submitting the following:
 - Official copies of complete transcripts for all college and university work.
 - A Statement of Purpose including the following:
 - Your full name and contact information
 - The reasons why you are interested in this particular doctoral program
 - Your academic interests in Basque Studies and plans for study/research
 - Whether you wish to be considered for a Graduate Assistantship
 - Your goals upon completion of the Ph.D.
 - Follow the instructions to upload this onto the online application.
 - A Writing Sample (Provide a chapter from your M.A. thesis if a thesis was part of your program). Follow instructions to upload this onto the online application.
 - The names and contact information for three referees who are qualified to

⁴ <https://www.unr.edu/ielc>

⁵ <https://www.unr.edu/grad/admissions>

comment on your academic qualifications to date and your aptitude for graduate work.

Deadline for applications: Applications for the Ph.D. program are due on April 15th for matriculation in the following Fall semester and on November 1st for admission in the Spring.

III. Degree Requirements

a. Requirements and Steps for Degree Completion

The student is responsible for gaining a thorough knowledge of the degree requirements and for the timely submission of all Graduate School forms. Early in their graduate careers, students should become familiar with the most important of these forms: the Graduate Credit Transfer Evaluation Request, the Program of Study, the Admission to Candidacy/Comprehensive Examination Report, the Notice of Completion, and the Application for Graduation.

The following general requirements (listed in order of completion) apply to all students admitted to the Tutorial Ph.D. program in Basque Studies:

- i. Time Limit:** All course work must be completed within eight years preceding the awarding of the degree. Credits transferred into doctoral degree from a completed master's degree are exempt from this eight-year limit.
- ii. Residence:** The Tutorial Ph.D. requires an absolute minimum of four semesters of full-time study in residence. Full-time residence requires a minimum of nine credits per semester. Graduate Assistants taking at least six credits per semester are also considered to be in full-time residence.
- iii. Continuous Registration and GPA:** Graduate School regulations require students to maintain continuous registration of at least three credit hours per semester to remain active in the pursuit of a degree. This means that students studying for the comprehensive exam or writing a dissertation must register for at least three credit hours each semester until they graduate. Each graduate course must be completed with a grade of "C" or

better for the credit to be applied to an advanced degree.

All graduate students must maintain a cumulative GPA of 3.0. If their GPA drops below 3.0, students are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

- iv. Probation:** Students whose cumulative GPA falls between 2.31 and 2.99 are automatically placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from the graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have no impact on a student's GPA.
- v. Dismissal:** Students whose cumulative graduate GPA is 2.30 or lower are dismissed. Dismissed students are no longer enrolled in their graduate program but may take graduate-level courses as a Grad Special. Dismissed students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0, and then re-apply to their graduate program. Any courses taken in an effort to raise their GPA will be included in the graduate special/ transfer credit limitation (9 credits for master's degrees).

- Please refer to Nevada System of Higher Education CODE on Student Program Dismissal Procedures (SPDP) and review conference policies: (NSHE CODE, Chapter 11, Sections 1-3). If program dismissal is based upon failure to maintain required grades or a required GPA as described above, SPDP does not apply and the student may be summarily dismissed from the graduate program.

- vi. Total Credits and Transfer Credits:** The Tutorial Ph.D. requires a minimum of 72 credits beyond the Bachelor's degree (B.A.). A maximum of 24 credits (with grades of "B" or better) earned at the Master's level at another university may be applied toward requirements for the Tutorial Ph.D. These are credits transferred from another institution. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit can be requested on the [Graduate Credit](#)

[Transfer Evaluation Request Form](#)⁶ available on Graduate School website, and must be signed by the student, major advisor, and graduate director. Transfer credits applied to a master's program must comply with the time limitation on master's work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Credits from a completed master's degree will be exempt from the 8-year time limitation for those students pursuing a doctoral degree. The request should be submitted during the second semester of graduate work. Up to eighteen 700-level credits may be used from a Master's degree program. Of the remaining 48 credits, 24 involve coursework and a further 24 apply to dissertation research and preparation. At least 30 of the 48 credits must be 700-level. The comprehensive examination credit does not count toward this requirement. Courses numbered 600 and above are for graduate credit. A dual-numbered (400-600) course completed at the 400-level for undergraduate credit may not be retaken at the 600-level for graduate credit.

- vii. Selecting a Faculty Mentor/Advisor:** Owing to the “tutorial” nature of this Ph.D., the student's primary mentor/advisor must be a member of the Center's faculty and serves as Chair of the student's Advisory-Examining Committee. The student may also work closely with a faculty member from the “umbrella” department at UNR (who can serve as a co-mentor/advisor) and with a suitably qualified faculty member from another university, provided he or she is a recognized specialist in the chosen field of the doctoral candidate.

Perhaps the most important decision a graduate student makes is the selection of his/her mentor/advisor. A good advisor becomes an integral part of the student's professional development by helping the student reach graduation, aiding in the selection of courses, sponsoring the comprehensive exams, and advising the student during the writing of the

⁶ <http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf>

dissertation. To identify potential advisors, the student should read about each faculty member, take classes with different faculty, ask other graduate students about their experiences, and consult with the Director of Graduate Studies. If the initial selection does not work out, the student can change advisors.

The form for the declaration of advisor/committee chair must be submitted to the Graduate School during the third semester.

- viii. Advisory-Examining Committee:** In consultation with the Director of Graduate Studies, during the third semester of enrollment the student must form an Advisory-Examining Committee consisting of at least five members of the UNR Graduate Faculty and subject to the chair's approval. Ordinarily this committee consists of the Committee Chair (normally the student's faculty mentor/advisor), the external mentor (if there is one), one or two other faculty members from the Center, one or two other graduate faculty from the department to which the student's Program of Study relates (Anthropology, Foreign Languages and Literatures, Geography, Political Science or History), and at least one Graduate School representative. The Dean of the Graduate School must formally approve the student's advisory committee. The Tutorial Ph.D. in Basque Studies emphasizes a close working relationship between the student and his/her faculty advisor and Advisory-Examining Committee.
- ix. Fields of Study:** In consultation with the faculty mentor/advisor, the student must select three fields of study. One must focus on Basque Culture, which may include History and/or Linguistics. A second field may be taken in the general discipline of the umbrella department outside Basque Studies in which the candidate is working. Finally, a third field should be in the same subject area as the dissertation. The student's Advisory-Examining Committee and the Director of Graduate Studies must approve the student's examination fields, research emphasis, and dissertation topic on the basis of adequate library resources in the field and committed faculty involvement. See section 6.) below for information on

Comprehensive Exams and the fields of study.

- x. **Program of Study Meeting:** The student must arrange a meeting with the Advisory-Examining Committee during the fourth semester in the Tutorial Ph.D. program. The meeting must take place by March 1st. At this meeting, the student must explain his or her Program of Study (fields and courses) and scholarly interests. The student must produce a “Program of Study” form (available at the Graduate School website) listing all courses that he or she plans to take and that will fulfill the requirements of the degree, including comprehensive exams and dissertation credits. The Advisory-Examining Committee will review the Program of Study to ensure that it includes all courses necessary for the chosen fields and satisfies all requirements of the program. If the form is deemed complete and satisfactory, the faculty advisor will sign the form, which is then forwarded to the Graduate School for official approval and filing. Students should consult sections of the General Catalog on Graduate Advisory Committees and Programs of Study for further details.
- xi. **Changes in Committee Member/Examination Fields:** A student may change the examination fields and/or committee members with the approval of the Advisory-Examining Committee chair and the Director of Graduate Studies. Such changes may require the student to take additional courses. The Director of the Center and the faculty mentor/advisor will determine whether the resulting change in the student's program warrants a new Program of Study meeting.
- xii. **Supervision and Annual Evaluations:** In order to establish and to maintain effective, regular communication between the student and the faculty mentor, monthly tutorials are recommended. Tutorials enable students and their mentors to discuss course work, written work, the student's timetable for completion, as well as any issues that have arisen.

Faculty mentors evaluate graduate students' performance at the end of each academic year. In Basque Studies, prior to the evaluation, students must submit a self-report on progress to the faculty mentor. This self-evaluation should include details

about any seminar or conference papers given during the year, participation in other academic-related events, and any prizes, grants or awards received. The self-evaluation may be shared with other mentors involved in advising the student. The faculty mentor's report will provide the following information: how many times the mentor saw the student during the year; whether objectives (agreed with the mentor the previous academic year or during the first semester of the student's program) for the year had been met; whether the student had submitted any written work and, if so, its overall quality; and whether the student had any academic, financial, or personal problems that affected progress. The faculty mentor and student should set agreed objectives for the next year. These should be indicated in the end-of-year report. The joint, annual self-evaluation and faculty mentor's report are maintained in the student's departmental file.

The mentor's evaluation is based on the student's overall performance in coursework, research, and as a Graduate Assistant (if applicable). Each category of effort is rated as "excellent," "commendable," "satisfactory," "concerning," or "unsatisfactory." It is the responsibility of the Director of Graduate Studies to inform the student of the results of the annual evaluation no later than two weeks following the end of the spring semester. If a student receives a "concerning" evaluation, the Advisory-Examining Committee specifies the conditions to be met and a timeline for completion. Failure to meet the specified conditions results in an unsatisfactory rating on the next evaluation. Students who receive two consecutive unsatisfactory reports are dismissed from the program.

xiii. Dissertation Prospectus and Comprehensive Examination: By the end of the fourth semester the student must produce a reading list (including articles, book chapters, and books) for each of the three chosen fields of study. Each list should include roughly 40 to 50 titles of significance in the student's topic area (The ratio of articles to books will vary according to the "umbrella" discipline, e.g. an emphasis in Political Science may draw upon more articles than books). The Advisory-Examining Committee must approve the three readings lists, which form the preparatory basis of the Comprehensive Examination.

Drawing upon these reading lists and prior to the Comprehensive Examination, the student presents a dissertation prospectus to the Advisory/Examining Committee. The prospectus provides a rationale for the research to be undertaken, normally in the third year, and identifies the principal research questions.

Normally in the fourth semester, the student must pass the Comprehensive Examination, consisting of three topics prepared by the Advisory-Examining Committee, according to their areas of expertise. For each of the three fields of study, the student will be asked to produce two 2,500-3,000-word essays (each one 10-12 pages in length) on a topic chosen by the Committee. The six essays will be written within a one-week period, generally around the thirteenth week of the student's final semester of regular course work. At least two members of the Advisory-Examining Committee will assess each essay.

An oral examination will be scheduled approximately one week after the essays' submission to the faculty mentor. Successful completion of the Comprehensive Exam entails producing high quality written essays and an effective oral defense of the essays. The Committee evaluates the exam on a Satisfactory/Unsatisfactory basis. Graduate School regulations stipulate that an examination is failed if more than one committee member casts a negative vote. If this occurs, the student may be allowed to repeat specific parts of the exam, or the entire exam. However, no part may be retaken more than once, and three months must elapse between attempts. Failure in the student's major field of study may lead to dismissal from the Ph.D. program.

xiv. Advancement to Candidacy: The student is formally admitted to candidacy upon passing the comprehensive examination, if the residency requirement has been satisfied. At this point, the "Doctoral Degree Admission to Candidacy/ Comprehensive Examination Report" should be signed by the Committee and submitted to the Director of Graduate Studies for filing.

xv. Research involving Human Subjects: Students planning to conduct research that may or will involve human subjects must consult the Office of Human Subjects Research in Ross Hall, meet all IRB (Institutional Review Board) requirements before research is begun and ensure that all

protocols are followed. This process should be started as soon as possible in the third semester.

xvi. Dissertation: Candidates for the Tutorial Ph.D. must present a dissertation that makes a significant scholarly contribution to knowledge. When considerable progress has been made, the candidate may be permitted to complete the dissertation elsewhere, under such arrangements as the Advisory-Examining Committee may specify and the Dean of the Graduate School approves. The dissertation defense timeline includes the following:

- The final draft should be submitted to the department at least three weeks in advance of the planned defense;
- A copy of the approved dissertation must be submitted to the Director of Graduate Studies one week before the dissertation defense;
- The student and the Advisory-Examining Committee must set the date of the defense. The student must arrange a room for the defense and post the notices specifying the place and time of the event.
- Students should follow the current information from the Graduate School about strict regulations governing the format and submission of the dissertation.

xvii. Defense (Final Oral Examination): After the Advisory-Examining Committee has accepted the dissertation an oral examination is administered by that Committee. The defense consists of a presentation by the candidate (typically 20-30 minutes), followed by a question and answer period with the members of the Committee. The Committee then meets in closed session to pass or fail the candidate. The oral exam may be repeated once. The candidate must pass this exam with not more than one dissenting vote from the committee. If the vote is positive, the student might be advised on revisions the Committee deems necessary. The student then submits the revised dissertation for the committee's final approval in accordance with UNR regulations.

xviii. Graduation: On successful completion of the defense and acceptance of the dissertation, the Advisory-Examining Committee members sign the

Doctoral Degree Notice of Completion. To graduate in any given semester, the candidate must purchase and complete an online Application for Graduation. The application is available on the Graduate School web site. Applications are due March 1st for graduation in May; May 1st for graduation in August; and October 1st for graduation in December. The student must also submit the Notice of Completion and the approved dissertation to the Graduate School ten days before the end of the semester in which the student intends to graduate. Deadlines are published on the Graduate School's website and in each semester's course schedule. The student is responsible for meeting these deadlines.

The Application for Graduation provides a final list of all courses the student has taken in order to complete the program. If that list in any way deviates from the one on the Program of Study form, the student must attach a Change in Program of Study form (available at the Graduate School) detailing any changes. If the student's Advisory-Examining Committee has changed, the student must attach the Change of Advisory Committee form.

Graduate School forms and resources related to thesis and dissertations:

- [Doctoral Dissertation Filing Guidelines](#)⁷
- (Doctoral students only) [Dissertation Title Form](#)⁸

Once all requirements have been met, students need to submit a Final Review Approval and Notice of Completion form in order to graduate.

- Final Review Approval – Obtain sign-off from advisory committee chair
 - [Doctoral Final Review Approval](#)⁹
- Notice of completion – completed form should be submitted after all requirements have been met.
 - [Doctoral Notice of completion](#)¹⁰

⁷ <http://www.unr.edu/grad/forms/dissertation-filing-guidelines>

⁸ <http://www.unr.edu/grad/graduation-and-deadlines/dissertation-title-form>

⁹ <http://www.unr.edu/Documents/graduate-school/dissertation-final-review-approval-form.pdf>

¹⁰ <https://www.unr.edu/Documents/graduate-school/notice-of-completion-doctoral-degree.pdf>

IV. Information for Graduate Students

a. Financial Aid and Graduate Assistantships (GA)

Students interested in financial assistance are urged to review the financial aid section of the current General Catalog of the University of Nevada, Reno (UNR). Students at UNR are eligible to receive GSLs, NDSLs (student loans), and certain scholarships. The Center for Basque Studies has four graduate assistantships for which applicants compete as assistantships become vacant. The Center's faculty decide upon the allocation of these assistantships. Each assistantship has an annual stipend that includes health insurance and entails a ten-month employment contract with UNR. Graduate Assistants are exempt from out-of-state tuition fees, and also receive a substantial fee waiver for courses. Students who receive an assistantship must pay certain compulsory fees for services such as counseling, and access to the health center, and International students may pay OISS fees.

All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master's degree students and five (5) years for doctoral degree students.

Graduate Assistants must be enrolled in at least 6 graduate-level credits per semester. In the Center for Basque Studies, graduate assistants work 20 hours per week on designated projects, or with individual professors on research or teaching.

The Center offers up to \$350 per semester to graduate students in good standing as a contribution toward travel expenses for conferences and registration fees. Students must submit a short Statement of Purpose and a budget when making requests to the Director of Graduate Studies. On a competitive basis, the Graduate Student Association (GSA) offers graduate students currently enrolled at UNR a range of awards. The GSA also invites applications for travel grants for conferences, research grants, computer loans, and emergency loans. Students

must apply and be selected for these awards. Students may also apply for the competitive Graduate Dean’s Fellowships and Graduate Dean’s Merit Scholarships. For information, go to the [Graduate Dean's Awards Page¹¹](#) on the Graduate School’s website.

The most updated information on graduate assistantships from the Graduate School: [General information¹²](#) and the [Graduate Assistantship handbook¹³](#).

b. Health Insurance

All degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University sponsored health insurance for each term they are eligible. If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student’s responsibility to complete the [University Online Waiver Form¹⁴](#) prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. Any international graduate students with insurance questions must contact the [Office of International Students and Scholars \(OISS\) Website¹⁵](#) directly.

For more information, visit: [Health Insurance Website¹⁶](#).

c. Leave of Absence

Students in good standing may request a leave of absence by completing a [Leave of Absence Form¹⁷](#) available on the Graduate School website during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to an “F”, which would have a detrimental impact

¹¹ <https://www.unr.edu/grad/funding/graduate-dean-awards>

¹² <http://www.unr.edu/grad/funding/graduate-assistantships>

¹³ http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf

¹⁴ <https://studentinsurance.usi.com/UNR/unr-grad>

¹⁵ <https://www.unr.edu/oiss>

¹⁶ <https://www.unr.edu/grad/health-insurance>

¹⁷ https://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23-1.pdf

on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

d. Academic Integrity and Student Dismissal

Section II of the *Student Conduct Regulations and Policies* outlines the UNR academic standards all students must abide by. Violations of these standards include behaviors such as cheating on exams, plagiarizing, and other forms of intellectual dishonesty as well as indecent or dangerous conduct, theft, false accusation, discrimination, the use or threat of force or violence, sexual harassment, hazing and violations of local, state, and federal law. Section III of the document explains penalties for violating university standards.

Policies for dismissal from UNR's graduate programs are based on Title 2, Chapter 11 of the Nevada System of Higher Education (NHSE) Code in the Board of Regents Handbook.

e. Grievance Procedures

Students may have a grievance with another student, a faculty member, or the Center. In such cases, the matter should be openly and frankly discussed in consultation with faculty members, the Director of Graduate Studies and the Director of the Center. Depending on the nature of the problem, one or the other may be able to mediate the matter and resolve the grievance. If the matter is not resolved, the student has a right to bring up the matter officially in a faculty meeting, before the faculty as a whole. Students may also request a meeting with individual faculty members, or faculty members and other students. If the Center's policy is implicated, the faculty as a whole may need to arrive at a decision. If a grievance is not satisfactorily resolved within the department, students are referred to the Graduate School Dean.

f. How to Be a Good Graduate Student

- Participate in departmental events. Guest talks, brown bag lunches, community engagement events, and social meetings with faculty are important moments in your departmental life.
- Be prepared for your classes. Do your readings and come ready to discuss your thoughts

- Practice acceptance and tolerance for varied viewpoints. It is our job to challenge your thinking, be prepared to stretch your brain in a productive way.
- Show up for scheduled meetings.
- Get to know the other graduate students. They should be your collaborators; not competitors. Support each other.
- Realize that graduate studies require much more independence than undergraduate studies.
- Remember that faculty members have multiple professional obligations, such as research, teaching, committee work, advising, travel, and their own personal time demands. Be sensitive to their schedules.
- Know that most readings and assignments will take more time than you think. Budget accordingly.

g. Graduate Student Association (GSA)

The [Graduate Student Association \(GSA\) Website](#)¹⁸ represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees.

h. Graduate School Forms

An updated list of forms and requirements can be found here: [Forms Website](#)¹⁹

Below are links to forms that are required by the Graduate School for admission. Please make note of the respective deadlines.

- [Declaration of Advisor/Major Advisor/Committee Chair form](#)²⁰

¹⁸ <https://www.unr.edu/gsa/>

¹⁹ <https://www.unr.edu/grad/forms-and-deadlines>

²⁰ <https://www.unr.edu/Documents/graduate-school/Declaration-of-Advisor.pdf>

- For doctoral and MFA students, the completed form must be submitted to Graduate School by the end of the student's third semester
- [Program of Study form](#)²¹
 - For doctoral students, the completed form must be submitted to Graduate School by the end of the student's fourth semester
- (Doctoral Programs only) [Doctoral degree admission to candidacy form](#)²²
 - For doctoral students who completed all requirements except for the dissertation
- [Graduation Application deadlines](#)²³
 - Must be submitted to the graduate school several weeks in advance. Check website for exact dates
- Notice of completion – completed form should be submitted after all requirements have been met.
 - [Doctoral form](#)²⁴
- [Exit Survey](#)²⁵
- i. Other useful sources of on-campus information**

[Graduate School Website](#)²⁶

[Parking Services Website](#)²⁷

[Disability Resource Center Website](#)²⁸

[Joe Crowley Student Union Website](#)²⁹

[Knowledge Center \(Library\) Website](#)³⁰

[Library Perks for Grad Students Website](#)³¹

[Queer Student Union Website](#)³²

²¹ <http://www.unr.edu/Documents/graduate-school/program-of-study.pdf>

²² <https://www.unr.edu/Documents/graduate-school/17doctoral-degree-admission-to-candidacy-updated.pdf>

²³ <https://www.unr.edu/grad/graduation-and-deadlines>

²⁴ <https://www.unr.edu/Documents/graduate-school/notice-of-completion-doctoral-degree.pdf>

²⁵ <https://www.unr.edu/grad/forms-and-deadlines/exit-survey>

²⁶ <https://www.unr.edu/grad>

²⁷ <https://www.unr.edu/parking>

²⁸ <https://www.unr.edu/drc>

²⁹ <https://www.unr.edu/union>

³⁰ <https://library.unr.edu/>

³¹ <http://guides.library.unr.edu/gradstudents/perks>

³² <https://www.facebook.com/UNR-Queer-Student-Union-357795967657753/?fref=ts>

[GradFit \(Inclusive Training for Diverse Grad Students\) Website](#)³³

[Office of International Students and Scholars \(OISS\) Website](#)³⁴

[Graduate Student Clubs and Organizations Website](#)³⁵

[Writing Center Website](#)³⁶

[Student Health Center Website](#)³⁷ (775) 784-6598, also including:

- Suicide Prevention
- Substance Abuse

[Human Resources Website](#)³⁸

[Graduate Women Resources Website](#)³⁹

[Gender Race and Identity Program Website](#)⁴⁰

[Sexual Assault Reporting Procedures Website](#)⁴¹

[Counseling/Psychological Support Website](#)⁴²

[E.L. Wiegand Fitness Center Website](#)⁴³

[Center for Student Cultural Diversity Website](#)⁴⁴

[Police Services Website](#)⁴⁵

- Campus Visit Advocate: (775) 771-8724 (Call or Text), email:
campusadvocate@crisiscallcenter.org

The Office for Prospective Students may be able to set up an official campus tour

Title IX and Sexual Assault & Misconduct: (775) 784-1547; (775) 784-1030 (Hotline); [Sexual](#)

[Misconduct Website](#)⁴⁶

³³ <https://www.unr.edu/gradfit>

³⁴ <https://www.unr.edu/oiss>

³⁵ <https://www.unr.edu/gsa/clubs-and-organizations/current-clubs-and-organizations>

³⁶ <https://www.unr.edu/writing-center>

³⁷ www.unr.edu/shc

³⁸ <https://www.unr.edu/hr>

³⁹ <https://www.unr.edu/student-services/resources-and-downloads/resources-for-women>

⁴⁰ <https://www.unr.edu/gender-race-identity>

⁴¹ <https://www.unr.edu/counseling/sexual-assault-procedures>

⁴² <https://www.unr.edu/counseling>

⁴³ <https://www.unr.edu/fitness-and-recreational-sports/facilities/e-l-wiegand-fitness-center>

⁴⁴ <https://www.unr.edu/the-center>

⁴⁵ <https://www.unr.edu/police>

⁴⁶ <https://www.unr.edu/eotix/sexual-misconduct>