

## **Academic Policies Related to The PhD Program**

### **Language Efficiency Policy**

1- Every student must **know some Arabic before coming into the program**

2- every student **required to be tested on Arabic by the end of the first year** - and if they don't pass then they be retested by the beginning of the second academic year. This test could be requested to be taken at any time during the first year. For Arabic, this test should measure a high level of knowledge at the PhD comprehension and nuanced analysis level.

3- every student **must choose a second language** (dependent upon what research the student is most likely to work in during the dissertation writing or their later academic career) This could be French or German or Latin or Greek or any other pertinent language. knowledge of this second language should also be tested by comprehension of one or several passages at an advanced level but not quite as rigorous as the Arabic exam. But knowledge should be higher than college introductory level. So taking and passing an intro course in German isn't adequate for completion of this requirement. this language test could also be requested at any time in the student's first or second year but must be passed by the end of the second year. The language exam could be administered by the school (if we have a scholar who works in that language) or by another method approved by the PhD committee.

4- any work needed to improve one's language skills be separate from the 36 required hours and is the responsibility of the student to attain the requisite level of comprehension of language skill. This could include self-study or courses we offer or offered at other schools or online. **Language classes should be encouraged ,but do not count toward the 36 hrs**

### **- Online Courses Policy:**

Students are to be allowed to take online courses that are offered by HartSem, provided that they would be required to meet face to face as a cohort with the instructor once a week for an hour or so, or as needed. This face-to-face meeting need must be agreed upon in consultation with the courses' instructors. Students will be allowed to get **only third** of their courses every semester from the online courses list that are offered by the school.

## **Extra Assignments Policy**

The PhD students' MA course additional requirements are to be the following:

I- For each MA level course the PhD students should read 4 additional books relevant to the course's content, selected in consultation with the course instructor and to show evidence of this reading either through book reviews, summaries or incorporation into the final paper for the course, depending on the course instructor's preference.

II- an expanded term paper of at least 8000 words. The students should select the term paper's topic in consultation with the course instructor. In writing these papers, students should use primary sources in their original language if possible.

The general expectation is that students should read at least 10 books of the core bibliographical list per semester, and where possible incorporate relevant content from them into their papers written for course work. The students must provide a list of these 10 books every semester to the Director of the Program to keep it in their file.