

Department of French and Italian Graduate Student Handbook for 2026-2027

Italian Studies

Doctor of Philosophy ***Master of Arts***

This graduate student handbook provides information concerning the Italian Studies graduate programs within the Department of French and Italian. It is intended to summarize policies that pertain to the admitted graduate students. Please keep in mind that this does not fully address all policies, so admitted students should also refer to the regulations as set out in the General Information to the Graduate School's website, the [Graduate Catalog](#), and the Department's website for further details.

Students should be familiar with the following sources of information:

The University Catalog. Information about the University catalog is found in [General Information](#).

The Course Schedule. The [Course Schedule](#) is published by the Office of the Registrar and is available before registration for each semester and summer session. The *Course Schedule* includes information about registration procedures: times, locations, instructors, prerequisites, and special fees for certain classes, and advising locations.

The Academic Calendar. Provides important dates and deadlines:
<https://registrar.utexas.edu/calendars>

The University Directory. The University [Directory](#) gives physical and e-mail addresses and telephone numbers of students, faculty, and staff members. Please note that the information for any person at UT can be found here, so students should be sure to check their information to make sure it's accurate and contains the information they would like people to be able to find online. Students can update/restrict their information in the directory through the [Address Update](#) (requires EID) Web form online.

University Website. In addition to the publications described above, the University's [homepage](#) includes sites maintained by departments, colleges, graduate programs, museums, libraries, research units, and student service offices.

The Graduate School. [The Graduate School](#) is the central source of information for graduate students. Doctoral and master's degree evaluators provide information about procedures for submission of degree requirements. The student services section include information about registration and related matters.

Part 1: General Information

Office Contacts:

Main Office: **Homer Rainey Hall, HRH 2.114**, 201 W 21st Street STOP B7600, Austin, TX 78712
<https://liberalarts.utexas.edu/frenchitalian/graduate/index.php>

List of current staff contact information:

<https://liberalarts.utexas.edu/frenchitalian/staff.php>

Graduate Coordinator: The Graduate Coordinator is a staff member who assists the faculty members in the administration of the FRIT graduate programs and provides services and support to FRIT graduate students. Graduate students should always contact the Graduate Coordinator if they have any questions about the graduate program or need additional assistance.

Mailboxes: Each FRIT graduate student, faculty, lecturer, and staff member has a mailbox in the main office, HRH 2.114, which is used to distribute campus mail and/or notices. Please check this regularly for important information.

Offices and Keys: Each graduate student will be assigned an office. To get a key to their office, students will have to get a key request form from the Graduate Coordinator and take it to the [Lock and Key Services](#) on campus. Each graduate student office may have a small computer, monitor, keyboard, and mouse, but it is an expectation that graduate students will be coming to the program with their own computer or laptop. If a graduate student needs to use the computer in their office, they may have to have it re-imaged by Liberal Arts Instructional Technology Services (LAITS).

LAITS (Liberal Arts Instructional Technology Services): For IT and computer support, please contact LAITS: <https://liberalarts.utexas.edu/laits/services/computer-support/index.php>

Office Supplies: If graduate students need any office supplies while appointed in an academic position, then they should check with the Main Office, or HRH 2.114, for supplies the department has in stock and/or those that need to be ordered.

Printing: If graduate students need to print materials for classes they are teaching or in which they are serving as a teaching assistant, they can use the main office printer. It is preferable that people use the printer themselves for small jobs of fewer than 40 copies. If a larger print job is needed, then students can send a print request to fritinfo@utexas.edu with details about how many copies are needed and the date the print job is needed. Larger print jobs need to be requested at least 24 hours in advance. If you need to print from your own computer, you may need to request that LAITS set up the main office printer onto your computer.

Profile Page on FRIT Website: Each student will have their own profile page on the [FRIT graduate student website](#) that they will be in charge of updating each semester. For instructions on how to update this and/or access it: <https://liberalarts.utexas.edu/web-admin-help/how-to-use-the-web-editor/how-to-edit-a-profile.php> - Editing

Resources on Campus

Libraries: <https://www.lib.utexas.edu/>

Perry-Castañeda Library (PCL): <https://web-prod.lib.utexas.edu/about/locations/pcl>

University Writing Center (UWC): <https://uwc.utexas.edu>

Harry Ransom Center (HRC): <https://www.hrc.utexas.edu>

The Blanton Museum of Art: <https://blantonmuseum.org>

Portfolio Programs at UT: <https://gradschool.utexas.edu/academics/programs/portfolio-programs>

University Health Services: <https://www.healthyhorns.utexas.edu>

Counseling and Mental Health Center (CMHC): <https://cmhc.utexas.edu/>

Student Emergency Services (SES): <https://deanofstudents.utexas.edu/emergency/>

Dean of Students: <https://deanofstudents.utexas.edu/emergency/>

Student Ombuds: <https://ombuds.utexas.edu/student>

Center for Teaching and Learning: <https://ctl.utexas.edu/>

Center for Women's and Gender Studies (CWGS): <https://liberalarts.utexas.edu/cwgs/>

Other Resources

Free dissertation writing resource for UT graduate students: <https://provost.utexas.edu/the-office/diversity/national-center-for-faculty-development-diversity-ncfdd-institutional-membership/>

Other Graduate School Services and Resources: <https://gradschool.utexas.edu/services-and-resources>

Texas Global: <https://global.utexas.edu/>

Housing Options for Graduate Students: <https://gradschool.utexas.edu/services-and-resources/housing>

Texas Career Engagement: <https://careerengagement.utexas.edu/>

College of Liberal Arts Career Services: <https://liberalarts.utexas.edu/career-services/>

French and Italian Studies Graduate Student Department Resources:

<https://liberalarts.utexas.edu/frenchitalian/graduate-programs/graduate-students/resources.html>

French & Italian Graduate Student Organization (FIGSO):

<https://liberalarts.utexas.edu/frenchitalian/graduate-programs/graduate-students/figso.html>

Part 2: Academic Administrative Policies

Graduate Advisor: There is a specific faculty member within Italian Studies who serves as the Graduate Advisor, advising students and representing the Graduate School in matters pertaining to graduate study. The Graduate Advisor provides information about the program, including admissions and academic degree requirements. Until students have completed the coursework requirements for their program, they will need to consult with the Graduate Advisor before registering for classes for the following semester. Additionally, it is the Graduate Advisor's responsibility to meet and/or communicate with each graduate student at least three times a semester to discuss anything that could impact the student's academic or professional progress in the program.

Supervising Faculty: In preparation for the Qualifying Exam and the Prospectus, students should select a supervising faculty member who will serve as Chair of the student's qualifying exam committee, prospectus defense committee, and dissertation committee. It is the student's responsibility to identify and obtain agreement from the faculty member who will serve as the Supervisor.

The faculty member must be on the Italian Graduate School Committee, or Italian Studies GSC. The supervising faculty, or one of the co-supervising faculty members, must also be a core Italian Studies faculty member. For questions about current members of the Italian GSC, please contact the Graduate Coordinator or the Graduate Advisor.

Graduate Student Responsibility: Students should meet and/or communicate with the Graduate Advisor at least three times a semester. The purpose of these conversations is to address the student's progress in the program, including coursework, milestones, and professionalization, as well as any other issues bearing upon the student's progress. These meetings safeguard and foster timely completion of the academic degree. Once a student has passed their Qualifying Exam, they should also be in regular contact with their Dissertation Supervisor. It is the student's right to consult with the Graduate Advisor and/or Dissertation Supervisor about any matters that impact their academic or professional progress in the program. It is the Graduate Advisor's and/or dissertation supervisor's responsibility to meet and review all available accommodations and administrative avenues.

Italian Studies Graduate Studies Committee (GSC): The Graduate School has numerous Graduate Studies Committees (GSCs) representing different departments and programs. The Department of French and Italian has one Italian Studies Committee (GSC). For a list of current GSC members, please contact your Graduate Coordinator.

General Admission Note: Please also note that applicants to the graduate program in Italian Studies apply directly to the Ph.D. The M.A. degree can be awarded *en passant* to the Ph.D. provided that the student fulfills the requirements described in the [Graduate Catalog](#).

Deferral of Admission: After a student has been admitted, all requests for deferral should be made to the Graduate Coordinator. Typically, admitted graduate students are only allowed to defer from a fall admission to spring with faculty/department permission.

Language of Instruction: Within the Department, Italian graduate classes may be taught in Italian or in English. French graduate classes are generally taught in English, though they may be taught in French if all enrolled students are within the French program and/or have sufficient proficiency in French.

Dissertation in English: Since English is the official language of the University, it is expected that dissertations be written in English unless special permission is granted prior to undertaking the dissertation project. Those who wish to write a dissertation in a language other than English must [petition the Graduate School](#) to do so. In that case, all dissertation committee members must agree to participate in the reading and feedback of the dissertation in that language

Graduate School Course Load Requirements and [Continuous Registration](#):

Graduate students must enroll in at least nine semester hours per semester to be considered full-time. Continuous full-time enrollment is a requirement each fall and spring

semester. Summer enrollment is only required if a student is receiving a fellowship or scholarship that requires enrollment, if a student is expecting to graduate in the summer, or if the student will hold an academic appointment that requires full-time enrollment. Full-time enrollment during the summer is three credit hours. If a student wants to enroll in more than the minimum requirement, they should discuss this with the Graduate Advisor or Dissertation Supervisor beforehand.

Dissertation Committee with Regards to the Italian Studies GSC: Graduate students must have at least three committee members on their dissertation committee that are listed faculty on the Italian Studies GSC. Some Italian Studies GSC members are not within the Department of French and Italian, however, they can serve on the dissertation committee as an Italian Studies GSC member. Note that the Dissertation Supervisor or one Co-Supervisor must be a faculty appointed within the graduate program's home department (FRIT) and be listed on the Italian Studies GSC. Retired faculty who have been nominated for or granted emeritus status and remain members of the Italian Studies GSC may continue to serve on a student's committee or as a Co-Supervisor but may not serve as a sole Supervisor. Additionally, graduate students must have at least one member on their committee that is outside of the Italian Studies GSC. This outside committee member can also be a faculty from another institution or university; in this case, the graduate student must request through the Graduate School to have them be added to their dissertation committee at the time of candidacy, by submitting that faculty member's updated CV.

Scheduling the Dissertation Defense: The Department recommends that students schedule the dissertation defense at least four weeks prior to the deadline to submit the final version to the Graduate School. The Graduate School requires that students schedule the dissertation defense at least two weeks before the submission deadline. If students do not meet the Graduate School deadlines, then they will be required to enroll in the following semester in order to continue in the program and defend the following semester. Additionally, please note that doctoral candidates must submit the complete dissertation to their entire dissertation committee at least four weeks before the scheduled defense date.

Conference Courses: If there is a special project or research that a student will be doing with a faculty member, or when a course is not being offered a specific semester, then graduate student may enroll in an Italian Studies conference course (ITL 385L). This must be approved by the Graduate Advisor. In order to finish enrollment in a conference course, a [conference course form](#) must be filled out and signed prior to the semester. This form will be signed by the Graduate Advisor, the instructor or faculty who is teaching the conference course, and the graduate student. For students doing this, please submit the signed form to the Graduate Coordinator prior to the start of the semester.

Credit/No Credit (CR/NC): Students may take no more than two graduate courses on a CR/NC basis, neither of which can count for any core or area degree requirements. This excludes coursework taken after three years of coursework – or after one year of coursework for students entering the program with an M.A. or the equivalent in Italian Studies.

Credit/No Credit (CR/NC) Grade Status:

<https://gradschool.utexas.edu/academics/policies/grades-and-credit>

Incomplete Grades: Students may receive an incomplete or an 'X' in place of a grade if they do not complete all the assignments in a course before the end of the course. Students must then complete the course requirements by the last class day in their next long-session semester of enrollment and the 'X' must be converted to a grade by the end of the grade-reporting period in that semester. If these deadlines are not met, the X is converted to a permanent incomplete or 'I', which cannot be converted to a grade. When the symbol I is recorded, the symbol X also remains on the student's record. Students who receive an 'I' are no longer eligible for department or college funding (which includes being appointed in an academic position as well).

Independent Study and Research (ISR): <https://global.utexas.edu/risk/travel/independent-study-research>

Leave of Absence and Readmission: <https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Restricted Regions Travel Policy: <https://global.utexas.edu/risk/travel/restricted-regions>

Institutional Review Board (IRB): <https://research.utexas.edu/ors/human-subjects/for-researchers/training/>

Satisfactory Progress: All students must make satisfactory progress toward their degree goals in order to continue in the program toward the Ph.D. Satisfactory progress is defined as follows:

- A minimum of 3.7 grade point average for those with fellowships and a minimum of 3.4 grade point average for all other students.
- A minimum average of 3.5 out of 5 for "quality of instructor" on the student-generated Course Instructor Survey (CIS) and a satisfactory rating from the supervisor of lower-division instruction for AIs.
- The completion of all coursework, the foreign language requirement, and the Qualifying Exam within the first four years of entering the program.
- The successful defense of the dissertation prospectus before a properly established supervisory committee within one semester of completion of the Qualifying examination.
- The demonstrated potential to conduct sustained and innovative independent research deemed relevant to the discipline.
- Timely communication with AI/TA supervisor(s) and responsiveness to written or verbal evaluation of AI/TA duties.

Progress Reports and Evaluations: At the end of each academic year or during the spring semester, students are required to submit a report on their annual progress for that year. This will be reviewed by the Italian Studies faculty/GSC, who will send the student a letter evaluating the student's progress. Other progress reports or evaluations might be sent out, as needed, relating to a specific student's situation. If any issues with progress arise, then this will be

addressed in a progress evaluation or notification letter.

Academic Probation and Termination from the Program: Progress will be measured not only in terms of objective grades, but also by feedback from faculty and statements by the students themselves via their annual progress report. The Graduate Studies Committee will continually evaluate each student for evidence of his/her potential to complete the Doctoral of Philosophy. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the Graduate Dean that the student be put on academic probation with specified terms and/or the student's program be terminated. Should a student's scholarly progress in the program be deemed unsatisfactory for continuation, the student may receive a terminal M.A. degree after four or more semesters of coursework, as long as he/she maintains the minimum average grade point average of 3.0 required by the Graduate School.

Grievances: <https://gradschool.utexas.edu/academics/policies/grievances>

Part 3: Academic Milestones

Master of Arts: The Master's degree program in Italian Studies requires that the candidate have a bachelor's degree with a major in Italian or demonstrate equivalent knowledge. A Master of Arts in Italian studies may be awarded on the way to the Ph.D. provided that the student fulfills the requirements described below.

The M.A. program in Italian Studies requires 36 semester hours of coursework, which may include one three-hour upper-division undergraduate course approved by the Graduate Advisor. Students must take at least 24 semester hours of graduate coursework in Italian literature, cinema, and culture offered by the Italian graduate faculty of the Department of French and Italian, and six to nine graduate-level semester hours in a supporting subject or subjects in another program, department, or college. Italian Studies graduate students must take CL 385, French 381M, or another graduate course on literary theory, critical methodology, or historical linguistics approved by the Graduate Advisor. Students must also demonstrate reading competence in one foreign language other than Italian by earning a grade of at least *B* in a reading course approved by the Graduate Advisor, a second-year college language course, or on an examination approved by the Graduate Advisor. The same language requirement applies to the Ph.D.

Coursework: Students are expected to take courses that provide a broad knowledge of Italian literature, cinema, history, and culture as well as narrow area of specialization. To this end, they will take a minimum of nine hours (usually three courses) per semester during their first two years of coursework. If a student enters the program and already holds an M.A. in Italian or in a related area, then they may be eligible to take less coursework; that determination will be made in consultation with the Graduate Advisor. In a given semester, students typically take two courses taught in Italian Studies (course with and ITL designation) and a third course in a relevant field outside the department.

Coursework may include one three-hour upper division course approved by the Graduate Advisor. Students must take at least eighteen hours of graduate coursework offered in Italian Studies, and six to nine credit hours in a supporting subject or discipline. Italian Studies graduate students must take CL 385, French 381M, or another graduate course on literary theory, critical methodology, or historical linguistics approved by the Graduate Advisor.

With the help of the Graduate Advisor, each student is expected to design an individual course of study and define a primary field and a supporting subject or discipline. At least nine hours of coursework must be in the supporting subject or discipline.

In the fall semester of year three, generally, or year four at the latest, students who entered with a B.A. are expected to register for a three-credits of Qualifying Exam prep (ITL 395 or the equivalent) and to begin preparing for the Qualifying Examination. Students who entered with an M.A. in Italian or a related area will be expected to register for the three-credits of Qualifying Exam preparation (ITL 395 or the equivalent) in the spring semester of year two.

Language Competency Requirements: Before completion of the second year, students must also demonstrate reading competence in one foreign language other than Italian by earning a grade of at least 'B' in a reading course approved by the Graduate Advisor, in a second-year college language course, or on an examination approved by the Graduate Advisor.

Admission to the Ph.D.: Students entering the program with an M.A. are admitted directly into the Ph.D. program. Students entering with a B.A. who are completing their first two years of graduate coursework in Italian Studies here and who wish to continue toward the Ph.D. will demonstrate their competency to continue toward the Ph.D. through coursework, research, and TA performance. Students must submit a request (in writing) to the Chair of the Graduate Studies Committee, GSC, to be considered for admission and to continue into the doctoral program. In evaluating such requests, the Committee will take into account the student's progress, defined in part by coursework (papers, examinations, classroom performance), course grades, and work as a TA or research assistant. The request must include one scholarly paper (ideally 15-20 pages), in Italian or English, from a completed course and a brief statement (2-3 pages) discussing the applicant's experience in the Italian Studies graduate program and plans for completing the doctoral degree. The Committee will also take into consideration input from faculty members in the student's core and supporting area, as well as input provided by the student's own performance report. The applicant must submit the request to the GSC Chair (by a date determined in consultation with the Graduate Advisor) – typically by the first Monday following spring break of year two in the program. The entire GSC will then have an opportunity to consider the materials, and the student will be notified of the decision within one month of requesting admission.

Qualifying Examination: The Qualifying Examination confirms the graduate student's ability to pursue original research that meets the disciplinary standards of Italian Studies and the student's secondary field. The secondary field may be a particular critical theory or philosophical tradition; a historical or socio-political event or issue; or a specific discipline, genre or cultural medium. The secondary field will likely, though not necessarily, correspond to the student's coursework outside of the Department.

When the student has fulfilled all Ph.D. coursework and the foreign language requirement, they will begin preparing for their Qualifying Examination. This is generally during the fall of the student's third year, if the student entered with a B.A., or the spring of the student's second year, if the student entered with an M.A. in Italian or a related field.

At the start of the semester in which the Qualifying Exam will be taken, the student must identify an Exam Committee Chair, the Italian Studies GSC faculty member who will likely also supervise the student's dissertation research.

In consultation with the Exam Committee Chair, the student must establish an Exam Committee comprised of two other professors. At least two of the three Exam Committee members must be faculty in the Italian Studies GSC; one additional member may be a faculty external to the Italian Studies GSC. The student must obtain agreement from all participating faculty that they will serve on this committee.

Students complete the Qualifying Exam by submitting two research papers based on questions proposed and approved by members of the Qualifying Examination Committee. One paper will be related to a broader field of study; the other paper will be dedicated to a secondary or supporting topic. The precise focus of each paper will be determined with members of the graduate's Qualifying Exams Committee in consultation with the student. Students must:

1. Work with their Qualifying Exam Committee Chair to organize an initial meeting with the Exam Committee by the fourth week of the semester at the latest. The purpose of this meeting is to arrive at the subjects of two formal exam papers that will ensure students have the knowledge and tools necessary to complete their dissertation. These topics will be confirmed in writing within 72 hours of this meeting by the Qualifying Examination Committee Chair.
2. Submit the two papers to the committee by a two-month deadline. All papers are expected to be carefully researched works of original scholarship formatted according to professional styles (MLA, Chicago, etc.). They must include bibliographies of the works cited. The bibliographies must include primary sources.
3. Schedule a Final Oral Examination once the papers have been submitted to the committee. The Final Oral portion of the Qualifying Exams must be scheduled within three weeks of submission.
4. Meet with the committee during the scheduled Final Oral Examination to answer any questions about the qualifying papers and to address any questions related to the dissertation research. This meeting will last no more than 60 minutes, with extra time allotted for committee deliberation.

The results of the Qualifying Exam will be communicated to the student immediately following the Final Oral Exam. Students who do not successfully pass the Qualifying Exam are eligible to retake them the following semester. Only one retake is allowed.

Students preparing to take the Qualifying Exam will typically enroll in 9 credit-hours, consisting of Qualifying Exam prep (ITAL 395L), a conference course (ITAL 385L), a teaching practicum (ITAL 385T), and/or a regular listed graduate course to be determined in consultation with the Graduate Advisor and the Qualifying Exam committee Chair.

Students who entered the Ph.D. Program before the approval of the new Qualifying Exam format—that is, during the 2024-2025 academic year or prior—may opt to take either the Comprehensive Exam format that was in use when they entered the program or the Qualifying Exam format described above.

Prospectus: After passing the Qualifying Exam, the student, working with the Dissertation Supervisor, will write a dissertation prospectus, generally of 15-25 pages. The prospectus should be a carefully argued written presentation of the basis for the student's dissertation research. It should explain the significance of the project in relation to work in the field, justify the research methodology or approach, and set forth the sources to be examined and the critical questions to be addressed. This should be followed by brief summaries of each chapter. The prospectus should demonstrate the student's ability to undertake research on a topic within the context of current scholarship and critical methodologies and give evidence of the student's breadth of knowledge and potential for future success as a scholar.

The dissertation prospectus must be presented in written form and orally defended to the student's dissertation committee. This is typically done by the end of the semester following successful completion of the Qualifying Exam. Once the prospectus is successfully defended, the student will apply to be admitted to doctoral candidacy and begin working on the dissertation.

Candidacy: When the student has fulfilled all Ph.D. coursework and foreign language requirement, has passed the Qualifying Examination, has defended the prospectus, and has chosen a Dissertation Supervisor and supervising committee of at least three other faculty members, then he or she will file for candidacy with the Graduate School and begin registering for the dissertation course. The student must fill out the [Graduate School's Doctoral Candidacy Application online](#) to obtain approval of the Dissertation Supervisor, the Graduate Advisor, the Graduate Studies Committee Chair of the program, and the Graduate Dean.

Dissertation: The purpose of the dissertation is to make a substantial contribution to existing scholarship in the field. Italian Studies students in candidacy are expected to research and write their dissertations over the next two years, thus enabling them to defend their dissertation by the end of their sixth year in the program, at the latest. The Graduate School requires that dissertation be written in English, unless special permission is granted prior to undertaking the project. Progress on the dissertation is regularly monitored by the Dissertation Supervisor and the Dissertation Committee. The dissertation must be completed and defended within three years admission to candidacy. If it is not, the Graduate Studies Committee will review the student's case to determine if an extension will be granted.

Dissertation Defense: The supervisory committee is responsible for approving the dissertation,

which the student defends in an oral examination of between one and two hours in length. This examination is conducted by the dissertation committee (only one member is allowed to be absent from the defense) and is open to the university community. The defense covers the dissertation, the general field of the dissertation and other parts of the student's program, as determined by the committee. Forms are available from the Graduate School both to apply for the granting of the Ph.D. and to request the official scheduling of the dissertation defense (called the

“Final Oral”). The dissertation committee should be given at least one month to read the dissertation before the Final Oral. The student should work with the Graduate Coordinator to arrange a date, time, and place to conduct the defense.

Part 4: Financial Aid, Funding, and Graduate Student Appointments

Academic Employment:

All academic appointments are managed through [Workday](#), The University of Texas at Austin’s HR system. For questions about academic appointments, hiring and onboarding, and/or graduate student positions within FRIT, please contact the Graduate Coordinator. Stipends for each academic appointment and tuition reduction benefits can change each year, so please contact the Graduate Coordinator for current rates.

For further information about AI or TA positions, please refer to in the Department of French and Italian’s website on [Academic Appointment](#).

Teaching Assistants: To qualify, a student must hold a bachelor’s degree. A Teaching Assistant, or TA, is employed for nine months of half-time service (20 hours per week) and is apprenticed to and supervised by a faculty member. Assignments are decided by the Department each semester. Duties progress from observation to assisting the faculty member with class materials, grading, and assistance with instruction. Teaching Assistants, in consultation with the Graduate Advisor, should also enroll in FR or ITL 398T, a course on teaching methodology. This is an additional graduate program requirement as graduate students must have satisfactorily completed one semester of a 398T course to be appointed as an Assistant Instructor, or AI. When this course is offered, students may not have the option to take a course outside the department unless they apply for and receive a waiver. For questions about when the ITL or FR 398T teaching methodology course will be offered next and/or to learn about the option to waive ITL/FR 398T, please check with the Graduate Coordinator and/or Graduate Advisor.

Assistant Instructors: To qualify as an Assistant Instructor, or AI, a student must hold an M.A. or have completed a minimum of 30 hours of graduate coursework, have satisfactorily completed one semester of ITL/FR 398T or another 398T teaching methods course, and have been a Teaching Assistant for at least one semester or have taught in an accredited college or school for at least one year. If the student has taken a course equivalent to FR 398T elsewhere and/or had previous equivalent teaching experience with pedagogical training, the student can submit a request to waive the 398T requirement. Waiver of the 398T requirement is determined at the discretion of the Italian Studies GSC and the Department Chair. For questions about the 398T waiver process, please check with the Graduate Coordinator and/or Graduate Advisor. Normally, AI duties include instructional responsibility for one class each semester. All international graduate students and graduate students whose first language is not English must pass the English Language Assessment and attend the International TA/AI Orientation in order to be appointed to a TA or AI position. Final approval for AI and TA appointments are determined at the discretion of the Department Chair.

Nonresident Tuition Waiver

Students employed as Teaching Assistants (TAs) and Assistant Instructors (AIs) that are appointed at least 20 hours per week or more, are eligible for paying tuition at the resident rate. Each semester that the student is appointed in a TA or AI eligible appointment, they will submit a waiver online here, if they are not already listed as paying resident rate tuition:

<https://utdirect.utexas.edu/acct/fb/waivers>

Tuition Reduction Benefit (TRB)

Students employed as teaching assistants (TAs) or assistant instructors (AIs), that are appointed at least 20 hours per week or more, are also eligible for a Tuition Reduction Benefit (TRB) related to their student academic employment. The TRB reduces the student's tuition bill; the amount is not paid directly to the student. Currently, it covers up to 9 hours of graduate coursework, but the limits are generally set by The Graduate School. The Graduate Coordinator is responsible for processing TRBs for the Department. Once the TRBs are processed, the student's online tuition bill will update. For more on the TRB: <https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>

AI/TA Payment Schedule: Fall academic appointments such as an AIs and TAs, begin on September 1. The first paycheck will be on October 1, or the following Monday, if October 1 falls on a weekend or holiday. Fall academic appointments are from September 1 to January 15. For the spring semester, the appointment begins on January 16. The first paycheck will be on February 1, or the following Monday if February 1 falls on a weekend or holiday. If there are any delays with a graduate student appointment, the Graduate Coordinator will be in touch with the student via email.

Restrictions to Extra Employment on Campus: If a graduate student is already working 20 hours per week in an AI or TA appointment, they must get permission from their graduate advisor and/or faculty supervisor in order to work any additional hours on campus. The Graduate School also restricts graduate students to work no more than 20 hours per week in the first two long-semester of study at the university, and no more than 30 hours per week in any combination of assignments after the first year. International graduate students are also limited to only working 20 hours per week during the spring and fall semesters, so they must also get permission from Texas Global in order to work more hours on campus after getting approval from the Graduate Advisor and/or Faculty Supervisor. The restriction to employment for international students is a federal rule, but more information can be found on [Texas Global's website](#). For more information or questions about these policies, please contact the Graduate Coordinator before accepting any additional on campus offers.

Restrictions to Off Campus Employment for International Students: International graduate students are not allowed to work off campus without prior permission from Texas Global. This means that international graduate students are not allowed to work for nor receive payment from any individual or organization that is not The University of Texas at Austin. Please check on [Employment Opportunities](#) from Texas Global for more information on the types of permission a graduate

student could request or contact the Graduate Coordinator for more information and before accepting a job that could be considered off campus.

Other Teaching or Graduate Student Academic Jobs Requests: Outside of what is listed above, occasionally there are positions that are available for our graduate students to take on, such as being a TA for a UGS or other undergraduate class, participating as a Graduate Assistant or Assistant Instructor with our Study Aboard programs during the summer, etc. All of these additional opportunities are communicated to eligible students by the Graduate Coordinator. For further information on this, please contact the Graduate Coordinator.

Fellowships and Other Financial Aid:

University Fellowships for First-Year Students are prestigious awards offered by the Graduate School to attract graduate students to The University of Texas at Austin. The Graduate Advisor identifies and nominates eligible applicants for graduate admissions and will make recommendations to the Graduate School for these fellowships. These fellowships are not available to students who are currently or were previously enrolled in a Graduate School program at UT Austin; however, UT Austin undergraduates who meet the criteria are eligible. The size of the stipend and amount is at the discretion of the Graduate Advisor.

University Continuing Fellowships and Dissertation Writing Fellowships are prestigious awards that are offered to advanced students, usually to those who are conducting research on or are writing their dissertation. Students on full fellowship must remain enrolled full time to receive the payment and cannot hold any on campus position while on the fellowship. Nominations are determined by the Graduate Advisor in consultation with the other faculty. Students selected for these awards will be notified by the Graduate Coordinator.

Fellowship Payment Schedules: If a student is on a fellowship administered through the Graduate School, the first payment in the fall semester is generally on September 1, as long as the student receiving the fellowship is registered full time and has a zero balance on their tuition bill or has successfully set up a payment plan and paid the first installment by that date. The first payment in the spring semester is generally on January 1, again, as long as the student receiving the fellowship is registered full time and has a zero balance on their tuition bill or has successfully set up a payment plan and paid the first installment by that date. Most semester-long fellowships are then paid monthly, on the first day of the following months in the specified semester. For summer fellowships, the first payment is generally made on June 1, with the same restriction that the student must be enrolled full time (only three hours are needed for summer full time enrollment) and have a zero balance on their tuition bill.

Additional Support: Assistant Instructors are eligible for summer teaching when there is availability in the department. Whenever there are more candidates than openings for summer positions, either with Teaching Assistantships or Assistant Instructorships, selection will be made on a competitive basis, based on such factors as quality of teaching and progress made toward the

degree. If competitive research awards are available, the amount will be determined by the Graduate Advisor and the Chair of the Graduate Studies Committee on a case-by-case basis, to support improving Italian language proficiency or conducting academic research.

Part 5: Health insurance

Insurance for Students with Academic Graduate Student Jobs (TA, AI, etc.)

<https://hr.utexas.edu/student/student-employee-insurance-benefits>

If a student is appointed as an AI/TA, the University covers health insurance during the duration of the appointment. Students who are continuing as an AI/TA from a spring appointment into a fall appointment will also have summer insurance coverage.

If a student is graduating in the spring semester, their insurance coverage will end when the spring AI/TA appointment ends or at the end of May.

If a student is graduating in the summer and is appointed as an AI/TA, insurance coverage will end when the appointment ends. This could be either at the end of July or the end of August.

International students who are employed in an academic graduate student position and will have health insurance covered through that appointment will need to apply for a waiver for International Students Insurance. International Students who receive this waiver may still have to pay for Evacuation and Repatriation insurance as well as an ISSS health insurance admin fee that will be on their tuition bill, however, the main insurance cost should be removed once the waiver is approved.

<https://global.utexas.edu/iss/advicing-services/insurance/waivers>

Insurance for Students on Fellowships or Without Academic Graduate Student Jobs

Domestic students who are not employed in a benefits-eligible academic appointment at UT and/or who may be on fellowship are responsible for purchasing their own health insurance. If on a full fellowship, graduate students may also receive funds that will cover the cost of and can be used to purchase the student health insurance plan. Students will need to check the fellowship details for further information about those funds along with when they will be disbursed. For more on the domestic student health insurance plan at UT, including dates of enrollment, costs, benefits, etc.: <https://utexas.myahpcare.com/>

International students who are not employed in a benefits-eligible academic appointment at UT and/or who may be on fellowship will automatically be enrolled in the international student health insurance plan, so they do not need to do anything to receive student health insurance. If on a full fellowship, graduate students may also receive funds that can be used to purchase the student health insurance; students will need to check the fellowship details for further information about those funds along with when they will be disbursed. For more on the international student health insurance at UT see: <https://global.utexas.edu/iss/advicing-services/insurance>

Switching between insurance coverages at The University of Texas at Austin

If a graduate student is appointed as an AI/TA, then they will have health insurance coverage that is part of their academic appointment for the duration of that appointment. In some cases where a student is only employed in the fall or spring semester, not both, the graduate student may have a

gap in insurance coverage depending on what insurance policy they had. This is only if they will be switching between the health insurance plans [UT Select](#) and [UT Student Health Insurance](#). In this situation, there will be a gap in insurance coverage, so the graduate student can purchase insurance to cover that gap period. For these special cases, please reach out to the Graduate Coordinator who can provide more information on the gap insurance enrollment process.