

Department of French and Italian
Graduate Student Handbook
AY 2025-2026

French

Doctor of Philosophy
Master of Arts

This graduate student handbook provides information concerning the French graduate programs within the Department of French and Italian. It is intended to summarize most of the policies pertaining to 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 on 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](#) provides the 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 be sure to check your information to ensure it's accurate and what you 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.

University website. The address for the University's home page is <http://www.utexas.edu/>. In addition to the publications described above, the website includes pages 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 reports, dissertations, and treatises, and the student services section assists with 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/contact-us.html>

List of current staff contact information: <https://liberalarts.utexas.edu/frenchitalian/staff.html>

Graduate Coordinator: The Graduate Coordinator is a staff member who assists the faculty members in administering the graduate programs within the department and provides services and support to all the graduate students. Graduate students should contact the Graduate Coordinator if they have questions about the graduate program or need additional assistance.

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

Offices and Keys: Each graduate student will be assigned an office. To get a key to their office, students must obtain a key request form from the Graduate Coordinator and take it to the [Lock and Key Services](#) office on campus. Each graduate student's office may be equipped with a small computer, monitor, keyboard, and mouse, but it is expected 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) to access the computer.

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

Office Supplies: If graduate students need office supplies while appointed to an academic position, they should check with the Main Office for supplies in stock and/or if the Department can order some for them.

Printing: If graduate students need to print materials for classes they are teaching or for those that they are teaching assistants, they can use the main office printer. It is preferable that graduate students use the printer themselves for small jobs or jobs that are under 40 copies. If a larger print job is needed, students can send a print request to fritinfo@utexas.edu with details about the number of copies required 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, then you may need to request that LAITS configure your computer to use the main office printer; otherwise, you may use a USB drive to print directly from the Department printer.

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/#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/degrees-programs/portfolio>

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/>
Office of the Dean of Students: <https://deanofstudents.utexas.edu/>
University and 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/>
Women's Community Center: <https://community.utexas.edu/wcc/>

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/grad-life>
Texas Global: <https://global.utexas.edu/>
Housing Options for Graduate Students: <https://gradschool.utexas.edu/grad-life/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 French who serves as the Graduate Advisor. The role of the Graduate Advisor is to advise students and represent the Graduate School in matters pertaining to graduate study. The Graduate Advisor provides information about the program, including admission and academic degree requirements. Until students have completed the coursework requirements for their program, they must consult 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 to ensure that graduate students remain current on all issues that affect their academic and/or professional progress in the program.

Supervising faculty: Before preparation for the Comprehensive Exams and the Prospectus has begun, students must select a supervising faculty member who will direct their dissertation project and supervise their research. The dissertation director must be on the French Graduate School Committee or French GSC. The supervising faculty, or one of the co-supervising faculty members, must also be a core French faculty member. For questions about current members of the French GSC, please contact the Graduate Coordinator or the Graduate Advisor.

Graduate Student Responsibility: The student must meet and/or communicate with the Graduate Advisor at least three times a semester. The purpose of these conversations is to address progress in coursework, progress towards program milestones, and progress towards professionalization, as well as any other issues bearing upon the student's academic and/or professional progress in the program to safeguard and foster a most successful and timely completion of the academic degree. Once a student has passed their Comprehensive Exams, 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 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.

French Graduate Studies Committee (GSC): The Graduate School includes numerous Graduate Studies Committees (GSCs) representing different departments and programs. The Department of French and Italian has one French Graduate Studies Committee (GSC).

General Admission Note: Please note that applicants to the French graduate program apply directly to the PhD. The MA degree can be awarded *en passant* to the PhD, 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 may only defer from a fall admission to spring with faculty/department permission.

Language of Instruction: French graduate courses are usually taught in English; however, if all enrolled students come from the French program and/or have sufficient proficiency in French, they may request that the course be taught in French.

Dissertation in English: Dissertations are expected to be written in English unless special permission is granted before undertaking the dissertation project. Those who wish to write a thesis, report, dissertation, or treatise in a language other than English must [petition the Graduate School](#) to do so and have all dissertation committee members 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 during a long session semester to be considered full-time. Continuous full-time enrollment is a requirement for 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 be appointed in an academic appointment that requires full-time enrollment. Full-time enrollment during the summer is three credit hours. If students wish to enroll in more than the minimum requirement, they should discuss this option with the Graduate Advisor or supervisor beforehand.

Dissertation Committee Composition: Graduate students must have at least three committee members on their dissertation committee who are listed as faculty members of the French GSC. Some French GSC members do not have appointments in the Department of French and Italian. However, they can serve as a French GSC member or co-supervisor on the dissertation committee. Retired faculty nominated for or granted emeritus status who remain members of the French 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 who is outside of the French 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: It is recommended by the program for students to schedule the dissertation defense at least four weeks before the deadline to submit the final version to the Graduate School; the Graduate School requirement is for submission to occur at least two weeks before the submission deadline. If the Graduate School deadline is not met, students must enroll in the following semester to continue in the program and defend then. Additionally, doctoral candidates must submit the complete dissertation to their entire dissertation committee at least four weeks before the scheduled defense date.

Conference Courses: Graduate students may enroll in Conference Courses (FR385L) only to pursue a special research project or if they need to take a course not offered in a specific semester. To enroll in a conference course, the Graduate Advisor, the instructor or faculty member teaching the conference course, and the graduate student must complete and sign a conference course form. The signed conference course form must be submitted to the Graduate Coordinator before the beginning 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 requirement.

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 that semester's grade-

reporting period. 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 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).

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>

IRB: <https://research.utexas.edu/ors/human-subjects/for-researchers/training/>

Satisfactory Progress

All students must make satisfactory progress toward their degree goals to continue in the program. Satisfactory progress toward the PhD program includes following the Graduate Student Responsibility (see above) and is defined as follows:

- A minimum 3.7 grade point average for students with Walther, Pre-Emptive, or Continuing scholarships and a minimum 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 Assistant Instructors.
- Completion of all coursework, foreign language requirements, and examinations by the end of the **fourth** year of the program.
- The Successful defense of the dissertation research proposal (or Prospectus) before a properly established supervisory committee within six months of completing the Comprehensive Exams.
- 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: Students will submit a report on their annual progress during the spring semester of each academic year. The. Students will receive a letter from the GSC chair informing them of the French GSC's review of their progress. Other progress reports or evaluations might be sent out to address individual situations and/or needs. If any issues with progress arise, they will be addressed in a progress evaluation or notification letter.

Academic Probation and Termination from the Program: Students' satisfactory progress will be measured in terms of academic performance or objective grades, feedback from faculty, and by the students themselves via their annual progress report. The Graduate Studies Committee will continually evaluate each student for evidence of their 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 they maintain the minimum average grade point average of 3.0 required by the Graduate School, have not applied for the M.A. in French before, and meets the other graduation requirements to receive the M.A. in French.

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

Part 3: Academic Milestones

Language Competency Requirements: Students must demonstrate competency in Italian, Spanish, German, Russian, Arabic, or any other modern language approved by the Graduate Advisor. Competency can be demonstrated in various ways. Students are strongly advised to acquire the language skills necessary to fulfill the Language Competency Requirements early in the program or before beginning graduate study at UT. The language requirement must be fulfilled before the student undertakes the Comprehensive Exams.

Option 1: Coursework. A student may demonstrate competence through coursework in a language equivalent to the 4th semester (~12 credit) level. When relevant, the language requirement may be satisfied with two semesters of Latin (~6 credits). Note that lower-division language courses will not count toward the degree requirements and will slow the student down in completing the requirements. Students typically take language coursework during the summer.

Option 2: Placement examination. A student may demonstrate competence by passing a departmental placement examination or a foreign language placement exam administered through Testing and Evaluation Services. Students are advised that these exams may only be offered at specific intervals throughout the year and should plan accordingly.

Option 3: Graduate reading course. A student may demonstrate competence by passing an intensive graduate reading course in another language (e.g., GER380C, ITL380C).

Option 4: The translation exam. In lieu of coursework, a student may fulfill the language requirement by completing a translation exam. The candidate must demonstrate an adequate knowledge of the selected language and a thorough understanding of the technical vocabulary in their field. This knowledge will be tested by a written examination consisting of a translation of a passage of approximately 500 words on a subject appropriate to the student's major field of interest. Members of the GSC will choose the passage in the candidate's area. If the student wishes to be tested in a language that is not spoken or signed by members of the GSC, the passage will be chosen in consultation with an external faculty member who speaks or signs the language to be tested. The Graduate Advisor and the Graduate Coordinator will administer the process.

Master of Arts

Applicants to the graduate program in French apply directly to the PhD. The Master of Arts (MA) degree is awarded on the way to the PhD provided the student fulfills the requirements described below. The MA degree in French requires that the candidate have a bachelor's degree with a major in French or demonstrate equivalent knowledge.

The Master of Arts degree in French requires 30 semester hours of coursework, including 24 semester hours of French (FR) Graduate courses and two courses taken outside the department.

French Program Requirements:

Coursework:

Core Courses: During the first two years of the program, students must complete a minimum of 24 semester hours of French (FR) courses. The precise nature of the courses will vary depending on the needs of the individual student and must be approved in consultation with the Graduate Adviser.

FR 398T Supervised Teaching in French: This course is typically offered every other year within the Department. 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. To waive taking 398T, please contact the Graduate Coordinator or Graduate Advisor.

Courses Outside the Department: University rules require that at least **two** graduate courses be taken outside the Department of French and Italian.

In the first two years of the program, students should acquire a broad knowledge of a wide variety of periods, genres, linguistics, and approaches to French; in the third, they are encouraged to deepen their exploration of the area (period, genre, linguistics, and theoretical approach) in which they plan to specialize. Students joining the program with an MA in French may count previous graduate coursework toward this requirement and could request to take fewer required courses during their first two years. This must be done in consultation with the Graduate Advisor.

PhD Coursework: In the final year of coursework, students must have at least 18 hours or be enrolled full-time in two long semesters, including at least two French (FR) graduate courses each semester.

Students are encouraged to use their extra-departmental course requirements or any graduate courses taken outside the department (outside of FR) to deepen their interdisciplinary knowledge. They should also consider taking courses related to their area of specialization and/or courses from faculty listed as affiliates of our French PhD program.

Admission to continue in the PhD and Final MA requirements for students who do not already have an MA in French: Students entering the program with an MA are admitted directly into the PhD program. Students entering with a BA will complete their first two years of graduate coursework in French, demonstrating their competency to continue into the PhD program through satisfactory progress in coursework and research. In the fourth semester of their program, typically in early March during the Spring semester of their second year, students will submit an official written request to be considered for admission to the doctoral program to the Chair of the Graduate Studies Committee. In addition, the applicant will submit one revised 10–12-page scholarly paper from a completed French graduate course, which can be written in either French or English. This paper will be submitted to a vetting committee appointed by the Graduate Studies Committee Chair in consultation with the Graduate Advisor, approximately one month before papers are due for consideration by the entire GSC. In evaluating the student's request, the GSC Committee will consider the student's progress, partly defined by overall academic performance (i.e., classroom performance, finals papers). It will also consider input from faculty members in the student's area and the student's own performance report. If approved, the students can apply for the MA in French and be eligible to continue in the PhD. For questions about this process, students should consult with the Graduate Adviser. If the paper does not receive a Pass, the student will receive a terminal MA degree.

Portfolio Programs: Students are encouraged to consider adding a Portfolio Program to their degree plan. The Portfolio Program provides opportunities for students to obtain credentials in a cross-disciplinary academic area of inquiry while completing the requirements for a master's or doctoral degree in a particular discipline. A Portfolio Program usually consists of four thematically related graduate courses and a research presentation; possible Portfolio Programs of interest might include African and African American Studies, Cultural Studies, Disability Studies, Interdisciplinary European Studies, Language Teaching and Program Coordination, Middle Eastern Studies; Romance Linguistics; Study of Religion; and Women's and Gender Studies. For a complete list and description of all Graduate Portfolio Programs at UT, click [here](#).

Comprehensive Exams: The Comprehensive Exams confirm the graduate student's ability to pursue original research that meets disciplinary standards. Students complete this milestone by submitting two research papers based on problems proposed and approved by members of the Comprehensive Exams Committee. One paper will be related to a broader comprehensive reading or main area of research, whereas the second will be a secondary and supporting topic. The precise focus of each paper will be determined by the members of the graduate student's Comprehensive Exams Committee. Students must:

1. Establish an examining committee chaired by the French professor who most likely will direct the student's dissertation research. In consultation with this Comprehensive Exams Committee Chair, students seek 2-3 other professors to serve on the examining committee (of which *one may* be a faculty member from another program) and obtain agreement from all participating faculty that they will serve on this committee.

2. Work with their Comprehensive Exams Committee Chair to organize an initial meeting by the fourth week of the semester at the latest. The purpose of this meeting is to help the student define a dissertation topic and the subjects of two formal exam papers that will ensure students have the knowledge and tools necessary to complete their dissertations. These topics will be confirmed in writing within 72 hours of this meeting by the Comprehensive Exams Committee Chair.
3. Submit the papers to the committee by a two-month deadline. All papers are expected to be original, researched, full-length articles formatted in accordance with professional styles (APA, LSA, MLA). The bibliographies of these papers must include references cited and primary sources.
4. Schedule a Final Oral Examination once the papers have been submitted to the Comprehensive Exams Committee. The final oral portion of comprehensive exams must be scheduled within three weeks of submission.
5. Meet with the Comprehensive Exams Committee during the scheduled Final Oral Examination to answer questions about the comprehensive papers or address 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 Comprehensive Exams will be given to the student immediately following their Final Oral Examination. Students who do not successfully pass the Comprehensive Exams are eligible to retake them the following semester, but only one retake is allowed.

Students preparing to take their Comprehensive Exams will typically enroll in nine hours of courses, including Comprehensive Exam Prep courses (FR 395L), a conference course (FR 385L), and/or a regular listed graduate course, during the semester they are preparing for and/or taking the Comprehensive Exams, with the approval of the Graduate Advisor and the Comprehensive Exams Committee Chair.

Prospectus: After passing the Comprehensive Exams, the student, working with the dissertation adviser, will write a dissertation prospectus (generally 15-30 pages). This is typically done the semester after having passed the Comprehensive Exams. The prospectus should be a carefully argued written presentation of the basis for the student's dissertation research. It should explain the project's significance in relation to work in the field, justify the research methodology or approach, set forth the texts to be examined and the critical questions to be addressed, and/or any conclusions expected. Brief summaries of each chapter should follow. The prospectus should demonstrate the student's ability to research 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.

Typically, the dissertation prospectus is presented in written form and orally defended to the student's dissertation supervisor and a supervising committee comprising at least three other faculty members who would typically be the future dissertation committee (see above "Supervising Faculty" and "Dissertation Committee Composition") the semester after

completing the Comprehensive Exams. This process is typically completed within six months of completing the Comprehensive Exams.

Once the prospectus is successfully defended, students will apply to be admitted to doctoral candidacy and begin working on the dissertation. Upon successful completion of the prospectus defense, students should be prepared to submit the candidacy application online, which requires a list of all Dissertation Committee Members, a tentative dissertation title, and a brief (60 lines or less) description of the dissertation or proposal approved by the Dissertation Committee supervisor.

Candidacy: When the student has fulfilled all PhD coursework and foreign language requirements, has passed the Comprehensive Exams, successfully defended the prospectus, and has chosen a dissertation supervisor and a dissertation supervising committee comprising at least three other faculty members (see above “Supervising Faculty” and “Dissertation Committee with regards to the French GSC”), they will file for doctoral candidacy with the Graduate School and begin registering for the dissertation course. The student must fill out the [Graduate School candidacy form online](#). This requires a list of all Dissertation Committee Members, a tentative dissertation title, and a brief (60 lines or less) description of the dissertation or proposal approved by the dissertation committee supervisor. This should be done in advance of submission as the online application will time out after 30 minutes of inactivity and anything not yet submitted or saved will be lost in the online form. After the candidacy form is successfully submitted online, it will also be approved by the dissertation supervisor, the French Graduate Adviser, the French Graduate Studies Committee Chair, and the Graduate Dean.

Dissertation: The dissertation is expected to contribute substantially to existing scholarship in the field. The Graduate School requires that dissertations be written in English, unless special permission is granted before undertaking the project (see notes above). Students are expected to show dissertation progress or provide frequent samples of work to their dissertation supervisor once they are in candidacy and until they have scheduled their defense in collaboration with their Dissertation Committee. The dissertation must be completed and defended within 2.5 years after 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.

Pre-defense Meeting: The candidate and the entire Dissertation Committee will gather on a date to be determined in consultation with the dissertation supervisor. The meeting should take place within one year or two long semesters of the prospectus defense. Its purpose is to enhance the intellectual exchange, provide students with an opportunity to generate enthusiasm for the project, allow for concerted advice, and generally diffuse the stress that often accompanies the defense itself.

Dissertation Defense: The Dissertation Committee is responsible for approving the dissertation, which the student defends in an oral examination between one and two hours in length. This examination is conducted by the committee 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 dissertation committee. [Forms](#) are available from the Graduate School to request the official scheduling of the defense (called the "Final Oral") and to request graduating with or receiving the PhD during the semester they defend their dissertation. The Dissertation Committee should be given at least one month to read the dissertation before the "Final Oral." The student should arrange with the Graduate Coordinator for a date, time, and place to conduct the defense.

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

Fellowship and Financial Support:

<https://liberalarts.utexas.edu/frenchitalian/graduate-programs/financial-aid/french-support.html>

Admitted graduate students within French who are maintaining normal and satisfactory academic progress are eligible for a full funding package that includes funds from our Julia Emerson Walther Fellowship. A typical first-year fellowship package comprises a full Walther Fellowship with a \$36,000 annual stipend, a full tuition award, and an additional scholarship that may be used to offset the cost of student health insurance. This additional scholarship is usually comparable to the cost of the student health insurance plan. A second full year of Walther Fellowship, similar to the first year, is available and is typically taken in the 5th year to assist the student in researching and/or writing the dissertation. The decision on when to take the second full Walther Fellowship should be made in consultation with the student's dissertation supervisor. In the years that a student is not on a full Walther Fellowship, they will be assigned either a Teaching Assistantship (TA) or an Assistant Instructorship (AI), which would include a maximum annual total financial support of \$36,000, specifically scholarships with the TA/AI stipend totaling \$28,000 in the fall and spring semester, eligibility for a summer research support scholarship of \$8,000, full tuition awards, and student health insurance benefits. If a student is in their final or sixth year and appointed in a TA or AI position, they will only receive an annual total financial support of \$28,000 (same as listed before) as they would not be eligible for a summer research support scholarship.

Summer Research Support Scholarships (\$8,000)

1. An approved proposal is required (see the Graduate Advisor and/or the Call for Proposals for details, which the Graduate Coordinator will disseminate in early February).
2. If approved, the total amount for a summer research scholarship is \$78,000, paid out at the beginning of the summer.
3. Purpose: Summer research scholarships are awarded for the continuing scholarly work **begun in previous long-session semesters** and are to **be completed in May through August** under the supervision of a faculty member from the Department of French and Italian. This funding aims to support the timely completion of the Ph.D., prospective job placement, and professional development beyond required coursework. These awards also provide graduate students with experience and training in crucial areas not currently available through the department.

4. Each year, students may submit **either** one research proposal **or** one workshop attendance proposal, but not both.
5. Deliverables are due to research supervisors on September 1st of the next academic year, with the documentation and the completed Compliance forms due to the Graduate Coordinator before October 1st. Deliverables include **one or more of the following**:
 - a. An article to be submitted to a scholarly journal.
 - b. A conference paper for an established national or international conference in the student's field, or upon the research supervisor's recommendation at a FIGSO Working Papers Series event or departmental colloquium.
 - c. A significant piece of dissertation work and/or an outside grant or fellowship proposal presented at a FIGSO Working Papers Series event or departmental colloquium during a long semester of the academic year.
 - d. Proof of successful completion of the approved institute or workshop program.
6. Application content: A one-page overview of the project, workshop, or institute; a work plan for the research and writing to be accomplished from May to August of that academic year when applicable; and a Research Proposal Assessment from a faculty mentor/supervisor in the department. Details will be sent out from the Graduate Coordinator in February on what is needed and application deadlines.
7. Eligibility Requirements: 1) First-time application or successful, documented completion of the previous year's Research Award. 2) Full fellowship support of \$36,000 was not received in the same academic year. 3) Applicants **cannot** be a summer AI, Lyon assistant, or have other significant summer employment during the academic year of the Research Award or be completing the 6th year (12th long-session semester). Applicants must continue to meet all fellowship eligibility standards at the end of the spring semester.
8. Documentation: Applications will be kept in the students' files. Documentation of completion and compliance verification forms will also be placed in students' files.

Fellowship Payment Schedules: If a student is on a full Walther Fellowship administered through the Department, their total fellowship will cover the entire academic year (Fall through Summer); however, it will be paid out in four equal amounts through the fall (two payments) and spring semester (two payments). The first fall payment will be disbursed before or at the start of the fall semester, and the second fall payment will be disbursed on or around October 1st. The first spring payment will be on or around the start of the spring semester, and the second spring payment will be on or around the first Monday of Spring Break. Any additional payments, such as funds that could be used towards the purchase of health insurance for those on a full Walther fellowship, will be disbursed before or around the start of the fall and/or spring semester.

Additional funding support through the French Fellowship:

<https://liberalarts.utexas.edu/frenchitalian/graduate-programs/financial-aid/french-fellowship-policies.html>

Travel Awards for Conference Presentation: Students selected and approved to give presentations at professional conferences are eligible for up to \$9,000 over the six-year period of fellowship support in scholarships to help defer travel-related expenses, excluding meals and

entertainment. Graduate students should consult the Graduate Coordinator for their current balance. To be reimbursed for travel expenses related to the conference presentation, students will complete the [Graduate Student Request for Travel Funds](#), obtain their research supervisor's and the Graduate Advisor's signatures, and then submit this as well as proof of expenses and conference participation to the Graduate Coordinator to receive funds.

Enrichment Activity Funding: In addition to, and separate from, the \$9,000 allotment for travel to present conference papers, an allotment of up to \$4,000 to be used over six years is available to graduate students to support opportunities for academic and professional enrichment. These activities include but are not limited to, participation in workshops, seminars, short courses, and institutes. Eligible graduate students who have used all of their conference travel funds may also use Enrichment Funds to present at conferences as needed. Support from Enrichment Funds can also be applied to attendance at conferences where students are not presenting papers. To receive this support, students must obtain a signed Enrichment Activities Prior Approval Form from their supervising professor or Graduate Advisor that endorses participation in the specified enrichment activity and explains how the activity would enhance graduate training and scholarship in French. To obtain reimbursement or a scholarship for Enrichment, the graduate student must submit this signed Enrichment Activities Form and proof of expenses to the Graduate Coordinator.

Academic Employment

All academic appointments are made through [Workday](#), the University of Texas at Austin's HR system. Please contact the Graduate Coordinator for questions about academic appointments, hiring/onboarding, or graduate student positions within FRIT. Stipends for each academic appointment can change yearly, so please contact the Graduate Coordinator for current rates.

For further information about AI or TA positions, please visit 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 at a time. Duties progress from observation to assisting the faculty member with class materials, grading, and assistance with instruction. TAs, in consultation with the Graduate Advisor, should enroll in FR398T Supervised Teaching in French, a course on teaching methodology. This course is offered every other year and is required for most students to be appointed later as an Assistant Instructor, or AI. For questions on when FR398T will be offered next and/or to ask about the 398T waiver process, please check with the Graduate Coordinator and/or Graduate Advisor.

Assistant Instructors: Normally, AI duties include instructional responsibility for one class each semester. To be appointed as a TA or AI, 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. The department chair has the final say in approving AI and TA appointments.

To qualify as an AI, a student must satisfy all three requirements below:

- must hold an MA or have completed a minimum of 30 hours of graduate coursework
- have satisfactorily completed one semester of FR398T or another 398T teaching methods course*
- have been a TA 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. The waiver for a student having to take 398T is up to the discretion of the French GSC and the Department Chair.

**If a student has not previously been appointed as a TA at UT for one semester but has taught in an accredited college or school for at least one year, they can request to be appointed as an AI through the Department. If approved through the Department, then the Department additionally must receive approval through The Graduate School through a petition for that AI appointment.

Please check with the graduate coordinator and/or graduate advisor for questions about the 398T waiver process and/or requests to be appointed as an AI without TA experience at UT.

Nonresident Tuition Waiver: Students employed as TAs and AIs who are appointed at least 20 hours per week or more are eligible to pay tuition at the resident rate. Each semester that the student is appointed in a TA- or AI-eligible appointment, they will need to submit a waiver online if they are not already listed as paying resident rate tuition. Waivers can be submitted online here: <https://utdirect.utexas.edu/acct/fb/waivers>

Tuition Reduction Benefit (TRB): Students employed as TAs or AIs appointed for 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; it does not pay this amount 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 the TRBs for the department; once processed, the student's tuition bill will be updated online. For more information about the TRB: <https://gradschool.utexas.edu/finances/student-employment/academic-employment/tuition-reduction-benefit>

AI/TA Payment Schedule: A fall academic appointment as an AI or TA begins on August 16. The first paycheck will be on September 1st, or the following Monday if that falls on a weekend or holiday. Fall academic appointments are from August 16 to December 31. For the spring semester, the appointment is January 1 to May 15. The first paycheck will be on February 1st, or the following Monday if that falls on a weekend or holiday. If there are any delays with a graduate student appointment, the Graduate Coordinator will contact the student via email. For any updates or changes to this, please check here:

<https://liberalarts.utexas.edu/frenchitalian/graduate-programs/financial-aid/academic-employment.html>

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 to work any additional hours on campus. The Graduate School also limits graduate students to working no more than 20 hours per week in the first two long semesters 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 limited to only working 20 hours per week during the spring and fall semesters, so they must also obtain permission from Texas Global to work more hours on campus, again only if approved by the Graduate Advisor and/or faculty supervisor. The restriction to employment for international students is a federal rule; 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 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 they are not allowed to work for or receive payment from anyone or a company other than the University of Texas at Austin. Please check [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 before accepting a job that could be considered off-campus.

Upper Division Teaching Requests: If there is availability and need for a graduate student to teach an upper-division course, then a request will go out through the Graduate Coordinator in the spring semester for students interested in teaching an upper-division course the following academic year. This typically will occur in late March or early April; students will then submit a formal request to teach an upper division course, which will also include the approval and support of their supervising faculty. The requests are then reviewed by the Graduate Studies Committee for final decisions on who will be selected to teach which upper division course the following academic year. Whenever there are more candidates than openings, the final selection will be made on a competitive basis, based on such factors as quality of teaching and progress made toward the degree. Final approval for teaching assignments is also up to the discretion of the Department Chair. For questions about this process, please contact the Graduate Coordinator.

Other Teaching or Graduate Student Academic Job Requests: In addition to the positions listed above, other positions may occasionally be available for our graduate students, such as online grading for a large undergraduate class, participating as a Graduate Assistant on our Lyon Study Aboard program during the summer, etc. The Graduate Coordinator will inform all eligible students of additional positions. For further information, please contact the Graduate Coordinator.

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 continue as AI/TA from a spring to 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, which could be 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 student insurance. International students who receive this waiver may still have to pay for Evacuation and Repatriation insurance as well as an ISSS health insurance administrative fee that will be on their tuition bill. The primary 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 and/or maybe on fellowship are responsible for purchasing their own health insurance. If on a full fellowship, graduate students may also be receiving funds that they can use to purchase student health insurance, so they will need to check with the fellowship details for further information on those funds or the disbursement of those funds. Generally, students eligible for Walther Fellowship funds will also receive a health insurance supplement to assist them with purchasing insurance each semester. The Graduate Coordinator will send information on insurance options to those students without academic graduate student positions. For more on UT's domestic student health insurance plan, including enrollment dates, costs, benefits, etc., see <https://utaustinags.myahpcare.com>.

International students not employed in a benefits-eligible academic appointment and/or on fellowship will automatically be enrolled in the international student health insurance plan, so they do not need to do anything to receive health insurance. If on a full fellowship, graduate students may also be receiving funds that they can use to purchase student health insurance, so they will need to check with the fellowship details for further information on those funds or the disbursement of those funds. For more on the international student health insurance at UT:

<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, they will have health insurance coverage that is part of their academic appointment and 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 their insurance policy. This is only if they intend to switch between the health insurance plans [UTSelect](#) 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 particular cases, please contact the Graduate Coordinator, who can provide more information on the gap insurance enrollment process.

The Graduate Student Handbook was last updated on October 28, 2024 and approved by the French GSC.