

## DEPARTMENT OF SOCIOLOGY 2019 ADMISSION INFORMATION

### DOCTORAL PROGRAMS

The majority of these regulations are in addition to those of the Faculty of Graduate Studies and Research (FGSR). Prospective students should familiarize themselves with the pertinent regulations found on the current FGSR. The process of acceptance into our doctoral programs is very competitive because of a limited number of openings. We therefore, are not able to accept all applications, even those who meet minimum admission requirements. To assist you with your submission, we are sharing the following criteria that are used by the Department Graduate Admissions and Awards Committee (GA&A) in considering applications and making recommendations to the Faculty of Graduate Studies and Research for admission.

**Application Deadline: January 15th**

**Application opens September 1<sup>st</sup>, 2018 for September 2019 admission.  
This is an online application and ALL of your documents will be  
uploaded to the application.**

<http://uofa.ualberta.ca/graduate-studies/prospective-students/apply-for-admission>

### ADMISSION

The following are minimal conditions for admission:

- Successful completion of a master's degree.
- A minimum grade point average of 3.5 or its equivalent in the previous graduate program. Foreign transcripts must meet the minimum requirements set out by the Faculty of Graduate Studies and Research.

**Applications, including the following uploaded documents, must be submitted by 11:59pm (MST) on January 15:**

- **Official transcripts** from all post-secondary institutions attended. Read the [Requirements for Acceptance of Uploaded Transcripts](#).
- A **Statement of Intent** specifying your area of interest and plans for study in the graduate program in this department. This letter of intent is

approximately two to three pages in length (paper size 8 1/2" x 11", 1" margin, 12 point font) .This is the Department's first introduction to you, and gives us an idea of what you are interested in studying, how these interests fit into ongoing departmental research and whether we are the right place for you to pursue your academic goals.

- **Research Interests:** Applicants to the MA and PhD Thesis programs must include a clearly defined statement of research interest which will be developed into an MA thesis or doctoral dissertation. This statement does not bind you in terms of your eventual research project, however, this description signals to us that you are capable of identifying a research topic that can be supervised by faculty members in our department. Ensure your statement is as specific as possible, refers to relevant academic literature, is well-written, and is no longer than two to three pages in length (paper size 8 1/2 x 11", 1" margin, 12 point font). PhD Applicants: Indicate the ways in which your proposed research builds upon your Master's work OR offer a rationale for your new research focus. This is not required of applicants applying to a Course-based program.
- A detailed **curriculum vitae** (resume) outlining your scholarly studies. Include editorial credentials, work and professional activities and volunteer contributions.
- An **academic paper** you have written (in English, max 7000 words including references) in your area of interest (when possible), that is substantial in content and analysis. This should be solely authored by you in English. A successful term paper written for a course, published article, article manuscript, MA thesis or part thereof are acceptable. The Department's Graduate Admissions and Awards Committee will also use this to assess your analytical writing abilities.
- **Three references.** At least two of the three references should be academic in nature from persons who are qualified to comment on your academic work and potential for graduate study. Where possible, one or more of the references should be from a person(s) from the institute last attended. The on-line application form has appraisal forms for your referees to complete ("Letter to Support Application for Graduate Admission"), and upload to the online application system. Note: electronic notifications will not be sent to your referees until you submit your application (and pay the application fee), so ensure you submit your application early enough to allow your referees time to submit their reference prior to the application deadline.
- All foreign students who have not completed a degree at an English-language university (recognized by the University of Alberta) must

demonstrate **English Language Proficiency**(ELP) by completing an approved English Language exam. Note, the Department of Sociology has slightly higher **ELP requirements** than those that are stated on the Faculty of Graduate Studies and Research [website](#).

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- **Applications are not complete until the nonrefundable application fee of \$100 (Canadian) has been paid**

## **PROGRAM**

The maximum time allowed for completion of the doctoral program is six years. Required courses selected as part of the program are listed on our Department of Sociology [website](#).

## **SUPERVISION**

Normally, the student will have contacted potential supervisors during the application process. The program supervisor is responsible for assisting the student in planning the completion of his or her program and advising in relation to the dissertation.

**Program Supervision** - Congruence of your proposed area of study with the areas of interest and expertise of faculty members in Sociology is important. To this end, we strongly recommend you discuss your application with faculty members in the relevant subject/research area *before* submitting your application to the Department. Such a conversation in no way commits the Department to acceptance. Acceptance into any graduate program is the prerogative of the Department Graduate Admissions and Awards Committee and the Faculty of Graduate Studies and Research

**Dissertation Supervisory Committee** - The program supervisor normally becomes the dissertation supervisor. Following consultation with the student, the dissertation supervisor will submit for approval to the Department Chair the names of persons proposed for the student's supervisory committee after one year in the program.

## **FINANCIAL ASSISTANCE**

We are able to offer graduate teaching or research assistantships on a competitive basis to full-time students in exchange for research assistance for faculty members or assistance in the Department's instructional program for 12 hours per week. Assuming satisfactory performance, assistance is provided for a maximum of four years. The Department encourages and supports graduate students' applications for scholarships, fellowships and awards to supplement their graduate assistantship funding.

## **PHD COURSEWORK**

The PhD requires registration in a combination of coursework and thesis research comprising a minimum of 36 credits, and completion of the mandatory ethics training requirement. In the first year PhD candidates are required to complete 18 credits beyond the foundational courses of the course-based MA at the University of Alberta, or equivalent. At least 15 credits of the required coursework (normally taken in the first year) consists of graded 500- and 600-level courses: 12 credits in sociology courses and a 3 credit course or equivalent taken outside the Department. The 'outside' course may be approved at the 500-level. At least 3 credits of ungraded sociology seminars at the 600-level are normally required (1.5 credits each). These ungraded seminars are usually taken in the second year. Students must also complete a Seminar in Teaching and Professional Skills. Specific courses taken to meet the requirements are chosen in consultation with the Associate Chair (Graduate) and the student's supervisor; Ph.D. candidates must demonstrate an adequate knowledge of a language other than English if that student's supervisor, in consultation with the Associate Chair (Graduate), deems that an additional language is essential for satisfactory completion of research for the thesis, pass a specialization area examination in an area distinct from the thesis; and pass an oral candidacy examination taken in the subject field of the thesis research. Depending on the supervisory committee or student preference, a written examination may also be taken in the thesis subject, prior to the oral candidacy examination. The above requirements are normally completed within the first two years.

Candidates proceed to the completion of the degree, normally within two years, by conducting thesis research and related scholarly activity leading to conference presentations and publication. Candidates present their thesis research to the Department in the form of a public seminar prior to the thesis defence. Finally, the thesis is defended at an oral examination (see [§203.12](#)).

## **LENGTH OF PROGRAM**

The time required to complete the PhD degree will vary according to the previous education of the applicant and the nature of the thesis research; however, four years is normally required. Candidates must complete their degree program within six years of the time they first register.

## **RESIDENCY**

The normal period of residence is two academic years of full-time study.

## **SPECIALIZATION EXAM**

The specialization exam is designed to help PhD students develop a secondary area of expertise that is distinct from the one proposed for their dissertation project. Students complete their specialization before their candidacy exam. Normally, a student's Specialization Examination Committee and Supervisory Committee will not overlap completely, and normally a student's Supervisor is not the Chair of the Specialization Exam.

## **CANDIDACY EXAMINATION**

**Oral candidacy examination** - This examination will probe the candidate for an adequate knowledge of the discipline, subject matter relevant to the dissertation, and the ability to pursue and complete original research at an advanced level. This exam is normally completed after the first two years of study.

## Department of Sociology English Language Requirement

**Test of English as a Foreign Language** - minimum score of 600 (paper-based), or a total score of 100 with a score of at least 20 on each of the individual skill areas (internet-based)

**Michigan English Language Assessment Battery (MELAB)** - minimum score of 85

**International English Language Testing System (IELTS)** - minimum overall band score of 7, with at least 5.5 on each band (Academic)

**Canadian Academic English Language Assessment (CAEL)** - overall minimum score of 60, with at least 60 on each subtest

**Pearson Test of English Academic (PTE Academic)** - overall minimum score of 68

**NOTE:** If you need to complete one of these English language examinations, you should do so as soon as possible and arrange for the results to be sent to the department. Scores more than two years old cannot be verified; therefore the applicant normally would be required to re-take the test

## **ELP EXEMPTIONS**

The following webpage provides information on the English Language Proficiency (ELP) exemptions that are made for applicants with international qualifications and includes both Exempt Countries and Exempt Institutions.

<https://www.ualberta.ca/graduate-studies/prospective-students/international-admissions-protocol/english-language-proficiency/exemptions>