

DEPARTMENT OF NEAR EASTERN STUDIES

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GRADUATE PROGRAM

GRADUATE ADVISERS

GRADUATE ADVISERS Fall 2020-Spring 2021

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DEPARTMENT OF NEAR EASTERN STUDIES GRADUATE STUDENT HANDBOOK

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I. PROGRAMS

Graduate programs leading to the PhD degree are offered in Arabic, Hebrew, and Persian languages and literatures, Near Eastern Archaeology, Cuneiform, Hebrew Bible, Biblical and Judaic Studies, Egyptology, and Islamic Studies.

Information on courses currently offered by the Department may be obtained from the NES web site (<http://nes.berkeley.edu/courses.html>) or the Department Office, 250 Barrows Hall (510), 642-3758 or 642-3757.

II. GENERAL INFORMATION

Advising

Graduate students will be assisted by one of the Department's appointed Graduate Advisers, who will take general responsibility for counseling and planning of programs. For Fall 2020 and Spring 2021, Professor Niek Veldhuis will serve as Head Graduate Adviser. Students will also be aided by a member of the staff, the Student Services Adviser (GSAO), Deanna Kiser-Go (dkisergo@berkeley.edu; 642-4915) in all administrative matters. Students are urged to take courses and consult with as many as possible of the faculty of the Department with interests relevant to their own. As soon as possible, ideally by the end of the first or second semester of graduate study, students should select a three-member faculty committee to guide their academic work. (See the sections about formation of a committee for students in the PhD programs).

CalCentral

CalCentral (<http://calcentral.berkeley.edu>) is the student-facing portal of the University's student information system (SIS). Upon stating their intent to enroll in graduate study, CalCentral becomes accessible via one's CalNet ID. It is in CalCentral that students perform most administrative tasks, including registering for courses, paying their balance, submitting certain applications to the Graduate Division, tracking their grades, viewing important notifications or tasks, and the like. The SIS is a complex computer system that can be confusing; don't hesitate to ask the Department's GSAO for help navigating its features.

Normative Time and Fees

All students are subject to the Normative Time Policy of the University and are required:

(a) to register each semester in which they make use of University facilities and faculty time.

(b) to satisfy all the requirements for the PhD Degree, including filing of the dissertation, *within five years of entrance with an MA degree or within seven years of entrance with a BA degree*. An additional two semesters of “withdrawal,” i.e., of being non-registered (for medical or parental leave only), may be approved.

To comply with normative time, students are generally considered to be making satisfactory progress if they are advanced to candidacy for the PhD (i.e., having passed the PhD qualifying examination, prepared a dissertation prospectus, and formed a dissertation committee) within a maximum of four years of entry into the Department. This leaves three years, and possibly two semesters of approved withdrawal, for the writing of the dissertation. Failure to make satisfactory progress will affect eligibility for financial assistance.

Students who have not completed the dissertation within the normative time requirements plus a two-year grace period are subject to being put on probationary status, the first step of which is the lapsing of the student's candidacy, followed by termination of candidacy. A student whose candidacy has lapsed may not hold any academic appointment (e.g. GSI or GSR). Steps necessary to regain candidacy status are increasingly rigorous as time passes. In extreme cases, a student may be required to retake qualifying examinations. For details, please refer to Graduate Division policies at: <http://grad.berkeley.edu/policy>.

DCF Award

After advancement to candidacy, students may apply for the Doctoral Completion Fellowship (DCF), which is a one-year award that carries a yearly stipend and pays tuition and fees. The DCF provides an incentive for students to file their dissertations within a reasonable time (within a year of the program's Normative Time to Degree). To be eligible for the DCF, the student must be advanced to candidacy and have applied for at least one funding source outside the University; the DCF must be used by *Normative Time to Degree plus one year*; to activate the DCF, the student must have a satisfactory Doctoral Candidacy Review on file—to be completed online every year after advancement to candidacy—from the most recent year available in CalCentral. It is important to plan the activation of the DCF award accordingly, as after the DCF is used the students will no longer be eligible for any University support, including GSI and GSR appointments, after Normative Time to Degree plus one year.

Filing Fee

The Filing Fee (<http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee>) is a reduced fee for graduate students who have completed all requirements for the degree except for taking the final comprehensive examination for the master's degree, and securing the required signatures on the doctoral dissertation title page before filing the dissertation. The Filing Fee is *not* a form of, or equivalent to, registration. To use the Filing Fee in fall, the student must have been registered in the previous spring or summer (3 units minimum in summer). To use the Filing Fee in spring, the student must have been registered in the previous fall. Filing Fee status will not be reinstated or transferred because the dissertation or thesis was not filed, or the examination not taken or not passed. The Filing Fee is valid for the length of the semester for which Filing Fee status has been approved, up to the deadline for filing for a degree in that semester. The Filing Fee may be used only once, and the student may not receive University funding of any type while on Filing Fee. Students apply for Filing Fee status via the eForm on their CalCentral page (under "Special Enrollment Petition") by the last day of the semester *preceding* the semester in which the student intends to file for the degree.

Registration/Study List

Students must pay fees and enroll in courses before the deadlines published by the Office of the Registrar or they will be charged a substantial late fee. They also risk being dropped from classes if they do not pay a percentage of their fee balance before the published deadline. *It is the student's responsibility to be aware of, and meet, these deadlines.* Students enroll in courses for each fall semester during the preceding spring semester, and for each spring semester during the preceding fall. Each student's course schedule must be approved by a Graduate Adviser before the advising hold will be removed from their CalCentral account, thereby allowing enrollment in courses. Enrollment rules, deadlines, and information are available at: <http://registrar.berkeley.edu/tbinfo.html>.

All entering students are required to take the NES 200 Graduate Proseminar, a one credit hour course that surveys the various disciplines and subfields of Near Eastern Studies, in their first or second year. Additionally, graduate students must take NES 291, Dissertation Writing Workshop, during which they will produce work that contributes to their dissertation.

The Graduate Council considers 12 units of graduate coursework (units in the 200 series or, if appropriate, the 600 series) or 16 units in the 100 series a "normal" load for full-time students who are not advanced to candidacy. There are, however, cases in which higher or lower unit loads will be desirable on academic grounds or in light of individual circumstances (e.g., working students whose employment does not materially contribute to academic training and progress toward the degree). Please see the Berkeley Academic Guide online and the Graduate Division's web page for further information on normal coursework loads. All students, including fellowship holders and Graduate Student

Instructors (GSIs), are required to carry at least 12 units of coursework per semester. This requirement also applies to students advanced to candidacy for the PhD, since they can be enrolled in many units of NES 299, Dissertation Research and Writing. All courses in which the student is enrolled will count in this total of 12 units, including special study courses, individual studies courses (601, 602), and courses on preparation for teaching (300-level). No more than 8 units of 600-level courses are allowed per semester.

Grading

Grades are awarded for courses at the discretion of the course instructor. Graduate students are required by University regulations to maintain a GPA of at least 3.0 (a B grade). Students who fail to meet this minimum standard, or who do not make normal progress in other respects toward the degree, may be subject to probation and eventual dismissal by the Dean of the Graduate Division. To be eligible to take PhD qualifying examinations or to hold an academic appointment, the student may carry no more than two grades of Incomplete ("I") on his or her record. Please note: in most courses, the final passing grade for graduate students is 80% (B-).

For PhD students, no more than one-third of the total earned units in their graduate program (including 100-level and 200-level courses and excluding courses numbered 299 and above) may be graded as "S/U" (Satisfactory/Unsatisfactory). For MA students, 2/3 of total units must be letter-graded (including 100-level and 200-level courses, and excluding courses numbered below 100 or 299 and above). As a general rule, it is advisable to *take most courses on a letter-graded basis*, unless specific circumstances at the time make this very difficult. For more information on grade requirements refer to <http://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e13-grades>.

Appeals

The Department has an appeals process for matters of departmental decisions that would terminate or otherwise impede the progress of a student toward his or her academic degree goal (e.g., decisions to put a student on probationary status, dismiss student, terminate or lapse the candidacy of a student). Copies of this process are posted and are available from the Graduate Student Services Adviser, in room 250B Barrows.

Graduate Division

Many important regulations governing the MA and PhD degree programs are issued by the Graduate Division. Much of this information is available on the web, and students are encouraged to refer to it: <https://grad.berkeley.edu/policy/>.

III. THE MASTER OF ARTS DEGREE

If the student's undergraduate preparation is deficient, the student might be required to undertake coursework in addition to what is normally required for the MA degree. In such cases, the additional coursework may cause the student to exceed the usual two years, which the Graduate Division considers "satisfactory progress" with respect to completion of the MA program.

The MA degree in Near Eastern Studies is obtained according to the Graduate Division's Plan II (with comprehensive exams), not Plan I (with a thesis).

Specific requirements for the degree are listed below. Particular attention should be paid to the section concerning MA degree advancement to candidacy, which describes the relative timing of the various requirements.

Academic Residence

A minimum of two semesters of academic residence is required for the MA degree. A student must enroll in and complete a minimum of 4 units of upper-division or graduate courses on the Berkeley campus in each of the required semesters. Only courses in the 100 or 200 series satisfy this requirement.

Formation of an MA Committee

As soon as the student's areas of interest become clear, but *certainly not later than the beginning of the third semester after admission*, the student should select a three-member faculty committee to guide his/her work toward the degree, and inform advising staff. The choice of the committee is the student's responsibility and must be approved by the faculty members involved and by the Graduate Adviser. With the help of the Graduate Adviser, therefore, students should seek, from the outset of their program, professors whose fields of specialization most nearly correspond to their own areas of interest. One, or possibly two, members of this committee may be members of a department other than Near Eastern Studies, but the chair of the committee must be a member of the faculty of this Department.

The Graduate Division recommends that members of the MA committee be regular members of the Berkeley faculty. Visiting faculty and lecturers who hold a PhD degree may participate on MA examination committees with the permission of the Graduate Adviser. No visiting faculty member, however, may chair an examination. Except in the most unusual circumstances, no more than one visiting faculty member may serve on an examination committee.

Members of the MA committee will meet with the student to help determine the student's fields of study and to suggest an appropriate program of study. The committee will also periodically review the student's progress.

Third-Semester Review

Early in the student's third semester of study, he or she is expected to meet with their three-member MA committee to review the student's progress toward the degree. In evaluating the student's performance, the committee will consider the student's grades and general academic progress. The student's specific research interests and goals will be discussed at the meeting. If a serious deficiency is discovered in the student's preparation, the committee will advise the student in writing on ways to correct it.

Modern European language

All MA candidates are required to pass a proficiency examination in one modern European language before applying for MA candidacy. In this department, the language required is normally French or German. Another modern language may be substituted for one of these if it is clearly necessary to the student's field of study. Any such substitution must be approved by the Graduate Adviser and the student's advisory committee.

The text of the European language examination is selected by the chair of the student's committee. At the beginning of the semester when the student intends to take the exam, the student should fill out the online examination scheduling form (provided by the Graduate Student Services Adviser) and inform his or her committee chair of the need to provide this department staff member with a selected exam passage. The student then schedules the exam with the staff member. The completed exam is circulated to the student's committee, which is responsible for evaluating it. The examination consists of one or two passages totaling at least 300 words. This passage must be translated into English in 90 minutes. Use of a dictionary is permitted as long as it does not require internet access; digital dictionaries on a flash drive are allowed. If a student does not pass the examination, the examination may be repeated, but not until the following semester.

Students must pass the modern European language examination or receive approval of the Adviser and Dean for a waiver of the examination *before* applying for candidacy for the MA degree. The examination is taken on a departmental computer. Students receive their completed examination copies (source text and translation) in the electronic format.

Coursework

All students are required to complete 24 units of coursework in 100 or 200 series classes. Two-thirds of all coursework must be letter-graded. Twelve units should be taken in the 200 series in the major subject. The Department's graduate proseminar, NES 200, must be taken by all students in their first or second year.

For students in *language* programs: a minimum of 24 semester units of coursework (see degree outlines), at least 12 of which must be in 200-series courses in the major, and three

semesters of work in a Near Eastern language other than the student's major language. Knowledge of one modern Semitic language is recommended for students of ancient languages.

For students in the *Near Eastern Archaeology and Art History subplan* (emphasis): at least 24 units of coursework, at least 12 of which must be in 200-series courses; three semesters must be drawn from NES 223A,B.

For students in the *Egyptology subplan*: at least 24 units of course work, at least 12 of which must be in 200-series courses. The required 24 units must include two semesters work in the ancient Egyptian language beyond second-year level. The 12 200-series units must be from seminar courses. (One 200-level Egyptian language course may count towards the seminar course requirement.)

Not more than one-third of the total units (excluding those in the 300 or 600 series) that the student has passed at Berkeley at the time the degree is awarded may be taken on a S/U basis. Students may enroll in no more than 8 units of 601 per semester.

MA students may not fulfill more than 8 of the required units with courses graded "Satisfactory."

Research Papers

Two research papers, one of which must demonstrate bibliographic mastery of a given topic, must be placed on file in the departmental office *at least four weeks prior to the first MA examination*. These papers may be written in the context of coursework taken for the MA, or may be written independently of coursework, under the supervision of a faculty member. Any paper submitted as an MA paper must be approved by the faculty member for whom it was written, as well as by the MA committee. Faculty members indicate their approval by signing the title page form provided to them by the student (and obtained from the Graduate Student Services Adviser).

Advancement to Candidacy for the MA Degree

Students must be unofficially advanced to candidacy—approved by their main adviser—prior to taking their comprehensive MA examinations. The Graduate Student Services Adviser will review the student's Academic Progress Report (APR) in CalCentral to determine that all milestones except for the comprehensive MA examinations have been completed. The student's request for candidacy must be made after the student satisfies the European language exam requirement (see above) and before the student appears for the MA examination.

MA Examinations

The student must successfully complete written examinations covering one major and two minor fields. These are set and graded by the student's MA committee. For students in language programs, at least one of the examinations will include a translation of a text from the student's major language into English. Use of a dictionary (or other appropriate aids, where dictionaries as such are not available) might or might not be permitted. A question of bibliographical nature will also be included. *All examinations must be written in the English language.* For a list of possible fields of examination for the MA degree, see Appendix I. These examinations are not scheduled for the summer or intersession, and only in special circumstances will they be scheduled for the first few weeks of a semester.

MA Examinations in Detail:

1. MA Examination focus, scope and preparation:

The focus and scope of each examination will be decided by members of the student's MA committee in consultation with the student. The student should confer with each member of the committee about required reading for the examinations. Copies of all reading lists supplied for the examination should be distributed to each member of the student's MA committee. The student who is studying for the examinations may receive up to 8 units of credit per semester by enrolling in NES 601, Individual Studies for Master's Students. These units cannot be applied toward fulfillment of the required 24 units of coursework. Further, these units do not count toward the establishment of academic residency.

2. MA Examination scheduling:

At the beginning of the semester when the student intends to take the exam, the student must fill out the online examination scheduling form (provided by the staff Graduate Student Services Adviser). Each member of his or her advisory committee indicates their willingness to serve on the examination committee by agreeing to the selected exam topics and dates, as well as the format (take-home or in-house) and length of time allowed.

All three examinations must be taken within the course of seven days. Examination dates will be set by the Graduate Student Services Adviser in consultation with the student and the MA committee. The student may not take an MA examination unless he or she has been approved to do so. Students must allow time between the last written examination and the end of the semester for a Permission to Proceed examination, which enables them to move on to the PhD program.

3. MA Exam evaluation:

The MA degree is awarded on the basis of the student's performance on the written examinations described above. The faculty committee will decide whether or not to recommend the degree within a week of the completion of the written examination process.

If the student fails the examination, the committee may recommend for or against a repeat examination. If part of the examination is unsatisfactory, the student may be asked to take all or part of the examination again, or may be asked to do additional work to meet the MA committee's criteria for a satisfactory examination. A third attempt is not permitted.

Permission to Proceed Examination

Within three weeks after completing all of the MA degree requirements (including successful passage of the written MA examinations), the student must take an oral Permission to Proceed examination, which must be taken by the last day of the semester. This examination is normally given by the student's MA advisory committee. It is scheduled by the Graduate Student Services Adviser in consultation with the student and the committee.

The student should meet with the Graduate Student Services Adviser early in the semester to schedule this examination. The purpose of the oral examination is to determine whether the student is ready to pursue research and study at the doctoral level, and is capable of completing such research and study in an acceptable period of time.

IV. PHD DEGREE

Evaluation of Students Admitted Directly to the PhD Program

Students who hold an MA or equivalent degree from another institution (or another UC department) may be admitted directly to the PhD degree program upon their admission to the Department. Students in this category whose preparation is deemed inadequate in some subjects may be required to undertake appropriate coursework. At the end of the first year of study, the records of such students will be examined by their advisory committee (principal faculty Adviser and two other faculty members with whom the student has taken coursework), and a decision will be made by that committee as to whether the student may remain in the PhD program.

Progress Reviews of Students Enrolled in the PhD Program

Each student's progress will be reviewed on a regular basis at annual meetings scheduled by the student with at least two members of the student's committee. Please see the section entitled "Normative Time" for the suggested rate of progress toward the PhD degree.

Pre-Candidacy Requirements

Academic Residence and Other Residence Requirements

Academic Senate legislation requires a minimum of 4 semesters of academic residence for the PhD degree. A student must enroll in and complete a minimum of 4 units of upper-division or graduate courses in each of the required semesters. Only courses in the 100 or 200 series fulfill this requirement. Semesters spent in the Department for an MA program may be used to satisfy this requirement if those semesters are additional to the two required for the MA. Thus, students who earn the MA and PhD at UC Berkeley must register for a total of 6 semesters.

The student must be registered when taking the written preliminary and oral comprehensive qualifying examinations, and during any other semester when faculty time and/or the use of University facilities is required.

PhD coursework

After passing the Permission to Proceed examination at the MA level, or after being admitted directly into the PhD program, the student is encouraged to meet as soon as possible with his/her PhD examination committee (see below) to establish a program of coursework for the PhD. Although there are no specific required courses for the PhD program besides NES 291 (Dissertation Writing Workshop), it is expected that a student will include, at a minimum, seminar work in at least two divisions of the Department. Preparation in a second language is often necessary because the comprehensive written preliminary examinations will include testing in at least two Near Eastern languages, unless a student has an Archaeology/Art History specialization. All graduate students are required to be enrolled in 12 units of classes in order to be considered registered full time. Not more than one-third of the total units (excluding NES 299 and those in the 300 or 600 series) that the student has passed at Berkeley at the time the degree is awarded may be taken on a S/U (Satisfactory/Unsatisfactory) basis. Students may earn no more than 8 units of NES 602, Individual Study for Doctoral Students, in a semester.

PhD Examination Committee

The student, in consultation with his or her departmental Graduate Adviser, must select a four-member faculty committee to guide him or her in preparation for the written preliminary and oral comprehensive qualifying examinations. The Department recommends that one member of this committee be a member of the Berkeley Academic Senate from outside the Near Eastern Studies. Any faculty member from a different university must be approved as an exception by the Graduate Division.

The chair of the examination committee may not direct the dissertation, and must be a faculty member of the Department of Near Eastern Studies. As soon as possible after

admission, the student should try, with the committee's assistance, to define one major and two minor fields of study (fields on which the student will be examined during both the written preliminary and oral qualifying examination) and to plan coursework and language study with these examination fields in mind.

Near Eastern Languages for Archaeology/Art History Students

Egyptology majors must pass a proficiency exam in Egyptian and/or Coptic *before* the written preliminary examinations are taken. Near Eastern Art and Archaeology students must complete a minimum of two years course work in an ancient Near Eastern language or must pass a proficiency examination in an ancient Near Eastern language before taking the preliminary examinations. The ancient language proficiency exams will be three hours in duration and will test for competence in texts selected for their relevance to the student's program. When requested, the language proficiency examinations will be arranged by the Graduate Services staff in consultation with the student and the examiners. Prior to registering for courses in the first semester of PhD coursework, the student should consult with the relevant faculty member as to which language might be appropriate for his/her program of study.

Modern European Languages

All PhD students must have passed reading examinations in two modern European languages before proceeding to the preliminary examinations. The modern language proficiency examinations will follow the form prescribed under the MA requirements (see above). Students who have passed through an MA program of this department will already have satisfied the requirement in at least one language. Credit is not given for language examinations taken at other schools.

Fieldwork for Students in Egyptology and Near Eastern Art and Archaeology

Each student specializing in Egyptology or Near Eastern Art and Archaeology must acquire practical experience in archaeology or museum studies. The student should confer with his or her examination committee on ways to gain this experience, which may include participation in excavations, study in approved museums, or other activities related to fieldwork and approved by the examination committee.

PhD Examinations

The Department requires that its doctoral students pass comprehensive written preliminary examinations before proceeding to the comprehensive oral qualifying examination. Students are eligible to take the written examinations after completing all of the requirements for the PhD outlined above. *Early in the semester* in which the examinations are to occur, the student must discuss the scheduling of these exams with the Graduate Student Services Adviser, so that the required eForm application for the student's admission

to the qualifying examination meets the Graduate Division's specifications. (See below about the timeline of the application.) At the beginning of the semester when the student intends to take the exam, the student should fill out the Department's online examination scheduling form and must obtain the approval of all four examination committee members, indicating their willingness to conduct his/her comprehensive written preliminary examinations and the oral qualifying examination.

The Graduate Student Services staff will schedule the examinations in consultation with the student, based on the availability of one's exam committee members. These examinations are not scheduled for the summer or intersession, and only in special circumstances will they be scheduled for the first few weeks of a semester. According to the Graduate Division regulations, the faculty member who chairs the student's preliminary and qualifying examination committee may not chair the student's dissertation committee.

Applications for admission to the qualifying examination must be filed with the Graduate Division by the Department no later than three weeks prior to the proposed date of the first written examination. This application will specify the three fields of study to be covered during the examination.

Written Preliminary Examinations

Students must complete one written comprehensive examination for each subject area specified in the application to be covered during the comprehensive oral qualifying examination. Three comprehensive written examinations are required, therefore, to cover the student's major subject area and two minor areas. All of these examinations must be completed in a seven-day period. Students wishing to take comprehensive preliminary and qualifying examinations must inform (by filling out the electronic form) the Graduate Student Services Adviser *early* in the semester in which these examinations are to be taken. The examinations will be scheduled upon consultation with the student and examiners. The comprehensive preliminary examinations may be of any written format determined by the examiners, but it is suggested that they should consist of a choice of not more than three from a wide range of essay questions. Students should consult with their committee members well in advance concerning the makeup of each proposed examination, as well as the reading list of material for which they are responsible on the exam.

For all students in the department, except those in Archaeology/Art History specializations, the comprehensive written preliminary examinations will include examinations in at least two Near Eastern languages. The Near Eastern language requirements in the Archaeology/Art History programs are described in the section (above) titled "Near Eastern Languages for Archaeology/Art History Students."

Any student who fails a written examination in one or more subject area(s) twice may be referred to the Dean of the Graduate Division for dismissal from the PhD program.

Qualifying Examination

The qualifying examination is a comprehensive oral examination conducted by the four faculty members of the student's PhD examination committee, one of whom should be a Berkeley Academic Senate member from outside the Department of Near Eastern Studies. The examination is designed to reveal the breadth and depth of the student's knowledge, as well as his or her sophistication of reasoning. It is therefore not to be concerned narrowly, nor to be concerned solely with a dissertation prospectus. Based on the student's performance, the faculty will determine whether the candidate is ready to enter the research phase of PhD study. A report on the student's examination performance, signed by all four examiners, is submitted to the Graduate Division.

The eForm application for the Qualifying Examination is accessed through CalCentral under the "Higher Degree Committees Form" link. Approval of the application by the Department's advisers and the Graduate Division is managed via online routing.

Students are eligible to take the comprehensive oral qualifying examination after passing the written preliminary examinations. The oral examination should take place within ten business days of the last written preliminary examination and before the end of the semester. If the student fails the qualifying examination, the committee may recommend for or against a repeat examination. A third examination is not permitted.

Advancement to Doctoral Candidacy

After the student passes the qualifying examination, they must apply for advancement to candidacy: <http://grad.berkeley.edu/academic-progress/forms/>.

Before filing this eForm application, the student must first obtain approval of a dissertation prospectus on an appropriate topic from his/her proposed dissertation committee. The prospectus should include a detailed outline, a short essay-type description of the dissertation, and a bibliography. It is important that the student follows the Graduate Division's application procedures and deadlines. For more information, see: <http://grad.berkeley.edu/policy/degrees-policy/#f28-advancement-to-candidacy-for-a-doctoral-degree>.

Following consultation with the student, the Faculty Graduate Adviser may recommend a dissertation committee of three members. This committee is to be chaired by the departmental Academic Senate member most directly concerned with the student's research. This *cannot* be the same person who chaired the student's qualifying examination committee. If the student's research is such that different aspects of it are the chief concerns of different members of the committee, and no single member directs the whole, then joint chairs may be appointed. One member of the committee should be a Berkeley Academic Senate member from a department other than Near Eastern Studies. The names of the faculty proposed for the dissertation committee and a statement about whether

human subjects will be part of the dissertation research are submitted to the Graduate Division on the Application for Candidacy eForm. The Graduate Division charges a fee of \$90.00, which will be billed to the student's account when the form is submitted. When the application is approved by the Graduate Dean, the student becomes a candidate for the PhD degree.

Candidate in Philosophy Degree

The CPhil degree, which gives formal recognition to a definite state of progress toward the doctorate, is awarded after the student is advanced to candidacy for semester will be on the CPhil degree list the following May, and those advanced in the spring semester will be on the degree list the following December.

Doctoral Candidacy Review

Doctoral students who have advanced to Candidacy are required to complete the online form of Doctoral Candidacy Review (DCR), accessed through the link on CalCentral, each year until they complete the program.

Dissertation

Specific University requirements for dissertation format, filing, and deadlines are found in the "Dissertation Writing and Filing," section of the Graduate Division's website: <<http://grad.berkeley.edu/academic-progress/dissertation/>>.

The completed dissertation must be signed by all members of the dissertation committee. A final examination, or dissertation defense, for the PhD degree is not normally required by the thesis committee. It is the student's responsibility to maintain contact with all members of the committee and to arrange for each member to have enough time to review each stage of the dissertation. Students must be registered when drafts of their dissertations are being read by faculty members. Students who meet the stipulations for use of the Filing Fee may petition to pay the Filing Fee *in lieu of* registration fees for the semester in which the dissertation is filed. Filing Fee status is *not* a form of registration and student services are reduced accordingly. The deadline to file one's dissertation is the last day of each semester or summer term.

Dissertation Colloquium for PhD Candidates in Ancient Egyptian and Near Eastern Programs

All PhD students in the ancient Egyptian (Egyptology) and Near Eastern (Near Eastern Art and Archaeology) programs are required to give an oral presentation (approximately 45 minutes) on their dissertation. The candidate should consult with his or her dissertation advisers to determine the scope of the presentation. The colloquium should be scheduled during the advanced stages of the dissertation and must be attended by the candidate's

dissertation inside committee members. It is expected that all graduate students and faculty in ancient Egyptian and Near Eastern studies will attend dissertation colloquia, frequently given on the occasion of a Department Brown Bag lecture.

V. FINANCIAL ASSISTANCE

- a. University Fellowships; Nonresident Tuition and Fee Grants, and Department Fellowships (Tuition/Fees and Stipends)
- b. FLAS Awards and Multi-Year UC Fellowships through the Graduate Division

For information on the Doctoral Completion Fellowship (DCF), which is offered to students in the PhD program who are making good progress and who are advanced to candidacy, see the Graduate Division's web page at: <<http://grad.berkeley.edu/financial/fellowships/>>.

The Graduate Division also awards a highly competitive one-year fellowship, the Dissertation Year Fellowship (DYF), for students completing the dissertation. Each spring faculty are invited to nominate students for this award. Multi-year UC fellowships (most of which are available for incoming students only) and FLAS fellowships are administered through the Graduate Division on the basis of a campus-wide competition. <<http://grad.berkeley.edu/admissions/apply/fellowships-entering/>>.

Most student funding (tuition/fees and stipends) and nonresident tuition payment is department based. The Department's current GSI/Fellowships Committee determines how students will be supported (GSI appointment and/or fellowship) in early March. The selection of students who will receive Graduate Division Summer Grants generally occurs the following month, the number and amount of awards each year being dependent on fund allocation.

Students obtain applications for most other awards at the Graduate Fellowships office or website, and review of these applications usually begins immediately after the application deadline. All parts of the application, including transcripts and letters of recommendation, must be received by the appropriate office by that time. In order to be eligible for many of these funds, students must complete a Free Application for Federal Student Aid (FAFSA), available at the Graduate Division (www.grad.berkeley.edu/financial/aid/). Travel Grants are also awarded by the Graduate Division, with a rolling application deadline.

Continuing students apply for FLAS Awards through TANGO at <<https://tango.berkeley.edu/applicant/app/start>>.

The designated application deadline is late January for FLAS (Foreign Language and Area Studies) Awards. Application deadlines are variable for most other continuing-student

awards, including those that support student parents. Consult the Graduate Fellowships website for a complete list:

<<http://grad.berkeley.edu/financial/fellowships/>>.

FLAS fellowships are available to students studying modern Arabic, Hebrew, Persian, or Turkish. These awards are made to students who are: (a) U.S. citizens or nationals, or have permanent resident status.

(b) are in advanced training in a foreign language or area studies, or are involved in research and training in the international aspects of professional and other fields of study. These fellowships pay registration fees and a stipend, plus nonresident tuition, if required.

University policies for graduate students allow most U.S. citizens and U.S. residents to establish California residency for tuition purposes after demonstrating residence in California and financial independence for one year preceding the request for resident status. Please closely follow the instructions provided by the Residence Affairs Office on CalCentral, since it is essential that students establish CA resident status in their first year.

Office for Graduate Diversity

It is the purpose of this Graduate Division program to support underrepresented students who are U.S. citizens or U.S. residents. Awards are made for one year only to master's students and for two years to doctoral students. The University has identified African Americans, Chicanos/Latinos, Native American Indians, and Filipinos as the most severely underrepresented, and it recognizes that Asian Americans are underrepresented in certain fields. Applicants are urged to read carefully the materials in the Graduate Division application concerning this program. To receive a merit-based Graduate Diversity fellowship, a student must have demonstrated outstanding scholarly achievement. We encourage you to consult with the Department's Equity and Inclusion Adviser (Prof. Redmount in Fall 2020, Prof. Lucarelli in Spring 2021) about any concerns you might have related to diversity in all its forms.

Financial Aid Office

Students may apply for several types of non-fellowship aid through the University Office of Financial Aid and Scholarships via Cal Student Central in 120 Sproul Hall. Applications for financial aid (including work-study) are due in the Financial Aid Office by February of the academic year prior to the academic year for which aid is sought. For the exact deadline and for a complete description of the various types of long-term and emergency aid available, please consult the Financial Aid office <<http://financialaid.berkeley.edu/>>. Students with work-study eligibility may apply for employment in the Department when positions are available; applications should be submitted to the Department Manager, 250E Barrows Hall.

Graduate Student Instruction/Graduate Student Research

Every year, the Department appoints graduate students as Graduate Student Instructors (GSIs) to teach discussion sections of lecture courses and sections of language courses. By mid-December of each academic year, any student who is interested in a Graduate Student Instructor position for the next academic year should submit an electronic application. Decisions regarding appointments are made in writing early in spring semester. Except under unusual circumstances, no awards are made to students who have not gone through this application process. Graduate Division policies on these appointments can be found at <http://grad.berkeley.edu/policy/appointments-policy/>.

Further Information

For information on fellowships and scholarships offered by outside agencies, check with the Graduate Division Fellowship Office, 318 Sproul Hall:
<http://grad.berkeley.edu/news/announcements/guide-to-fellowships-grants/>,
<http://grad.berkeley.edu/financial/fellowships/>; and the Townsend Center for the Humanities <http://townsendcenter.berkeley.edu/>.

The bulletin boards inside and outside of 250 Barrows Hall also have some information about various grants and fellowships for which students may apply. Students are encouraged to investigate and pursue external funding possibilities.

VI. DEADLINES AND PROCEDURES

Students are expected to inform themselves of deadlines set by the Office of the Registrar and Graduate Division pertaining to such matters as paying fees, filing forms, and obtaining adviser signatures relative to registration, readmission, degree matters, financial aid applications, and so forth. Sources of information are the departmental bulletin boards, Cal Student Central, the Berkeley Academic Guide, notifications on your CalCentral page, and other publications.

The Department provides graduate students with mailboxes to facilitate communication with students and between members of the Department. The Department requests that students do not use the Department address for receipt of regular mail.

VII. ACCESS TO RECORDS

Students are entitled by law and University policy to examine and challenge most of the records that the University maintains on individual students. These records are confidential and, in most circumstances, may be released to third parties only with the student's prior consent. Such matters are detailed in the "Berkeley Campus Policy Governing Disclosure of Information from Student Records," available in the Office of the Registrar, 120 Sproul Hall, and online: <http://registrar.berkeley.edu/Records/ferpa.html>.

VIII. EMAIL

The Office of Information Systems and Technology (IST), User and Account Services, provides free email accounts for students on bMail (basic email accounts powered by Google): <<http://bconnected.berkeley.edu/>>. Check the IST Service Center for more information at: <<http://ist.berkeley.edu/support/service-desk>>.

IX. PROFESSIONAL DEVELOPMENT AND JOB PLACEMENT

An important resource for graduate students is the Graduate Student Professional Development Program (GradPro); information about the many resources it offers and a helpful *Guide* with scheduled events can be found at: <<http://grad.berkeley.edu/professional-development/about-gpd/>>. The Career Center, 2440 Bancroft Way, 642-1716, <<https://career.berkeley.edu/>>, provides services to aid in all aspects of the job search, including individual counseling, workshops, a computer and information lab, academic and other professional job listings, and letter of reference files. It also posts part-time, temporary, summer, and other employment listings.

X. EXCHANGE PROGRAMS

Intercampus Program

A graduate student registered at any campus of the University of California may attend another campus of the University as an Intercampus Exchange Graduate Student. This exchange must have the approval of the Graduate Adviser in the Department of Near Eastern Studies, the Chair of the Department in which the exchange study is proposed, and the Dean of the Graduate Division on the Berkeley campus. Requests are initially submitted to the Graduate Adviser; applications are available from the Graduate Division, 318 Sproul Hall, and online: <<http://grad.berkeley.edu/programs/exchange-programs/>>.

Stanford-Berkeley Exchange Program

Upon approval of the Department, the Graduate Division, and Stanford University, students with superior records may take courses at Stanford that are not offered at Berkeley. Participants register and pay applicable fees at Berkeley. Students must enroll in a least one course at Berkeley during the same semester.

IvyPlus Exchange Scholar Program

The IvyPlus Exchange Scholar Program enables a graduate student enrolled in a doctoral program in one of the participating institutions (UCB, Brown, University of Chicago, Columbia, Cornell, Harvard, MIT, Princeton, Stanford, Yale, and University of Pennsylvania) to study at

one of the other graduate schools for a limited period of time in order to take advantage of particular educational opportunities not available on the home campus. The academic experience, including courses taken and/or research conducted with particular faculty at the visited institution will be registered on the academic record maintained by the student's home institution. Students in the PhD program are eligible for this program only after completing one year of study in a graduate program at UCB. A minimum of one term and a maximum of one academic year is permitted in the program. Applications for the program are available from the Graduate Division, 318 Sproul Hall, and online.

Education Abroad Program

Graduate students who have been admitted for study toward a higher degree may apply for study abroad under the University-wide Education Abroad Program. An applicant must have completed at least one year in residence before departure for study abroad, and must demonstrate language proficiency where required. The University of California currently has study centers at the Hebrew University of Jerusalem (Israel), the Amman Study Center (Jordan), and the University of Nicosia (Cyprus). Graduate students must obtain the sponsorship of a faculty member at the host institution. This is arranged through the Programs for Study Abroad office. For further information on these programs, contact the office of Berkeley Programs for Study Abroad, 160 Stephens Hall <<http://studyabroad.berkeley.edu/>>.

Cross-Registration Programs with Local Institutions

These programs allow students to attend California State University Hayward, San Francisco, and Sonoma; Dominican, Holy Names, Mills, and St. Mary's Colleges; and John F. Kennedy University with the approval of the Graduate Division and the Department. Students may enroll for only one course per semester at these institutions and must register and pay applicable fees at Berkeley. Graduate students may register at Berkeley and take courses at the Graduate Theological Union (GTU), 2465 LeConte Avenue, Berkeley 94709, (510) 649-2400, (<http://gtu.edu/academics>); subject to appropriate academic approvals.

XI. LIBRARIES

Doe and Moffitt Libraries

Doe Library, the main campus library, has special collections of Islamica and Judaica/Hebraica materials (both administered in 438 Doe), as well as standard collections related to all research interests of members of the Department of Near Eastern Studies. Moffitt Library houses books supporting the undergraduate curriculum, including those placed on class reserve. Our Department is fortunate to have a close relationship with the University's Middle Eastern & Near Eastern Studies Librarian, Dr. Mohamed Hamed. He offers regular office hours in our campus building and is also accessible via email: mhamed@berkeley.edu.

The Bancroft Library

The Bancroft Library is housed in the Library Annex on the east side of Doe Library (<http://www.lib.berkeley.edu/libraries/bancroft-library>). Its collections contain rare books and manuscripts, including an extensive group of papyri from Egypt in the Center for Tebtunis Papyri. See the Bancroft's website for access information (<http://bancroft.berkeley.edu/info/>).

NES Departmental Libraries

The NES Department has several specialized departmental libraries focusing on areas taught by the Department. These libraries are non-circulating and may be used for advanced seminar classes. Separate libraries exist for Islamic Studies (Arabic, Turkish, and Persian, including the Mahjoub Persian Library) and Hebrew and Semitic Studies. The Cuneiform Seminar Room incorporates the Ancient Near Eastern collection, and the Baer-Keller Library of Egyptology houses the department's Egyptology collection. Graduate students and undergraduate majors are eligible to have their own library keys upon approval by relevant faculty. Others may apply for admission to a library as needed on an occasional basis.

Graduate Theological Union (GTU)

The Graduate Theological Union Library, 2400 Ridge Road, Berkeley, has extensive holdings, which are open for use by all UC students. The GTU has its own library card, which can be acquired by presenting a current UC registration card at the circulation desk. The collection concentrates on the areas of religion (including Old and New Testament, and some Islamic materials), Near Eastern languages (especially Hebrew, Greek, Coptic, and Comparative Semitics) and Syro-Palestinian history and archaeology for all periods.

Research Library Cooperative Program

Through this inter-library lending program, Berkeley students may obtain titles student at the Berkeley circulation desk or in Interlibrary Services, respectively. Some patrons are also eligible to visit the partner libraries and check out materials. Students may also request research materials from any collection in the University of California system (Melvyl), and from other participating libraries via the Interlibrary Loan program.

Art History/Classics Library Service

The Classics and History of Art Departments maintain an important slide collection and a Graduate Library Service on the third floor of Doe Library. The collection is non-circulating and contains basic material on Classics, archaeology, and art.

Anthropology Library

The Department of Anthropology maintains a substantial collection of reference and source materials on anthropology and archaeology on the second floor of Kroeber Hall.

Architecture Library

The library of the Department of Architecture in Wurster Hall holds a substantial collection of slides dealing with Islamic monuments in the Middle East, as well as reference source materials on Near Eastern architecture, and urban planning.

Law Library

The Law School library has holdings in Islamic, Jewish, and ancient law, which may be used on the premises.

XII. MUSEUMS

Materials relating to the study of the ancient medieval and modern Near East are housed in the following museums in the Bay Area:

The Asian Art Museum

200 Larkin Street, SF (415) 581-3500
<http://www.asianart.org/>

The B ade Museum of Biblical Archaeology

1798 Scenic, Berkeley, (510)849-8272
(Primarily Iron Age artifacts from Tell en-Nasbeh, Palestine)
<http://psr.edu/bade/>

The Palace of the Legion of Honor

Lincoln Park, 100 34th Avenue, SF (415) 750-3600
(Islamic and Greek holdings)
<http://legionofhonor.famsf.org/>

Hearst Museum of Anthropology

103 Kroeber Hall, Berkeley Campus, (510) 642-3682
<http://hearstmuseum.berkeley.edu>

The Rosicrucian Museum

1660 Park Ave, San Jose, (408) 947-3635
<http://www.egyptianmuseum.org/>

Iris and B. Gerald Cantor Center for Visual Arts

328 Lomita Drive, Stanford campus, Palo Alto, (650) 723-4177

<http://museum.stanford.edu/>

The Judah L. Magnes Museum

2121 Allston Way, Berkeley, (510) 643-2526

<http://www.magnes.org/>

APPENDIX I

Fields of Examinations for the MA Degree

Philology

A. Arabic

1. Classical Literature
2. Modern Literature
3. Linguistics
4. Judaeo-Arabic

B. Hebrew

1. Biblical
2. Rabbinical
3. Medieval
4. Modern

C. Turkish

1. Pre- Republican
2. Republican

D. Persian

1. Classical Literature
2. Modern Literature

E. Egyptian

1. Old Egyptian
2. Middle Egyptian
3. Late Egyptian
4. Demotic
5. Coptic

F. Cuneiform

1. Sumerian
2. Akkadian
3. Hittite

G. Semitics

1. Aramaic
2. Ugaritic
3. Northwestern Semitic Languages

Cultural History

A. Islamic Civilization

1. Islamic Religion
2. Islamic Institutions
3. Islamic Legal Theory
4. Islamic Philosophy and Theology

B. Jewish Civilization

1. Biblical Religion
2. Judaism in Hellenistic Times
3. Judaism in Late Antiquity
4. Judaism in Medieval Times
5. Judaism in Islamic Lands

C. Ancient Civilizations of the Middle East

1. Art and Archaeology of Central Asia / Silk Road
2. Near Eastern Archaeology
3. Near Eastern Art and Architecture
4. Ancient Near Eastern History
5. Ancient Near Eastern Science and Knowledge
6. Near Eastern Religion
7. Egyptian Archaeology
8. Egyptian History
9. Art and Architecture of Ancient Egypt
10. Egyptian Religion

APPENDIX II

NES Faculty and their Research Specialties and Interests

Azza Ahmad: Adjunct Assistant Professor of Arabic

Wali Ahmadi: Professor of Persian Literature
Classical and Modern Persian Literature

Asad Q. Ahmed: Associate Professor of Arabic and Islamic Studies

Adam Benkato: Assistant Professor & Bitá Daryabari Professor of Iranian Studies

Daniel Boyarin: Taubman Professor of Rabbinic Literature
*Cultural Studies in Talmud and Midrash; Gender and Sexuality; Hermeneutics;
Ancient Judaism and Christianity*

Ahmad Diab: Assistant Professor of Arabic Literature
Modern Arabic Literature

Ronald S. Hendel: Dabby Professor of Hebrew Bible
Ancient Hebrew Language, Literature, Religion and Culture

Chana Kronfeld: Professor of Modern Hebrew and Comparative Literature
Hebrew, Yiddish, Poetics, Literary Historiography

Margaret Larkin: Professor of Arabic Literature
Classical Arabic Literature

Rita Lucarelli: Assistant Professor of Egyptology
*Religion of ancient Egypt, ancient Egyptian religious iconography; hieratic magical and
funerary texts*

Maria Mavroudi: Professor of History
*Byzantium and the Arabs; Byzantine and Islamic science; Byzantine intellectual history;
Byzantine culture*

Nasser Meerkhan: Assistant Professor of Spanish and Arabic Literature

Benjamin Porter: Assistant Professor of Near Eastern Archaeology
Investigation of social life, technology, authority, and empires, as well as intellectual history and critical inquiry

Carol Redmount: Associate Professor of Egyptian Archaeology
Egyptian Archaeology; Syro-Palestinian and Biblical Archaeology; Ancient Ceramics

Francesca Rochberg: Professor of Assyriology
Ancient Mesopotamia, Science and religion, Akkadian

Niek Veldhuis: Professor of Assyriology
Ancient Mesopotamian Languages and Cultures

Emeriti Faculty:

Hamid Algar: Professor of Near Eastern Studies
Persian Literature: Islamic Culture, Religion, Philosophy; Sufism and the Qur'an

Robert B. Alter: Professor of Hebrew and Comparative Literature; Hebrew Literature, Modern, Medieval, and Biblical

Guitty Azarpay: Professor of Near Eastern Art

Wolfgang J. Heimpel: Professor of Assyriology

Anne D. Kilmer: Professor of Assyriology

Martin Schwartz: Professor of Iranian Studies: Pre-Islamic Iranian Language, Culture and Society; Middle Persian and Iranian Philology; Zoroastrianism; Manichaeism

Muhammad Siddiq: Professor of Arabic Literature, Arabic and Hebrew Literature

APPENDIX III

Statement on the Principles of Community

- 1) We celebrate the diversity of our community. It is what makes us strong and vibrant.
- 2) All are welcome—no exceptions. This means YOU. We value YOU and YOUR CONTRIBUTION to our community. Period.
- 3) We unconditionally condemn discriminatory behavior in any form—Islamophobia, Anti-Semitism, or any form of prejudice in any context, and we will not tolerate it in our Department.
- 4) We pledge to protect the safety and well-being of our community to the best of our ability.

If you experience or observe a discriminatory/hate act, please report it by calling UCPD at (510) 642-6760 or on line at stophate.berkeley.edu, or contact the Office for the Prevention of Harassment and Discrimination.