

Doctoral Portfolio Approval and Approval to Schedule Oral Examinations

Student Name: _____

Student ID (810/811): _____

UGA MyID: _____

All students must submit an approved doctoral portfolio and pass an oral examination, which includes a portfolio defense, before admission to candidacy for the degree. Portfolios and oral examinations are administered by the students' advisory committees. **See the Graduate program guidebook for instructions and specific requirements for the portfolio.**

Please submit all of the required items in the order listed below in ONE digital pdf file to history@uga.edu.

IMPORTANT: This portfolio approval form should be signed, then scanned and included as the cover pages of your digital file.

I. Approval of Required Content of the Doctoral Portfolio

Portfolio	Fields of Research or topics/themes/titles Include page number of section	Committee Approvals	Not Approved <i>Add further instructions (see guidebook)</i>
Overview - A statement of approximately ten pages (3000 words) summarizing the portfolio contents and synthesizing how the student's training in various fields coheres.		Major Professor	
Reading lists in three major fields - Students will create three lists, one for each of their fields. See the guidebook for detailed instructions.	(1) Geographic/temporal Field:	Major Professor or Committee member 1	
	(2) Comparative/thematic Field:	Committee member 2	
	(3) Open field Field:	Committee member 3	

Historiographical and historical essays - The portfolio must include a minimum of three and a maximum of six essays. Three of the essays must be historiographical papers. Each committee member may ask the student to write one additional essay (5000 words maximum). See the guidebook for details.	Historiographical and historical essays:	Major Professor or Committee member 1	
	Historiographical and historical essays:	Committee member 2	
	Historiographical and historical essays:	Committee member 2	
Seminar paper(s) - Students will revise and include in their portfolio at least one of their seminar papers. The paper will serve to demonstrate competence in historical research and writing based on primary sources.	Title of paper(s):		
Annotated syllabi - survey course	Title of course:		
Annotated syllabi – upper division course	Title of course:		
Optional materials - Students may include additional materials that reflect their achievements and areas of competence. See the guidebook for a list of what may constitute optional materials. Do not include dissertation proposal.	List optional materials:		

II. Doctoral Portfolio Approvals and Approval to Schedule Oral Examinations

Approval of the Doctorial portfolio constitutes approval to schedule oral comprehensive examinations. TYPE NAME <i>Please sign</i>	Approved for examinations YES	Not Approved NO	If Not Approved, please provide instructions (see guidebook)
Major Professor Name: Signature, Date			
Committee member: Signature, Date			
Committee member: Signature, Date			
Committee member: Signature, Date			
Graduate Coordinator: Signature, Date			

III. Comprehensive Oral Examinations – In order to schedule the oral examinations, this approved form must be submitted to the graduate coordinator's office 2-3 weeks prior to the proposed date of oral examinations.

Please reserve a room – Rm 201 (conference room) or 200 (the faculty lounge) may be reserved by signing up on the room calendar outside of the respective room on the 2nd floor, LeConte Hall.

Date of examinations:
Start and end time of examinations (2 hours):
Room and room number: