

February 2024

## Changes to the HT/ISM Application Process AY24/25

- An Abstract + Bibliography:

- An abstract for the student's preferred topic **must** now accompany the application form

- This abstract is to ensure or demonstrate that students are prepared to work on their HTs, since this abstract will outline the student's topic/interest, their knowledge of the interested field, the scope of their project (primary texts, intellectual frameworks, etc.), and their working hypothesis

- The abstract will be a **500-word** Word document

- The bibliography will list **no more than 10 important works** in the interested field

- A sample guidelines for this abstract will be provided

- The List of Available Faculty Advisors and Their Topics:

- The list will now have the faculty's name appear with his/her/their research areas and/or topics

- The list can include faculty's supervising style

- This list will be updated every semester to reflect faculty's availability during a particular semester, changes to the faculty's research interests

- Consultative Process:

- Prior to the submission of their application forms, students can now request to consult with their potential/prospective advisors who offer their topics of interests

- Each student can have **ONE** consultation with the prospective supervisor

- Students are advised to contact the prospective supervisor **as early as possible** to set up the consultation date and time

- These consultations will last a **maximum of 15 minutes**

- Students must come prepared, i.e., having at least a draft of their abstract; these consultations are **NOT** for students to idly chat about their interest or to figure out their interest

- These consultations are meant to get a rough sense if the student's topic/interest really fits the faculty's, if both student and faculty can work together

- Faculty has **the right to refuse** any consultation; faculty is **not obligated** to help revise the student's abstracts

- To protect faculty's time, it will be recommended that faculty keep to a maximum of 4 consultations, i.e., 4 meetings with 4 students

- The Form:

- Students will list their 1<sup>st</sup> choice topic/advisor: they can also list a 2<sup>nd</sup> choice and 3<sup>rd</sup> potential advisor for their proposed topic

- Students will indicate whether they had consulted their preferred advisor(s)

- Do note that while every effort will be made to match students with their first-choice advisor, it remains possible that, because of faculty's workload, students may not end up with their listed advisors