# DOCTORAL STUDENT HANDBOOK

Skirball Department of Hebrew and Judaic Studies  
New York University  
Academic Year 2017-18

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1 Registration and Coursework

1.1 Coursework Requirements

- **72 credits** are required for the PhD degree. A minimum of **32 credits** must be taken in residency at NYU.
- Doctoral students’ coursework is funded to a maximum of 72 credits, minus credits transferred from another institution. Students who take more than the maximum number of points are liable to be billed for any additional courses. Students who need to exceed the maximum number for a legitimate academic reason must inform the Director of Graduate Studies (DGS) and the Department Administrator, who can often help obtain a billing waiver.
- The Graduate School of Arts and Science (GSAS) provides additional tuition support for GSAS financial aid eligible doctoral students who need to take certain undergraduate language courses as part of their training. Students in this situation should speak with their adviser before enrolling in a language course. The **Tuition Scholarship for Graduate Skills Form** can be found in the HJS\(^2\) Administrative Office or on the GSAS website. Please refer to section 4.12 of the GSAS Policies and Procedures manual for more information.

1.2 Advisement

- Students must choose a principal adviser within one year of matriculation. They are encouraged to do so as soon as possible. The principal adviser must be a member of the Skirball Department (HJS).
- Students in a joint program must also select an adviser in the second department. Students should make certain that the two advisers can work well together.
- Before the end of the first year of matriculation the **Declaration of Adviser Form**, signed by the DGS, must be submitted to the Department Administrative Assistant. This form can be obtained from the HJS Administrative Office.
- Until they name a principal adviser, students are advised by the DGS.
- Students who wish to change advisers must complete the **Change of Adviser Form**. This form can be obtained from the HJS Administrative Office. All requests to change advisers must be approved by the DGS and submitted to the HJS Administrative Office.
- Students without an adviser for whatever reason are advised by the DGS until a new adviser is named and approved.

1.3 Course Loads and Full-time Status

- The normal full-time course load is **12 credits per semester**.
- Most courses in HJS count for three credits. This means that HJS students ordinarily take **four courses per semester**.
- Most courses in other departments, as well as some courses in HJS, count for four credits. Therefore students who take courses in other departments may have a course load anywhere from 10-14 credits in a particular semester. Students in this situation must notify the Department Administrator before the start of the semester. The Department Administrator will request approval for this variance from GSAS. **It is especially important that students who are not US citizens obtain this approval in order to maintain full-time student status.**

1.4 Registration for Courses

- Students must discuss their programs of study with their advisers at the beginning of each semester that they are in coursework and obtain their adviser’s signature on the **PhD Registration Approval Form**, obtained from the HJS Administrative Office.
- Students must also have their Registration Approval Form signed by the DGS before they can be cleared to register.
- If a student adviser is on leave, the DGS may sign the student’s program approval form after consulting with the adviser.

\(^1\) Also referred to as “points” or “units”

\(^2\) Hebrew and Judaic Studies
1.5 Directed Reading

- As part of their course loads, students may elect, beginning in their second semester and with the consent of their advisers, to study individually or in a small group with a faculty member under the rubric of “Directed Reading.”
- Students wishing to engage in a Directed Reading course should first discuss this plan with their adviser. Only after obtaining their adviser’s consent should they approach the faculty member with whom they wish to study. The faculty member must also indicate consent by signing the Independent Study Agreement Form, which can be obtained from the HJS Administrative Office.
- Ordinarily students will not take more than one Directed Reading course per semester.
- Directed Reading courses may be taken for between 1-4 credits, depending on the work required by the supervising faculty member.

1.6 Transferring Credit from Other Institutions

- Students may apply to transfer up to 40 points of credit toward the PhD degree.
- According to GSAS regulations, all requests for transfer of credit must be submitted and approved within one year of matriculation at NYU. A transferable course must have been taken at the graduate level, and the student must have received a grade of B+ or better (see section 4.12 of the GSAS Policy and Procedures Manual).
- There are three parts to the transfer of credit request: 1) a completed Transfer of Credit Request Form, obtained from the HJS Administrative Office or from the GSAS website; 2) an unmarked original transcript; 3) an unofficial transcript of photocopy of the student’s original transcript.
- Students should indicate on the unofficial/photocopy transcript the courses they wish to transfer. The student’s adviser should indicate approval by initialing the unofficial transcript. After the adviser has approved the courses, the request should be submitted to the DGS to be signed. The Transfer of Credit Request must be submitted in full to the appropriate office in GSAS by either the DGS or the HJS Administrative Office. GSAS will not accept requests sent by a student.
- In most cases, the department expects doctoral students who enter the program with an MA degree in their area of doctoral study to transfer at least 24 credits. In some cases, where warranted by a student’s specific academic situation, the department may permit transfer of fewer than all possible credits. Students should consult with their advisers during their first semester in order to determine how a credit transfer will affect their specific course of study.
- Starting with 2016 cohort, students who transfer in 24 or more credits will retain their five years of MacCracken stipend support. The transfer of 24 or more points still requires students to complete the degree within seven years (see section 5.8 of the GSAS Policies and Procedures Manual).

1.7 Required Courses

- All PhD students are required to take Problems and Methods in Hebrew and Judaic Studies (HBRJD-GA 1005) during their semester at NYU.
- PhD students who matriculate without an MA degree or who transfer fewer than 24 points of credit from previous graduate study must take at least three departmental courses outside their area of specialization. One or two of these courses must be designated “integrative.” PhD students who matriculate with a relevant MA degree or transfer 24 credits or more must take two departmental courses in areas outside their area of specialization, one of which must be designated “integrative.” These courses should be chosen in consultation with the student’s adviser.
- PhD students who cannot demonstrate the ability to read academic literature in Hebrew upon matriculation must take an appropriate Hebrew language course each semester until they demonstrate the required ability. Students who must take a Hebrew course will not be cleared to register for classes unless the course is listed on their approved programs.
- Students in the joint doctoral program in HJS and History must take a sequence of required courses prescribed by the History Department. All joint students must take Approaches to Historical Research and Writing I (HIST-GA 3603) and the Literature of the Field course in their geographic area of specialization in the first year of matriculation. Students should consult the History PhD Handbook for more information regarding joint program requirements.
- Students must complete at least 50 percent of their coursework in the HJS Department. They must take courses with at least three members of the HJS faculty in order to form the Mid-Course Evaluation
Committee described below (Section 2.2). They are strongly encouraged to explore, with their advisers, the opportunities for study with as many members of the department as possible.

- Students may take courses in other departments at NYU when they and their advisers believe that doing so will enhance their courses of study. Other departments may restrict access to their courses. It is the responsibility of the HJS students wishing to take courses in other departments to obtain the necessary permissions from their advisers, the DGS, and the other department.
- Other courses may be recommended to students according to their fields of specialization. These field-specific courses are conveyed to students by their advisers.

1.8 Study at Other Institutions

- NYU is part of the Inter-University Doctoral Consortium (IUDC), which includes Columbia, CUNY, The New School, Stony Brook, Fordham, Rutgers, and Princeton. NYU doctoral students in good standing who have completed one year of graduate study at NYU or who already hold a graduate degree may take courses at any of those institutions under the following conditions:
  - The student’s adviser and DGS approve.
  - The student takes no more than one consortium course in any semester.
  - The student takes no more than three consortium courses during the entire graduate program.
- Courses may also be taken at Hebrew Union College or the Jewish Theological Seminary. Students should consult with the DGS and Department Administrator for more information.
- No consortium arrangement exists with Yeshiva University. Courses at Yeshiva are not open to NYU students.
- Students wishing to take a consortium course and who meet the necessary conditions should obtain and complete the IUDC Registration Form. For detailed instructions on how to register through the IUDC, please speak with the Department Administrative Assistant or visit the GSAS website at http://gsas.nyu.edu/page/grad.scholarlyprograms.interuniversitydoctoralconsortium.
- Courses taken at consortium institutions do not count toward the minimum 32 points of coursework that must be taken in residence at NYU.

1.9 Incomplete Work & “NR” Grades

- The NYU Registrar requires grades to be assigned to students in all courses no more than 72 hours after the stated date of the course final. A student who has not completed all requirements for a course by that time may be assigned a grade of I (Incomplete) if the instructor believes that the student is likely to complete the requirements within one semester and to receive a passing grade.
- If no letter grade or grade of I is entered for a course within 60 days, a grade of “NR” or “No Record” will appear for the course on a student’s record.
- Students who receive an I grade or grade of NR have until the beginning of the semester one year after the semester in which they took the course to complete their work and receive a grade. Students who do not complete their work are given a grade of F (see section 4.6 of the GSAS Policies and Procedures Manual).
- Students who believe they will require more than the time allowed to complete the work for a course in which they have received an I grade must file an Extension of Incomplete Grade Request Form for up to one additional year. This petition must be approved by three people:
  - The instructor of the course
  - The student’s adviser
  - The Office of Academic and Student Affairs (OASA)
- The form may be obtained from the HJS Administrative Office or from the GSAS website.
- Students wishing to complete a course in which they have been assigned an I grade should make certain to submit their work to the professor in question well in advance of the deadline for completion, in order to give the professor sufficient time to read the work and file the necessary change of grade form.
- No extensions are granted for grades of NR. NR grades must be changed to a grade of I in order to be extended through the Extension of Incomplete process.

1.10 Good Standing and Academic Probation

- To remain in good academic standing, GSAS requires that students successful complete 66 percent of credits attempted, maintain a 3.0 GPA and be within time-to-degree limits (for more information on time-to-degree limits, see section 5.6 of the GSAS Policy and Procedures Manual). Courses with grades of I, N,
NR, W, and F are not considered successfully completed. In addition, the Department requires that students maintain a GPA of at least 3.4 (A-/B+). Please note: the Department maintains a more rigorous GPA standard than that of GSAS. For more information on good academic standing please see section 4.1 of the GSAS Policies and Procedures Manual.

- Students who do not meet the criteria for good academic standing will be placed on academic probation. Students on academic probation are officially notified of their probationary status by a letter from the DGS. The letter explains how to return to good standing. Students are granted one full semester following the one in which they received a probation letter to correct the situations that have led to their probation.
- Students who remain on academic probation for more than one semester following notification may not receive fellowship support nor be given teaching assignments. They are also subject to termination from their program. For further information on probation and termination please see section 7 of the GSAS Policies and Procedures Manual.

1.11 Maintenance of Matriculation (MM)

- Students must be registered for MM during any semester in which they are not enrolled in courses.
- In order for summer funding to be disbursed (see Section 4.3 below), and to maintain access to the NYU Health Center and gym facilities over the summer, students must be either enrolled in a credit-bearing course, a zero-credit GSAS Language for Reading Knowledge course, or MM during the summer. There is no fee for MM over the summer, and the department will register students for summer MM, if not already enrolled in a credit-bearing course or GSAS Language for Reading Knowledge course, for the duration of the student’s term in the program.
- Upon completion of coursework, students in good standing are entitled to MM waivers for the duration of their stipend support term plus an additional four semesters (two years). During this time students will be registered for MM by GSAS and their MM fees will be waived.
- Four semesters after the end of a student’s stipend support term, students will be required to register themselves for MM on Albert (MAINT-GA 4747 section 4) and pay all associated fees until the degree is completed.
- GSAS requires that all students maintain continuous enrollment until they are awarded a degree. If more than two semesters of inactivity appear on a student’s record, the student will be automatically discontinued from the university.
- If and when a student wishes to return to the university after more than two semesters of inactivity, the student must reapply for admission. Students whose applications are approved will be responsible for paying all MM fees for inactive terms.

2 Examination and Evaluation Requirements

2.1 Language Examinations

2.1.1 Hebrew

- All students are required to demonstrate the ability to read academic literature in their fields in Hebrew within two years of matriculation. Students must meet with the Hebrew Language Coordinator immediately upon beginning their studies for an evaluation of their reading comprehension level.

2.1.2 Additional Languages

- All PhD students must demonstrate the ability to read academic literature in at least two additional non-English languages besides Hebrew. In other words, reading knowledge of a minimum of three languages other than English is required for the PhD degree. One of the three languages must be Hebrew.
- Students may demonstrate the required ability in languages other than Hebrew only by passing an examination administered by the student’s adviser or another member of the HJS faculty. If no member of the HJS faculty is qualified to administer the exam, the DGS will make an alternate arrangement.
- The DGS may, at his or her discretion, waive up to one non-Hebrew language examination for students

3 Prof. Rosalie Kamelhar
who possess a graduation certificate from a high school in which one of the relevant languages was the
primary language of instruction.
• Students who fail a language examination may take it again. Students who fail twice are ordinarily not
permitted to continue in the program without special permission from their advisers and the DGS. Students
who fail three times are terminated from the program without exception.
• Most doctoral students in the department will be strongly recommended by their advisers to undertake
further language work. Such work may involve acquiring knowledge of additional ancient, medieval, or
modern languages or developing a level of proficiency in Hebrew of another language beyond the
minimum level required. The number of languages and levels of proficiency recommended of each student
will be determined by the student’s principal adviser according to each student’s academic concentration.

2.2 Mid-Course Evaluation
• All doctoral students are subject to formal evaluation by the department faculty after they have completed
or attempted 48 of the 72 points required for the PhD. This means that students entering the PhD program
with an MA degree already in hand will be evaluated after one year of study at NYU, while students
entering the PhD program without an MA will be evaluated after two years. Evaluations are typically
conducted in late April – early May.
• The purpose of the evaluation is to determine whether the student is meeting departmental expectations and
will be permitted to proceed to the final year of coursework.
• Students who do not appear to be meeting departmental expectations will receive a warning in writing from
the DGS prior to the midcourse evaluation.
• In addition to meeting the standards stated in this handbook and in the GSAS Policies and Procedures
Manual—including those concerning minimum GPA and course completion rate—departmental
expectations include:
  o Regular consultations with the adviser
  o Following the adviser’s directions and recommendations
  o Completion of work in a timely and professional manner
  o Demonstration of appropriate professional habits of work and conduct
  o Sustained intellectual interest in the department’s activities
• Students who do not meet these expectations are subject to termination at the Mid-Course Evaluation.
• Evaluation is conducted by a committee of three members of the Skirball Department, all of whom must
have taught the student in at least one course for which written work was submitted.
• The evaluation committee is convened by the DGS, who may also serve as a member of the committee if
appropriate. Ordinarily the student’s principal adviser will serve as committee chair. Students are not
involved in the selection of the committee members.
• The committee will review the record of the student’s performance in all courses and examinations
attempted to date. The committee may ask the student to present samples of written work submitted in one
or more courses, but is not required to do so.
• After reviewing the student’s record, including any written warnings from the DGS, the committee will
make one of the following recommendations to the DGS:
  o The student may proceed to the remaining year of coursework.
  o The student must complete all outstanding incomplete work and/or demonstrate the ability to read
    academic literature in Hebrew, upon completion of which the committee will reconvene to
    continue the evaluation.
  o The student should be terminated from the program.
• A student for whom termination is recommended will be asked to prepare a written response to the
committee’s recommendation. The DGS will review the recommendation and the response and decide
whether to sustain the recommendation or to overturn it.
• All recommendations of the evaluation committee and decisions of the DGS are subject to review by the
department chair and may be appealed to the chair within 30 days of announcement.
• Should the chair sustain a decision for termination, the student affected may appeal to GSAS in the manner
described in section 7 of the GSAS Policies and Procedures Manual.

2.3 Comprehensive Field Examinations
• PhD students must pass two comprehensive field examinations.
• Students obtaining their degree from the Skirball Department (HJS) alone (i.e. students who are not enrolled in a joint program) must pass examinations in a major field and a minor field.

• The major field examination consists of two parts:
  o A written examination, administered by the examinee’s principal adviser, based upon a bibliography developed jointly by the adviser and the student;
  o An oral examination, administered by the examinee’s adviser and two additional faculty members, at least one of whom must be a member of the Skirball Department.

• The major field examination must be taken in one of the following fields:
  o Hebrew Bible / Ancient Near East
  o Second Temple History and Literature
  o Rabbinics
  o Early Jewish Mystical Literature
  o Later Jewish Mystical Literature
  o Medieval Jewish History
  o Medieval Jewish Philosophy
  o Modern Jewish Thought
  o Modern Jewish History
  o Modern Hebrew Literature
  o History, Politics, and Society of Modern Israel

• The minor field examination is a written examination only. It is administered by a faculty member selected jointly by the student and the adviser and is based upon a bibliography developed jointly by the student and the examiner.

• Except under unusual circumstances, the faculty member who administers the minor field examination will be a member of the Skirball Department. The DGS must approve a minor field examination administered by a faculty member from outside of the department.

• For the minor field examination, special fields in addition to those listed for the major field examination may be designed. The DGS must approve any special field before the exam is administered.

• The minor field must bear some relations to a student’s major field. For example, students in rabbinics may select a minor field in Bible, Dead Sea Scrolls, medieval exegesis, medieval Jewish history, etc. Such students would not likely be permitted to take a minor field examination in history of the Holocaust or contemporary Israeli literature without demonstrating a compelling intellectual rationale for such a combination.

• Students should take their field examinations as soon after completion of coursework as possible. Delaying these examinations makes it likely that a student’s funding will expire long before completion of the dissertation.

• Students enrolled in a joint doctoral program with another department take the written HJS major field examination only. Students in the joint History program are required to sit for a one-day History Qualifying Exam in May of their second year. These students should consult the History PhD Handbook for more information on policies related to History Qualifying Exams.

• Students who fail the major or minor field exam may be allowed to retake the exam at the discretion of their adviser. Failure of a major or minor field exam a second time will result in termination from the program.

3 Dissertation Proposal and Dissertation

3.1 Planning the Dissertation and the Dissertation Proposal

• All PhD students must write a dissertation. The dissertation must be based upon original research in primary source materials and represent a significant new contribution to knowledge.

• Students should begin to discuss their dissertation topics, approaches, and sources with their advisers as early as possible in their programs. Some preliminary research may be required in order to determine if a dissertation idea is feasible; it is best to make such a determination earlier rather than later.

• The dissertation must be written in the field of the student’s major field examination.

• Students must make certain to demonstrate their ability to conduct their dissertation research in the original
languages of their primary sources. Reliance upon translations is not acceptable for primary research.

- Upon completion of all language and field examinations, PhD students are required to submit a dissertation proposal to their adviser and two other faculty members. The adviser and the two faculty members constitute a student’s core dissertation committee. At least one of the two additional faculty members must be a member of the Skirball Department.
- The dissertation proposal should be approximately 12-15 pages in length. It should contain five elements:
  - a statement of the question or problem that the dissertation proposes to investigate;
  - a statement of the significance of the proposed research;
  - an evaluation of previous research in the immediate area of the proposed dissertation and its inadequacies;
  - a suggestion of how the student plans to pursue a solution to the problem or undertake fresh research;
  - a preliminary bibliography.
- Upon approval of the proposal by the student’s adviser and submission to the two other core readers, the core dissertation committee meets with the student to discuss and formally ratify the proposal during a dissertation proposal defense.
- All dissertation proposal defenses should be scheduled by the student with the help of the Department Administrative Assistant. The Department Administrative Assistant will verify that all relevant requirements for the degree have been satisfied prior to the defense.
- A student whose proposal has been formally ratified attains the status of doctoral candidacy and is entitled to apply for dissertation funding. Such a student is also eligible, upon application, to receive the degree of MPhil from NYU.
- Students are strongly advised to remain in the vicinity of NYU until they have reached candidacy. As long as they do not hold doctoral candidacy status, they should not begin long-term dissertation research in another location.

3.2 Dissertation

- While writing the dissertation, students work mainly with their principal advisers.
- Ordinarily, students submit their completed dissertations first to their primary advisers. Once the primary adviser has approved, students submit their work to the other two core readers of their dissertation committee. Any member of the committee may demand revisions. Specific information regarding dissertation defense deadlines can be found in Section 3.3 below.
- Once the text of the completed dissertation has been approved by the three core members of the dissertation committee, a defense of the dissertation is scheduled. A minimum of five faculty members (no more than two of whom may be from outside GSAS) must be present at the defense. The final dissertation committee must be approved by the DGS before a defense can be scheduled. A successful defense is required for award of the PhD.
- Formal rules and procedures for the preparation and submission of dissertations, including submission deadlines for the award of degrees each semester, can be obtained from the GSAS Office of Academic and Student Affairs (http://gsas.nyu.edu/page/grad.life.dissertation.html).

3.3 Dissertation Defense Deadlines and Scheduling

- All dissertation defenses should be scheduled by the student with the help of the Department Administrative Assistant. The Department Administrative Assistant will verify that all relevant requirements for the degree have been satisfied prior to the defense.
- Students planning to defend their dissertations should be aware and comply with the departmental deadlines outlined below:
  - Degrees conferred in January
    - Submission of a draft of the dissertation to their primary adviser by the previous September 15th
    - Submission of an adviser-approved draft to the other two core readers of their dissertation committee by November 1st
    - Submission of a final draft to their readers by November 21st
  - Degrees conferred in May
    - Submission of a draft of the dissertation to their primary adviser by the previous
December 15th
- Submission of an adviser-approved draft to the other two core readers of their dissertation committee by February 1st
- Submission of a final draft to their readers by February 21st

O Degrees conferred in September
- Submission of a draft of the dissertation to their primary adviser by the previous May 15th
- Submission of an adviser-approved draft to the other two core readers of their dissertation committee by July 1st
- Submission of a final draft to their readers by July 21st

4 Fellowships, Assistantships, and Other Financial Aid

4.1 MacCracken Fellowship Program
- Beginning with the 2016 cohort, PhD students receive fellowships guaranteed for five years under the GSAS Henry M. MacCracken Fellowship Program. The terms of each student’s fellowship is specified in the student’s admission letter from GSAS. The MacCracken Fellowship covers up to 72 credits of tuition and seven years of registration and health insurance fees.
- Fellowship support entails no obligations to the department or GSAS beyond devoting full time to doctoral study and maintaining good academic standing.

4.2 Teaching Opportunities and Reserving MacCracken Fellowship
- Students who so desire may be assigned as adjunct instructors, course assistants, or graders on undergraduate courses at the department’s discretion, in accordance with departmental and university needs and on condition of sufficient enrollment. Adjunct instructorships entail serving as recitation section leaders (preceptors) in undergraduate courses or in NYU’s Core Curriculum of the College of Arts and Science (CORE). In some cases, advanced students may be asked to serve as instructors of record in departmental undergraduate course, including Hebrew language, in accordance with departmental needs.
- The department strongly recommends that all doctoral students undertake at least one year of assistant teaching as part of their training.
- Students who receive teaching assignments will generally be in their third or fourth year of doctoral study, although students in other years may be considered.
- Students teaching assignments are compensated separately from their fellowships. The rates of compensation for teaching assignments are outlined in the GSCO-UAW Local 2110 Collective Bargaining Agreement, found here: http://www.makingabetternyu.org/gsocuaw/read-it/.
- It is expected that most students who receive teaching assignments will reserve all or part of their fellowships during the semesters in which they teach. Doing so allows them to draw on their reserved fellowship support beyond the guaranteed term of the MacCracken stipend, for an additional fifth, sixth or seventh year of funding. Reserved MacCracken stipend money can also be drawn during the summer if a student chooses.
- Information about reserving fellowship payments, as well as a complete description of the MacCracken Fellowship Program, can be obtained from the GSAS Financial Aid website: http://gsas.nyu.edu/page/grad.financialaid.gradfellowships.

4.3 Department Summer Fellowship Program
- Only students in good academic standing, by both departmental and GSAS standards, are eligible for summer funding.
- In the summer following the 2nd year (or 1st year for students who transfer in 24 credits or more) students are eligible to receive $2000 in funding to support language work, research travel, or other work related to the degree.
  - To receive funding students must have completed 48 credits of coursework.
  - Students are ineligible for funding if they have outstanding incomplete coursework. Students who are not eligible to receive their funding following the completion of 48 credits may not receive the $2000 subsequently.
• In the summer following the 3rd year (or 2nd year for students who transfer in 24 credits or more) students are eligible to receive $4000 in funding to support pre-dissertation research and proposal writing.
  o To receive funding students are required to attend the HJS Dissertation Proposal Summer Workshop.
  o Students must have completed all language and comprehensive exams and 72 credits of coursework in order to participate in the workshop and receive funding.
  o With permission from an adviser, students may defer participation in the workshop and the $4000 in funding for one year, along with all subsequent funding (see below for more information regarding dissertation writing support). Should a student fail to participate in the workshop in the said time frame, that student will forfeit the funds. Even if students forfeit the funding, they are strongly encouraged to participate in the proposal writing workshop when it becomes appropriate.
• In the summer following the 4th year (or 3rd year for students who transfer in 24 credits or more) students are eligible to receive $2000 in funding to support dissertation research and writing.
  o To receive funding students must have defended the dissertation proposal and be making acceptable progress towards the degree, as certified by their advisers.
  o Students are required to provide a status report and timeline for dissertation writing to their adviser at the end of the summer.
  o It is strongly recommended that students take advantage of at least one of the GSAS Dissertation Writing Workshops offered by the Graduate School throughout the year or the Summer Dissertation Writing Program offered by the Provost's Global Research Initiatives Program.
• Joint History PhD students will receive fifty-percent (50%) of their summer funding from HJS and fifty-percent (50%) of their summer funding from history as long as History maintains a summer funding program. History may maintain separate policies regarding summer funding eligibility. Please refer to the History PhD Handbook and/or contact the History Department administration for more information regarding History specific policies.

4.4 Additional Departmental Fellowship Support
• Additional departmental assistance for the purpose of extending the duration of fellowship support is not common. Beginning with the 2011 cohort, additional fellowship support may be available to students who meet the following conditions:
  o They have completed all requirements for the degree except the dissertation.
  o They have completed the full term of their MacCracken Fellowship.
  o They have reserved at least 25 percent of one year of MacCracken Fellowship (50 percent of one semester).
  o They continue to teach during the year they are awarded the departmental additional fellowship support.
  o They are recommended for additional assistance by their advisers.
• Students may obtain additional departmental assistance up to $10,000 for a maximum of one year following completion of the term of their MacCracken stipend support. It is expected that students who receive such assistance will complete their dissertations that year.

4.5 Travel Assistance
• Students who meet the following criteria may, upon application and departmental approval, be awarded a travel grant to offset costs related to presentations at academic conferences:
  o The student must be ABD (i.e. the dissertation defense is the only outstanding requirement).
  o The student must be presenting a paper at a conference or similar event.
  o The student must have applied previously for support from GSAS.
  o The student must have the permission of their adviser to present.
• Students should fill out an application to be considered. Approved travel grants will be reimbursed at the conclusion of the travel with proper documentation at 75% of the total expenses incurred per application, to not exceed a total of $2,000 of a student’s tenure with the department.

5 Leave of Absence
• GSAS grants leaves of absence to students only in cases of medical illness, military service, maternal or
paternal leave, or compelling personal need (see section 5.5 of the GSAS Policy and Procedures Manual).

- Full-time MacCracken students may also request up to one semester of parental accommodation upon becoming the primary caregiving parent to a newly born or adopted child. Details on this policy (and how it differs from a leave of absence) can be found at [http://gsas.nyu.edu/content/nyu-as/gsas/about-gsas/policies-and-procedures/Parental-Accommodation-Policy.html](http://gsas.nyu.edu/content/nyu-as/gsas/about-gsas/policies-and-procedures/Parental-Accommodation-Policy.html).

- Students on leave are not entitled to use university facilities, but they need not apply for readmission once the leave ends.

- Applications for Leave of Absence must be filed with the HJS Administrative Office with approval of the DGS. The DGS will recommend approval or disapproval of the request to the Associate Dean of GSAS. Final approval or disapproval will be made by the Associate Dean. The Leave of Absence Request Form can be obtained from the HJS Administrative Office or from the GSAS website.

- The period of an approved academic leave of absence does not count towards a student’s time to degree limit.

- Starting in Fall 2017, students on an approved academic leave of absence are eligible to enroll for up to one year of health insurance coverage through an NYU sponsored insurance plan, for the same cost as when they are actively enrolled students.
  - Students are responsible for paying the cost of student health insurance during the leave of absence period. GSAS financial aid awards that include health insurance require full-time enrollment and do NOT cover health insurance during a leave of absence.

- Students who are denied a leave of absence are required to maintain matriculation (MM) and pay all associated fees if they are not enrolled in coursework. GSAS requires all students to maintain continuous enrollment.

### 6 General Advice

- The primary key to success in graduate school is a good student-adviser relationship. Support of advisers is crucial for beginning graduate students seeking consideration of special requests, for advanced students applying for dissertation funds or wishing to present papers at academic conferences, and for recent PhDs at the beginning of their careers looking for jobs, postdoctoral fellowships, or publication subsidies. Students should meet regularly with their advisers during each semester to discuss their progress, and they should keep their advisers well informed of any problems encountered along the way.

- Students preparing themselves for an academic teaching position are well advised to take advantage of the wide variety of courses regularly offered in the department. Job prospects are usually enhanced when candidates can legitimately claim to have studied in fields outside their own during their graduate careers and can show familiarity with the literature, sources, and problems of other fields. The Skirball Department offers extraordinary breadth and depth of faculty resources in Judaic Studies, giving students outstanding opportunities to widen their intellectual horizons as well as deepen their expertise in a specific field of research.

### 7 Additional Information

- **Graduate School of Arts and Science**: [https://gsas.nyu.edu/](https://gsas.nyu.edu/)
- **Skirball Department of Hebrew and Judaic Studies**: (212) 998-8980
  [http://as.nyu.edu/hebrewjudaic.html](http://as.nyu.edu/hebrewjudaic.html)

### Appendix I – Personnel

- Skirball Department Chair – Prof. David Engel (david.engel@nyu.edu)
- Director of Graduate Studies: Prof. Alex Jassen (apj205@nyu.edu)
- Hebrew Language Coordinator – Prof. Rosalie Kamelhar (rk4@nyu.edu)
- Director of the Taub Center for Israel Studies – Prof. Ronald Zweig (ronald.zweig@nyu.edu)
- Director of the Ancient Near East and Egyptian Studies Program – Prof. Ann Macy Roth
Appendix II – Online Resources

- HJS Graduate Student Forms & Resources: http://as.nyu.edu/hebrewjudaic/graduate/forms-and-resources.html
- Department website: http://as.nyu.edu/hebrewjudaic.html
- Taub Center for Israel Studies website: http://as.nyu.edu/hebrewjudaic/taub.html
- NYU Home: http://home.nyu.edu/
- GSAS website: https://gsas.nyu.edu/
- GSAS Bulletin: http://gsas.nyu.edu/bulletin.html
- GSAS Fellowships: http://gsas.nyu.edu/content/nyu-as/gsas/financial-support/fellowships.html
- Inter-University Doctoral Consortium form: http://gsas.nyu.edu/academics/inter-university-doctoral-consortium.html
- Registrar’s website: http://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation.html
- Bursar’s website: http://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds.html
- Graduation Services website: https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas.html
- Albert tutorials: nyu.edu/registrar/sis/?ref=HMPGiNWALST#student-guides
- NYU Libraries: library.nyu.edu
- NYU Libraries Judaic Studies: nyu.libguides.com/JewishStudies