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Please note that most of the forms mentioned in this handbook which students are required to submit are available in hard copy in STS headquarters, and on the HASTS web site (http://web.mit.edu/hasts/graduate/forms.html).

This handbook is available online at http://web.mit.edu/hasts/pdfs/handbook15-16.pdf
1. Administration and Governance

The Doctoral Program in History, Anthropology, and Science, Technology and Society (HASTS) is a collaborative program sponsored by three departments: Science, Technology, and Society (STS), History, and Anthropology. Administration of the Doctoral Program, including financial aid, is the responsibility of STS. A faculty member from STS, History, or Anthropology serves as the Director of Graduate Studies, and represents the Program on the Institute's Committee on Graduate School Policy (CGSP).

The Doctoral Program is governed by a Steering Committee, which consists of the Director of Graduate Studies and the faculty heads of the three departments involved. The Academic Administrator coordinates the Doctoral Program Steering Committee meetings, and the Academic Administrator and STS Administrative Officer both attend these meetings.

Academic Year 2015-2016 Steering Committee

- Director of Science, Technology, and Society
  - Professor David Kaiser, dikaiser@mit.edu
- Head of History
  - Professor Jeffrey Ravel, ravel@mit.edu
- Head of Anthropology
  - Professor Stefan Helmreich, sgh2@mit.edu
- Director of Graduate Studies (DGS)
  - Professor Heather Paxson, paxson@mit.edu (through December 2015)
  - Professor Christine Walley, cwalley@mit.edu (beginning January 2016)

Academic Administrator: Karen Gardner
  kgardner@mit.edu, E51-163, 617-253-9759

STS Administrative Officer: Paree Pinkney
  ppinkney@mit.edu, E51-163, 617-253-4084

2. Developing a Collegial Student Community

The development of a collegial atmosphere among the students is a high priority for this Program. HASTS Doctoral students are expected to be active and accessible members of the community. They should be engaged in student-run seminars, workshops and presentations, and ought to take the lead in organizing such activities when possible. They are encouraged to seek out opportunities to be involved in cross-unit and cross-institutional programming, to meet with invited guests to the Program, and to initiate activities that may enhance the academic experience for their fellow students. Students should keep the Academic Administrator apprised of their involvement to ensure that their participation is recognized.
2.1. **Program Seminar**

The Program Seminar meets weekly and offers graduate students and postdoctoral fellows at every stage of their training an opportunity to present their work in progress and to give constructive feedback to their peers. In addition to building students’ presentation skills, the Program Seminar provides a regular place for them to come together as part of an intellectual community. All students are expected to attend and participate regularly, unless they are away for fieldwork or have a class schedule conflict.

Typical Program Seminar sessions revolve around a pre-circulated paper by a graduate student, postdoc, or (on rare occasion) faculty member, on which a second HASTS graduate student prepares (in advance) a brief commentary. The forum allows students as early as their first year to workshop drafts of term papers, first-year papers, second-year papers, conference talks, journal articles, dissertation and grant proposals, dissertation chapters, and so on. They are also able to practice providing critical and constructive feedback on each other’s work.

A few meetings of the Program Seminar per year may be devoted to topics of professional development such as CV writing, grant and fellowship applications, and the writing process.

The Program Seminar schedule for academic year 2015-2016 is Mondays from 10:00 am-11:30 pm from September 14-December 7, 2015 and February 8-May 9, 2016. It is held in E51-095.

2.2. **Colloquia and seminars**

The STS Colloquium is a core activity of the Doctoral Program and attendance is expected. Colloquia are generally held Mondays from 4:00 to 6:00 pm. Students interested in additional conversation with a speaker may contact the Assistant to the STS Director before each colloquium to find out what group or individual opportunities are available.

Students may also coordinate seminar series, student conferences, writing workshops, and reading groups on various topics or themes. Some Program funding may be available to support such activities. Interested students should submit a written funding proposal to the STS Director and Administrative Officer.

2.3. **Student Representatives**

Students are asked to serve as representatives on HASTS program committees and department faculty meetings, and to fill other important student roles in the HASTS Program. For example, there are usually two HASTS student members on the Admissions Committee and one representative to the MIT Graduate Student Council. Student representatives should be in residence while they serve and have completed their first year of study.

Faculty search committees may include student representatives at the discretion of the Head of the corresponding department. A student representative in this capacity serves as liaison between the search committee and the doctoral students. MIT rules require that final
decisions about faculty positions are made by voting members of the faculty at the appropriate rank.

Student representative positions are filled over the summer for the upcoming academic year, and are announced by the start of the fall semester. Students who are interested in becoming a representative or have related questions should contact the Academic Administrator.

2.4. Communication

The e-mail list for the HASTS student community, hasts-students@mit.edu, is reserved for HASTS students only. This means that although anyone can send e-mail or post announcements to this list, only current HASTS students receive these messages. This ensures the privacy of the list and enables students to use it for their own discussions. Maintenance of the list is the responsibility of a HASTS student, usually chosen during the summer and announced at the start of each academic year.

2.5. Exchange Programs

Informal exchange programs with students at Cambridge University, Cornell, and the KTH in Stockholm are examples of other projects aimed at reinforcing the larger STS community, and may also receive Program support. Students who would like to participate in such activities should express their interest to the Director of Graduate Studies and STS Director as far in advance as possible.

3. FACULTY ADVISING

3.1. Director of Graduate Studies (DGS)

The role of the Director of Graduate Studies is primarily:

a. to serve as a preliminary advisor to all first-year students until they have chosen a principal advisor;

b. to be available to all students, and intervene when students experience difficulties;

c. to serve as Chair to the Graduate Steering Committee and the HASTS Admissions Committee.

3.2. Selection of a Principal Advisor and Committee

All doctoral students have a principal advisor, a faculty member in STS, History, or Anthropology, with whom they work closely while planning and throughout their graduate studies. Ordinarily, a principal advisor should be chosen by the end of the first year and no later than the beginning of the second year of study. It is the student's responsibility to initiate contact with the desired principal advisor and request his or her assent. The early selection of a principal advisor is important; the student arranges an academic program of studies and prepares for general examinations in consultation with this faculty member. Students may change advisors as their interests change, or if they decide another faculty
member would be more appropriate. Students cannot select an emeritus professor as their principal advisor, although a faculty member can continue to serve as a student’s advisor if she or he retires while serving.

Once a faculty member has agreed to serve as principal advisor, the student must complete the Confirmation of Advisor form and return it to the Academic Administrator.

Students are expected to develop working relationships with faculty members other than their principal advisor and to create a committee to guide their work at the dissertation level. Normally, a committee consists of three MIT faculty members. The general exam committee may or may not be identical to the dissertation committee.

While the principal advisor must be a faculty member in STS, History or Anthropology, one of three members of the committee may be from another department or university where appropriate. In the past faculty from Harvard, Tufts, and MIT’s Sloan School have served on student committees. If a student chooses to include a member on the committee who is outside of HASTS or outside of MIT, a petition must be submitted to, and approved by, both the chairperson of the student’s dissertation committee and the Director of Graduate Studies. Likewise, a request for an additional committee member over the customary number of three must be approved by the committee chair and the Director of Graduate Studies. If a student disagrees strongly with the Director of Graduate Studies’ decision, he or she may appeal the decision to the Graduate Steering Committee.

Please note that approval of a committee member from outside MIT does not ensure that travel expenses for the advisor will be paid by the Program. Requests for travel reimbursement for Program-related events will be considered on a case-by-case basis.

3.3. The Principal Advisor-Student Relationship

The student-advisor relationship plays a central role in helping students define and modify their individual programs as their interests gain focus.

Students and faculty should seek a match of intellectual interests and the potential for a productive working relationship. Keep in mind that because the Program encourages the development of individual student projects, some students will inevitably have advisors who do not work precisely in the student's field. Still, it is important that student research takes place in areas where HASTS has academic strength and expertise.

Advisors and advisees should meet regularly to review the student's progress toward timely fulfillment of the Program’s requirements (see sections 4 through 11). Once chosen, the principal advisor may review the first-year paper and act as principal reader for the second-year paper. Both advisors and advisees should contact the Director of Graduate Studies with any issues that cannot be resolved in the course of their work together.

Students are obligated to keep their advisors fully informed of all activities and developments related to their studies, and advisors should be responsive in reviewing students’ progress. Specifically, students and advisors should adhere to the expectations outlined below.
3.3.1. Principal Advisor Responsibilities to Student Advisee

- Meet at least twice per term to review progress, courses of study, research, and plans.
- Write recommendation letters as necessary for student’s professional development.
- Help student identify and pursue funding opportunities.
- Introduce student to relevant colleagues at conferences, etc.
- Inform Program (DGS, Steering Committee, and/or Academic Administrator) of student issues.
- Read student’s relevant papers and respond in a timely manner.
- Establish and communicate expectations and academic standards.
- Help students with oral presentations and paper presentations.

Ideally, the student/advisor relationship will encourage discussion of any personal issues for students that might hinder their ability to do their work in an effective and efficient way. If this is not the case, it is important that students find someone to whom they can turn for guidance within HASTS or elsewhere at MIT.

3.3.2. Student Obligations to Principal Advisor

- Advise of progress at least twice per semester.
- Provide examples of work in progress to enable advisor to offer guidance and critique as work develops.
- Discuss with advisor plans for course work, research, and TA responsibilities.
- When requesting recommendations:
  o Provide advisor with draft of student’s letter, essay, or proposal.
  o Provide all relevant materials at least two weeks before deadline.
  o Fill out and submit all forms (signed by advisor) in a timely manner.
  o Notify advisor of outcome of proposal/job application.

3.4. Changes; Faculty Leaves of Absence

On occasion, a student may wish to change his or her advisor, or an advisor may think that another faculty member would work more effectively with a student. In this instance, a new advisor should be selected promptly in consultation with the Director of Graduate Studies.

Faculty members who will be on leave or otherwise unavailable should make arrangements to ensure that their students continue to be advised during their absence.

3.5. Advisor’s Role in End-of Term Meeting

At the end of each semester, HASTS faculty members meet to review HASTS student progress and to discuss items of HASTS Program business that require approval by the whole
faculty body. **It is the responsibility of each student to make sure their principal advisor has the most current information about their academic progress before the meeting begins.** Following the meeting, the principal advisor or the Director of Graduate Studies informs a student of any deficiencies in his or her progress.

Any faculty member who cannot be present at the End-of-Term meeting must give the Director of Graduate Studies a written account of their students' recent work and progress for consideration at the meeting.

4. **Coursework Requirements**

4.1. **Course Requirements**

<table>
<thead>
<tr>
<th>Core Courses (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21H.991</strong> Theories and Methods in the Study of History</td>
</tr>
<tr>
<td><strong>STS.250J/21A.859J</strong> Social Theory and Analysis</td>
</tr>
<tr>
<td><strong>STS.260</strong> Introduction to Science, Technology, and Society</td>
</tr>
</tbody>
</table>

Students will typically take these classes in their first year of study.

<table>
<thead>
<tr>
<th>Recommended Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21A.809</strong> Designing Empirical Research in the Social Sciences</td>
</tr>
<tr>
<td><strong>21A.819</strong> Qualitative Research Methods</td>
</tr>
</tbody>
</table>

Ideally, 21A.819 is taken in the fall of the second year and 21A.809 is taken in spring of the second year.

<table>
<thead>
<tr>
<th>Additional Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five to six other subjects to be chosen in consultation with advisor; these should fit into a coherent course of study. Or, if a student in consultation with their advisor has elected not to take one or both of the research methods classes, 1-2 additional electives must be taken to complete a total of 10 subjects.</td>
</tr>
</tbody>
</table>

In order to be counted towards the 10-subject requirement, subjects must be taken for a grade (i.e., not pass/fail or with Listener status). Language subjects taken to fulfill the HASTS language requirement are not included in the 10-subject count. No more than two independent study subjects will be used towards the 10-subject count, unless approval from the student’s advisor and the Director of Graduate Studies is received in advance.

Ordinarily, all coursework is completed in four to six semesters. Pursuit of a graduate degree at MIT on a part-time basis is not permitted, and HASTS students are required to take a full course load in order to remain eligible for financial aid. International students need to be especially careful to register fully and within the deadlines, or risk jeopardizing their legal visa status. A full course load is usually defined as three subjects (36 units) per semester.

Students who are serving as Teaching Assistants are required to enroll in only two subjects (24 units) plus 12 units of either 21A.950 Teaching Anthropology, 21H.999 Teaching History, or STS.800 Teaching Science, Technology, and Society when serving as a TA for
Anthropology, History or STS subjects, respectively. Credit for 21A.950, 21H.999 or STS.800 may not be used towards the 10 subject requirement.

4.2. **Independent Study Reading Courses**

Students may arrange to take independent reading courses with individual faculty members from any of the three faculties within the Doctoral Program, or faculty from another area university (advisor approval required). Reading courses must be conducted under the supervision of a faculty member with some expertise in that field. Once arrangements are made with the supervising faculty, students should register for the appropriate subject number. Independent Study courses are usually 12 units, though other arrangements can be made upon consultation with the Director of Graduate Studies.

The subject number for Independent Study courses depends on the affiliation of the faculty member supervising the subject. Students working with an STS faculty member or one not in History or Anthropology (for example, a Brown University professor) should register for their first Independent Study course as STS.901 and continue numbering their courses sequentially through STS.904. If the student is working with a History or Anthropology faculty member, they should register for Graduate Independent Study in History (21H.992 or 21H.993) or in Anthropology (21A.929, 21A.939, or 21A.949), respectively. The student should consult with the faculty member supervising the course or the academic administrator to decide which label is appropriate.

Students should discuss the topic both with their advisor and the responsible faculty member for each Independent Study reading course prior to the beginning of the semester. **It is the student’s responsibility to complete the Record of Reading Course (Independent Study) form, have it signed, and deliver it to the Academic Administrator at the start of the term. Failure to do so may result in a missing grade on the student's transcript.**

4.3. **Dual Submission of Research Papers**

Papers may be submitted for more than one subject only with the written permission of both instructors. Permission may be obtained by email and should be forwarded to the Director of Graduate Studies and the Academic Administrator.

5. **First-Year Paper**

The first-year paper comes out of one of the subjects taken during the student’s first year in the Program. The paper should be roughly 20-25 pages and demonstrate the student's ability to write in a clear, organized, polished fashion and to develop a sustained argument, marshalling appropriate evidence and literature. This paper, as with later required writing in the Program, may not be co-authored. This paper should be submitted to the instructor and Director of Graduate Studies by the end of the first year and must be accepted by both of these readers by July 1.
Upon finishing the first-year paper, it is the student's responsibility to complete the
Completion/Approval of First-Year Paper form, get it signed, and submit it to the Academic
Administrator, along with a copy of the paper.

6. **SECOND-YEAR PAPER**

The second-year paper should be a substantial research paper of publishable quality. Students
should write the second-year paper in consultation with their advisor. It should not be a revision
of the first year paper.

Papers are evaluated by the principal advisor and at least one other faculty reader chosen by the
student. Students should submit their papers to their readers by the end of the fourth semester
and finish all revisions and receive final approval no later than August 15 immediately following
the second year. Under no circumstances will a student be allowed to take general examinations
until the second-year paper is approved.

Upon approval of the second year paper, students must complete the Completion/Approval of
Second-Year Paper form, have it signed, and deliver it with the paper to the Academic
Administrator.

7. **LANGUAGE REQUIREMENT**

In order to satisfy the HASTS language requirement, students must demonstrate a reading
knowledge of one language other than their native language. Since international students must be
fluent in English to be admitted, those whose native language is not English can use their native
language as stated on their Application for Admission for this requirement. No substitutions (of
computer languages or competence in a scientific discipline, for example) will be permitted. This
requirement serves two functions: it promotes an international orientation for the Program and
for students’ research, and it gives students access to materials not available in English.

Students normally fulfill this requirement with:

a. The completion of a Harvard University reading course (designed to teach reading
knowledge only) in a foreign language with a grade of A or B; or

b. The passing of a placement exam in the language. The MIT Global Studies and
Languages (GSL) offers exams twice yearly, in November and April, testing reading
knowledge in French, German, Spanish, Chinese, Portuguese, Russian, and Japanese.
Students must apply for the exam three weeks before the exam date. Guidelines for
students taking these exams are available from the GSL Office, 617-253-4771 at
http://mitgsl.mit.edu/academics-courses/graduate-language-exam-gle; or

c. An examination may be arranged with a faculty member in STS, History or
Anthropology who is fluent in a language, with the prior permission of the Director of
Graduate Studies. This option may be used when the language to be tested is not one of
the languages tested through GSL.
If a student is doing research in another country or is dependent on foreign materials for coursework, more proficiency in a language may be necessary. In this instance students must consult with their advisor to determine the most useful method of gaining such knowledge and demonstrating mastery of the language in question.

In all cases, the student must provide written evidence of satisfactory completion of the requirement. A grade report from the instructor or a letter from the examiner shall constitute sufficient written evidence.

Any student who wishes to request an exception to these guidelines should write a letter to the Director of Graduate Studies explaining the situation and the rationale for the request. The student's advisor must also approve this request.

Students should obtain approval from their advisor about which second language they will use and complete Part I of the Completion of Language Requirement form. Upon completion of the language requirement, it is the student's responsibility to notify the Academic Administrator so Part II of the Completion of Language Requirement form can be completed. This must be done prior to scheduling general exams.

Incoming non-Anglophone students at MIT are required to take an English Evaluation Test, which is offered two times per year by the Global Studies and Languages Section. Further instruction in English may be recommended as a result of this test. Students may also consult with the Director of Graduate Studies to address their concerns about issues specific to English proficiency requirements.

8. General Examinations

Students should plan to take their general examination sometime during their third year, ideally by January. The examination has both a written and oral component. Prior to scheduling the general examination, students must complete their first and second-year papers, the language requirement, and resolve any outstanding incomplete grades, as well as the Checklist of Requirements for General Examinations form. Students must also submit a completed General Exam Committee Form before scheduling their exams.

8.1. Written Component

The general examination tests a student’s knowledge of the areas he or she has chosen to study, and measures the necessary interpretative and synthetic skills for writing an original dissertation. The written component of the general examination consists of three parts:

Field 1: Primary field to be read with the main advisor (e.g., the history of modern biology; the social study of information technologies). This exam ordinarily anticipates the area of the student's doctoral dissertation.

Field 2: Secondary field which contextualizes or broadens a field of history or the social sciences. This examination probes the student's mastery of a field of history (e.g., Imperial
Russian and Soviet history) or a field of one of the social sciences (e.g., theory and method in the study of culture).

Field 3: Students prepare by reading from the MIT HASTS Common Exam List. This list encompasses the areas of social, historical, and cultural perspectives on science and technology. This field can be taken with any faculty member within the HASTS program (see 8.4 for more information about the List).

8.2. Oral Component

The written exams are followed by an oral exam, usually within a few days – and not more than two weeks – after the completion of the last written exam. The exam is about two hours in length, with the entire exam committee. The principal advisor must be physically present at the exam, and up to one committee member can participate via conference phone or videoconference. Deviations from this arrangement under special circumstances must be approved prior to the exam by the Director of Graduate Studies.

8.3. General Examination Committee

The general examination committee is selected by the student in consultation with the student's advisor. The committee consists of the principal advisor and two additional faculty members who have supervised the student's preparation for the general examination. See section 3.2 for more information about selection of committee members.

8.4. MIT HASTS Common Exam List

The Common Exam List represents the interdisciplinary conversation that has been and is HASTS. It is posted in the “Academic Requirements” section of the HASTS website (http://web.mit.edu/hasts/pdfs/HASTS-common-list-July2011.pdf) and some of the readings are posted on a Stellar website for ease of reference (https://stellar.mit.edu/S/project/HASTS-generals/index.html). The DGS collects feedback and suggestions for additions and deletions on an ongoing basis. Changes are made to the published list every few years. Generally, the DGS works with a committee of students to craft and revise the list, and HASTS faculty certify each revision.

Students matriculating in September 2008 and later are required to use the Common Exam List. Students who entered the Program earlier are encouraged to use this list, but are not required to do so.

8.5. Examination Procedures

a. The student and the committee members determine the schedule for written and oral exams. Normally, students may schedule the three written exams any time they prefer over a one-week period. The student is responsible for reserving the room.

b. While the exams are being scheduled, the Academic Administrator should be informed so that he or she can coordinate the process. The student provides the
Academic Administrator with the schedule of exams, topics, the faculty member responsible for each exam, and the date of the oral examination.

c. Written exams are normally administered in the STS Reading Room (E51-191). Students should consult with each of their committee members about which materials (books, papers, or notes as reference aids) may be brought into the respective written exam. On the day of each exam, the student may pick up questions from the Academic Administrator between 8:30 and 9:30 a.m., and must send their responses no longer than seven hours later as an MS Word or PDF attachment via e-mail to the Academic Administrator. The Academic Administrator will distribute a copy to each committee member. One hard copy of the exam questions and answers will be retained in the student’s file in STS headquarters. These exams are available only to the student, his or her committee and the DGS.

d. Committee members should read all written exams prior to the scheduled oral exam, but are required to grade only the exam they prepared. Graded exams are not shown to students prior to the oral examination.

e. The oral exam is chaired by the principal advisor. Ordinarily the exam lasts two hours. While each committee determines the procedure for examination and evaluation, the customary practice is to allow each committee member one round of questions and then move to more general discussion. At the end of the question period, the student leaves the examination room to allow the committee time to make its decision. The student is informed of the committee decision immediately upon conclusion of its deliberations. If the student passes the exam, the student should have all members of the committee sign the General Exam Completion Form and then submit it to the Academic Administrator. If the student does not pass the exam, the student’s committee, in consultation with the DGS, will explain next steps to be taken in writing within a week of the oral exam.

9. RESEARCH GRANT/FELLOWSHIP PROPOSAL

In conjunction with preparation of the dissertation proposal, students should prepare at least one proposal for dissertation research funding from outside MIT during their third year in the program. Although we do not expect all students to obtain outside funding for their research, we expect all students to submit proposals because grant writing is an important learning experience for anyone going on to a career in academia, and can be particularly relevant while developing a dissertation proposal. Students should work with their principal advisor when writing their proposal to identify appropriate funding sources, and proposal format. If the fellowship/ research grant requires a faculty member to be the Principal Investigator (PI), it must be processed by the Administrative Officer (AO) of the department in which the PI is primarily associated, and sent to MIT’s Office of Sponsored Programs (OSP). Please be advised that the approval process from the departments through OSP can take several weeks and that COUHES approval may also be needed (see section 10.3 below).

This milestone is considered to be complete when the student submits the proposal by the granting agency’s deadline and has submitted a Completion of Research Grant/Fellowship Form.
Proposal form and final copy of the proposal to the Academic Administrator. The funding agency’s decision has no bearing on the student’s completion of this requirement and will have no impact on a student’s status within the Program.

Students matriculating in September 2008 and later are required to submit a grant or fellowship proposal. Students who entered the Program earlier are encouraged to do so but this is not a requirement.

10. DISSERTATION

10.1. Dissertation Committee

Once the dissertation committee is selected by the student in consultation with the principal advisor, the student should complete the Dissertation Committee form and submit it to the Academic Administrator. Guidelines in section 3.2 should be followed when forming the committee.

10.2. Dissertation Proposal & Proposal Presentation

Ordinarily students should submit their dissertation proposals within a term of their completion of general exams. The proposal should be between ten and twenty pages long, and accomplish three goals: introduce the dissertation topic, explain briefly the scholarly significance of the topic (including a brief review of the relevant literature), and indicate a general plan of work. A significant research grant proposal (such as to the NSF) may meet the written portion of this milestone if the student’s primary advisor deems it sufficient.

The Academic Administrator will schedule a dissertation proposal presentation day near the end of each semester during which students will orally present the proposal to HASTS faculty members and students. The presentation should be fifteen minutes in length and will be followed by questions and comments from the audience. This presentation provides an opportunity for feedback from HASTS faculty and students and it formalizes the submission of the dissertation proposal.

By Reg Day of each semester, students in their third and fourth years who have not yet completed this milestone will be notified of the dissertation proposal presentation date for that semester. (For example, by September 8 for the December 2015 presentation date.) The student should submit his or her written proposal at least one month before the presentation day to his or her advisor and any faculty members confirmed to serve on the dissertation committee by that time. The student and advisor should notify the Academic Administrator three weeks before presentation day if the student’s research plan is not sufficiently developed to make a presentation. In this case, the student will present on the day scheduled for the subsequent semester.

If a student does not have a full dissertation committee formed at the time of presentation, he or she may still make the presentation and have it count towards his or her milestone. Ideally, the student’s advisor will be in attendance.
The final approval on the dissertation proposal and proposal presentation milestone can be given only after both the oral presentation has been given and the written proposal has been approved by the student’s full dissertation committee. A copy of the dissertation proposal and the Dissertation Proposal Approval Form, signed by the members of the dissertation committee and the DGS, should be submitted to the Academic Administrator. Once the signed forms and proposal have been submitted (and general exams passed), the student will be considered to have completed “all but dissertation” (ABD).

Students matriculating in September 2008 and later are required to complete both the written and oral portions of this milestone. Students who entered the Program earlier are encouraged to do the oral presentation, but are only required to submit the written proposal.

10.3. Committee on the Use of Humans as Experimental Subjects (COUHES)

Dissertations which include interviews or oral histories may require the approval of MIT's Committee on the Use of Humans as Experimental Subjects (COUHES). Failure to receive the necessary approval, where required, will render a dissertation proposal unacceptable and could jeopardize overall Institute funding. U.S. government funding agencies also require COUHES approval for most interview projects. Materials on the COUHES approval process, including review deadlines, are available from the departmental administrative officers and at http://web.mit.edu/committees/couhes/.

10.4. Progress on the Dissertation

The student's principal advisor is responsible for monitoring progress on the dissertation. If disagreements arise over any aspect of the dissertation or the student's progress, the principal advisor is responsible for the satisfactory resolution of the problem.

Members of the dissertation committee become readers of the dissertation. While the principal advisor has the ultimate responsibility for working closely with the student on the dissertation, readers are expected to assist the student in general and read chapters when the student requests feedback. Students and their committee members should work out a mutually acceptable reading schedule well in advance of anticipated deadlines.

When a student predicts that he or she will finish the dissertation in the subsequent term, he or she must complete the On-line Degree Application, found in the WebSIS student main menu, and notify the Academic Administrator.

10.5. Dissertation Timeline

In order to meet MIT’s deadlines for the submission of theses, it is essential that students provide adequate time for the dissertation committee to review and comment on the dissertation. A typical timeline is outlined below. Students in the final stages of dissertation writing should meet with their principal advisor to lay out a timetable for completion of the dissertation. Students should also consult with the Academic Administrator to obtain a list of Institute deadlines and other important administrative information needed before entering their final semester at MIT.
A typical timeline for a proposed June graduation with key milestones:

a. In February, the student will submit a “close-to-final” draft to the dissertation committee.

b. The dissertation committee will read the dissertation and provide comments and feedback within two weeks. Following this two-week period, the advisor might convene a meeting with the student and dissertation committee to discuss revisions. Alternatively, each member of the dissertation committee may meet individually with the student to discuss revisions.

c. Allow approximately four weeks for revisions. When revisions have been completed, the student will give committee members the final draft. At the suggestion of the advisor or other committee members, other interested members of the Doctoral Program faculty may also be given the opportunity to read the final draft.

d. Once the final draft of the dissertation has been accepted by the committee, the student should schedule the dissertation presentation with the Academic Administrator and members of the committee. The presentation should be scheduled by the “last day to go off the degree list” date on the MIT academic calendar. Students need to consult with the Academic Administrator to make sure they are planning around the correct dates. For a June graduation, the presentation would typically be scheduled for early or mid-May. Approximately two weeks before the presentation, the Academic Administrator will send the presentation announcement to the HASTS community.

e. After the dissertation presentation, the student makes final edits to the dissertation and obtains required signatures for the official Institute copy. Students must provide the Academic Administrator with two official Institute copies and one Program copy by the end of the “grades due” period on the MIT academic calendar in order to officially fulfill all requirements for their degree. These official copies should adhere to all the specifications found in the Specifications for Thesis Preparation, found at http://libraries.mit.edu/archives/thesis-specs/. Students may find it helpful to schedule a meeting with either the MIT archivist or the Academic Administrator to review formatting questions specific to their dissertation. Dissertations that are improperly formatted or copied will be returned to the student for revisions.

10.6. Dissertation Presentation

The dissertation presentation is an open meeting consisting of a twenty-minute summary of the dissertation by the student, followed by questions from the student’s committee and then the audience. The student and principal advisor must be physically present at the presentation, and up to one committee member may participate via conference phone or videoconference. Deviations from this arrangement under special circumstances must be approved prior to the presentation by the Director of Graduate Studies.

If, during the presentation, the committee makes further suggestions for improving the thesis, it is the student’s responsibility to incorporate these suggestions. Any such suggestions
should be minor in character, and accepting them should not be a condition for the approval of the thesis. After the dissertation presentation, the committee and principal advisor need not review the dissertation again.

11. PROGRESS THROUGH THE PROGRAM

At the end of each semester, faculty members in the Doctoral Program meet to review and discuss the students’ progress. The principal advisor will inform his or her student if the faculty or Director of Graduate Studies voices concerns about the student's progress (see section 3.5 Advisor’s Role in End-of-Term Meeting).

As in most doctoral programs, any grade less than B is considered a failing grade. In the HASTS Program, students are expected to maintain a cumulative grade point average above 4.0, on a 5.0 scale.

11.1. Timeline

Below is a summary of all milestone final deadlines. Failure to meet stated deadlines without prior approval of the advisor and Director of Graduate Studies will result in the issuing of a warning letter by the Director of Graduate Studies.

<table>
<thead>
<tr>
<th>Required Element</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Paper</td>
<td>July 1 after 1st Year</td>
</tr>
<tr>
<td>Selection of Advisor</td>
<td>July 1 after 1st Year</td>
</tr>
<tr>
<td>Second-Year Paper</td>
<td>August 15 after 2nd Year</td>
</tr>
<tr>
<td>Language Requirement</td>
<td>December 31 of 3rd Year (or before scheduling of general exams, if taken earlier)</td>
</tr>
<tr>
<td>General Examinations</td>
<td>May 31 of 3rd Year</td>
</tr>
<tr>
<td>Research Grant Proposal</td>
<td>May 31 of 3rd Year</td>
</tr>
<tr>
<td>Dissertation Proposal &amp; Proposal Presentaion</td>
<td>Proposal: Reg Day of 4th Year Presentation: Either departmental presentation day in 3rd Year or Fall semester of 4th Year</td>
</tr>
<tr>
<td>Dissertation</td>
<td>Target completion date: End of 5th Year</td>
</tr>
</tbody>
</table>

11.2. Policies on Grade of Incomplete

During the course of graduate study, some students will not complete all work for a subject during the semester it is taken, resulting in a grade of Incomplete.

According to MIT Policy, “If the grade of I has been received, the outstanding work must be completed before the end of the fifth week of the succeeding term of the regular academic year. Graduate students may extend the five-week deadline with the explicit approval of the faculty member in charge.”

If the work is still not completed by Reg Day of the term succeeding the fifth week deadline, then the student will receive a departmental warning letter from the Director of Graduate
Studies. For example, for a class taken in fall 2015, the warning letter will be issued Reg Day of the fall 2016 semester. For a class taken in spring 2016, the warning letter will be issued Reg Day of the spring 2017 semester.

A student will also receive a warning letter if she or he has more than two incompletes after the fifth week deadline even if the above deadlines haven’t passed. For example, if a student receives two incompletes in spring 2016, the warning letter would be issued if at least one were not resolved by the fifth week of the fall 2016 semester.

Students cross-registered at Harvard are subject to Harvard’s policies on incompletes. Harvard’s Graduate School of Arts and Sciences requires that students complete the work of incomplete courses before the end of the term following that in which the course was taken. Petitions to complete work after this deadline are ordinarily granted only in cases involving serious illness or other unforeseen events beyond the control of the student. Extensions, when granted, ordinarily will not exceed one additional term.

For both MIT and cross-registered Harvard subjects, the “I” grade remains on a student's internal grade report and external transcript. When a final grade or default final grade is recorded it appears next to the “I” grade (e.g., I/B).

If a student is going to take more than one incomplete in any term, he or she must send an email to the DGS with an explanation and plans for completion of these subjects and any other outstanding incompletes. The student’s advisor should be copied on the message, and it should be sent by the end of the grades deadline for that semester.

**Any student who has two outstanding Incompletes after these deadlines may not be eligible for financial support for the following term. Students must clear all Incomplete grades before taking general examinations.**

11.3. **Progress Reports**

Annual Progress Reports are required from students who are entering or in the dissertation research and/or writing stage of their careers. The purpose is to give students an established time to make a plan for their upcoming year and to get input and advice from their advisors.

In August, the Academic Administrator will send a Status of Progress Through the HASTS Program form to students in their fourth year and beyond. Students must complete this form and share it with their primary advisor. The student and advisor must meet to review the items on the form together (in person preferred, or by video chat if both parties are not in Cambridge before the deadline). Once the form has been reviewed, the advisor and student both sign it and the student submits it to the Academic Administrator by the second Monday after the first day of fall classes. The materials will be shared with the HASTS Steering Committee.

11.4. **Failure to Make Reasonable Progress or Meet Academic Standards**

Student progress and academic performance are monitored by the advisor and the faculty as a whole. Students may be considered to be failing to make reasonable progress for a number
of reasons, including but not limited to a) a grade point average lower than 4.0; b) an accumulation of Incompletes, c) not passing the general exam, or d) falling behind the expected timeline outlined above including not making sufficient progress on the dissertation.

There are three levels of action addressing academic performance in need of improvement:

a. Departmental Warning
   This will normally come in the form of an official letter from the Director of Graduate Studies, but may also come from the student’s advisor in an email. Such letter will describe the problem(s), the course of action(s) to be taken and deadline(s) for completing the required action(s).

b. Dean’s Warning
   This letter is signed by the Dean for Graduate Education and signals official academic probation. As with a departmental warning, it will articulate the expectations for improvement and impose deadlines. The probationary period may extend for the subsequent fall term, for IAP, for the spring, or for the summer term. Sometimes these letters are sent concurrently with Departmental warnings.

c. Denial of Registration Letters
   Further registration may be denied if expectations outlined in previous warning letters are not met.

Funding is also contingent on reasonable progress through the program. An accumulation of warning letters or a warning letter from the Dean for Graduate Education could lead to a denial of funding.

12. Changes in Status

Generally, HASTS students are in residence each academic year (September 1 – May 31) for five years. However, once students pass their general exams, they may need to conduct archival and/or field research away from the Institute as they gather data for their dissertations. If a student is considering a semester or more away, he or she should first discuss their proposal with their principal advisor, and then make a formal request to the Steering Committee (in writing, with a copy to the Academic Administrator). Since a change in status often has financial implications, proposals should be brought to the Steering Committee’s attention well in advance (typically by the end of the fall semester for the next academic year).

12.1. Nonresident Doctoral Thesis Research Status

Students who have completed their general examinations and their dissertation proposal and presentation milestone may request permission to become nonresident. (See http://odge.mit.edu/gpp/degrees/thesis/nonresident-doctoral-thesis-research-status/ for the application and more information about this status.) Nonresident graduate students are responsible for paying MIT nonresident tuition, which is currently 5% of the regular tuition charge for the first three semesters, and 15% for subsequent semesters. A student intending
to register for nonresident doctoral thesis research status completes the MIT form, *Request to Register for Nonresident Doctoral Thesis Research Status*, and should meet with the Academic Administrator, who will submit the completed form to the Office of the Dean for Graduate Education (ODGE). A student must also have submitted a thesis proposal, along with the *Dissertation Proposal Approval Form*. Forms must be received by the ODGE one month before registration day of the semester in which the student will be nonresident.

MIT policy prohibits the HASTS Program from providing any financial support for students in nonresident status including fees to cover health insurance. The participating departments in the HASTS program and/or the student’s advisor may, on a case-by-case basis, provide support to help defray costs of the 5% tuition charge during the first three nonresident semesters.

### 12.2. Leave of Absence

MIT does not allow for leaves of absence within graduate programs, except in cases of personal or immediate family medical care, or childbirth. Students who need time away from the Program should consult the Director of Graduate Studies and/or the Academic Administrator to discuss possible options. MIT policies on leaves and other changes in registration can be found at [http://odge.mit.edu/gpp/registration/changes/](http://odge.mit.edu/gpp/registration/changes/). International students should consult the International Students Office before taking any of these actions to discuss the implications they may have on their immigration status.

### 13. Financial Support

Funding for HASTS doctoral students (as of the entering class AY07) includes five years of guaranteed support provided that the student maintains reasonable academic progress. This covers MIT tuition, 9 months of stipend, and 12 months of individual health insurance annually. Funding consists of a combination of fellowships (including those that students earn on their own), teaching assistantships, research assistantships, and the like.

If students anticipate that they will not complete their dissertations by the end of the fifth year, they are expected to pursue outside sources of support in consultation with their academic advisors. HASTS may be able to provide support for students past their fifth year that may be awarded on a case-by-case basis, depending on the availability of funds and the student’s progress toward degree completion. This decision will be made by the Steering Committee in consultation with the advisor of the student and the Director of Graduate Studies.

All students are strongly encouraged to seek competitive outside funding at any point in their Program. Outside funding which students receive while in their first five years in the Program is considered to be part of their five-year funding package. In other words, there is no “banking” of support if outside funding is received or if a student goes into nonresident status. If the outside funding does not cover the entire regular MIT fellowship award, the Program will supplement it (for students within the first five years), through either a fellowship or a teaching or research assistantship. The Director of Graduate Studies and the Academic Administrator will be available to advise students on where they may look to apply for outside sources for support.
Financial inquiries pertaining to funding, i.e. graduate awards and appointments, and hourly payroll, should be directed to the STS Administrative Officer.

13.1. Teaching Assistantships

Teaching assistantships serve two purposes: they provide graduate students with teaching experience and feedback on their teaching, and they provide assistance to faculty teaching subjects with large enrollments. Thus, teaching assistantships are both pedagogically important as well as a source of employment for graduate students.

Students are expected to gain teaching experience by working as a Teaching Assistant (TA) in STS, History, or Anthropology undergraduate subjects. Generally, students TA or teach four courses during their time in the Doctoral Program. If such teaching opportunities are unavailable for any reason, students may request that teaching in another department or university be accepted as a substitute. Occasionally, advanced graduate students may have an opportunity to teach undergraduate classes independently.

To reflect the academic nature of TA appointments, students serving as TAs should register for 12 units of 21A.950 Teaching Anthropology, 21H.999 Teaching History, or STS.800 Teaching Science, Technology and Society. This will complement the 12-unit reduction that TAs are allowed, to reflect a full 36 units on their transcript. The subject can be repeated for credit and is graded on a pass/fail basis by the subject’s instructor.

Selection of TAs is coordinated by the Doctoral Program Steering Committee according to the following five principles:

(1) Whenever possible, the Steering Committee will honor faculty and student requests for specific assignments.

(2) Ordinarily, students may serve as a TA for a particular class no more than once.

(3) Priority will be given to students who have no TA experience.

(4) Priority will be given to third and fourth year students.

(5) Students must be in good academic standing in the Program.

The responsibilities of teaching assistants begin with preparation. HASTS TAs are required to attend the HASTS Teaching Assistant tutorial(s) and/or training provided by the School of Humanities, Arts, and Social Sciences (SHASS). The Academic Administrator will inform all TAs of which training is offered during the summer prior to their teaching. Students may find additional resources at MIT’s Teaching and Learning Laboratory (http://web.mit.edu/tll/) and the Office of Writing Across the Curriculum (http://writing.mit.edu/wac/teachingresources).

It is the responsibility of each Teaching Assistant to attend all lectures; complete all reading assignments; assist the supervising faculty with grading papers and exams; and to confer with students. A TA will normally be responsible for teaching one recitation section of the subject. Additional responsibilities specific to each class and the preparation necessary for a successful assistantship should be discussed with the instructor prior to the start of the term.
Faculty and instructors consider TAs as colleagues in training. It is the responsibility of instructors to provide clear instructions and expectations for how they would like their courses run and graded. During the term, the supervising faculty and the TA will meet regularly to plan the direction of the course, assess student progress, and deal with any other concerns that might arise. At the end of each term, the supervising faculty member will write a brief evaluation of the teaching assistant, which will be copied to the student and included in the student’s file.

13.2. Funds to Support Student Research and Travel

Students who are presenting papers at professional conferences or who are engaged in research may request up to $400 from HASTS for travel expenses each academic year (June 1-May 31).

The Director of Graduate Studies must approve all requests for funds prior to the proposed travel. To request funds, students should submit a brief description of the purpose of the trip to the Director of Graduate Studies, with a copy to the Academic Administrator. The request should include the following information: the trip destination, dates of travel, the title of the paper to be presented or the nature of planned research, and (most importantly) a budget.

Within 30 days of the end of the trip, students must submit their receipts to the Academic Administrator. If not submitted within 30 days, “a particular item may, according to IRS regulations, ‘be treated as salary.’ This means that MIT must withhold all appropriate taxes from these reimbursements and include those payments in the employee's compensation, along with the withheld taxes, on the employee's Form W-2.” (See Appendix of MIT Travel Policy and Procedure Manual at http://controllers.mit.edu/site/travel/policies_procedures.)

Receipts must be submitted by June 10 in order to be counted toward that year’s allotment (for example, by June 10, 2016 for academic year June 1, 2015- May 31, 2016). Balances are not carried forward.

The Administrative Assistant in STS Headquarters is available to advise students on MIT travel policies and to file the appropriate travel documents with the MIT Travel Office. Students are advised to check with the STS Administrative Assistant before planning HASTS related travel. This is especially important for students who may be traveling in conjunction with a sponsored project which may have strict guidelines about allowable and reimbursable costs.

Students who use their $400 allotment but have additional research-related travel expenses can also apply for supplementary funding from the Kelly-Douglas fund (http://web.mit.edu/kdfund/research/index.html#research) or the Graduate Student Council’s Travel Fund Grant Program (http://gsc.mit.edu/funding/travel-grant/). Students are also encouraged to ask their advisor for funding assistance.
14. Resources

14.1. Copying Costs

The HASTS Program provides each student with a code for the large copy machine on the second floor of E51. Each student receives an annual copying allowance of $50, or 1000 pages. Students will be billed for all additional copies at the rate of $.05/page.

Copying costs for research or dissertation support proposals will be paid by the HASTS Program if requested in advance. See the STS Administrative Assistant for the appropriate copying code.

14.2. Desk Space

Most HASTS doctoral students share one of three offices (the largest being E51-070) equipped with network connections for all students. The distribution of the available desk space is coordinated by the STS Academic Administrator at the end of each academic year. If there is space available, each student will have exclusive use of a desk. If not, priority goes to students in their first through fifth years, and those who will be in the Cambridge area for the majority of the academic year. Students who will be away doing research for more than nine months or for all of May through September must contact the STS Academic Administrator a minimum of 30 days before departure to discuss their desk allocation.

While students may leave books and other items at their desks and on their shelves, student office space is not intended for long-term storage. Please note that it is at an individual’s own risk to leave personal items on campus. MIT insurance will not cover damage to personal property (books included) even if caused by structural or water damage in an MIT building.

14.3. Telephones

The large student office (E51-070) has one telephone available for student use.

14.4. Mail

Incoming mail is delivered to the second-floor mail room next to E51-275 and sorted into a slot for each student. Each student is responsible for checking his or her mail. If you will be away for an extended period of time, please make arrangements with one of your student colleagues to pick up and forward your mail.

Using the correct address will help your mail reach you in a timely fashion. The best address for incoming mail is:

Your Name  
Program in STS, E51-070 (or E51-098 or E51-075)  
Massachusetts Institute of Technology  
77 Massachusetts Avenue  
Cambridge, MA 02139-4307

Please do not use this address for personal mail or packages.
Outgoing mail is deposited in the appropriate mailbox in the hallway near E51-165. Off-campus mail must have postage affixed.

14.5.  E-Mail

New students should obtain an MIT e-mail account before the start of their first fall semester. Essential Doctoral Program communications are sent through electronic mail so students should check their e-mail frequently. Changes in primary MIT email address should be reported to the Academic Administrator.

There is a group list hasts-students@mit.edu that includes all HASTS students. The list is maintained by a student representative, who is announced at the beginning of each academic year. Please keep that student informed of any change in your e-mail address.

A wide distribution list that includes all Doctoral Program faculty, students, staff (STS, History and Anthropology) as well as visiting scholars in the STS Program, is maintained and moderated by the Assistant to the STS Director. To send items to this list, send the message to sci-tech-public@mit.edu.

14.6.  Office Supplies

Campus mail envelopes and other supplies are located in E51-163. STS will provide supplies for HASTS related mailings. Students are responsible for providing their own supplies for all other purposes.

14.7.  Harvard Library Card

All MIT students and faculty may obtain a Harvard Library card by picking up the required form at the reference desk at any MIT library and taking it to the Outside Borrowers Office at Widener Library. For more information visit http://libraries.mit.edu/borrow/non-mit-access/harvard/hcl/.


Notices of seminars, talks and conferences are posted on the departmental websites (http://history.mit.edu/, http://web.mit.edu/anthropology/ and http://web.mit.edu/sts). Please consult them regularly. In addition, most announcements will be posted on the STS bulletin boards in the hallway outside of the STS lounge (E51-182). Important HASTS Program information will be posted on the bulletin board outside of the main student office (E51-070). HASTS students also maintain a Google calendar and new students are invited to join the calendar when they arrive.

14.9.  Commuting

The Parking and Transportation Office’s website (http://web.mit.edu/facilities/transportation) provides a number of commuting options. This includes subsidized monthly MBTA passes and parking permits for students. Please refer to the website for information on how to enroll.
15. Web Based Resources

HASTS Homepage: http://web.mit.edu/hasts/

MIT STS Program: http://web.mit.edu/sts/

MIT History Faculty: http://history.mit.edu/

MIT Anthropology Program: http://web.mit.edu/anthropology/

WebSIS: http://student.mit.edu/

MIT Academic Calendar: http://web.mit.edu/registrar/calendar/index.html

MIT Office of the Dean for Graduate Education: http://web.mit.edu/odge/

Graduate Student Policies and Procedures: http://web.mit.edu/odge/gpp/

Student Resources: http://resources.mit.edu/

16. Forms

The below forms are also available inside of STS Headquarters (E51-163).

Confirmation of Advisor
http://web.mit.edu/hasts/graduate/forms/hastsconfirmationofadvisor.pdf

Record of Reading Course/Independent Study Form
http://web.mit.edu/hasts/graduate/forms/hastsreadingcourse.pdf

Completion/Approval of First-Year Paper
http://web.mit.edu/hasts/graduate/forms/hastsfirstyearpaper.pdf

Completion/Approval of Second-Year Paper
http://web.mit.edu/hasts/graduate/forms/hastssecondyearpaper.pdf

Completion of Language Requirement
http://web.mit.edu/hasts/graduate/forms/hasts languagerequirement.pdf

General Exams Committee Form
http://web.mit.edu/hasts/graduate/forms/hastsexamcommittee.pdf

Checklist of Requirements for General Examinations
http://web.mit.edu/hasts/graduate/forms/hastschecklistforgeneralexams.pdf

A personalized checklist form can also be printed from the HASTS Student Database. Please ask the Academic Administrator for your own copy, which has your completed milestones already filled in on the blanks.
General Exam Completion Form

Completion of Grant/Fellowship Proposal
http://web.mit.edu/hasts/graduate/forms/hastsgrantproposal.pdf

Dissertation Committee Form
http://web.mit.edu/hasts/graduate/forms/hastsdissertationcommittee.pdf

Dissertation Proposal Approval Form
http://web.mit.edu/hasts/graduate/forms/hastsdissertationproposal.pdf