YORK-RYERSON JOINT PROGRAM IN COMMUNICATION AND CULTURE HANDBOOK

2020-2021

For YORK Students only
# TABLE OF CONTENTS

Welcome to Communication and Culture!......................................................................................... 4
GRADUATE PROGRAM SUPPORT STAFF.......................................................................................... 5
THE YEAR AHEAD.................................................................................................................................. 6
   THE ACADEMIC YEAR .................................................................................................................. 6
   GETTING REGISTERED................................................................................................................... 6
   COURSE ENROLLMENT .................................................................................................................. 6
   PAYMENT OF FEES ......................................................................................................................... 7
   ADVISING...................................................................................................................................... 8
STUDENT STATUS .................................................................................................................................. 9
   FULL TIME STATUS....................................................................................................................... 9
   PART TIME STATUS....................................................................................................................... 9
   EXTERNAL STATUS...................................................................................................................... 9
   LEAVES OF ABSENCE .................................................................................................................... 10
   WITHDRAWAL FROM THE PROGRAM .......................................................................................... 10
   REINSTATEMENT ............................................................................................................................ 10
STUDENT RESOURCES ....................................................................................................................... 11
REQUIREMENTS FOR THE DEGREES ............................................................................................... 14
   MA DEGREE BY THESIS .............................................................................................................. 14
   MA DEGREE BY PROJECT .......................................................................................................... 15
   Proposal ........................................................................................................................................ 16
   Approval ....................................................................................................................................... 16
   The Final examination and the examination committee report: ...................................................... 18
   MA DEGREE BY MRP .................................................................................................................. 18
   MA BREAKDOWN OF TERMS ...................................................................................................... 21
   ACADEMIC HONESTY .................................................................................................................. 25
   PhD DEGREE ................................................................................................................................ 26
   PhD BREAKDOWN OF TERMS ...................................................................................................... 28
   CMCT 6002 3.0 Research Methodologies ..................................................................................... 34
   CMCT 6004 3.0 Communication and Culture ............................................................................... 34
   CMCT 6005 3.0 Master’s Research Specialization (MA Pro-Seminar) ........................................... 35
CMCT 7000 3.0 Perspectives in Communication and Cultural Studies ............................................. 35
CMCT 7200 3.0 Advanced Research Methodologies ........................................................................ 35
CMCT 7005 3.0 PHD Field Seminar: Disciplinary Practices ................................................................. 36
ELECTIVE COURSES ........................................................................................................................... 36
GRADING AND STANDARDS ............................................................................................................. 37
MONEY .............................................................................................................................................. 38
GRADUATE RESOURCES .................................................................................................................... 42
RESPONSIBILITIES ............................................................................................................................ 43
LOCATIONS ....................................................................................................................................... 47
Important Dates: ................................................................................................................................. 48
  September ....................................................................................................................................... 48
  October ............................................................................................................................................ 49
  November ....................................................................................................................................... 50
  December ......................................................................................................................................... 51
  January ............................................................................................................................................ 52
  February .......................................................................................................................................... 53
  March ............................................................................................................................................... 54
  April .................................................................................................................................................. 55
WELCOME TO COMMUNICATION AND CULTURE!

The joint Graduate Program in Communication & Culture is a unique partnership. Together, York and Ryerson offer a critical mass of faculty needed to advance the study of communication and culture. Drawn from several disciplines, the distinguished faculty collectively represent a breadth of perspectives and professional experience in communications, the social sciences, humanities, media, and fine arts. All professors have strong records of achievement in scholarship and/or professional activity and many are internationally known. The Program, leading to MA and PhD degrees, is unique in Ontario in combining academic work with creative and professional activities, with the objective of promoting the application of theory and research to contemporary issues and practices in communication and culture. The Program brings together perspectives from the social sciences, humanities and fine arts, and communication-and-media-related professions, and aims to encourage innovative thinking, research, and practice.

The program provides students with opportunities to examine the social, political, and economic dimensions of such issues as globalization, deregulation, privacy and security, convergence of communication industries, cross-cultural communications, audience studies, and new media. This joint program allows students to conduct research that sheds new light on issues and problems in theoretical inquiry, empirical studies, and professional practices. The program allows students to report research in the form of a major research paper, thesis, or project (for the MA degree), and includes research creation as an option for the PhD dissertation. Students can participate in seminar discussions with faculty and fellow students and work closely with faculty supervisors on the capstone work for their degree.

Through the partnership of both York and Ryerson students can capitalize on courses and other resources available at both campuses. Students profit from York’s tradition of innovative, interdisciplinary graduate programs, programs that break new ground for learning and are internationally well recognized, and the university’s strong history of theory-building, research, and professional training. Students also benefit from Ryerson’s record of applied education, and its extensive industry links in film, photography, multimedia and information technologies, radio, television, and new media. Drawing on faculty from many programs in both universities, the Program’s curriculum is structured around three flexible areas of study: Media and Culture, Politics and Policy, and Technology in Practice.

Although demanding academic programs require a great deal of diligence and determination, excellence in intellectual work also calls for creativity and innovation. Our program encourages you to both deepen your knowledge in a specialized area of research and to broaden your intellectual horizons. Our Graduate Program Office staff is always available to answer your questions, and I am available for consultation through your studies. I look forward to meeting you and wish you success in your intellectual endeavors here.

Sincerely,

Jan Hadlaw,
Graduate Program Director
GRADUATE PROGRAM SUPPORT STAFF

Graduate Program staff can be found in Victor Phillip Dahdaleh Building (DB) Staff is responsible for all student services functions including registration, course enrolment, grades collection, petitions processing, theses/dissertation proposals, as well as room booking for oral defenses and convocation. In addition, Graduate Program staff is responsible for receiving applications and supporting documentation for admissions and advancement, creating and monitoring applicant files, responding to enquiries regarding admissions, processing all incoming mail, including scholarship and funding application materials, and providing administrative support to the graduate program in Communication and Culture.

In the fall and winter terms, regular office hours are 8:30am to 4:30pm, Monday to Friday.

Fridays during the Summer our office hours are 8:30am to 3:30pm from mid-May to the Labour Day Weekend in September.

Office Locations and how to reach us:

Jan Hadlaw (Graduate Program Director) is in DB 3012, her email address is cmctgpd@yorku.ca and her phone extension is 33857

Tokunbo Ojo (MA Coordinator) is in DB 3024, his email address is cmctmac@yorku.ca and phone extension is 33755

Rhonda Doucette (Graduate Program Assistant) is in DB 3008, her email address is cmctgpa@yorku.ca and phone extension is 22915

Moira Scott (Program Secretary) is in DB 3004, her email address: comcult@yorku.ca and phone extension: 33396

Follow us on twitter: @YorkComCultGPD

We are happy to answer any of your questions or concerns.
THE YEAR AHEAD...

Please note that the dates in this calendar are subject to change. For an updated version, please visit the Faculty of Graduate Studies Website.  http://gradstudies.yorku.ca/

THE ACADEMIC YEAR

There are three terms in a year: fall, winter, and summer. Students must register as active every term. Every graduate student must maintain continuous registration (i.e. register and pay fees) until the final 3 copies of the dissertation, thesis, or MRP are submitted to FGS and the submission has been accepted for the award of the degree. If students find that their registration is blocked for any reason, they should consult Rhonda Doucette in the Graduate Program Office (GPO), located in 3008 DB, email cmctgpa@yorku.ca

GETTING REGISTERED

Graduate students are required to maintain continuous registration during the summer term.

Registration comprises three steps:

a) registration on-line at http://gradstudies.yorku.ca/current-students/regulations/registration/, courses and payment of fees. Registering means to confirm your status of either Full-time or Part-time and you accept your fees. By clicking on Yes you complete the Registration.

b) You must maintain student status as ‘active’, to do this, you must complete the registration process for every term, Fall, Winter and Summer – even if you are not enrolled in any courses or you have completed all your course-work. Late registration will incur a $200 late fee. Please note that it is your responsibility to keep your registration active. Deadlines for registration are posted here: http://gradstudies.yorku.ca/current-students/student-status/important-dates/

COURSE ENROLLMENT

There are certain challenges associated with keeping track of students in a joint program such as ours. We must, therefore, impose some strict rules regarding registration and enrollment. As a new student you are blocked from registering until you have been advised. You must submit the course election/advising form prior to being advised. If you do not, your advising appointment will be cancelled.

Courses will consist of students from both York and Ryerson Universities. There are a set number of spaces for each University. After advising you will be assigned permission to enroll in your chosen courses. If you do not enroll in a course within the given time period identified in an email we will assign permission for someone else and you will lose your space. Please make sure you have alternative courses in mind in case some are full, or you miss your enrollment window.
Most of elective courses have an enrollment limit, particularly those that cross-listed with other programs. Demand usually exceeds the enrollment limit, so please have a second and third choice in mind. Often, we can negotiate an extra space or two in cross-limited courses if interest is high. If you do enroll in a course and find it is not what you expected, please drop it immediately, as there may be someone waiting to get in. Again, we cannot guarantee enrollment, in any course. But we will do our best to accommodate your requests and most students do end up in the courses they want. The program director determines which students will be registered in a course if there is a shortage of space. The decision is based primarily on a student’s research focus and needs, NOT the location of the course.

Students are not able to drop core courses. If students need to drop a core course at any time, they are required to fill out a course transaction form. This form can be found at http://gradstudies.yorku.ca/files/2014/08/course-transaction.pdf The student will need the signatures of the Course Director as well as the Graduate Program Director. Once completed please give this form to the Graduate Program Office (GPO), room 3008 DB.

Elective courses should not be dropped any later than two weeks after the start of classes. We cannot justify the continuation of a course without a minimum of six enrollments. Check your enrollments online a couple of weeks into each term to make sure you are enrolled in the right courses. If you are unsure about what you should be taking, contact Dr. Jan Hadlaw, cmctgpd@yorku.ca for PhD inquiries or Dr. Tokunbo Ojo cmctmac@yorku.ca

Petitions for retroactive drops and adds cause unnecessary work for a lot of people. 6002, 6004, 6005, 7200 and 7000 all have drop blocks on them. As these are required courses, you are expected to remain in them unless an exceptional circumstance arises.

Courses with insufficient enrollment are subject to cancellation as the minimum enrollment is six students. The decision to cancel a course may be made prior to the start of the term in which it is offered or shortly after classes begin.

PAYMENT OF FEES
Unlike undergraduate studies, you do not pay a per-course fee. You pay a set fee per term regardless of the number of courses you are taking. MA students must pay a minimum fee for the degree which is the equivalent of 5 terms of full-time study. For part-time students this would be the equivalent of 10 terms of part-time study.

However, if you do not complete during that time, you continue to register and pay fees up to a maximum of 12 terms. For PhD students, the minimum fee is the equivalent of 6 terms of full-time study (12 terms part-time) Candidates continue to register and pay fees until degree completion. The maximum time allowable is 20 terms. If you complete the degree sooner than the minimum time to completion, you will be charged the balance of the fees. Check here for more information on fees: https://gradstudies.yorku.ca/current-students/student-finances/funding-awards/

Students have already completed the course requirements, must register as active but do not need to enroll in further course work. Students may register late, but there is a $200.00 penalty for doing so. After a short grace period allowing for
reasonable delays in registering, students will no longer be permitted to register except by petition. Before completing the petition (indeed for any petition form), it is usually wise to consult with staff in the Graduate Office. Completed petitions are submitted to the Graduate Program Office in DB 3008.

**ADVISING**

Students must be advised before the registration block is removed. This means you cannot enroll in a course until after your advising appointment. Once you have been advised and the registration block is removed you must register online.

For instructions please visit [http://www.gradstudies.yorku.ca/incoming-students/checklist/](http://www.gradstudies.yorku.ca/incoming-students/checklist/). To add courses you must use the six digit catalog number (which is different from the course number).

You can find course offerings for enrolment on the web lecture schedule at: [https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm](https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm)

There are enough spaces in CMCT 6004 and CMCT 6002 for all first year MA students. If you do not get into the section you prefer, you must enroll in the other section (usually at Ryerson). You can check back with us at various times to see if you can get into the section you want.

There are drop blocks on required courses, so if you want to drop one section to get into the other, if there is space, you must notify the GPA, Rhonda Doucette cmctgpa@yorku.ca. Due to the course load, full-time students normally take an average of two or three courses per term. Quite often, students enroll in only two courses in their first term to allow for a period of adjustment, and three in their second term.

Part-time students normally take one, or on occasion, two courses per term. Although you may have spoken to either Professor Hadlaw (PhD students) or Professor Ojo (MA students) during the admissions process, they would particularly like to discuss your plans during your advising session. The Graduate Program Office will also be available to assist with advising and answer questions on administration and financial issues.

**TIMETABLE**

The timetable for Communication and Culture is always subject to revision and the latest version will be available on the program website. The Registrar’s website, there the online lecture schedule is housed, may not be refreshed as often. The Course Description document is on the ComCult website. Please note that elective offerings vary year to year. Updates will be sent by email, or see the latest timetable on the York ComCult site [http://cmct.gradstudies.yorku.ca/](http://cmct.gradstudies.yorku.ca/)
GRADUATE FORMS

Just about everything in the program requires a form. Forms specific to the program are on the York Com Cult web site at: http://cmct.gradstudies.yorku.ca You will also find program regulations, faculty biographies and course descriptions there as well. Forms relevant to the University in general are on the FGs website (petition forms, withdrawal forms, course transaction forms, etc.) https://gradstudies.yorku.ca There are several York web sites that are crucial to staying on top things. For a comprehensive list visit: http://my.yorku.ca you will be able to check your course lists, grades, student account and change your address.

Please remember that it is always your responsibility to provide current contact information. You should also notify Student Accounts and Scott Library separately of any changes. To avoid missing any important emails, please ensure that you use your York email and update it through the http://my.yorku.ca web portal.

STUDENT STATUS

FULL TIME STATUS

Full time status is appropriate for students who are using the facilities at York/Ryerson University, including the libraries, regularly. These students are likely to be taking courses and/or consulting with members of their supervisory committees. These students are active in the intellectual life of the Graduate Program. They give papers and presentations and help organize social events as well as the annual Graduate Student conference. Full-time study is not compatible with work outside the university comprising more than 10 hours per week.

A graduate student with full-time status may be absent from the campus e.g., visiting libraries, attending a graduate course at another institution, field work, etc.

If such periods of absence exceed four weeks in any term, advance approval of the Graduate Program Director and the Dean of Graduate Studies is required. The petition form is available at http://gradstudies.yorku.ca-current-students regulations/petitions-appeals

PART TIME STATUS

Part time status is appropriate for students who are working outside the University. These students can use the facilities at both York/Ryerson University. Part-time students typically take 1-2 courses per term.

EXTERNAL STATUS

"External" status is appropriate for students who have completed all course requirements and who are working on their thesis, MRP, or dissertation. Such students are not physically present at university for purposes of using facilities or receiving supervision. External status is regarded as an inactive term in relation to tuition costs but is counted in the calculation of terms for completion of the degree.
LEAVES OF ABSENCE
Leaves of absence for special circumstances (including medical reasons) are available for a maximum of three terms. Medical leaves of absence require letters from health practitioners noting the expected duration of the illness.

Maternity leaves are available for up to three terms per pregnancy. Other leaves of absence are considered on a case-by-case basis. A petition (forms available at: http://gradstudies.yorku.ca/current-students/regulations/petitions-appeals/) is required for any leave of absence request. (Please note appeals take 4-6 weeks to process).

It is advisable for the student to consult with the Graduate Program Director or the Graduate Program Office before filling in petitions. Petitions, and supporting documentation if needed, are handed in to staff in the Graduate Program Office. Staff will inform students when the Faculty of Graduate Studies makes decisions. As well, part-time or full-time students may elect to take one-time-only, one-term leave of absences, after enrolment of at least two consecutive terms. Please consult the FGS regulations. Permission forms can be found at http://gradstudies.yorku.ca/current-students/regulations/petitions-appeals

WITHDRAWAL FROM THE PROGRAM
If students maintain continuous registration and, on the assumption, that they have completed any outstanding coursework from the current and previous semesters, students may withdraw from the Program in good standing.

If they wish to return, they must apply for reinstatement or readmission. Students are advised to consider the criteria for re-instatement carefully before making this choice. The onus for maintaining contact with the program and the supervisor while withdrawn falls on the student. FGS regulations can be found at http://gradstudies.yorku.ca/current-students/regulations/

Please note students can be withdrawn by the Program for three reasons:

(1) failure to maintain academic standards
(2) failure to progress towards completion; or
(3) failure to maintain continuous registration. Both are recorded on students’ transcripts.

REINSTATEMENT
Students may apply for reinstatement to the Graduate Program if they have been withdrawn for no more than three terms. They must provide a rationale concerning the circumstances of the withdrawal. The Graduate Program Director and the supervisor must support the students’ reinstatement. Students may also apply for reinstatement if they are returning solely to defend their theses or dissertations.
Students returning to defend must indicate:

(a) the thesis or dissertation was completed while the student was withdrawn; and

(b) the student has the support of the supervisory committee that the thesis or dissertation can proceed to defense.

There must be a clear indication from the supervisor that the degree requirements will be complete (including submissions of any revisions) in one term only. Usually this requires that all members of the supervisory committee have read the thesis or dissertation, that a date has been set for the oral examination, and that ample time has been allowed for revisions should they be required, etc. In this situation, students register as part-time.

Students wishing to apply for reinstatement need to petition to do so. The form is available at [http://gradstudies.yorku.current-students.regulations.petitions-appeals](http://gradstudies.yorku.current-students.regulations.petitions-appeals)

RE-ADMISSION

Students who have withdrawn for any reason and who are in good academic standing may apply for re-admission if they do not meet the criteria for reinstatement. If they are re-admitted, the remaining time allowed for degree completion will be specified in the letter of re-admission.

PETITIONS

All petitions are handed in to the Graduate Program Office and are reviewed by the Graduate Program Director who will add a recommendation to the petition before sending it forward for consideration by the Faculty of Graduate Studies. The Faculty of Graduate Studies makes decisions on all petitions. The Graduate Program office will inform students of the Faculty of Graduate Studies' decisions.

STUDENT RESOURCES

YU-CARD

The YU-Card is York University's official photo ID Card. The YU-card is issued to all York students as well as Ryerson students that want to use York resources. Students can use their cards to purchase meals, and if living in any of the on-campus student apartments, to use the laundry facilities.

It provides students access to our graduate lounge, the ITEC Front doors which remain open until 6:30pm and our lab room DB 3060. Please note that students will require a YU-card to access Library services. Also, please note that the graduate lounge (Room 6030 DB) is only for our graduate students and not intended for any other purposes other than workspace.

For further information on the YU-Card, please visit: [http://yucard.info.yorku.ca/](http://yucard.info.yorku.ca/)
LIBRARY ACCESS

All graduate students have access to the Scott Library located in Central Square. Students have access to all library resources including computers, books and meeting rooms. (Note the meeting rooms will have to be booked ahead of time and students can book these rooms at the front desk)

COMPUTING FOR STUDENTS

Please visit this page for information about Passport York, connecting to AirYork Plus (wireless), antivirus software and more: http://www.yorku.ca/computing/students/accounts/acadlabs.html

EMAIL

All students receive York email accounts. This York email address should always be used when communicating with the Graduate Program Office. The Communication and Culture Graduate Program regularly sends out important notices to all graduate students and to students personally using this email address.

Please note: The Faculty of Graduate Studies at York will not send information out to a non-yorku.ca email address.

Therefore, a failure to monitor your York email account can mean you may miss important deadlines, such as for scholarship applications, conferences, etc.

The Graduate Program Office maintains two listservs, one for PhDs and the other for MAs. The program office will often send notifications of events as well as reminders about registering for each semester, Fall, Winter and Summer.

While we understand students sometimes feel overwhelmed with emails, we highly recommend you take the time to read the monthly emails that come from the Faculty of Graduate Studies. These emails will provide you with important information on funding opportunities and scholarship awards.

RYERSON IDS

All York Communication and Culture students are required to have a Ryerson student number and obtain a Ryerson "One Card." It will grant you access privileges to the Ryerson library and the Recreation and Athletic Centre (RAC), as well as security door access. Ryerson faculty often use internet teaching tools, e.g. Blackboard, in their courses. A York student must have an active Ryerson student number and an active Matrix e-mail account to access these tools.

1. The program will apply for a student number on your behalf. The numbers should be available at the beginning of the Fall session but will not be released to you until you have registered for the Fall and Winter terms at York.
Once you have received your student number you must activate your identity online [https://rms-web.ryerson.ca/activation/identity](https://rms-web.ryerson.ca/activation/identity).

2. The York registration deadline is 20 August. A list of registered students will be sent to Ryerson immediately thereafter. Late registration may delay your access to Blackboard if you are taking a course at Ryerson.

3. After 20 August, your Ryerson student number One Card can be picked up at the One Card office (lower ground floor, Jorgenson Hall) Please bring 2 pieces of ID, one with photo. To activate the RU Matrix email account, you must know your RY student number then enter RAMSS on Ryerson website.

Due to the volume of work in the beginning of the term, the program administrators do not have time to inform individual students by email their student numbers, nor will they be released over the phone.

You need a Ryerson One Card to access Ryerson library services and the RAC, see #8 below for dates and times when a student may take a picture for the One Card. To apply for security door access, please contact the receptionist or Grad Administrator at the Ryerson Grad Studies office with a list of appropriate buildings and your new One Card. It may take several days to activate.

4. Do I need to apply for Ryerson student status every term?

No. The Ryerson ComCult program will ask the Registrar’s Office to roll over your registration to the following term provided you have an active status in the York ComCult program as shown in the registration list provided by York. Ryerson will not be able to reactivate your status until the York list has been received. Your One Card will need a new sticker every year, available from the Ryerson ComCult Administrator or One Card Office when the active status list has been provided. If for any reason you must have the Ryerson status reactivated earlier than the second week of classes, you can ask your Program Administrator at York to inform Ryerson ComCult program by email that you have an active registration in the York ComCult program. Again, the Ryerson status activation process is performed by the University’s Registrar’s Office and NOT the program, please do allow at least 2-3 days for the registration reactivation process to complete.

The Ryerson matrix email account must be re-activated yearly after the student status has been reactivated.

5. Students must have the One Card programmed at the Ryerson library before the card can be used as a library card. Activation can be done on-line or at the library. Normally, graduate students’ library access expires August 31. To renew the One Card, you must have the One Card validated.

6. Blackboard Learning System: The student guide for the blackboard learning system is available through RAMSS on Ryerson website. If you don't have a Ryerson Matrix email account, please see above.
7. Taking a picture for a Ryerson One Card, please see #3 above. The card is free of charge, but a charge is required for a replacement.

Please visit this site for details:
https://www.ryerson.ca/university-business-services/onecard/student-onecard/get-your-card/

8. Ryerson’s ComCult program contact: Sarah Edmonds, Graduate Program Administrator, email: comcult@ryerson.ca or phone 416-979-5000 x4837

9. You must also submit to the Graduate Program Office both your York email and Ryerson email.

**REQUIREMENTS FOR THE DEGREES**

MA Students may complete their degrees in one of two ways: by completing a thesis or by a special project.

**CHOOSE 1 OF THE FOLLOWING:**

**MA DEGREE BY THESIS**

Students must successfully complete:

- 8 half courses plus a thesis
- 6 required half courses, listed below
- 2 additional half courses selected from the list of elective courses offered by the program, other elective courses outside the program may only be taken with permission from the program(s).

In addition to coursework, candidates must undertake original research under the direction of three faculty members (normally at least one from each University). The principal supervisor must be a member of the Graduate Program in Communication and Culture. Candidates must submit a thesis (of about 100-120 pages) based on original research and in a Faculty of Graduate Studies' appropriate thesis form. Candidates are required to defend the thesis at an oral examination. (All these forms can be found on the FGS website)

The end of Year 1, when students have completed their courses, students will need to apply for the thesis option. Students will need to submit paperwork to the program by June 30th if considering doing a thesis (this is the MA thesis option request form due by June 30th, starting of 2nd year). Students will first need to apply to the Program Director to complete their degree via thesis option. Consideration will be given to the student's academic standing and progress through the program.
If permission to write a thesis is granted:

- students are required to submit to the program office a formal proposal for the Thesis, approved and signed by the supervisor.

- The proposal contains a brief statement in non-technical language on the purpose of the research, its relationship to existing work in the area, and the contribution that the researcher hopes to make to the advancement of knowledge in the field.

- It must also include a title, the name of the supervisor and the supervisory committee. (It is the student's responsibility to get a supervisor and supervisory committee). The title should indicate as clearly as possible the area of research, but it is understood that this title may change. The maximum length of a proposal is 3,500 words.

- Students prepare a proposal in consultation with their supervisors, then submit it to the program director. After the Program Director has reviewed the proposal it will sent over to the faculty of grad studies for review. The program will then notify the student if the proposal has been approved and can continue with the next process. Master's proposals must be submitted at least 3 months before the oral examination.

When the thesis is in the final stages:

- The supervisor, in consultation with the candidates and the program director will arrange an examining committee, including an external examiner (from York University but not usually not from the program). Once the examining committee and oral examination date is in place, the supervisor shall complete the "Recommendation for Oral Examination" form, obtain signatures from the supervisory committee and forward the form to the program office, as soon as possible but no later than four weeks prior to the date set for the MA defense.

- It is the student's responsibility to ensure that all members of the examining committee receive their examination copy of the thesis defense no later than four weeks prior to the date set for an MA defense. If the student requires any audio/visual equipment for the defense, please contact Moira Scott in the grad program office comcult@yorku.ca or go to 3004 Victor Phillip Dahdaleh Bldg.)

- Graduate Studies sends out formal notification of the examination to examiners and candidate. The candidate is also sent information regarding final electronic submission of the thesis.

**MA DEGREE BY PROJECT**

Students must successfully complete:

- 8 half courses plus a thesis
- 6 required half courses
• 2 additional half courses selected from the list of elective courses offered by the program, other elective courses outside the program may only be taken with permission from the program(s).

In addition to coursework, the project option permits MA candidates to report on advanced research in non-traditional ways. Projects could include an audio, video, or multi-media production, a website or network design, a photo essay, technical manual, or strategic information plan, among many possible examples. The required project paper (about 30 pages) must document the work involved, place it in the context of theory and practice in the field, and explain its theoretical and/or methodological contribution to the field of communication and culture (i.e. demonstrate how it "breaks new ground"). The work is done under the direction of three faculty members (normally including one from each university). The principal supervisor must be a member of the Graduate Program in Communication and Culture. Candidates are required to defend the project/paper at an oral examination.

Proposal
The first step in undertaking the project option is the preparation of a project proposal. The length of the project proposal is 5-6 pages (typed, double space).

Contents must include:

• The objectives of the project and its relationship to the students overall academic program. What learning objectives does it serve?

• A detailed description of the project, including the expected final product and the processes for making it.

• A discussion of the contribution of the project. How does it break new ground in professional or creative practice?

• A discussion of how the paper will contextualize the project to relevant theoretical and professional/artistic literature and practice.

• Bibliography

Approval
The project proposal must be approved by the student's Supervisory committee and the graduate program director.

MA full-time students should submit a formal project proposal approved by the project supervisory committee before the end of the fourth term, and part-time students before the end of the fifth term or six months prior to intended completion. The proposal may be modified with the permission of the project supervisor after submission.
Due Dates for MA Project Proposals
{after consultation, revision and approval by supervisory and committee members)

<table>
<thead>
<tr>
<th>MA Full time students:</th>
<th>30 September of the 4th term study</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Part-time students:</td>
<td></td>
</tr>
<tr>
<td>Approved A Project proposal submission</td>
<td>April of the second year in the program or six months prior to intended completion</td>
</tr>
</tbody>
</table>

Students unable to meet these timelines should speak to the program administrator, Rhonda Doucette, cmctgpa@yorku.ca or Graduate Program Director, Jan Hadlaw, cmctgpd@yorku.ca and members of your Project Supervisory Committee.

The supervisory committee must consist of a minimum of three faculty members (at least one from each of the universities), approved by the graduate program director. Normally, the chair of the committee (Supervisor) will be a member of the joint graduate program in Communication and Culture.

The Project and the Paper

The project must be in a form that can be reviewed by the supervisory committee and the examining committee. Each examiner should receive a copy of the final project and paper prior to the examination. If the project cannot be copied, photographs or other appropriate representation of the project may be submitted. To proceed to the final examination, the project and the project paper must be approved by the supervisory committee.

The paper (approx. 30 pages) must be a contextualization of the project, reviewing the objectives, relationship to the student’s academic program, contribution to theory and for professional practice, and relationship to the relevant literature. It must also set out in detail how the product was made, what was learned, and, if appropriate, how it has been received.

For example, a student might prepare a radio documentary on domestic violence. The paper could define the issues, explain the objectives of the work, discuss the substantive and technical decisions involved in its production, review problems that arose, examine its reception (in focus groups or by experts, for example) and contextualize the work within the larger literature, practice and/or research. The paper might include as an appendix excerpts from a journal kept during the making of the project. The paper must justify the project in terms of its contribution to the students learning and to the theoretical knowledge and/or professional practice.

*** The student should ensure that each member of the examining committee receives a copy of the project and a hard copy of the project paper five weeks before the date set for the oral examination. ***
The Final examination and the examination committee report:

The final examination will consist of an oral examination, normally of about one hour, of the student, focusing on the project and the project paper. Questions may deal with any aspect of the student's program. The examination will be conducted by an examining committee will be made up of at least three program faculty approved by the graduate program director, at least one of whom must be a member of the student's supervisory committee. The chair is appointed by the graduate program director and must not be a member of the student's supervisory committee.

Upon completion of the final examination, the examining committee will submit to the program office a report on the examination, including an assessment of the project and the project paper and of the examination itself. The final report is only for the program use and not distributed to the student.

Final Project and paper for Filing

The student must deposit a final copy with the appropriate program office upon completion of any minor revisions requested by the examining committee, with a note from the supervisor verifying that all required corrections have been included. Degree requirements are not considered to be completed until both a copy of the paper and a copy of the assessment are deposited with the program.

MA DEGREE BY MRP

The Major Research Paper should be a sustained exploration of a theoretical or empirical question. Unlike a Masters Thesis, a Major Research Paper need not involve original research. That is, a Major Research Paper may take the form of a critical review of the literature in a field, the exploration or synthesis of various points of view in a subject area, or a pilot study for a larger project. Alternately, the Major Research Paper may be a research project that is narrower in scope, less sophisticated in methodology, or less complete in data gathering than would be required for a thesis.

Normally, the Major Research Paper should be between 40 and 60 double-spaced pages in length. Students are encouraged to develop further a paper already written for a course. Students may design a directed reading or directed research course on the topic of the paper for beginning the necessary work. The standard of evaluation is that of an article in a refereed academic journal.

Format:

The paper must be printed to a professional standard and must conform to normal scholarly standards with respect to citations, bibliography, etc. The paper must be submitted with a title page that contains the following information: students name, title of paper, date submitted, name of supervisor, and must include this sentence:
The Major Research Paper is submitted in partial fulfillment of the requirements for the MA degree in the joint Graduate Program in Communication and Culture, a partnership of Ryerson University and York University.

Supervisor:

The student is responsible for approaching potential supervisors, who must be a member of the Program. A second reader is also required and must be appointed to the Graduate Faculty of York or Ryerson Universities. Faculty Advisors and the program Directors will assist students to identify potential Supervisors, after the student has made significant effort to obtain one on their own.

Proposal:

Length: 4-6 pages plus a timeline and bibliography

Format:

- Title: state briefly and directly the subject of research,
- Introduction: brief description of the project and its rationale,
- Objectives: research problem, question or hypothesis, theoretical perspective, expected contribution to the field (the originality of the work must be demonstrated),
- Relationship to existing literature or professional practice,
- Identify and briefly discuss the methods, sources, literature and material to be employed and research or professional stream to which you wish to contribute. (Optional if supplemented by research component) overview of research methodology and research ethics concerns,
- Appendices: Proposed timeline for completion of work,
- Select Bibliography, theoretical works relevant to chosen methodology, works bearing on the substance of the topic.

MA full-time students should submit a formal proposal approved by the MRP faculty supervisor to the appropriate program office by September 30th in 4th term. MA part-time students must submit a formal proposal before the end of the fifth term or 6 months prior to estimated month of completion. The proposal may be modified after it has been filed in the program.
Due Dates for Submission of Proposals
(after consultation, revision and approval by Supervisor)

<table>
<thead>
<tr>
<th>MA Full-time students: Approved MRP proposal</th>
<th>September 30th</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Part-time students: Approved MRP proposal submission</td>
<td>April of the second year in the program or no later than six months prior to completion of program</td>
</tr>
</tbody>
</table>

Students unable to meet these timelines should speak to the program administrator or director.

Second Reader

Major Research Papers will be evaluated by the supervisor and a second reader, normally also a member of the Program. Normally, the second reader will not be from the same university as the supervisor. That is, if the supervisor’s primary appointment is at Ryerson, the second reader should be from York. Students may consult the second reader prior to the completion of the draft, but the second reader cannot act in the capacity of co-supervisor and must remain "at arm's length" from the paper. If the second reader finds the paper unsatisfactory, he or she should consult with the supervisor about possible revisions. The second reader may request minor revisions before the final paper is submitted to the program.

Evaluation:

Upon completion of the paper the supervisor and a second reader will assign a final grade of Pass or Fail. A written evaluation will be submitted to the program office, signed by both the supervisor and the second reader. A form is available from the program office for this purpose. The supervisor and the second reader may opt to meet with the student to discuss the paper, but this is not required. The completed "MRP Supervisor and the Second Reader Report" will be filed at the program use only and not returned to the student.

Paper for Evaluation and Filing:

The student is responsible for submitting two hard copies of the paper, one for each reader. After the evaluation- and the oral if required- the student must deposit a final copy (after completing any minor revisions requested by the readers) with the Program Office. Degree requirements are not considered to be completed until both a copy of the paper and a copy of the assessment are deposited with the program. Deadlines for submission of the papers to meet the spring and fall convocation dates are published by the program each year.
MA BREAKDOWN OF TERMS

For MA admission, it is expected most of you will have graduated in June 2019 (or in a prior year) so that you can send in your final transcript clearing your admission condition if you have one. If you will not graduate until Fall 2019 please provide us with a letter stating you have completed all degree requirements.

Full time students are expected to take a minimum of two, but more likely three courses in each of the fall and winter terms, and at least one course in the summer term. Part-time students are expected to take one or may occasionally take two courses per term.

All MA candidates MUST enroll in one of the sections of CMCT 6004 3.0 Communication & Culture: An Interdisciplinary Approach in Fall 2019 and CMCT 6005 3.0 Research Methodologies in Winter 2020. In addition, FT candidates are expected to take one or two more elective courses.

CMCT 6005 3.0 Masters Research Specialization and Practice [the pro-seminar] is intended to be a transition to independent study. Students who choose the thesis option in will benefit from the opportunity to complete their thesis proposal by the end of the summer, rather than waiting until the final deadline of December of your second year. Listed below are typical scenarios for course choices on a full-time or part-time basis.

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses (full-time students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>6004 3.0 Interdisciplinary Seminar Electives</td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>6002 3.0 Research Methodologies</td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>6005 3.0 Practice Seminar Electives</td>
</tr>
<tr>
<td>Term 4</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Electives, if necessary, Research for MRP / Project / Thesis</td>
</tr>
<tr>
<td>Term 6</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>June Convocation OR Students who have not completed all the requirements may continue their studies as part-time students</td>
</tr>
<tr>
<td>Terms 7-12</td>
<td>12 Terms is the maximum time allowed for completion of the MA degree</td>
</tr>
<tr>
<td>Term</td>
<td>Courses (Part-Time students)</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Term 1</td>
<td></td>
</tr>
<tr>
<td>Fall Year 1</td>
<td><strong>6004 3.0</strong> Interdisciplinary Seminar</td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
</tr>
<tr>
<td>Winter Year 1</td>
<td><strong>6002 3.0</strong> Research Methodologies</td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
</tr>
</tbody>
</table>
| Summer Year 1| Elective OR **6005 3.0** Practice Seminar  
(Part-time students may find it more useful to take the Practice Seminar in the summer of Year 2 after taking more elective courses.) |
| Term 4       |                                                                                             |
| Fall Year 2  | Elective                                                                                    |
| Term 5       |                                                                                             |
| Winter Year 2| Elective                                                                                    |
| Term 6       |                                                                                             |
| Summer Year 2| Elective OR **6005 3.0**                                                                     |
| Term 7       |                                                                                             |
| Fall Year 3  | Elective                                                                                    |
| Term 8       |                                                                                             |
| Winter Year 3| Final Elective (if MRP) and/or Research/Writing                                             |
| Terms 9-12   |                                                                                             |
|              | Continue researching and writing until completed Defense if applicable                        |

Please note the program recommends the final MA Thesis and/or MA Project defense be held no later than the middle of April for June convocation and the middle of August for October convocation.

The electronic submission of a final revised and approved copy of an MA Thesis must be submitted to the Faculty of Graduate Studies before their convocation deadline. Please refer to the FGS Important Dates website for exact examination and submission deadlines: [https://gradstudies.yorku.ca/current-students/student-status/important-dates/](https://gradstudies.yorku.ca/current-students/student-status/important-dates/)
Please note the program requires the MRP paper and report by the last week of April for June convocation and the last week of August for October convocation. The program requires a hard copy of the final MRP and MA Project papers.

ETHICS REVIEW

Ethics review for MA students who are doing an MRP or Project is done internally and is not sent to FGS unless there are exceptional circumstances. Ethics review applications may be returned to the student for revisions and it is the student's responsibility to make the revisions requested to undertake the proposed research.

For MA students that are doing a thesis, the ethics review is submitted to the Graduate Program Office and forwarded to FGS. It is submitted at the same time as the students' initial research proposals. Students whose work involves public communication and/or archival artefacts need only submit a single page form (TD1). In this form, they attest to the fact that their research does not involve human participants. Students doing interviews, doing consultations, conducting surveys or using questionnaires, using group meetings or focus groups, participating in discussions or making observations of people or organizations, must complete the longer ethics questionnaire and also provide a sample letter of consent or consent form.

The ethics reviews must be done and approved before students undertake the research. **There are no exceptions to this policy.** In some cases, an ethics review will need to be revised and resubmitted for approval once a full-scale research plan has been developed. Students will be provided with advice to ensure that the ethics review is satisfactory. The ethics submissions are reviewed by the Graduate Program Director, before being sent on for formal review by the ethics committees of the University. Approval is likely to take several weeks, and revisions to the research protocol may be required before any research is undertaken. As well, if the student's research involves human participants, the TCPS (Tri-Council Policy Statement) tutorial must be completed and the completion certificate placed in the student's file.

RESEARCH

Research is defined as a systematic investigation of a designated body of materials, and of data from primary documents, interviews or surveys. All academic research and graduate research especially, reflects the student's intended contribution to an on-going debate in the academic literature.

Students should be familiar with the relevant literature before commencing their research. Graduate research should be "original" in the sense of not simply repeating what has already been written, and in the sense of supporting an argument made by the student (the thesis argument). Graduate research should also be original in the sense that the research itself, both its design and implementation, should be done by the student. Students should take care in entering collaborative research or writing relationships, or in participating in team research, to ensure that their own contributions can be clearly identified as separate from the group's efforts. In sum, the writing in the thesis or dissertation should be done exclusively by the student. See the section on "Academic Honesty", below, for more information.
SUPERVISION

It is the student's responsibility to locate a supervisor, and it is highly recommended that the supervisor assigned is someone with similar research interests. If the student is doing a thesis it is the student’s responsibility to locate the supervisor as well as the committee members. For the supervisor or committee members to be official, the student will need to submit a supervisory committee form (found on the FGS website) with all the members signatures.

It would be difficult to overestimate the importance of the student/supervisory relationship. The supervisor is involved when the research proposal is initially formulated, and when the thesis outline is submitted. He or she is consulted on matters concerning ethics. The supervisor reviews, comment upon, and signs off on the annual progress report. Most importantly, the supervisor is there to give advice, recommend additional resources, review written materials, provide feedback, review draft versions of the thesis, suggest revisions, and finally approve the thesis for examination.

The supervisor also recommends members of the examining committee, after consultation with the student. Each student/supervision relationship is different, but students can and should expect timely response and consultation when needed. Certain times of the year are busier than others for faculty members and students should feel free to ask their supervisors about when the best time for them would be to submit drafts for review.

Students not receiving feedback in a timely manner should consult with the Graduate Program Director who will be pleased to help resolve problems. The most common problems emerge when there is a draft thesis that is not yet ready for examination. Delays occur, and comments or advice is not understood. Frustration ensues. Students are stalled. In such situations, students and supervisors alike are welcome to consult with the Graduate Program Director who will work closely with the supervisor and student to determine whether the thesis can be brought to the stage where it can be examined.

CHOOSING OR CHANGING A SUPERVISOR

The Graduate Program Director will meet with students or supervisors to discuss problems in the supervisory relationship should they arise. The Graduate Program Director will assist in finding a new supervisor, if one is needed. There is no penalty whatsoever for requesting a change, although the request should not be made lightly.

Either the student or the supervisor can make this request. The Graduate Program Director serves as the acting supervisor until a new supervisor is found. Normally it is the responsibility of the student to seek a new supervisor, but this responsibility may be assumed by the Graduate Program Director. If a change in supervisor is made after the research proposal has been approved by FGS, there are official forms that must be filled out.

CHOOSING SUPERVISORY COMMITTEE MEMBERS

The supervisory form must be completed prior to choosing supervisory committee members. In addition to their supervisors, students choose additional faculty members.
to be members of their supervisory committees. This is done at the time when the research proposal and ethics review are submitted. Members of the supervisory committee bring additional resources to the committee. Often individuals are chosen who have special expertise in one or another aspect of the research, complementing the expertise of the supervisor.

Normally at least one member of the supervisory committee (in addition to the supervisor) comes from Communication and Culture. Students are welcome to locate faculty members from other departments/disciplines at York to serve as the other members of their committees. The relationship between students and the members of their supervisory committees is different in every case. In some instances, members of the committee (who are not the supervisor) are consulted frequently, especially when they have special expertise to contribute. In other cases, involvement of the members of the committee members is infrequent. This is a matter of arrangement between students, their supervisors and prospective members of their committees. Expectations should be made clear when members of the committee agree to participate.

At minimum, the members of the supervisory committee review, make recommendations, and sign off on research proposals. They review, recommend revisions and sign off on theses or dissertations as being ready for examination. Students should allow enough time for members of the supervisory committee to review written materials.

PROGRESS REPORTS

Every year, all students must complete Progress Reports. This is an FGS Degree requirement. These reports should be submitted to supervisors for comments and signatures before being handed in to the Graduate Program Office. Ideally, the supervisor will complete the annual report in conjunction with the evaluation of a piece of writing. Students should try to make use of the opportunity to obtain substantive feedback on a draft proposal, chapter or article for publication. The deadline to submit is mid-May (each year). The form is available on the website. Students who have not submitted a completed Progress Report may be blocked from registration for the following fall semester.

COPYRIGHT ISSUES

York University provides a Handbook for graduate students (Faculty of Graduate Studies' Guidelines for the Preparation of Theses and Dissertations). It outlines the University's expectations for originality and indicates what needs to be done concerning copyright and copyrighted materials.

For more information, please visit this page: http://gradstudies.yorku.ca/current-students/thesis-dissertation/

ACADEMIC HONESTY

York University's Senate Policy on Academic Honesty is an expression of the academic conduct appropriate to and expected of students studying and researching in academia. These expectations, particularly with respect to plagiarism, are grounded in a principle and practice that forms the basis of the academic enterprise-namely, that the work one submits for
evaluation is the product of one's own original ideas, and that any material that belongs to someone else, because he or she first produced and/or presented it, must be properly referenced and cited. If there is no way for a reader to tell which words and ideas those of the author are and which are those of others, then the work demonstrates plagiarism. It loses its integrity as a document of original scholarship and is academically dishonest. To access procedures, please visit:

https://gradstudies.yorku.ca/current-students/regulations/academic-honesty/

COMPLETING THE DEGREE

The penultimate step before completing the degree is the submission of the final draft of the MRP, Project or Thesis.

In order to be eligible to graduate, students must deliver the required number of copies of their thesis/dissertation to FGS and one copy to the Graduate Program Office. (Note the Office does collect copies of MRPs). These should be the final, corrected and revised versions, in the correct format (per Guidelines for the Preparation of Theses and Dissertations: https://gradstudies.yorku.ca/current-students/thesis-dissertation/

CONVOCATION

Convocation information is found on the York Convocation website under Apply to Graduate: https://convocation.students.yorku.ca/preparing/apply

The deadlines for convocation after the defense, for the approval of the examining committee, and for the submission of revisions, are set by FGS. There are 3 convocation times June, October and February. Please note February convocation is not a ceremony, and the degree can be picked up March 1st at the Bennett Centre. February convocation is for those students eager to finish earlier due to career opportunities, and their names will automatically be placed on June convocation list so that they are able to walk the floor in a convocation ceremony if they wish.

PhD DEGREE

Students must take a minimum of six half-courses including:

- Communication & Culture 7000 3.0 Perspectives in Communication and Cultural Studies Communication and Culture 7200 3.0 Advanced Research Methodologies,
- Communication and Culture 7005 3.0 PhD Field Seminar: Disciplinary Practices

Candidates must select a major area of specialization: a minimum of two half courses as selected from in program electives, and a minor specialization: a minimum of one-half course (which may be taken in a related program only with permission of the programs). The areas of specialization are:

- Media and Culture,
- Politics and Policy
and/or
- Technology in Practice.
Upon completion of the above course work, students are required to complete their Qualifying Examination (also called Comprehensive Exams) as described below:

**Qualifying Examinations (aka Comps):**

PhD candidates must demonstrate an overall command of the field and of the major and minor areas of area specialization by passing a written and oral comprehensive examination. The examinations, also known as 'comps' are normally taken by the end of the second year of registration (or by the end of the third year for part-time students).

The examination tests the student's grasp of the history of the field, its central themes and debates, and the key theoretical and methodological issues. The examination will also reflect the diversity of perspectives in the areas of specialization and its interdisciplinary nature in general. Successful completion of both the written and oral components of the examination demonstrates that the candidate is qualified to teach at the university level and has the level of knowledge in her/his area of specialization needed to begin work on the dissertation.

**Dissertation Proposal:**

The expected outcome of the qualifying examination is that the candidate will prepare a formal dissertation proposal, under the direction of an advisory committee of program faculty (normally including at least one from each university) Upon completion of the qualifying exams, the formal proposal will be submitted for approval by the Thesis Committee and the Graduate Program Director Jan Hadlaw, cmctgpd@yorku.ca

**Dissertation:**

Candidates are required to develop the proposal into an original thesis that makes a significant contribution to knowledge in the field. The dissertation is submitted to the examining committee for review and oral examination.

When the thesis is in the final stages, the supervisor, in consultation with the candidates and the program director will arrange an examining committee, including an external examiner. Once the examining committee and oral examination date is in place, the supervisor shall complete the "Recommendation for Oral Examination" form, obtain signatures from the supervisory committee and forward the form to the program office, as soon as possible but no later than four weeks prior to the date set for the PhD defense.

It is the student's responsibility to ensure that all members of the examining committee receive their examination copy of the thesis defense no later than five weeks prior to the date set for an PhD defense. If the student requires any audio/visual equipment for the defense please contact Moira Scott, comcult@yorku.ca in the grad program office go to 3004 Victor Phillip Dahdaleh Building.

Graduate Studies sends out formal notification of the examination to examiners and candidate. The candidate is also sent information regarding final electronic submission of the thesis.
PHD BREAKDOWN OF TERMS

If you are entering the PhD program directly from your MA, it is expected that all degree requirements will be completed before September 1. You will be required to provide a letter from your supervisor confirming completion. If you do not complete your MA degree requirements, the offer of admission may be rescinded.

Full-time doctoral degree candidates are expected to complete all course requirements by the end of their first year of study. The exception to this rule would be those who are required to take additional MA courses as background preparation.

Part-time degree candidates are expected to take one, or may occasionally take two, courses per term. All course requirements should be completed by the end of their second year of study.

Typical Schedule Example

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses (FT students)</th>
<th>Courses (PT students)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Year 1</td>
<td>7000 3.0 Perspectives 1 or 2 Electives</td>
<td>7000 3.0 Perspectives</td>
</tr>
<tr>
<td><strong>Term 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Year 1</td>
<td>7200 3.0 Advanced Research Methods Workshop 1 or 2 electives</td>
<td>7200 3.0 Advanced Research Methods Workshop</td>
</tr>
<tr>
<td><strong>Term 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Year 1</td>
<td>7005 3.0 PhD Field Seminar: Disciplinary Practices Final opportunity to take an elective if necessary.</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Term 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Year 2</td>
<td>Preparation and writing PhD Qualifying Exams (Comps)</td>
<td>Elective</td>
</tr>
<tr>
<td>Term 5</td>
<td>Winter</td>
<td>Dissertation proposal preparation and submission</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Term 6</td>
<td>Summer</td>
<td>Research and writing</td>
</tr>
<tr>
<td>Term 7</td>
<td>Fall</td>
<td>Research and writing</td>
</tr>
<tr>
<td>Term 8</td>
<td>Winter</td>
<td>Research and writing</td>
</tr>
<tr>
<td>Terms 9-12</td>
<td></td>
<td>Research and writing</td>
</tr>
<tr>
<td>Terms 13-20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The expectation is that full-time candidates will complete the degree by the end of their fourth year of study, but at the latest sometime into their fifth year of study.

The expectation is that part-time candidates will complete the degree by the end of their fifth term of study.

The maximum time allowable for both FT and PT candidates is 20 terms.

Please note the program recommends the final defense be held no later than the middle of April for June convocation and the middle of August for October convocation.

All degree requirements, including defense and electronic submission of a final, revised and approved copy, to the Faculty of Graduate studies by the convocation deadline.
Please refer to the FGS Important Dates website for exact examination and submission deadlines:
http://gradstudies.yorku.ca/current-students/student-status/important-dates/

ETHICS REVIEW

PhD students submit the TD 1 form (found on FGS website) along with research ethics if applicable. These forms get submitted to the GPD and then to FGS Dean's office for final review. It is submitted at the same time as the students' initial research proposals.

Students whose work involves document-review need only submit a single page form (TD 1). In this form, they attest to the fact that their research does not involve human participants. Students doing interviews, doing consultations, conducting surveys or using questionnaires, using group meetings or focus groups, participating in discussions or making observations of people or organizations, must complete the longer ethics questionnaire and provide a sample letter of consent or consent form.

The ethics reviews must be done and approved before students undertake the research, and there are no exceptions. In some cases, an ethics review will need to be revised and resubmitted for approval once a full-scale research plan has been developed. Students will be provided with advice to ensure that the ethics review is satisfactory. The ethics submissions are reviewed by the Graduate Program Director, before being sent on for formal review by the ethics committees of the University.

Approval is likely to take several weeks, and revisions to the research protocol may be required before any research is undertaken. As well, if the student's research involves human participants, the TCPS (Tri-Council Policy Statement) tutorial must be completed and the completion certificate placed in the student's file.

RESEARCH

Research is defined as a systematic investigation of a designated body of materials, and of data from primary documents, interviews or surveys. All academic research and graduate research especially, reflects the student's intended contribution to an ongoing debate in the academic literature.

Students should be familiar with the relevant literature before commencing their research. Graduate research should be original in the sense of not simply repeating what has already been written, and in the sense of supporting an argument made by the student (the thesis argument). Graduate research should also be original in the sense that the research itself, both its design and implementation, should be done by the student.

Students should take care in entering collaborative research or writing relationships, or in participating in team research, to ensure that their own contributions can be clearly identified as separate from the group's efforts. All the writing in the thesis or dissertation should be done exclusively by the student. See the section on "Academic
Honesty", below, for more information. Graduate thesis and dissertation research is different from the research done by practicing lawyers.

The difference is often between gathering evidence to support a theory or argument (such as occurs in the normal practice of Law) and the sustained and open-ended investigation of questions for which the student/researcher does not already have answers.

COMPREHENSIVE EXAMS

Comprehensive exams in the Graduate Program Communication and culture serve to reflect a student's major and minor interests based on three primary and closely related goals: to define the student's expertise in the area, to demonstrate a sound knowledge of the major scholarly works, debates and methodologies that define and illuminate this expertise, to situate the students' knowledge with an orientation to future research and/or teaching and other relevant employment.

The student will first need to fill out an appointment of Qualifying Examination Committee form that can be found on the FGS website followed by the PhD Qualifying Examination form also found on the FGS website. The student must obtain the committee members signatures on the form and then submit it to Moira Scott, in room 3004 Victor Phillip Dadaleh Building or via comcult@yorku.ca

There are three examinations:

- a Major Specific
- Major General
- Minor.

The examinations can be conducted in either a 48-hour Major and 24-hour Minor or a 72-hour block for both the Major and Minor.

These examinations are take-home and will be emailed to the student; once completed, the student emails the examination to the committee members.

The examinations can be held in an in-class setting as well (with 2 hours per exam). If a student would prefer a classroom setting, please speak to the Graduate Program Office ahead of time. These examinations equip students with the knowledge they need to conduct research for their doctoral dissertation, to pursue subsequent research in their future endeavors and to teach courses in existing or developing programs at Universities, Colleges or Private Institutions.

These exams are very helpful for the student's overall progress. These are the standard time frames for the exams however for any medical or other accommodations that may be needed you can contact the Graduate Program Office for assistance. If a student has any concerns or questions about these examinations, feel free to contact the Graduate Program Office and we will be happy to assist you.
SUPervision

It is the student's responsibility to locate a supervisor, it is highly recommended that the supervisor is someone with similar research interests. It is the student's responsibility to locate the supervisor as well as supervisory committee members. In order for the supervisor or committee members to be official, the student will need to submit a supervisory committee form (found on the FGS website) with all the members' signatures. It would be hard to overestimate the importance of the student/ supervisor relationship.

The supervisor is involved when the research proposal is initially formulated, and when the dissertation outline is submitted. He or she is consulted on matters concerning ethics. The supervisor reviews, comments upon, and signs off on the annual progress-report. Most importantly, the supervisor is there to give advice, recommend additional resources, review written materials, provide feedback, review draft versions of the thesis, suggest revisions, and finally approve the thesis for examination. The supervisor also recommends members of the examining committee, after consultation with the student. Each student/supervisor relationship is different, but students can and should expect timely response and consultation when needed.

Certain times of the year are busier than other for faculty members and students should feel free to ask their supervisors about when the best time for them would be to submit drafts for review. Students not receiving feedback in a timely manner should consult with the Graduate Program Director who will be pleased to help resolve problems.

The most common problems emerge when there is a draft thesis that is not yet ready for examination. Delays occur, and comments or advice is not understood. Frustration ensues. Students are stalled. In such situations, students and supervisors alike are welcome to consult with the Graduate Program Director who will work closely with the supervisor and student to determine whether the thesis can be brought to the stage where it can be examined.

Choosing or Changing a Supervisor

The Graduate Program Director welcomes students or supervisors to discuss problems in the supervisory relationship. The Graduate Program Director will assist in finding a new supervisor, if one is needed.

There is no penalty whatsoever for requesting a change, although the request should not be made lightly. Either the student or the supervisor can make this request. The Graduate Program Director serves as the acting supervisor until a new supervisor is found. Normally it is the responsibility of the student to seek a new supervisor, but this responsibility may be assumed by the Graduate Program Director. If a change in supervisor is made after the research proposal has been approved by FGS, there are official forms that must be filled out.

Choosing Supervisory Committee Members

The supervisory form must be completed prior to choosing supervisory committee members. In addition to their supervisors, students choose additional faculty members to be members of their
supervisory committees. This is done at the time when the research proposal and ethics review are submitted. PhD candidates have a three-member supervisory committee, one of whom is their supervisor. Members of the supervisory committee bring additional resources to the committee.

Often individuals are chosen who have special expertise in one or another aspect of the research, complementing the expertise of the supervisor. Normally, at least one member of the supervisory committee (in addition to the supervisor) comes from Communication and Culture. Students are welcome to locate faculty members from other departments/disciplines at York to serve as the other members of their committees.

The relationship between students and the members of their supervisory committees is different in every case. In some instances, members of the committee (who are not the supervisor) are consulted frequently, especially when they have special expertise to contribute. In other cases, involvement of the members of the committee members is infrequent. This is a matter of arrangement between students, their supervisors and prospective members of their committees. Expectations should be made clear when members of the committee agree to participate. At minimum, the members of the supervisory committee review, make recommendations, and sign off on research proposals and PhD dissertation outlines. They review, recommend revisions and sign off on theses or dissertations as being ready for examination. Students should allow enough time for members of the supervisory committee to review written materials.

PROGRESS REPORTS

Every year, all students must complete Progress Reports. This is an FGS Degree requirement. These reports should be submitted to supervisors for comments and signatures before being handed in to the Graduate Program Office. Ideally, the supervisor will complete the annual report in conjunction with the evaluation of a piece of writing. Students should try to make use of the opportunity to obtain substantive feedback on a draft proposal, chapter or article for publication. The deadline to submit is mid-May (each year). The form is available on the website. Students who have not submitted a completed Progress Report may be blocked from registration for the following Fall semester.

COPYRIGHT ISSUES

York University provides a Handbook for graduate students (Faculty of Graduate Studies' Guidelines for the Preparation of Theses and Dissertations). It outlines the University's expectations for originality and indicates what needs to be done concerning copyright and copyrighted materials. See https://gradstudies.yorku.ca/current-students/thesis-dissertation/

ACADEMIC HONESTY

York University's Senate Policy on Academic Honesty is an expression of the academic conduct appropriate to and expected of students studying and researching in academia. These expectations, particularly with respect to plagiarism, are grounded in a principle and practice that forms the basis of the academic enterprise—namely, that the work one submits for evaluation is the product of one's own original ideas, and that any material that belongs to
someone else, because he or she first produced and/or presented it, must be properly referenced and cited. If there is no way for a reader to tell which words and ideas those of the author are and which are those of others, then the work demonstrates plagiarism. It loses its integrity as a document of original scholarship and is academically dishonest. For more information please visit: https://gradstudies.yorku.ca/current-students/regulations/academic-honesty/

COMPLETING THE DEGREE

The penultimate step before completing the degree is the submission of the final draft of PhD dissertation.

CONVOCATION

Convocation information is found on the York Convocation website under Apply to Graduate: http://www.yorku.ca/mygrad/preparing/apply/ To be eligible to graduate, students must deliver the required number of copies of their thesis/dissertation to FGS and one copy to the Graduate Program Office. (Note the Office does collect copies of MRPs). These should be the final, corrected and revised versions, in the correct format (per Guidelines for the Preparation of Theses and Dissertations: http://gradstudies.yorku.ca/current-students/thesis-dissertation/)

The deadlines for convocation after the defense, for the approval of the examining committee, and for the submission of revisions, are set by FGS. There are 3 convocation times June, October and February. Please note February convocation is not a ceremony, the degree can be picked up March 1st at the Bennett Centre. February convocation is for those students eager to finish earlier due to career opportunities, their names will automatically be placed on June convocation list so that they are able to walk the floor if they wish.

COURSE OFFERINGS 2020-2021

MA REQUIRED COURSES

CMCT 6002 3.0 RESEARCH METHODOLOGIES
This course provides an overview of the historical development of theories and approaches to communication studies, surveying contemporary theories and discussing a wide range of approaches. The course deals with areas of inquiry in communication studies that are the subject of debate and controversy and draws on materials from several disciplines.

Topics include political economy, commodification and markets, representation and discourse, medium theory (McLuhan), audience theory and reception theory, interpretive theories and feminist approaches.

CMCT 6004 3.0 COMMUNICATION AND CULTURE
This combination lecture (2 hours) and seminar (1 hour) course introduces students to the three symbiotic areas that distinguish the joint Program in Communication and Culture. The areas examined are: (1) media and culture; (2) politics and policy, and (3) technology in practice:
applied perspectives. The course aims to provide a foundational and critical understanding specific to each area - the history, philosophy, theory, key concepts and issues of the area - as related articulations of communication and culture.

The objective is that students will develop a better understanding of the heterogeneous but interdependent nature of approaches to research and practices of communication and culture and be better equipped to make informed area- selections and embark on independent research. Upon completion of the course, students should have an advanced comprehension of the breadth of the critical theoretical and practical aspects of communication and culture in Canada and internationally. The course readings, assignments and class discussions intend to prepare the student for identifying specialized research areas and electives, choosing among them with a more informed sense of both the general and specifics of independent research, responsibility and active participation in Communication and Culture whether on municipal, regional or global levels.

CMCT 6005 3.0 MASTER'S RESEARCH SPECIALIZATION (MA PRO-SEMİNAR)
This seminar course consolidates graduate coursework and bridges the transition to critical independent research. It assists the student in developing general, but field-specific professional skills including: peer review, grant-writing, formal presentations, conference and publication submission which may include applied research in submissions to government or organizational policy papers, and public forums or hearings on communication and culture, for example. The student's work will be evaluated as per the standard FGS grading scale. The aim is to facilitate students' specialization around an individual research project addressing one or more of the three areas of communication and culture (media and culture, politics and policy and technology in practice). Thus, the major component of the course is development of a research proposal towards a thesis, project, or Master's Research Paper (MRP).

REQUIRED COURSES FOR PhD

CMCT 7000 3.0 PERSPECTIVES IN COMMUNICATION AND CULTURAL STUDIES
This course provides an advanced exploration of the major theories and research approaches in the field, with attention to a critical assessment of contemporary theories and methods. The first segment of the course will introduce students to those classical theorists and philosophers whose work was taken up and developed by more recent studies in the late twentieth century. It therefore deliberately anticipates issues that were subsequently developed so that students may be equipped to decide in the second part of the course which themes are relevant or irrelevant to the study of communication and culture.

CMCT 7200 3.0 ADVANCED RESEARCH METHODOLOGIES
The principal aim of this course is to cultivate in students a critical research sensibility that addresses questions of communication and culture and their intersection, with research being defined as an engaged process of inquiry and discovery that leads to the production of social knowledge. In that it is possible to engage an object of study in a variety of ways, different models of reality will necessarily lead to:
1. different propositions about what communicational reality is, and with this;
2. different ways of establishing what can be accepted as real,
3. different ways of justifying the data relevant to reality, and
4. different strategies for collecting such data.

Respectively, these four aspects of investigation and understanding have been designated ontology, epistemology, methodology and methods. The underlying point here is that the choice of method depends on earlier, often tacit, assumptions about the nature of knowledge itself. In a tightly and intimately bound relationship that cuts across these four aspects, research methods are justified by research methodology, methodology presupposes a kind of relationship between philosophy and research, and philosophy judges and validates claims to knowledge advanced by research. The reality of conducting research is that, no matter how hard we try to dismiss it, we cannot avoid philosophy.

CMCT 7005 3.0 PHD FIELD SEMINAR: DISCIPLINARY PRACTICES
This seminar consolidates graduate coursework and bridges the transition to independent research. It assists the student in developing professional skills as specific to the field including:

1. peer review,
2. proposal writing,
3. teaching and pedagogical design,
4. conference and publication submission which may include applied research in submissions.

For example, to government or organizational policy papers, and public forums or hearings on communication and culture. The student's work will be evaluated as per the standard FGS grading scale. The aim is to facilitate students' specialization in one or more of the three areas of communication and culture (media and culture, politics and policy, and technology in practice) and to develop their individuated contributions to the field.

Thus, the major outcome of the course is the delivery of the requisite components for the subsequent design of comprehensive exams and dissertation proposals. Aside from evaluated assignments, the seminar may also discuss, and provide the opportunity for, development of other disciplinary skills, for example, of peer-review and assessment, curriculum design and teaching peer-evaluation as well as critical application of research outside of academia.

ELECTIVE COURSES

*Below is a typical list of Elective courses which are subject to change each year*
<table>
<thead>
<tr>
<th>York Code</th>
<th>Type of Course</th>
<th>Course Name</th>
<th>Cross Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6095 3.0</td>
<td>Media Elective</td>
<td>Marxism Culture and Film</td>
<td>POLS 6055 3.0 (host)</td>
</tr>
<tr>
<td>6096 3.0</td>
<td>Media Elective</td>
<td>Reading Film</td>
<td></td>
</tr>
<tr>
<td>6104 3.0</td>
<td>Media Elective</td>
<td>Reading Television</td>
<td></td>
</tr>
<tr>
<td>6106 3.0</td>
<td>Media Elective</td>
<td>Popular Music Studies</td>
<td>Music 3.0 6332</td>
</tr>
<tr>
<td>6107 3.0</td>
<td>Media Elective</td>
<td>The Cultural Conditions of Authorship</td>
<td></td>
</tr>
</tbody>
</table>

The Communication and Culture program also has cross-listed courses with other departments each year such as Humanities, Education, Film and Cinema etc. Please refer to the Timetable located at [http://cmct.gradstudies.yorku.ca/](http://cmct.gradstudies.yorku.ca/) for the current courses listed for that year. The timetable will be revised throughout the academic year, please check periodically for course changes, course director changes and room changes.

*Note please be aware that Ryerson and York have different registration and enrollment deadlines. York University does the registration and enrollment for Fall/Winter at the same time and it is done before the semester starts. Ryerson does enrollment for the Winter term in late November.

This will impact both York and Ryerson students when it comes to enrollment and courses being taught at Ryerson. The Graduate program office will keep you updated about this and will put the York students on a waitlist in the meantime.

**GRADING AND STANDARDS**

**GRADES**

Graduate level courses are graded on a scale ranging from A to C and including minus (e.g. A minus) grades. The Faculty of Graduate Studies outlines the expectations for each grade as follows:

- **A+** (Exceptional)
- **A** (Excellent)
- **A-** (High)
- **B+** (Highly Satisfactory)
- **B** (Satisfactory)
- **C** (Conditional)
In the Communication and Culture Graduate Program, students should be aware of the implications of the various grades. Normally, an A minus (A-) or greater is required for scholarship applications. A grade of B plus (B+) signals that further work could and perhaps should be done. In Communication and Culture program a grade of B is generally considered to reflect deficiencies in the work completed. As well, it is the requirement that students maintain a GPA of B plus or better. Theses and dissertations are not graded but assigned a Pass or Fail.

DEADLINES

Ordinarily, graduate students are expected to complete all course assignments on time, as specified in the course syllabus. However, where there are reasons to do so and with the prior permission of their instructors and the Graduate Program Director, graduate students can receive course extensions of up to two months (or four months on a year-long course) without submitting an academic petition. Permission is given when there are compelling reasons; it is not an automatic entitlement of students. Further, course extensions may only be granted because of submitting a petition

http://gradstudies.yorku.ca/current-students/regulations/petitions-appeals/

Approvals for petitions are by no means assured. Non-compliance with the above stated regulation will result in a grade of F in the course.

APPEALS

The formal appeals process is to be found in the Faculty of Graduate Studies regulations. http://gradstudies.yorku.ca/current-students/regulations/petitions-appeals/

Often, however, an informal reappraisal of a student's work will suffice. In these cases, the instructors and students usually agree upon independent readers who are experts in the field but unfamiliar with the students' work. A copy of the paper, without identifying marks, is provided to the assessor. The opinion of assessors will be given reasonable consideration by instructors in determining a final mark.

MONEY

FUNDING

The Master's fellowship is for 5 terms. This fellowship is only available to students that are Full-time Domestic students. If for any reason a student goes into a 6th term the student will change to part-time status and receive no funding. Part-time MA students will not receive any funding or be able to apply for scholarships. There are no full-time student extensions, students cannot petition for additional full-time status. Any additional scholarships given

AU (Audit)
F (Failure)
I (Incomplete)
to a student including SSHRC and OGS, the fellowship amount is subject to change. Students are responsible for maintaining their eligibility for continued funding and for informing the Graduate Program Office if their circumstances have changed (for example, if they are no longer full-time students as defined by the York Faculty of Graduate studies).

Students are cautioned not to accept any additional work across campus without consulting the Graduate Program Office to see how this work may affect their funding packages.

The PhD fellowship is for 12-20 terms depending upon whether a student holds a TA ship. All full time PhD students with funding guarantees must apply for and hold positions as teaching assistants at York University. In the case of scholarships awarded to incoming PhD students from funding, or in the case of major external scholarships (such as from SSHRCC), a portion of the award is part of the York guarantee.

Students then receive "top up" to the York guarantee, normally of 50% of the value of their scholarships. The Communication and Culture program allows for TA/RA and GA’s, and these amounts can affect the amount of the fellowship. RA’s can be any amount and are determined by the faculty member providing resources and are not part of the CUPE collective agreement (unlike TA and GA positions). Students can hold an RA with either a TA or GA. Students cannot hold a GA or TA at the same time.

The fee schedule changes annually, beginning with the summer term. Fee information can be found at http://sfs.yorku.ca/fees/courses/. The Faculty of Graduate Studies will endeavor to inform the graduate student community immediately upon any fee adjustment. Payments on student accounts are due on the 10th day of each month. If a student does not pay the 'minimum amount due this month' to the University by this date, a late fee of 1% monthly on the amount is charged. Before the fall semester begins, all students meet with staff from the Graduate Program Office to discuss the details of their funding.

Questions about funding can be answered by the Graduate Program Office.

In the meeting with the staff of the Graduate Program Office prior to registration in the first semester, conditions on eligibility for continued funding are outlined.

APPLICATIONS FOR TEACHING JOBS

There are several teaching assistant jobs available to Communication and Culture students at the PhD level. Applications for these jobs can be filled in online or a blanket application can be given to the Graduate Program Office. The normal deadline for such applications is January, but there are often teaching assistantship vacancies after this time.

In applying for teaching positions, you must also include the CUPE 3903 application form. This form will be sent out by the program office.

It is strongly recommended that students apply for TAships at other programs, such as (but not limited to) Humanities, Social Science, Film.
CUPE 3903

Unit 1 of CUPE 3903 represents graduate students. Unit 2 is for contract faculty. To learn more about the union, please visit www.3903.cupe.ca. Their office is located in room 143, Atkinson Building, Tel: 416 736-5154 (voicemail only), Fax: 416-736-5480, Web: www.3903.cupe.ca

TEACHING ASSISTANTSHIPS

The hiring units (e.g. Communication Studies, Social Sciences, Humanities, Film and Video, etc.) will be sending out the Offer of Appointment. If you receive one, please send them your response as quickly as possible. Please notify Rhonda Doucette in the program office if you accept the offer of a teaching assistantship. Some course directors, especially those in larger courses, will want to meet with their TAs prior to the start of classes to discuss course structure, reading lists, course outlines, and to determine tutorial groups.

Please contact the Administrative Assistant of your hiring unit to find out what their procedures are (you can look them up on the York Atlas - click on "Directory" on the York home page).

If you hold a teaching assistantship you may be interested in learning what support is available at the Teaching Commons: http://www.teachingcommons.yorku.ca/

To facilitate having as many of you paid on September 25th as possible, signed contracts must be received by September 1st. Also, you must be registered in order to receive your payment. To process contracts, we need SIN and banking information. We will be collecting this information at orientation.

SCHOLARSHIPS

All eligible students are expected to apply for external and York scholarships. A list of these scholarships can be found at: http://www.gradstudies.yorku.ca/current-students/student-finances/funding-awards/

Applications are available only on-line.

Students who maintain an A (including A minus) average are invited to apply for the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Ontario Graduate Scholarships (OGS).

Most of scholarship applications are due in the fall term. A workshop on applying for scholarships will be held at York and Ryerson. Watch for the email notices from the Graduate Program Office. Applications for scholarships usually require reference letters. Usually, students ask their current and past supervisors to provide references. Other academics who know of the students' work can be asked to provide references.

A reference from a senior faculty member is often taken more seriously.

However, it is better to have a reference from someone who knows the student's work in detail than one from a "big name" professor who may only have seen students in the context of large classes and therefore who can only offer vague comments.
Often students ask whether a reference from a non-academic source. Such references are acceptable, but the main emphasis should be on *academic* references. Please note that personal character references are not very helpful for applying for scholarships.

**RESEARCH ASSISTANTSHIPS**

It is often the case that faculty members at York have positions available for research assistants. Students should inquire directly about these positions. In some cases, the funding may be enough to replace the teaching assistantship that students would otherwise hold. In some cases, all or part of the research assistant funding is considered part of the student's York funding guarantee. Please inquire of the professor involved about the sources and method of payment, and how expenses (travel, photocopying) are to be paid. Students should then follow up by consulting the Graduate Program Office to determine how the research assistantship funding might affect their funding guarantees.

The Faculty of Graduate Studies has several different competitions for funds in support of graduate research:

The Graduate Development Fund enables students to present papers at academic conferences. An application for this fund is available on-line at

https://gradstudies.yorku.ca/current-students/student-finances/funding-awards/graduate-development-fund/

The Research Costs Fund supports field and other research costs. An application for this fund is available at:

https://gradstudies.yorku.ca/current-students/student-finances/funding-awards/research-cost-fund/

The Fieldwork Costs Fund enables students to defray the cost of thesis/dissertation research which must be carried out "in the field". Information about this fund is available at https://gradstudies.yorku.ca/current-students/student-finances/funding-awards/fieldwork-cost-fund/

Note that these FGS awards are competitive, and that not all students are successful in receiving funding. In most cases, the funding received is less than the total amount requested.

**EMERGENCY FUNDING**

In some years, there is a small amount of money available from the Faculty of Graduate Studies for emergency bursaries. Contact the Graduate Program Office for further information.
GRADUATE RESOURCES

GRADUATE LIFE

Graduate study is both exhilarating and exhausting. To enhance the former and avoid the latter, every effort is made to ensure that graduate students are a part of a vibrant intellectual community. There are parties and other gatherings organized in conjunction with the Graduate Student Association at both York and Ryerson, all of which help to avoid a feeling of isolation. Furthermore, students themselves often organize informal "study groups" around their common interests and are encouraged to participate in collaborative work regarding possible publications. Graduate students are also encouraged to attend faculty member's guest lectures and seminars with visitors to York and Ryerson. Indeed, graduate students are welcome to propose topics or presentations for the York/Ryerson seminars.

GRADUATE COMMON ROOM

Room DB 3060 is the graduate student lounge or common room; this area is used for work study purposes only. The graduate lounge has computers that are accessible to students. Students outside of the Communication and Culture program are not permitted to use this area and any disturbances can be reported to the Graduate Program Office. Please remember, this is your quiet space to use.

INSTITUTE FOR SOCIAL RESEARCH

The Institute for Social Research provides research design, consultative and support services, many of which are offered without charge to graduate students. ISR is on the 5th floor of the DB building at 88 Pond Road. Reception is in Room 5075. They can be reached at 416-736-5061, and their website is http://www.isr.yorku.ca

The Institute provides consultation on a broad range of statistical problems and on the use of computers for statistical analysis. Its services extend beyond the social sciences to other disciplines that make use of statistics. Consultation is available to assist in research design, data collection, data analysis, statistical computing and the presentation of statistical material. SCS also sponsors short courses on statistical analysis, research methodology, and the use of statistical software (including SAS and SPSS). These courses are offered in the fall, winter and spring each year. To find out more about these courses visit http://www.isr.yorku.ca/scs/index.html

YORK GRADUATE STUDENTS’ ASSOCIATION

The Graduate Students’ Association (GSA) is the representative organization of all graduate students at York University. Applications may be made to the GSA for financial assistance for conference support, skills development and thesis production. For more information contact the GSA, https://www.yugsa.ca.
RESPONSIBILITIES

RESPONSIBILITIES OF THE GRADUATE PROGRAM OFFICE (GPO)

Rhonda Doucette is the GPA staff member responsible for administrative arrangements concerning MA and PhD examinations. When a student is ready to defend their thesis or dissertation, please contact Rhonda to make arrangements for the defense at cmctgpa@yorku.ca

A **minimum** of four weeks is required to hold an MA examination, from the time the student submits a final copy of their thesis to the GPO.

A **minimum** of five weeks is required to hold a PhD examination, from the time the student submits a final copy of their dissertation to the GPO.

The GPO is responsible for the following tasks:

- Distributing copies of the thesis or dissertation to members of the examination committee who are not members of the supervision committee.

- Distributing forms for signature.

- Liaising with the Faculty of Graduate Studies (i.e. by providing notice of examination arrangements and obtaining approval of the examination committee).

- Booking the room for the defense.

- Conducting a poll of examination committee members one week before the defense to verify that the thesis/dissertation is examinable.

- Handling post-examination correspondence.

SUPERVISOR'S RESPONSIBILITIES

- To ensure that all supervision committee members agree that the thesis or dissertation is examinable. Each committee member must then notify the GPO in writing (a brief email will suffice) confirming the work's examinable. If the supervision committee is unable to agree on whether the candidate's work is examinable, the supervisor shall consult with the Graduate Program Director.

- To select the members of the examination committee, preferably in consultation with the supervision committee and the student. The student does not have the right to veto the inclusion of any person proposed for the examination committee. The student must not contact the external examiner.
• To arrange a mutually agreeable time for the examination. Moira Scott, Graduate Program Secretary, may be available to liaise with the examination committee to set a date and location for the defense.

• Advise their student on the conduct and potential outcomes of the examination (see details below)

STUDENT RESPONSIBILITIES

The student must:

• Submit the thesis or dissertation electronically using York University's Electronic Thesis and Dissertation (ETD) platform. The thesis coordinator in the Office of the Dean, Graduate Studies, will check that the thesis/dissertation meets the Faculty's organizational and technical requirements, and has the right to refuse any unacceptable document until it is submitted in an acceptable form.

• Provide further copies (hard copy or electronic) of their thesis or dissertation to their supervisor and other supervision committee members.

• Complete the forms provided by GPO, such as arrangements for convocation.

COMPOSITION OF THE EXAMINATION COMMITTEE

An MA thesis examination committee shall consist of:

• The Dean of Faculty of Graduate Studies or his/her representative who will be at arm's length from the supervision of the thesis;

• At least two graduate faculty members from the program, at least one of whom must be from the supervisory committee,

• One graduate faculty member at arm's length from the thesis, and normally from outside the program. If this member is from the program, the Dean's representative shall be from outside the program

• Ex-officio members (non-voting, unless present as one of the voting members named above): Vice-President (Academic), Graduate Program Director.

A PhD dissertation examination committee shall consist of:

• The Dean of the Faculty of Graduate Studies or her/his representative who will be at arm's length from the supervision of the dissertation; One external examiner, from outside of York University, at arm's length from the dissertation, recommended by the program director;
• At least one graduate faculty member, from outside the program, recommended by the program director. If this member is not at arm's length from the dissertation, then at least one of the three voting faculty members from the program must be at arm's length;

• At least three graduate faculty members from the program; normally at least two of these, and in no case fewer than one, being from the supervisory committee;

• Ex-officio (non-voting, unless present as one of the voting members named above): Vice-President (Academic Affairs), Graduate Program Director.

An external examiner, for either the MA or PhD examination, is expected to be an established academic. However, a highly experienced legal practitioner or other non-academic professional may also be eligible. Payment of $350 is available to pay for the expenses of the external examiner (i.e., for travel and accommodation). Reimbursement for any further expenses must be approved by FGS in advance.

CONDUCT OF THE EXAMINATION

The following arrangements apply:

One week before the examination the GPO will conduct a poll of all committee members to determine if the student's work is examinable. If it is found to be unexaminable by most of the examining committee members, the defense shall be postponed for a period not to exceed one year. However, if the student requests that the examination proceed as normal, the matter will be referred to FGS to decide.

The external examiner's report, which should be circulated to the committee approximately one week before the defense, must not be shown to the student. It can be disclosed to the student after the examination if the external examiner agrees.

An MA and PhD examination will be held in public, unless the student requests that it be held in camera.

All members of the examination committee must be present. However, with prior approval from FGS, a member of the examination committee or the student may participate in the examination via a telephone or video conference.

An MA examination will ordinarily last for approximately 120 minutes. A PhD examination will last for approximately 200 minutes.

At the outset of the examination, the student is given the opportunity to present an oral summary of his or her work, which should last for some 10-15 minutes.

Normally, the first round of questions will address general aspects of the student's work. Subsequent questions will address more detailed and technical issues. The external examiner will normally begin each round of questioning and will be followed by the other members of the committee as determined by the chair.
The question period should be allowed to run its natural course, with members of the examining committee indicating when they are satisfied. However, the chair may need to use his or her discretion as to the appropriate closing point.

At the end of the questions, the chair will ask the student to leave the room while the committee deliberates and reaches a decision. Such deliberations typically last from 15 to 30 minutes.

The student will be recalled and informed by the chair of the result of the examination. Should revisions be required, their exact nature must be conveyed to the student by the Chair.

The certificate pages are circulated for signature by each committee member. Further, the Oral Examination Report Form must be completed and signed by the chair and the Dean's representative.

OUTCOMES OF THE EXAMINATION:

Four outcomes are possible:

- Accepted with no revisions
- Accepted pending specified revisions. The specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not fundamentally alter the argument of the thesis or dissertation. The committee must specify such changes precisely. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative must confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.
- MA - if there is one vote for major revisions, specified revisions are expected.
- PhD - where there are no more than two votes for major revision or one vote for failure, specified revisions are expected.

Referred, pending major revisions:

**MA** - A thesis is referred for major revision if any of the following conditions exist:

- the committee agrees that the thesis requires substantive changes to be acceptable; or
- there is a minimum of two votes for major revision; or, there is one vote for failure

**PhD** – A dissertation is referred for major revision if any of the following conditions exist:
• the committee agrees that the dissertation requires substantive changes to be acceptable; or,

• there are two votes for failure; or,

• there is one vote for failure plus a minimum of one vote for major revision; or, there are at least three votes for major revision.

In these situations, one of the following procedures, agreed upon by the Committee before the examination is adjourned, must be used to finalize the oral results the Committee will reconvene within twelve months to continue the oral examination;

OR the revised thesis or dissertation will be circulated within 12 months to all members, who will inform the Chair and the Dean's representative whether they feel the stipulated requirements have been met.

Detailed reasons for referring pending major revision must be supplied in writing by the Chair to the Dean, the Program Director and the candidate within two weeks. After an adjournment and when the major revisions have been completed, the thesis or dissertation is failed if there are two or more votes for failure. A thesis or dissertation cannot be referred for major revisions more than once and no further adjournment is permitted.

Detailed reasons for failure must be supplied by the Chair of the Examining Committee to the Dean, the Program Director and the candidate within two weeks.

If you have any questions about this guide, please contact Rhonda Doucette at extension 22915 or email cmctgpa@yorku.ca

LOCATIONS

STUDENT OFFICES, MAILBOXES, COMPUTERS and PLACES to STUDY

DB 3010 is our mailroom and photocopier / scanner. You will also find a mail slots listed alphabetically by last name (with one slot per alphabetic letter). Please remember to check your mail slot on a regular basis.

Computers for Graduate Student use are located Graduate Student Lounge, DB 3060

If you are assigned at TA position you will also be given access to an office.

Also, the Scott Library has a graduate student reading room accessible by a door code that can be by logging into your passport York and visiting the Scott Library page. Other places to study at the libraries can be found here: https://www.library.yorku.ca/web/ask-services/placetostudy/

The Ryerson office is located at YDI 1104B, One Dundas Street West.
Ryerson University is located at 350 Victoria Street.
OFFICE OF THE REGISTRAR (R.O.)

At the Office of the Registrar you can get your transcript, or a letter of attestation of official status. The RO is in the Bennett Centre for Student Services along with all other student services (Admissions & Recruitment, Student Financial Services, and Student Community & Leadership Development).

ADMISSIONS YORKU
The admissions office is located at the Bennett Centre for Student Services at 99 Ian McDonald Boulevard on the 3rd floor.

YU CARD/PARKING You will need a YU card in order to have access to the student facilities. This is located at 200 William Small Centre.

OFFICE FOR STUDENT FINANCIAL AID
The financial aid office provides information and application forms for OSAP and the Work/Study Plan. Short-term loans can be made available to students who are waiting for their OSAP loans or other assistance funds to arrive. Student Financial Services is located on the second floor of the Student Services Centre.

COUNSELLING AND DISABILITY OFFICE
Counselling and disability office is located at N110 Bennett Centre for Student Services, the phone number is 416-736-5297.

YORKU SECURITY
The York Security is located at 228 William small center. The General Phone number is: 416-650-8000 or Ex. 58000 and the Urgent Phone Line: 416-736-5333 or Ex. 33333

IMPORTANT DATES:

Reminder—Last day to register for Fall [FA20] term is August 20.

SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>University Closure</td>
<td>Labour Day Holiday—University closed.</td>
</tr>
<tr>
<td>9</td>
<td>Registration &amp; Enrolment</td>
<td>Fall term [FA20] and Fall/Winter term [Y20–21] classes begin.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
<td>-------</td>
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<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td>Deadline for payment of fees, Fall term [FA20]</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline for graduate programs to submit Summer [SU20] term grades to the Registrar’s Office.</td>
</tr>
<tr>
<td>22</td>
<td>Registration &amp; Enrolment</td>
<td>Last date to add a course without permission of instructor for Fall [FA20] and Fall/Winter term [Y20/21] courses.</td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Registration &amp; Enrolment</td>
<td>Last date to add a course with permission of instructor for Fall [FA20] term courses (via Course Transaction Form).</td>
</tr>
<tr>
<td>10–16</td>
<td>Reading Week</td>
<td>Fall Reading Week (no classes, University open).</td>
</tr>
<tr>
<td>12</td>
<td>University Closure</td>
<td>Thanksgiving Day Holiday—(University closed).</td>
</tr>
<tr>
<td>14–16</td>
<td>Convocation</td>
<td>Fall 2020 Convocation.</td>
</tr>
<tr>
<td>15</td>
<td>Administrative</td>
<td><strong>Administrative Deadline</strong> — All summer [SU20] term courses with blank and incomplete grades converted to F grade unless an approved course extension has been granted.</td>
</tr>
<tr>
<td>27</td>
<td>Registration &amp; Enrolment</td>
<td>Online registration for Fall [FA20] term ends. Manual Registration Form required after this date.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
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</tr>
<tr>
<td>27</td>
<td>Registration &amp; Enrolment</td>
<td>Last date to add a course with permission of instructor for Fall/Winter [Y20-21] courses (via Course Transaction Form).</td>
</tr>
<tr>
<td>31</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—100% refund date for Fall [FA20] term.</td>
</tr>
<tr>
<td>31</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td>Deadline for reassessment at the domestic tuition rate for the current Fall/Winter session. For international students requesting a status change.</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to apply to graduate in February 2021.</td>
</tr>
</tbody>
</table>

**NOVEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for students to submit Research Proposals for Ethics to program office for approval to commence in January 2021.</td>
</tr>
<tr>
<td>6</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to drop course(s) without receiving a grade (via manual form), Fall [FA20] term. Courses dropped after this date, and within the term, will be reflected with a W grade.</td>
</tr>
<tr>
<td>9</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for Graduate Programs to submit Research Proposals for Ethics to FGS for approval to commence in January 2021.</td>
</tr>
<tr>
<td>13</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for the Faculty of Graduate Studies to receive recommendations for Oral examination from Graduate Programs</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>for Doctoral students expected to fulfill all degree requirements for February 2021 convocation.</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to submit Academic Petition (e.g. leave of absence, change to part-time/full-time status, extension of program time limits, reinstatement) for Winter [WI21] term.</td>
</tr>
<tr>
<td>15</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—80% refund date for Fall [FA20] term.</td>
</tr>
<tr>
<td>20</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for the Faculty of Graduate Studies to receive recommendations for Oral examination from Graduate Programs for Master's students expected to fulfill all degree requirements for February 2021 convocation.</td>
</tr>
<tr>
<td>30</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—40% refund date for Fall [FA20] term.</td>
</tr>
</tbody>
</table>

**DECEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Registration &amp; Enrolment</td>
<td>Fall term [FA20] classes end.</td>
</tr>
<tr>
<td>9</td>
<td>Study Day</td>
<td>Fall Study Day (no classes; University open).</td>
</tr>
</tbody>
</table>
### Fall 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Thesis &amp; Dissertation</td>
<td>Last day to hold Master’s/Doctoral defence exams in the Fall [FA20] term (for Fall term completion). Exams held after this date will be coded for Winter term [WI21].</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td>Students who did not register for Fall term [FA20] will be withdrawn from the program for failure to maintain continuous registration unless a Leave of Absence was approved.</td>
</tr>
<tr>
<td>9–23</td>
<td>Examinations</td>
<td>Fall [FA20] Examinations. Check with your Course Director.</td>
</tr>
<tr>
<td>20</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to register for Winter term [WI21].</td>
</tr>
</tbody>
</table>

| TBA  | University Closure                  | Winter Break (University closed).                                        |

**Winter 2021**

**Reminder**—Last day to register for Winter [WI20] term is January 26. $200 late fee will be applied on December 21.

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
<td>------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td><strong>Administrative Deadline</strong>—Deadline for graduate programs to submit Fall [FA20] term grades to the Registrar’s Office.</td>
</tr>
<tr>
<td>25</td>
<td>Registration &amp; Enrolment</td>
<td>Last date to add a course without permission of instructor for Winter [WI21] courses.</td>
</tr>
<tr>
<td>26</td>
<td>Registration &amp; Enrolment</td>
<td>Online Registration ends for Winter [WI21] term.</td>
</tr>
<tr>
<td>31</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td>Deadline for reassessment at the domestic tuition rate for the current Fall/Winter session. For international students requesting a status change.</td>
</tr>
<tr>
<td>31</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—100% refund, Winter [WI21] term.</td>
</tr>
</tbody>
</table>

**FEBRUARY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to drop course(s) without receiving a grade for Fall/Winter [Y20–21] term courses. Courses dropped after this date, and within the term of the course, will be given a W grade.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Registration &amp; Enrolment</td>
<td>Last date to add a course with permission of instructor for Winter [WI21] term courses (via Course Transaction Form).</td>
</tr>
<tr>
<td>13–19</td>
<td>Reading Week</td>
<td>Winter Reading Week (no classes, University open).</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td><strong>Administrative Deadline</strong>—All Fall [FA20] term courses with blank and incomplete grades converted to F grade unless an approved course extension has been granted.</td>
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<tr>
<td>15</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—80% refund for Winter [WI21] term.</td>
</tr>
<tr>
<td>15</td>
<td>University Closure</td>
<td>Family Day Holiday—University closed.</td>
</tr>
<tr>
<td>28</td>
<td>Financial Aid, Refunds &amp; Tuition Fees</td>
<td><strong>Refund</strong>—40% refund for Winter [WI21] term.</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to apply to graduate for Spring 2021 Convocation.</td>
</tr>
</tbody>
</table>

**MARCH**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Registration &amp; Enrolment</td>
<td>Summer [SU21] term registration and enrolment online access begins.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>8</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for the Faculty of Graduate Studies to receive recommendations for Oral examination from Graduate Programs for <strong>Doctoral students</strong> expected to fulfill all degree requirements for February 2021 convocation.</td>
</tr>
<tr>
<td>12</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to drop a course without receiving a grade for Winter [WI21] term courses. Courses dropped after this date, and within the term, will be reflected with a W grade.</td>
</tr>
<tr>
<td>15</td>
<td>Registration &amp; Enrolment</td>
<td>Deadline to submit Academic Petition (e.g. leave of absence, change to part-time/full-time status, extension of program time limits, reinstatement) for Summer [SU20] term.</td>
</tr>
<tr>
<td>15</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline for the Faculty of Graduate Studies to receive recommendations for Oral examination from Graduate Programs for <strong>Master's students</strong> expected to fulfill all degree requirements for February 2021 convocation.</td>
</tr>
</tbody>
</table>

**APRIL**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>University Closure</td>
<td>Good Friday Holiday—University closed.</td>
</tr>
<tr>
<td>13</td>
<td>Study Day</td>
<td>Winter Study Day.</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Reminder</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16</td>
<td>Thesis &amp; Dissertation</td>
<td>Deadline to hold Master's/Doctoral defence exams in the Winter [WI21] term to fulfill part of the requirements in order to graduate for June 2021 convocation.</td>
</tr>
<tr>
<td>20</td>
<td>Registration &amp; Enrolment</td>
<td>Summer [SU21] registration deadline.</td>
</tr>
<tr>
<td>30</td>
<td>Registration &amp; Enrolment</td>
<td>All degree requirements, including final grades, must be met by April 30, 2021 to convocate in June 2021.</td>
</tr>
</tbody>
</table>