

HANDBOOK OF THE MASTER OF ARTS GRADUATE PROGRAM IN INTERDISCIPLINARY STUDIES YORK UNIVERSITY

WELCOME to the Interdisciplinary Studies Graduate Program

As an Interdisciplinary Studies student, you are compelled to be independent. Your academic experience is structured by the vision of your project, not by existing departments. You must actively seek support to find your way through a thicket of deadlines, paperwork requirements, and online services. You must find people to supervise your progress, and courses appropriate for you. Major intellectual projects are required, including a thesis proposal, colloquia presentation of your work, your thesis and its defense.

For all this, you need support. This Handbook is one support among many. People, of course, are most important: Dr. Joseph DeSouza, Director, Fiona Fernandes, Program Administrator and your supervisors, course directors, and peers and colleagues. The program offers workshops on thesis writing, thesis defense, colloquia preparation, scholarships and many topics throughout the year. Social events and the colloquium series are great occasions to meet and build community. Your success depends on participation, on meetings, contacting by e-mail or telephone, reading and seeking support throughout your study here.

The *Handbook* of York University's Master of Arts Graduate Program in Interdisciplinary Studies has four sections. Section 1: "Program Overview" answers questions about the program and its requirements. Subsequent sections elaborate important aspects of the program in more detail. Section 2: "Coursework" discusses the coursework component of the degree; Section 3: "Research and Degree Completion" describes the research component of the program and the stages to degree completion; and Section 4: "Program Administration and Funding" gives information about registration, funding, and other administrative matters.

Applicants and students should be aware that the *Handbook* serves only as a supplement to information published and updated every year by the Faculty of Graduate Studies on its website and by the Interdisciplinary Studies program on its website. Interdisciplinary Studies applicants and students should familiarize themselves with the layout and content of these websites. Every Interdisciplinary Studies student is responsible for following and fulfilling the academic and administrative requirements of both the program and the Faculty of Graduate Studies. Please see: <http://interdis.gradstudies.yorku.ca>
<http://gradstudies.yorku.ca>

TABLE OF CONTENTS

SECTION 1: PROGRAM OVERVIEW

The Executive Committee.....	3
The Program.....	3
Admission Requirement	4
Application Procedure	5
Supervisory Conference.....	6
Degree Requirements.....	7
Stages of Academic Progress.....	7

SECTION 2: COURSEWORK

Is 5000 6.0.....	9
IS Directed Reading 5010 3.0/6.0, 5020 3.0/6.0.....	12
IS 5030 3.0/6.0 Practicum.....	14
Grade of Incomplete	14
Petitions for Extension to the Grade of Incomplete.....	15
Withdrawal from a Course.....	16

SECTION 3: RESEARCH & DEGREE COMPLETION

Thesis Proposal	16
Colloquium Series.....	19
IS 6000 : Interdisciplinary Studies MA Thesis.....	20
Oral Examination	21
Degree Completion	22

SECTION 4: PROGRAM ADMINISTRATION & FUNDING

Admission, Registration and Course Enrollment.....	27
Orientation	28
York University Graduate Funding: GA, RA and TA.....	28
External Funding: OGS, SSHRC, CHIR and NSERC Competitions.....	30
Internal Funding: FGS Competitions	31

RESOURCES FOR STUDENTS

Student Lounge	32
Student Mailboxes	32
Email Accounts	32
Computers	32

SPECIAL CASES

Academic Petitions	33
Leave to Appeal	34
Supervisor and Supervisory Committee Approval	34
Program Withdrawal.....	34

IS POLICIES

Change of Program Focus.....	5
Supervisory Committees.....	6
Failure to Submit Annual Report.....	11
Adding or Dropping a Course.....	11
Directed Reading Course Policy.....	13

SECTION 1: PROGRAM OVERVIEW

INTERDISCIPLINARY STUDIES

Graduate Program Interim Director: Dr. Joseph DeSouza

Room: 226 Vanier College

Tel: 416-736-2100 Ext. 66691 E-mail : gpdinst@yorku.ca

Program Administrator: Fiona Fernandes

Program Office: Room 227 Vanier College

Tel: 416-736-5126. Fax: 416-736-5557 E-mail: gradinst@yorku.ca

Program website: <http://interdis.gradstudies.yorku.ca>

Faculty of Graduate Studies website: <http://gradstudies.yorku.ca>

Since its founding in 1965, York University has established itself as the leading interdisciplinary research and teaching university in Canada. In many ways, the Master of Arts (MA) Graduate Program in Interdisciplinary Studies (IS) epitomizes this academic imperative. Initiated in 1972, IS is one of York's oldest and most successful graduate programs. Our students are independent, self-motivated and well-organized. Each IS student's vision of an intellectual and/or creative project informs and structures an individualized program of study and research, not predetermined departmental or disciplinary expectations. IS students enroll in courses in several disciplines and participate in program workshops. They initiate, design and execute a series of linked intellectual and/or creative undertakings, including a Thesis Proposal, a Colloquium Presentation of research in progress, and an MA Thesis and its defense at Oral Examination. Throughout their time in IS, students are also responsible for the administration of their program of study and research, which entails careful attention to deadlines and the completion and submission of requisite forms and paperwork.

Various kinds of assistance are available to students as they assume these responsibilities. This *Handbook* is one support among many. People, of course, are most important: the Graduate Program Director (GPD) and Graduate Program Assistant (GPA), supervisors, course instructors, and peers and colleagues. Every year, IS workshops, the IS Colloquium series and program events, especially the year-end Annual General Meeting and Social, offer exciting occasions to meet and build community. Participating in these calendared offerings is a must if students are to fully benefit from their time in IS. Cultivating networks of peers and colleagues in more informal ways, socially and intellectually, also enriches every IS student's time at York.

THE EXECUTIVE COMMITTEE

Chaired by the GPD, the Executive Committee sets policy for the program, in concert with policies determined by FGS. It advises the GPD on program governance and the implementation of program policy. The committee is made up of faculty members recruited from a wide variety of scholarly disciplines and academic fields across the university, as well as student representatives nominated and elected annually by their peers. Faculty membership of the Executive Committee is usually for a renewable 3-year term; student membership may be for one, two or three years.

The Executive Committee meets regularly during the year to discuss issues of interest and importance to IS students and faculty. Sub-committees of the Executive Committee meet as required to review and assess applications to the program, thesis research ethics issues, and scholarships and awards files. Students are encouraged to submit their ideas and concerns to the Executive Committee's student representatives or to the GPA for inclusion to the agenda. The GPA keeps a record of the names and affiliations of the committee's current membership.

THE PROGRAM

IS offers individualized programs of study and research leading to an MA degree. Applicants may choose a 2-year program of study and research as a full-time student or a 3-year program of study and research as a part-time student. Both options provide students with an opportunity to pursue independent, innovative research that does not fit into traditional disciplinary categories.

Conventional disciplinary approaches encourage graduate students to consolidate and grow forms of knowledge and modes of analysis developed at the undergraduate level or gained through professional or vocational experience in a particular subject within a particular field of study. Some students, though, find such specialization too restrictive. *Not intended to compete with conventional MA programs, IS invites such students to venture across traditional disciplinary boundaries and to bring into scholarly and/or creative conversation forms of knowledge and modes of analysis in ways not typically encouraged in other MA programs.*

All IS students take courses in a range of disciplines pertinent to their proposed intellectual and/or creative project, prepare a thesis proposal, take part in program workshops, and present a colloquium on their research in progress. Each IS student's career in the program culminates in the successful completion of an independently researched, academically innovative thesis, which is subject to defense at oral examination. To achieve these goals, each IS student works with a Supervisory Committee *drawn from faculty qualified to teach and supervise at the graduate level as members of FGS*. This committee assists the student in the creation of a coherent plan of Study and provides opportunities for critical discussion of the student's work, including the Thesis Proposal and Colloquium Presentation, and directs the writing of the Thesis and preparation

for Oral Examination.

IS students *work with supervisors individually and with the Supervisory Committee as a whole. Meeting with individual supervisors whose teaching and research interests vary widely exposes students to similarities and differences of matter and method across disciplines and fields of study. IS intends that every student develop the intellectual capacity to achieve excellence in more than one discipline or field of study.* At the same time, regular meetings with the Supervisory Committee as a whole ensure an evolving process of combinative interdisciplinary thought and practice. Every student cultivates the ability to recognize, evaluate, interpret and integrate similarities and differences of matter and method, forms of knowledge and modes of analysis, across several disciplines and fields of study in effective and productive ways. *The individualized nature of every IS student's program of study and research means that supervisors and students will need to negotiate the exact terms of this relationship, which will change as the student progresses through the stages of their degree. In general, though, IS abides by FGS guidelines on the roles and responsibilities of supervisors and students. Please see:*

<http://gradstudies.yorku.ca/>

Though modest in size, IS enjoys a national and international reputation. It attracts applicants with a wide range of academic, vocational and professional backgrounds from across Canada, as well as from the United States and overseas. Many IS graduates go on to study at the doctoral level in a range of disciplinary and interdisciplinary programs, while many more proceed or return to successful careers in a variety of vocations and professional fields.

ADMISSION REQUIREMENTS

In the first instance, IS follows York University's standard requirements for admission to Graduate studies. Please see:

<http://futurestudents.yorku.ca/graduate/>.

In addition, IS stipulates its own program admission requirements. Please see:

<http://interdis.gradstudies.yorku.ca/>

In certain circumstances, IS will consider applications of a 'non-standard' nature and take into account evidence of equivalent studies, relevant professional or vocational experience, portfolios of creative work, non-academic letters of recommendation, and other forms of exceptional qualification. For more information about 'non-standard' admission, please consult with the program GPD.

In all instances, IS places a great deal of emphasis on the **Statement of Interest and accompanying Bibliography** included in every IS student's application to the program. *These documents should clearly articulate and contextualize in scholarly terms the intellectual and/or creative project an applicant wishes to pursue in their study and research in IS.*

APPLICATION PROCEDURE

IS encourages applicants, with self-motivation, good organization skills, intellectual maturity and an independent mindset, whether full-time or part-time.

Before applying to the program, every applicant to IS is expected to meet with the GPD. At this interview, GPD and applicant discuss the latter's proposed project, which must clearly demonstrate an integrated interdisciplinary engagement with three different fields of study and research. The GPD provides guidance on how best to structure and articulate a proposed project and the likely availability of supervisors for its constituent areas of study and research.

Before applying to the program, every applicant is responsible for securing written commitments from three supervisors to serve as members of a Supervisory Committee. Each supervisor, 'represents' one of the three areas constituting the applicant's proposed interdisciplinary project. All three IS supervisors must be suitably qualified members of York University's Faculty of Graduate Studies.

Before applying to the program, applicants requiring the technical resources of a studio or laboratory for complex electronic and multimodal research must make sure that their supervisors are able to secure access to such requirements in their home teaching and/or research units at York. IS does not provide such facilities and/or technical resources.

Admission to IS depends on such factors as the viability, intelligibility and general intellectual coherence of the project proposed, as well as its scope and appropriateness as an interdisciplinary undertaking. It is essential that every applicant secure suitable supervisors and that every applicant's required resources are available. Once applicants have met these pre-application requirements, they should apply to IS online following the FGS application procedures, paying close attention to the particular requirements of the IS program <http://gradstudies.yorku.ca/>

IS ADMISSIONS POLICY

Change of Program Disciplinary Focus

In order to be accepted to the Graduate Program in Interdisciplinary Studies, students must name three Disciplinary Streams that will inform their program of inquiry. Additionally, students must secure three supervisors – one from each discipline – in order to apply to the program. Applicants to IS are accepted on the basis of the submitted and approved proposal.

Upon acceptance to the program, no student is permitted to change their area of inquiry or to change any of their three disciplinary streams. Should a student wish

to immediately and substantively change their area of inquiry (eg. Drop out Rates of Racialized Youth in the Jane/Finch Corridor to The Impact of Pharmaceutical Industry Advertising on Young Women’s Decision Making) they must decline their acceptance and re-apply to the program for consideration during the next application cycle.

As a consequence of immersion in course work, should a student and her/his committee determine that a shift in focus of the project or disciplinary streams is warranted, the coordinating supervisor must write to the Graduate Program Director to advise of said changes.

Absolutely no change in Project focus or Disciplinary Streams will be permitted before a student has successfully completed 6.0 credits of course work.

.....

SUPERVISORY CONFERENCE

Every IS student’s three supervisors have equal status as full supervisors. Unlike most Graduate programs, no one Supervisory Committee member is considered the thesis supervisor, supported by two other faculty, as committee members. Supervision in the program is a team responsibility, though one Supervisory Committee member acts as Coordinating Chair, to whom the program GPD may turn to for reports on a student’s progress, if and when required.

Before registering for courses, successful applicants to IS are required to organize a meeting with the GPD and the full Supervisory Committee. This meeting is called the Supervisory Conference. Every successful applicant should set about arranging their Supervisory Conference as soon as they have accepted their offer of admittance to IS i.e. in the late spring or early summer before September courses start in the student’s first year in the program. At this meeting, the Supervisory Committee, the GPD and the

Student, map out the student’s individualized program of study and research. The Supervisory Committee must approve this program of study and research before the student registers for courses. The initial Coordinating Chair of the Supervisory Committee is elected at the Supervisory Conference on the understanding that this position may rotate, as the student proceeds through the program. Graduate Assistantships are also allocated at this conference.

IS POLICIES ON SUPERVISORY COMMITTEES

Change of Supervisory Committee Member

Should students ever wish to change the membership of their supervisory committee, the student must first discuss this change with the supervisory committee and then meet with the Graduate Program Director to explain the rationale. Students may not replace any committee member without the express permission of the GPD and the full support of the committee. The GPD must call a

consultative meeting of the entire committee before giving said permission. All released committee members remain responsible for commentary, in the student's pending *Interim Progress Report* and *Annual Progress Report*, after which their duties cease.

Whenever a supervisor wishes to withdraw from a student's supervisory committee, the IS program requires that faculty member to discuss this with the student and remaining committee members and to work towards securing a suitable replacement. The coordinating supervisor is asked to advise the GPD of the change so that the necessary FGS forms may be processed.

.....

DEGREE REQUIREMENTS

To earn the Interdisciplinary Studies MA degree students are required to accumulate 18 graduate course credits, write a thesis proposal, participate in IS program workshops, present a colloquium on research in progress, and complete a thesis and defend it at oral examination.

STAGES OF ACADEMIC PROGRESS

Every IS student, whether full-time or part-time, is required to complete several mandatory stages of academic progress through the program. Rates of progress through these stages may vary from case to case, but students must abide by the yearly deadlines established for the key elements of the IS program (listed below). While the GPA for the program often sends out courtesy reminders, students themselves are primarily responsible to know both the deadlines and the requirements. Forms have been provided in orientation materials and are also available on the Interdisciplinary Studies website. IS students should be aware that the unique nature of the program means that IS deadlines may not always exactly match FGS deadlines. In cases where an IS deadline falls earlier than an FGS deadline, IS students are required to abide by the IS deadline.

In order for these deadlines to be met, students must be proactive in scheduling meetings with their entire committee. Students are advised to set up regular meetings for the entire academic year, and to do so at the beginning of the year. Working with a diversely situated group of professors, means that students must not only be proactive in pre-arranging meetings being mindful of their program requirements, but also be flexible in order to ensure that they are progressing as required by the program. Statements suggesting a student's difficulty in "getting their committee together" will not constitute grounds for missing deadlines. Be sure to speak to the program director right away if you are experiencing any challenges on forming your supervisory committee.

Failure to meet IS deadlines for demonstrating academic progress without demonstrated cause risks loss of funding and suspension from the program.

Full-Time

Students: Year 1

December 30: one 6-credit full course *or* two 3-credit half courses completed

January 15: Interim Progress Report submitted to GPA

January 30: Draft Thesis Proposal submitted to Supervisory Committee

April 15: two 6-credit full courses *or* one 6-credit full course and two 3-credit half courses *or* four 3-credit half courses completed

April 15: Annual Progress Report submitted to GPA

April 15: Deadline for submitting Thesis Proposal and Ethics Forms to GPA

Year 2

Passim: MA Thesis work

January 15: Interim Progress Report submitted to GPA

February 15: Recommendation for Oral Examination submitted to GPA for Spring Convocation

February-March: Colloquium Presentation

April 15: Annual Progress Report submitted to GPA

April 30: Final three copies of MA Thesis and all final paperwork to FGS for Spring Convocation

July 15: Recommendation for Oral Examination submitted to GPA for Fall Convocation

September 15: Final three copies of MA Thesis and all final paperwork to FGS for Fall Convocation

Part-Time

Students: Year 1

December 30: one 3-credit half course completed

January 15: Interim Progress Report submitted to GPA

April 15: one 6-credit full course *or* two 3-credit half courses completed

April 15: Annual Progress Report submitted to GPA

Year 2

December 30: one 6-credit full course and one 3-credit half course *or* three 3-credit half courses completed

January 15: Interim Progress Report submitted to GPA

January 15: First draft of Thesis Proposal submitted to Supervisory Committee

April 15: two 6-credit full courses *or* one 6-credit full course and two 3-credit half courses *or* four 3-credit half courses completed

April 15: Annual Progress Report submitted to GPA

April 15: Deadline for submitting Thesis Proposal and Ethics Forms to the GPA

Year 3

Passim: MA Thesis work

January 15: Interim Progress Report submitted to GPA

February 15: Recommendation for Oral Examination submitted to GPA for Spring Convocation

February-March: Colloquium Presentation

April 15: Annual Progress Report submitted to GPA

May 15: Final 3 copies of MA Thesis and all final paperwork to FGS for Spring Convocation

Note: Please check FGS Important dates website as the dates change every year

<http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

Every IS full-time student should complete all course requirements within one year of entering the program. All degree requirements must be completed within two years. IS full-time students who do not complete all degree requirements within two years are automatically changed in their seventh term to part-time status. Every IS part-time student should complete all course requirements within two years of entering the program. Part-time students are not eligible for FGS funding. IS students, whether full-time or part-time, have a maximum of 12 terms to complete all degree requirements. After 12 terms, FGS withdraws student from program.

SECTION 2: COURSEWORK

Coursework constitutes the first major component of the IS program. Every IS student's program of study and research is unique, so a plan of work is built around a student's special interests and particular needs. IS students are required to accumulate 18 course credits. This coursework expands and elaborates a student's proposed research project and assists in building the framework needed to draft a thesis proposal. Coursework is mapped out in conjunction with the program GPD and the Supervisory Committee at the Supervisory Conference.

At York, one full course yields 6 credits; one half course, 3 credits. Six of every IS student's 18 course credits are assigned to Interdisciplinary Studies 5000 6.0: Supervisory Seminar, **which is mandatory**. Students may accumulate the remaining 12 course credits in a number of ways: 3 or 6-credit courses calendared by other graduate programs at York; Interdisciplinary Studies 5010 3.0/6.0, 5020 3.0/6.0 Directed Reading; or Interdisciplinary Studies 5030 3.0/6.0: Practicum. The program permits students to take a maximum of 6 credits as directed reading and/or a practicum in addition to the mandatory Interdisciplinary Studies 5000 6.0: Supervisory Seminar, therefore, IS students may take 2 full courses *or* 4 half courses *or* a combination of full and half courses yielding a total of 12 course credits.

Every IS student is responsible for making sure course instructors submit final letter grades by the appropriate deadline. The final letter grade for fall

term 3-credit course must be submitted no later than January 15; for a winter-term 3-credit or full-year 6- credit course no later than May 15; and for a summer term 3-credit or 6-credit half course no later than September 15. Full-time students doing coursework in their first year must take at least one-and-a-half courses (9 credits) to maintain their full-time status. Failure to do so risks suspension from IS and FGS, as well as loss of financial support.

All IS students are expected to maintain a minimum B+ average in their coursework. Students who take courses in graduate programs that do not automatically bestow final letter grades must ask the instructor to assign a final letter grade to their work. IS follows FGS's grading policies. Please see: <http://gradstudies.yorku.ca/current-students/>

INTERDISCIPLINARY STUDIES 5000 6.0: SUPERVISORY SEMINAR

Students must register in Interdisciplinary Studies core course GS INST5000 6.0: Supervisory Seminar. ***This seminar functions as an individually tailored core course for each IS student. It consists of 3 classes conducted by the Director and regular meetings and discussions between a student and their Supervisory Committee. It is graded as a regular graduate course.***

Interdisciplinary Studies 5000 6.0: Supervisory Seminar requires IS students to work closely with their Supervisory Committees throughout their registered time in the program (2 years for full-time students; 3 years for part-time students). The student and the Supervisory Committee negotiate the format and frequency of these meetings. A student will likely meet with the full Supervisory Committee for some purposes and with individual members for others. ***The general rule of the program is that a student meets with the full Supervisory Committee at least once each term and with each supervisor at least once a month.***

Each IS student is responsible for arranging these meetings with the full Supervisory Committee and with each supervisor. Usually, these meetings will revolve around work students submit ahead of time for discussion and critique. *Students should prepare an agenda for the meetings, and take minutes. The fall term meeting with the full Supervisory Committee generates an Interim Progress Report; the winter term meeting with the full Supervisory Committee generates an Annual Progress Report.* Both reports are circulated among all three members of the Supervisory Committee for approval and then submitted to the GPA to be kept on file. FGS also requires a copy of every IS student's Annual Progress Report. Both fall and winter meetings with the full Supervisory Committee usually take place towards the end of the term. *Progress reports should be submitted shortly afterwards, and certainly not later than **January 30** for the Interim Progress Report and certainly not later than **April 15** for the Annual Progress Report.*

In addition, IS supervisors are required to evaluate work done towards the student's Thesis Proposal, Colloquium Presentation and Oral Examination, and to include these evaluations in the final letter grade assigned for Interdisciplinary

Studies 5000 6.0: Supervisory Seminar. After the Oral Examination, every IS student is responsible for arranging that their supervisors complete the final letter grade reporting form for IS 5000 Supervisory Seminar and submitting it to the GPA, who registers the student's final letter grade for the course.

Forms for the Interim and Annual Progress Reports are available on the IS website.

see <http://interdis.gradstudies.yorku.ca/students/>

IS POLICY ON FAILURE TO SUBMIT ANNUAL REPORT

Every student in the Graduate Program in Interdisciplinary Studies is required to submit an Annual Progress Report to the Graduate Program Assistant by April 15th. This Progress Report must include substantive written comments by both the student her/him **and** the coordinating supervisor. The form must then be signed by all three committee members and the student.

Students facing difficulty coordinating a committee meeting in order to facilitate completion of the *Interdisciplinary Studies Annual Progress Report* must notify / meet with the director prior to the April 15th deadline.

Failure to submit an Annual Progress Report by April 15th will result in the placement of an automated enrollment block. Students are well-advised to book an early April Committee meeting at the start of the academic year.

.....

The final letter grade reporting form for Interdisciplinary Studies 5000 6.0: Supervisory Seminar is available on the IS website. Please see: <http://interdis.gradstudies.yorku.ca/students/>

IS POLICY ON ADDING OR DROPPING A COURSE

In addition to securing the permission of the host department and the course professor, students wishing to add or drop a course, must do so with the written approval of her/his committee's coordinating supervisor and the Graduate Program Director.

.....

CALENDARED COURSES

IS itself does not offer any formal courses. Because every IS student's program of study and research is individualized, opportunities for intellectual exchange and academic community may be more limited than in more conventional graduate programs. For this reason, IS requires students to accumulate at least 6 credits taking seminar courses calendared by other graduate programs. IS students may take any course calendared by any graduate program in FGS in a particular year,

as long as their Supervisory Committee has approved the course as pertinent to the student's program of study and research.

To enroll in courses in other graduate programs, IS students must obtain consent from the IS GPD, from the GPD of the graduate program offering the course, and from the course instructor, or their authorized designates. This process is recorded on the form Letter of Permission: Graduate Student to Enroll in Guest Graduate Program at York for Credit. A separate, completed Letter of Permission form is required for each calendared course taken. IS students should submit each form to the GPA, who will present it to the GPD for approval. The student then takes the form to the host program for their approval. **Every IS student is responsible for making sure the instructor of each calendared course taken, submits the final letter grade earned, to the Registrar by the appropriate deadline, and that the GPA is also provided with this information, for the files.**

The form Letter of Permission: Graduate Student to Enroll in Guest Graduate Program at York for Credit is available on the FGS website.

Please see: <http://gradstudies.yorku.ca/current-students/student-status/forms/>

INTERDISCIPLINARY STUDIES 5010 3.0/6.0 and 5020

3.0/6.0: DIRECTED READING

The above Interdisciplinary Studies Directed Readings provide IS students with the opportunity to work with a *faculty member or members in a specially designed course of directed reading. Directed reading courses follow the format of calendared graduate courses.* They may cover any area of scholarly knowledge not already covered in courses calendared by any of the graduate programs in FGS in a particular year. *Supervisors often offer to oversee directed reading courses if calendared courses pertinent to a student's program of study and research are not available.* Directed reading course instructors may be from any department or faculty in the university, as long as they are qualified members of FGS. *The Supervisory Committee must approve a directed reading course as relevant to the student's program of study and research. IS permits students who are not registered in a practicum (see below) to take a maximum of 6 credits as directed reading. Students registered in a 3-credit practicum may take no more than 3 credits as directed reading.*

An IS student wishing to take a directed reading course must complete the appropriate permission form and submit it to the GPA, who will present it to the GPD for approval. Every IS student is responsible for making sure the instructor of each directed reading course taken, submits the final letter grade earned, to the GPA by the appropriate deadline (see above). The GPA then registers the grade.

***Note: Students must enroll in the Directed Reading courses they are taking.**

The permission form for Interdisciplinary Studies 5010 3.0/6.0, 5020 3.0/6.0

Directed Reading courses are available on the IS website. Please see:

<http://interdis.gradstudies.yorku.ca/students/>

Directed Reading Course Policy

Interdisciplinary Studies Students have the option of taking a Directed Reading Course with a member of the Supervisory Committee provided a suitable graduate course is not available in the current curriculum, and provided the course does not overlap significantly with a course taken previously. In all cases, the course shall be directly relevant to the students' thesis project. Courses not approved by the student's committee and the IS Graduate Program Director will not be mounted including those coming in retroactively. No student will be permitted to take more than 6.0 credits in the form of directed readings. In rare circumstances a Directed Reading Courses may be changed from a 3.0 credit to a 6.0 credit course with supporting rationale and approval of both the supervisory committee and the Graduate Program Director.

The following information must be included in a proposal for a Directed Reading Course:

1. **State the Title** of the course and indicate whether it is a half or full course (3.0 or 6.0). For transcript purposes it is suggested the title be 40 characters or less.
2. **Rationale:** Explain how the material forms a coherent focus of study, and outline the objectives of your study. In cases in which the material resembles that of a graduate programme course, you should explain how your reading programme will differ from the course. When appropriate, the rationale should explain the critical context in which the material will be studied.
3. **Schedule:** State the frequency and length of time you and your course instructor will meet. Students must be available to meet at least twice a semester.
4. **Evaluation Methods:** List the assignments as agreed upon with the instructor, e.g. the number of written assignments, along with criteria. The relative weighting of each component of the grade should also be given along with explicit due dates. It is requested that all York Senate Policies regarding assignments found here: (<http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>) are reflected in the planning of any Directed Reading Course including the following:
 - Under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term shall be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.
5. **Readings:** Attach a relevant bibliography.

6. The proposal must be signed by both student and Course Instructor.

7. The proposal must be submitted to the Graduate Programme Director for approval **before** enrolling in the course

N.B.: Programme Deadlines for submission of Proposals for Directed Reading Courses to Programme Director:

Fall Term: September 10

Winter Term: January 10

Summer Term: May 10

INTERDISCIPLINARY STUDIES 5030 3.0/6.0: PRACTICUM Interdisciplinary Studies 5030 3.0/6.0: Practicum provide IS students with the opportunity to work with a faculty member or members in the attainment of specialized skills, the acquisition of mechanical techniques, or the mastery of the practical principles of a particular discipline or field of research not already covered in courses calendared by any of the graduate programs in FGS in a particular year. Supervisors often offer to oversee a practicum if calendared courses pertinent to a student's program of study and research are not available, though practicum instructors may be from any department or faculty in the university, as long as they are qualified members of FGS. The Supervisory must approve a practicum as relevant to the student's program of study and research. IS permits students who are not taking a directed reading course (see above) to register in a practicum for a maximum of 6 credits. Students taking a 3-credit directed reading course may register in a practicum for no more than 3 credits.

An IS student wishing to take Interdisciplinary Studies 5030 3.0/6.0 Practicum, must complete the appropriate permission form and submit it to the GPA, who will present it to the GPD for approval. Every IS student is responsible making sure the instructor of Interdisciplinary Studies 5030 3.0/6.0 Practicum, submits the final letter grade earned to the GPA by the appropriate deadline (see above). The GPA then registers the grade.

GRADE OF INCOMPLETE

IS encourages students who experience problems with course or practicum assignments, to discuss such issues with their instructor early on, so that they do not become insurmountable. If such problems persist, an IS student whose course or practicum is not completed and evaluated by the applicable posted deadline for submitting a final letter grade, may opt to take a grade of incomplete. IS students are discouraged from this option, which may impede academic progress through the program and adversely affect opportunities for scholarships and awards.

In the event that taking an incomplete becomes unavoidable, IS follows FGS regulations. These regulations permit students to carry incompletes *for no more than two 6-credit courses, including a practicum, or one 6-credit and two 3-credit*

courses, including a practicum. An IS student must obtain written permission for an incomplete from the course or practicum instructor, and submit this written permission to the GPA for the GPD's approval. Such submissions must include all pertinent information about the course or practicum, including the instructor's name, teaching and/or research unit affiliation and contact data, and the title and number of the course or practicum.

An incomplete is not open-ended. FGS regulations require that a final letter grade be received within 2 months of the applicable posted deadline for an incomplete 3-credit course or practicum, and within 4 months of the applicable posted deadline for an incomplete 6-credit course or practicum. If a grade of incomplete is not removed by the end of the applicable specified period, it will be entered in the student's record as a failing grade of 'F.'

PETITIONS FOR EXTENSION TO THE GRADE OF INCOMPLETE

An IS student whose course or practicum is not completed and evaluated by the applicable deadline for submitting a final letter grade for an incomplete, may seek an extension. To seek an extension of an incomplete, a student must receive the approval of the GPD to petition the FGS Petitions Committee.

The GPD will not automatically approve an IS student's request to petition the FGS Petitions Committee for an extension of an incomplete. Conditions apply:

- ~ An IS student should seek the approval of the GPD to petition the FGS Petitions Committee to extend the grade of incomplete only in response to exceptional and unforeseeable circumstances.

- ~ An IS student seeking the approval of the GPD to petition the FGS Petitions Committee to extend the grade of incomplete **must provide** written support from the instructor for whose course or practicum the extension is sought.

- ~ An IS student seeking the approval of the GPD to petition the FGS Petitions Committee to extend the grade of incomplete **must provide** in writing a plausible rationale for the extension, a precise description of the work left to be done in the course or practicum, and a timetable of the steps necessary for the completion of this work.

- ~ An IS student seeking the approval of the GPD to petition the FGS Petitions Committee to extend the grade of incomplete **must submit** all required information and documents at least 2 weeks prior to the expiry of the grade of incomplete.

- ~ In health-related cases, an IS student seeking the approval of the GPD to petition the FGS Petitions Committee to extend the grade of incomplete **must provide** a completed Attending Physicians Statement. The attending

Physicians Statement form is available on the FGS website in Word and Pdf formats. Please see: <http://gradstudies.yorku.ca/current-students/student-status/forms/>

These conditions mean that the GPD will not consider for approval a petition submitted within 2 weeks of the expiry of the grade of incomplete. Nor will the GPD approve an open-ended petition. Once the GPD's approval has been granted and the petition to extend the grade of incomplete has been submitted to the FGS Petitions Committee, the student must hand in outstanding course or practicum assignments for marking in good time, for the instructor to be able to meet the final letter grade deadline, stated on the petition. *An instructor has the right to set a deadline for the submission of outstanding work* which is earlier than the final letter grade deadline stated on the petition, but no instructor may set a deadline later than the deadline for submission of a final letter grade stated in the FGS petition.

IS students wishing to petition for an extension to the grade of incomplete must use the Course Transaction Form, which is available on the IS and websites in Word and Pdf format. Please see: <http://gradstudies.yorku.ca/current-students/student-status/forms/>

WITHDRAWAL FROM A COURSE

Drop dates for withdrawing from a course or practicum change from year to year. This information is available on the IS and FGS websites under "Important Dates." Please see:

<http://gradstudies.yorku.ca/current-students/student-status/forms/>

Students wishing to withdraw from a course or practicum after the applicable drop date must receive the GPD's approval. The GPD will not automatically grant this approval. Conditions apply:

~ An IS student should seek the approval of the GPD to withdraw from a course or practicum after the applicable deadline only in response to exceptional and unforeseeable circumstances.

~ An IS student seeking the approval of the GPD to withdraw from a course or practicum after the applicable deadline must provide in writing a plausible rationale.

~ In health-related cases, an IS student seeking the approval of the GPD to withdraw from a course or practicum after the applicable deadline must provide a completed Attending Physicians Statement. The Attending Physicians Statement form is available on the FGS websites in Word and Pdf formats. Please see:

<http://www.yorku.ca/grads/forms/AttendingPhysicians.pdf>

IS students wishing to withdraw from a course or practicum after the applicable deadline must use the Course Transaction Form, which is available on the IS and websites in Word and Pdf format.

Please see:

<http://gradstudies.yorku.ca/current-students/student-status/forms/>

SECTION 3: RESEARCH AND DEGREE COMPLETION

The MA Thesis constitutes the research component of every IS student's individualized program of study and research. The successful completion of this research marks the culmination of a student's career in IS. Students accomplish this goal in a series of stages. Coursework undertaken in the first part of the program broadens and deepens the interdisciplinary methodological, theoretical and contextual knowledge every IS student needs to write an acceptable Thesis Proposal. This proposal becomes the basis for the MA Thesis itself. To ensure successful passage from proposal to thesis, every IS student is required to present their research in progress as part of the program's annual Colloquium Series. After the Colloquium Presentation, students work on the final draft of the MA Thesis. This draft is subject to defense at Oral Examination.

A symbiotic relation exists between Interdisciplinary Studies 5000 6.0: Supervisory Seminar and Interdisciplinary Studies 6000.00: MA Thesis Research. The Supervisory Seminar affords IS students regular opportunities to meet and discuss their work with the Supervisory Committee as they proceed with their programs of study and research, including work done towards the Thesis Proposal, Colloquium Presentation, Thesis and Oral Examination. The thesis stands on its own as the culmination of this work. A final letter grade is assigned to Interdisciplinary Studies 5000 6.0: Supervisory Seminar. No course credit is assigned to Interdisciplinary Studies 6000.00: MA Thesis Research, which is subject to the evaluation procedures and regulations of FGS.

It should be noted that IS recognizes that as work proceeds on the Thesis Proposal, the Colloquium Presentation and the Thesis, the focus of research undertaken sometimes shifts. Usually, the Supervisory Committee is able to accommodate such shifts. On occasion, however, a student might wish to petition for a change in the membership of their Supervisory Committee. IS does not encourage such changes, and any IS student wishing to pursue this option must meet to discuss it with the GPD at the earliest possible opportunity. Students must provide the name, discipline and/or field, unit affiliation, with a rationale justifying the scholarly suitability of the proposed new supervisor. Any proposed new supervisor must be qualified to teach and supervise at the graduate level as a member Appointed to FGS.

The form for making changes in the membership of the Supervisory Committee is available on the FGS websites in Word and Pdf format.

Please see:

<http://www.yorku.ca/grads/forms/SupervisorCommitteeApproval.pdf>

THESIS PROPOSAL

Every IS student prepares an MA Thesis Proposal in consultation with their Supervisory Committees. *Drawing upon coursework, the proposal elaborates and refines the research project, first outlined and documented in the Statement of Interest and accompanying Bibliography, included in every IS student's application Statement of Interest and accompanying Bibliography, included in every IS student's application to the program.* Full-time students prepare the Thesis Proposal during their first year in the program, part-time students in their second year.

Students are advised to begin discussions with their supervisors regarding the drafting of a Thesis Proposal as soon as possible. MA research projects easily become unwieldy and over-reaching. IS encourages every student to heed carefully any advice the Supervisory Committees gives on ways to focus their topic and on the need to be realistic about the goals of an MA thesis.

An IS Thesis Proposal normally takes the form of an essay. A covering page should include the title of the project, the names of all three members of the Supervisory Committee, identifying the current Coordinating Chair, and the date of submission. The title should specify as clearly as possible, the area of proposed research, though IS understands that this title may change to reflect more accurately shifts in focus occasioned by the research process itself.

In no more than 2500 words the body of the Thesis should discuss:
A formal bibliography should accompany the Thesis Proposal. This bibliography is not part of the 2500 word-count.

Each fall term the GPD hosts a Thesis Proposal Workshop. Every IS student is expected to attend the workshop in the year in which they are preparing their Thesis Proposal. Students are encouraged to table questions, concerns and points of discussion about writing an IS MA Thesis Proposal. The GPA circulates notices announcing the time and place of the workshop.

Students should have a first draft of the Thesis Proposal ready for submission to their Supervisory Committee by January 30. All three members of the Supervisory Committee must approve the proposal. Once these approvals have been secured, IS students must hand in the Thesis Proposal to the GPA, together with the Thesis and Dissertation Proposal Submission Form (TD1) and, where necessary, the Human Participant Review Forms (TD2, TD3, Informed Consent and Sample Questionnaire). All three members of the student's Supervisory Committee must sign the TD1; the current Coordinating Chair of the Supervisory Committee must sign the TD2, TD3, Informed Consent and Sample Questionnaire.

The deadline for submitting the Thesis Proposal to the GPA is April 15. The GPA presents the proposal to the GPD and FGS for approval. The GPA will

not forward a proposal to the GPD or to FGS, until and unless all required documentation has been provided, in appropriate format, with all required signatures. **FGS requires that a Thesis Proposal be forwarded for approval no later than 3 months prior to the date of the Oral Examination on an MA thesis.** FGS then submits the package to the Research Ethics if human participants are involved.

Research Ethics notifies every student in writing, either that a Thesis Proposal has been approved, or that changes or clarifications are needed to secure approval. *Under no circumstances should a student begin research involving human participants before they have received Ethics approval for their proposal.* Students will not be allowed to use any and all research involving human participants undertaken before Ethics approval has been granted. Once a student has received Ethics approval for the Thesis Proposal in writing, they may proceed with the research and writing/creating of the MA Thesis.

The Thesis and Dissertation Proposal Submission Form (TD1) and Human Participant Review Forms (TD2, TD3, Informed Consent and Sample Questionnaire) are available on the IS and FGS websites. Please see:

<http://interdis.gradstudies.yorku.ca/students/>
<http://gradstudies.yorku.ca/current-students/thesis-dissertation/>

COLLOQUIUM SERIES

To ensure successful passage from proposal to thesis, every IS student is required to deliver a public presentation of their research in progress as part of the program's annual Colloquium Series. This series provides an opportunity for IS students to share and discuss research in progress with other students and faculty. It takes place on York's Keele Campus, over several weeks every winter term, after Reading Week, between late February and early April. Full-time students present a colloquium in their second year, part-time students in their third year.

Each fall term, the GPD appoints a 2nd Year Graduate Student who acts as Coordinator of the Colloquium Series. *The Colloquium Coordinator's hours are counted towards their GA-ship requirement.* The Coordinator works with presenters and the GPA to draw up a schedule of presentations. Each winter term, the GPD hosts a Colloquium Presentation Workshop. Every IS student is expected to attend the workshop in the year in which they are presenting their colloquium. Students are encouraged to table their questions, concerns and points of discussion about preparing an IS MA Colloquium Presentation. The Coordinator circulates notices announcing the time and place of the workshop.

Shortly after the workshop, and certainly no later than January 30, presenters are required to give the Coordinator the title and a 200-word abstract of their colloquium presentation. Presenters should consult with their Supervisory Committee about the presentation title and abstract as part of Interdisciplinary Studies 5000 6.0: Supervisory Seminar.

The GPA posts the Colloquium Series schedule on the IS and FGS websites. The presenting student is responsible for notifying their Supervisory Committee of the title, abstract, time and place of their presentation. Every presenter is also responsible for confirming, well in advance, that their Supervisory Committee is aware of the time and place of their presentation. The program prefers that all three members of the Supervisory Committee attend the colloquium, so that they may offer comments and evaluate the student's presentation, as part of Interdisciplinary Studies 5000 6.0: Supervisory Seminar. At a minimum, the current Coordinating Chair of the Supervisory Committee should attend.

The GPD hosts the IS Colloquium Series and the Supervisory Coordinator chairs each colloquium. In a given year, all presenters and their supervisors together constitute the colloquium. Every presenter is expected to attend the colloquium every week and to participate as a discussant. Each presenter has up to one hour for their presentation and there are usually two presentations back-to-back each week. Every colloquium is a public occasion and presenters are encouraged to invite peers and colleagues from the university community as a whole, in addition to their Supervisory Committee. Of course, other members of IS are especially welcome.

INST 6000 0: INTERDISCIPLINARY STUDIES MA THESIS

Every IS student's career in the program culminates in the production of an MA Thesis and defending it at Oral Examination. Coursework, Thesis Proposal and Colloquium Presentation help to develop every student's research. After the Colloquium Presentation, every IS student works on the final draft of a Thesis in consultation with their Supervisory Committee, singly and as a whole. A final draft is not the final version of the Thesis; it is a version that all three members of the Supervisory Committee agree to be worthy of defense at Oral Examination. A successful Oral Examination yields the final version of an IS MA Thesis. This final version constitutes the fullest elaboration of the scholarly and/or creative vision first outlined and documented in the Statement of Interest and accompanying Bibliography included in every IS student's application to the program.

Historically, the understanding of the program of the word 'thesis,' has been remarkably elastic. IS students may choose to produce either a conventional manuscript-based written MA Thesis (about 120 pages) or an MA Thesis that marries a shorter conventional manuscript-based written component (about 70 pages) with a creative component. This creative component may draw singly or in combination upon any of the discursive, performing, visual and/or artisanal arts and crafts. In such cases, the conventional manuscript-based written component provides a scholarly framework for the creative component. Though the program is flexible about the specific form of this framework, it usually delineates and synthesizes the theoretical, methodological and historical traditions of disciplinary scholarship embodied and expressed in the creative component. The IS program is bound by contract with both FGS and the Ontario Council of Graduate Studies to maintain its academic intent and scholarly purpose as a Master of Arts and not

a Master of Fine Arts, as understood either at York University or elsewhere.

Except where program requirements differ, IS follows FGS guidelines on the production of an acceptable MA Thesis. Every Thesis must embody the results of original research and/or creativity and is subject to Oral Examination. It must be written in English and it must follow a recognized scholarly style. As part of Interdisciplinary Studies 5000 6.0: Supervisory Seminar, every IS student should consult regularly with their Supervisory Committee, both singly and as a whole, during the process of researching, writing and/or creating an examinable draft of the MA Thesis. It is quite normal, though not always necessary, for every thesis to undergo several drafts, chapter by chapter and as a whole, depending on the extent and nature of the feedback students receive from their Supervisory Committee. The frequency and extent of reworking varies from project to project and are a matter of negotiation between students and their Supervisory Committee. The Supervisory Committee must be unanimous that the student has produced a draft worthy of defense at Oral Examination.

IS students pursuing the creative thesis option should be especially careful to work with their Supervisory Committee on the nature of the relationship between the manuscript-based and creative components of the Thesis. Creative option students should also note that the program does not possess the means to provide assistance with exhibits or screenings; security for artwork and other products of creative thesis research; or the technical resources of a studio or laboratory for complex electronic and multimodal thesis delivery. These caveats are important because it is an IS and FGS stipulation that every IS MA Thesis must be totally accessible to the Supervisory Committee and to the Oral Examination Committee.

Guidelines on the respective roles and responsibilities of students and supervisors, and on questions of originality, appropriate styles, issues of accessibility, and the preparation of both conventional manuscript-based written and complex electronic and multimodal theses are available on the FGS website. Please see:

<http://gradstudies.yorku.ca/current-students/thesis-dissertation/>

ORAL EXAMINATION

After the Colloquium Presentation, every IS student works in consultation with their Supervisory Committee, singly and as a whole, to produce a draft of the MA Thesis worthy of defense at Oral Examination. The Oral Examination is at once an evaluation and a celebration of the student's research accomplishments.

Except where program requirements differ, IS follows FGS guidelines on the MA Thesis Oral Examination. IS students must familiarize themselves with and satisfy the requirements of both sets of guidelines. As part of Interdisciplinary Studies 5000 6.0: Supervisory Seminar, scheduling the MA Thesis Oral Examination requires sustained communication and co-operation over several months between the student and their Supervisory Committee, both singly and as a whole. In addition, this process requires IS students to liaise between their Supervisory

Committee and the GPA, who in turn briefs the GPD. A successful Oral Examination leads to graduation and convocation.

Each winter term the GPD hosts an Oral Examination Workshop. Every IS student is expected to attend the workshop in the year in which they intend to defend their Thesis at Oral Examination. Students are encouraged to table questions, concerns and points of discussion about the preparation and conduct of an IS MA Thesis Oral Examination. The GPA circulates notices announcing the time and place of the workshop.

The make-up of an IS MA Thesis Oral Examination Committee differs from the make-up of the standard FGS MA Thesis Oral Examination Committee. Every IS MA Thesis Oral Examination Committee consists of four (4) voting members:

- ~ The GPD, who represents IS and who serves as Chair of the Oral Examination Committee. If the GPD is not available, an alternate member of the program's Executive Committee takes their place and serves as Chair.
- ~ One member of the Supervisory Committee, normally the current Coordinating Chair, who functions as the MA Thesis supervisor for the purposes of the Oral Examination.
- ~ A York External/Internal appointed to FGS. This faculty member should be at arm's length from the student and the student's work. York University's academic integrity regulations require that the student not have any prior personal or professional association with the York Internal/External member.
- ~ The External Examiner, who is invited from outside York University and who is considered an expert in the student's field of study and research. The External Examiner should be at arm's length from the student and the student's work. York University's academic integrity regulations require that the student not have any prior personal or professional association with the External Examiner.

Scheduling the IS MA Thesis Oral Examination is a complex and lengthy process. A general rule applies: to meet IS program deadlines, double the times FGS allocates to the various stages of the process.

Scheduling the IS MA Thesis Oral Examination normally proceeds in stages:

- ~ Four months before the projected date of the Oral Examination, as an examinable draft of the Thesis takes shape, every IS student should meet with the full Supervisory Committee to map a timeline for proceeding to Oral Examination. The current Coordinating Chair of the Supervisory Committee should confirm with the other two supervisors that the Thesis is

on target. Any impediments to the student's proceeding to Oral Examination should be raised and discussed at this meeting.

The Supervisory Committee should also nominate one supervisor to represent them at the Oral Examination (normally the current Coordinating

Chair acts as representative), as well as agree to at least two potential candidates for External Examiner and at least two potential candidates for

York Internal/External. The Supervisory Committee should rank in preference, the potential candidates for External Examiner and York Internal/External, and prior to any contact with them, submit their names to the GPD for approval. If the Coordinating Chair is uncertain about the suitability or eligibility of potential candidates for External Examiner and York Internal/External to serve on an IS MA Thesis Oral Examination Committee, they should consult with the GPD before contacting possible examination members. After approval from the GPD, the Coordinating Chair should undertake to establish informal contact with them to determine their willingness and ability to serve, after which their names and contact information are submitted to the GPA. The program then sends the External Examiner and Dean's Representative a formal invitation together with their copy of the thesis.

The committee must provide the program SIX WEEKS from the submission of the Recommendation for Oral Defense and contact information of External and Arm's Length York Internal Examiner, to arrange the exam. Failure to provide the necessary time for the program to organize the defense, and the examiners to review the thesis, may result in a delay.

~ Three months before the projected date of the Oral Examination, every IS student should meet with the full Supervisory Committee to confirm final revisions necessary for the Thesis to be considered worthy of proceeding to Oral Examination. The Supervisory Committee should agree on these final revisions and provide clear instructions to the student, in writing, if necessary, to enable the student to produce an examinable draft of the Thesis.

The Coordinating Chair should confirm the availability of the potential candidates for External Examiner and York Internal/External, and the Supervisory Committee should confirm their ranking. If the Coordinating Chair has not been able to secure commitment from candidates for External Examiner and York Internal/External, alternate candidates should be nominated and the process of recruitment repeated.

Student then submits the final draft of the Thesis to all three members of the Supervisory Committee for approval to proceed to Oral Examination, as soon as possible after this meeting.

~ Eight weeks before the projected date of the Oral Examination, every IS student should meet with the full Supervisory Committee to confirm their approval that the final draft of the Thesis is worthy of proceeding to Oral Examination. The Supervisory Committee should confirm which supervisor will serve on the Oral Examination Committee, as well as the availability and ranking of candidates for External Examiner and York Internal/External.

IS students should make sure the IS Recommendation for Oral Examination form has been completed, as well as the Copyright Licence (Partial Copyright) form, the UMI Form, and the Theses Non-Exclusive Licence (National Library) form. Students should note that the program requirement of three supervisors, not one, means that IS Recommendation for Oral Examination form varies from the standard FGS Recommendation for Oral Examination form. The IS Recommendation for Oral Examination calls for signed confirmation from all three members of the Supervisory Committee, that they are satisfied that the student has completed an examinable draft of the thesis. Every IS student is responsible for securing these signatures. The form also requires the names, academic affiliations and contact data for the External Examiner and York Internal/External.

The IS Recommendation for Oral Examination form is available on the IS website. Please see: <http://interdis.gradstudies.yorku.ca/students/>
The Copyright Licence (Partial Copyright) form, the UMI Form, and the Theses Non-Exclusive Licence (National Library) form are available on the IS website websites in Word and Pdf formats. Please see: <http://interdis.gradstudies.yorku.ca/students/>

In addition, every IS student should request in writing, copied to the GPA, that the current Coordinating Chair of the Supervisory Committee contact the GPA to synchronize the final stages proceeding to the Oral Examination, including confirming its projected date and providing the GPA with the names, affiliations, contact data and preferred ranking of candidates for:

The External Examiner and Outside Examiner from York.

~ No less than six weeks before the projected date of the Oral Examination, every IS student should submit to the GPA four copies of the examinable draft of the Thesis, along with the IS Recommendation for Oral Examination form, signed by all three supervisors. **The examining committee section should be left blank as this is filled out by the program office.** An electronic copy of the examinable draft of the Thesis should also be submitted to the GPA. The student should make sure that the Coordinating

Chair of the Supervisory Committee has contacted the GPA to synchronize the final stages proceeding to the Oral Examination and to confirm its projected date. The student is also responsible for arranging with the GPA for the provision of any special equipment needed for the Oral Examination.

~ No less than five weeks before the projected date of the Oral Examination, on behalf of the IS GPD, the GPA will contact candidates for External Examiner and Dean's Representative in the order of their preferred ranking to confirm their willingness to serve on the Oral Examination Committee. With these commitments secured, the GPA will present the completed IS Recommendation for Oral Examination form to the GPD and FGS for final approval. The External Examiner will receive a formal letter from FGS inviting them to serve on the Oral Examination Committee, with details of their role and responsibilities.

The GPA will send out copies of the examinable draft of the Thesis to all four Oral Examination Committee members, and liaise between them and the student to arrange a date and place for the Oral Examination. The GPA must secure written confirmation from all four members of the Oral Examination Committee that they are able to participate in the Oral Examination, at the agreed time and place, before the Oral Examination receives official scheduling. Once the Oral Examination has been officially scheduled, the GPA sends out invitations to the other two members of the Supervisory Committee.

The GPA also posts notices of the Oral Examination on the IS and FGS websites. Members of the IS, FGS and York University communities may attend the Oral Examination, but IS requests that the examinee be consulted in advance.

~ On the day of the Oral Examination, all four members of the Oral Examination Committee must be present at the scheduled time and place, or the examination must be re-scheduled.

The MA Thesis and its Oral Examination are subject to FGS procedures and regulations on MA Thesis evaluation. These procedures and regulations allow for four possible outcomes: "Accepted with no Revisions," "Accepted Pending Specified Revisions," "Referred Pending Major Revisions," and "Failed." Students should be aware that "Accepted with no Revision" may entail a lot of corrections to produce 'clean copy'; that "Accepted Pending Specified Revisions" may involve significant reworking as long as it is specified and does not alter the disposition of the thesis in any essential way; and that "Referred Pending Major Revision" necessitates extensive and substantive new work and may require a second Oral Examination.

An Oral Examination Report records the outcome of every Oral Examination. This report includes a short evaluation of the examinee's Thesis and Oral Examination. It also registers whether or not the Oral Examination Committee recommends the Thesis for consideration as an IS

nominee for one of three annual FGS MA Thesis prizes. Every successful outcome results in the completion of an IS MA student's York University MA Degree Certificate. The IS MA degree certificate includes the names and signatures of all four members of the examining committee, as well as the names and signatures of all three members of the Supervisory Committee.

DEGREE COMPLETION

After the Oral Examination, every IS student must submit three clean copies of the completed MA Thesis to FGS. This version of the MA Thesis is the final version. Where revisions of any kind are required, a completed FGS Revisions Approved Memorandum form must accompany the three clean copies of the thesis. If specified revisions are necessary, students must complete them within six months of the Oral Examination; major revisions must be completed within twelve months of the Oral Examination. The supervisor and the Chair serving on the Oral Examination Committee ensure that the student completes specified revisions as advised.

All four members of the Oral Examination Committee must approve major revisions, and if necessary, reconvene with the student for a second Examination.

IS students should be aware that they must continue to register and pay fees until the final copies of the MA Thesis have been submitted to FGS, along with the Revisions, Approved Memorandum form, if required, indicating that revisions have been made, reviewed and accepted by the supervisor and the Chair serving on the Oral Examination Committee.

Final paperwork includes the grade reporting form for Interdisciplinary Studies 5000 6.0: Supervisory Seminar. Every IS student must make sure that their Supervisory Committee completes this form. This seminar yields 6 of every IS student's required 18 course credits. No IS student will be eligible for graduation and convocation without these credits. IS students are responsible for submitting the completed grade reporting form to the GPA, who forwards the grade for recording. Finally, students also need to complete paperwork for ordering copies of the Thesis and reimbursement for copies of the Thesis. Upon receiving the completed notification from FGS, the GPA informs the Registrar's Office and student is coded for convocation.

The grade reporting form for Interdisciplinary Studies 5000 6.0: Supervisory Seminar is available on the IS website in Word and Pdf formats. Please see: <http://interdis.gradstudies.yorku.ca/students/>

Further details on FGS guidelines and procedures for forming an MA Thesis Oral

Examination Committee, for scheduling and conducting an MA Thesis Oral Examination, for evaluating an MA Thesis at Oral Examination, and for reporting the results of an MA Thesis Oral Examination are available on the FGS website, as are the various forms required by FGS at different stages of the Oral Examination, graduation and convocation process. Please see: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/>

IS students, Supervisory Committee members and Oral Examination Committee members should be aware that any breakdown in communication or unforeseen impediment may lead to unwanted delays in the passage from Thesis Proposal, Colloquium Presentation, completed MA Thesis and its successful defense at Oral Examination to graduation and convocation. Consultation, planning and anticipation are the keys to a smooth transition from IS student to IS graduate. Every IS student is asked to remember that if they do not adhere to the timeline they set, they cannot expect their Supervisory Committee to adhere to it either. Reading and commenting on an IS student's work is important to every faculty member serving on a Supervisory Committee, but it is never their only, or even their primary, professional responsibility. The radically diverse and individualized nature of study and research in the IS MA program is intellectually exciting, but its administration is exacting.

SECTION 4: PROGRAM ADMINISTRATION AND FUNDING

ADMISSION, REGISTRATION AND COURSE ENROLLMENT

Admission, registration and course enrollment are separate but interlinked processes. FGS sends every new student a letter offering admission to IS. Full-time students also receive details of funding packages, scholarships and awards offered by the university. Part-time students are not eligible for university funding. Letters of admission include instructions for accessing the computerized system FGS uses for admissions, registration and course enrolment. Every new student must go on-line to formally accept their offer of admission.

Acceptance of an offer of admission allows a student to set up a Passport York on-line account and York University e-mail address. Passport York is the university's main method of on-line authentication. Using a Passport York username and password, members of the university community are able to log in to York's on-line services and tools. It is also very important for a student to acquire a York e-mail address in order to ensure that no important communication is lost.

A Passport York account allows IS students to access the computerized system FGS uses for registration and course enrolment. Registration and course enrolment for graduate students starts beginning of June. First-year full-time and part-time students and second- year part-time students should register and enroll in fall, winter and summer courses as soon as they are able, using a separate

copy of the form Letter of Permission: Graduate Student to Enroll in Guest Graduate Program at York for Credit for each course. With the appropriate approvals, IS students may enroll in courses calendared by any other graduate program, but start dates for courses vary from graduate program to graduate program. IS students should therefore be careful to ascertain the first day of classes for the courses in which they are enrolled.

Graduate students are required to maintain continuous registration for the fall, winter and summer terms until they graduate. Every year FGS sets a registration deadline for each term. IS students should make sure they meet these deadlines to avoid a late registration fee of \$200.00. Failure to meet a registration deadline will also delay receipt of university funding, scholarships and awards. Students should regularly check the Important Dates on the FGS website to ensure they are aware of all deadlines. Please see <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

Every year, FGS sets deadlines for enrolling in a course on-line. These deadlines come later in each term than the registration deadlines. After these on-line enrollment deadlines, IS students *may still take a course, but only with the written permission of the course instructor.* IS students have to submit Directed Reading Forms to the Director for signature before enrolling in INST 5010 3.0/6.0, and INST 5020 3.0/6.0. As graduate students, IS students may not enroll in undergraduate courses.

Registration and enrolment information may be found on the FGS website. Please see: <http://gradstudies.yorku.ca/current-students/regulations/>

Registration and course enrolment deadlines change from year to year; they are posted on the FGS website under “Important Dates.” Please see: <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

ORIENTATION

Incoming IS students are advised to attend both the FGS and IS Orientations. IS hosts an Orientation meeting for new students at the beginning of every academic year. Orientation includes a ‘Meet-and-Greet luncheon.’ A student panel comprising of second and third-year IS students, are invited to share their experience in the program and at York. The GPD and GPA provide information and field questions about the program. Representatives from FGS, the Office of Research Ethics (ORE), the Graduate Student Association (GSA) and Counselling and Disability Services (CDSR) and a Library Representative are invited to make brief presentations on the roles of their organizations in graduate student life at York.

YORK UNIVERSITY GRADUATE STUDIES FUNDING PACKAGES

Graduate studies cost money. Students have to pay tuition fees and to support themselves while they dedicate their time and energy to their studies and research. FGS is well aware of the fiscal pressures that attending graduate

school can exert. To help students meet their financial obligations, FGS packages funding for graduate students from several sources, including Graduate Fellowships (GFA), Teaching Assistantships (TA), Research Assistantships (RA), awards, scholarships, and bursaries.

Only full-time students are eligible for these funding packages. Every full-time IS student receives a standard funding package of two full years of financial assistance in the form of an FGS GFA. Occasionally, an IS student may opt to apply for a TA in their second year instead of a GFA. Top-ranked IS students may receive a York Graduate Scholarship in addition to their GFA funding package. The amounts of these scholarships vary from year to year and from case to case. Students must remain full-time in good standing for every term in which a GFA is held, in order to remain eligible for this financial assistance.

~ Research Assistantship (RA):

Research Assistantships are available to IS students provided they are **funded directly from a faculty member's research grant**. These assistantships are expected to relate to both the student's research and to the faculty member's.

The value of an RA varies from discipline to discipline and from faculty member to faculty member.

~ Teaching Assistantship (TA):

Second-year IS students may apply for a Teaching Assistantship instead of their GA. Students may consider serving as a TA in any undergraduate department, though historically, they have taught most frequently in Humanities and Social Sciences. These assistantships are an important and valuable experience for IS students planning a career in a university or college setting. The GPD may offer advice about possible openings, but the program is not responsible for placing students as TAs.

Teaching Assistants at York are members of Unit 1 of the Canadian Union of Public Employees 3903 (CUPE). The terms and conditions of employment are governed by CUPE 3903's collective agreement. A copy of this collective agreement is available from faculty relations. See link below: <http://3903.cupe.ca/resources/collective-agreement/>
For detailed information, including rates of pay and contract details, prospective applicants are encouraged to consult the CUPE 3903 website.

Teaching faculties hire according to the terms of the CUPE 3903 contract. All Full-time students are members of Unit 1. Part-time students who are TAs are members of Unit 2. All TA contracts are approved by FGS on the recommendation of the applicant's GPD. FGS ensures that full-time students do not work more than 5 hours per week. FGS also ensures that only students registered full-time, receive Unit 1 TAs, because they include a student related grant-in-aid and salary supplement, and are provided at a higher rate of pay than Unit 2 TAs. Lastly, FGS ensures that

students with more than one TA in a 12- month period only receive grant-in-aid for one full TA, as required by the contract.

For application forms, please visit the offices of the chosen department or see:

<http://www.yorku.ca/hr/documents/>

In support of the transition to the new funding model at York University for Fall 2016, please visit **Graduate Funding Model** for further information including frequently asked questions and contact information at: <http://gradstudies.yorku.ca/>

EXTERNAL FUNDING: OGS, SSHRC, CIHR AND NSERC COMPETITIONS

The Province of Ontario and the Canadian Tri-Council Agencies are important external sources of research funding for post-secondary institutions in Ontario and Canada. Every year, each granting body underwrites scholarship and awards competitions for graduate students. FGS and IS encourage top-ranked full-time students to enter the annual Ontario Graduate Scholarship (OGS) and the federal Social Sciences and Humanities Research Council (SSHRC), Canadian Institutes of Health Research (CIHR) and Natural Sciences and Engineering Research Council (NSERC) competitions.

OGS, SSHRC, CIHR and NSERC application deadlines, the amounts of the scholarships and awards, and eligibility criteria vary from year to year.

Each external funding agency sets application deadlines every year. In order to meet these deadlines, FGS must set its own, still earlier deadlines. Similarly, in order to meet FGS deadlines, IS must set its own, earlier deadlines. FGS and the IS GPA post regular e-mail notices to their respective LISTSERV about different deadlines for different competitions, but students are wholly responsible for familiarizing themselves with and meeting these deadlines. Students are also responsible for familiarizing themselves with the specific criteria governing eligibility for each competition.

The OGS, SSHRC, CIHR and NSERC awards are highly desirable and prestigious, so competition for them is intense. Over the years, however, IS students have established an excellent success rate. To assist IS students in preparing their application the GPD hosts a Scholarship and Awards Workshop every Fall term. Full-time IS students are expected to attend the workshop in any year in which they are eligible to apply for external scholarships and awards. They are encouraged to table questions, concerns and points of discussion about writing applications for external scholarships and awards. The GPA circulates e-mail notices announcing the time and place of the workshop.

Putting together OGS, SSHRC, CIHR and NSERC applications is a time-consuming and complicated business. It involves both intellectual and administrative demands. Students should prepare well ahead of time and make sure that submitted applications are full and complete, with all required

documents and signatures. Neither FGS nor IS will accept incomplete applications for any OGS, SSHRC, CIHR and NSERC competition, and students should be aware that both IS and FGS deadlines for every competition are absolute and unchangeable. OGS applications are adjudicated, ranked and nominated at the program level for administration by FGS. IS adjudicates, ranks and nominates applications from program students for SSHRC, CIHR and NSERC applications, which are then submitted to FGS for university-wide adjudication and ranking and submission to the Tri-Council Agencies.

For information about the OGS, SSHRC, CIHR and NSERC and other external funding competitions, please see: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

INTERNAL FUNDING: FGS COMPETITIONS

IS students are generally eligible to apply for monies from various internal funds administered by FGS, notably the Fieldwork Cost Fund (FCF), the Graduate Development Fund (GDF), and the Research Cost Fund (RCF). These modest funds have been established to help students with different kinds of expenses related to research and its dissemination. Application deadlines for these competitions vary from year to year, and in order to meet FGS deadlines, IS must set its own, earlier deadlines. FGS and the IS GPA post regular e-mail notices to their respective LISTSERVS about different deadlines for different competitions, but students are responsible for familiarizing themselves with and meeting these deadlines.

The FCF, GDF and RCF are competitive. Students are responsible for familiarizing themselves with the specific criteria governing eligibility for each competition. To assist IS students in preparing applications the GPA hosts a Scholarship and Awards Workshop every fall term. All eligible IS students are expected to attend the workshop; they are encouraged to table questions, concerns and points of discussion about writing applications for these awards. The GPA circulates notices announcing the time and place of the workshop.

Putting together FCF, GDF and RCF applications is a time-consuming and sometimes complicated business. It involves both intellectual and administrative demands. Students should prepare well ahead of time and make sure that submitted applications are full and complete, with all required documents and signatures. Neither FGS nor IS will accept incomplete applications for any FCF, GDF and RCF competition, and students should be aware that both IS and FGS deadlines for every competition are absolute and unchangeable.

For FCF, GDF and RCF application forms please see: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

For further information about funding, including tuition fees, federal and provincial awards and scholarships, York University awards, support for fieldwork and conference attendance, and occasional bursaries, applicants and

current IS students: Please see

<http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

RESOURCES FOR STUDENTS

York University makes several resources available to IS students.

~ Student Lounge

McLaughlin College provides Room 046 for IS students. The room provides a quiet place to study or to hold small meetings. It is also supplied with two computers for our students use. For access to room please see Fiona or the Receptionist in the Master's Office.

~ Student Mailboxes

Mailboxes for IS students are in 046 McLaughlin College

~ E-mail Accounts

IS students should set up their York University e-mail accounts as early as possible and provide their York University e-mail address to the GPA. IS, FGS and other York University offices post a considerable amount of useful and important information to students by e-mail. York University offices normally send messages only to York University e-mail addresses. Similarly, IS students should use their York University e-mail addresses for all official university business. Every IS student should manage their York University e-mail account responsibly, check for messages regularly, do not exceed quotas, and search junk and spam folders for legitimate messages.

Any IS student preferring to use another e-mail address must provide it to the GPA, who will add it to the IS student LISTSERV ***though there are no guarantees that all important e-mails will be received.*** They should also provide their York e-mail addresses to the GPD together with names and contact information of all three members of their Supervisory Committees and all course instructors. Students should also expect other York University offices and community members to communicate using only York University e-mail addresses. It is the responsibility of every IS student to monitor both their York University and their preferred e-mail accounts if the latter differs from the former. Failure to do so may easily result in missed deadlines, overlooked events and other lost opportunities.

~ Computers

IS students requiring assistance on any matter relating to computers should contact University Information Technology (UIT). For immediate assistance, contact the UIT Helpdesk, Computing Commons, William Small Centre. Please call: 416-736-5800. For further information about UIT services, please see: <http://computing.yorku.ca/students/home/>.

SPECIAL CASES

Like any large institution, York University's FGS has established a variety of regulations and guidelines in order to facilitate the smooth running of graduate student life. IS is a member of FGS and is bound by its regulations and guidelines where the program's own specific regulations and guidelines do not differ. IS students are responsible for familiarizing themselves with and abiding by both IS and FGS regulations and guidelines. As in any large institution, however, individual circumstances will give rise to special cases. IS students are strongly encouraged to make themselves aware of the procedures for seeking exceptions to general FGS and IS regulations and guidelines.

Academic Petitions:

IS students may seek special dispensation for a number of different academic reasons, including:

- ~ Advanced Standing
- ~ Change of Registration Status
- ~ Extension of Program Time Limits
- ~ Leaves of Absence, including elective, maternity and parental leaves
- ~ No Course Available Petition
- ~ Withdraw in Good Standing
- ~ Reinstatement
- ~ Reinstatement to Defend
- ~ Waive a program Requirement

Students are wholly responsible for familiarizing themselves with and abiding by the criteria governing the various kinds of academic petition, and for providing full and complete forms, with all required documents and signatures.

An Attending Physician's Statement form must be completed by a Medical Physician and submitted in all cases where a student is offering medical rationale for their petition.

Students seeking a Leave of Absence must submit a Program Approval form in advance of the term for which a change in status is being sought and needed and no later than the registration deadline for that term.

Leave to Appeal:

An IS student may seek to apply to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies for approval to appeal a decision of the Petition Committee of the Faculty of Graduate Studies. Students are wholly responsible for familiarizing themselves with and abiding by the criteria governing a Leave to Appeal, and for providing full and complete forms, with all required documents and signatures.

Supervisor and Supervisory Committee Approval:

An IS student seeking any changes to their Supervisory Committee should complete a Supervisor and Supervisory Committee Approval form. Students are wholly responsible for familiarizing themselves with and abiding by the criteria governing the Supervisor and Supervisory Committee Approval form, and for providing all required documents and signatures.

Course Related:

An IS student may seek special dispensation on a matter related to their coursework. Different procedures apply, depending on the issue, including:

- ~ To add, drop, (after the online add/drop is no longer available) or to request a late grade change, change to audit or course extension

- ~ To apply as an Ontario Visiting Graduate Student to take a course at another Ontario University

- ~ To withdraw from an approved Ontario Visiting Graduate Student course

- ~ To obtain approval to take a graduate course in another graduate program at York (always required of IS students taking calendared courses)

- ~ To obtain approval for a Graduate Student to take an undergraduate course at York, ***if the course is required for a graduate degree***

Students are wholly responsible for familiarizing themselves with and abiding by the criteria governing the various kinds of procedures related to coursework, and for providing full and complete forms, with all required documents and signatures.

Program Withdrawal:

In exceptional circumstances, an IS student may seek to withdraw from the program. Such students are wholly responsible for familiarizing themselves

with and abiding by the criteria governing Program Withdrawal, and for providing full and complete forms, with all required documents and signatures. Students wishing to pursue any of these special cases are strongly advised to consult with the GPD before pursuing their case. In the event that they decide to go ahead, all petitions and accompanying documents should be forwarded to the GPA at the IS program office.

For the forms and rationales governing these special cases, please see:
<http://gradstudies.yorku.ca/current-students/student-status/forms/>

Revised by Jamie S. Scott PhD
Graduate Programme Director
Interdisciplinary Studies

May 2013

Further Edited by
Fiona Fernandes, Programme Administrator

August 2016