



Graduate Program in Development Studies

2017-2018 Handbook

TABLE OF CONTENTS

| | |
|--|----|
| WELCOME! | 5 |
| GENERAL INFORMATION | 6 |
| ORIENTATION..... | 6 |
| Development Studies (DVST) Orientation | 6 |
| DVST Meet and Greet | 6 |
| Faculty of Graduate Studies (FGS) Orientation..... | 7 |
| New International Student Orientation..... | 7 |
| REGISTRATION AND ENROLLMENT..... | 8 |
| Passport York & Email..... | 8 |
| Registration process | 8 |
| Fall and Winter Deadlines..... | 9 |
| Late Registration..... | 9 |
| Enrollment..... | 9 |
| Enrolling in a Course in another Graduate Program at York..... | 9 |
| Enrolling in Directed Reading Courses | 9 |
| Enrolling in an Undergraduate Course | 9 |
| Auditing Courses | 9 |
| Dropping Courses | 9 |
| Incomplete Courses..... | 10 |
| When do classes begin?..... | 10 |
| FEES..... | 10 |
| When do I pay my fees? | 10 |
| DEGREE REQUIREMENTS AND OPTIONS | 10 |
| THESIS AND MAJOR RESEARCH PAPER (MRP)..... | 13 |

| | |
|--|----|
| Thesis (MRT) | 13 |
| Major Research Paper (MRP)..... | 13 |
| FIELDWORK AND INTERNSHIP | 14 |
| MRT/MRP RESEARCH PHASES..... | 15 |
| PHASE 5 – 2017 DEADLINES | 17 |
| RESEARCH ETHICS..... | 17 |
| SUPERVISION | 18 |
| Supervisory Committee Composition..... | 18 |
| Thesis option | 18 |
| MRP Option..... | 18 |
| Supervision Guidelines | 19 |
| DVST COURSES (2017-2018) | 20 |
| DVST COURSE SCHEDULE | 22 |
| OTHER PROGRAM ACTIVITIES..... | 23 |
| DVST seminars | 23 |
| DVST Research Colloquium | 23 |
| Professional Development Workshops..... | 23 |
| Teaching Commons..... | 23 |
| STUDENT SERVICES..... | 23 |
| Computing..... | 23 |
| Computer Access on Campus..... | 24 |
| Printing Quota for Registered Graduate Students..... | 24 |
| Library services | 24 |
| Academic Writing Support Services | 25 |
| York Library | 25 |
| The Writing Centre | 25 |
| YU-Card | 25 |

| | |
|--|----|
| CUPE 9303 Extended Health and Benefits | 26 |
| University Health Insurance Plan (UHIP) | 26 |
| Counselling and Disability Services (CDS)..... | 26 |
| Campus Residences..... | 26 |
| Vehicle Parking Pass..... | 26 |
| Bus Transportation..... | 27 |
| GRADUATE STUDENT GOVERNANCE..... | 27 |
| Student Representatives..... | 27 |
| Representation..... | 28 |
| Procedure to elect DVST-SA | 28 |
| Banking | 28 |
| York University Graduate Students' Association (YUGSA) | 28 |
| FUNDING AND AWARDS..... | 29 |
| YORK FUNDING | 29 |
| Fieldwork Cost Fund | 29 |
| The Graduate Development Fund | 29 |
| The Albert C.W. Chan Foundation Fellowship | 30 |
| The Vivienne Poy Asian Research Award | 30 |
| The YCAR Language Award | 30 |
| The David Wurfel Award | 30 |
| The Paavo and Aino Lukkari Award..... | 30 |
| The Paavo and Aino Lukkari Human Rights Fellowship | 31 |
| York International Internship Program..... | 31 |
| York International Mobility Award (YIMA) | 31 |
| Teaching Assistantships (TA's) | 31 |
| Graduate Assistantships (GA's)..... | 31 |
| Bursaries..... | 32 |

| | |
|--|----|
| FGS/CUPE Bursary | 32 |
| Financial Aid for MRPs and other Funding..... | 32 |
| York University Graduate Students Association (YUGSA)..... | 32 |
| EXTERNAL FUNDING..... | 32 |
| Ontario Graduate Scholarships (OGS)..... | 33 |
| Social Science and Humanities Research Council of Canada Scholarships (SSHRC)..... | 33 |
| International Development Research Centre - Awards for graduate students..... | 34 |
| RESEARCH CENTRES | 34 |
| Centre for Feminist Research (CFR)..... | 34 |
| Centre for Refugee Studies (CRS)..... | 35 |
| Centre for Research on Latin America and the Caribbean (CERLAC) | 35 |
| The City Institute at York University (CITY)..... | 36 |
| York Centre for Asian Research (YCAR)..... | 36 |
| MRT FORMATTING AND PREPARATION GUIDELINE PROCEDURES..... | 37 |
| MRP FORMATTING AND PREPARATION GUIDELINE PROCEDURES..... | 37 |
| Preparation Of Title Page | 39 |
| FORMAT FOR TITLE PAGE..... | 39 |
| Sample Table Of Contents..... | 40 |
| Sample List Of Tables | 40 |
| IMPORTANT DATES | 41 |

WELCOME!

On behalf of our program faculty and staff, we welcome you to the graduate program in Development Studies (DVST). We hope that your experience at York will be enriching and rewarding and that you enjoy getting to know our faculty and your fellow students, and gaining a deeper understanding of the changing development discourse and the practical challenges of human development facing the world in the 21st Century.

This brief handbook introduces the basic structure of the graduate program in Development Studies and offers a summary of some of the rules and regulations that will guide you through your graduate studies at York University. DVST operates under the aegis of the Faculty of Graduate Studies (FGS) and all registered students are bound by the rules, regulations, policies and procedures that govern graduate studies at York University. It is essential therefore, that students read and understand the rules, regulations and deadlines of the program and of the faculty.

We hope that you find this Handbook useful. It will need to be consulted throughout your time in the program, as it will contain answers to many of the queries you may have. Should you require additional information, please contact either the program director or the program assistant or check the DVST program website. In general, administrative queries should be directed to the Graduate Program Assistant while academic questions should be addressed to the Graduate Program Director.

For more information on FGS guidelines and policies please visit <http://gradstudies.yorku.ca/current-students/regulations/>

Sincerely,

Viviana Patroni
Graduate Program Director

Orlene Ellis
Graduate Program Assistant

GENERAL INFORMATION

The **DVST Program office** is located in Ross S776 (on the 7th floor of the Ross Building, South Tower).

Correspondence and general enquiries should normally be routed through Orlene Ellis, Program Assistant (orlene@yorku.ca; (416)736-2100 x 20979). Office hours are Monday through Friday, 9am to 4pm.

The office of the Graduate Program Director, Viviana Patroni, is located in N833Ross (vpatroni@yorku.ca) (416) 736-2100 x 33752).

The **DVST students' lounge** is located in N783 Ross. The Lounge offers study space and computer workstations exclusively for DVST and Socio-Legal Studies (SLST) students' use. The lounge is accessed by codes, which will be disclosed to students when they attend the DVST Orientation. In the interest of security please do not circulate the code and do not leave valuables in these common rooms.

The **main reception desk for the Social Science Department** is open Monday through Friday from 8:30am to 4:30pm, should you wish to leave anything for Orlene Ellis' mailbox. The doors to access the 7th floor from the elevators lock after 5:30pm.

The **Faculty of Graduate Studies** is located in 230 York Lanes. The general FGS website can be found at: <http://www.yorku.ca/grads/index.htm>

For a full listing of **DVST Faculty**, including their research interests and contact information, please visit: <http://dvst.gradstudies.yorku.ca/faculty/>

ORIENTATION

The Faculty of Graduate Studies webpage offers a comprehensive list of resources to help incoming students get started at York: <http://gradstudies.yorku.ca/incoming-students/>

A number of orientation sessions for incoming students will provide essential information for your successful adaptation to graduate school at York. It is strongly recommended that you attend all of them.

Development Studies (DVST) Orientation

Incoming students will receive an email invitation to attend the DVST orientation session. The session aims to formally welcome you to the program, to introduce DVST faculty, to explain program milestones and degree requirements as well as procedural and governing issues. The session also aims at answering any questions you may have about degree requirements, funding opportunities, and other relevant issues.

The DVST Orientation session will be held on **September 6, 2017 (9:00-3:30) at S701 Ross**. *Please note that attending this orientation session is mandatory for all incoming students.*

DVST Meet and Greet

As part of Orientation for incoming DVST students, the program organizes a separate informal get-together of all students in the program (1st. and 2nd. year cohorts). This “meet and greet” is designed to allow both cohorts to get to know each other informally and to facilitate the integration of first-year students into the program. This meeting is usually held in mid-September and the agenda is organized entirely by students. Students from both cohorts are expected to attend.

Faculty of Graduate Studies (FGS) Orientation

Prior to first semester, you will receive an email invitation to the Faculty of Graduate Studies’ Orientation. At the orientation, you will be introduced to the FGS Dean and staff, and become more familiar with York University’s regulations and procedures regarding registration, financial matters, accessing university resources, and other important topics. *We strongly encourage you to attend this session.*

New International Student Orientation

York International offers a number of services for international students, including on-line pre-arrival and in-person orientation sessions. For more information about York International orientation visit: <http://yorkinternational.yorku.ca/new-students/orientation-for-new-international-students/>

FGS prepares the **International Handbook** to help graduate international students navigate the process of coming to Canada and settling into their new home at York University and the city of Toronto. International students should read all of the information in this guide in order to be fully informed about their responsibilities as international students in Canada. To access the International Handbook, please visit: <http://gradstudies.yorku.ca/current-students/international-students/international-handbook/>

Two of the very first things that international students must do when they arrive in Toronto are:

- set-up a Canadian bank account
- obtain a Social Insurance Number (SIN)

Banking - There are two banks on York University's campus which specialize in assisting international students with their banking needs: Bank of Montreal and Alterna Credit Union. The bank will need to see your passport and study permit as proof of your student status.

Social Insurance Number - Located close to campus is the Toronto Lawrence Square Service Canada Centre, 700 Lawrence Avenue West. Suite 103-105. They process Social Insurance Numbers immediately. You will need an enrolment letter for the processing of your Social Insurance Number. They will also need to see your passport and study permit as proof of your student status.

REGISTRATION AND ENROLLMENT

This section of the Handbook provides information on how to register with York University.

Passport York & Email

You will require:

- a **Passport York account** in order to register and enroll into courses. Passport York authenticates you as a member of the York computing community, and gives you access to a wide range of Computing resources and services. At York, students can have the same Passport York username throughout their academic period. Please visit: <http://student.computing.yorku.ca/passwords-passport-york-access/>
- a **Yorku.ca email account**. All students are encouraged to set up their email accounts as early as possible and to provide the Program Assistant with your email address. Please note that the Faculty of Graduate Studies email policy mandates that all graduate students require a Yorku.ca email account, as all official university correspondence will be sent to York email accounts. Even if that is not your preferred account, you must ensure that you regularly check or “see” those communications.

To setup email accounts, please visit: <http://student.computing.yorku.ca/email/>

If you require assistance, please contact Computing and Network Services (CNS) as follows:

website: www.cns.yorku.ca
email: helpdesk@yorku.ca
phone: 416-736-5800

Hours of operation: Monday to Friday, 8:30 a.m. to 5:30 p.m.

Registration process

New students entering the program must set up an advising appointment with the Graduate Program Director. Normally, this advising appointment will occur in May and registration will begin in early June. Incoming students may register and enroll in courses only after they have had the advising appointment with the DVST Director. **Registration for 2017-18 academic year will open on June 6, 2017.**

Please note that there is a difference between registration and enrollment. As graduate students, you are required to maintain **continuous registration** until you finish your degree. For DVST students this means registering for each of the five terms of the program. Students who fail to complete their requirements for the degree by April 30 (Year II) must register for the following summer term whether or not they are using university services.

To register online please visit <http://gradstudies.yorku.ca/current-students/student-status/registration/>

Fall and Winter Deadlines

Graduate Students are required to register for each term. The deadlines to register for the Fall and Winter terms are, respectively, **August 15, 2017** and **December 13, 2017**. Summer registration occurs in late March to April.

Late Registration

Students who register after the deadline pay a late registration fee of \$200. Late registration will delay the payroll process of their GA, RA or TA as payroll cannot be processed for students who are not registered. Scholarships may also be impacted if the student is not registered in a prompt and timely manner.

Enrollment

Once you have registered, you can then **enroll** in courses. Students are advised to register and enroll in courses for both the Fall and the Winter term after their advising session in June to ensure that there is space available in the chosen courses. Please note that your registration fee remains the same regardless of how many courses you take.

Enrolling in a Course in another Graduate Program at York

To enroll in an out-of-program elective, students must submit a completed *Request to Take a Course in another Graduate Program at York* Form to the DVST program office. To access the form, please visit: <http://gradstudies.yorku.ca/current-students/student-status/enrollment/>

Enrolling in Directed Reading Courses

Students who wish to enroll in a Directed Reading course must first find a DVST faculty willing to direct the course and then submit a directed study course form with the signatures of the course director and the Graduate Program Director prior to requesting permission to enroll from the Graduate Program Assistant. The online system will not permit students to enroll in the reading courses without authorization from our department. The form can be found on the DVST website: <http://dvst.gradstudies.yorku.ca/guidelines/>

Enrolling in an Undergraduate Course

Students wishing to take a language course in preparation for fieldwork are permitted to take an undergraduate language course at no extra cost. Students must submit a completed [Request for a Graduate student to Enroll in an Undergraduate Course Form \(.pdf\)](#) to the Bennett Centre for Student Services and inform the DVST program office.

Auditing Courses

There are two options to audit a course. If a student wishes the course to appear on their transcript, they must officially enroll in the course as an auditing student and with permission of the course director. At the end of the term, the professor then submits a grade of "AU". Please note that a student cannot utilize the audit option for a degree requirement credit. If the student does not want the course to appear on their transcript, then s/he needs only to talk to the professor to gain permission to audit the course. A letter by the professor stating that the student audited the class can be included in the student's file.

Dropping Courses

There is no specific date by which FGS regulations state that a graduate student can drop a course and it will not appear on their transcript provided that not more than two-thirds of the course has been

completed. Thus, a student has until the end of October for Fall courses and the end of February for Winter courses. Beyond these periods, students must petition to drop the course.

Incomplete Courses

When a graduate student is unable to complete course work by the designated deadline, formal approval for an extension must be obtained from the course director. The maximum period for carrying an incomplete grade, as established by FGS, is two months.

When do classes begin?

Graduate courses begin on **Thursday, September 7, 2017**. Students are responsible for finding out the precise date and location of the first class meeting in the courses in which they enroll. Information about out-of-program courses must be obtained from the program offering the course.

FEES

Academic fees are charged on either a per-course or per-program basis, depending on the Faculty or program in which you enrol, and in most cases include tuition costs as well as supplementary fees. Additional fees may include health plans, the YU-card (where applicable) and associated course and program fees. Please note that course and program fees are subject to approval by York's Board of Governors in accordance with the fees guidelines set by the Ministry of Training, Colleges and Universities and are subject to change.

For more information please visit: <http://gradstudies.yorku.ca/current-students/student-finances/fees-tuition/>

For fee tables for First Year Graduate Students, visit:

<http://sfs.yorku.ca/fees/courses/2017-2018/fall-winter/faculty-of-graduate-studies>

DEGREE REQUIREMENTS AND OPTIONS

The Program is offered on a full-time and part-time basis, with a recommended completion time of 20 months. The Program offers both Thesis and Major Research Paper (MRP) options.

Degree requirements for each option are as follows:

| Degree Option | Completion Time | Year/Terms | Requirements |
|-----------------------------------|-----------------|---|---|
| Thesis | 20 months | 5 terms of enrolment Year 1: fall, winter & summer terms; Year 2: fall & winter terms | Three (3) full course equivalents 4 three-credit core courses 2 three-credit electives Field work Thesis |
| Major Research Paper (MRP) | 20 months | 5 terms of enrolment Year 1: fall, winter & summer terms; Year 2: fall & winter terms | Three and one-half (3½) full course equivalents 4 three-credit core courses 3 three-credit electives Field work Major Research Paper |

Option 1 – MA Degree by Thesis

The thesis option requires students to complete twenty-seven credits within a twenty-month (5 term) timeframe.

Courses and Credits

Students are required to take **18 graduate-level course credits** (4 three-credit core courses and 2 three-credit electives).

Four required core courses:

- DVST 5100 3.0: Conceptual Foundations of Development – 3 credits
- DVST 5101 3.0: Historical and Institutional Foundations of Development – 3 credits
- DVST 5120 3.0: Research Methods for Development – 3 credits
- DVST 5122 3.0: Critical Reflections on Field Work and Writing – 3 credits

Two elective courses* from among:

- DVST 5110 3.0: Development, Political Economy & Policy – 3 credits
- DVST 5111 3.0: Civil Society in Development Discourse and Practice – 3 credits
- DVST 5112 3.0: Cultural Politics of Development – 3 credits
- DVST 5121 3.0: Tools and Policy Analysis for Development – 3 credits

*One three-credit elective course may be selected from other programs with permission of program director.

Fieldwork and Research Credits

Students are required to complete 9 credits worth of Field Work and Research requirements.

- Fieldwork – 3 credits
- Thesis – 6 credits

Total = 27 credits

Option 2: MA Degree by Major Research Paper (MRP)

The major research paper option requires students to complete twenty-seven credits within a twenty-month (5 term) timeframe.

Courses and Credits

Students are required to take **21 graduate-level course credits** (4 three-credit core courses and 3 three-credit electives).

Four required core courses:

- DVST 5100 3.0: Conceptual Foundations of Development – 3 credits
- DVST 5101 3.0: Historical and Institutional Foundations of Development – 3 credits
- DVST 5120 3.0: Research Methods for Development – 3 credits
- DVST 5122 3.0: Critical Reflections on Field Work and Writing – 3 credits

Three elective courses* from among:

- DVST 5110 3.0: Development, Political Economy & Policy – 3 credits
- DVST 5111 3.0: Civil Society in Development Discourse and Practice – 3 credits
- DVST 5112 3.0: Cultural Politics of Development – 3 credits
- DVST 5121 3.0: Tools and Policy Analysis for Development – 3 credits

*One three-credit elective course may be selected from other programs with permission of program director.

Fieldwork and Research Credits

Students are required to complete 6 credits worth of Field Work and Research requirements.

- Fieldwork – 3 credits
- MRP – 3 credits

Total = 27 credits

THESIS AND MAJOR RESEARCH PAPER (MRP)

Thesis (MRT)

Master's theses should demonstrate that the student is familiar with and has an acceptable understanding of the literature in the subject of the thesis; that appropriate research methods have been used; and that appropriate levels of critical analysis have been applied. The research embodied in the thesis should make some original contribution to knowledge in the field. The research and results should demonstrate the Candidate's independence, originality, and understanding of the area of investigation at an advanced level. A candidate pursuing the thesis option is expected to produce a methodologically rigorous, theoretically informed, and comprehensive analysis of a chosen topic through original, independent research. It should engage with the state of knowledge in the field and synthesize secondary data and fieldwork based primary data. A thesis must draw upon the student's own data gathered through fieldwork.

There are no precise requirements for length, but a reasonable guideline would be 85 to 100 double-spaced pages excluding bibliography and footnotes/endnotes. Students must comply with the requirements for the preparation, submission and distribution of theses as described in the Faculty of Graduate Studies' Guide for the Preparation and Examination of Theses and Dissertations. Aside from requirements established by the Faculty of Graduate Studies, the thesis should follow normal scholarly standards in form.

Master's theses shall be on a topic approved by the student's supervisor and supervisory committee and requires the submission of a thesis proposal, including appropriate ethics review, for approval in accordance with Faculty and program requirements and procedures. The thesis is written under the supervision of a Thesis Supervisory Committee consisting of three faculty members, including one from outside the program. The thesis supervisor should be chosen from the program's list of faculty. All students are strongly encouraged to finalize their supervisory committee by October of their first year. It is extremely important that students involve the three members of the committee in the research/writing processes from the beginning of the study. Upon completion, the thesis must be defended in an oral examination before a Thesis Examining Committee, made up of two faculty members from the program, one from another program.

Major Research Paper (MRP)

The MRP constitutes the sustained exploration of a theoretical or empirical question to provide an in-depth analysis of a topic by preferably weaving together theoretical debates and empirical evidence. As a research project the MRP is generally narrower in scope, less complex in methodology and/or less ambitious in data gathering and analysis than a thesis. The MRP would normally draw on the student's fieldwork but it may not necessarily contain original primary data.

Major Review Papers shall be on a topic approved by the student's supervisor and supervisory committee and require the submission of an MRP proposal, including appropriate ethics review, for approval in accordance with Faculty and program requirements and procedures. The MRP is written under the supervision of an MRP Supervisory Committee consisting of two faculty members, a Supervisor and a Second Reader. The MRP supervisor should be chosen from the program's faculty list. All students are strongly encouraged to finalize their supervisory committee in the Fall of their first year. Even though students will be working primarily under the guidance of their supervisor, it is extremely important that they involve both members of the committee in the research/writing processes from the beginning of the study. Upon completion of the complete final draft, the Second

Reader will assess the MRP and provide feedback and suggestions for changes. The student will be required to defend the revised version orally before both readers. Master's MRPs are normally graded on a Pass/Fail basis. The final draft of the MRP has to be formatted based on the program's guidelines. Major Research Papers should be between 50 and 70 double-spaced pages excluding bibliography and footnotes/endnotes.

FIELDWORK AND INTERNSHIP

As a degree requirement, students are expected to undertake fieldwork for a period of three to four months during the summer term of the first year. This can be fulfilled through an internship placement or volunteer position with a relevant organization (NGO, international development agency, civil society organization, government agency, etc.) or through affiliation with a university-based research centre concerned with issues close to the student's research topic and preferably located in a country of the Global South. While students are expected to find a relevant organization/place on their own and they must receive formal approval in writing from the Graduate Program Director about their fieldwork plan. If necessary, students will be assisted in choosing the location of their fieldwork by the Graduate Program Director or supervisor.

To earn their 3 fieldwork credits, students must submit a fieldwork report upon their return from the field and arrange for their host organization to send an evaluation report to the program. Students must leave for the field in mid-May of their first year and make concrete plans for their return to York before the beginning of the fall classes.

Important:

- Students are strongly advised to look into **visa requirements** early as it can take up to three months to process research/volunteer/work visas.
- Prior to the fieldwork departure, students are required to submit the **Graduate Student Research Risk Assessment Check-List** to the Graduate Program Assistant.
- York University does not usually let students travel to countries with **"Avoid all travel warnings"** as advised by Canada's Department of Foreign Affairs, Trade and Development. To view the Canadian government's country travel advice and advisories, visit: <http://travel.gc.ca/travelling/advisories>

MRT/MRP RESEARCH PHASES

| YEAR I STUDENTS 2017-2018 | |
|--|--|
| PHASE 1 Fall 2017 | THINKING ABOUT MRT/MRP RESEARCH 1. Define MRT/MRP topic 2. Search for potential supervisors 3. Apply for funding |
| November 30 | Two-page research update statement outlining: <ul style="list-style-type: none"> • Research topic (including objectives & questions) • Internship search update (list of potential internships) • Supervisor search update (list of confirmed or prospective supervisors) • Funding plan |
| December 1 st . | SSHRC & OGS Deadline |
| PHASE 2 Winter 2018 | MRT/MRP RESEARCH & FIELDWORK PLANNING 1. Develop full research proposal 2. Finalize supervisory committee 3. Finalize internship 4. Apply for funding |
| January 13 | MRP / MRT Supervisory Committee Approval form |
| February 18 | Meet with supervisory committee |
| February 27 | Research ethics forms due |
| March 11 | Risk assessment form due |
| Early March | Field Cost Fund application due (online and hard copy applications) |
| March 17 | Supervisor Annual Report on Progress Report |
| March 17 | Internship Plan report form |
| March 15-30 | Research proposal seminar presentation (in class) |
| March 30 | Full research proposal due (including Ethics) |
| March 30 | Formal approval of research proposal by supervisory committee. |
| PHASE 3 Summer 2018 May-Aug. | MRT/MRP FIELDWORK RESEARCH 1. Data collection 2. Internship |
| September 11 | Fieldwork report |
| September 11 | Internship report (submitted by internship organization) |

MRT/MRP RESEARCH PHASES

| YEAR II STUDENTS 2017-2018 | |
|--|--|
| PHASE 4 Fall 2017 | DATA ANALYSIS & MRT/MRP 1ST. DRAFT 1. Preparing for data analysis 2. Data analysis 3. MRT/MRP outline 4. Writing MRT/MRP draft |
| Mid-September | Meeting with supervisor |
| End of September | Data organization, interview transcriptions, coding, etc. |
| Mid-October | Initial data analysis |
| End October | MRT/MRP outline, summary of main findings and tentative argument |
| Early November | Consultation with supervisory committee |
| PHASE 5 Winter 2018 | WRITING & DEFENDING MRT/MRP 1. Writing MRT/MRP 2. Research Presentations 3. MRT/MRP Oral Exam 4. Apply to Graduate |
| January 8 | First full MRP/MRT draft |
| Mid-late January | Feedback from supervisor |
| Mid February | Revisions → 2 nd MRP/MRT draft |
| Late February | Second reader / supervisory committee feedback |
| Late February | Research colloquium presentations |
| Mid-March | Final draft |
| Late March-Early April | Oral exam |
| Mid-June | Convocation |

PHASE 5 – 2018 DEADLINES

| DATE | YEAR II - DEADLINES |
|-----------------|--|
| March 30 | Deadline for FGS to receive recommendation for Oral examination from the graduate program directors for master's students expected to fulfill all requirements for June 2018 convocation. |
| April 4 | Deadline to apply to graduate for June 2018 convocation and to inform graduate program of your intention to convocate in June 2018 |
| April 16 | Last date for students to hold an MRP defense to fulfill requirements for June 2018 convocation. Recommendation for oral exam and submission of the MRP to be examined is minimum 2 weeks before the defense date. |
| April 16 | Last date for students to hold thesis exams to fulfill requirements for June 2018 convocation. Recommendation for Oral Exam and submission of the thesis to be examined is minimum 3 weeks prior to the defense date. |
| April 23 | Submissions of Thesis/ Dissertation – Last date to upload Electronic Thesis for Winter 2017 term for students planning to convocate in June 2018. |
| April 30 | All degree requirements, including final grades, must be met by April 30, 2018 to convocate in June 2018 |

For more information on deadlines and submission requirements, please contact the program office or visit: <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

RESEARCH ETHICS

York University is committed to the highest standards of integrity in research and has formulated policies for conduct of research involving human participants. **This policy applies to all Faculties and the Libraries of the University.** This policy is intended to serve as joint protection for the researcher, the study participant and the University in order to ensure attention to various rights and responsibilities of the respective parties to the research endeavour. The Human Participants Review Committee (HPRC) is responsible for ensuring that research involving human participants is consistent with the guidelines set by the University.

The Senate of York University affirms that researchers must respect the safety, welfare, and dignity of

human participants in their research and treat them equally, fairly, and not as a means to an end. The University values the academic freedom of its researchers, and the ethics review process shall not unfairly censor researchers who support unorthodox views. However, academic freedom is complemented by the requirement to respect the rights of human participants. The University's principal reference is the Tri-Council (SSHRC, NSERC, CIHR) Policy Statement (TCPS): Ethical Conduct For Research Involving Humans.

The DVST program is committed to promote the highest standards of ethical conduct for research involving humans. To this end, questions of research ethics are fully covered in the Research Methods for Development core course. Students are expected to prepare all required documents for submission to the York University's Human Research Participants Committee (HPRC) as part of their course work. Graduate student research involving human participants is reviewed by the Faculty of Graduate Studies and the Office of Research Ethics, and all such research proposals and informed consent documents must be approved by York University's Human Research Participants Committee (HPRC) before students may proceed with their research.

To make the clearance of the ethics process easier, please try to avoid studying countries with "Avoid all travel" warnings or be prepared to justify why you are travelling there.

For more information visit: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/>

SUPERVISION

Students are responsible to find their supervisor with the assistance of the GPD and their Faculty Advisor. They are encouraged to start this process in the summer with the help of a designated Faculty Advisor. Ideally, students should have a confirmed supervisor by October of the first year and a list of potential second readers (MRP option) or members of their supervisory committee (thesis option) by November. Selecting the right supervisor and developing a good working relation with the supervisory committee is essential for the successful completion of the program. Members of the supervisory committee act as academic advisors assessing the student's work and progress, assisting with thesis or MRP preparation and serving as professional mentors.

Supervisory Committee Composition

Thesis option

The Thesis Supervisory Committee consists of three faculty members, including one from outside the program. *The thesis supervisor should be chosen from the program's list of faculty.* The thesis must be defended in an oral examination before a Thesis Examining Committee, made up of all three members of the Supervisory committee and the Dean's Representative.

MRP Option

The MRP Supervisory Committee consists of two faculty members, a Supervisor and a Second Reader. *The MRP supervisor should be chosen from the program's list of faculty.* The second reader may be selected from another program. Students will be required to defend their MRPs orally before both readers.

Supervision Guidelines

The following general guidelines outline some basic expectations:

A supervisor shall:

- be reasonably accessible to the student, normally meeting once a month and never less than once each term.
- make arrangements for the student's defense and ensure that a copy of the student's thesis/MRP is sent to each member of the examining committee as far as possible in advance of the date of the oral examination but no later than three weeks prior to the date set.

Members of a supervisory committee shall:

- review the student's progress from time to time, meeting with the student at least once per term, and maintain regular contact during the fieldwork period.
- meet with the student in the Spring of Year I to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting.
- provide comments within a reasonable time period (two to three weeks) after student submits written drafts of their work.
- review a student's research proposal and recommend its approval not less than three months prior to the date set for the oral examination.
- read the thesis/MRP and make a recommendation to the graduate program director regarding oral defense and/or its approval.

Students shall:

- select their supervisory committee by the deadlines set by the program.
- maintain regular contact with their supervisor and supervisory committees.
- involve members of the supervisory committee in the research/writing processes, including the development of their research proposal, from the beginning of the study.
- inform members of their supervisory committees well in advance (three weeks minimum) of upcoming deadlines and/or activities that require their input or signature.

Please visit [Faculty of Graduate Studies – Supervision Guidelines](#) for more information.

DVST COURSES (2017-2018)

The course offerings support the program objectives. Students are advised to contact the DVST Program for further information on courses to be offered in any given year. All core courses will be offered through the Department of Social Science. Out-of-program elective courses are drawn from existing courses in other graduate programs and are open to graduate students in a variety of programs at York, depending on availability and demand. Please note that **not all courses will be offered each year.**

Core Courses Descriptions

| Course Number & Title | Course Description |
|--|--|
| DVST 5100 3.0 <i>Conceptual Foundations of Development</i> | This course examines the epistemological foundations of development from a critical interdisciplinary perspective. It focuses on the key theoretical approaches that influenced the evolution of the discipline and on the historical forces that shaped development as a field of study. The course enables reflection on prevalent development practices through an analysis of the shifting frontiers of development. |
| DVST 5101 3.0 <i>Historical and Institutional Foundations of Development</i> | This course traces the evolution of development theory and practice through critical reflection on the main models of economic and human development in the field. It assesses competing claims about the causes, consequences of, and obstacles to, development, by focusing on quantitative and non-quantitative variables, including non-mathematical models of economic growth, changes in institutional and organizational practices, and cultural factors. |
| DVST 5120 3.0 <i>Research Methods for Development</i> | This interdisciplinary course provides a basis for research on and in developing countries, giving students an appreciation of the range of competing theoretical and methodological frameworks that inform research in international development. |
| DVST 5122 3.0 <i>Critical Reflections on Field Work</i> | Drawing from participatory action research models, this course aims to help class-members critically review the data collected and/or experiences gathered from the field. It highlights the potential contradiction between a researcher's agenda and findings and the lack of usefulness or relevance the information/data/insights have for primary beneficiaries, stakeholders, and local people. |

Descriptions of Program Elective Courses

| Course Number & Title | Course Description |
|---|---|
| <p><i>DVST 5110 3.0</i> <i>Development, Political Economy & Policy</i></p> | <p>The course explores major contributions to the study of global political economy in order to account for the political determinants, and also the consequences, of international economic relations. The focus is on the origins and evolution of the modern world system, including globalization and its impact on structures of power. Not offered in 2017-18.</p> |
| <p><i>DVST 5111 3.0</i> <i>Civil Society in Development Discourse and Practice</i></p> | <p>This course examines the changing roles of civil society in development. It critically reviews the main theoretical and practical approaches to civil society, highlighting their normative assumptions regarding its potential contribution to development and democracy as well as their practical consequences. It explores the usefulness of the concept of civil society to capture the complexity and diversity of associational life across the Global South.</p> |
| <p><i>DVST 5112 3.0</i> <i>Cultural Politics of Development</i> <i>Not Offered in 2017-18</i></p> | <p>This course examines contemporary issues related to refugee and forced migration movements from a critical development studies perspective. Drawing on Canadian and international academic and field-based experts, the course explores political, economic, social and cultural contexts of forced migration. Not offered in 2017-18.</p> |
| <p><i>DVST 5121 3.0</i> <i>Tools & Policy Analysis for Development</i></p> | <p>This course offers a comprehensive, yet critical overview of the ways in which development is delivered by official aid agencies, government organizations and NGOs. By exploring selected case studies, it aims to provide a balanced analysis of the effectiveness of commonly used tools that aim to promote people-centered development in different parts of the world. The course creates an opportunity for students to break new intellectual ground in the delivery of development in the new millennium.</p> |
| <p><i>DVST 5123 3.0</i> <i>Forced Migration and Refugee Issues</i></p> | <p>This course examines contemporary issues related to refugee and forced migration movements from a critical development studies perspective. Drawing on Canadian and international academic and field-based experts, the course explores political, economic, social and cultural contexts of forced migration.</p> |
| <p><i>DVST 5124 3.0</i> <i>The Global Sex Trade</i> <i>(Same as GFWS 6211 3.0)</i> <i>Not Offered in 2017-18</i></p> | <p>This course introduces the main theories and perspectives on the sex trade, and reviews historical and contemporary debates surrounding cross-border movements that have been identified as 'the traffic in women' and 'sex trafficking'. Not offered in 2017-18.</p> |
| <p><i>DVST 5125 3.0</i> <i>Feminism in Black Africa</i> <i>(Same as GFWS 6255 3.0)</i></p> | <p>This course investigates the emergence and elaboration of African Feminism in postcolonial Black Africa. It analyzes what is currently called as African Feminism. The postcolonial feminist discourse and black feminist discourse are being used as the tools of analysis.</p> |

DVST COURSE SCHEDULE

Fall Term 2017

| Course Code | Course Title | Day & Time | Location | Instructor |
|------------------------------------|---|---------------------------|--------------|------------------|
| DVST 5100 3.0 Core | Conceptual Foundations of Development | Wednesday 11:30 – 2:30 | S101 Ross | Patroni, Viviana |
| DVST 5101 3.0 Core | Historical and Institutional Foundations of Development | Tuesday 11:30 – 2:30 | S101 Ross | Idahosa, Pablo |
| DVST 5111 3.0 | Civil Society in Development Discourse and Practice | Thursday 11:30 – 2:30 | S102 Ross | TBA |
| DVST 5122 3.0 Core (Year II) | Critical Reflections on Field Work | Friday 11:30 – 2:30 | S156 Ross | Idemudia, Uwa |
| | | | | |

Winter Term 2018

| Course Code | Course Title | Day & Time | Location | Instructor |
|-------------------------------------|---|---------------------------|-----------------|-------------------|
| DVST 5120 3.0 Core | Research Methods for Development | Friday 11:30 – 2:30 | S101 Ross | Gonzalez, Miguel |
| DVST 5121 3.0 | Tools & Policy Analysis for Development | Tuesday 2:30 – 5:30 | S125 Ross | Mekour, Merouan |
| DVST 5123 3.0 | Forced Migration and Refugee Issues | Wednesday 11:30 – 2:30 | S101 Ross | Hyndman, Jennifer |
| DVST 5125 3.0 (GFWS 6255 3.0) | Feminism in Black Africa | Monday 11:30-2:30 | 201 Founders | Mianda, Gertrude |

OTHER PROGRAM ACTIVITIES

DVST seminars

The program sponsors or organizes a number of seminars throughout the academic year on a number of development-related topics. Announcements will be made through the program listserv and attendance to these events is mandatory.

DVST Research Colloquium

DVST students are responsible for organizing three colloquiums per academic year for second-year DVST students to share their fieldwork experiences and research findings with DVST students and faculty. The **Fall colloquium** is designed for students to reflect on their experiences of doing research and development work in the Global South, and to share their strategies to secure internships and to prepare for field research. The two **Winter colloquiums** allow students to present their research findings and to receive feedback from program faculty and students. Please note that all second-year students are expected to give presentations at the DVST colloquium and attendance is mandatory for all students.

Professional Development Workshops

The program and other York units organize a number of non-credit workshops on various topics of interest to graduate students, including strategies for successful scholarship applications, academic writing, preparing effective conference presentations, research strategies, internship search strategies, career options, etc. The program assistant will circulate regular notices about upcoming events through the DVST listserv.

Teaching Commons

The Teaching Commons provides a range of teaching development opportunities for Graduate Students who would like to enhance their teaching skills and make connections with others who teach at York University. Some accredited courses are restricted to graduate students who hold a TA position at the time they are enrolled in the course and some workshops and courses are restricted to graduate students of a particular experience level, but the majority of workshops, courses and events are open to everyone. For more information, please visit: <http://teachingcommons.yorku.ca/graduate-students/courses-workshops-and-events/>

STUDENT SERVICES

The following section offers a description of some of the services available to graduate students. For a comprehensive list of student services please visit: <http://gradstudies.yorku.ca/current-students/student-services/health-plans/>

Computing

York's computing services offer a full range of services: e-mail and internet, wireless, campus computer labs, Passport York, personal web page hosting, software downloads and support for graduate teaching assistants. For more information please visit: <http://computing.yorku.ca/>

Computer Access on Campus

ACADLABS account

In addition to your email, we also advise you to activate other computer services such as your ACADLABS ACCOUNT that will allow you to access computer labs and libraries across campus. See: <http://www.yorku.ca/computing/students/>

Computing Commons Lab. - located in the William Small Centre. The Computing Commons has computers available to York students complete with internet, word processing and printing capabilities (approximately \$0.10 a page).

Computer Assisted Writing Centre (CAWC) – located in Scott Library, 5th floor. This computer lab is available to all graduate students and the computers are MAC only. You must activate a Laurence account using Maya to use this lab.

Development Studies Lounge. The computer lab in the DVST Grad lounge is accessible exclusively for DVST and Socio-Legal Studies students. Please do not save documents on the desktop but rather on your external storage device such as a USB key or email yourself an attachment.

Printing Quota for Registered Graduate Students

Graduate students registered as active in the current term will receive a one-time only printing allocation. Printing allocations are based on the term of study: Two Year Masters - \$75 (per year for 2 consecutive years). Regular printing charges will apply for any printing that exceeds the printing quota. Graduate printing is available at all Library locations and the William Small Centre. Graduate students must use the designated Graduate printing pay station at William Small Centre to print at that location. Graduate students can use [wireless](#) printing to submit their jobs. Passport York credentials and an Acadlabs account are required to access the quota printing service. Print jobs not released to print within 90 minutes are automatically purged. Further information on general printing is available on the computing site under [Printing](#). Direct relevant questions to Client Services at ext. 55800 or by email to ithelp@yorku.ca

Library services

York University Libraries is an innovative and diverse learning organization, one that is central to the York University community and one in which dynamic intellectual exchange is fostered and welcomed. Keele campus' five libraries offer a robust collection — books, print periodicals, theses, archival material, maps, films and music CDs. The collection has more than 2.6 million printed volumes, 600,000 e-books and 72,000 full-text electronic journals.

For further information, visit: <http://www.library.yorku.ca/web/>

Graduate students enjoy **extended library loan privileges** and can sign out library books for a period of 100 days. However, to do so, they must obtain a form from the GPA confirming that they are indeed students registered with the program and present it to the library. Graduate students can also sign out DVDs from the Sound and Moving Image area of the Library. There is no cost associated with this. Your YU-Card is used as your library card on campus.

Academic Writing Support Services

York Library

The York Library has compiled links to self-directed guides to the various types of essays you may be asked to write. It also provides a list of selected undergraduate and graduate level print guides available in the York Libraries.

- Academic Project or Thesis Proposal
- Annotated Bibliography
- Compare and Contrast Essays
- Literature Reviews
- Research Essays
- Reviews and Critiques
- Reflective Writing
- Printed Guides

The Writing Centre

The Writing Centre offers [one-to-one writing instruction](#), [workshops](#), and [credit courses](#) to help students develop the many skills, processes, and competencies required for advanced writing assignments. One-to-one instruction is available to all students belonging to or taking courses in the Faculty of Liberal Arts & Professional Studies, Faculty of Environmental Studies, Faculty of Graduate Studies, Faculty of Fine Arts, Faculty of Health, and the Schulich School of Business.

A student must enroll to see a Writing Instructor. Normally a student is permitted one 50-minute session per week in which he or she works together with an instructor on course assignments. The goal of the instruction is to improve the student's ability to write effectively in a range of academic situations. Some students meet with an instructor regularly through the year; other students find one or two sessions sufficient to meet their goals. Students often seek assistance with interpreting assignments, organizing research notes, getting started at writing, learning proper documentation styles, and learning to edit their own work.

YU-Card

The YU-Card acts as your university photo I.D. Students are required to know their student number and show one piece of valid government-issued photo identification when arranging for their YU-Card. Therefore, the new YU-Card is available for use in all academic settings including exams. Students are also using the card to access meal plans, sport and recreation facilities and at various other vendors on campus. York Cards are available from the York Card Office located in room 119, William Small Centre after course enrolment. For further information, visit:

<http://www.yorku.ca/web/futurestudents/firstyear/id.html> or <http://www.yorku.ca/yucard/>

Health Plans

YUGSA's Health and Dental Plan

The YUGSA offers a medical insurance plan designed to be comprehensive and low cost. The plan is offered through the National Student Health Network, a not-for-profit broker that helps us to achieve discounts through volume purchasing, and is provided by Green Shield Canada. For more information please visit: <http://www.yugsa.ca/health-plan.html>

CUPE 9303 Extended Health and Benefits

The purpose of the “Extended Health Benefits Fund” is to support members with health care costs that would cause an undue financial burden and that are not covered by the Sun Life Insurance plan provided by our collective bargaining agreement. For more information please visit: <http://3903.cupe.ca/extended-health-benefits-fund/>

University Health Insurance Plan (UHIP)

UHIP is the University Health Insurance Plan in place for international students and others who are not covered by the Ontario Health Insurance Plan (OHIP). The UHIP insurer is Sun Life Assurance Company of Canada (Sun Life). For more information please visit: <http://yorkinternational.yorku.ca/current-international-students/health-insurance/>

Counselling and Disability Services (CDS)

Counselling and Disability Services (CDS), through its professional staff, strives to provide a range of essential psychological services to the York University Community in order to optimize the quality of the scholarly and communal life of the university. The primary aim of CDS is to help students realize, develop, and fulfill their personal potential in order to maximally benefit from their university experience. Achieving this aim requires that a range of programs as well as individual and group counselling are available to all students enrolled at the university. CDS also acts as a resource to faculty and staff of the university. For more information, please visit: <http://cds.info.yorku.ca/>

Campus Maps

Maps are available on line at: <http://www.yorku.ca/yorkweb/maps/york2d/index.htm>

For those students new to the York Community and living in-residence, please note that the campus does not have a grocery store. The nearest off-campus grocery store is Food Cents located at 45 Four Winds Drive, just one block south of the university's residence buildings.

Campus Residences

Student Housing Services information is available online at: <http://gradstudies.yorku.ca/current-students/student-services/housing/>

Telephone, cable and internet hook-up can be arranged through Telecom York: 416-650-8055. Dial-up access is free of charge to graduate students and high-speed access is available at a small cost per month. Laundry machines are located in every residence building and operate on a debit card system. Cards can be purchased from the Graduate Housing Office in 340 Assiniboine Road room 105. Money can be placed on the cards at machines in the lobbies of most residence buildings.

Vehicle Parking Pass

All procedures outlining the purchase of a vehicle parking pass are outlined on the Parking Services website: <http://www.yorku.ca/parking/>. The parking office is located in the William Small Centre or you can call 416-736-5335 for information. Please note that there are extremely long lines for decal purchases in September so if possible, you may want to arrange for this before your arrival in September.

Bus Transportation

York University is a major transit hub with over 2500 bus trips to the campus daily during the academic term. York partners with a number of the GTA's local transit agencies, including Brampton Transit (Zum), GO Transit/Metrolinx, the Toronto Transit Commission (TTC) and York Region Transit/VIVA.

There are direct TTC buses to York University from both Shephard West (formerly Downsview) (York Rocket, bus 196, 106) and Finch subway stations (60C and 60F) and many other bus services linking the Greater Toronto Area with the university. There are also regular GO bus services to York. For information on a specific route, call 1-888-438-6646. You can also visit: <http://www.gostransit.com/> Please visit the York Transportation Services website for further information: <http://www.yorku.ca/transportation/index.htm>

Post-Secondary Student TTC Metropasses are available for students. In order to purchase a Post-Secondary Student TTC Metropass, student must first obtain a TTC photo identification card. Please take the following items to the TTC Sherbourne Subway Station in order to obtain your identification card:

- Your York University student card.
- A printed confirmation of enrolment and registration, confirming your enrolment as a full-time student (available online at <http://www.registrar.yorku.ca>).
- \$7 cash, exact change – no debit or credit cards.

The TTC Sherbourne Station Photo ID Centre's hours of operation are Monday-Friday 3-7 p.m. and Saturday 10 a.m.-4 p.m. (closed Sundays and Statutory Holidays).

For more information, please visit the following TTC website:

http://www.ttc.ca/Fares_and_passes/Fare_information/Seniors_students_and_children/Post_Secondary_Students.jsp or call TTC: 416-393-4636.

GRADUATE STUDENT GOVERNANCE

DVST Governance

Student Representatives

DVST encourages students to become involved in the life of the program. Every year DVST students elect a **President**, **Vice-President** and **Treasurer** of the DVST Student Association (DVST-SA) to represent them and to work to enhance their academic and extracurricular experience at York.

The duties of the President and Vice-President include:

- a) attending monthly meetings of the York University Graduate Students' Association (YUGSA) and reporting back to other members of the program (see below);
- b) planning and organizing DVST events (Meet and Greet, Colloquiums, and special events);
- c) fostering the active participation of DVST students in the life of the program;

- d) communicating with the Graduate Program Director about student projects and concerns;
- e) attending committee meetings as student representatives when required by FGS or the program;
- f) liaising with other student organizations such as the International Development Studies Society, the undergraduate IDS association (<https://www.facebook.com/IDSSYork>).
- g) meet with the Graduate Program Director in mid September to plan program events.

The Treasurer is responsible for bookkeeping, managing the bank account, and approving spending.

Representation

Each cohort will select two representatives for a total of four student representatives each year. Typically, the President and Treasurer are elected from among the second-year cohort and the Vice-President is elected from the group of incoming students.

Procedure to elect DVST-SR

A call for nominations will be sent out to all students. Candidates could nominate themselves or be nominated by another student. Once nominees agree to stand for election, students within each cohort will be asked to vote by secret ballot for the candidate of their choice within their own cohort. Each cohort will organize its own election. The timelines for each cohort to elect their representatives may be different. Second-year students will normally do it before the end of August, as students in this group would already know each other well. For incoming students, the election could take place in early September immediately following Orientation. By mid-September both the President and Vice-President should be elected.

Banking

The President and the Treasurer are responsible for the DVST-SA bank account and have authority to make transactions (sign cheques, make withdrawals and deposits, etc.). At the end of March of each year, the outgoing President and Treasurer (both from the second-year cohort) will transfer banking authority to the current Vice-President and to the incoming Treasurer. This transfer requires all outgoing and incoming representatives to go together in person to the banking institution.

York University Graduate Students' Association (YUGSA)

All students registered in the Development Studies Graduate Program are members of YUGSA. Representing over 6,100 full- and part-time graduate students at York University, the York University Graduate Students' Association (YUGSA) is organized around principles of accessibility, social justice, and equity as it works to improve the learning, teaching, and working environments for all graduate students at York University. The YUGSA is dedicated to providing advocacy and support to all members across various graduate departments on this campus. As a student union, the YUGSA is committed to representing graduate students' diverse interests and defending and advancing students' and workers' rights across and beyond York's campuses. The GSA has made low-cost extended health coverage available to all graduate students, as well as a number of grants and funds to which graduate students may apply. The GSA represents graduate students at Senate and numerous other Faculty of Graduate Studies committees. The GSA produces an annual handbook that will be available early in the fall term. The handbook contains a wealth of useful information regarding York and the surrounding area. Please visit the GSA Offices at Suite 325, Student Centre Complex. Website: <http://www.yugsa.ca/>

Ombudsperson

The York University Ombudsperson, appointed by the President, is a respected, credible and knowledgeable individual whose ethical standards are above reproach and whose experience with institutional process is both wide and long. The role of the York University Ombudsperson is to provide an impartial and confidential service to assist current members of York University (students, faculty and staff) who have been unable to resolve their concerns about University authorities' application of York University policies, procedures and/or practices. For more information please visit:

<http://ombuds.info.yorku.ca/>

FUNDING AND AWARDS

Students are encouraged to apply for funding to cover the costs of their studies and fieldwork to different funding sources. There are a number of funding opportunities from York and external sources. A complete listing of funding opportunities can be found on the FGS website:

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

The following is a non-exhaustive list of funding opportunities for DVST students.

YORK FUNDING

I. Fieldwork Research and Conference Funds

Fieldwork Cost Fund

The Fieldwork Cost Fund (FCF) assists with costs directly connected with research carried out “in the field” by registered, full-time York graduate students. Allocated funds are provided to successful applicants by reimbursement after eligible expenses are incurred and original, detailed receipts are provided. Reimbursement claims must match the budget line items approved by the Fieldwork Cost Fund Committee. Please keep all your receipts! Value and duration: up to \$1,500 per year. There is one competition per year, in the Spring. To apply for this fund, students must have an FGS approved Thesis / MRP Proposal on file and have no incomplete grades on record at the time of applying. For more information visit: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/fieldwork-cost-fund/>

Please look into visa requirements early as this can take up to three months to process research/volunteer/work visas. In addition, fieldwork students are reminded that prior to the Fieldwork Departure, the *Graduate Student Research Risk Assessment Check-List* must be submitted to the Graduate Program Assistant.

The Graduate Development Fund

The Graduate Development Fund helps subsidize students' travel costs to a recognized academic event where they are presenting their scholarly or creative work. Applications are reviewed and allocations determined by members of the Awards Committee of the Faculty of Graduate Studies. The fund will not support travel to a commercial or remunerated event. Students just attending, but not presenting original work will not be funded through this fund. Applications are available once a year in the spring. A call for applications occurs approximately one month in advance. The Faculty of Graduate Studies requires a committee to assess the application submissions, therefore the program office or the Faculty of Graduate Studies will not accept late submissions. For further information, please see:

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

I.a. Funding opportunities offered by the York Centre for Asian Research (YCAR)

The Albert C.W. Chan Foundation Fellowship

This Fellowship was established by the Albert C.W. Chan Foundation in order to encourage and assist graduate students to carry out field research in East and/or Southeast Asia. Applicants must be Canadian citizens, permanent residents or protected persons; be Ontario residents; and demonstrate financial need. For more information visit: http://www.yorku.ca/ycar/Awards/Albert_CW_Chan.html

The Vivienne Poy Asian Research Award

The Vivienne Poy Asian Research Award will be given to a graduate student(s) who is enrolled at York University and is a graduate associate of the York Centre for Asian Research (YCAR). Priority will be given to students who apply to do research in fulfilment of the fieldwork requirement of the Graduate Diploma in Asian Studies (GDAS). The award is open to local and international students who have a grade point average of at least B+ and can demonstrate how fieldwork in Asia will contribute to the completion of their programme and to an understanding of Asia or Asian Diaspora. Financial need will also be considered. For more information visit:

http://www.yorku.ca/ycar/Awards/Vivienne_Poy_Asian_Research_Award.html

The YCAR Language Award

The YCAR Language Award will be given to graduate student(s) enrolled at York University and registered for the Graduate Diploma in Asian Studies (GDAS), administered by the York Centre for Asian Research (YCAR). It will provide up to three awards to reimburse costs directly related to language study. Receipts will be required before related language training expenses are reimbursed. The award is open to local and international students who are enrolled in GDAS at York, have a grade point average of at least B+, and with demonstrated need to learn a specific Asian language to appreciate and better understand the context and perspectives relating to their area of research study. For more information visit: http://www.yorku.ca/ycar/Awards/YCAR_Language_Award.html

The David Wurfel Award

The David Wurfel Award provides financial support to an honours undergraduate or graduate student who has demonstrated the need to conduct research related to a thesis or course paper or project on the topic of Filipino history, culture or society. Preference will be given to undergraduate or masters student applicants. For more information visit: http://www.yorku.ca/ycar/Awards/David_Wurfel.html

I.b. Funding opportunities offered by the Centre for Research on Latin America and the Caribbean (CERLAC)

The Paavo and Aino Lukkari Award

The Paavo and Aino Lukkari Award will be awarded annually to graduate student(s) whose research focuses on human rights and social justice issues related to the situation of indigenous people or people of African descent in Latin America and the Caribbean. For more information visit:

http://www.yorku.ca/grads/money_matters/york_awards.php?id=37

The Paavo and Aino Lukkari Human Rights Fellowship

The Paavo and Aino Lukkari Human Rights Fellowship will be awarded annually to a graduate student whose research is on human rights and social justice issues related to the situation of indigenous people and/or people of African descent in Latin America and the Caribbean. For more information visit: http://www.yorku.ca/grads/money_matters/york_awards.php?id=38

I.c. York International

York International Internship Program

The York International Internship Program (YIIP) is an opportunity for York undergraduate and graduate students to work in another country, for three months during the summer starting in May. Internship placements are arranged at a wide variety of government and non-government organizations. They offer students a range of experiences from field internships to research and/or administrative placements. Most of these placements are open to students from specific disciplines; some are focused by academic subject area. For more information visit: <http://yorkinternational.yorku.ca/york-international-internship-program-yiip/>

York International Mobility Award (YIMA)

YIMA is a travel subsidy provided to degree-seeking York University students in support of their participation in global learning opportunities. For more information visit: <http://yorkinternational.yorku.ca/york-international-mobility-award-yima/>

Id. Michael Stevenson Award

This bursary is for first-year or continuing undergraduate or graduate students pursuing an interest in African studies at York University. Undergraduates would be expected to major in an Interdisciplinary Program in African Studies. Graduate students would be expected to pursue research in some area of African studies. Qualified students should show strong academic qualifications as well as financial need. Applicants must be Canadian citizens or permanent residents as well as Ontario residents as defined by the Ontario Student Assistance Program (OSAP).

II. Student Assistantships and Employment

Teaching Assistantships (TA's)

Full-time DVST students entering their second year may be eligible to apply for a .5 Teaching Assistantship through the Department of Social Science. Normally, such teaching will consist of a tutorial or seminar work in a timetabled course in which the lectures are given by a full-time member of Faculty, this teaching being considered equal, when preparation is counted, to no more than five hours of work per week. Students are responsible to apply for Teaching Assistantships to the Department of Social Science by the appropriate deadline.

Graduate Assistantships (GA's)

Although the program does not offer GAs to its students, a limited number of Graduate Assistantship opportunities may be available throughout the year through other York units. Some positions may include (but are not limited to) conference organization, research work for Faculty members or office work. Students are encouraged to enquire by contacting individual faculty or relevant Research Centres. To hold an assistantship, students must be registered full-time in the term in which the Assistantship is held. GA's are members of CUPE 3903, Unit 3 http://3903.cupe.ca/files/2012/03/77975---1_YorkU_CUPE3903---3.pdf

III. York Financial Assistance

Bursaries

York University and the Faculty of Graduate Studies provide bursaries to assist full-time graduate students with financial need. Some bursaries are administered by Student Financial Services (SFS), others by the Faculty of Graduate Studies. For more information visit:

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

FGS/CUPE Bursary

This bursary is based on financial need, and students will need to complete an on-line form which includes budgetary expense information. Students are encouraged to supplement the budgetary information with a rationale if any of the expenses are unusual or if further information would be beneficial to the committee that ranks the bursary requests. The joint FGS/CUPE committee will assess the requests and the awards will be applied to the students' York Account. If tuition fees have been paid, a cheque will be issued to the student. Students are asked to note that funds for this bursary are limited, and this supplements student expenses, but does not normally award the full amount requested

Financial Aid for MRPs and other Funding

In addition to increased wages and great benefits, CUPE Local 3903 has procured the creation of several funds, rebates, and minimal guarantees to aid its members through the often difficult financial times of graduate school. For contract faculty, professional and teaching development funds have also been negotiated to expand the scope of career options, while the procedures around temporary Leaves have been clarified to ensure flexibility around life and academic needs. Note: Graduate students become members of CUPE 3903 if they hold a TAship or GAship.

Please see complete list on the CUPE website: <http://3903.cupe.ca/resources/benefits/>

Other Assistance

York University Graduate Students Association (YUGSA)

The YUGSA offers a variety of funding and support for graduate student members. These funds are not meant to be a primary source of graduate student funding, but serve as a small additional aid. For more information visit: <http://www.yugsa.ca/>

EXTERNAL FUNDING

I. OGS and SSHRC Scholarships

Students are strongly encouraged to apply for external scholarships, including OGS and SSHRC. Students wishing to apply for these scholarships are encouraged to start early because applications are time consuming and require multiple references. Students should request all reference letters early, as faculty members frequently have numerous requests from students, and therefore need as much notice as possible. Students should also order transcripts at least 5 weeks prior to deadlines. Students with

transcripts from non---Canadian universities should submit a signed, sealed transcript (signed & sealed by the student's home University). Please note that copies submitted for Admissions purposes are held by Admissions and cannot be used for scholarship purposes. It is the student's responsibility to ensure all documents have arrived, as the program office does not track down missing documents.

All applications are reviewed and ranked by the DVST Awards Committee and forwarded to FGS. Incomplete applications will not be accepted and will not go forward to the committee.

The program will organize a Scholarship Application Workshop in late September and will inform students of strategies to prepare strong applications as well as application deadlines and procedures.

Ontario Graduate Scholarships (OGS)

Since 1975, Ontario, in partnership with Ontario's publicly-assisted universities, has encouraged excellence in graduate studies at the masters and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of academic study. The OGS program is jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third.

DVST program deadline: December 1, 2017.

Value and Duration: \$15,000 per year for a one year maximum.

OGS website: <https://osap.gov.on.ca/OSAPPortal/en/OSAPStarttoFinish/GraduateStudents/index.htm>

Social Science and Humanities Research Council of Canada Scholarships (SSHRC)

- [Joseph-Armand Bombardier Canada Graduate Scholarships Program—Master's Scholarships](#) provide support for individuals undertaking master's degrees at Canadian universities.
 - Some Canada Graduate Scholarship recipients may be considered for the honour of having their scholarship named a "[Canada Graduate Scholarship to Honour Nelson Mandela](#)," should SSHRC deem their application to be aligned with at least one of five themes championed by Mandela: national unity; democracy; freedom and human rights; leadership; children's participation in society; and children's health.
- [Canada Graduate Scholarships—Michael Smith Foreign Study Supplements](#) provide support for research experiences outside of Canada to holders of Joseph-Armand Bombardier or Vanier Canada Graduate Scholarships.

DVST program deadline: December 1, 2017

Value and Duration: \$17,500 per year for a one year maximum.

SSHRC website: http://www.sshrc-crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx

II. Other Canadian Government Funding

The Canadian government offers a number of opportunities that may be suitable for DVST students. A full listing of International Scholarship Opportunities for Canadians can be found here:

<http://www.scholarships-bourses.gc.ca/scholarships-bourses/can/opportunities-opportunitites.aspx?lang=eng>

International Development Research Centre - Awards for graduate students

IDRC offers a variety of fellowships and awards to fund innovative work by Canadian and developing-country master's, PhD, and post-doctoral students. This funding helps to build a solid research community in developing countries. It also gives a new generation of Canadians the opportunity to participate in international development by helping students in Canada conduct field work in developing countries. For eligibility information and deadlines, please visit:

http://www.idrc.ca/EN/Programs/Fellowship_and_Awards/Pages/default.aspx

RESEARCH CENTRES

DVST faculty and students have association with a number of interdisciplinary research centres and institutes that promote cutting edge research in the broad field of development, among other topics. These research institutions constitute dynamic interdisciplinary hubs for collaborative research that offer graduate students opportunities to engage in research activities, conferences and events, to apply for research funding, to develop for mentorship and professional development opportunities, and to build relationships and networks useful to their research and future careers.

For a full list of York's research centres and institutes please visit:

<http://www.yorku.ca/research/about/centres.html>

We strongly encourage students to get involved with the various research and outreach activities offered by these research institutions, some of which are directed by and have within them numerous prominent scholars working on various aspects of human development. We advise our students to familiarize themselves with those research centres close to their academic interests, to enlist in their listserves to learn about upcoming events and opportunities, and to register with their [Diploma Programs](#) where appropriate.

The research centres and institutes that have traditionally worked closest with our program include:

Centre for Feminist Research (CFR)

Comprised of York University faculty, graduate and undergraduate students from the York Women's Studies program, the Centre for Feminist Research (CFR) focuses attention on feminist research, and has sponsored numerous seminars, lectures, and conferences on subjects such as violence against women, gender, migration and health, spirituality, human rights and equity in education. The Centre for Feminist Research also actively collaborates with community organizations and front line workers to investigate areas of common interest.

Kaneff Tower, 607

Telephone: (416) 736-2100 ext. 33691

Email: cfr@yorku.ca

Website: <http://www.yorku.ca/cfr/>

Centre for Refugee Studies (CRS)

Inaugurated in 1988, the Centre was designated as a Centre of Excellence by the Canadian International Development Agency in 1991. The Centre's activities broadly encompass: refugee movements and resettlements, the prevention of human rights violations, democratic development, and protection from discrimination. The Centre fosters interdisciplinary and collaborative research in all of its undertakings.

Kaneff Tower, 849

Telephone: (416) 736-5663

E-mail: crs@yorku.ca,

Website: <http://www.yorku.ca/crs/>

Centre for Research on Latin America and the Caribbean (CERLAC)

The Centre for Research on Latin America and the Caribbean (CERLAC) is an interdisciplinary research unit concerned with the economic development, political and social organization, and cultural contributions of Latin America and the Caribbean. The Centre works to build academic and cultural links between these regions and Canada; to inform researchers, policy advisors, and the public on matters concerning the regions; and to assist in the development of research and teaching institutions that directly benefit the peoples of the regions.

Kaneff Tower, 8th floor

Telephone: (416) 736-5237

E-mail: cerlac@yorku.ca

Website: <http://www.yorku.ca/cerlac/index.htm>

Tubman Institute for Research on Africa and its Diasporas

The Harriet Tubman Institute for Research on Africa and its Diasporas at York University is proud to be part of an international network of research centres committed to overcoming injustice and inequity as a result of slavery. Our research focuses on the forced and voluntary movement of African peoples around the world. As a social innovator, the Institute's mandate is to promote a greater understanding of the history of slavery and its legacy. The Institute fosters debate, informs public policy and strives to resolve current social injustices. The Institute is named for the spirit of Harriet Tubman, liberator of her people, feminist, and humanist (c.1820-1913). The Harriet Tubman Institute is dedicated to capturing, studying, and telling the story of the migration of African peoples around the globe, from centuries ago to the present day. We search the world for materials that help us know and understand this history – from official and personal documents to photographs, interviews and maps. Whenever possible, we digitally preserve and make these accessible to anyone with an interest in seeing and learning from this rich store of information. As an institute of scholars, we also conduct an extensive program of research, publication, and post-graduate studies. As an institute of concerned citizens, we interact with the community and the wider public in raising awareness of contemporary issues of slavery and racism. From our base at York University in Toronto, we connect into an international, multi-disciplinary network of people who share a passion for this field of study.

321 York Lanes

Telephone (416)736-2100 ext. 33058

E-mail: tubman@yorku.ca

Website: wwwi.tubman.info.yorku.ca

The City Institute at York University (CITY)

The [City Institute at York University](#) (CITY) brings together almost 100 of the university's urban scholars and hundreds of graduate students from fields and faculties as diverse as planning, architecture, globalization, world cities, education, law, transportation and the arts. This interdisciplinary institute facilitates critical and collaborative research, providing new knowledge and innovative approaches to comprehending and addressing the complexity of the "new city". The Institute also plays a vital role in developing Canada's next generation of leaders and thinkers, with graduate students playing a central role in the life of the Institute and CITY's researchers have long-standing relationships with community groups, NGOs, Aboriginal nations, and policymakers.

Kaneff Tower, 701

Telephone: (416) 736-2100 xt. 33750

Email: city@yorku.ca

York Centre for Asian Research (YCAR)

YCAR promotes excellence in research on historic and contemporary Asia and Asian Diaspora communities. The Centre supports Asian Studies at York University and the University's engagement with Asia and Asian diaspora communities through research and graduate student training as well as through linkages with relevant institutions, policymakers, communities and business people. More widely, the Centre cooperates with academic and other partners across Canada and internationally to promote public understanding of Asia and Asian Diasporas and Canada's multiple engagements with the region. YCAR offers memberships to faculty, graduate students and other researchers. Its members study Southeast, East and South Asia as well as Asian Diaspora communities.

Kaneff Tower, 836

Telephone: (416) 736-5821

Email: ycar@yorku.ca

Website: http://www.yorku.ca/ycar/About_YCAR.html

MRT FORMATTING AND PREPARATION GUIDELINE PROCEDURES

Guidelines for the organization and technical requirements for Masters Theses can be found at <http://gradstudies.yorku.ca/current-students/thesis-dissertation/organization/#section3c>

Final copies of Masters Theses must be submitted electronically to the Faculty of Graduate Studies. For the complete set of submission instructions please visit: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/etd/>

MRP FORMATTING AND PREPARATION GUIDELINE PROCEDURES

Abstracts

The MRP must contain an abstract. The abstract is expected to give a succinct account of the MRP so that a reader can decide whether to read the complete work. The abstract **cannot exceed 150 words**. An abstract contains a statement of the problem, the procedure or methods used, the results and the conclusions. The abstract should be inserted immediately before any acknowledgments and the Table of Contents. The first page number for the abstract is always typed as "ii".

Acknowledgments Page

An acknowledgements page may be included.

Table Of Contents

The Table of Contents, List of Tables and List of Figures, where applicable, should follow the abstract (or acknowledgements, if any). Curriculum vitae, list of student-authored publications, or conference presentations do not form part of the contents of the MRP.

Spelling & Language

Either American or British spelling is acceptable provided that it is used consistently throughout.

Paper & Photocopies

8-1/2" x 11" or equivalent size paper should be used. The original typescript and all photocopies should be on good quality white bond paper. Coloured paper and three-hole punched paper is not acceptable. All copies must be checked to ensure that pages are in the correct order and that no pages have been skipped or shifted in the photocopying process.

Oversize Pages

If charts, graphs, maps or tables that are larger than the standard page have to be used in the MRP they should be carefully folded into the manuscript. The fold should not extend the full width of the page in case the edges are trimmed by the binder and the foldout is destroyed. Alternatively, a photocopier can be used to reduce the size as long as the font does not go below 10 point and the required margin allowances are upheld.

Line Spacing And Font Requirements

The paper must be printed to a professional standard and must conform to normal scholarly standards with respect to citations, bibliography, acknowledgement, abstracts, etc. The text should be printed in 12 font, doubled-spaced, left justification, and on one side of the paper only. Footnotes and/or endnotes are to be single-spaced and may be smaller font.

One bound copy must be delivered to the Development Studies Office.

Margins

Margins must be at least 1½ inches at the TOP and LEFT-HAND edges of the paper to allow for binding. Some software programs may require headers to be set at 1.5 so the page number falls within the margin. Margins may be wider but not narrower than the stated requirements. Please note, margin

requirements apply to EVERY page, including pages with illustrations (tables, figures), the abstract, appendices, and title page.

Running Headers

Running headers to put title, name, chapter, etc., on each page are not acceptable.

Diagrams and Tables

Each diagram and table should be numbered. Page numbers should appear in the same position on the page as they appear elsewhere in the body of the text. Tables may be horizontal or vertical as long as the required margins are used. Diagrams must be generated by graphic software or neatly hand drawn in black India ink.

Pagination

In a typical manuscript, the pagination in **Roman Numerals** of the preliminary matter is as follows:

Title Page (Number not typed on)

Abstract (ii) (Number typed on)

Dedication (optional) (iii) (Number typed on) Acknowledgments (optional) (iv) (Number typed on)

Table of Contents (v) (Number typed on)

List of Tables, if appropriate (vi) (Number typed on)

List of Figures, if appropriate (ix) (Number typed on) Introduction 1 (Number typed on)

Please note that the page numbers are **not typed** on the title and that if the abstract is any longer than one page, the pagination of the following material must be adjusted accordingly.

All page numbers should be in a consistent location, that is centre bottom, centre top, right top corner, or right bottom corner. They must fall within the 1" or 1½" margins.

Appendices

Each appendix must be assigned an alphabetical letter and title, (e.g., Appendix A: Title). Appendices are ordered in the same sequence as they are referred to in the body of the text; that is, the appendix first mentioned in the text is assigned the letter A, the second is B, etc. Materials in the appendices that are copied from other sources must meet the same requirements as the body of the paper, for example, copies from books, maps, etc., must be clean and legible, and must maintain the same margins. Residual shadows of page edges created in the photocopying process and copies taken from coloured originals resulting in "dirty" copies are not acceptable.

Preparation Of Title Page

The title page must be prepared in the format shown below. It should be noted that the centre of the typed matter on the title page is adjusted to 1½" left and top and 1" right and bottom margins. It should contain the following information: title, student's name, name of supervisor, name of second reader, date submitted, and must include the following sentence: "Master's Research Paper is submitted in partial fulfillment of the requirements for the MA degree of Master of Arts in Development Studies at York University. **Please see sample below.**"

FORMAT FOR TITLE PAGE

MA MAJOR RESEARCH PAPER

[TITLE]

[STUDENT'S NAME]

[SUPERVISOR'S NAME]

**Faculty of Liberal Arts and Professional Studies
Department of Social Science, York University**

[SECOND READER'S NAME]

**Faculty of Liberal Arts and Professional Studies
Department of Geography, York University**

**Major Research Paper submitted in partial fulfillment of the requirements for the degree of
Master of Arts in Development Studies**

**York University
Faculty of Graduate Studies
Development Studies**

[Date Submitted]

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Sample Table of Contents

| | |
|---|----|
| Abstract | ii |
| List of Tables | vi |
| 1. MA Studies and the Pragmatics of The North American Context. | 1 |
| American Times to Completion | 4 |
| Times to Completion for MA Degrees | 6 |
| Canadian Times to Completion. | 9 |
| Rates of Completion vs. Times to Completion | 11 |
| Changing Demographics of the Student Population | 14 |
| Female Participation in Graduate Education | 19 |
| Socio-economic Status and Graduate Education | 21 |
| Social Darwinism and the University | 27 |
| 2. Theorizing Academic Desire | 36 |
| Academic Innocence | 40 |
| The Eros of Knowledge | 55 |
| Academic Answerability | 67 |
| 3. Methodology | 78 |
| Participants | 79 |
| Ethical Considerations | 85 |
| Interview Methods | 89 |
| Data Analysis Procedures | 98 |

Sample List Of Tables

LIST OF TABLES

| | |
|--|----|
| Table 1: Times to Completion for Full Time Canadian MA Students | 7 |
| Table 2: Times to Completion for Full Time U.S. MA Students | 10 |
| Table 3: Rates of Completion for Canadian Students | 11 |
| Table 4: Female Participation Rates in Doctoral Education | 19 |
| Table 5: Socio-economic Status and Doctoral Education. | 22 |

IMPORTANT DATES

FALL 2017

| SEPTEMBER | REMINDER |
|-----------|---|
| Reminder | Deadline to register for Fall 2017 term is August 15 |
| Reminder | Late Registration fee for Fall term 2017 applied August 16 |
| 4 | University closed – Labour day |
| 7 | Fall term [F] and Fall/Winter [Y] term classes begin |
| 10 | Fall term [F17] fees payable and due |
| 15 | Last date for graduate programs to submit summer term grades to the registrar’s office. |
| 20 | Last day to add [F] or [Y] term course without permission of instructor |
| 30 | 100% refund date for fall term |

| OCTOBER | REMINDER |
|---------|---|
| 4 | Last day to add [F] term course with permission of instructor |
| 9 | Thanksgiving holiday – University closed |
| 19-21 | Fall 2017 Convocation |
| 15 | 80% refund date for fall term |
| 15 | Last day to receive petitions for the FA17 term. FA17 petitions will not be accepted after this date. |
| 18 | Last day to add [Y] term course with permission of instructor |
| 23 | Online registration for Fall 2017 term ends |
| 26-29 | Co-curricular days |
| 31 | 40% refund date for fall term |

| NOVEMBER | REMINDER |
|----------|--|
| 10 | (F17) Last date to drop course without receiving a grade (manual form) |
| 10 | Last day to submit Research Proposals for Ethics approval to FGS |
| 15 | Academic petitions – deadline to submit change of status for [W18] term |
| 30 | Program withdrawal for failure to maintain continuous registration [F17] |

| DECEMBER | REMINDER |
|-----------------|--|
| 4 | Fall term classes end |
| 6 | Fall exams begin |
| 12 | Doctoral/ Masters defense – Last day to hold exams in the [F17] term |
| 15 | Winter 2018 Registration deadline |
| 16 | Winter 2018 Late fee applied on [W18] Registrations |
| 19 | Submissions of Thesis/ Dissertation – Last date to upload Electronic Thesis & Dissertation for Fall 2017 term. |
| 21 | Fall term exams end |
| 23–Jan 2 | University closed |

WINTER 2018

| JANUARY | REMINDER |
|----------------|--|
| Reminder | Deadline to register for Winter 2018 term is December 15, 2017 |
| Reminder | Late Registration fee for Winter term 2018 applied December 16, 2017 |
| 4 | Winter 2017 classes begin |
| 10 | Winter term fees due and payable |
| 15 | Deadline for graduate programs to submit [F17] term grades to Registrar's Office |
| 17 | Last day to add [W17] term course without permission of instructor |
| 23 | Registration ends for Winter 2018 term |
| 31 | 100% refund winter term |
| 31 | [W18]term—Last date to add course with permission of instructor |

| FEBRUARY | REMINDER |
|-----------------|--|
| 9 | [Y17-18] term—last date to drop course without receiving a grade |
| 15 | 80% refund for winter term |
| 15 | Administrative Deadline –All [F17] courses with blank or incomplete grade converted to F |
| 17-23 | Reading week – no classes |
| 19 | University closed – Family Day Holiday |
| 28 | 40% refund for winter term |
| 28 | Program withdrawal for failure to maintain continuous registration [W18] |

| MARCH | REMINDER |
|--------------|--|
| 6 | Summer 2018 Registration and Enrolment – access opens online |
| 9 | [W18] term—last date to drop course without receiving grade |
| 15 | Academic petitions – deadline to submit change of status for [S18] term (e.g. leave of absence, change to part-time/full-time, extension of time). |
| 16 | Deadline for the Office of the Dean, Graduate studies to receive recommendations for Oral examination from the graduate program directors for doctoral students expected to fulfill all Doctor of Philosophy requirements for June 2018 convocation. |
| 29 | Deadline for the Office of the Dean, Graduate studies to receive recommendations for Oral examination from the graduate program directors for master’s students expected to fulfill all requirements for June 2018 convocation |
| 30 | Holiday—Good Friday—university closed |

| APRIL | REMINDER |
|--------------|--|
| 5 | Last day to submit winter term work |
| 6 | Last day of [W] and [Y] term classes |
| 7 | Winter term study day |
| 9 | [W] and [Y] term exams begin |
| 16 | Last date for students to hold thesis/dissertation exams to fulfill requirements for June 2018 convocation. |
| 23 | Submissions of Thesis/Dissertation—Last date to upload Electronic Thesis & Dissertation for Winter 2018 term |
| 30 | All degree requirements, including final grades, must be met by April 30, 2018 to convocate in June 2018 |

A detailed list of important dates for graduate students can be found on the FGS website:
<http://gradstudies.yorku.ca/current-students/student-status/important-dates/>

