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## STATUS AND TIME LIMITS

### Student Status: Full Time/Part Time

Students must be registered as full-time to receive university funding, assistantships (graduate, research, or teaching), scholarships, or live in York housing. Funded students are required to maintain enrolment as follows:

**MA:** 3 consecutive terms from the date of first registration. Any additional terms require part-time status and incur additional fees. If a full-time student completes the MA in fewer than 3 terms, he or she must still pay tuition for the full three terms. If a part-time student completes the MA in fewer than 6 terms, he or she must still pay tuition for the full 6 terms. 12 terms (4 years) is the maximum time limit allowed for the completion of the MA.

**PhD:** 18 consecutive terms from the date of first registration, after which students are de-enrolled.

- De-enrolment means that one is no longer an active student at York University and, therefore, all services provided by the university may be terminated, including email and library privileges. The Program Office may request in writing from the library that a post-term 18 student's library privileges be continued for a specified period. Any de-enrolled student may re-enrol for one part-time term for the purposes of defending the dissertation and graduating.
- If students complete the PhD in fewer than 6 terms, then they must still pay tuition for the full six terms.

Students may opt for part-time status at any time during their degree; however, no funding is associated with part-time status. Any funding offered and accepted is conditional on the terms of the initial offer of continuous full-time status for the stated length of the degree.

### Normal Progress

- Each year the Program Director, in consultation with Program members, assesses the progress of each student in the program. The Director may suggest that a full-time student change to part-time (or vice-versa), or direct that a student resign from the Program entirely if progress is behind schedule or quality of work is substandard.

#### Timely and Satisfactory Progress

The following definitions of timely and satisfactory progress work with the design of the program and the sequencing of its requirements. The deadlines of the first three years (9 terms) are meant to be a "reasonable push," allowing for little "down time." In making this "push," the Program also endeavours to provide appropriate and responsible faculty and Program administrative involvement, advice, and supervision to facilitate student progress. The "push" works to facilitate another program goal – that of providing three years of additional funding via TA and/or GA and/or RAs, during which students can research, write, complete, and defend their dissertations.

The definitions of “timely” and “satisfactory” progress relate to student initiative. Extenuating and documentable circumstances, for example, medical circumstances and family emergencies, can enable a redefinition of the deadlines of progress for affected students. Petitions to extend these deadlines must be made in writing with supporting documentation to the Graduate Study Committee of the GPE via the Program Office. The GSC will decide the merits of petition and set new deadlines, if applicable.

Timely and satisfactory progress are defined as the meeting of all Program and Faculty of Graduate Studies requirements according to their specified deadlines as follows and for each degree respectively:

### **MA (full-time)**

By the end of Term 3:

- 24 credits of coursework or
- 18 credits of coursework and 6-credit MRP or
- 12 credits of coursework and 12-credit MA thesis

Students wishing additional time must enrol for additional terms part-time. No additional funding is available after Term 3.

### **PhD (full-time)**

By the end of

- Term 3: Major Field supervisor chosen and Major Field determined  
Bibliography Requirement fulfilled (if applicable)
- Term 5: Major Field Exam (timely deadline)  
FGS Supervisor form signed
- Term 6: 18 credits of coursework completed\*  
Major Field Exam (satisfactory deadline)
- Term 7: Dissertation Sub-fields Exam (timely deadline)
- Term 8: End of February: Dissertation Sub-fields Exam (satisfactory deadline)\*\*  
Dissertation Proposals Writing Workshop  
FGS Supervisory Committee form signed  
(Final dissertation supervisory committee may change in the future. A new form is signed to reflect the changes).
- Term 9: Submit completed, signed proposal  
Pre-1789 requirement fulfilled (by coursework or exam)  
Language requirement fulfilled (by translation exam or coursework)
- Term 12: A minimum of one chapter must be approved by supervisory committee
- Term 15: A minimum of two chapters must be approved by supervisory committee
- Term 18: Dissertation successfully defended

\* 2 years or 6 terms are provided for the completion of coursework so that students can avail themselves of a broad selection of courses offered. Completion of coursework, however, means that a final course grade is recorded by the Registrar for each course; therefore, all incompletes must be cleared by 31 August of any given year. See Policy on Incompletes.

\*\* This later deadline reflects that a) additional time for thought with responsible supervision is needed by some students whose ideas emerge and evolve after the Major Field Examination, and b) the Proposals seminar is offered March to May annually.

**Note:** If students are evaluated as “not qualified” in either of the two examinations, then they have up to the end of the tenth term to become qualified, whether in the initial or another field or configuration of the Dissertation Sub-fields.

**Important Note:** Failure to achieve satisfactory progress in the Program renders one eligible to be de-enrolled by the Faculty of Graduate Studies.

Students must also maintain at least “standard” performance in their courses. “Substandard” performance will cause de-enrolment. The Faculty of Graduate Studies defines “substandard” as follows:

A student who has received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the Program Director and approved by the Dean:

- two C grades for full courses;
- one C grade for a full course and one C grade for a half course;
- a total of three C grades for half courses.

In no case will grades be averaged.

A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

- one F grade for a full course or two F grades for half courses; or
- one F grade for a half course and one C grade for a full or half course.

In no case will grades be averaged.

*One C is permissible at the MA level, but normally such a grade precludes admission to the PhD program.*

## Leaves of Absence/Withdrawal from the Program

**Leaves of Absence** are odd. While “the clock stops” during the leave, the student is still required to maintain continuous registration in the Program and pay all ensuing student fees during the leave.

No Leave of Absence will be granted to any students if

- They owe fees to the university
- They are carrying “Incomplete” grades or have “Incomplete” grades pending but not yet registered formally with FGS.

There are two categories of Leaves of Absence:

1. A one-time-only, one-term leave of absence, after enrolment of at least two consecutive terms. Consult the Graduate Program Director before applying through FGS. Open to part-time or full-time students.
2. In exceptional circumstances (e.g., medical, exceptional demands of full-time employment for part-time students, or compassionate), students may petition the Dean of Graduate Studies, with the prior approval of the Graduate Program Director, to be granted a leave of absence from the University for a maximum of three terms over the course of their studies, which may be taken consecutively. In the case of students writing theses and dissertations, the Supervisor must submit a written statement of support for the petition.

**Withdrawal in Good Standing** is less odd. The withdrawal is *from* the Program and thus from being registered. No fees are incurred. It may be requested if the period of absence from the program is likely to be longer than a year and if the student's work has been satisfactory to that point. A letter with reasons supporting the request for withdrawal in good standing should be submitted to the Director.

Withdrawal in Good Standing is not permitted if a student is holding a grade of Incomplete or otherwise fails to maintain satisfactory progress.

PhD Track Through the Program (Requirements & Workload)

(adopted 2010)

Yr	Term			
I	1 fall	coursework	Choose Major Field. Begin Study. 10 texts	135 TA hours
	2 winter	coursework + Bibliography Requirement completed (if applicable)	Meet with in-field professors to find a good fit for Major Field Exam supervision. 10 texts	135 TA hours
	3 summer	coursework	Have Field Supervisor sign the FGS Supervision Form. 60 texts	
II	4 fall		10 texts	135 TA hours
	5 winter	Major Field Exam <sup>1</sup>	10 texts	135 TA hours
			<b>FGS deadline for signed supervision form</b>	
			Students unable to make this deadline must meet with their supervisor and the GPD to determine whether it is practicable to write the exam at the end of term 6. Practicability would entail a written plan of study for taking the exam at the end of term 6. If it is not practicable, then such students should withdraw from the Program in good standing while this choice is still an option for them.	
6 summer	All coursework completed (18 credits in total)	Students unable to achieve the status of "qualified" in the Major Field Exam by the end of Term 6 will be de-registered from the Program for failure to maintain academic standards. Students who achieve the status of "qualified with condition" will have this deadline extended in order to achieve the terms of the condition. If such students cannot meet the condition and achieve "qualified" status, then they will be de-registered for failure to maintain academic standards.		
		Develop sub-fields topics and lists 3 x 20 texts Devote summer to reading		

Yr	Term			
III	7 fall	Dissertation Sub-fields Exam <sup>2</sup>	Students unable to make this deadline must meet with their dissertation sub-fields supervisory committee and the GPD to determine whether it is practicable to write the exam by the end of February in term 8. Practicability would entail a written plan of study for taking the exam at the end of February in term 8. If it is not practicable, then such students should withdraw from the Program in good standing while this choice is still an option for them.	135 TA hours
	8 winter	Proposals Workshop <sup>3</sup>	<b>FGS deadline for signed <u>supervisory committee</u> form</b>	135 TA hours
	9 summer	Submit completed, signed proposal  Language Requirement Completed	Students unable to achieve the status of "qualified" in the Dissertation Sub-fields Exam by the end of Term will be de-registered by the Program for failure to maintain academic standards. Students who achieve the status of "qualified with condition" will have this deadline extended in order to achieve the terms of the condition. If such students cannot meet the condition and achieve "qualified" status, then they will be de-registered for failure to maintain academic standards.	
IV	10 fall	Write Dissertation		135 TA hours
	11 winter			135 TA hours
	12 summer		Minimum: One chapter reviewed by committee	
V	13 fall			135 TA hours
	14 winter			135 TA hours
	15 summer		Minimum: Two chapters reviewed by committee	

Yr	Term			
VI	16 fall	Final Editing	CUPE supplemental funding continues (full TA + term stipend)	135 TA hours
	17 winter	Final copies to committee + External examiners		135 TA hours
	18 summer	Defend Dissertation	In order to withdraw in “good standing,” the dissertation should be substantially complete	No Summer Funding

<sup>1</sup>**Major Field Exams** are held at 3 specific times throughout the year: early December, early May, and late August. Relative to notification to the Program, the following timeline must be followed:

**5 months prior:** Declare intention to write in the upcoming session and in which field.

**8 weeks prior:** Submit Reading Lists indicating any text substitutions (20% limit) to the Graduate Study Committee for approval. (2-week turn-around by the GSC.)

**6 weeks prior,** and in response to the GSC's response: Confirm intention to write in upcoming session so that the Program can form the examining committee.

<sup>2</sup>**Dissertation Sub-fields Exams** are scheduled by the supervising committee, as these professors will form the examining committee. Dissertation sub-fields exams can take place in any given month; however, the following timeline must be followed for the purposes of alerting the Program Office:

**3 months prior:** Supervising professors approve lists and rationale in writing to the Program. Lists and Rationale are submitted to the Graduate Study Committee for approval.

**2 weeks prior:** Notification of the date and time of the exam is given in writing to the Program.

<sup>3</sup>**Proposal Writing Workshop** is offered every year as twelve, three-hour sessions. Because dissertation sub-fields exams can be written at any time throughout the year, students are advised to plan accordingly.

## Graduate Diploma in World Literature

Designed to highlight and give official accreditation to our students' transnational, cross-cultural, and interdisciplinary literary expertise, this challenging graduate diploma is unique in Canada. It can lead to prospective careers in a range of areas requiring a high level of cross-cultural literacy in this era of globalization, from government to the global creative industries.

### Admission Requirements

The Graduate Diploma in World Literature can be obtained in conjunction with an MA or PhD degree in English, Humanities, or Translation Studies.

### Diploma Requirements

Diploma students must successfully complete:



- A compulsory three-credit course on the history and practice of Comparative and World Literature: **Humanities 6157 3.0: “Comparative and World Literature Seminar: History and Practice”/Same as English 6157 3.0 and Translation 6157 3.0**. This course is in addition to the requirements of an MA or PhD degree in English or Humanities, or of an MA in Translation Studies.
- A capstone diploma research paper, elaborated with the advice of a Professor with specialization in the topic to be explored. This paper further develops expertise in World Literature and requires that students demonstrate the interdisciplinary, cross-cultural research and critical skills acquired throughout their World Literature graduate diploma studies. The diploma research paper is marked by the primary advisor, then submitted to a second reader who also marks and comments. Both reports are sent to the graduate program director. This is also an additional requirement.
- One course in cultural theory (3 or 6 credits), to be chosen among the offerings of the Graduate Programs in English, Humanities, or Translation Studies. A list of available courses is given to students each year. While this course counts for both the degree and diploma, students enrolled in the graduate diploma must write a research paper that extends the discussion of cultural theory into the domain of World Literature.  
Three course-related research papers with a World Literature perspective and content; or an MA major research paper or thesis; or a PhD dissertation with a World Literature approach. While such work counts for both the graduate diploma and the degree program, students enrolled in the graduate diploma need to supplement their MA or PhD requirements with work done from a World Literature perspective throughout their degree studies: the graduate diploma augments the degree requirements and allows students to receive accreditation for the added value of this specialized training.

It is recommended, but not required, that students complete a study period, research stay, or a internship in a country pertinent to their projects in world literature. The Graduate Program in English has an exchange program with Mainz University; York University has an agreement with every university in France for “cotutelle” doctorates; York University is an institutional affiliate of the Institute for World Literature, which meets for a month in cities across the globe every summer. More generally, York International has a large number of exchange agreements, summer programs, and internships that are available to graduate students:

<http://international.yorku.ca/exchange/agreements.htm>

<http://www.yorku.ca/yorkint/SSA>

<http://internationalyorku.ca/internships/indexYIIP.htm>

Students are provided with a list of such opportunities for studies and internships abroad, and encouraged to take advantage of them.

## Coursework

For updated offerings (downloadable), please consult the GPE website:

<http://www.yorku.ca/gradengl/courses.html>

## Courses Offered Outside the Graduate English Program

Students may take up to six credits outside the Program, either at York or elsewhere, with permission of the GPD. Form: <http://www.yorku.ca/grads/forms.html>

For a complete list of programs, please refer to: <http://futurestudents.yorku.ca/programsearch>

## GRADES

It is the student's responsibility to ensure that all work is completed by the deadlines set by the course director, or to request alternate arrangements before the deadline. After these dates a grade of "F" will be entered on the official transcript.

The regulations of the Faculty of Graduate Studies designate that course work be graded as follows:

- A+ exceptional. Excellence in writing, research, and reading combined with originality. Publishable.
- A excellent. Work that shows a superior command of the subject, clearly written, competently researched.
- A- high. Work that shows a superior command of the material but with flaws in research and/or presentation.
- B+ highly satisfactory. Work that shows a sound command of research, writing, and reading skills but that may be flawed in some visible and correctable way.
- B satisfactory. Work that meets minimum expectations of a graduate student in research, writing, and reading skills.
- C conditional. Unsatisfactory work; flawed in methodology or critical assumptions; incoherently organized, poorly written, or superficially researched.
- F failure.

## INCOMPLETE GRADES

The Faculty of Graduate Studies allows for students in exceptional circumstances to complete and hand in specified course assignments after the formal end of the course. The period of time is called a "course extension," for which students must apply in writing, specifying the assignments remaining and the extended due date, with the signed agreement of the professor for the course. During this extended time, a grade of "Incomplete" is registered for the student in lieu of a final course grade. "Incomplete," therefore, is the name of the interim grade.

FGS encourages all programs to specify their own policies for incompletes. The GPE policy is as follows:

- Students must submit a written request for a course extension and "incomplete" grade to the course director no later than one week prior to the final due date for course work as set by the course director;
- the new due date to resolve an incomplete will be negotiated by the course director and the student;

- once a date has been set, the course director will inform the graduate office of the set date and agreement .
- No due date for submission of work to resolve an incomplete may exceed the end of the term subsequent to that in which the course was taken, namely
  - 30 April for Fall courses,
  - 31 August for Winter courses,
  - 31 December for Summer courses.
- Students may not hold more than two incompletes in any given term.
- Failure to meet the deadlines of a mutually negotiated incomplete will result in a grade of F on the student's transcript.

Note: Students should understand that no application for external funding can be successful if "Incomplete" grades appear on their transcripts.

Inability to complete course papers within the time limit of an additional term (max) will result in a course grade of F. Section 39 of FGS Regulations is pertinent here. It reads as follows:

***39. Combination of 'F' and 'C' Grades Which Require Withdrawal***

*A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:*

- (a) one F grade for a full course or two F grades for half courses; or*
- (b) one F grade for a half course and one C grade for a full or half course.*

*In no case will grades be averaged.*

## **GRADE/EVALUATION APPEALS PROCESS**

In what follows, "essay" is used to mean any piece of written work in a course and "instructor" means the original grader of that piece of written work. The written language exams, written work which is part of a directed reading course, and research papers are also considered written work to which this legislation applies. Instructors are required to add their signature and the date on which an essay is returned to the student next to the grade for that essay. If the instructor is the Director, then the role of director in the procedure outlined below is performed by the Chair of the Graduate Study Committee.

Grades on oral presentations/seminars and class participation are unappealable. However, instructors are required to give students in writing a grade (and further comments where appropriate), on any oral presentation/seminar within one calendar month of that oral presentation/seminar.

## **APPEALS ON ACADEMIC GROUNDS**

If a student is dissatisfied with the grade awarded on an essay, the following procedure must be followed.

- l) The student must first discuss the matter informally with the instructor involved.

- 2) If no resolution is reached, then the student must submit to the Director the following documents:
- a written request for a reappraisal which briefly explains the academic grounds for the appeal, and which includes a statement that the matter has been discussed with the instructor;
  - a description of the assignment which the essay addressed;
  - one copy of the essay with the instructor's original grade (dated and signed) and comments ("the identified copy");
  - one copy of the essay without the instructor's original grade or comments and without any identifying references to the student or instructor ("the unidentified copy").

Such documentation must be submitted to the Director within one calendar month of the date on which the essay grade was dated. If there are genuine reasons (e.g., logistical, perception of harassment, strong personality conflict) why the student cannot meet with the instructor to discuss the matter, then that must be detailed in the written request to the Director for a reappraisal instead of the statement that the matter has been discussed with the instructor.

3) The Director asks the instructor for a description of the assignment which the essay addressed. If it is not provided within one week, the Director proceeds to the next step without it and sends it along as soon as it is provided. (If the description of the assignment is substantially different from that provided by the student, then the Director may attempt to re-open the discussion between the student and the instructor, with a view to resolving the matter totally, or at least coming up with a consensus on the assignment that was to have been addressed in the essay.)

4) The Director selects a faculty member, with expertise in the relevant subject matter, from the Program to reappraise the essay. In trying to find such a faculty member, the Director is free to consult with anybody he/she wishes, except the student and original instructor. The Director provides the reappraiser with the description of the assignment which the essay addressed (or both descriptions, if student and instructor still disagree), and the unidentified copy of the essay, but with no information about the grounds for the appeal. The reappraiser must report back to the Director in writing, with a suggested grade and comments, within one calendar month.

5) If the reappraiser gives the same grade as the instructor, then the grade remains the same. The student, the instructor, and the reappraiser are so informed, and the matter is closed as far as this program is concerned.

If the reappraiser gives a different grade (whether higher or lower) from that given by the instructor, then the Director informs the instructor in writing of the grade and comments given by the reappraiser, without identifying the reappraiser. If the instructor agrees to the reappraiser's suggested grade, then he/she must inform the Director in writing or submit a change-of-grade form within one calendar month. If the instructor does not agree to the reappraiser's suggested grade, then he/she must report back in writing to the Director within one calendar month, counter-arguing for the original grade; otherwise the reappraiser's grade automatically stands, and program records will be altered accordingly. If the instructor counter-argues, then the Director informs the reappraiser of the counter-argument and verifies whether the reappraiser now wishes to change his/her grade or comments in view of the instructor's counter-arguments. The reappraiser has one calendar month to respond but is encouraged to respond more quickly.

6) If the reappraiser does not respond or if this process still has not produced consensus, the Director selects a third faculty member, with expertise in the relevant subject matter, from the Program to reappraise the essay. In trying to find such a faculty member, the Director is free to consult with anybody he/she wishes, except the student, instructor, and reappraiser. The Director provides this second reappraiser with the description of the assignment which the essay addressed (or both descriptions, if student and instructor still disagree), the unidentified copy of the essay, information about the grounds for the appeal, the instructor's grade and comments, the reappraiser's grade and comments, the instructor's counter-argument thereto, and any available further response by the reappraiser. The second reappraiser must report back to the Director in writing, not necessarily with comments, but with a grade that is either the instructor's, the first reappraiser's, or somewhere in between, within one calendar month. The second reappraiser's grade is the final, official grade. If this second reappraisal does not arrive within a calendar month, then the Director assigns a grade that is either the instructor's, the first reappraiser's, or somewhere in between. Program records are altered accordingly (where necessary). This step is the final step, and no further appeal on academic grounds is possible.

Once an appeal has been initiated, it cannot be withdrawn. The result of an appeal can be a higher grade, a lower grade, or the same grade.

## **APPEALS ON PROCEDURAL GROUNDS**

Such appeals must be filed with the Program Office within one calendar month of the alleged procedural violation. Such an appeal will be handled by the Executive Committee. Procedural grounds include (but are not limited to) failure to observe the procedures and deadlines above, harassment of a racially- or sexually-based nature, and failure to observe the proper weightings of grade components as announced in the course outline.

## **USE OF COPY EDITORS**

It is the program's belief that graduate students in English should not require a copy editor to complete their essays, theses, or dissertations. The Graduate Program in English does not allow the employment of copy editors simply to correct deficiencies that students are not willing or able to correct on their own. This of course does not preclude the normal editing that peers and professors do for each other and their students.

The policy outlined below is circulated so that students in our Program who are asked to work as copy editors for students from other disciplines are aware of the guidelines directing this practice at York University. It is important for our students to know the context and the legality of the position this would put them in.

"Editing must not affect the content, data or structure of a student's work. If there are no program guidelines, it is assumed that copy editing is not permitted.

- the student must obtain written permission from the supervisor for professional editing
- a contract should be signed by the student and the editor

- editing should be acknowledged in the dissertation
- until the dissertation has been accepted the editor should keep a copy that shows the editing, as well as all the correspondence with the student.

Cheating is the attempt to gain an improper advantage in an academic evaluation. Forms of cheating include:

- Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
- Copying another person's answer to an examination question;
- Consulting an unauthorized source during an examination;
- Obtaining assistance by means of documentary, electronic, or other aids which are not approved by the instructor;
- Changing a score or a record of an examination result;
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors;
- Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the instructor;
- Submitting work prepared in whole or in part by another person and representing that work as one's own;
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal.
- Impersonation is to have someone impersonate one's self in class, in a test, examination, or interview, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged.
- Plagiarism is the misappropriation of the work of another by representing another person's ideas, writing, or other intellectual property as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation as one's own. Any use of the work of others, whether published, unpublished, or posted electronically, attributed or anonymous, must include proper acknowledgement.
- *Improper research practices.* Academic research includes the collection, analysis, interpretation, and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include:
  - Dishonest reporting of investigative results, either through fabrication or falsification;
  - Taking or using the research results of others without permission or due acknowledgement;
  - Misrepresentation or selective reporting of research results or the methods used.
- *Dishonesty in publication.* It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors or the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.
- *Dissemination of information without permission.* Information or experimental data that was collected with a member of faculty or another student, and other works that involved the participation of a faculty member or another student, should not be submitted for publication or otherwise disseminated without their permission.

- *Abuse of confidentiality.* Taking or releasing the ideas or data of others that were given with the expectation that they are confidential is inappropriate. This includes the ideas or data obtained via the evaluation of confidential grant proposals, award applications, or manuscripts that will be or may have been submitted for possible funding or publication. Unless one is authorized to do so, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of that material, or by an appropriate faculty member or administrator.
- *Falsification or unauthorized modification of an academic document/record.* It is a breach of academic honesty to falsify, fabricate, or in any way modify, either through omission or commission, an application to the University or a program, course student examination, or test, transcript, grade, letter of recommendation or related document, a degree, a physician's letter/form, or any other document used in support of an academic application, record, petition/appeal or endeavor.
- *Obstruction of the academic activities of another.* It is a violation of academic honesty to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.
- *Aiding and abetting.* Encouraging, enabling or causing others to do or attempt any of the above with intent to mislead an instructor, academic unit, program, office, or committee as to a student's academic status, qualifications, actions or preparation, or knowingly aiding or abetting anyone in a breach of academic honesty shall itself be considered misconduct.

## PHD QUALIFYING EXAMINATIONS

Consult the PhD Procedures Manual for all the ins and outs of comps. Here, however, is some of the fine print from the FGS concerning rules and conduct, etc., applicable to both comps.

### MAJOR FIELD EXAMINATIONS

#### Examining Boards

An Examining Board consists of all Chief Examiners of candidates for that field at that sitting, plus other specialists as appropriate. The Nominations Committee meets immediately following the date upon which written confirmations must be submitted to determine the membership of the Examining Boards, in consultation with the Director. The Nominations Committee communicates in writing the composition of each Examining Board to each member of the Board, to the candidate, and to the Program Director as soon as the information is available. The Chief Examiner ensures that the reading list, as filed with the Graduate Study Committee, is circulated to each member of the Board. The Examining Board then meets to set and finalize the examinations.

The Nominations Committee designates one member of the board as chair of that board, to take on the responsibility of ensuring that the board meets to set and finalize the examination in a timely fashion. An Examining Board will in no case include fewer than three members. The Program Director sits as an additional member of the board (non-voting), or designates an existing member of the board as his/her representative (voting), or designates a program member as his/her representative to be added to the board (non-voting).

### The Written Examination

*Regular Time and Duration:* 9:30 a.m. – 1:30 p.m. on each of two consecutive days

*Usual Place:* Available classroom (booked by Program)

*Allowed in Room:* Reading list, dictionary, pencil, eraser, pen, blank paper, Program laptop

*Not Allowed in Room:* Candidate's own laptop, cell phone, any other printed material

Please note that due to space limitations all students will write in the same room at the same time.

### The Oral Examination

*Regular Scheduling:* normally within one week of the written papers.

*Duration:* 2 hours

*Allowed in Room:* A copy of the written examination and a copy of the reading list

### **Absolute Rules:**

1. No oral may be held with fewer than 3 faculty members present. If, due to accident, emergency, or illness, fewer than 3 faculty members are able to attend or indeed the candidate is unable to attend, then the oral must be rescheduled by the Program Office. The rescheduled time will then be confirmed by a letter to the Chief Examiner with copies to the Nominations Committee, the Program Director, the candidate, and to each member of the Examining Board.

2. If an oral cannot be held within one week of the written papers, the Chief Examiner must communicate the reason in writing to the Nominations Committee, with a copy to the Program Director, to the candidate, and to each member of the Examining Board.

### Evaluation and Notification

**Assessment/Evaluation:** Written and Oral are taken together. FGS says that the assessment/evaluation is as a *Gestalt*. The only options are:

### **Qualified**

#### **Qualified with Condition**

- Options include: no more than 2 papers on particular areas of the field; rewriting parts of the examination after further study; taking up to a maximum of 6 credits of coursework.
- Committee sets the terms of the condition in detail, in writing, including deadlines of completion and names of evaluators of any written work. No more than 3 months shall be given for each paper. Failure to meet the terms of the condition will result in a result of "not qualified."
- Copy of the written terms of the condition must be received by the student and the GPE Office within 2 weeks.

#### **Not Qualified**

- Examination may be re-sat two more times. 3 attempts at qualifying is the total.

#### **Failure**

- Student must withdraw from the Program, whether the failure is in the 1<sup>st</sup> or the 2<sup>nd</sup> field.



## **DISSERTATION SUB-FIELDS EXAMINATIONS**

Days prior to the examination, committee members will agree as to the types of questions to be asked of the student to best assess the extent and quality of his or her knowledge of the texts on the lists, while promoting the overall goal of exploring ideas to be developed in a dissertation.

The goal of questioning is to explore the extent and quality of the student's knowledge as well as for examiners to be satisfied as to the student's ability to explain the material and its ideas.

Acting as examiner, the supervisor of each list will lead the questioning of the student's knowledge of that list. The other examiners may ask follow-up questions, questions for further clarification and concerning implications, etc., as they see fit.

The supervising committee will discuss the student's demonstrated knowledge. While the supervisor with whom the student developed each of the lists shall have in his or her examining role the leading voice of assessment of the student's specific knowledge of that list, each examiner possesses the role of assessing the student's command of the material to be able to explain it to those not directly associated with that field of inquiry or area of knowledge.

Assessment/Evaluation: Assessment/evaluation of the oral examination (there is no written component) is as a *Gestalt*. The only options are:

### **Qualified**

All three examiners concur that the student addressed all questions in a satisfactory manner and demonstrated that he or she is qualified in the material.

### **Qualified With Condition**

1 or 2 professors do not agree and make explicit their reasons specific to a given field of inquiry list or lists. The condition may include:

- re-examination of the list(s) in question at a later time,
- requirement to take an additional course or directed reading in the specific field(s) of inquiry and/or a written research assignment of up to 20 pages in length in the specific field(s) of inquiry.

The "condition," therefore, cannot exceed 2 papers, or 6 credits of coursework, or another oral examination on the field(s) of inquiry in question.

The committee sets the terms of the condition in detail, in writing, including deadlines of completion and names of evaluators of any written work. No more than 3 months shall be given for each paper. Failure to meet the terms of the condition will result in a result of "not qualified." A copy of the written terms of the condition must be received by the student and the GPD Office within 2 weeks.

### **Not Qualified**

All 3 professors concur that the student did not address the questions in a satisfactory manner and did not demonstrate that he or she is qualified in the material.

The student must re-take the full exam at a later time.

Examination may be re-sat two more times.

3 attempts at qualifying is the total.

## Failure

All 3 professors concur that the level of demonstrated knowledge is not simply below a level which indicates that a student is not qualified to proceed to the dissertation at this time, but rather that he or she does not possess the knowledge and the skills to proceed in the Program and thus to write and successfully defend a dissertation in a timely manner.

Failure is also a necessary designation reserved for not qualifying to proceed on the third attempt at the Dissertation Sub-fields examination.

## Appeals

The evaluation of a Field Examination may not be appealed on academic grounds since the decision of an Examining Board is based on the collective opinion of at least three faculty members. Appeals on procedural grounds must be filed with the Program Office within one calendar month of the alleged procedural violation. Such an appeal will be handled by the Executive Committee.

### Appeal to Sit a Field Examination without Supervisory Meetings Fulfilled

In the exceptional circumstances that the required three in-person meetings with a field supervisor have not taken place, and if the candidate still wishes to sit the examination, a written request to waive this requirement must be submitted to the Program Director

- no later than six weeks prior to the scheduled sitting;
- outlining the rationale for waiving the requirement;
- including signatures of both the candidate and the Chief Examiner.

The Director will inform the candidate and the Supervisor whether or not the request has been approved no later than four weeks before the scheduled sitting.

- Once the candidate has submitted this written confirmation, the candidate cannot withdraw from the contracted sitting of the examination without penalty.
- If a candidate withdraws from a contracted sitting less than six weeks before the sitting, the candidate will have used up one of the three possible examination opportunities.

### Appeals Procedure for the Supervisory Relationship

The following procedures are intended to help resolve serious problems, should they occur, in the supervisory relationship between a student and his/her supervisor. In what follows, the discussions referred to at each stage should be kept confidential by all parties. If the supervisor being appealed against is the Director, then the role of Director in the procedure outline below is performed by the Chair of the Graduate Study Committee. While no precise time limits are given below, all parties involved should proceed as quickly as possible; this is particularly important given the relationship between the proper functioning of a supervisory relationship, the quality of the student's experience at York, and completion times and rates.

1. The student should first discuss the matter informally with the supervisor.

2. If this is not possible or if no resolution is reached, then the student should discuss the matter with one of the Program's ombudspersons. If for some reason this is not possible, then the student should discuss the matter with any other faculty member, or any other student. That person will advise the student, using his or her own judgement as to what to recommend. Since the nature of every case is likely to be different, it is not possible to prescribe precisely what action should be taken, but some options that should be considered are: suggesting that the student discuss the matter with the Program Director; with the student's permission, discussing the matter with the Program Director; referring the student to someone else who might be able to help resolve the matter or offer better advice; with the student's permission, trying to intervene by discussing the matter directly with the supervisor; if appropriate to the nature of the problem, suggesting that the student discuss the matter with the Centre for Race & Ethnic Relations or the Sexual Harassment Education & Complaint Centre.

3. If the matter is still not resolved, it must be brought to the attention of the Program Director, either by the student or by an agent acting on the student's behalf. The Program Director will attempt to mediate a settlement between the supervisor and the student. If that fails, or if in the Program Director's judgement such mediation is inadvisable for any reason, the Program Director will bring the matter to the Executive committee.

4. The Executive Committee will hear whatever the student and the supervisor have to say on the matter. Unless there is some compelling reason otherwise, both the student and the supervisor will appear before the Executive Committee to do this, rather than be represented by agents. The Executive Committee will try to arbitrate or mediate, but if necessary will impose a settlement.

5. The matter ends at this point as far as this Program is concerned. Any further procedure will fall under the mandate of FGS, YUFA, CUPE 3903, the university's policies on sexual harassment and human rights, or other university procedures.

## **MA Thesis and PhD Dissertation Defence: Examining Committee**

**Chair:** Normally, the second reader from the Program will be asked to chair the Oral Examination. The Chair should not be neither the Outside or the External Examiner, nor the candidate's supervisor.

*Responsibilities:* to ensure that the process of examination is fair and orderly. The Chair is a voting member of the Committee and participates in the questioning of the candidate.

**Dean's Representative:** Must be at arm's length from the dissertation, so generally someone from outside the candidate's discipline. If from within the discipline, then arm's length from the dissertation is crucial.

*Responsibilities:* to ensure that high standards of scholarship are met and to ensure overall fairness is maintained. The Dean's Representative is a voting member of the Committee and participates in the questioning of the candidate.

**The External Examiner:** A specialist in the area of the dissertation, or some important aspect of it, at arm's length of the dissertation.

*Responsibilities:* to prepare a brief written critique of the dissertation, clearly indicating whether or not the dissertation is acceptable for examination. The critique is prepared for the Program Director and the Dean normally one week before the scheduled date of examination. It is circulated to the Examining

Committee before the Oral Examination and given to the Candidate afterwards, if the External Examiner is willing. The External Examiner is a voting member of the Committee and participates in the questioning of the candidate.

### **Preparation for the Oral Examination**

The Program Director shall poll the Examining Committee one week before the oral to ascertain agreement that the thesis/dissertation is examinable. If the thesis/dissertation is found to be unexaminable by a majority of the Examining Committee members, the Oral Examination shall be postponed for a period not to exceed one year. However, the student has the right to insist that the Oral proceed as planned.

### **Conduct of the Examination**

Examinations will be conducted in accordance with current regulations of the Faculty of Graduate Studies. Oral Examinations of doctoral candidates are open to all Faculty members and graduate students.

Before the Oral Examination begins, the Examining Committee briefly discusses the thesis or dissertation and confirms its examinability under the guidance of the Chair. The Chair also determines, in consultation with the members of the Examining Committee, the structure of the Oral Examination. The candidate will be asked to leave the room during this preliminary discussion.

At the start of the Oral Examination, the student is given the opportunity to present an oral summary of his or her work. This is normally followed by a first round of questions that refer to general aspects of the work. Subsequent questions will deal with more detailed matters. The External Examiner will normally begin each round of questioning, and will be followed by the other members of the Committee in an order agreed upon before the start of the oral examination.

A general guideline for the length of the oral is approximately 10 to 20 minutes for the presentation of the candidate's oral summary (if applicable) and 1.5 hours for questioning for a Master's defence, and approximately 20 to 30 minutes for the presentation of the candidate's oral summary (if applicable), and 2 hours for questioning for a Doctoral defence.

The question period should run its natural course, with members of the Examining Committee indicating when they are satisfied. The Chair will use his/her discretion as to the appropriate closing point. The Chair will then ask the candidate to leave the room. The Committee will discuss the work and the oral, the discussion beginning with the External Examiner's remarks. The Chair will then assess the Committee's opinion from the discussion. If there is no consensus, a vote will be taken to determine the outcome.

## MA & PhD Oral Examination: Assessment/Evaluation Options

### 1. Accepted with no revisions

### 2. Accepted Pending Specified Revisions

- Typographical errors or minor editorial changes; specified insertions or deletions which do not radically modify the development or argument of the thesis/dissertation.
- The Committee must specify such changes with precision.
- Supervisor ensures that all such changes are made. Dean's Representative confirms.
- *Student is required to register and pay fees until the revisions are completed and accepted.*
- Any specified revisions must be completed within a maximum of six months.

#### Odd Situations and Disagreements

MA: specified revisions are expected if all members are in agreement with this status, or if there is one vote for major revisions.

PhD: specified revisions are expected if all members are in agreement with this status, or where there is one vote for failure, or no more than two votes for major revision.

### 3. Referred Pending Major Revisions

Detailed reasons must be supplied in writing by the Chair to the Dean, the GPD, and the candidate concerned within 2 weeks.

*Student is required to register and pay fees until the revisions are completed and accepted.*

This option must be chosen when any of the following conditions exist:

Unanimity

or

**MA:** a minimum of 2 votes for major revision or 1 vote for failure;

**PhD:** 1 vote for failure plus a minimum of 1 vote for major revision

Or at least 3 votes for major revision or 2 votes for failure.

In this situation, one of the following procedures, agreed upon by the Committee before the examination is adjourned, must be used to finalize the oral results:

- a) the Committee will reconvene within 12 months to continue the oral examination; or
- b) the revised thesis will be circulated within 12 months to all members, who will inform the chair and the Dean's Representative whether they feel the stipulated requirements have been met.

After an adjournment and when the major revisions have been completed, the thesis/dissertation is failed if there are 2 or more votes for failure. A thesis/dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, Program Director, and candidate within two weeks.

### 4. Failed

Detailed reasons must be supplied in writing by the Chair to the Dean, the GPD, and candidate within 2 weeks.

This option must be chosen when any of the following conditions exist:

Unanimity

or

**MA:** requires at least two votes for failure.

**PhD:** requires a minimum of three votes for failure.

## FINANCIAL INFORMATION

1. Students registering full-time in the Graduate Program in English may apply for a Teaching Assistantship (PhD students only), a Research Assistantship, or a Graduate Assistantship.
2. Students holding scholarships/fellowships may, by provincial regulation, also accept fees-for-service (as provided by an Assistantship) provided the total amount of work for such fees does not exceed 10 hours per week.
3. PhD students holding TAs with no other source of funding are also eligible for the minimum guaranteed agreed upon between CUPE 3903 and the Administration.

## CANADIAN UNION OF PUBLIC EMPLOYEES (3903)

CUPE 3903 represents all teaching assistants, part-time faculty members, and graduate assistants at York. Teaching assistants must be full-time graduate students and become members of bargaining Unit 1. Graduate assistants must be full-time students and become members of bargaining Unit 3. The terms and conditions of their jobs are governed by a collective agreement which is negotiated with the University. Each department's Teaching Assistants elect stewards to represent them at the Stewards' Council and all members are invited to attend general meetings of CUPE 3903 and to participate in various CUPE 3903 committees. If you have questions about your job, contact your steward or the union office at 104 East Office Building: 416-736-5154. The name of your steward will be posted in the Program office.

## TEACHING ASSISTANTSHIPS (CUPE 3903 - Unit I)

Teaching Assistantships are a matter of formal negotiation between the University and the Canadian Union of Public Employees (CUPE 3903) of York University. The current CUPE 3903 contract includes the following clause concerning the priority pool: "Priority in the allocation of available Teaching Assistantships shall be given to full-time PhD students who, at the time of hiring, have held one Teaching Assistantship or portion thereof, whether as a Master's student or a PhD student, but not more than five full Teaching Assistantships as a PhD student....Students whose total income from fellowships and/or scholarships is equal to or greater than the value of a full Ontario Graduate Scholarship and who are within the priority pool described above shall be allocated at least one-half of a full Teaching Assistantship or equivalent" (Article 12.03.1). Students should read all the details of Article 12 and, indeed, are urged to read the entire contract.

All full-time PhD students are eligible to apply for a Teaching Assistantship. Those in the priority pool are placed first.

Students interested in being considered for a Teaching Assistantship apply directly to the department, division, or other unit concerned (e.g., English, Humanities, Centre for Academic Writing, etc. in the Faculty of Arts and at Glendon and Atkinson). Normally, available positions for Teaching Assistantships are posted late in the second term at the department concerned, the Graduate Program Office, and the Union (CUPE) office. Applicants should include an up-to-date resumé with a letter indicating what particular positions are being applied for or if it is a blanket application (the deadline for submitting blanket applications is the end of January). For more information consult the Unit 1 Collective Agreement.

### **PART-TIME TEACHING POSITIONS (CUPE 3903 - Unit 2)**

Students registered or intending to register part-time are eligible to apply for part-time teaching positions (CUPE 3903 - Unit 2). The posting procedures are the same in both Units, but the best way to apply for a Unit 2 position is to submit a blanket application to all relevant departments at York, Glendon, and Atkinson before December 15 for Summer positions and before the end of January for Fall, Winter and the following Winter/Summer positions. A blanket application ensures that applicants will be considered for all positions they are competent to hold even if they miss the particular posting. They may also submit applications for specific courses whenever posted. For more information, consult the department or division concerned and the Collective Agreement.

### **GRADUATE ASSISTANTSHIPS (CUPE 3903 - Unit 3)**

Each year the Program offers Graduate Assistantships and Matching Fund Graduate Assistantships to full-time MA candidates. Graduate Assistants are employed in administrative, clerical, and research positions throughout the university at the discretion of the Program Director. Students awarded a Graduate Assistantship are expected to work a maximum of ten hours a week. Students are automatically considered for a GA when admitted to the MA program.

### **RESEARCH ASSISTANTSHIPS**

Each year the Program may offer Research Assistantships and Matching Fund Research Assistantships to full-time MA candidates. Research Assistants undertake research and academic activities that are relevant and related to their fields of study within the Program. Students awarded a Research Assistantship normally conduct research and related academic activities for five hours a week. Students may be automatically considered for a RA when admitted to the MA program.

### **YORK SCHOLARSHIPS**

The Graduate Program in English offers York Scholarships to exceptionally qualified students first entering the MA or the PhD program. These are admission scholarships only and, therefore, not renewable.

Further information on other scholarships and awards is available from the Program office and the Faculty of Graduate Studies website: <http://www.yorku.ca/grads/index.htm>

## **OGS and SSHRC SCHOLARSHIPS**

Application forms for Ontario Graduate Scholarships (OGS) and Social Science and Humanities Research Council of Canada (SSHRC) awards are made available in good time every fall or winter to be accessed through the appropriate website. Any student planning to apply for an OGS or a SSHRC Fellowship should, as a matter of course, order transcripts by the end of September (if not earlier) to be sent to the destination stipulated on the OGS and SSHRC forms.

## **SUSAN MANN & PROVOST DISSERTATION SCHOLARSHIPS**

These scholarships are awarded to encourage and assist outstanding students in their final year of doctoral study to concentrate exclusively on their dissertations. Candidates must be nominated by their graduate program and all nominations must be submitted by April 1st. Detailed information can be found at: <http://www.yorku.ca/grads/index.htm>

## **FUNDING**

### **GRADUATE DEVELOPMENT FUND**

The Graduate Development fund is administered by the Finance Committee of the Faculty of Graduate Studies. The purpose of the fund is to make money available to students attending conferences, symposia, etc. It helps subsidize students' travel costs to a recognized academic event where they are presenting their scholarly or creative work. Applications are vetted twice a year, in February and September. Students should check for the application deadlines on the Faculty of Graduate Studies webpage: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

### **RESEARCH COSTS FUND**

The Research Costs Fund is funded by CUPE 3903, which represents the teaching assistants and is administered by the Faculty. Funds up to a maximum of \$1,500 are allocated to cover expenses incurred in connection with the fulfilment of degree requirements. Applications are vetted twice a year. Students should check for the application deadlines on the Faculty of Graduate Studies webpage: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

### **FIELDWORK COSTS FUND**

The Fieldwork Costs Fund provides support for Master's and Doctoral students to defray the cost of thesis and dissertation research which must be carried out "in the field." Up to \$50,000 will be available and a maximum of \$5,000 will be awarded to each individual recipient. Applications are vetted once a year in February. Students should check for the application deadlines on the Faculty of Graduate Studies webpage: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

### **FACULTY OF GRADUATE STUDIES BURSARY**

The Faculty of Graduate Studies Bursary Fund provides support for Master's and Doctoral students in financial need. Bursaries are available in the Fall/Winter term and in the Summer term. Applications are vetted twice a year, in November and May. Students should check for the application deadlines on the Faculty of Graduate Studies webpage: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>



## **GSA EMERGENCY LOAN**

The GSA (Graduate Students Association) provides short-term interest-free loans to graduate students who encounter temporary financial difficulties. To qualify, you must be a full-time York Graduate student in good standing in the Program. To obtain a loan, contact the GSA President or Treasurer in 325 Student Centre (416-736-5865) during office hours or by appointment.

## **ADMINISTRATIVE STRUCTURE OF THE PROGRAM**

### **GENERAL MEETINGS**

Decisions on policies, curricular offerings, requirements, grading, recommendations on appointments, and all other matters relating to the activities of the Graduate English Program reside with the general membership. General meetings are held at least four times each academic year. Except for the grades meeting in May, all general meetings may be attended by six participating graduate student representatives (two of these voting members are the EGSA Co-Coordinators) and as many authorized auditors as wish to come.

### **GRADUATE ENGLISH PROGRAM COMMITTEES**

Committees handle much of the important day-to-day business of the Program. We have six committees, their membership elected, normally for three year terms, by their constituencies except for three ex-officio members of the Executive Committee and the Director, who is an ex-officio member of all committees.

#### **Executive Committee:**

Membership: 3 elected Program faculty members; 3 ex-officio members (Chairs of the Departments of English departments in LAPS and Glendon); 2 EGSA members

Mandate: Advises the Director on all matters concerning the policies and operation of the Program. Considers the policy and general status of the Program. Assesses applications of members to the GPE and conducts periodic reviews of GPE members continued meeting of the terms of their appointment to the GPE. Considers issues of future planning, including anticipation of periodic review of the Program by the university and/or external bodies, as well as curricular and Program change ideas.

#### **Admissions Committee:**

Membership: 3 elected Program faculty members

Mandate: The Admissions Committee is responsible for reviewing and evaluating all application files submitted to the Program, and recommending acceptances and rejections. It stipulates conditions for provisional candidates or students lacking certain preparation. It reviews admission standards on an ongoing basis.

#### **Curriculum Committee:**

Membership: 3 elected Program Faculty members; 2 EGSA representatives

Mandate: The Curriculum Committee is responsible for planning and administering the curriculum for the Program. It evaluates and recommends proposals for new courses, considers long-term needs for curricular planning and development, and assesses coverage, rotation, and scheduling of annual course offerings. It solicits new courses and encourages faculty who have not previously taught in the Program to offer courses. It administers the annual course evaluation questionnaires.

**Graduate Study Committee:**

Membership: 3 elected Program faculty members; 2 EGSA representatives

Mandate: The Graduate Study Committee is responsible for receiving and assessing all reading list for major field examinations.

**Nominating Committee:**

Membership: 2 elected Program faculty members

Mandate: The Nominating Committee is responsible for annually preparing a slate of nominees for all Program committees with elected members, and for nominating faculty to serve on Major Field Examination Boards.

**Scholarships and Grants Committee:**

Membership: 3 elected Program faculty members

Mandate: The Scholarships and Grants Committee is responsible for assessing and ranking all applicants for the Ontario Graduate Scholarship and the Social Science and Humanities Research Council Doctoral Fellowship. It reads and comments on preliminary drafts of applications for those scholarships. Additionally, it recommends students in the Program for special awards such as the Dissertation Prize.

**ENGLISH GRADUATE STUDENT ASSOCIATION (EGSA)**

The members of the English Graduate Students' Association welcome you to the Graduate Program in English at York University. Whether you are embarking upon your MA or PhD, full-time or part-time, you are automatically a member of EGSA. In addition to representing the interests of English graduate students at the program, faculty, and university levels, EGSA works to foster a sense of community both between graduate students and faculty and among graduate students themselves. To accomplish this aim, EGSA members serve on various departmental and program committees, organize an annual student colloquium, publish a peer-reviewed e-journal, and organize social events throughout the year. EGSA also administers a student listserv in order to facilitate communication among its members. Becoming involved in EGSA, whether by serving on a committee or simply by coming out to EGSA events will enrich your experience as a graduate student.

EGSA is run by an executive elected annually—a four-member steering committee, a treasurer, and a secretary—and is funded by the Graduate Students' Association of York University. The funding comes from a levy included in the academic fees of all graduate students. EGSA uses these monies to support its colloquium, journal, and social events. EGSA also offers small bursaries to members to defray the costs of travel for research and/or conferences.

**EGSA COMMITTEES**

**Steering Committee (4):** facilitates communication between faculty and students within the department of English and ensures that EGSA is represented at the level of the department, FGS, GSA and CUPE. Holds several meetings a year to facilitate discussion of student issues both within the department and university-wide.

**Treasurer (1):** responsible for keeping track of EGSA's finances. Responsibilities include drafting a budget and signing cheques.

**Social Committee (1-3):** coordinates social events for EGSA members.

**Colloquium Planning Committee (4):** organizes EGSA's annual student colloquium, held every March.

**Academic Community Building Committee (2):** organizes a series of joint faculty/student academic talks and additional academic activities.

**CUPE Representative (1 and 1 alternate):** represents EGSA at CUPE meetings and reports on CUPE matters at EGSA meetings and/or through the listserv.

**FGS Council Representative (1 and 1 alternate):** attends monthly FGS Council meetings and reports back to EGSA either at EGSA meetings or on the listserv. For more information on the Faculty of Graduate Studies Council, refer to the following website: <http://www.yorku.ca/grads/c.htm>.

**GSA Representative (1 and 1 alternate):** attends Graduate Student Association meetings and acts as a liaison between EGSA and the GSA.

**Pivot, the EGSA journal:** an interdisciplinary journal in the humanities with the mandate of publishing the work of both graduate students and faculty. Our focus is on exploring the multiple facets of a single topic from a number of disciplinary perspectives: literary, historical, cultural, philosophical, educational, psychological, linguistic, legal, and sociological.

## FACULTY COMMITTEES

EGSA members represent graduate students on the following faculty committees:

**Executive Committee (2):** reviews matters related to the graduate program in English.

**Graduate Studies Committee (2):** receives and assesses all proposals for MA theses and research papers, Directed Reading Courses, and Field Examination reading lists.

**Graduate Curriculum Committee (2):** plans and administers curriculum for the GPE; meets 3 or 4 times per year.

**Undergraduate Curriculum Committee (2):** plans and administers curriculum for the Department of English.

**Undergraduate Teaching Committee (1):** organizes and administers teaching evaluations and faculty and TA teaching awards.

**Adjudication Committee (1):** reviews faculty files for tenure and promotion; formerly known as the Tenure and Promotions committee.

## INTELLECTUAL PROPERTY POLICY

The Faculty of Graduate Studies recognizes the mission of the university to seek, preserve, and disseminate knowledge and to conduct research in a fair, open, and morally responsible manner.

In such regard, the Faculty of Graduate Studies believes that intellectual property rights are divided among several interests, and that the rights and obligations of various claimants should be specified, fairly regulated, and that disputes arising may be mediated. All parties students and faculty are expected to behave in an ethically appropriate manner beyond their immediate graduate student/supervisory relationship, to encompass intellectual property rights, dissemination of research data, and in making decisions on authorship and publication of joint research."

The Graduate Program in English is bound by the Faculty of Graduate Studies Policy on Intellectual Property for Graduate Programs.

## HUMAN PARTICIPANTS RESEARCH PROCEDURES

Graduate students doing major research papers, theses, or dissertations and graduate course directors conducting courses in which research involving human participants occurs shall familiarize themselves with York University's policies about the use of human participants and with the SSHRC/NSERC/MRC Tri-Council Policy Statement "Ethical Conduct for Research Involving Humans" (August, 1998). These can be found at the Office of Research Administration, S414 Ross Building or on the web at [http://www.sshrc-crsh.gc.ca/about-au\\_sujet/policies-politiques/statements-enonces/PAS\\_e.pdf](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/PAS_e.pdf)

Faculty and students are advised to see the Senate "Policy for the Ethics Review Process for Research Involving Human Participants" for definitions of "minimal risk," "human participant," and what constitutes "funded" research. See the FGS guidelines at <http://www.yorku.ca/grads/policies/ethics.htm>

## COMPUTER RESOURCES

Eight Windows and one Macintosh computer that have e-mail and internet capabilities connected to one laser printer are available for student use. In order to use the printer you will need to supply your own paper. The computers are located in 215 Stong and are accessible 24 hours a day, 7 days a week.

### OTHER COMPUTING SERVICES

Please refer to the York computing website—: <http://www.yorku.ca/computing/students/>

—for further information on the wide variety computing resources and services available to students, including wireless network service, alternate printing locations, as well internet access around campus as well as from your home.

Students may seek help in preparing their resumé and file from the Career Centre (202 McLaughlin College (416-736-5351; <http://www.yorku.ca/careers>). The Graduate Program Director is also available for advice.

Faculty members make every effort to inform students of any available positions they may know about. Some information is posted on the bulletin boards in the Graduate English Program Office and the undergraduate English Department Office in 208 Stong College. Students are strongly advised to consult the monthly publications *University Affairs* and *CAUT Bulletin*.

## **OTHER INFORMATION**

### **MAINZ EXCHANGE**

Since 1975 York University has had an exchange with the American Studies division of the Department of English Philology at Johannes Gutenberg University, Mainz, Germany. Students prioritized for this exchange will have been full-time PhD students for at least one year at York University. While a command of German is not required, some knowledge of the language is an asset. The York representative is called upon to do some teaching and lecturing (in English) on both Canadian and American material, to evaluate essays, to confer and converse with German university students. Applications for this exchange should be underway by the end of December. For more information, consult the Director of the Program.

### **POLICY ON SEXUAL HARASSMENT**

All students and faculty members have the right to pursue their studies and research in an atmosphere free from sexual harassment of any kind. The Sexual Harassment Education and Complaint Centre is for use by all members of the York University community (students, staff, faculty). The Centre has two objectives: i) to provide support and confidential advice to anyone who may be experiencing sexual harassment, or harassment based on their gender or sexual orientation (no action is taken unless requested by the complainant); and ii) to give workshops to Colleges, residences, classes, and staff. Location: I08 Central Square  
Telephone: 416-736-5500.

### **COUNSELLING AND DEVELOPMENT CENTRE (CDC)**

The Counselling and Development Centre (CDC), 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 the CDC 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 readily available to all students enrolled at the university. The CDC also acts as a resource to faculty and staff of the university. For more information contact us at 145 Behavioural Sciences Building, (416) 736-5297.

**CONTACT INFORMATION**

The Graduate Program in English is located in Stong College, Room 215.

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## NOTES

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