

**York University
Faculty of Graduate Studies**

**GRADUATE PROGRAM IN DESIGN
MDes Program Handbook 2019 - 20**



MDes Program
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Getting started!

Before you can access York's online services, you **MUST** create a Passport York account. Your Passport York username and password authenticate you as a member of the York computing community.

Go to [Computing at York U](#) and select "Current Students to Continue." Then select [A Step-by-Step Guide](#). A Passport York account gives you access to a wide range of services. You can register, add/drop courses, view grades on-line, print receipts for tax purposes, etc. After you have created your Passport York account, proceed to item number 2 and create a York email address if you have not already done so.

Please note you are not competing with other students for spaces in required courses.

Continuous registration is mandatory for **all** MDes level students. MDes students are expected to work on their thesis proposal during the summer. You are required to register, but you do not enroll in courses. Information regarding New Student Orientation will be sent via email as soon as the dates have been confirmed.

The handbook provides essential information for all graduate level Design students. It outlines the objectives of the MDes program, enrolment and supervision guidelines/procedures and other useful information such as faculty research interests, scholarships, finances, contact information, etc. Its purpose is to facilitate a successful candidacy towards the MDes degree. MDes students are advised to consult the handbook for important guidelines and procedures.

Information provided in the handbook is supplementary to the Faculty of Graduate Studies Calendar for 2019 –20 (hereafter designated as the Main Calendar). Every attempt has been made to make it as current as possible. Please read carefully the "Faculty Regulations" and the "Program Regulations" found in the main calendar or by going to the [Faculty's website](#). **In the case of any conflict with Faculty or Department publications, the information contained in the York University Calendar takes precedence.**

Faculty Members Contact Information

GRADUATE PROGRAM DIRECTOR (GPD)

Sandra Gabriele sandrag@yorku.ca

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ASSOCIATE PROFESSOR

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Paul Sych paulsych@yorku.ca

ASSISTANT PROFESSOR

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PROFESSORS EMERITI

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PART TIME/AFILIATE FACULTY

Lyle Fraiman yorkbdes@gmail.com

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Elizabeth Hobart zab@yorku.ca

Philippe Jean pjean@yorku.ca

Michael Longford longford@yorku.ca

Diane Mikhael ddmikhael@gmail.com

Borzu Talaie borxu@yorku.ca

GRADUATE PROGRAM ASSISTANT (GPA)

Andrea DiFlorio Sgro diflorio@yorku.ca, 416.736.2100 ex.20353

Faculty Research Areas

FULLTIME DESIGN FACULTY

David Cabianca, Associate Professor

MA Design Criticism, University of the Arts London
MA Typeface Design, University of Reading, UK
MFA Design, Cranbrook Academy of Art, USA
MArch Princeton University, USA
typeface design, contemporary graphic design, issues of representation and disciplinary conflict

Shital Desai, Assistant Professor

PhD, Queensland University of Technology, Australia
Interaction Design, Human Centred Design, Design research, Embodied Intuitive interaction, Child computer interaction, Assistive technology, Technology to support aging and cognitive impairment

Sandra Gabriele, Associate Professor

MDes University of Alberta, Canada
User-centred design, human computer interaction, typography (legibility and readability), patient safety, data security and privacy, user interface design

David Gelb, Associate Professor

MEd University of Toronto, Canada
interactive design, user-centered research, mobile interface design, technology-enhanced learning

Jan Hadlaw, Associate Professor

PhD Simon Fraser University, Canada
MA Concordia University, Canada
design in the construction of Canadian national identity, vernacular design and architecture

Angela Norwood, Associate Professor

MGD North Carolina State University, USA
social, cultural and cognitive aspects of wayfinding and signage systems, information design, structural devices in advertising

Paul Sych, Associate Professor

typographic works in print, branding, public art, motion graphics and broadcast design

Wendy Wong, Professor

Graduate Program Director
PhD MA Hong Kong Polytechnic University
design history, design for social impact, transnational studies, eLearning, comics history

PART TIME/AFILIATE FACULTY

Rob Gill

PhD, MA York University
cultural theory, theories of subjectivity, curatorial studies, contemporary art, pedagogies of visual culture and design culture

Elizabeth Hobart

MFA Nova Scotia College of Art and Design, Canada
book design, artist books, typeface design, wallpaper design, vernacular typography

Michael Longford, Associate Professor, York University
MFA Rutgers University, USA
intersection of photography, graphic design and digital media, developing technology and media rich content for mobile devices

Diane Mikhael

MA, Middlesex University London
Theoretical research, pragmatic, literate and visual, type design, design and culture

Introduction

MDes Program at York

Commencing in 2005, the York University's Master of Design (MDes) program is the first graduate program in design in Ontario. The program distinguished by its emphasis on design practice and its interdisciplinary approach to making graphic design.

Laying the foundation in first-year, the curriculum includes classroom study in the foundations of theory, research, methods and issues, all in support of studio practice. Students have the additional option of enrolling in electives in the Department of Design and/or other graduate programs across the university. This interdisciplinary curriculum is designed to stimulate and encourage the students to share insights, information and ideas across their fields of study. Students pursue individual goals, discover new modes of practice and gain design experience—ultimately leading to a practice-oriented graduate thesis in the second year.

The second year consists entirely of the student-directed thesis project, which includes a written support paper component. Students must be able to communicate their ideas and respond to critical assessments of their own work. Writing is always an important aspect of research, which helps to articulate ideas and opinions, and is an integral component of the thesis project. In the York MDes Program, a student's critical design awareness and discovery will inform or may even become their thesis subject. Students entering the program are encouraged to take an introspective look and examine what it is they want to do with design, what is design, and what makes it one's own? Above all, each student should be aware of one's own work as part of a constellation made up of contemporary issues, work by other designers, and broader areas of knowledge. Question how does one's own work fit in to any of these areas—what meaning does it draw from and what does it contribute? How does one's ideas, as part of a cultural practice, inform social discourse?

As many already have a number of years of study, or a few years of professional experience, master's students will have a clearer sense of these questions that define their own practical and personal limits. They might also already have the beginnings of a body of personal work, developed either as practicing designers or as undergraduate students. Drawing on prior experience, as well as their own interests and expectations, they are in a position to engage with graphic design in a critical way. The York University program offers a space, in terms of discourse and resources, to fully encourage and support the risk-taking necessary for a critical engagement with design.

Objectives

- To advance in the field of graphic design through exploration, intellectual growth, and refinement of practice-based expertise.
- To define and nurture design's emerging talents who will challenge the limits of the discipline.

The Master of Design program challenges students at the graduate level, opening them to a world of possibility and inspiration. Faculty guides students through an in-depth curriculum of advanced exploration that fosters critical thinking, develops design skills and shapes the student's creative capacity for mature and critical studio practice.

Learning Goals

Graduate students will ideally be able to leave with an MDes degree prepared to enter professional graphic design practice or academia as an advanced thinker and creative maker.

During the 2-year program, students will be encouraged to:

- Develop a clear sense about future intentions and ambitions.
- Conceptualize a project informed by critical theory and history.
- Independently carry out research, develop a methodology and explore a design problem.
- Conceptualize and realize a sophisticated body of work.
- Articulate intentions, context and audience for project work.
- Evaluate the pros and cons of a project's outcome.

- Respond to the constant change, social context, media and burgeoning technology in the field of contemporary design.
- Articulate and realize a thesis artifact that exhibits mastery of contemporary graphic design theory and practice and reflects a personal interest and direction for future design practice.

Enrolment and Registration Procedures

You will be able to enroll in courses and register for the term (instructions are provided below) and are required to enroll and register in fall and winter courses at the same time.

Enrolment Procedures for all Graduate Level Students:

- 1) Registration: you are required to register in each and every term you are enrolled in the program, regardless if you are taking courses or not. Registration is very simple. Once you access the [Registrar's web site](#) and ACCEPT THE FEES, you are registered! You must adhere to the deadlines established by the Faculty of Graduate Studies. Otherwise, you will be charged a [\\$200 fee for late registration](#).
- 2) Once you have successfully registered. You need to enroll in courses. Catalogue numbers are listed for the first and second year MDes courses below. Log on to the [Registrar's web site](#), select "Web Registration and Enrolment" – under the heading "Your Student Record Online" on the left side of the screen. You must have created your Passport York username and password to access this information. Select "add/drop courses." Choose "Fall 2018 Graduate" to add your fall courses then go back and add your winter course. Choose "Winter 2019 Graduate."

Program Overview & Courses Descriptions

First Year MDes

Fall (Term 1)

GS/MDES 5108 3.0 - Design Studio: Culture and Criticism,

Thursday, 12:30–16:30 D. Mikeal

Structured around disciplinary and cross-disciplinary inquiry, critical engagement and transformation of received knowledge, this studio course introduces students to graphic design practice as a mode of cultural engagement and criticism. This practice-based studio combines faculty-directed reading with assigned and student-defined design projects. Selected readings may vary with instructor but will continue to support the aims of the course.

Prerequisite: Registration in the Graduate Program in Design or permission from the Graduate Program Director.

GS/MDES 5101 3.0 - Design Theory and Criticism

Wednesday 9:30–12:30 R. Gill

This seminar provides an overview of key theories and themes that form the foundation of contemporary critical design studies. Drawing on theories from a broad range of disciplines, it employs close readings of selected texts and works to explore design as a product, a practice, and a mode of social communication. Specific topics may vary with the instructor.

GS/MDES 5107 3.0 - Research Methods for Disciplinary Experimentation in Design

Tuesday 13:30 – 17:30 D. Cabianca

Students will explore various research methods with the goal of identifying a problem or issue that will become the basis of a potential thesis topic. Students will be expected to formulate a viable hypothesis, bibliography, and plan of action. This practice-based studio combines faculty-directed reading with assigned design projects. Selected readings may vary with instructor but will continue to support the aims of the course.

Winter (Term 2)

GS/MDES 5109 3.0 - Design Studio: Users and Information

Tuesday 12:30–16:30 S. Gabriele

Structured around user-centred strategies with information design as the intermediary between humans and their actions, this studio course introduces students to graphic design practice as a reflection of user-engaged production. This practice-based studio combines faculty-directed readings with assigned and student-defined projects. Selected readings may vary with instructor but will support the aims of the course.

Prerequisite: GS/MDES 5108 (3.0) or permission from the Graduate Program Director.

GS/MDES 5104 3.0 - User-Centred Design Research Methods

Thursday 9:30–12:30 S. Desai

This course introduces students to a range of user-centred methodologies and strategies for research in design. Students will develop research questions, write a literature review and research proposal and will have the opportunity to engage in the research process through discussion of readings, assigned projects, papers and presentations. Selected readings may vary with instructor but will support the aims of the course.

Electives

Elective courses are meant to strengthen the theoretical and conceptual area(s) of each candidate. These elective courses can be chosen from a select list of MDES courses or from other Graduate Programs in the university. Because a greater understanding of a theoretical area of study leads to subtler and more complex studio work, these courses will inform the development of the candidate's thesis production. To that end, students are encouraged to fulfill their elective requirements in subjects outside of design. It is the student's responsibility to contact programs and/or Graduate Program Directors directly to obtain permission to take courses outside Design. Students must complete permission form, signed by both respective program GPDs.

* MDes students are required to complete two electives. **It is strongly recommended that both elective courses are completed by the end of the second term of study.**

Summer (Term 3)

Thesis Proposal & Presentation

No required courses

Second Year MDes

Fall & Winter (Term 4 & 5)

Thesis Paper & Project

Oral Comprehensive Examination

The MDes degree is a two-year full-time program (5 consecutive terms).

MDes Thesis Requirements and Supervision Procedures

Students identify a chosen area of research and develop an individual direction within the greater context of contemporary design practice. Working at an advanced graduate level, students develop a body of work that demonstrates a critical awareness of themselves and the place of design in the world.

The MDes design thesis reflects this awareness and concludes with a final public review, where the thesis project (design work and written support paper) is evaluated both on its own merit and as it pertains to the broader field of contemporary graphic design discourse.

Please find the **MDes Thesis Project Progress Checklist** in the Appendix section.

MDes Supervisory Committee: objectives and protocols

The supervision committee is comprised of a faculty Supervisor and Advisor(s). The Supervisor must be an FGS Appointed member of the Department of Design, while the Advisor(s) may be an FGS appointed Design faculty member or a York Faculty member external to the department. The committee acts to ensure and foster the MDes candidate's development of a vigorous, informed and productive studio practice leading to a successful thesis presentation at the end of the year.

The supervision protocol requires MDes students to contact and arrange a minimum of three meetings each term with their supervisory committees (once per month). Duration of each meeting should be no less than one hour and can be extended if required. **Students are responsible for organizing and scheduling meetings with their supervisory committee.** Failure to arrange meetings may jeopardize the students' candidacy. During meetings, students are expected to: Introduce and discuss their work with the supervisory committee; receive advice and be challenged concerning their practice; demonstrate progress in both studio production and theoretical application.

MDes Thesis Progress Reports

At the beginning of each meeting, students are required to submit to the committee a one-page report that serves as a document and summary of the meeting (see Appendix section for the **MDes Thesis Progress Report Form**). The report/summary should be integrated into the students' learning process. Hence, it should provide critical reflections on the meeting in relation to students' design production and theoretical development. Once submitted, the committee will review the student report and complete the necessary areas for commentary. Signing off by faculty and the students on each report completes the supervision process. Forward the signed original to the Graduate Program Director for review. Completed reports will be added to the respective student's permanent file.

Forming a Thesis Committee

You are required to solicit the members of your thesis supervisory committee. MDes students should **complete a draft thesis pitch by week 10**, which is circulated to desired Graduate Design faculty. Faculty will read these topic proposals and determine whether projects intersect with their expertise and interest.

N.B. Students cannot be forced to work with a faculty member; faculty similarly cannot be forced to work with a student who requests them as a supervisor for reasons of workload, etc. In some cases, faculty from outside a student's stream may serve on a supervisory committee for reasons of expertise, etc.

The **draft thesis pitch** will include the following information (approximately 500 words):

- Title (short and long descriptive title)
- Thesis statement (2–3 sentences)
- Overview of thesis being investigated
- Possible design project outcome

Once faculty have agreed to serve as supervisor and advisor(s), the signed Thesis Supervisory Committee Form (<http://gradstudies.yorku.ca/files/2014/06/supervisor-committee-approval.pdf>) is to be submitted to the GPA in Graduate Design Program office by **the end of the second term of study**.

The thesis student is expected to meet with his/her Supervisory Committee in April to review a plan of study for the summer, including the completion of the **formal Thesis Proposal, which will be due in mid-August**. The thesis proposal indicates the ideas and work that the student will explore in their second year. The plan of study provides thesis students with direction during the summer term.

A Supervisory Committee will consist of a minimum of two members from the Faculty of Graduate Studies, at least one of whom must be from the Master of Design Program and who serves as the principal supervisor, while other member(s) serve as an Advisor(s). Non FGS-appointed members, e.g. a designer from the Toronto area, may also be part of a committee, but will require additional steps in the approval process. The Graduate Program Director must approve the final selection of committee members.

Students are responsible to arrange three meetings each term with their thesis supervisory committee. The objective of the committee is to assist students towards the production of a challenging body of work and support paper that fulfills the requirements of the MDes degree. During the meetings the students are expected to:

1. Introduce and discuss their work with the thesis supervisory committee;
2. Receive advice and be challenged concerning their practice and support paper;
3. Demonstrate progress in both studio production and support paper.
4. Confirm the date and location of oral defense **

** It is imperative that thesis students observe various deadlines regarding oral defense dates, etc. **In order to convocate in June, your defense must be completed before the third week in April.** Additionally, **external examiners are required to receive your final version of the support paper 3 weeks prior to the scheduled oral defense.** Each year, the Faculty of Graduate Studies will post these deadlines on their website.

Upon completion of your last thesis supervisory committee meeting, you are required to submit the Recommendation for Oral Examination to the Graduate program office.

MDes Thesis Project

The depth and breadth of the MDes thesis project should exhibit a mastery of contemporary graphic design theory and practice. The format and media of the final project will vary.

MDes Thesis Proposal

- 1) The first meeting with your committee will take place in April (see section **THESIS SUPERVISORY COMMITTEE** above). In April, student will prepare a **rough draft thesis proposal** describing the ideas of the thesis project and a (realistic) work plan timeline for the thesis.

N.B. Students tend to find a visual timeline of work more useful. It allows them to see overlaps and breaks in production.

- 2) The maximum length of a Thesis Proposal is approximately 1500 words but is not to exceed 2500 words, double-spaced including a bibliography. The proposal should contain:
 - Title page: Short and descriptive title, your name and affiliation, supervisory committee members' names, and date of delivery.
 - Abstract: One paragraph that briefly describes your thesis proposal and includes a brief introduction of the issue, key research question/thesis statement, summary of how the issue will be addressed, and the possible implication(s) of your work (200 words maximum).
 - Introduction: This section should offer detail about your thesis research framework. This should include a literature review that provided a rationale for your proposed inquiry. Address the motivation of your thesis by detailing the specific issues that you will address and what your proposal will do.

- **Methods:** Support your introduction, highlight the critical issue(s), and describe your overall research approach, and procedures of the inquiry.
- **Preliminary findings and discussion:** Present potential research material(s) and discuss how they fit in the research framework of your thesis.
- **Possible design project outcome:** Explain how your inquiry plan connect and support your creative goals as well as how you feel your project will advance the current practice and discourse of graphic design.
- **Potential implications of the project:** What new contribution will be produced and what are the associated foreseeable limitations (if any).
- **Work plan with timetable:** List the stages of your project, indicating the time periods and deadlines for each stage.
- **Bibliography**
- **Use APA format**

In addition, if you are doing research involving human participants, you must include an ethics application with your proposal submission(See information, below).

Following Thesis Proposal Presentations in late August, once the members of your thesis supervisory committee have approved and SIGNED your thesis proposal, the FINAL copy, (including any ethics forms and ethics tutorial certificate if necessary), must be delivered to the GPD for final approval and signature by **the end of August, following the MDes Thesis Proposal Presentations**. Failure to submit completed forms will result in delays and may affect your convocation date.

MDes Thesis-in-Progress Presentations

As part of the MDes degree requirement, all students participate in the **MDes Thesis-in-Progress Presentations** which are held in November and February. First year MDes students are required attend. Continuing thesis students, i.e. those in their first year of thesis as well as students who have extended the completion date of their thesis beyond 5 semesters of study, are required to publicly present the current state of their thesis investigation among faculty, peers and guests. Thesis-in-Progress presentations are intended to provide students with practice in knowledge mobilization, i.e. public speaking in academic and professional environments. They are also an opportunity for persons not on the respective student's thesis committee to provide students with helpful feedback that might have otherwise been missed prior to the oral defense.

Ethics Review Process for research involving human participants

Student research involving human participants which takes place as part of a graduate course or thesis project is reviewed and approved at the graduate program level. Information regarding the use of human participants in research study can be found on the Faculty of Graduate Studies webpage:

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

Note: You cannot begin research with participants until you receive ethics clearance. Ethics review can take up to 40 working days to process, so plan accordingly.

MDes Thesis Support Paper

The support paper should be 20–40 pages (approx. 5,000–10,000 words). Being a part of an interdisciplinary institution with an emphasis on the integration between theory and practice, the Design Program regards the support paper as an important supplement to design studio practice. The final format of the support paper must adhere to FGS Thesis/Thesis Guidelines or the support paper will be returned by FGS.

A useful question for candidates thinking seriously about the paper could be “**in what sense and form does the paper support the design creative work?**” The most effective response to this question may or may not be in the form of a standard research paper. Past examples of other creative responses may be signed out through the Graduate Program Assistant, Andrea DiFlorio-Sgro, in the Department of Design office. Recommendation for oral examination form is available at:

<http://gradstudies.yorku.ca/files/2014/07/oral-exam-masters.pdf>

MDes Oral Examination and Thesis Support Paper Submission Dates

To be considered for June convocation, **your oral defense must be scheduled and completed in accordance with FGS deadlines.** These deadlines are posted each academic year on the Faculty of Graduate Studies website at <http://gradstudies.yorku.ca/current-students/student-status/important-dates/>.

No later than three weeks before the scheduled oral defense, a student **must submit the final copy** of their support paper to their Thesis Supervisor. The paper is then distributed to the members of the oral defense committee, which includes the external examiner. No revisions to the support paper can be made by the student during this three week period, as all members are reviewing and commenting on the same copy. (All revisions to the paper must be reviewed and approved by the thesis supervisory committee before the 3-week deadline). Students may continue to refine their thesis project itself in preparation for the oral examination..

Conduct of the Oral Examination

- 1) Before an oral can be convened, a majority of the examining committee members must agree that the thesis is examinable. The graduate program director shall poll the members of that committee one week before the scheduled date for the oral. If the candidate does not receive a majority vote, the members of the examining committee who do not agree that the thesis is examinable are required to give their reasons in writing to the candidate, the supervisor, and the Dean within one week after the poll. In such cases, the oral 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.
- 2) The time and place of oral examination shall be set by the Thesis Supervisor in consultation with the candidate, the Chair and members of the examining committee and with the approval of the Dean of Graduate Studies. Normally the examination shall be held no less than three weeks from the date on which copies of the completed thesis approved by the supervisory committee are sent to each member of the examining committee. The examination may be held less than three weeks from the time copies are sent to the examining committee provided all parties agree.
- 3) The oral examination will focus on the thesis i.e. design project and support paper.
- 4) The oral examination is a public academic event. Faculty members, students and others may attend oral examinations. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.
- 5) The thesis oral examination requirement is met if one of the following situations exists:
 - (i) if the committee accepts the thesis with no revisions; or,
 - (ii) if the committee accepts the thesis with specified revisions.
- 6) Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the thesis. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.
- 7) A thesis is referred for major revision if any of the following conditions exist:
 - (i) The committee agrees that the thesis requires substantive changes in order to be acceptable; or,
 - (ii) There are two votes for failure; or,
 - (iii) There is one vote for failure **plus** a minimum of one vote for major revision; or,
 - (iv) There are at least three votes for major revision.
- 8) In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.
- 9) In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:

- (i) The committee will reconvene within twelve months to continue the oral examination; or,
 - (ii) The revised thesis will be circulated within twelve months to all members, who will inform the Chair and the Dean's representative whether they feel the stipulated requirements have been met.
- 10) Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the candidate concerned within two weeks.
 - 11) A thesis is failed if there are a minimum of three votes for failure. 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.
 - 12) After an adjournment and when the major revisions have been completed, the thesis is failed if there are two or more votes for failure. A thesis 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 Oral Exam Chair to the Dean, program director and candidate within two weeks.

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies' Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Dean's representative, on or before the deadline specified in the *Calendar of Events* for those students expecting to be awarded degrees at the Spring or Fall Convocations.

After the defense has taken place, revisions are complete and the committee has signed off, students are to submit three final copies of the thesis support paper, including images directly to FGS. The format of the final submission must follow FGS Guidelines or it will be rejected by FGS. In the event you are required to make minor or specified revisions, a letter (or email) signed by your supervisor and the oral defense committee chair must also be submitted verifying that the changes were satisfactorily completed.

MDes General Student Information

As taken from the Faculty of Graduate Studies Regulations: <http://gradstudies.yorku.ca/current-students/regulations/>

Academic Honesty and integrity

York students are required to maintain the highest standards of academic honesty and they are subject to the *Senate Policy on Academic Honesty* www.secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on.

The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards. There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life at <https://spark.library.yorku.ca>.

Grading System

The MDes program adheres to the standard grading system set forth by the Faculty of Graduate Studies:

A+	(Exceptional)	90 – 100%
A	(Excellent)	85 – 89%
A–	(High)	80 – 84%
B+	(Highly Satisfactory)	75 – 79%
B	(Satisfactory)	70 – 74%
C	(Conditional)	60 – 69%
F	(Failure)	0 – 59%
I	(Incomplete)	N/A (see below)

Grade of "Incomplete"

When a graduate student is unable to complete course work by the designated deadline, written approval for an extension must be obtained from both the course director and the graduate director. An incomplete

request form must be completed and filed with the office. A grade of "Incomplete" will automatically revert to a grade of "F" (Failure) sixty (60) days from when the Incomplete is recorded. This is standard FGS policy.

Academic Standing

Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved

A student who 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 graduate program director concerned and approved by the Dean:

- a. two C grades for 6.00 credit courses;
- b. one C grade for a 6.00 credit course and one C grade for a 3.0 credit (or equivalent) course;
- c. a total of three C grades for 3.0 credit (or equivalent) courses.

In no cases will grades be averaged.

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 6.00 credit course or two F grades for 3.0 credit (or equivalent) courses; or
- b. one F grade for a 3.0 credit (or equivalent) course and one C grade for a 6.00 credit or 3.0 credit (or equivalent) course.
- c.

In no case will grades be averaged.

Key Distribution

Access cards for the MDes Studio space are available through the Graduate Program Assistant. The primary studio spaces are controlled by a numerical key code, which will be provided at the start of the fall term. Should you require access to secondary areas, please inform the Graduate Program office as soon as possible.

It is your responsibility to keep your area clean and free of debris. Your studio space must be returned to its original condition when you leave.

Studio Space

Each graduate student is provided with an individual studio space that includes a desk, desktop Mac computer, lockable cabinet, and chair. **Graduating students are required to vacate their studio space and return all keys and/or key cards by May 31.** Students are expected to participate in the upkeep of the graduate area. Caretaking **does not** dispose of garbage left in the studio. Please ensure that all garbage is deposited in the appropriate receptacles located in the hallway outside of Studio Four.

Please make an effort to be considerate to your fellow graduate students. It cannot be stressed enough that this is a shared space. The use of toxic substances and the continuous playing of loud music will definitely NOT be appreciated or tolerated by others.

Equipment

Our Fabrication Lab is equipped with:

- 3D printers
- colour laser printers
- 44" wide format ink-jet printers
- a 2 colour Risograph printer
- vinyl printer/cutter
- laser engraver/cutter
- book binding equipment

polymer plate maker
heat press
traditional woodblock letterpresses
and cutting tables

If graduate students require AV equipment such as data projectors, DSLR cameras, HD camcorders etc., please see the Design Department technicians during regular office hours.

If graduate students require any other equipment, including equipment for the **undergraduate courses they are teaching**, they must forward their request to the undergraduate office, **before 9:00am the day before the event**. Please note that there is no flexibility with this timeframe.

Visit the **Design Tech** website for resources, how-to guides and video instructions: www.digital-locker.design.yorku.ca:8080/tech_info/

Digital Locker Access

Each student is allocated 5G of data storage space for the duration of their MDes education. To access your Digital Locker space, via the Mac OS Finder, go to Go > Connect to Server ... > and type in the following:

digital-locker.design.yorku.ca

Enter your "User name" and "Password." Your personal space will be located in the folder: YORKMDES. Please note that access to the Digital Locker for PC computers requires a different protocol.

Mail Distribution

Mail will be distributed once per day to the graduate student mailboxes, located in the main MDes Studio.

TA Office Hours

It is expected that TAs hold office hours for their undergraduate students. Each TA is assigned a desk space in the cubicle area of the main Department of Design office for purposes of grading, meeting students, etc. Please arrange to meet your students during regular Department of Design office hours, 8:30am–4:30pm, Monday–Friday. Note that TAs will not have card access to the main office outside of normal business hours.

York ID

York's official photo ID is the York Card. It is required as identification, along with a valid photo ID for exams, gaining entrance to buildings and classrooms, recreational facilities, meal-plans and the library. A visit to the YU-card office on campus to have your photo taken and receive a YU-card will then replace the sessional card. You must present one piece of valid government ID to have your photo taken. There is no cost, but if lost there is a \$20 replacement fee. For further information, contact:

The YU-card Office
Room 200, William Small Centre
Monday–Friday 9:00am–4:00pm
416.736.5674

Safety at York

The York University Safety Awareness website (www.security.info.yorku.ca) is a one-stop safety site designed for the York community, so that you can inform yourself and take action. York Safety also has a mobile app that is designed for York U students, faculty and staff. The app provides a one-stop access to all of the University's safety resources, including a direct call to campus security and key student safety services such as goSafe, the Campus Shuttle, and other important safety information. It is available for on the AppStore and as an Android app on Google Play, as well as a version for Blackberry (www.safety.yorku.ca/mobileapp).

How do I get to York using public transportation (TTC)?

The easiest way to reach York is via the subway on Line 1 Yonge-University. There is also regular GO Bus/Train services to York. For information on a specific route, call 416.896.3200 (Toronto area), 1.888.438.6646 (toll free), or 1.800.387.3652 (TTY teletypewriters only) or visit www.maps.info.yorku.ca/keele-campus/keele-transit-directions.

How do I get a parking pass?

You can purchase your parking pass either in person or by mail. Only renewals can be done online by sending an email to: parking@yorku.ca. Instructions for purchasing your pass can be found online at www.parking.info.yorku.ca

The office is located in:

Room 222, William Small Centre,
155 Campus Walk
416.736.5335

Regular Office Hours

Monday–Friday: 8:45am–4:15pm.

CLOSED 3rd Friday each month at 1:15pm.

Avoiding Line-ups

The best time of day to avoid line-ups is the early morning. Currently the busy periods are between 11:00am and 1:00pm. Note, the months of September, January and May are exceptionally busy owing to the commencement of classes.

We recommend using the forms available outside the parking office at the William Small Centre, or online, mailing the completed form and paying by MasterCard, Visa, AMEX or cheque. You can arrange to either pick up your permit at the customer service reception window or have it mailed to you.

What is my mailing address for my mailbox?

As a graduate student, you have your own mailbox. Pay stubs and other information from the graduate program will be directed to your mailbox, unless you indicate otherwise. You can have mail sent to:

[Your name]
c/o Master of Design Program, Department of Design
York University, 4008 DB Building
4700 Keele Street
Toronto, ON M3J 1P3

Where can I do photocopying?

Self-service photocopiers are located in each of the libraries and all are equipped to handle the YU-card. The YU-card is the exclusive payment method for photocopying. The cost per photocopy is 10 cents. A few machines are set up to accept change. Another photocopy location can be found at the Keele Copy Centre (Keele St. & York Boulevard), where they offer 10% student discounts.

Where on campus is there a good quiet place to study?

MDes students have 24 hour access to the MDes Graduate Studio (DB 4023). Other options include:

- 1) Graduate Student Loft (Computer Lab) Goldfarb Building Room 338M
- 2) The main library, the Scott Library, maintains a [Graduate Student Library Guide](#). The Graduate Student Reading Room is located on the fourth floor of Scott Library (Room 409). Students can enter the Graduate Student Reading Room by punching in the current door access code, which is changed weekly. The code can be obtained online via the [Graduate Student Reading Room Door Access Code Form](#).

- 3) Scott Library offers late night study (24/5) Sunday to Thursday nights. The York University Libraries offers 24 hour study space, 5 days a week, on the 1st floor of Scott Library for most of the Fall and Winter academic terms.

Is there a gym I can use?

At Tait MacKenzie, North West corner of campus, a membership can be attained for refundable \$10 to have full use of the recreational facilities. Report to Customer Service with your YU-card and you will be given a shoe tag that you should wear every time you use the gym. Membership ID card or current photo ID is required to enter all sports facilities. Please note that fall and winter YU-Cards are valid until the end of August. Summer YU-Cards are valid from May until the end of August. Please visit the [Tait MacKenzie website](#) for activities and listings.

Are International Student Identification Cards (ISIC) free for York students?

Yes. This card is internationally recognized proof of full-time student status. York is a member of the Canadian Federation of Students (CFS) which runs Travel Cuts (an office is located in the Student Centre). With a passport size photo of yourself and proof of your student status, you can get a free ISIC card on the spot at any Travel Cuts free of charge or online at <https://www.myisic.com/the-cards/isic-card/>. At non-member universities the charge would be \$20.00. This card is required for student discounts with VIA Rail and on Greyhound bus trips. Reduced rates can also be obtained for certain accommodations, admission to some of the world's most renowned museums, historical sites, and entertainment.

Where can I get a free organizer?

You can pick up a free organizer at the York Federation of Graduate Students, student government office, in the Student Centre, whose main office is Suite 335, 94 York Blvd. between York Lanes and Vari Hall (above the food court). Tel: 416.736.5658.

Residence and Campus Living

The York Apartments are a complex of apartment buildings administered by the York Apartments Office of Student Housing Services catering to graduate students and married or more mature undergraduate students. Occupancy is by lease for a specified period of time and both furnished and unfurnished models are available.

York Apartments: Student Housing Services
4 Assiniboine Rd, Room 101
York University
Toronto, ON, M3J 1P3

Tel: 416.736.5152 Fax: 416.650.8008
Email: yorkapts@yorku.ca
Office hours: Monday–Friday 8:30am–7:00pm.

Telephone, cable and internet hook-up can be arranged through Telecom York, 416.650.8055, located in York Lanes. Dial-up access is free of charge to graduate students and high-speed access [ResNet](#) is available at a cost of \$25.00 + tax per month. Laundry machines are located in every residence building and operate on a debit card system.

Off-Campus Housing

You can view the off campus housing listings in and around the GTA at www.places4students.com

Libraries

How do I use the library?

The YU-card is your library card and will be required to access library services. Please bring your card to the Circulation Desk at any of the York University Libraries: Scott, Steacie, Bronfman, Law or Frost in order to obtain your library PIN. You will need the PIN for certain library services including online renewal, self-checkout and off-campus access to [eResources](#).

Graduate students may apply for extended loan privileges at the Circulation Desk, Scott Library by submitting a signed letter from the GPA stating that they are currently working on a master's thesis. (Students writing Major Research Papers (MRPs) are not eligible to apply for extended loan privileges.)

You can return York books to other university libraries, **except** U of T. York will honour the date stamped into the book at the other library (return books to the Circulation desk to get the stamp). With the number of students at York, the library can get busy and noisy. The best times to go are between 8:00am–11:00am (for early risers) and after 6:00pm. **Note:** At York, graduate students are eligible for three-month book loans.

Can I use the libraries at the University of Toronto and other Ontario universities?

Yes, although the University of Toronto charges an annual fee of \$200. Note that even if you do not wish to borrow books from the U of T, you can still enter the stacks for free. After you get your YU-card set up as a library card, take it, and additional photo identification to the University of Toronto Robarts Library, located at 130 St. George St., Toronto, tel. 416.978.8450 to get a photo "Direct Borrower" card. This will allow you to make use of two-week book loans from all University of Toronto libraries, with the allowance of one renewal. N.B. At ANY other Ontario university library, you can set up the same arrangement for FREE using your York library card, e.g. OCAD University, Ryerson University, et al. You can also return books borrowed from University of Toronto at York. They will be date stamped to ensure you are not fined, as long as they are returned on time.

Scott Library Research Workshops (www.library.yorku.ca/web/research-learn)

Students who attend these workshops will be given the essential skills they need to efficiently retrieve solid academic material in the form of books, scholarly journal articles, and web pages. And that makes for time well spent. **All classes are held on the fifth floor of Scott Library in room 531. Online alternatives are also available:**

Research Seminars for Graduate Students

There is no need to make a booking or sign up to attend these workshops. Drop in at any available time and day that suits your busy schedule.

Graduate Research at York University Workshop (2 hours)

Expectations for research and academic work in North American universities can sometimes be confusing. In this workshop we will: 1) discuss what, generally, is valued in graduate research work and how that might differ across cultures; 2) examine how the scholarly research process in North America and UK works; 3) learn how to locate and use graduate-level research tools; and 4) consider how to negotiate workable topics for essays.

Students are encouraged to share ideas and experiences in this workshop. Students are also expected to come prepared with a topic to use for hands-on work. This workshop is meant primarily for those graduate students enrolled in Humanities or Social Sciences programs. If you would like to attend this workshop, please contact Kalina Grewal at kgrewal@yorku.ca

Transcripts

Anytime you order a transcript of your graduate studies at York the order will take approximately 7–10 days. **Only** undergraduate transcripts are available for immediate pick-up but **not** graduate. Graduate Transcripts will always take up to 7–10 days, **every time** one is ordered. You can order online through MyFile or in person at the main desk in the Office of the Registrar, Bennett Centre for Student Services: Transcripts office 416.736.5151.

MDes Computing FAQs

How do I activate my email account?

To activate your email go to “Manage My Services” at: www.student.computing.yorku.ca click on “Getting Started”. Follow the instructions from there. For further assistance, such as using Telnet, visit [Computing and Network Services](#), or call them at 416.736.5800 or ex.55800. The main Computing Commons Help Desk is located in the William Small Centre in Parking Structure II.

How important is it for me to have email access at home?

It is extremely important as you will find it fairly difficult to get by without email at home. It is possible to check it everyday at school, but you may be frustrated. You can access your email account on campus at mymail.yorku.ca. Some professors will cancel classes over email or send out important information about changes to a reading list, etc. These cases are rare, but it can be annoying if you miss the message. It is also a good way for students in your tutorial to contact you the night before their essay is due without your phone ringing off the hook. York gives an email account for free to all graduate and undergraduate students. Otherwise the primary reason to have email is that all department information is sent to you by email: upcoming events, scholarship information and important reminders.

How do I use York as my Internet Provider (to get on-line from home)?

When you are in “Manage My Services,” go to active accounts and select “remote access.” Here you must select a dial up password and again of 8 characters. This will be active in 24 hours. You need to obtain the dial-up software from any of the Computing Commons where it can be burned to a CD and install it on your computer. There is no cost for the software. Please also note that the computers in the Scott Library connect to the same server as the Commons, so all the student files are also available there.

Note: As long as you remember your [Manage My Services](#) password you can change the others if you forget them. Remember your Manage My Services password! Help for all this is available from 8:30am–5:30pm, Monday–Friday at 416.736.5800, helpdesk@yorku.ca

COMPUTER ACCESS ON CAMPUS

- 1) Each MDes student is allocated a desktop Mac computer with requisite software for the duration of their degree.
- 2) Graduate Student Loft (Room 338M GCFA)
It houses at least two computers and is generally available 24 hours a day to authorized users who have been given a door card and an alarm code. To get a door access card and the alarm code, please visit the Graduate Program Assistant, in the Graduate Program Office. Once you have been given a card, the Graduate Program Assistant will request that it be activated by computing services.
N.B. In order to have your card activated, you must enable a Passport York account. You can do this by visiting: <http://dooraccess.yorku.ca/> (Activation may take between 24 to 48 hours).

Check both Web sites: www.computing.ampd.yorku.ca/ and [Graduate Studies Computer Lab](#) for additional computing information in “The Loft.”

All students using the loft must disable the alarm when entering the room and enable it when leaving the room.

Computing Commons Labs

- 1) William Small Centre, located in Parking Structure II
- 2) 017 ACE, There will be a *new* CNS Computing Commons in 017 Accolade East. There are 48 PC, 4 high-end MACS, printing and scanning facilities and a helpdesk counter. Hours of operation are: Mon. to Fri. 8:15am–7:50pm.

The Computing Commons have computers for all York students and these have internet, word processing and printing. Each time at the Computing Commons Lab, use your York Passport account to access the computers.

3) Intersections Lab

This centre provides support for faculty and graduate students doing teaching and research. Several services are offered including scanner/multimedia equipment that is available for TAs and RAs to use. For more details on support please visit www.computing.ampd.yorku.ca/labs-and-studios/intersections.

Location: **Goldfarb Centre for Fine Arts** (328 GCFA) , Mon. to Fri. 9:00am–4:00pm. Graduate students need to coordinate with their department to be given a door card and alarm code to facilitate use of the lab after hours.

PRINTING

How much does printing cost?

MDes students are allotted \$40 worth of b/w print credits per semester for the first 5 semesters of full-time study at York. All print accounting is handled through the PaperCut system, which uses the same username and password as one's Digital Locker account. Should students run out of b/w print credits prior to the next allotment, additional credits can be purchased at the Design Office reception at a cost of \$10 for 100 credits.

Do I have access to a colour printer?

MDes students have access to the 17" Epson inkjet printer and an HP Colour Laser printer in Studio 4 at no cost. This printer is capable of printing up to 17" wide and as long as the media provided. Paper and ink is supplied by the Department of Design. If students require larger prints, they can be printed on the 44" wide Epson inkjet in Rm. 4030 DB at a cost of \$3/ft². Colour print credits can be purchased through one's PaperCut account or at the Design Office (4008 DB) during regular office hours.

Students also have access to the Risograph printer and a selection of 14 Pantone colours in stock. The cost is \$1.00 per 11x17" master page per colour. Printing from the master page is free.

Colour printing is now also available in some York University Libraries. So far, this service is available in the Steacie and Bronfman libraries, but it is also being planned for the Frost Library. The cost for colour printing is \$0.25 per page, paid for by using a standard print/copy card.

Epson Premium paper works very well for photo quality prints, and is available at the campus bookstore. Non-Epson papers are allowed at the discretion of the technician or work-study student on duty. Large, high-resolution prints can take up to 45 minutes.

MDes Financial FAQs

The following tables are the program fees, graduate funding and refund schedule for the 2018–19 academic year. Know that completing program requirements requires registration and payment for five academic sessions, which includes summer terms (unless students want an elective leave of absence).

2019 - 20 Graduate Academic Fees-Domestic
Faculty of Graduate Studies
For students entering York University on Sept. , 2019 or later

Status	1 Term (Domestic)	1 Term (International)
Full-Time	\$5097.83	\$12,732.48

Part-time status is not applicable to Design MDes students.

Domestic Fees: To be eligible for domestic fees you must be either a Canadian citizen or a permanent resident of Canada (otherwise known as landed immigrant) effective on the dates specified on an annual basis.

International Fees: Students who do not have the status specified above, or who apply to York and declare themselves as visa students, will be charged tuition fees at international rates.

Additional Charges:

- 1) **Registration Fee:** \$15 per student per term (non-refundable).
- 2) **Late Fee:** \$200 per student per term (non-refundable) to students who register beyond the term registration deadline; for more details, refer to the Registration section of the Faculty of Graduate Studies website.
- 3) **Associated Course Fees:** Additional fees for course materials, lab fees etc. may be charged in individual courses. Visit the York University Courses website or with the appropriate academic department or unit for information about such fees.

Graduate Funding

Graduate students in research-based degrees who maintain active registration, in full-time status, are eligible to receive funding opportunities. Sources for this funding are provided from, but not limited to, Fellowships, Bursaries, Graduate Scholarships, Research Funding and other awards.

Fellowships

Funding in the form of a York Fellowship is now part of each funding package and will be pro-rated so that students receive equal payments in each term in which they are registered active and in full-time status. This is an important change that supports students and enhances their academic experience. The new funding model is indexed to cover increases in tuition fees.

Calculated Funding

Program: Design

Masters Domestic, Full Time Year 1 (three terms)

Program and Registration Fees

Tuition Fees	15,293.49
Supplementary Fees*	1397.82
Registration Fees	45.00
Total Fees	16,736.31

Funding

Master's Fellowship (See Schedule A)	17,936.00
Healthcare	1,000.00
Total Funding	18,936.00

Student receives **2199.69**

*includes essential and non-essential fees

Bursaries

The Faculty of Graduate Studies and the Fine Arts Faculty organize several bursaries for graduate students throughout the academic year. You will receive information via email detailing how to apply as they come up. Students should also check the Student Financial Services website and the Faculty of Graduate Studies website periodically for additional resources.

Travel funding

The funding for traveling is minimal. If you are presenting at a conference, an artist's talk or attending an exhibition opening at a recognized institution, you can apply to the FGS Graduate Development Fund for travel funding (not expenses — only travel). You may apply each term (early Fall and early Spring) for travel funding: a \$300 maximum for a flight in North America and a \$500 maximum for a flight overseas with normally a maximum of \$500 per year. The grant may only cover mileage if the trip is within a reasonable driving distance. The Graduate Program Director must approve the application for funding after which time FGS will debate whether to grant you any money. The graduate program assistant will distribute all the necessary information to students by the end of September. Details of deadline dates when available, may also be found on the FGS' homepage.

Research Funding

The Research Costs Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of materials, supplies, services, photocopying, etc. The Fund generally does not cover books, conference costs, subsistence and tuition fees. All full-time registered graduate students who are members (past and present) of CUPE are eligible for a grant. Masters students should note that Doctoral students take priority. Funding is awarded early Spring and early Fall. Application forms are available for printing on the FGS website from mid-August through September and from mid-January to February. The graduate program assistant circulates a memo requesting the submission of applications to the Research Costs Fund at the end of September.

OGS (Ontario Graduate Scholarship)

The Ontario Graduate Scholarship award is for students attending graduate programs at Ontario universities. The minimum grade for applying is an overall average of "A-/80%" in your previous two years of university (undergraduate or graduate). The deadline is in October. More information will be sent by the GPA. Also, please check the following link for further information: <https://osap.gov.on.ca/>

SSHRC/CGS (Canadian Graduate Scholarship) for Masters Degree Student

The CGS Masters program offers non-renewable twelve-month awards, valued at \$17,500, and tenable at recognized Canadian universities, to students who intend to pursue full-time studies at the master's level in a discipline supported by SSHRC. Awards must be taken up in May 2019. Calls for application will be given before October by the Faculty of Graduate Studies. You will be notified by the Graduate Program office for this timeline. Some eligibility requirements do apply. Please access this link for more information: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

Other Awards

Students will receive timely notification of competitions for annual and semi-annual awards issued by the Faculty of Graduate Studies and the Design Graduate Program, such as the Fieldwork Cost Fund, the Research Cost Fund, the Graduate Development Assistantship Fund, the Heisey Award. There are also opportunities to apply for external awards on the [Student Financial Services](#) website.

2019-20 Refund Table
Faculty of Graduate Studies

Term	Full Credit	20% Program Fee Withheld	60% Program Fee Withheld	No Credit
Fall	Up to and including Sept. 30	Oct. 1–15	Oct. 16–31	Nov. 1 onward
Winter	Up to and including Jan. 31	Feb. 1–15	Feb. 16–28	March 1 onward

Term/Program Withdrawal

Fees refunds/credit calculations are based on complete withdrawal from a term or program, not withdrawal from individual courses. Fees are calculated according to a student's full-time or part-time enrolment status/activity level.

When do I pay my fees?

Fees for the **Fall** session are due no later than **September 10**. Statements are always sent around the 18th of the month with payments due the 10th of the next month. For example, if you enroll on September 2 you get a bill in the mail soon after September 18 and the payment is due on October 10. If you have the wrong address on the system, or for some other reason you do not get a bill, you are still responsible for meeting the payment deadline. You can check your student account online anytime at www.sfs.yorku.ca/fees/your-student-account to see your account balance and payment due date. You can pay your fees through telephone or web banking. For details how to set this up, please visit www.sfs.yorku.ca.

OSAP Information:

For information concerning OSAP, visit the following web site: www.osap.yorku.ca.

When can I get my student loan?

- 1) Check your OSAP application status at: www.ontario.ca/page/osap-ontario-student-assistance-program to ensure that your application has been processed. Your loan documents will arrive at York about 2–3 weeks after the processing date.

OSAP funds cannot be released after the end of your academic year or if you are no longer a full time graduate student. Students with a permanent disability can contact Student Client Services to clarify what is required to maintain full-time status.

2) Where can I get my loan documents?

All enquiries about OSAP are done through Student Financial Services in the Bennett Centre for Student Services: 416.872.YORK (9675). (Please be aware that the phones are exceptionally busy in September.) Check the [Office of Student Financial Services](#) website regularly for updated information pertaining to your OSAP documents. The particulars change every year and they will be posting information on their website around mid-August. Also, watch their site for new online services which will enable you to check to see if your documents have arrived at York!

Note: If you need to go to Student Client Services, go when it first opens to avoid long lines-ups. (Office hours are: Monday–Thursday 9:00am–4:00pm; Friday 10:00am–3:00pm through August 27.) If you can go the week before school starts do so, or else wait until the end of September. You generally have to wait over an hour during lunch at the beginning of September. Watch for special distribution sites for graduate students during peak periods.

3) What do I need to pick-up my loan documents?

To collect your documents, you need to show a valid SIN card and photo ID.

4) Where do I go with my loan documents?

Students receive new OSAP student loans must take them to a designated Canada Post Outlet for processing by the [National Student Service Loan Centre \(NSLSC\)](#), the lender that pays out your OSAP funds. During peak periods a NSLSC kiosk will be available on campus. You can also visit the Canada

Post designated outlet, *Inkblotz*, in York Lanes. For more information visit the Student Financial Services page at <http://sfs.yorku.ca/aid/>

5) What Happens at the NSLSC kiosk or at the Canada Post Outlet?

- You must present your valid social insurance card and photo ID (e.g. driver's license).
- You will complete a Loan Agreement form (this will be given to you) at the kiosk/outlet.
- You will need to provide either a void cheque or your banking information (your bank account number, bank name, address and phone number, and bank transit number).
- Your loan document and the Loan Agreement form will be forwarded to the National Student Loan Service Centre to have the funds disbursed (this takes anywhere from 1–2 weeks — it will be faster if you provide a void cheque).
- Your OSAP entitlement will be released to you in two installments — 60% in the first term and the balance in the 2nd term.

As soon as you negotiate your first loan, you become a borrower with important financial responsibilities. Always make sure that you read the instructions carefully and ask questions if you are unclear.

If you have previous student loans check our [Maintaining Your Interest Free Status](#) page, for details about 22A forms and interest free status.

How do I pay my tuition with OSAP funds?

If you owe fees when the loan document is released to you, we will instruct the National Student Loan Centre (NSLC) to send funds (some portion of your OSAP loan) to York. This amount will be applied directly to your student account.

However, if you are able to pay your tuition from your own resources, you may do so as this will not jeopardize your OSAP entitlement in any way. The full amount indicated on the loan document would then be issued to you through your bank.

What should I do if I need to prove I am still a student for a loan OTHER than OSAP or CSL, such as a Student Line of Credit through my banking institution?

Go to the Student Client Services, Student Services Centre (SSC) any time after you are enrolled and registered and request an Enrolled and Registered Letter. Photo ID is required when collecting your letter.

What can I do if unforeseeable expenses arise?

The Graduate Students Association provides emergency short-term interest-free loans to graduate students who experience temporary financial difficulties. The maximum amount loaned is \$200 with a repayment schedule of four months. To qualify, you must be a full-time York Graduate Student and have good standing in your Program. To obtain a loan, contact the GSA President or Treasurer in 325 Student Centre (416.736.2100 ex. 33453) during office hours or by appointment. For more information, please visit: <http://www.yorku.ca/dancgrad/fAssist.html>

Sessional Dates

This information is important for Graduate level teaching assistants and integrated courses. Graduate level dates may vary from undergraduate. The GPA will update as required. http://www.yorku.ca/grads/current_students/important_dates.html

Students registering after these deadlines will be charged a \$200.00 penalty.

Fall: August 15, 2019

Winter: December 15, 2020

Useful Phone Numbers

YORK SECURITY/EMERGENCY (dial from any internal phone)	ex. 33333
Student Security Escort Service	416.736.5454
Main Switch board	416.736.2100
York Bookstore, York Lanes	416.736.5024
Career Services	416.736.5351
Computing & Communications Services (CCS), Steacie Science Library	416.736.5800
Counselling & Development Centre, 145 Behavioural Sciences Bldg	416.736.5297
CUPE 3903, 104 East Office Building	416.736.5154
Faculty of Graduate Studies (FGS), 283 York Lanes	416.736.5521
Fine Arts Student and Academic Services	416.736.5135
Graduate Students Association (GSA), 325 Student Centre	416.736.5865
MDES Graduate Program Office, 4005 DB	416.736.5885
Graduate Admissions, Student Services Bldg	416.736.5000
Lost and Found, Ross Bldg.	ex. 33369
On-Campus Housing, Room 101, 4 Assiniboine Rd (general)	416.736.5152
Off-Campus Housing, N200 Student Services Centre	416.736.5144
York Apartments	416.736.5859
Ombudsperson	416.736.5682
Information Security	416.650.8808
Student Security	416.736.5919
Office of Student Financial Services (OSFS), Student Services Bldg.	416.872.9675
York Card Office	416.736.5674
Parking, Parking Structure II	416.736.5335
Payroll	416.736.5552
Scott Library Information	416.736.5150
Transcripts, Registrars Office, Student Services Bldg	416.736.5151

IMPORTANT WEB SITES

York's Main Page: <http://www.yorku.ca>

1. Office of the Registrar: <http://www.registrar.yorku.ca/>
2. Faculty of Graduate Studies: <http://www.yorku.ca/grads/>
3. Faculty of Graduate Studies programs: <http://futurestudents.yorku.ca/graduate/programs>
4. York (Keele) campus map: http://www.yorku.ca/web/futurestudents/map/keele_map.html
4. Department of Design: <http://design.yorku.ca>
5. Student Account Statements Online: <http://sfs.yorku.ca/services/statements/index.htm>
6. Ontario Student Assistance Program (OSAP): <http://osap.gov.on.ca/>
7. Graduate Housing: <http://www.yorku.ca/stuhouse/yorkkaps/index.htm>
8. York Libraries: <http://www.library.yorku.ca/>
- 9.** Student/Staff Directory: <http://starcraft.ccs.yorku.ca/atlas/servlet/atla>

Appendix

Guidelines for Students

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Guidelines for Students (Adapted from the Faculty of Graduate Studies)

See www.gradstudies.yorku.ca/current-students/thesis-dissertation/supervision/#section1b

By entering into a graduate program, you have made a commitment to devoting the time and energy necessary to engage in research and writing a thesis which constitutes a substantial and original contribution to knowledge in a field. The supervisor has a right to expect ability, initiative and receptivity to feedback from you.

It is your responsibility to:

1. Become informed about and conform to University, Faculty and MDes graduate program requirements and procedures for completion of the graduate degree, with regard to such matters as degree milestones, research ethics, registration and graduation requirements, thesis style and quality standards, year-end evaluations, November and February thesis-in-progress presentations, etc.
2. Advise your supervisor if you are a student with disability and discuss recommended academic accommodations and possible impact, if any, on the program.
3. Develop, in conjunction with the supervisor and supervisory committee, an intended timetable for completion of all stages of the thesis, and work to realize that timetable, meeting appropriate deadlines.
4. Arrange regular meetings with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of your work, but should normally occur once a month, and not less than once each term. Interact with other members of the supervisory committee as appropriate.
5. **Prepare a Report on Progress for each meeting with the supervisory committee or individual members of the supervisory committee.**
6. Give serious consideration to and respond to the advice and feedback received from the supervisor and the supervisory committee.
7. Keep the supervisor and graduate program office informed of where you may be contacted and respond appropriately to all communications received.
8. Recognize that the supervisor and other members of the supervisory committee may have other teaching, research and service obligations which may preclude immediate responses.
9. Recognize that where your research comprises a component of your supervisor's research program, and joint publication is envisaged, the responsibility for utilization of data and for publications is held jointly by you and supervisor. In such cases, the thesis, or draft papers, together with a copy of the raw data, shall be made available to the supervisor prior to submission for publication.
10. Conform to the graduate program and Faculty processes in the event of a supervisory relationship which is unsatisfactory for any reason or in situations where there is a change of supervisors for any reason.
11. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the supervisor, the supervisory committee, and other scholars. The entire graduate program, including research and writing of the thesis, shall be conducted under the

strictest rules of ethics and academic honesty. As stated in the *Senate Policy on Academic Honesty*, “A lack of familiarity with the Senate Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defence against their application.” With that in mind, it is incumbent on each student to ensure the academic integrity of his or her primary research, and of the interpretations relating to such research.

Reports to the Graduate Program Director of unsatisfactory progress may require you to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.

By signing this document, I acknowledge that I have read and understood my responsibilities as a graduate student in the Department of Design.

MDes Student (print name)

MDes Student (signature)

Date

Please return a signed original form to Andrea DiFlorio Sgro, Graduate Program Assistant, Graduate Program in Design. A copy will be returned to you for your records.

Guidelines for Supervisors (Adapted from the Faculty of Graduate Studies)

See www.gradstudies.yorku.ca/current-students/thesis-dissertation/supervision/#section1a

The supervisor's principal task consists of helping students realize their scholarly potential. This can only be accomplished in a relationship that offers insights born of experience, and furnishes the requisite challenges, stimulation, guidance and genuine support. The student has a right to expect expertise, accessibility and support from the supervisor. The supervisor must offer substantive and procedural assistance with the design, planning and conduct of feasible research projects, introduction to the network of scholars in the area of specialization, and support for the presentation and publication of research results. At the same time, the supervisor must ensure that the scholarly standards of the university and the discipline are met in the student's work.

It is the responsibility of the supervisor to:

1. Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student's work, but should normally occur once a month, and never less than once each term.
2. Give timely response to submitted written work, with constructive and concrete suggestions for improvements. This normally means within 3 weeks or as agreed upon between supervisor and student.
3. Make satisfactory arrangements in advance with the approval of the Graduate Program Director for the supervision of the student when on leave or sabbatical, or on extended absence from the university.
4. Agree to a monthly meeting of the supervisory committee to evaluate the student's thesis progress, and submit a copy of the completed Report on Progress to the Graduate Program Director after said meeting. Apart from highlighting the student's academic progress thus far, the Progress Report should also clearly identify the challenges, if any, facing the student, including considerations for students with disability.
5. In conjunction with the Graduate Program Office, ensure the student is aware of University, Faculty and program requirements and standards to which the thesis and support paper is expected to conform.
6. Assist the student with attempts to acquire external funding, including meeting appropriate deadlines, and to engage in scholarly development (e.g. conference presentations and publications).
7. Offer supervision and advice appropriate to the stage of the student's work, helping the student to establish and modify a suitable timetable for completion of the various stages of the thesis project and support paper:

- at the proposal stage, assist the student with selection of a suitable and manageable topic and approach;
 - at the research stage, assist the student with initial research design and subsequent modification, with alleviating current and anticipated problems, with interpretation and analysis of findings, and with bringing the project to completion;
 - at the writing stage, assist the student with appropriate and timely feedback on individual draft chapters, and with revision to the draft support paper as an integrated whole;
 - at the oral defence stage, advise the student on preparation for the examination and assist the student to interpret and comply with any changes recommended by the examining committee.
8. When the final draft of the support paper is complete, ensure that all members of the committee have read the document and are agreed that it is ready to proceed to an oral defence. Suggest possible members of the examining committee to the Graduate Program Director (i.e. outside examiner, external examiner). Ensure that a master's thesis is sent to the examining committee at least 15 business days prior to the date of the examination.
 9. Appropriately acknowledge in published material the contributions of the student, including consideration of joint authorship of publications. Where the student's research comprises a component of the supervisor's research program, and joint publication is envisaged, it must be recognized that the responsibility for utilization of data and for publications is held jointly by the supervisor and student. Endeavour to clarify at the outset of the supervisory relationship expectations regarding the responsibility and publication credit for work initiated, designed and researched by the student, but supported financially or otherwise by the supervisor.
 10. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student. It must be recognized that there is a power imbalance in the supervisory relationship and that any form of harassment or exploitation of students is unacceptable.
 11. Conform to the MDes graduate program and Faculty processes in the event of a supervisory relationship which is unsatisfactory for any reason or in situations where there is a change of supervisors for any reason.

Even though "each student has final responsibility for her or his academic honesty" (Senate Policy on Academic Honesty), it is incumbent on the supervisor to ensure, to the extent that it is practicable in the circumstances, the academic integrity of primary research data, and the consistency with academic integrity and practice of interpretations relating to such data.

Reports to the Graduate Program Director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled.

MDes Thesis Project Progress Timeline

York University, Faculty of Graduate Studies, Graduate Program in Design

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Student Name

Project working title

This timeline is to be shared between the student and the Supervisory Committee.

Task	Due	Date (to be filled in by student)
Draft thesis statement and 3-Minute Thesis pitch presentations	1 st year Winter term: Week 10	
Supervisory committee form submission for GPD approval Supervisor: Advisor:	1 st year Winter term: By April 15	
First meeting with supervisory committee and discussion of thesis work plan for the summer	By the end of April	
Supervisory committee summer meeting #1	Between May and mid-June	
Supervisory committee summer meeting #2	Between mid-June and late July	
Draft of formal thesis proposal and submission to supervisory committee	First week of August	
Formal thesis proposal feedback from the supervisory committee	One week after submission of the draft	
Formal thesis proposal presentation	3rd week of August	
Submission of thesis proposal approval form and final thesis proposal to FGS	End of August	
Thesis project fall meeting #1	2 nd year Fall term: by mid-Sept	
Thesis project fall meeting #2	2 nd year Fall term: by mid-Oct	
Thesis project fall meeting #3	2 nd year Fall term: by mid-Nov	
Thesis-in-Progress presentations	2nd year/continuing Fall term: Week 12	
Thesis project winter meeting #1	2 nd year Winter term: early Jan	
Thesis-in-Progress presentations	2nd year/continuing Winter term: Week 3 or 4	
Thesis project winter meeting #2	2 nd year Winter term: Feb	
Thesis project winter meeting #3	2 nd year Winter term: March	
Submission of complete draft of thesis support paper to the supervisory committee	No later than 6 weeks before the scheduled oral exam	
Feedback by the supervisory committee	2 weeks after the submission	
Recommendation for Oral Examination Form to GPA and GPD	No later than 20 business days from date of oral exam	By the supervisor
Final thesis support paper submitted to the oral exam committee	No later than 15 business days before the scheduled oral exam	
Determination of examinable condition of the thesis support paper by the oral exam committee	No later than 1 weeks before the scheduled oral exam	
Oral examination for Spring (June) convocation scheduled	Between early April and mid-April	
Oral exam report submission	After oral exam	By the supervisor
Electric thesis submission	TBA on the FGS website	
Oral examination for Fall (Oct) convocation scheduled	By the end of August	

Supervisor & Supervisory Committee Approval

Submit completed form to Office of the Dean, Faculty of Graduate Studies. See page two for FGS regulations and instructions on filling out this form.

Student information	
Surname	Given name(s)
Student number	E-mail
Program	Degree & level of study

Approval type	
<input type="checkbox"/> Appointment of Supervisor	<input type="checkbox"/> Establishment of Committee
<input type="checkbox"/> Change to Committee	<input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing

Graduate appointment in		Supervisor/Committee		
		<i>To be completed by supervisor. See instructions on page two.</i>		
FGS use	Graduate program	Committee role <i>Supervisor, co-supervisor, committee member</i>	Name	Signature
<input type="checkbox"/>				

Approvals		
Graduate program director name	Signature	Date (mm/dd/yyyy)
FGS associate dean name	Signature	Date (mm/dd/yyyy)

FGS use only	
<input type="checkbox"/> GEM Coded	<input type="checkbox"/> Copy to program

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Manager, Communications, Public Relations & Recruitment, 230 York Lanes, (416)736-2100 x 20585, fgscmm@yorku.ca.

MDes Thesis Progress Report Form

York University, Faculty of Graduate Studies, Graduate Program in Design

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Student Name

Project title

Members of the Supervisory Committee

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Supervisor

Advisor

Part A: to be completed by Student

1. What progress have you made toward your degree since the last meeting? Please explain deviations from the objectives for this period.

2. Please itemize the components of your thesis to be completed during the next stage and propose a timetable for completing them.

Part B: to be completed by Thesis Supervisor and Advisor

1. Comments on student's progress since the last meeting.

2. Comments on student's thesis objectives for the next stage.

3. Comments on student's timetable for completing the next stage objectives.

4. Considering the overall professional development of the thesis (e.g. stage in program, conference presentations, publications, etc.), is she/he making satisfactory academic progress? If not, explain why not.

5. Two members of the Supervisory Committee met with this student to discuss her/his progress
or This student is engaged in research away from the university, and unavailable for a meeting, so this evaluation was completed by email, and discussed by two members of the Supervisory Committee.

Part C: to be completed by Student: Student's reply to the committee's comments.

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Supervisor

Advisor

Student

Date

A copy of this Report is to be forwarded by the Principal Supervisor to the Graduate Programme Director/Graduate Programme Assistant.

Recommendation for Oral Examination Master's Thesis

Student information		
Surname	Given name(s)	
Student number	E-mail	
Program	Degree & level of study	Current status
Title of thesis		

Supervisory Committee approval	
The Supervisory Committee has read the above student's thesis and agrees that the version read is ready to proceed to oral defense. E-mail confirmation can be attached, in lieu of physical signatures.	
Supervisor name	Signature
Member name	Signature
Member name (if applicable)	Signature

Oral exam date, time and place		
The following is the recommended examining committee, date, time and place. All members have agreed to serve, once approved by the Dean. Please review FGS guidelines on examining committee for masters exams, available at: www.yorku.ca/grads/policies_procedures/thesis_dissertations_index.html		
Note: student is responsible for arranging presentation equipment, if required.		
Date (mm/dd/yyyy)	Time	Building & room

PLEASE TURN TO PAGE TWO

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