



Graduate Program in Economics Program Handbook Masters (MA) in Economics

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1) MA PROGRAM REQUIREMENTS

There are two general requirements for the master's degree in economics: a mathematics cognate requirement and graduate program courses. Students are expected to complete all degree requirements in two or three academic terms. A full academic year consists of three terms: a fall term, winter term, and summer term.

Students must demonstrate competence in Calculus, Linear Algebra, and Statistics by enrolling in Economics 5000, a mathematics cognate, and obtain a passing grade. Attendance in the classes, which are offered in August/September, is highly recommended but not compulsory. The course exam, which is scheduled at a date near the beginning of the fall term, must be passed by all master's students. The mathematics cognate requirement will not be included among the eight half-courses required for the master's degree.

Master's students must satisfactorily complete eight graduate half-courses within three terms of full-time registration. However, courses are designed so that well-prepared students can complete the course requirements within two terms. Due to the one time offering of core courses during the year, the program starts only in the fall.

Specific program course requirements are as follows:

- Achieve a passing grade in the Math (ECON 5000) course
- Complete 8 (eight) graduate half-courses

Econ 5000 - Mathematics for Economists

Students must register for the Math course as part of their overall course registration. Students must achieve a passing grade in order to complete program requirements.

Micro, Macro, and Econometrics sequences

All MA students must take and pass the MA stream core courses in fall term.

Econ 5010 - Applied Micro-Economics

Econ 5011 - Applied Macro-Economics

Econ 5025 - Applied Econometrics

Paper course Requirement

MA students must take two courses, out of the eight course requirement, which are considered "paper courses". This means that a research paper constitutes at least 50% of the course grade, as opposed to courses which are test/exam based. Check the course schedule for the designated paper course offerings.

Elective Courses

Students may take one elective graduate course in another graduate program to count towards their eight course requirement. Forms are available on-line from the Faculty of Graduate Studies website,
<http://gradstudies.yorku.ca>

The student's portion of the form must be completed and submitted to our graduate program office first for the Graduate Director's approval. Prior approval from the Directors of both graduate programs is required before permission to enroll in the course will be given.

Students will not be permitted to enroll or receive credit for the Schulich School of Business core courses of their MBA Program. You may only request one of their elective courses and see the GPA office about which elective courses are permitted.

Integrated courses

Students will not be permitted to enroll or receive credit for any graduate level integrated course(s) if the course(s) was previously taken at the undergraduate level at York University or at another institution(s).

Courses in Summer

Given that the course offerings in the summer term are limited (no more than 1 MA Economics course is offered), even though you may plan to complete your M.A. program in three terms, you are advised to take 8 courses in the fall and winter terms.

Course Scheduling and Graduation Timeline

The course offerings and lecture times will be available on the Graduate Economics website in August. Courses are scheduled so as to minimize conflicts. The best way to be sure that you end up with an appropriate course load is to begin by "**visiting**" five courses and after a few classes make your choice and enroll in the courses you want. For all enrolment and registration matters students should refer to the on-line registration and enrolment system, the Registrar's Office and/or Faculty of Graduate Studies websites and if still in doubt come to the Graduate Economics Program Office.

The minimum timeline of the MA program is two terms, which means the fall classes and winter classes of the year you have enrolled in. Students who complete the eight course program requirement in two terms are not required to register for the summer term and will graduate in June but are still required to pay a balance of fees tuition fee for the 3rd (summer) term. A usual course load is four (half) courses per term for two terms. However, some students may decide to complete their program course requirements in three terms (eg. Fall '17, Winter '18, Summer '18). In the summer the Graduate Program in Economics may offer a course. Information about summer courses available will be announced sometime in the

beginning of the winter term. Students who complete the MA program in three terms will graduate in the fall just after the summer semester when the course was taken.

The Graduate Program Administrator is available to help you and answer any questions you may have regarding courses and registration. Please feel free to come by the program office (1120 Vari Hall) during regular office hours: M-F 8:30-4:30pm.

Information/Course advising Session with the Graduate Program Director will be held during the first week of the Mathematics Course.

Academic Honesty Policy

Each student needs to be aware of the Academic Honesty regulations at York University. Reading the link below is mandatory for all York students.

Senate Policy on Academic Honesty:

<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on>

2) COURSE REGISTRATION

A completed course selection form must be submitted to the Economics Graduate Program Office after the mandatory advising session to remove the registration block. The Graduate Program Office will only contact students if there is a problem with their choices. Check online (1-2 business days after submitting the form) to see whether the advising block has been removed and you can go ahead and register for your courses. The program administrator will remove the block as soon as possible after the course selection forms have been approved. Check registration information on the Faculty of Graduate Studies website at:

<http://gradstudies.yorku.ca/current-students/regulations/registration/>

Proceed to register on-line through Passport York for both the program and your courses. Students having problems registering should inform the Graduate Program immediately.

Please take note of the deadline to register for the program. After the deadline date a \$200 late penalty fee will apply. Registration deadline information is available on the Graduate Economics and the Faculty of Graduate Studies websites. For all enrolment and registration matters, refer to the on-line registration and enrolment system and website.

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

For more specifics about the registration deadline contact the GPA office.

3) TUITION FEES

As per FGS regulations, all MA students are required to pay fees for three terms, even if the program is completed in two terms (completion of eight courses in fall and winter terms).

For more information on tuition fees please see:

<http://gradstudies.yorku.ca/current-students/student-finances/fees-tuition/>

4) TEACHING ASSISTANT (TA) POSITIONS AND RESPONSIBILITIES

Conflict of Interest Policy for TAs

A Teaching Assistant is not permitted to tutor a student who is taking a course in which the Teaching Assistant is employed. Furthermore this prohibition applies to the TA tutoring this student in subjects unrelated to the course in which the Teaching Assistant is employed.

If a Teaching Assistant has any other commercial relationship, or a close personal relationship, with any student in a course for which the Teaching Assistant is employed, or is a relative of any such student, the Teaching Assistant is required to make this relationship known to his/her supervisor (who is normally the instructor of the course).

TA Meeting/Academic Honesty Issues

There will be a TA information session, and academic honesty information, before the commencement of classes in September.

Attendance is mandatory for everyone receiving a TA.

Please read the following policy surrounding the Academic Honesty Policy for a TA,

Academic Integrity Guide for TAs:

<http://www.yorku.ca/acadinte/tas/index.htm>

TA Assignments

If you receive a TA your employer will be the Department of Economics, Faculty of LA&PS. The Administrative Assistant handles all TA contracts. If you have any questions regarding your TA contract you should speak with Head Administrator in 1130 Vari Hall. All TAs are required to meet with his/her assigned faculty member during the first week of classes in order to discuss contract requirements. We will make every effort to match your TA commitment to the areas in which you are stronger.

Please be sure to contact the graduate program office as soon as possible, if you will not be able to commence the MA program in August. Note if you arrive after this time, your Teaching Assistantship cannot be guaranteed.

TA Office Hours

Graduate students must not change their posted office hours without prior approval from the Administrative Assistant, Regina Pinto. If you need to change hours, please inform Regina Pinto right away. If you are ill, let Regina know as soon as possible before the start of your scheduled shift. She can be reached @ 416-736-2100 ext. 33424 or via email at: rpinto@yorku.ca. You are also required to provide Regina Pinto with a doctor's note if you are unable to keep your posted office hours due to illness. If you do not hold office hours during your posted times and do not provide a doctor's note those hours may be deducted from your pay.

5) FINANCIAL & SCHOLARSHIP INFORMATION

Student Finances Website:

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

Graduate Funding Model:

<http://gradstudies.yorku.ca/graduate-funding-model/>

Student Funding Awards:

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

6) FACULTY OF GRADUATE STUDIES REGULATIONS & POLICIES

Please note that students are responsible for familiarizing themselves with all of the rules, regulations and protocols that are laid out by the Faculty of Graduate Studies (FGS) and York University.

Full information is available on the FGS website at:

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

and

<http://gradstudies.yorku.ca/current-students/regulations/program-requirements/>

The Faculty of Graduate Studies is holding an orientation session for all new graduate students, and will be presenting very important information. Check with the GPA office for the date of this event.

7) ACADEMIC APPEALS AND PETITIONS

Academic petitions and appeals in the Faculty of Graduate Studies are governed by the Senate Guidelines for the consideration of petitions/appeals by Faculty Committees.

Rules and procedures for appeals and petitions are at the following link:

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

8) GRADING SYSTEM FOR GRADUATE COURSES

Grades will be awarded for every course in which a student is enrolled in accordance with the following system:

- A+ (Exceptional)
- A (Excellent)
- A- (High)
- B+ (Highly Satisfactory)
- B (Satisfactory)
- C (Conditional)
- F (Failure)
- I (Incomplete)

The combination of grades that require withdrawal from the graduate program can be found at the following link:

<http://gradstudies.yorku.ca/current-students/regulations/courses-grading/#academic>

9) GRADUATE WEBSITES AND OTHER INFORMATION

Mailboxes, keys, office space and lockers

All graduate student mail will be placed in the grad mailbox room (1119 Vari Hall). The mailboxes are for internal student mailing purposes only, therefore personal mail should be directed to your home address. Keys for your TA office and mailroom are available from the assistant in (1138 Vari Hall). There is a refundable deposit required for the keys. You will be advised of your office room number when you pick up your keys.

Lockers are available (free of charge) for your use while you are studying here. Students must provide their own lock. The Graduate Program is not responsible for any lost or misplaced locks or locker contents. Please come and see the Graduate Program Administrator, in Room 1120 VH about graduate student lockers.

The YU-card

The YU card is available for use in all academic settings including exams. Students may also use the card to access campus orientation events, meal plans, library, sport and recreation facilities, retailers and at other various vendors on campus. The card is free. A replacement fee will be charged to replace a lost card. Students who wish to obtain a card before the commencement of classes can contact the YU-Card Office. To find out more, visit the YU-Card office website at

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

or contact the Manager of the YU-Card Office at 416-736-5674.

York's RED Zone

The Zone is a one-stop shop featuring nine senior students who will introduce services, programs and resources that will help make the transition to York smooth and successful.

Some of the tasks students can accomplish in the Zone include:

- Getting a YU-Card
- Learning how to access Passport York
- Finding answers to important money questions, including bursaries, OSAP
- Registering for a student club or association

For more information, visit the RED Zone web site at:

<http://redzone.scl.d.yorku.ca>

Information for International Students

Please feel free to browse the following website for information that may be useful for International/Visa students.

<http://yorkinternational.yorku.ca>

Check emails at your yorku.ca account regularly.

There are also updates posted to the Economics Graduate Program website:

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

Current students are encouraged to visit this website regularly for course information, news, events, updates, corrections, class cancellations, and important notices.

Students are also encouraged to visit the Faculty of Graduate Studies website for all information and regulations for graduate students at York. The home page for the Faculty of Graduate Studies is:

<http://gradstudies.yorku.ca>

10) NEED HELP?

While your time studying graduate Economics at York University will be a productive and rewarding time, you may face challenges and difficulties that will require assistance. We are here to help, and should you feel the need to speak about them or require assistance free to see the Graduate Program Director for a confidential talk.

York University also has many support services and offices that that can assist you in such matters. Here are the links:

Important Links:

- Counselling and Disability Services, <http://cds.info.yorku.ca/>
- York Centre for Human Rights , <http://rights.info.yorku.ca/>
- The Sexual Assault Survivor's Support line (SASSL), <http://sassl.info.yorku.ca/>
- York Graduate Student Association , <http://www.yugsa.ca/home.html>
- York CUPE 3903 , <https://3903.cupe.ca/>
- Ask A Student Expert - York's 24/7 Student Information Service, <http://site.info.yorku.ca/>

York students will be able to have their questions answered about weather emergencies, fee statement and student services answered 24 hours a day, seven days a week. The *Ask A Student Services Expert* information resource can be accessed from any computer simply by clicking on the information tool located on the York Web site.

11) JOB OPPORTUNITIES- Planning for your future

Some government agencies such as the Bank of Canada, The Department of Finance, The Competition Bureau, Queen's Park Ministries, have university recruitment campaigns and come to our department for seminars. Information on these seminars will be sent to students through the department email account.

Also check frequently at York's career website for such visits and postings,

<http://careers.yorku.ca/online-system/>

Advancing from MA to Ph.D. program

If MA students are interested in applying directly to the PhD program, you will have to apply the same way you did for the MA, but you will not have to re-submit all the same documentation again. Speak to the GPD and GPA for more information.