



Graduate Program in Economics Program Handbook PhD in Economics

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1. PhD DEGREE REQUIREMENTS AND PROGRESS TIMELINES

The objective of the PhD in Economics program is to prepare students mainly for academic careers and senior research positions in government and private corporations. As in most doctoral programs, the goals are to equip students with an in-depth knowledge of the core areas as well as that of their chosen fields, and to provide supportive guidance to help them apply that knowledge in substantial and original research projects. Graduates are expected to have acquired autonomy in conducting research and preparing scholarly publications.

There are five requirements for the Doctoral degree:

(i) Courses

Satisfactory performance is required in eight graduate half courses or seminars (24 credits) chosen with the approval of the Graduate Program Director. These courses must include

Economics 5100 3.0, Economics 5110 3.0, Economics 6220 3.0, Economics 6100 3.0, Economics 6110 3.0, and Economics 6250 3.0.

In addition, a student must take two of the three courses, Economics 7100 3.0, Economics 7110 3.0 and Economics 7220 3.0 during the first semester of the second year of the PhD.

Satisfactory performance is required in the PhD Research Seminar course, Economics 7000 0.0 in each year of registration, starting from the 2nd year.

(ii) Comprehensive Examinations

Satisfactory performance is required on written comprehensive examinations: one in Microeconomic theory, one in Macroeconomic theory, and one in Econometrics. Students will have two attempts within the same term to pass the comprehensive exams. Two unsuccessful attempts will result in withdrawal from the program. These comprehensive exams are first offered early in the third term of the first year (May, June). Should a second attempt be needed in either comprehensive exam, the second attempt(s) will be offered near the end of the third term (late July, early August) of the first year.

Students must successfully complete the Microeconomics, Macroeconomics, and Econometrics theory comprehensive examinations within 12 months of enrolling in the program.

(iii) Research Paper

Students must successfully complete the presentation and preparation of one research paper by the end of September of the third year of the PhD program.

Only after having passed all 3 comprehensive exams, a research paper committee consisting of 3 graduate faculty members must be formed within 3 months after passing the comprehensive exams. The participation in Econ7100 and Econ7110, along with Econ7000, will assist to serve

as a guide in selecting and formulating research topics. The research paper may be regarded as a dissertation prospectus.

The research paper outline must be completed by the end of the second term of the second year of the PhD. The research outline will be presented in Econ7000, and approved by the research paper committee members.

Work is to continue over the third term of the second year. The completed research paper is to be presented and approved by the research paper committee by the end of first month of the third year of the PhD program.

(iv) Dissertation

Students must successfully complete a satisfactory dissertation. The general process of completing a dissertation is as follows.

Upon successfully completing the research paper requirement, students will need to form a dissertation committee, which may or may not have the same members as the research paper committee.

The supervisory committee oversees the preparation of the dissertation. The dissertation supervisor must be a “core” faculty of the program and acts as the chair of this committee. The dissertation committee consists of the main supervisor and two other members from the program.

Activity Progress Reports

The dissertation committee and the student meet frequently for consultation and discussion of the student’s academic progress and research problems. These meetings help the student realize his/her scholarly potential. Doctoral students are required to submit an annual activity report (typically in the late spring of each year, beginning with the second year of the PhD program) so that the program can monitor and offer timely assistance to students who face difficulties in making progress. The progress and work presented in the Econ7000 class is documented in the activity report. Timelines are communicated to students, assisting them to complete their degree requirements and ensuring expeditious and meaningful progress in the dissertation stage.

Dissertation Proposal

Students are to prepare a formal dissertation proposal. The dissertation proposal is drafted by the candidate in collaboration with the supervisor and subsequently approved by the committee before being forwarded to the Dean of Graduate Studies by the Program Director. The approval must be not less than six months prior to the date set for the oral examination.

Following the guidelines for dissertation proposal from Faculty of Graduate Studies, the proposal should contain a brief statement in nontechnical language on the purpose of the research, its relationship to existing work in the area, and the contribution which the researcher hopes to make to the advancement of knowledge in the field. In addition, the proposal includes a title, the name of the supervisor and the supervisory committee. The title should indicate as clearly as possible the area of research, but it is understood that this title may change. The maximum length of a proposal is 3,500 words.

When the supervisory committee approves, the completed dissertation is submitted for examination to the Faculty of Graduate Studies and an examining committee is chosen. The maximum time allowed for completion of dissertation is 18 terms or 6 years in the program.

Full regulations on the FGS dissertation rules and regulations process are at <http://gradstudies.yorku.ca/current-students/thesis-dissertation/general-requirements/#section2bc>

Dissertation Evaluation Procedures

The regulations of the Faculty of Graduate Studies for the evaluation of dissertation are set out at

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

Timeline of Progressing through the PhD program in Economics

Year 1:

- Enrollment of eight required courses in Term 1 and Term 2
- End of Term 2: passing of eight required half courses
- End of Term 3: passing of the 3 comprehensive exams

Year 2:

- Beginning of Term 1: Formation of research paper committee members
- Beginning of Term 1: Enrolment in Econ7000, Econ7100, Econ7110
- End of Term 1: Successful completion and presentation of research paper outline (presentation to research paper committee members)

Year 3:

- Term 1, end of September: successful completion and presentation of completed research paper (presentation to research paper committee members).
- Term 1, end of October: A supervisor for the dissertation must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies
- End of Term 2: A supervisory committee for the dissertation must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies. The approval form is on the following site:

<http://gradstudies.yorku.ca/current-students/thesis-dissertation/supervision/#section1b>

Year 5:

- Term 2. Dissertation proposal approval during the second month of Term 2. The approval of the dissertation proposal must be not less than six months prior to the date set for the oral examination.

Years 2-6:

- Term 3, June 30 : Completion of Activity Reports

Year 6:

- Successful defence of PhD dissertation

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PhD students failing to meet the timelines above, along with unsatisfactory progress year to year on their dissertation as documented in the Activity Report, can result in a withdrawal from the PhD program.

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/>

For those pursuing an academic career, your PhD supervisor will assist you in the logistics of the job market in academia.