

York University

Film/Cinema and Media Studies

MA Handbook

(rev. Aug 2025)

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Program Contacts

ACADEMIC Inquiries:

- Michael Zryd, Graduate Program Director (GPD)
- zryd@yorku.ca / 647-430-8680 / CFT 236
- Academic matters include questions about courses, research, faculty, supervisory and thesis defense committees, thesis projects and support papers, equipment/studio access, governance, academic integrity, academic resources

ADMINISTRATIVE Inquiries:

- Aishah Rashid, Graduate Program Assistant (GPA)
- filmgpa@yorku.ca / 416-736-2100, ext. 22174 / CFT 224
- Administrative matters include questions about admissions, registration and enrollment, petitions, student records, funding and financial assistance, tuition, schedules, classrooms, listservs, grant processes, GA and TA contracts, health insurance, and thesis/dissertation defence processes

1. Official Program Requirements from FGS (Faculty of Graduate Studies) Calendar

FILM/CINEMA & MEDIA STUDIES

The Graduate Program in Film, established in 1980, is the oldest film graduate program in Canada. It is anchored in the first Department of Film established in Canada (1970). The Graduate Program in Film offers MA and PhD degrees in Cinema & Media Studies, as well as a MFA in Film, which consists of two discrete specializations: Production and Screenwriting. Students can combine their MA or MFA degree with a Master of Business Administration (MBA) degree. All degrees are offered either full-time or part-time.

MASTER OF ARTS IN CINEMA & MEDIA STUDIES PROGRAM

DEGREE REQUIREMENTS

The MA degree may be earned in one of four ways:

1. By completion of 7 half courses and a major research project of 40-50 pages. The majority of students in the Cinema and Media Studies MA are expected to elect this option.
2. By completion of 7 half courses and a research/creation major research project supplemented by a support paper of approximately 20 pages.
3. By completion of 7 half courses and a field placement major research project supplemented by a support paper of approximately 20 pages.
4. By completion of 6 half courses and a thesis (80-100 pages). MA students may be granted permission by the program to pursue a thesis option on the basis of a rigorous and well-structured thesis proposal.

Students should consult with the Cinema & Media Studies' Graduate Program Director in order to determine which model best suits their interests and abilities. Students wishing to complete the degree under option 4 must make certain that they have the supervision in place as well as the research tools to complete a thesis.

Required Courses for MA in Cinema and Media Studies

- FILM 5400 3.0 Graduate Seminar
- FILM 6220 3.0 Methods and Research in Cinema & Media Studies
- FILM 6230 3.0 Contemporary Cinema & Media Studies Theory

Cinema & Media Studies students are eligible to take some Production and Screenwriting courses, but in all cases must receive the explicit permission of course directors to enroll.

Cinema & Media Studies students may normally take up to six graduate credits outside the Film program. Permission is required from the course director, the director of the graduate program in which the course is taken, and the Graduate Program Director of Cinema & Media Studies.

All courses must be taken during the full-time residency of five consecutive terms or the part-time residency of ten consecutive terms.

2. Cinema & Media Studies MA Milestones Overview

Below is an overview of the term-by-term milestones for the MA in Cinema & Media Studies. Please refer to this as you progress through your degree, and ensure you are meeting these milestones. All of the information here is discussed in depth in the MA Handbook.

Please note that Students with Accommodations may be able to extend these milestone deadlines through discussions with their Supervisory Committee, GPD, and/or petitions to FGS.

Term & Focus	Required	Recommended Options
Term 1 <ul style="list-style-type: none"> Orientation Coursework Establish Supervisory Committee 	<input type="checkbox"/> FILM 6220 3.0 Methods and Research in Cinema and Media Studies <input type="checkbox"/> FILM 5400 3.0 Grad Seminar meets weekly in Fall <input type="checkbox"/> MRP Precis (1 page) submitted for Supervisory committee formation <input type="checkbox"/> CGRS-M/OGS applications due 1 December	<ul style="list-style-type: none"> Take 1-2 other courses in addition to FILM 6220 and FILM 5400 FGS grant workshop preparing for Ontario Graduate Scholarship (OGS) and SSHRC Canada Graduate Research Scholarship (CGRS)
Term 2 <ul style="list-style-type: none"> Coursework Completion of MRP Proposal 	<input type="checkbox"/> FILM 6230 3.0 Contemporary Cinema and Media Theory <input type="checkbox"/> FILM 5400 3.0 (cont.) meets biweekly in Winter <input type="checkbox"/> MRP Proposal submitted to Program office end of February <input type="checkbox"/> Progress Report due April <input type="checkbox"/> CUPE 3903 Blanket TA Application (January 31) <input type="checkbox"/> Register for summer term (April 30)	<ul style="list-style-type: none"> Take 1-2 other courses in addition to FILM 6230 and FILM 5400 15-18 credits (5-6 half-courses) recommended coursework completed by end of term 2
Term 3 <ul style="list-style-type: none"> MRP research 	<input type="checkbox"/> Continue working on your MRP <input type="checkbox"/> Register for the fall term (August)	<ul style="list-style-type: none"> Summer Institute course Independent study course
Term 4 <ul style="list-style-type: none"> Coursework Completion MRP research & writing 	<input type="checkbox"/> Complete any outstanding coursework in Term 4/5 <input type="checkbox"/> Grad Symposium presentation of MRP-in-progress (late October) <input type="checkbox"/> Student and supervisory committee commit to MRP completion timeline	<ul style="list-style-type: none"> 0.5 TA assignment (pending availability and eligibility) (either Term 4 or 5) SSHRC applications due Oct. for students considering PhD after MA
Term 5 <ul style="list-style-type: none"> MRP writing Final MRP submission 	<input type="checkbox"/> Complete any outstanding coursework in Term 4/5 <input type="checkbox"/> Submission of MRP drafts for feedback (January) <input type="checkbox"/> Final MRP submission (April)	<ul style="list-style-type: none"> 0.5 TA assignment (pending availability and eligibility) (either Term 4 or 5) Progress Report due April if MRP is not completed

3. Academic Regulations

All graduate students at York are subject to official Faculty of Graduate Studies (FGS) academic regulations, which are posted to their website. <https://www.yorku.ca/gradstudies/students/current-students/regulations/> In this section of the Handbook, we shall provide advice on how to navigate these regulations and also outline some Program-specific guidelines. More Program information can be found on the Graduate Program Resource eClass at <https://eclass.yorku.ca/>

FINDING A BALANCE

Over the five terms of the MA degree, your challenge is to successfully balance a) your academic responsibilities (course work, attending events and workshops, and planning and creating your MRP/thesis project), b) your practice as an independent writer/curator/artist (if applicable), c) your personal responsibilities to family, friends, and community, and d) your personal health and wellness. Our MA is designed to be flexible within those five terms, and self-directed within the structure of academic milestones of the degree. It is essential for you to be pro-active, working with your supervisory committee, other faculty, and department staff to take full advantage of what the program offers. Plan to complete your studies within the funded 5-term period while avoiding burn out.

GOOD ACADEMIC STANDING

You are in good academic standing when you are making satisfactory progress toward the completion of your degree requirements following these academic milestones. Students who do not meet these guidelines must consult with the GPD and Supervisor. If you do not remain in good standing, your funding and registration in the program may be affected. Note the following FGS regulations on good standing:

- No coursework Incompletes (after two terms, Incomplete courses revert to F grades);
- Any combination of C grades or combination of C and F grades that would normally result in withdrawal for failure to maintain academic standards (<http://gradstudies.yorku.ca/current-students/regulations/courses-grading/>).
- Students must maintain continuous registration in the program.

ACCOMMODATIONS AND PETITIONS

Students with formal Accommodations for disability may be able to extend academic milestone deadlines through discussions with their Supervisory Committee, GPD, and/or petitions to FGS. For more information on York's Student Accessibility Services (SAS), see <https://students.yorku.ca/accessibility>

Students with disabilities are advised to make arrangements with SAS promptly since processing requests can take time.

Petition are defined by FGS as any "formal request for a change to an anticipated academic pathway or a waiver of an academic regulation or deadline." For more information, see <https://www.yorku.ca/gradstudies/students/current-students/regulations/graduate-academic-petitions/>

REGISTRATION and ENROLLMENT

You "register" for a term but you "enroll" in a course.

Registration

You must **register** for each term until you complete all the requirements of the degree. If you are not registered for the term, you will **NOT** be able to enroll in courses, access equipment or libraries, or receive any financial funding.

FGS requires all students to maintain "continuous registration" to maintain good academic standing. This

means all students are normally registered each term until they have completed their degree.

- You must maintain continuous registration **regardless of whether you are taking courses or not**. Unlike your undergraduate studies, tuition is charged per term rather than per course.
 - o If circumstances arise that require students to take a leave of absence or withdraw, students must petition using the FGS Graduate Petition Portal
<https://www.yorku.ca/gradstudies/students/current-students/graduate-portals/#tab-student>
 - o FGS registration policies can be accessed [here](#).

To register, go to the “[Registration & Enrolment](#)” page. Using your Passport York, sign in to the “FALL GRADUATE OR OSGOODER STUDENTS” academic session. After a few questions, confirm your phone, e-mail and submit—a confirmation will appear in the following page that states “You are now Registered as Active for this session.”

Enrollment

You may only enroll in courses once you have registered for the term.

You may add your courses by the assigned CATALOGUE NUMBER in the course [timetable](#).

Then:

- o select “Subject”, followed by “Session”, then “Subject:” e.g., FILM GS, FA.
- o When the list of film courses appears, scroll right to the bottom of the page for level 5xxx or 6xxx graduate courses.
- o Find the course you would like to add, then click on the link to the right of the course name, titled “Fall/Winter 20**/** Course Schedule”.
- o On the course description page, you will find the catalogue number to add, located in the THIRD box “Cat #.”
- o Repeat the process again for each term you are enrolled in.

PROGRESS REPORT

Each year in April, ALL students MUST submit a Progress Report through the FGS Portal <https://www.yorku.ca/gradstudies/students/current-students/graduate-portals/#tab-student> that is completed and signed by the student and supervisory committee. We encourage students/supervisors to use this as an opportunity to take stock of the past year and to flesh out plans for the upcoming academic year. Students who have not made satisfactory progress according to Program Milestone deadlines will be required to meet with the Supervisor and GPD to discuss progress and lay out specific deadlines. Failure to meet these deadlines may result in the student’s withdrawal for failure to make academic progress.

FGS IMPORTANT DATES

The Faculty of Graduate Studies outlines important academic dates

<https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/>

These include the last day to withdraw from a course, the last day to register for a term without incurring a \$200 late fee, etc. Ensure this page is bookmarked and you are referring to it when you are adding/dropping courses or interested in registration/sessional/financial information.

PRINCIPLES OF RESPECTFUL ENGAGEMENT AND COMPLAINT PROCEDURES

CMA and the Program have approved a document that outlines Principles of Respectful Engagement and Complaint Procedures that outlines the importance of creating, supporting and maintaining safe spaces for teaching, learning and production, in accordance with the values expressed and embodied in the applicable policies, procedures and regulations of York University, for students, staff and faculty. See below in this handbook.

4. Coursework

REQUIRED COURSES

Required Courses for MA in Cinema and Media Studies

- FILM 5400 3.0 Graduate Seminar
- FILM 6220 3.0 Methods and Research in Cinema & Media Studies
- FILM 6230 3.0 Contemporary Cinema & Media Studies Theory

ELECTIVE COURSES

MA students must successfully complete 21 graduate credits (7 x 3.0 credit courses) as degree requirements. Since there are three required courses, Film 6200 3.0, Film 6230 3.0, and Film 5400 3.0, there remain 4 x 3.0 credit elective courses to complete.

Course offerings vary from year to year, with the exception of required courses. Elective courses offered in one year may not be offered in the next. **Graduate students do not generally take more than 3 courses in a term** due to workload and the high level of academic performance expected.

Students may count a maximum of two 3.0 credit courses outside the Program toward their degree requirements. Extra courses may be counted upon appeal to the Graduate Program. Students may seek out [courses](#) in other AMPD Graduate Programs or the 50+ other Graduate Programs at York. Common cognate programs include CMCT, HUMA, EN, DIGI, AHTH, VISA, TDPS, MUSI, SPTH, GFWS, ENVS, CDIS, HIST, PHIL, POLS, SOCI, STS, and others that may be related to your specific research area.

In order to take a course in another Grad Program, you must receive permission of the instructor and complete a [Request to Take a Course in another Graduate Program at York](#) form. Please reach out to the Graduate Program Assistant for more information.

SUMMER INSTITUTE COURSES

AMPD graduate programs generally offer one or two Summer Institute courses in May-June that feature a compressed course schedule (4-6 weeks) and may include a series of public lectures with leading scholars, filmmakers and curators working in multiple disciplines.

INDEPENDENT STUDY COURSES

You may choose to take a maximum of two elective half-courses (FILM 5600, 5700, and 5800) during your MA (generally in summer or your 2nd year). You will need to initiate a proposal as outlined below. For detailed information on independent study courses, consult guidelines posted in the Graduate Program Resources eClass <https://eclass.yorku.ca/>

FILM 5600 3.0 Field Placement

- This course enables you to secure a 3.0 one-term internship placement with a relevant employer (e.g., production company, artist-run centre, etc.), where you are supervised directly by your workplace supervisor.
- **Internship/field placements are normally secured by students, through their own initiative.**
- In consultation with your GPD, you create a detailed work plan, co-authored by student and workplace supervisor, which details the number of days and hours that will be worked (normally about 6-12 hours per week, for 12 weeks or equivalent); the duties being performed; details of training; internship goals; and description of how this internship relates to your professional development. At the conclusion of the internship, student and supervisor will each submit 250-500-word evaluations.

FILM 5700 3.0 Student Initiated Collaborative Inquiry

- This student-initiated collaborative inquiry (SICI) allows a group of students to create a supervised group study to explore a particular topic together, supervised by a faculty member, that is not already offered in current course offerings. SICIs may include grad students in any program (MA, MFA, PhD). Similar principles and procedures as FILM 5800 and FILM 5800A apply (see below).

FILM 5800 3.0 Independent Project and FILM 5800A 3.0 Directed Reading

- The Independent Project and Directed Reading courses are designed to address topics not covered by existing courses. Identify and initiate a topic (ideally thesis-related), identify a full-time faculty member and together create a detailed syllabus/work-plan of research/study, specifying learning objectives, a timetable of meetings and a list of assignments/readings, for approval by the GPD.
- Typically, the workplan/syllabus would identify readings/screenings that are the equivalent of a 3.0 half-course, plus a schedule of 3-4 one-hour meetings with your supervisor, typically over the course of a term.
- The Independent Project course can have a research-creation component, involving projects and assignments typical of a 3.0 production or screenwriting course.

5. Supervisory Committee

SUPERVISORY COMMITTEE FORMATION

Each MA committee consists of one Supervisor and one Committee Member, drawn from the [Graduate Program faculty](#). Some members of the Graduate Program may be outside the Department of Cinema & Media Arts ([CMA](#)). In some cases, students may have a 3-person committee, with a Supervisor from the Program, and two Committee Members or two Co-Supervisors and a Committee Member.

The Program uses a “matchmaking” process to form supervisory committees, with the GPD suggesting appropriate committees based on student and faculty input.

Student input: During Term 1, students will have opportunities to familiarize themselves with potential supervisory committee members. Students are encouraged to start with the Film/Cinema & Media Studies [Graduate Program faculty](#), whose faculty research profiles can be found online. In FILM 5400 Grad Seminar, there will be an opportunity to hear short research presentations from CMA faculty and speak with some faculty. There may be a faculty member outside the Program with particular expertise for your topic. Students can look at faculty profiles and also search the [Discover York Academics](#) resource. Most faculty members at York University can be appointed to the Graduate Program if they are interested in serving on your supervisory committee. Students may contact individual professors with whom they may be interested in working, on the understanding that final supervisory committee decisions are made by the Program.

In September and October, students will write a 1-page MRP Precis that will include: title, MRP format, 1-2 paragraph synopsis, methodology, lit review, and research question. Students are encouraged to add an extra page of bibliography/filmography. During your MA, you'll continually generate subtle variations on this 1-page Precis, useful for grant applications and class presentations.

Faculty input: All CMA faculty will read the 1-page MRP Precis (plus optional bibliography & filmography). In addition, each student will submit a confidential “wish list” of suggestions/requests for possible supervisors or committee members. The wish list is read **only** by the GPD. CMA faculty read the MRP Proposal (but not student wish lists) and respond by suggesting to the GPD which MRP proposals they feel they could contribute to.

The GPD works from students' wish lists and faculty feedback to form tentative committees. The GPD may approach students and/or faculty with suggestions for possible committees. Keep in mind: due to complex factors, not all students may get their first choice for supervisory committees. However, the Program has a veto policy whereby no student will be forced to work with a faculty member they do not want to work with, and no faculty member will be forced to work with a student they do not want to work with. During their degree, students are also free to seek additional informal input from other faculty besides their committee members.

When supervisory committees are confirmed, students must formally submit their supervisory committee to the FGS [Graduate Supervisor and Supervisory Committee Portal](#) no later than January 31st. Students will be unable to proceed with any other academic milestones until their supervisory committees have been approved.

WORKING WITH YOUR SUPERVISORY COMMITTEE

Students are urged to examine FGS guidelines on Supervision and adapt the FGS “[Discussion Topics to Inform Productive Supervisory Relationships](#)” documents.

At your first meeting, it is essential to write up a detailed supervisory plan including a schedule of agreed-upon meetings and MRP progress benchmarks with your supervisory team. The schedule will ensure that you receive the support you need during your MA. Be realistic about faculty schedules, and sensitive to their other commitments. Identify agreed-upon deadlines in advance for feedback. You will update that schedule throughout your studies.

If you do not receive a response to emails directed to your supervisor and/or committee member within 2 weeks, send a polite nudge/reminder. If you do not receive a response to the reminder email, send a final nudge/reminder email and cc the GPD for follow-up. There may be circumstances preventing timely responses from faculty members that the GPD can investigate.

A recommended model could be that your full committee meets once a term, with monthly zoom/in-person meetings with your supervisor and zoom/in-person meetings with your committee member as needed. The Program suggests that all faculty members set up a monthly “office hour” time when students should check in on their academic progress. Send your supervisor drafts of your MRP and selected versions to your committee member. Sending links has become the preferred method for review, but your supervisor may arrange for in-person sessions.

FEEDBACK

You are encouraged to recruit other faculty/colleagues/collaborators/fellow students for feedback. Some supervisors often prefer to be ‘first eyes’ on various stages of your drafts— others involve the committee member throughout. Graduate school is defined by a rich variety of feedback—from supervisor, committee members, classmates, and other faculty—which can sometimes be contradictory. Your job is to engage with and consider all feedback. The Program prioritizes critical engagement, and, in the end, you may agree to disagree with feedback you receive as long as you have thoroughly engaged with supervisory committee feedback.

CONFLICTS WITH YOUR COMMITTEE

If you find yourself in conflict with a member of your supervisory committee, we advise students first to engage directly with the faculty member in question. Students may wish to include other members of the supervisory committee in these conversations. Students may also bring their confidential concerns to the GPD or other members of the Program’s Grad Executive Committee. If these conflicts go beyond differences of opinion, and if students conclude that they have exhausted attempts at dialogue, a new faculty member may replace a previous member of the supervisory committee if an appropriate faculty member can be found. Cases of changing the membership of a supervisory committee are rare, but the Program prioritizes support for student success and will support student requests to change supervisory committees after conflict mediation has been attempted.

FACULTY LEAVES

Most faculty will continue to serve on your supervisory committees during their sabbaticals or other leaves and will make themselves available to you, within reasonable limits. If a member of your supervisory committee is going on leave/sabbatical, check in with them on their availability. If a faculty member is not available, a substitute supervisor (likely a committee member) or new committee member can be appointed.

6. Other Academic Milestones & Training Opportunities

GRAD SYMPOSIUM PRESENTATION

In the 4th term, all 2nd year MA students are expected to present a report on their work-in-progress at Grad Symposium, a two-day event in October/November. All MA and MFA students of their cohort are required to attend along with faculty members to provide constructive critical feedback to presenters.

- Presentations are normally 15 minutes in length, followed by a 10-minute discussion period moderated by your supervisor
- The presentation sums up your academic and MRP/thesis work to date.
 - o MAs are expected to present an outline of their MRP or thesis project
- Students should prepare slides and/or media files to be presented either from the student's laptop or sent to the Symposium chair in advance
 - o The internet is notoriously unreliable in classrooms, so make sure all elements & clips are downloaded on your laptop or drive.
- Students should prepare and rehearse presentations in advance, both for content and also for timing.

Here is a possible outline of elements to present in your 15 minutes.

1. Introduction - Succinctly summarize your project -- title, MRP format, topic. If your project changed, briefly discuss earlier MRP plans
2. Outline your methodology and research questions
3. Brief lit review: what previous research has been done on your topic and how do you intersect with it?
4. Planned MRP outline
5. Conclusion – Timeline of work left to accomplish and any issues you are still struggling with. Conclude with some specific questions you want the audience to engage with, which will set the agenda for the Q & A, ensuring that the discussion is useful for where your MRP/Thesis currently is.

PROGRESS REPORT

Each year (typically in April/May) all students must submit a mandatory Progress Report to the Program office, via the [Progress Report Portal](#). This report provides the student, supervisory committee, and program office an official check-in to ensure that students are making good academic progress.

Students and supervisors use this as an opportunity to take stock of the past year, to detail their progress on academic milestones (courses, supervisory committee, MRP/Thesis proposal), and to flesh out plans for the upcoming academic year, including a plan to complete the MRP/Thesis by the end of second year.

The supervisor is required to comment on and approve this report and committee members may also provide comments. Students have an opportunity to respond to comments from the supervisory committee. The GPD reviews all reports.

Students who have not made satisfactory progress according to Program Milestone deadlines will be required to meet with the Supervisor and GPD to discuss progress and lay out specific deadlines. Failure to meet these deadlines may result in the student's withdrawal for failure to make academic progress.

TEACHING ASSISTANT (TA) OPPORTUNITIES

Although employment as a TA is not an academic milestone, nor required for MA students, the Program

attempts to provide students with opportunities to work as a TA in the Department of Cinema & Media Arts.

- TA assignments are contingent on students making strong academic progress and pending availability in undergraduate courses.
- Students may be assigned a 0.5 TA assignment either in Term 4 or 5, or in some cases, a full 1.0 TA assignment across Fall and Winter.
- TA assignments are made by CMA in consultation with the Program, student, GPD, and course directors (CDs).

TA assignments can only be offered to funded, full-time students making good academic progress.

OTHER TRAINING OPPORTUNITIES

Students are urged to take advantage of pedagogical training available at York University through the Teaching Commons, FGS, YUGSA, Knowledge Mobilization Unit (KMb), and the Centre for Human Rights, Equity and Inclusion (CHREI).

PROFESSIONAL DEVELOPMENT

Students in MA2 onwards are encouraged to apply to present research material at conferences like Film & Media Studies Association of Canada ([FMSAC](#)), Canadian Communications Association ([ACC/CCA](#)), Society for Cinema & Media Studies ([SCMS](#)), including its [Scholarly Interest Groups](#) and [Affiliate Organizations](#), University Film & Video Association ([UFVA](#)) (more oriented to media production & education) and [HASTAC](#) (Humanities, Arts, Science, and Technology Alliance and Collaboratory), among others

- Travel costs for students to present research at conferences and other events relevant to academic professional development can be applied for through the FGS [Academic Excellence Fund](#).
- [YUGSA](#) also offers some funding support, including Conference Support Fund, and Skills Development Fund (average funding \$100/student)
- CUPE 3903 has a [Professional Development Fund](#) to which CUPE members (TAs, GAs) may apply.

7. Writing your MRP

MRP PROPOSAL

Cinema and Media Studies has MRP proposal guidelines that can be adapted to students' specific research projects and methodologies. We encourage all students to refer to these guidelines in preparing their proposal. However, modifications to this format are acceptable under the guidance of their Supervisor and Committee Member(s).

If students are conducting Research Creation (RC) MRPs that go beyond [manuscript-based dissertations](#), they fall under the generous provisions of FGS's regulations around [Complex Electronic and Multimodal Dissertations](#). All MRPs completed in Cinema & Media Studies must include some textual manuscript component, although the proportions of manuscript to RC will depend upon the project, subject to approval by the Supervisory Committee.

The content of the proposal must be written using full sentences. Bullet points are not appropriate.

Length of proposal: 3,000-3,500 words (approx. 10-12 pages, excluding Bibliography)

Proposals should include but may include variations of the following:

- A. Working Title**
- B. Project Description / Introduction**
 - a. Outline the central figures, issues, events, objects, historical framework and/or locations to offer a sense of the scope of your project.
- C. Research Objectives**
 - a. Introduce your central research question and related sub-questions
 - b. Offer a preliminary thesis
- D. Research Context / Lit Review**
 - a. Situate the proposed research in the context of relevant scholarly literature, and in relation to your theoretical framework(s)
 - b. Argue for the significance of this topic as a research area, and your proposed project's contribution to knowledge
- E. Methodology**
 - a. Outline your research methods and the methodology or methodologies most appropriate for your project
 - b. Articulate the relationship between your central research question and your methods of research: why does your research question require your proposed methodology?
 - c. If the research involves human participants (e.g., interviews, fieldwork), the proposal must be accompanied by a [TD2 Research Ethics Protocol](#), along with a sample [Informed Consent Form](#) and other elements as outlined in the TD2 instructions, to be approved by the Graduate Program Delegated Research Ethics Committee
- F. Chapter Breakdown**
 - a. Outline the structure of the proposed MRP by concisely outlining the central topics to be discussed in each chapter.
- G. Bibliography**
 - a. In addition to your 3,500-word Proposal, list all the works you have directly referenced in your proposal, and also include a list of additional key research sources.
 - b. The Program uses Chicago Style (Notes Bibliography) for footnotes and bibliographies. https://www-chicagomanualofstyle-org.ezproxy.library.yorku.ca/tools_citationguide.html
 - c. Bibliographies should include texts, articles, books, and films that you cite in your MRP but may also include works that influenced your research.

**** If your research involves human participants, the MRP Proposal and Research Ethics Protocol must be approved by the Graduate Program Delegated Research Ethics Committee BEFORE fieldwork and/or primary research with human participants begins ****

MRP RESEARCH & WRITING

Program structures like FILM 6200, FILM 5400, the MRP proposal and grant stages, and Grad Symposium are milestones that have guided you through the development of your research project. Now you must formulate a work plan that is appropriate to your individual project.

The MRP is normally 40-45 pages + 5-10 pages of scholarly apparatus like title, acknowledgements, and bibliography etc. Footnotes can be part of the 40-45 pages. RC and Field Placement MRPs are normally 20 pages + scholarly apparatus in addition to the research-creation or internship components.

Familiarize yourself with the FGS [Organization and Technical Requirements](#) for documents. You are urged to embed these formatting rules in your working documents. Although you will not submit your MRP to FGS, you are still expected to use their standards and template.

THESIS OPTION

MA students may earn their MA in Cinema and Media Studies by completing 6 half courses and a thesis (80-100 pages). MA students may be granted permission by the program to pursue a thesis option on the basis of a rigorous and well-structured thesis proposal. Early consultation with the Graduate Program Director is required for this option.

Unlike the MRP, Thesis projects must adhere to certain milestones set out by the Faculty of Graduate Studies. This includes:

- Formally establishing your **Supervisory committee** through the FGS portal in January of your second term.
- Formally submitting your **Thesis proposals** to the FGS portal for research ethics review and approval in February of your second term.
- Defending your thesis through a formal **Oral Examination** in April of your fifth term.
 - Planning for defence should begin in January/February of your fifth term.

These milestones must be met in addition to all other program-specific milestones, which are listed in the next section of the Handbook.

There is a considerable difference in the research and writing required for the thesis option; while the MRP is only 40-50 pages in length, your thesis should be between 80-100 pages. And unlike the MRP, your thesis must be successfully “passed” through a formal Oral Examination before it can be accepted.

As previously noted, the Thesis option may only be approved if a rigorous proposal for the Thesis option is approved by the GPD within the first term of your degree.

WORKBACK SCHEDULE

Students should consult with their supervisor and supervisory committee to outline manageable objectives in MA2. It is vital that you stay in contact with your supervisory committee. If you are not getting responses from your supervisor or committee members, contact your GPD for help.

All students are strongly advised to create a workback schedule in collaboration with your supervisory committee. Used by many who manage projects of varying scales, a workback schedule begins with your target date of completion and works its way back to a date when you would start submitting drafts of your

MRP.

- Break down your MRP into smaller parts and assign deadlines to them (e.g., draft of Part X, due YYYY/MM/DD).
- Create a workback schedule from the final deadline for approval of your full MRP by your supervisory committee to create sub-deadlines.
- Be sure to account for time for your committee to give feedback, normally 2-3 weeks, and for you to respond to feedback.

Some tools and structures that might help students with MRP progress include:

- Form or join writing/work groups. Examples of writing group formats include
 - *feedback groups* in which peers share work in progress
 - *writing together groups* (online or in-person where peers simply commit to working on their final projects together)
 - *accountability groups*, where students meet regularly to outline plans and then provide updates on how plans went that week.
- York Libraries has specific supports for [graduate students](#), including [Writing and Publishing Guides](#), and the [Graduate Reading Room](#), a quiet space on campus for work. York's [Writing Centre](#) helps grad students too.

CHANGING YOUR MRP TOPIC AND/OR FORMAT

Changing either or both your MRP topic or format is possible, and often a healthy response to the possibilities of the program, and your own evolving priorities. But students must consult with their supervisory committee through an in-person or Zoom committee meeting during which the student articulates their reasons for changing topic. Students who change their MRP topic may be required to develop a new MRP Proposal, which must be approved by your committee and GPD. If the new topic or format requires a Research Ethics protocol, it must be approved by the Program Delegated Research Ethics Committee before fieldwork and/or primary research with human participants begins.

COMMITTEE SIGN-OFF

Throughout your MRP process, your committee will offer you a range of vigorous and rigorous opinions, suggestions and criticisms regarding your project. It is your responsibility to consider, engage, and test each idea seriously. However, at the end of the day, it is your responsibility to make final decisions about the form and content of your MRP. In the (very rare) occasion when there is significant disagreement between committee members and candidate regarding the MRP (for instance, a student feels their complete, and the committee will not sign off), the GPD can step in to facilitate a solution. Solutions could include the program asking the student for one more edit/version, with the supervisor or committee member stepping down from participating.

The process for MRP completion requires that all supervisory committee members email the GPD and GPA stating that they are signing off on approving the MRP. When all signatures are received, the student's MRP is coded as completed.

TIMELY COMPLETION AND WITHDRAWAL

This is a five-term program, and the expectation is that students will adhere to the program milestones and complete their MRP/Thesis in the 5th term. If necessary, it is possible to register part-time for a 6th term (usually Summer of MA2) or subsequent term to reinstate to deposit your MRP (or reinstate to defend a thesis. You will be responsible for paying tuition after the 5th term, though FGS has a refund schedule that will refund some tuition depending on when you have completed all degree requirements.

The expectation is that you will maintain **continuous registration** until you have completed your degree, even if you are past your 5 funded terms. If you are unable to complete your degree within 5 terms, please be in touch with the GPD and GPA.

The crucial factor for a timely completion is early engagement with your committee. Shared planning and updating realistic schedules for research and writing, while balancing the other requirements and opportunities in the degree, is crucial.

After your last funded 5th term:

- Your status will automatically change from full-time student to part-time student. This may impact your ability to apply for and receive certain awards/bursaries as most are reserved for full-time graduate students only.
- You will need to register for the term on time; failure to do so will result in a \$200 penalty.
- You will need to pay the part-time tuition fees, which are around \$950. When/if payments are not made on time, interest will be applied to any outstanding balances at a rate of 1.09% (this rate is subject to change at any time by the University).
- Registered students maintain access to the equipment room and library and yorku.ca email.
- If you deposit your MRP within the first two months of your 6th term, you may be eligible for a tuition refund. Typically, a 100% refund is generated if you successfully deposit by the end of the first month of the term. Please note that although you will receive a refund during this period, there is still a \$15-\$30 non-refundable administrative fee you will need to pay. For the most accurate refund dates, please refer to the [FGS Important Dates](#) page.

8. Summary: Planning Your MA

MA - YEAR 1

Term 1 (Fall) – September to December

Required Courses

- ☐ **FILM 5400 3.0 Grad Seminar** meets weekly in Fall and bi-weekly in Winter. Required course for all MA and MFA students. Professional development (grant writing, research ethics, etc.)
- ☐ **FILM 6220 3.0 Methods and Research in Cinema and Media Studies:** provides you with an introduction to the discipline and opportunities to work with your cohort. Work on your MRP is integrated into the course and the final assignment is a MRP proposal.

Elective Courses

- ☐ Enroll in 1-2 other courses. 15-18 credits (5-6 half-courses) is recommended as coursework to complete by the end of the first year of your MA.

Supervisory Committee

- ☐ Students submit a 1-page MRP Proposal to the GPD/GPA that will be distributed to faculty and assist in Supervisory committee formation.
- ☐ Students should look for faculty members who would be appropriate for your supervisory committee.
- ☐ Students will submit a “wish list” of faculty members for supervisor and committee member roles. See Supervisory Committee Formation above

Awards

- ☐ All eligible students are expected to apply for Canada Graduate Research Scholarship – Master’s (CGRS-M)/Ontario Graduate Scholarship (OGS), due Dec 1 of each year. The 1-page MRP Proposal will be the foundation for your grant application.

Term 2 (Winter) – January to April

Required Courses

- ☐ **FILM 5400 3.0 Grad Seminar** continues to meet biweekly in Winter.
- ☐ **FILM 6230 3.0 Contemporary Cinema and Media Theory:** intended as an in-depth study of major theoretical schools and debates within contemporary film & media theory.

Elective Courses

- ☐ Enroll in 1-2 other courses.

Supervisory Committee

- ☐ Students must formally submit their supervisory committee to the FGS [Graduate Supervisor and Supervisory Committee Portal](#) by January 31st.

MRP Development

- ☐ Students must submit a full MRP Proposal, approved by the Supervisory Committee, to the Program Office in March.

- ☐ If the research involves human participants (e.g., interviews, fieldwork), the proposal must be accompanied by a [TD2 Research Ethics Protocol](#), to be approved by the Graduate Program Delegated Research Ethics Committee

Progress Reports

- ☐ Students are required to submit a Progress Report through the [Graduate Progress Report Portal](#) in April/May.

Teaching Assistantship (TA)

- ☐ Students interested in being employed as a TA in their second year must submit a CUPE 3903 Unit 1 Blanket Application by January 31.

Term 3 (Summer) – May to August

Courses

- ☐ Students may take additional courses during the summer term, including Summer Institutes and/or independent study courses (see Coursework section of Handbook)

Awards

- ☐ MA students with research-creation components in their MRP/Thesis are encouraged to apply for In-Kind and Cash Grants.

MA - YEAR 2

During your 4th & 5th and subsequent terms, you will be faced with the challenge of successfully completing your MA: completing your course work, presenting at Grad Symposium, possible teaching as a TA (optional), and most importantly, finishing completing your MRP. Planning MA2 is critical.

Term 4 (Fall) – September to December

Courses

- MA students doing MRPs require 21 credits or 7 half-courses. Students should normally complete any remaining course work by the end of their 4th term (for full-time students). This allows the final funded term of the degree (Term 5) to be focused on completing the MRP. Students doing the Thesis option must complete course work in Term 4 as students cannot defend their Thesis in the same term that they are completing coursework.

Teaching Assistantship (TA)

- If you are making strong academic progress and pending availability in undergraduate courses in the Department of Cinema & Media Arts, you may be assigned a 0.5 TA assignment *either* in Term 4 or 5 or in some cases a full 1.0 TA assignment across Fall and Winter.
- TA assignments are made by CMA in consultation with the Program, student, GPD, and course directors (CDs).
- Students are urged to take advantage of pedagogical training available at York University through the [Teaching Commons](#), [FGS](#), [YUGSA](#)

Grad Symposium

- All students must make a 10–15-minute presentation on their MRP/Thesis-in-progress at a two-day Graduate Symposium in late Fall (usually late October/late November).
- Before and/or after Grad Symposium, meet with your supervisory committee and establish/commit to MRP/Thesis completion timeline

Awards

- Term 4 is normally the last term to apply for AEF funding, which must be spent while you are a registered student.
- Any students interested in applying for PhD degrees are urged to apply for [SSHRC Doctoral Awards](#)/Ontario Graduate Scholarship ([OGS](#)), due in October.

Term 5 (Winter) – January - April

Teaching Assistantship (TA) (see above)

MRP Completion

Allow time in the final term for submission of partial and final drafts, with time for your supervisory committee to provide feedback (at least 2-3 weeks).

- ☐ Submit draft MRP/chapters to supervisory committee for feedback (January-March)
- ☐ Final MRP submission (no later than end of April)

Progress Report (if necessary)

- ☐ Submit a Progress Report in April/May of MA2. Students who complete the MRP early, before the end of the term, may not be required to submit the final Progress Report.

9. Graduate Program Governance

At York University, Graduate Programs fall under the academic governance of the Faculty of Graduate Studies (FGS), although all Grad Programs are anchored in a resource Faculty. Film/Cinema & Media Studies (CMS) is anchored in the School of the Arts, Media, Performance & Design (AMPD). Within AMPD, Film/CMS is aligned with the Department of Cinema & Media Arts (CMA), but it is important to remember that from a governance standpoint, the Graduate Program and Department are separate, with different general rules and meeting structures.

Department meetings are held several times a term between September and May whereas the Program holds two regular Grad Council meetings each year, one in late Fall and one in May (special Grad Council sessions may be held in Department meetings for short term course approval or other emergency business).

The Grad Program works closely with CMA and is housed in the Department. Most TA (Teaching Assistant) work is employment for undergraduate (UG) courses in CMA.

All CMA faculty members are appointed both to teach undergraduate students in AMPD and to teach and supervise graduate students in the Graduate Program of CMS/Film through FGS. Many faculty members are appointed to multiple Grad Programs at York University, and Film students are invited to avail themselves of the wide range of Grad faculty at York University (and beyond). Graduate faculty outside Film/CMS may be appointed as Full or Associate members of the Program if they are serving on your supervisory committees. In special cases, faculty outside York may be appointed as Adjunct Members of the Program through FGS. Graduate Faculty Membership information can be found on the [FGS website](#).

Opportunities for CMS graduate student involvement in governance

Graduate Film Student Association (GFSA): the GFSA is a student-run organization that responds to student priorities and interests. It is independent of the Grad Program and relies on the energies of students to coordinate representation in other bodies (see below), events, and other activities. GFSA has a bank account at Alterna Savings and is eligible for funding from the Grad Program (through CMA), YUGSA (York University Graduate Student Association), FGS (through the Professional Development Initiatives component of the AEF ([Academic Excellence Fund](#)), the [Graduate Student Wellness Initiative Fund](#), and in some cases by request from the offices of the Dean in AMPD for events, conferences, and other initiatives. GFSA leadership varies but usually elects a President and Vice-President in addition to other officers and representatives. The GFSA President(s) is a voting member of the Grad Program Executive Committee (Grad Exec). Past GFSA activities have included organizing conferences like the Film & Media Studies Association of Canada (FMSAC) Graduate Colloquium, social events, screenings, TA training seminars, etc. The GFSA is responsible to appoint or elect a representative to access YUGSA funding. The Grad Program consults with GFSA on student representation to Grad Council meetings. Student reports are solicited from students in each cohort of the MA and MFA programs, and senior and junior students in the PhD. If the GFSA does not nominate students, the Program will solicit volunteers.

FGS Council - Students run for election to FGS Council and/or may also be elected to [Subcommittees of FGS Council](#), including Academic Planning & Policy Committee (APPC), Awards, Petitions, and Appeals & Academic Honesty Committee.

AMPD Council includes graduate student representatives (through nomination or self-nomination), and its Grad Committee annually elects one Master's and one Doctoral student to represent grad students in grad programs in AMPD.

There are also opportunities for student membership to York University Senate and other committees. Students are urged to read the monthly FGS News digest and communications from YUGSA for information on involvement in York University governance.

10. Program, FGS, AMPD, University, and other resources

PROGRAM COMMUNICATIONS

Students are responsible for keeping their email up to date in the York system to receive important email from the Program GPA, GPD, FGS, and faculty. Note that students may have a second email address for TA work that is different from their student email. All MA students are required to be on the following listservs:

- FILM-GRAD-NOTICE@yorku.ca for all registered students, updated each term.
- FILMGRADS-CMS-xx@yorku.ca for your MA cohort.
- FILMGRADS@yorku.ca is a general listserv for students and alumni for academic and professional jobs, York-related screenings or other events, and news about students, faculty, and alumni.

In addition, students and alums may ‘opt-in’ to the following listservs:

- **GRADFILMCFMAKERS:** production-related announcements for **filmmakers, screenwriters, and artists**, e.g., submissions for film and media festivals, artists residencies, pitch competitions, workshops, casting calls, and notices where filmmakers/media-makers are the primary audience.
- **GRADFILMCFPAPERS:** notices for which **scholars, critics, and programmer/curators** are the primary audience, e.g., calls for papers or CFPs for panels, conferences, books, journals, and other publications, and information about programming/curatorial opportunities.
- **GRADFILMEVENTS:** non-York-related **events in Toronto or online** e.g., screenings, festivals, readings, performances, etc.

General instructions on York listservs:

- Email listserv@yorku.ca
- Leave the subject line BLANK
- To **subscribe**: In the body of the message, write the following:
subscribe [listname, e.g., gradfilmCFMakers] [your **last name**] [your **first name**]
e.g.: subscribe gradfilmCFMakers McQueen Steve
- To **unsubscribe**: In the body of the message, write the following:
signoff [listname, e.g., gradfilmCFMakers]
e.g.: signoff gradfilmCFMakers

AWARDS AND FUNDING

Teaching Assistantships (TA): All graduate students must submit a blanket online application for CUPE Unit 1 Teaching Assistant employment by 31 January in Term 2 to be considered for TA work in Term 4 or 5 in the 2nd year, pending availability.

Graduate Assistantships (GA): Full-time students may apply for CUPE Unit 3 GA positions that may arise at the university. These positions are usually NOT directly related to your own research. GA positions appropriate for FILM students are often advertised through Program listservs and a central listing can be found <https://cupejobs.uit.yorku.ca/>

Research Assistantships (RA): RA opportunities provide students with research experience as part of the Program’s Degree Learning Objectives, guided by a faculty RA supervisor and/or major research

project. While RA opportunities are not considered employment, they provide a stipend for student activities. RA opportunities are usually provided by faculty members in relation to their research projects.

Bursaries: Full time students in financial need may apply annually for FGS Bursaries. Application is made by filling out the Student Financial Profile ([FAAS](#)); financial need is determined by FGS using terms of reference set by OSAP. F/W Bursary SPF is due in January and Summer Bursary SPF is due in early June; check FGS for details.

All eligible students are expected to apply for Canada Graduate Research Scholarships – Master’s (CGRS- M)/Ontario Graduate Scholarship (OGS), due on December 1 each year.

All eligible students are encouraged to apply for FGS Internal Awards. MA students may be eligible for the following commonly applied to awards but must check their own eligibility and deadlines (watch for FGS News monthly email):

- [Lawrence Heisey Graduate Award in Fine Arts](#)
- [St. George’s Society of Toronto Endowment for Graduate Student Award -](#)
- [Zdenka Volavka Research Fellowship](#)
- [Jacques Israelievitch Scholarship in Interdisciplinary Arts](#)
- [Abella Scholarship for Studies in Equity](#)
- [Armand and Denise LaBarge Graduate Scholarship in Multiculturalism](#)
- [CCCJ–John Lockwood Memorial Award](#)
- [David Hunter Jorgensen Memorial Award](#)
- [Mamdouh and Susan Shoukri Graduate Award](#)
- [Penelope Jane Glasser Graduate Scholarship](#)
- [Pierre Elliott Trudeau Fellowship at York University](#)
- Note that there are other FGS Internal Awards specific to area studies (e.g., Canada, Asia, Greece, Caribbean and Latin America, etc.) or specific research areas
- Students at all levels in the Program should familiarize themselves with the many MITACS awards available. <https://www.yorku.ca/gradstudies/students/current-students/awards-and-scholarships/mitacs-awards/>

IN-KIND GRANTS

MA students doing research creation are eligible to apply for in-kind grants to help finance their MRP project. Applications will open at the start of the summer term (third term) and must be used for MRP development within the third or fourth term. In-Kind grant providers and services are listed below:

In-kind grant provider	Service provided
Alter Ego	Color-grading
Picture Shop (previously Technicolor)	Post-production services (color, VFX, Online edit, etc.)
Wiseacre	Props rental
MBSE (previously SIM)	Lighting and Grip (Tapes and gels are excluded)
Keslow Camera (formerly SIM Camera)	camera+ accessories (lenses, etc.)
HABIBI Film Rentals	Film equipment rentals
Canada Film Equipment	Anything in their catalogue

ADDITIONAL TRAINING OPPORTUNITIES

- [Centre for Rights, Equity and Inclusion](#) runs many workshops, including Rights Equity Diversity Inclusion (REDI) summer workshop series
- Knowledge Mobilization training: MobilizeYU - <https://innovationyork.ca/knowledge-mobilization/mobilize-yu/>

HEALTH AND WELLNESS RESOURCES AT YORK

- Principles of Respectful Engagement and Complaint Procedures (Grad Program in Film/Cinema & Media Studies and Department of Cinema & Media Arts)
- FGS Wellness and Counselling services <https://www.yorku.ca/gradstudies/students/current-students/grad-wellness-counselling/>
 - FGS has a Wellness Consultation & Counselling Service that individual students can access for in-person or online appointments. <https://aws-portal.owlpractice.ca/yorkcounselling/booking>
 - The Graduate Student Wellness Initiative Fund subsidizes the costs to develop or implement initiatives related to the promotion, awareness, or enhancement of mental health and well-being for the graduate student community at York University <https://www.yorku.ca/gradstudies/students/current-students/grad-wellness-services/graduate-student-wellness-initiative-fund/>
 - See the website for more information on certificates and other resources
- Student Counselling & Development Office <http://counselling.students.yorku.ca/>
- Student Accessibility Services (SAS) <http://accessibility.students.yorku.ca/>
- Centre for Human Rights, Equity, and Inclusion (REI) <http://rights.info.yorku.ca/>
- The Centre for Sexual Violence Response, Support & Education (The Centre) <http://thecentre.yorku.ca/>
- Sexual Assault Survivors' Support Line and Leadership (SASSL) <http://sassl.info.yorku.ca/>
- Office of Student Community Relations <http://oscr.students.yorku.ca/>
- Employee Well-Being <http://hr.info.yorku.ca/>
- Tait McKenzie Fitness Centre http://www.yorkulions.ca/sports/2013/4/12/GEN_0412133336.aspx?tab=taitmckenziecentre

11. Principles of Respectful Engagement and Complaint Procedures

YORK UNIVERSITY DEPARTMENT OF CINEMA AND MEDIA ARTS GRADUATE PROGRAM IN FILM/CINEMA & MEDIA STUDIES

Approved by CMA DEDI Committee March 26, 2025, and by the Department April 9, 2025

Introduction and Purpose

The Department and Graduate Program in Cinema & Media Arts (CMA) at York offer a comprehensive curriculum in all aspects of film and media arts. Courses in the creative crafts of cinematography, editing and sound, and digital production are offered alongside studies in the concepts and practices of film and media arts studies. Students work in a full range of digital and film formats, utilizing industry- standard production and post-production facilities, to produce work of a fully professional calibre. CMA combines technical instruction with a strong emphasis on the critical and creative study of film and media arts, as tools for storytelling, social engagement, and self-expression.

The purpose of this document is to explain how York University helps to create, support and maintain safe spaces for teaching, learning and production, in accordance with the values expressed and embodied in the applicable policies, procedures and regulations of York University, for students, staff and faculty. This document also draws from the Directors Guild of Canada and the Canadian Industries Creative Code, as well as definitions from the Ontario Occupational Health and Safety Act. The ensemble of these sources provides a comprehensive Code that applies in various ways to everyone who uses York University facilities, participates in CMA projects, and participates in CMA classes, research labs, workshops, events, and/or other initiatives. This Code applies to (a) conduct on university premises, and (b) conduct not on university premises but which has a real and substantial link to the University (e.g. filming a CMA production on location, participating in an off-campus CMA event).

The following University policies, procedures and regulations govern the conduct of all participants in CMA (students, faculty, staff):

- **Human Rights Policy and Procedures:** <https://www.yorku.ca/secretariat/policies/policies/human-rights-policy-and-procedures/>
- **Policy on Sexual Violence:** <https://www.yorku.ca/secretariat/policies/policies/sexual-violence-policy-on/>
- **Policy on Disruptive and/or Harassing Behaviour in Academic Situations:** <https://www.yorku.ca/secretariat/policies/policies/disruptive-andor-harassing-behaviour-in-academic-situations-senate-policy/>
- **Code of Student Rights and Responsibilities:** <https://www.yorku.ca/secretariat/policies/policies/code-of-student-rights-and-responsibilities-presidential-regulation/>.

The last link listed is a regulation that embodies a philosophy and practice that are intended to balance student accountability and support with education. We recommend that all CMA community members familiarize themselves with it first. As it is reviewed and updated regularly, please review it even if you have read the regulation previously.

Code of Conduct

All CMA participants (students, staff, faculty, CMA guests) are entitled to a safe and respectful learning and working environment. All participants must remain mindful of these expectations and take

responsibility for their speech and behaviour. The standards of behaviour set out in the applicable policies and regulations identified above are the governing standards. By way of illustration, please remember to:

- Always act out of respect and concern for the well-being and free expression of others
- Actively listen to others and thoughtfully participate
- Respect physical and emotional boundaries
- Respect others' identity, experiences, and pronouns

Participants are entitled to an environment free from racist, xenophobic, sexist, homophobic, transphobic, ableist, ageist, and related behaviours and attitudes. Any harassment, bullying, discrimination, shaming, intimidation, sexual or gender-based violence, or physical violence will not be tolerated. Examples of such behaviours include:

- Ethnic, racial or religious slurs
- Sexist language
- Any comments including jokes that tend or are intended to demean, ridicule or offend a person for their physical appearance, gender/sex identity, sexuality, class, caste, age, or abilities
- Displaying or circulating offensive pictures or materials in print or electronic form
- Bullying
- Inappropriate sexual touching, advances, suggestions, or requests
- Sexual harassment
- Verbal abuse
- Engaging in a course of vexatious comment or conduct against a worker in a workplace
- Taking photographs or audio-visual recordings without consent of people on a set or location

We take participant concerns and safety very seriously. Please report immediately any issues and/or concerns that arise so that they can be addressed within an appropriate timeframe. The procedure for reporting incidents follows below.

We also realize people can accidentally or unintentionally hurt others with their language/actions. If a person finds that they have overstepped certain boundaries with their language/actions they are expected to accept respectful correction (or correct themselves). Failure to do so may result in more serious repercussions.

Procedure to Make a Complaint

There are several avenues for reporting unacceptable behaviour to the University, depending on their status (e.g. student, staff, etc.) at the University:

- If participants, facilitators, collaborators, or staff are subject to any kind of unacceptable behaviour as outlined above, a first step can be contact the course director. A call or in-person meeting can be set up via email.
- Complaints concerning student behaviour can be made directly to the Office of Student Community Relations (OSCR) which administers the Code of Student Rights and Responsibilities.
- Complaints concerning the behaviour of someone in a leadership role (e.g., course instructor), contact the Chair and/or the Graduate Program Director of the Department / Graduate Program of Cinema and Media Arts.

Depending on the gravity of the situation, the outcome could range from a written warning to greater potential consequences such as if the matter goes before a University Tribunal, local law enforcement, or to a formal investigation as an employment matter.

Tips for Making a Complaint

As soon as possible after an incident please make a note of the following information:

- Date and Time of Incident
- Location of incident
- Details of incident
- Task being performed when incident occurred
- Your name
- Names of persons involved, including witnesses (if known)
- Ensure to include your contact information (e-mail address and phone number) with your complaint.

Confidentiality

Protecting confidentiality and privacy is important, both to the person bringing forward the complaint, and the person(s) the complaint is made against.

Your complaint will be kept in confidence among the required parties needed to address the complaint. An incident report will be generated for tracking purposes only and will be held in a secure area. The parties in question will be consulted and appropriate action will be taken.

You are also responsible for maintaining the integrity, confidentiality and privacy of the complaint. Only share information about the complaint with people who need to know about it.

Questions

Any questions regarding the CMA Code of Conduct may be sent to the CMA Chair, Graduate Program Director, and/or the Chair of the CMA Equity, Diversity and Inclusion Committee.

Resources

- Centre for Human Rights, Equity, and Inclusion (REI): <http://rights.info.yorku.ca/>
- FGS Wellness and Counselling services (for Graduate students):
<https://www.yorku.ca/gradstudies/students/current-students/grad-wellness-services/>
- Student Counselling & Development Office (for Undergraduate students):
<http://counselling.students.yorku.ca/>
- The Centre for Sexual Violence Response, Support & Education (The Centre):
<http://thecentre.yorku.ca/>

12. Terminology Cheat Sheet

AMPD – The School of the Arts, Media, Performance & Design

CD – Course Director

CMA – Department of Cinema and Media Arts

CMS – Graduate Cinema and Media Studies Program

FGS – Faculty of Graduate Studies

FGS Proposal Milestone Exercise – If you are in a thesis/dissertation stream, your proposal must be submitted to FGS for ethics clearance. This is called a “Proposal Milestone”.

FILM – Graduate Film Program

GA – Graduate Assistant (unionized under CUPE 3903 Unit 3)

GFSA – Graduate Film Student Association

GPA – Graduate Program Assistant

GPD – Graduate Program Director

RA – Research Assistant (non-unionized position)

Reader – Also referred to as *committee member* by FGS, and you will see this term when you submit your Supervisory Committee via the Grad Portal. The terms “reader” and “committee member” are interchangeable.

RO – Registrar’s Office

Supervisor – Principal faculty member who will oversee your thesis/MRP.

Supervisory Committee – comprised of your *supervisor* and *committee member (aka reader)*

TA – Teaching Assistant (unionized under CUPE 3903 Unit 1)

YUGSA – York University Graduate Student Association