

MA HANDBOOK (2023-24)

This handbook contains a lot of useful information concerning our MA program in Art History. Please consult it first before contacting the Graduate Program Director or the Program Assistant. If questions persist, feel free to email us any time!

Concordia University
Department of Art History
August 2023

Territorial Acknowledgment

Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

This territorial acknowledgement was created by Concordia University's [Indigenous Directions](#) Leadership Group (2017). Visit the website for more information on the significance and rationale behind the specific wording and pronunciation keys, as well as resources on Indigenous protocols and decolonization work at Concordia.

African Ancestral Acknowledgement

HONOURING OUR ANCESTORS

We call upon our ancestors, remembering all who came before us. We honour you, our African ancestors, who paved the way for us in the diaspora and in the Mother Land, cradle of civilization, Mother Africa. Your bodies, blood, flesh and bones, then and now, nourish the earth and colour great and small, fresh and salted waters. African, Caribbean and Black people, no matter where in the world we are, share a common bond of courage, determination, indomitable spirit and greatness, and we acknowledge our differences and similarities embedded in the bloodlines of kings and queens, inventors, warriors and philosophers. Some of you endured the brutality of transatlantic enslavement, forced to give free labour, built nation states worldwide in bare backs and still manage to be victorious in achievements. We honour you today and call upon your wounded and triumphant spirits to share this space and bask in our glory of you — all our fore mothers, fathers, parents and relations. We know that you fought alongside Indigenous peoples yesteryear for freedom, so we know that our liberation is tied to the liberation of Indigenous peoples across Turtle Island and the world. We cannot ever be liberated if our Indigenous relations remain in bondage under the tyranny of historical and modern colonialism. We will not let your toil and service to humanity and to Black peoples go in vain, so we carry on in your footsteps, reaching for higher heights, creating memories and deeper prints for those of us here now and babes unfertilized yet to come.

From the [Concordia University President's Task Force on Anti-Black Racism Final Report, October 2022](#). Written by Dr Delores V. Mullings. Offered to the Inaugural Inter-Institutional Forum of the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education, May 2022, Vancouver, Canada.

Welcome to the MA in Art History at Concordia University

On behalf of our Department Chair Dr John Potvin and our entire faculty, it is my pleasure to welcome you to Concordia University and to the Department of Art History. For those of you who are new to the city, welcome to Tiohtià:ke (Montréal). We are honoured you have chosen to embark on this next phase of your educational journey with us and we are committed to providing you with the best academic experience as possible.

You are now a member of our longstanding MA in Art History degree program. As an alumn of this program and now a tenured professor at Concordia, I know up close and personal what Concordia and Tiohtià:ke (Montréal) has to offer you as a graduate student. Located in Quartier Concordia in the heart of our downtown campus, our program has the advantage of being part of Montreal's exciting art scene, one of the most vibrant, culturally diverse, and multilingual in the country. The city is home to a thriving local art ecology with strong transnational connections to global networks. Our Department of Art History is not only an integral part of the University's Faculty of Fine Arts, one of Canada's largest leading art schools but also well-known for fostering a mutually supportive, inclusive, and collegial environment for both faculty and students to flourish. Here you will have the opportunity to experience intellectual and personal growth as an emerging researcher and global citizen. Here you can be part of a movement to decolonize art institutions and uplift Indigenous and culturally diverse voices. Here, you will meet fellow students in your cohort who, in years to come, may well likely remain your closest peers in the field of your choice.

Here your learning community starts now.

As your new incoming Graduate Program Director, I want to express my own joy of being in this role at this moment in history. Coming back from two years of pandemic, this is a moment when we can consciously make a choice to build a resilient recovery into a better, brighter, more just society. And you can be part of this choice because being in graduate school is all about taking responsibility for your own education and that of others. I look forward to getting to know each of you better and the infusion of new ideas and fresh perspectives on how to approach the study of art history and visual culture that each of you bring.

This handbook, also available online, will be useful to you throughout your degree. It provides you with information about the yearly progression of requirements for your degree and specific guidelines to help you efficiently plan and manage your program of study. In addition to these documents, the ARTH 655 *Thesis Seminar* will offer guidance through many of the steps towards successfully completing your MA. This series of occasional seminars is offered over the first two semesters in year 1 of the program, typically on Wednesday evenings. A schedule will be circulated at the beginning of the Fall term.

If you have any questions that this handbook does not answer, our administrative team will be happy to assist. For questions about academic matters, please do not hesitate to consult me as the Graduate Program Director. Administrative questions should be directed to the Department Assistant, Chiara Montpetit. Our contact details are below.

Once again, welcome to the Department of Art History! I wish you a wonderful beginning to your studies.

Sincerely,



Alice Ming Wai Jim
Graduate Program Director
Department of Art History

Table of Contents

Territorial Acknowledgment	2
African Ancestral Acknowledgement	2
Welcome to the MA in Art History at Concordia University	3
GENERAL INFORMATION	7
Contact information	7
Your Contact Information	7
Student Cards and Student Accounts	7
Health Care and Travelling	8
International Students	8
The Graduate Community in Art History	8
FUNDING AND PROFESSIONAL DEVELOPMENT	8
Grants, Scholarships, and Awards	8
Teaching Assistantships	9
Research Assistantships	9
Professional Development	10
PROGRESS MARKERS	10
Expectations	10
Milestones	10
Program Time Limit	11
Time Limit Extension (TLE)	11
Leave of Absence (LOA)	11
Annual Progress Reports	12
ACADEMIC INTEGRITY AND CODE OF CONDUCT	12
Plagiarism	12
Academic Success and Integrity Module (ASIM)	12
Technology, Code of Conduct and Intellectual Property	13
Sexual Violence and Consensual Relationships	13
DEGREE REQUIREMENTS AND PROCEDURES	13
Degree Structure	13
Standard Schedule	14
Grading system	14
MA PROGRAM: YEAR ONE - COURSEWORK	15
Seminars (15 credits)	15
Important Deadlines for Adding/Dropping Courses	15

Thesis Seminar ARTH 655 (3 credits)	15
Credits Outside the Core Offerings	15
Courses that do not apply towards the degree requirements	16
Internships (ARTH 650)	16
Internship Responsibilities	17
Internship registration and assessment	17
Developing a Thesis Topic	18
MA Thesis Supervision	18
Working with your Supervisor	18
Thesis Proposal	18
Ethics Review	19
Annotated Review of Sources and Documents: ARTH 654 (3 credits)	19
MA PROGRAM: YEAR 2 - THESIS	20
Fighting Isolation and Graduate Drift	20
Thesis Presentations	20
Choosing a Reader	21
Applying to Graduate	21
Thesis (24 credits)	21
The Thesis Process: From Writing to Submission	22
Examination of the Thesis	22
Signature Page	23
Submitting on Spectrum	23
Thesis Submission Deadlines	23
Schedule A.	24
Sample Thesis Drafting Schedule for Spring Graduation Year 2 (Spectrum deadline: April 1)	24
Schedule B.	24
Sample Thesis Drafting Schedule for Fall Graduation in Year 2.5 (Spectrum Deadline: Sept 1)	24
Schedule C.	26
Sample Thesis Drafting Schedule for Spring Graduation Year 3 (Spectrum deadline on December 31 avoiding winter fees)	26
SUPPORT AND RESOURCES	27
Student Hub	27
Accessibility	27
Opus Cards	27
Libraries	27
The School of Graduate Studies	27

Access to Technology	27
Thesis Writing Spaces	28
Art History Graduate Student Lounge	28
VCR (formerly the slide library), EV 3.703	28
FoFA Graduate Student Study Space	28
Espace Thèsez-vous	28
Webster Library	28
Grey Nuns Reading Room	28
And a host of other spaces ...	28

This handbook does not replace the official program website and graduate calendar. It should be used in conjunction with the regularly updated information that is contained there.

GENERAL INFORMATION

Contact information

Dr. Alice Ming Wai Jim

Graduate Program Director

EV 3-777

alice.jim@concordia.ca

Contact Dr Jim for **academic** matters

Chiara Montpetit

Department Assistant

EV 3-817

art.history@concordia.ca

514-848-2424 x 5392

Contact Chiara for **administrative** matters

Dr. John Potvin

Chair of Department

EV 3-820

john.potvin@concordia.ca

Camille Pouliot

Department Coordinator

EV 3-819

camille.pouliot@concordia.ca

514-848-2424 x 4700

For nearly all information related to your program, please consult this handbook and our [Department website](#) as well as the [School of Graduate Studies website](#). If you are unable to answer your program-related queries via these resources, email or call Chiara Montpetit for assistance.

Your Contact Information

It is very important that you keep your contact information up to date on the [Student Hub](#) **and** with the Department Assistant. If you change email addresses on the portal without informing the Department Assistant, we will not be aware that you have made the change. Graduate students are strongly encouraged to use their Concordia email addresses on all university communications.

Concordia email accounts can be obtained through the Student Hub. For more information, visit the [Productivity Suite page](#).

Student Cards and Student Accounts

[Student ID cards](#) are issued by Card Services. Please ensure that you are currently registered for at least one course for 24 hours before dropping by. The office is in the J.W. McConnell Building (LB), next to the Mackay St. entrance, room LB-089, 1400 De Maisonneuve Blvd. W.

To avoid late charges, your fall tuition and fees must be paid in full by September 30. You can call 514-848-2424 x4900 Monday to Friday between 9 a.m. and 5 p.m. EST with any questions. Otherwise, you can email studentaccounts@concordia.ca. More information is available on the [Tuition and Financial Aid website](#).

Health Care and Travelling

Any student who pays into the [health/dental plan](#) has travel coverage. Students should also carry with them (either printed or on their phone) a copy of the [Travel Health Passport](#). The student's plan number is the same as the student ID number.

International Students

Any questions related to immigration or one's legal status should be directed to the [International Students' Office](#) (514-848-2424, ext. 3515; iso@concordia.ca). Faculty and staff of the department are not allowed to give advice. Each International student is assigned an [advisor](#) according to their student ID number.

International Students must have a Canadian SIN (Social Insurance Number) to hold Teaching and Research Assistantships. International students can obtain a SIN by going to Services Canada at the Guy Favreau Complex downtown with their study permit.

Guy-Favreau Complex, Suite 034
200 René-Lévesque Boulevard West
Montréal, Quebec

The Graduate Community in Art History

Each year, the Art History Department organises a graduate potluck. You will receive invitations by email. The Department of Art History is also home to several extremely active and dynamic, including the [Art History Graduate Students Association](#) (AHGSA) which represents Art History students at the University Graduate Student Association and the [Ethnocultural Art Histories Research Group](#) (EAHR). We encourage you to become involved. Attendance at public lectures and exhibitions are an excellent way to become part of our intellectual community, as are peer reading and writing groups.

FUNDING AND PROFESSIONAL DEVELOPMENT

Grants, Scholarships, and Awards

Incoming first-year graduate students will already have been considered upon admission for all available Concordia funding for their first year. If you have been awarded a scholarship, payments will automatically be deposited in your student account 5 days following the DNE date of each term within the tenure period of the award. The money will be applied to outstanding tuition and fees. If a credit balance remains in the account, you can request a refund through your Student Centre. Cheques are automatically mailed to the address on file within 10 business days after the refund request has been submitted. For information about conditions of tenure for Concordia awards consult the [Award Holder Information page](#).

Additional information is available from the [Graduate Awards Office](#) of SGS (School of Graduate Studies). If your GPA is higher than 3.7, consider beginning to prepare applications for federal and provincial funding bodies immediately, notably the [Social Sciences and Humanities Research Council](#) and the [Fonds de recherche – Société et culture](#).

Various small travel grants are available to students to help offset costs of travel to conferences (to present or attend) or conduct research required for their theses or dissertations. A list of [Departmental awards](#) available to Art History graduate students can be found on the website.

Teaching Assistantships

Currently, Teaching and Research Assistantships at Concordia are unionised through [TRAC](#).

Art History MA students have the opportunity to work as teaching assistants for an undergraduate course in their first year as part of their admissions package. A small number of TAships for year 2 are sometimes available. Postings for these positions are circulated by email. Decisions concerning TAships will be made by the GPD in consultation with the course instructor and the Department Coordinator and Assistant, as needed.

Graduate teaching assistants establish their responsibilities together with the instructor via a TA Workload Form filled out at the beginning of their contracts. Please ensure that you have a clear sense of when professors expect graded work to be returned. We ask TAs not to multitask during classroom lectures and to respond to any emails from the instructor as soon as possible (and certainly within 48 hours).

Prior to signing any contracts, please ensure that the total number of hours does not exceed the maximum allowed by any of your funding sources and (in the case of international students) student visa rules.

International students must have a Canadian SIN (Social Insurance Number) before signing the TA contract.

Research Assistantships

Many faculty members employ research assistants through their grants. Interested students should enquire directly with their supervisors or other faculty members. Supervisors might also have research assistantships or other forms of research funds allotted at prescheduled semesters that are specifically intended and/or reserved for incoming students as per their admissions offer letter. Before accepting a research assistantship, please be sure to check in with your MA supervisor first. It is strongly recommended that students should not work more than maximum 20 hours per week (approximately the equivalent of a demanding job on the weekend) or accumulate multiple contracts at the same time. You should also inform our Program Assistant of your contract, so we can keep our Departmental records up to date.

As with the TA contract, international students must have a Canadian SIN (Social Insurance Number) before signing the RA contract and ensure that the total number of hours does not exceed the maximum allowed by any of your funding sources and (in the case of international students) student visa rules.

Professional Development

The University runs a full range of free professional and personal development workshops called [GradProSkills](#).

Students are encouraged to consider developing a seminar paper or portion of their thesis for public presentation at a conference, or for publication. A graduate venue is ideal within a student's first year in the MA, then possibly a professional venue when the thesis is well advanced. Search the web for conference opportunities and then discuss them with your supervisor. Exhibition and book reviews are a good place to begin developing a publication portfolio. If you are presenting your work at a conference, [funding may be available](#) through the School of Graduate Studies.

PROGRESS MARKERS

Expectations

For students enrolled full time, the MA in Art History is a two-year degree. To graduate within this timeframe, you will need to work 35 – 40 hours per week. Graduate school is not a job. It is a means to a job. Therefore, you want to start learning and practicing the same work ethic that would be expected of you in your future job. For the MA degree this means as high-capacity independent researchers in your chosen field. It means attention to meeting deadlines for submission of materials; time and project management being essential skills required not only in the academic job market, but in almost any type of employment requiring graduate training.

For all these reasons and more, we strongly encourage you to complete your MA within the standard 2-year timeframe which includes the summer in between. It is not encouraged but it is possible to take an extra semester, for example, in cases where employment interferes with fulltime study.

Milestones

Program milestones help you chart your progress through the degree. The target dates given below are the norm for your program, assuming a September start. There is no penalty should you need to slightly adjust these dates, but any reason or choice to do so should be a strategic decision and carefully discussed with your supervisor especially if there are major implications on your study plan and expected date of completion.

Milestone	Target date
Progress Report 1	March of 1 st year
Thesis Proposal	End of 2 nd term
Completion of Seminars	End of 2 nd term
Annotated Review of Sources	End of 3 rd term
Thesis Presentation	End of 4 th term
Progress Report 2	March of 2 nd year

Program Time Limit

University regulations stipulate that all requirements must be completed within 9 terms (3 years) for full-time students and 15 terms (five years) for part-time students. Your official time limit is indicated on your student record. Responsibility for remembering it rests with students, and the Department only supports requests for extensions in extenuating circumstances. The minimum residency requirement is three terms of full-time study, or the equivalent in part-time study.

Time Limit Extension (TLE)

Students who will or have exceeded their time limit can submit a TLE request. A Time Limit Extension notation is added to the extended terms and is replaced if a course is registered. The Department of Art History can approve up to 6 TLEs (6 terms). Subsequent TLE requests will be evaluated by the School of Graduate Studies (SGS), which requests specific supporting documentation and reviews requests on a case-by-case basis.

TLE requests should be submitted through their Student Centre under “Graduate Service Requests” at least 3 months in advance of the time limit (typically by June 1 for a September limit). The request must be accompanied by an up-to-date timeline for completion of degree that has been pre-approved by their supervisor in writing. Additional time limit extensions will only be considered in extenuating circumstances as this increases the risk of not completing the degree. Further, any time limit extensions may mean the student must spend additional time updating relevant sources on their topic and this should be reflected in the revised timeline accordingly.

For more information, consult the [Service Requests page](#).

Leave of Absence (LOA)

Graduate students who wish to temporarily discontinue their studies for one or more terms may request a leave of absence from their program. Students must apply for an LOA request in advance through the Service Request process using the Student Centre portal, prior to the DNE deadline of the term in which they intend on taking a leave. Students must specify the reason for the leave and provide supporting documentation; for example, a request for leave for medical reasons must be supported by an original medical certificate. It is advisable that the student inform their supervisors and the Graduate Program Director or Graduate Program Assistant of their decision before submitting their LOA requests.

There are three types of leave of absence:

1. **Leave without access:** During a leave without access, a student will not have access to library, university or student services. No fees will be charged.
2. **Leave with access:** During a leave with access, a student will have access to library, university and student services. Leaves with access are granted only under exceptional circumstances. A flat service fee of \$150 per term will be charged.
3. **Parental leave:** All graduate students are entitled to parental leave of up to three consecutive terms during their program of study on the occasion of the birth or adoption of a child. The student will have access to library, university and student services. Students holding a Concordia

Fellowship will receive a deferral of their fellowship for the period of leave. In the case of other fellowships, the regulations of the granting agencies will apply. No fees will be charged.

Except for Parental leave, students are normally permitted only a maximum of three terms of leave (with or without access) during their program of study. Leaves beyond three terms are only approved on an exceptional basis and with supporting documentation.

For more information, consult the [Service Requests page](#).

Annual Progress Reports

Each winter, the School of Graduate Studies requires that students and supervisors complete an annual report which is reviewed by the Graduate Program Director. The purpose of the report is two-fold: it enables you and your supervisor to take stock of your progress, and it enables departments to identify any students who may be having difficulties in their program and contribute to solutions when possible. Students can request confidential follow-ups from the GPD or from the School of Graduate Studies. The accounts of students who do not complete the report are blocked until the report is received; beyond this, however, the reporting is not a punitive process in any way, and we encourage you to be honest in your self-assessment and to ask for additional help if necessary. It is also an excellent time for both supervisor and student to review and update the [Concordia Student and Supervisor Framework](#) guidelines and form. for the student's file. The progress report can be accessed through Student Hub > Student Centre > My Questionnaires and SGS will email notices and reminders for timely submission of the form

ACADEMIC INTEGRITY AND CODE OF CONDUCT

Plagiarism

The most common offence under the Academic Code of Conduct is [plagiarism](#), which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement." Unintentional plagiarism may occur if you paraphrase too closely or even if you adopt an idea from someone else without acknowledgement. Don't be embarrassed to ask your supervisor for guidance if you are in any doubt, especially about paraphrasing.

Academic Success and Integrity Module (ASIM)

ASIM was created to help you understand the principles of academic integrity and help you avoid problems in your future studies. Although this module will not in any way jeopardize your admission to Concordia, all graduate program students are required to complete it. Reading the examples and answering the questions will ensure that you are aware of the regulations around academic integrity and proper citation practices, as well as the consequences of failing to adhere to the Academic Code of Conduct.

Newly admitted students must complete the [Academic Success & Integrity Module](#) before the DNE deadline in their first term. Students who fail to complete the ASIM online module will be blocked from registering for the following academic term(s) and from making changes to their current registration until the module is completed.

Technology, Code of Conduct and Intellectual Property

Per Concordia rules, all individuals participating in courses are expected to be professional and constructive throughout the course, including in their communications. Concordia students are subject to the [Code of Rights and Responsibilities](#) which applies both when students are physically and virtually engaged in any University activity, including classes, seminars, meetings, etc. Students engaged in University activities must respect this Code when engaging with any members of the Concordia community, including faculty, staff, and students, whether such interactions are verbal or in writing, face to face or online/virtual. Failing to comply with the Code may result in charges and sanctions, as outlined in the Code. Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorised sharing of course content may constitute a breach of the Academic Code of Conduct and/or the Code of Rights and Responsibilities. As specified in the Policy on Intellectual Property, the University does not claim any ownership of or interest in any student intellectual property. All university members retain copyright over their work.

Sexual Violence and Consensual Relationships

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University. If you require immediate assistance, contact security at 514-848-3717. If you have experienced or witnessed sexual violence or misconduct, help is available at the [Sexual Assault Resource Centre \(sarc@concordia.ca\)](#). Power differentials between students and their instructors (including Teaching Assistants) mean that even consensual sexual or romantic relationships put students in a vulnerable position and constitute a conflict of interest that must be formally declared and addressed. Such relationships are strongly discouraged. To learn more, visit the [Standing Committee on Sexual Misconduct and Sexual Violence page](#).

All students are required to complete the ["It Takes All of Us" training](#) once when they arrive at Concordia and are encouraged to continue their learning by completing new modules as they are released.

All new students must complete the Introductory Module within the first 6 weeks of the semester which can be accessed on the Student Hub.

DEGREE REQUIREMENTS AND PROCEDURES

Degree Structure

Year 1: Seminars (15 credits) and Annotated Review (3 credits)

Year 2: Thesis presentation (3 credits) and thesis (24 credits)

Note that although the thesis is only 40-45 pages long (double spaced, excluding notes), it is worth more credits than all the coursework combined. This clearly reflects the work required to complete a thesis.

Be aware that students routinely underestimate the time and effort that it takes to see a thesis through to completion.

Standard Schedule

September: Students begin their seminars, including ARTH 655 *Thesis Seminar*.

November: By this date, students should be matched up with their supervisors (see below, *MA Thesis Supervision*). Please submit your completed Concordia Student and Supervisor Framework form (to be distributed in the Fall) to the Department Assistant by Wednesday, November 1st, 2023.

Early March: Students submit PDFs of their approved and finalised thesis proposals to their supervisors, who send them on to the Department Assistant. They are then assessed by the Graduate Program Committee. Following this, supervisors will provide feedback to students roughly one month later. The submission deadline for 2024 is Wednesday, March 6.

Early May: After consulting with your supervisor, please contact the Department Assistant to register before May 1st, 2024 for ARTH 654 *Annotated Review of Sources and Documents* for the first Summer 2024. Students meet with their supervisors (usually in the first week of May) to plan the work schedule to produce their Annotated Review.

Summer Term: Students read and conduct research, and work on their Annotated Review, which is due on August 15th (this date is to be confirmed between students and their supervisors).

First week of September, year 2: Students meet with their supervisors, bringing a proposed plan or plans for their thesis.

Fall term, year 2: Writing

Late October year 2: Thesis presentations

By end of Fall term, year 2: First full draft to supervisor

January, year 2: Apply to graduate if you intend to do so in June.

Winter, year 2: Redrafting and revisions to thesis

March, year 2: Alternate possibility for thesis presentations

April 1 – September 1, year 2: Final submission on Spectrum

Grading system

Art History grading system				
A+ 90-100	B+ 77-79	C+ 67-69	D+ 57-59	F 0-49

A 85-89	B 73-76	C 63-66	D 53-56	
A- 80-84	B- 70-72	C- 60-62	D- 50-52	

This grading system applies to all courses offered by the Department of Art History.

MA PROGRAM: YEAR ONE - COURSEWORK

Seminars (15 credits)

Seminars provide training in critical discussion skills such as the ability to develop arguments, to respond to counter proposals, to convey your points clearly in a group setting within a limited amount of time, and to hone your writing skills. We encourage you to take courses on topics you may not have considered before and in areas not directly related to your thesis, as these are opportunities to broaden your knowledge base. The format of seminars may change according to the instructor, but they are all highly participatory and all students are expected to actively participate in class discussions. Should you have questions or concerns about any of your classes, we encourage you to meet with the instructor or with the GPD.

Important Deadlines for Adding/Dropping Courses

- Monday, September 18, 2023 is the Fall DNE deadline: last day to add or drop Fall Term (/2) courses and receive a tuition refund for the latter.
- Tuesday, December 5, 2023 is the Fall DISC deadline: last day to withdraw from Fall Term (/2) courses. Your transcript will show the course number with a “DISC” (Discontinued) notation.
- Monday, January 29, 2024 is the Winter DNE deadline: last day to add or drop Winter Term (/4) courses and receive a tuition refund for the latter.
- Wednesday, April 17, 2024 is the DISC deadline: last day to withdraw from Winter Term (/4) courses. Your transcript will show the course number with a “DISC” (Discontinued) notation.

Thesis Seminar ARTH 655 (3 credits)

Please keep Wednesday evenings free for this required 3-credit course, which is designed to introduce students to the intellectual and professional aspects of graduate school. The sessions are spread out over the course of the degree but are weighted more heavily in the first year. Note that you do not register yourself for this course. Registration is automatically processed by the department once your thesis proposal is approved and you have given your thesis presentation (see ***Thesis Presentation*** below). ARTH 655 is a pass/fail course.

Credits Outside the Core Offerings

Students may apply for permission to take one seminar (3 credits) outside the core seminar offerings of the department. This may be an internship, an independent study, a graduate seminar in another Concordia department or a graduate seminar at another Quebec university. Undergraduate courses cannot be taken for credit.

Students wishing to obtain such permission should contact their supervisor and then develop a written rationale for submission to the GPD, which they will submit together with an email from their supervisor confirming support and, when available, a course syllabus. Courses outside the department should directly foster the student's thesis research. Permission to take an independent study within the department is granted only in exceptional circumstances and the work must not overlap with the thesis research.

Procedure to register for a Concordia Art History PhD seminar with enhanced coursework

Registration in MA seminars is preferred. PhD seminars require a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific PhD seminar. If your supervisor grants permission, then:
2. Send an email request to the instructor forwarding the supervisor's permission to join the seminar and explaining that you will require a certain assignment structure to obtain MA credit. (The instructor may consult with GPD if they wish). If the instructor grants permission, then:
3. Submit an online [Service Request for a Course Substitution](#) (ARTH 647 is usually the recommended course to substitute), attaching both emails as supporting documentation. Please notify the Department Assistant once you've submitted your request.
4. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions. The instructor should provide you with an individualized syllabus on the first day of class, which sets out the modified assignment structure.

Courses that do not apply towards the degree requirements

Master's and PhD students are permitted to register for a maximum of 3 graduate course credits, in addition to the nominal credits in their degree program, [without additional charge](#). Students should consult their supervisor before taking the course, especially if they did not finish the mandatory ARTH coursework.

Internships (ARTH 650)

Graduate internships at arts institutions enable students to build their professional network, gain intellectually challenging career experience, and meet pedagogical goals that are specifically tailored to their workplace environment.

Graduate Internships may be paid work experiences OR pursued for academic credit.

Applications for paid internships are circulated by the department and/or the Faculty of Fine Arts, via email, on an ad-hoc basis, as opportunities arise.

For-credit internships are one of the options exceptionally available to students wishing to take 3 credits outside the program's regular seminar offerings. As such, a for-credit internship may not be combined with an independent study, a course in another department, or a course at another university. Registration requires the approval of the student's thesis supervisor and the GPD, who work in partnership with the host institution to ensure that the student's responsibilities are in keeping with the aims of the MA program. Students must have chosen a thesis supervisor to be eligible for this option.

The Department of Art History has an ongoing for-credit internship arrangement with the university's [Leonard and Bina Ellen Art Gallery](#); a call for applicants will be circulated. Other internships may be proposed by students or partner institutions, including galleries, museums, artist-run-centres, art periodicals, art libraries and archives, and educational establishments.

Internship Responsibilities

The student is responsible for finding a graduate-level internship opportunity and presenting a formal proposal, in the first instance to their thesis supervisor and then, with the supervisor's approval, to the GPD. Proposals must clearly indicate the work to be undertaken, the learning outcomes to be achieved, the dates of the internship, the name of the thesis supervisor, and the name and contact information of the supervisor at the partner institution. Proposals for graduate internships must be qualitatively and quantitatively more demanding than undergraduate internships, and have a strong pedagogical component.

The thesis supervisor is responsible for guiding the student during the completion of the proposal, for communicating with the partner institution during the internship, and for oversight and assessment of the coursework component. The thesis supervisor also follows up with the student to ensure that the internship is developing smoothly and will raise any concerns with the GPD.

The GPD is responsible for reviewing the proposal to ensure that work tasks are appropriate and that suitable pedagogical goals are established. The GPD also sends a formal letter to the partner institution clearly identifying the conditions under which internship credits will be granted and identifying the thesis supervisor as the liaison person for the internship.

The partner institution is responsible for overseeing work at the institution and for providing the GPD and supervisor with a report upon completion of the internship. This report summarises the work completed and comments on the student's performance and the gallery's experience. The supervisor will take this report into consideration when assigning a grade and may, at their discretion, also share it with the student.

All internships must include the production of a written component (normally 15 pages) that demonstrates the student's learning during the term. The nature and content of the written component is determined by the student's thesis supervisor in conjunction with the student. Should the internship include the production of a catalogue text or other significant writing, the supervisor may choose to consider this as complete or partial fulfilment of this requirement.

A 3-credit graduate internship entails 150 hours of on-site work.

Internship registration and assessment

Once permission is granted, the GPD asks the Department Assistant to code the student, who then registers through their portal. Thesis supervisors must submit their grade within 5 days of the end of the exam period. Grades are entered directly into SIS by instructors and finalised by the GPD.

When assigning a final grade, the supervisor considers both the written assignment and the student's workplace experience. In most cases, the latter will be weighted more heavily.

Once a student has registered for the internship course, all work must be completed by the beginning of the final exam period for that semester. No extensions will be granted. For internships that span two semesters, students should register in the second semester.

Developing a Thesis Topic

This is something you should begin thinking about during your first term in the program, although it is inevitably a process that goes through several stages – from the first ideas you jot down, to the series of discussions you have with your supervisor, to the thesis proposal you will write and submit to the department in your second semester. Many kinds of topics and approaches are possible. To get a sense of what previous MA students at Concordia have accomplished, go to the [Spectrum Thesis Repository](#).

MA Thesis Supervision

The GPD assigns MA students to a full-time faculty supervisor at the start of the Fall term based on availability and shared research interests. Students should meet with their supervisor early in the fall. Feel free to ask questions about what kind of supervision you can expect to receive (i.e.: how often you will meet, how active the supervisor will be in the writing process, and what expectations the supervisor will have of you). Students can potentially decide to choose another full-time faculty member as their supervisor rather than the one assigned, in consultation with the GPD. When considering potential supervisors, students should consider the professor's intellectual approach to art history, their areas of expertise, and their approach to thesis supervision. It is your responsibility to schedule the supervision sessions you need to keep your work on track. You should answer emails from your supervisor within 72 hours. Students confirm their supervisors by November 1st of their first year. Please complete the Student and Supervisor Framework form (which will be shared in the Fall) and submit it to the Department Assistant by that date.

Working with your Supervisor

A good student-supervisor relationship is key to a positive MA experience, and clear and open communication is at its heart. An early discussion with your advisor about mutual expectations is a very good idea, and you should ask questions about anything that you are uncertain about. Don't assume that just because your peers are doing something, you should too. At any point, if you feel that something about the supervision is not working well, the first step is to raise your concerns with your supervisor. The Graduate Program Director is also available to help. Few such problems are resolved by waiting, whereas an early word can make all the difference in contributing to a positive educational experience. It is ultimately your responsibility to ensure that you receive the supervision that you need, but assistance is available. If you require advice or mediation, please consult the Graduate Program Director. If your supervisor is the GPD, you may also approach the Chair or the Associate Dean of Students, School of Graduate Studies.

Guidelines and principles for positive supervision relationships have been written by the [Canadian Association for Graduate Studies](#) and [SGS](#).

Thesis Proposal

The thesis proposal is written once the student has a supervisor and has discussed the thesis topic with that professor. A thesis proposal should be approximately 500-600 words in length (maximum 2 pages, double-spaced). It should also include a 1-page (single-spaced) bibliography of primary and secondary

sources and contacts, as appropriate. One visual, with full caption, may also be provided. No title page is required. The proposal should consist of the following:

- a description of the topic
- a statement of objectives
- a description of methodology (including research strategies and theoretical framework)
- the relation of the thesis to existing scholarship.

Plan your approach with your supervisor and be sure to send them a draft well in advance of the proposal deadline. Once your supervisor has approved your proposal, they will send it electronically to the Department Assistant who sends it to the Graduate Program Committee for approval. Students receive notice of the committee's decision from their supervisor, along with comments or suggestions for improvement. If revisions are deemed necessary, the committee may require that the proposal be resubmitted. The thesis proposal is part of the coursework for ARTH 655.

- Full-time students admitted to the program in September will submit their thesis proposals in early March of the same academic year.
- Part-time students admitted to the program in September submit their thesis proposals in early March of the next academic year.

Ethics Review

Research involving human or animal subjects must receive ethics clearance. If you plan to conduct interviews as part of your thesis research, you will need to submit a Summary Protocol Form to the Office of Research after your thesis proposal is approved. Please note that if you plan to conduct interviews in the summer between year 1 and 2, you should submit your ethics application immediately upon approval of your thesis proposal. Those who are also working with vulnerable populations or conducting greater than minimal risk research should consult with their supervisor or the Graduate Program Director about submitting their thesis proposal in the fall of their first year.

Annotated Review of Sources and Documents: ARTH 654 (3 credits)

Each student must undertake an annotated review of sources and documents relevant to their thesis, normally during the summer term between years 1 and 2. This research serves as the foundation for the thesis project to be completed in the second year. The work, which is overseen by the thesis supervisor, will enable students to determine the program of research to be undertaken for the thesis, to undertake the majority of that research, and to lay out the scholarly and theoretical groundwork for the thesis. The MA thesis no longer encompasses a separate "literature review"; instead, students will briefly incorporate key aspects of their ARTH 654 findings into their theses.

Please schedule a meeting with your supervisor in late April or early May of your first year. In advance, you will prepare a draft course proposal and a bibliography of primary and secondary materials to be read over the summer. This draft is modified and/or approved at the meeting and returned to the instructor, whereupon it becomes the agreed syllabus for ARTH 654.

You will return at the end of the summer with roughly 15 annotations on key readings (approx. 300-500 words each), together with a 10-page, double-spaced essay (approx. 3300 words) which provides a

synthesis of the annotated material and other sources as relevant. The precise number of annotations to be included is determined by the supervisor.

The standard deadline for submitting the final paper and annotations is August 15th. Please confirm this date with your thesis supervisor.

Students must contact the Department Assistant to register for ARTH 654, after consultation with their supervisor.

MA PROGRAM: YEAR 2 - THESIS

Fighting Isolation and Graduate Drift

Some of the major challenges of the second year in the program are those of establishing your own work structure and combating student isolation. Without the framework of regular class sessions and assignments, it can be easy to flounder. To avoid graduate drift, set small clear goals (ask your supervisor for help with this), establish regular writing hours, and work in a dedicated space. Your best allies in the fight against graduate isolation are your peers. Set up a writing group and meet regularly to discuss whether you've met your writing goals for the week. You might also consider signing up for some GradProSkills workshops or getting involved with the graduate student conference, but don't let yourself become overcommitted and don't wait for inspiration. Just start writing, even if it feels early.

Thesis Presentations

All students present their work-in-progress to their peers and faculty members in the program. Full-time students admitted in September do their thesis presentations in November or March of their second year.

Attendance at all thesis presentation sessions is expected. Each presentation lasts 20 minutes and is followed by a question period of 10 minutes. As a general guideline, a 20-minute presentation equals 8-9 pages of double-spaced text (12 pt. font) or approximately 2500-3000 words. Students require the approval of their supervisors before signing up for the presentations, and supervisors must also approve students' presentations prior to delivery. Be sure to schedule enough time for your supervisor's review and revision. This year, the MA thesis presentations will be on October 27, 2023 and March 20, 2024.

The goals of the presentation are: to introduce others to your research, to demonstrate your ability to speak clearly and knowledgeably about your work, and to have the opportunity to receive feedback from students and professors. Your supervisor will be able to help you determine the most appropriate content for your presentation. Generally speaking, a good presentation will provide a broad overview of the thesis, your objectives, and the methodological and/or theoretical framework for your research, as well as a specific example or examples that enable your audience to see the developing argument in practice. Students are encouraged to illustrate their presentations with visual material.

The following suggestions for presenting might also be helpful: practice your lecture out loud in advance; speak slowly and clearly; and look up from your pages as much as possible when presenting. AHGSA (Art History graduate Students Association) often schedules a dry-run thesis presentation session a week prior to the formal date to help students get a feel for the space and presenting to their peers.

Choosing a Reader

Once you have started writing, discuss the choice of potential reader (also known as the examiner) with your supervisor. Once you have agreed upon a professor, send them a formal invitation, explaining what your thesis will be about and giving them a realistic sense of when you plan to submit.

Once a reader has accepted your invitation, keep in touch with them to let them know when you have submitted your first full draft, and again when you have an accurate sense of when you will be submitting. Remember that you may need to coordinate with their research and/or holiday schedules.

Thesis readers must be chosen from among the full-time art history faculty at Concordia. If the student and supervisor deem it appropriate for the thesis to have the input of another reader whose expertise may be beneficial, an additional examiner may be invited. Requests should be submitted to the GPD, who will formally invite any examiner who is external to the department or the university. Students should be aware that they will be required to process the suggestions and requested changes of two examiners' reports. There may be unexpected delays, and additional scheduling and administrative details to manage.

Applying to Graduate

Yes, this comes before you've finished your thesis. You will need to submit a [formal application to graduate](#) before your thesis is complete. The deadlines for this are January 15 for Spring graduation and convocation, and July 15 for Fall graduation. Should your thesis be delayed, notify the Department Assistant who will cancel the application for graduation. The fee will be carried forward and you will need to submit a new application for the next deadline. Find full information on the [Graduation and Convocation page](#).

Thesis (24 credits)

The MA Thesis is a scholarly research essay consisting of 40 to 45 double-spaced pages of argument (approximately 13,000-15,000 words) with additional pages devoted to endnotes, bibliography, appendices and illustrations. The MA thesis should identify and develop a specific topic or case study, and the research project should be situated in relation to existing debates and discussions within the discipline of art history and, as appropriate, in broader networks of intellectual exchange. A good thesis needs to convey a clear argument to fully support its claims, have a logical and transparent structure, make a distinctive contribution to knowledge, ensure that no essential aspects of the discussion are missing, and must be entirely free of errors (fact, spelling, grammar). In scope and length, a thesis may be considered as equivalent to a publishable scholarly article.

This is the most challenging and often the most rewarding part of the degree. For most students, it is the lengthiest piece of writing they will have undertaken to date, and provides the first opportunity to perfect a text through multiple drafts. Your supervisor will guide you through the process, providing input into the kind of research that is necessary, how to best develop and present your argument, and how to organise your material. If you have elected to enrol in a seminar in the second year of your MA, do not let it eat up the time you have scheduled for thesis writing.

The Thesis Process: From Writing to Submission

1. The research and writing stages inevitably take several months. The fall semester of your second year will be most wisely focused entirely on this. Please see the sample thesis-drafting timelines included in this guide. If you are conducting interviews, schedule them earlier than later and factor in the time that these will take in your writing schedule accordingly.
2. Give your supervisor a first full draft of the thesis. The completed draft should be the best work you are capable of without further input. **Students are strongly encouraged to submit their first full drafts no later than the end of the Fall term.**
3. Your supervisor makes comments and an extensive process of editing and further commenting occurs, typically resulting in multiple drafts. The departmental norm is to return drafts of student work within **three weeks**. If you haven't already done so, discuss the selection of your reader with your supervisor once you have submitted a first draft.
4. With your supervisor's permission, submit a "reader-ready" draft, including a separate blank signature page, to the department assistant at least 5 weeks before your target date for final submission. The Department Assistant will share with your examination committee. This draft must be prepared according to the presentation guidelines in the [Thesis Preparation Guide](#). One exception: Art History MA theses are double-spaced.
5. The reader submits their report *to the thesis supervisor* (cc'ing the Department Assistant) within 3 weeks of receiving the thesis. Your supervisor will discuss your reader's comments with you and explain the changes that need to be made. You may also ask to meet with your reader if you wish.
6. You make any necessary changes and show your revised thesis to your supervisor. If your reader has also requested to see the thesis again, ask your supervisor to send the revised version to them.
7. Once your supervisor and/or reader approves your final version, they will email you (cc'ing the Department Assistant and GPD) authorization for you to [submit your thesis on Spectrum](#).

*Students are responsible for verifying the availability of their examiners, including their supervisors.

Examination of the Thesis

In most cases, the thesis committee is composed of the supervisor and one additional examiner who is a full-time Concordia Art History Faculty member, selected by the supervisor in conjunction with the student.

Students have the responsibility to ascertain their reader's availability well in advance of the thesis submission, so be sure to check research and sabbatical schedules. Readers must receive theses at least 5 weeks before the student's submission deadline and students should confirm their delivery date in advance. When the supervisor has approved a final draft of the thesis, the student submits this version to the Department Assistant who sends it to the Examination Committee (thesis supervisor and reader) and the thesis is then considered to be under examination. Theses submitted to the Department Assistant should include all scholarly apparatus (title page, table of contents, list of illustrations, bibliography, etc.) and be flawless in terms of grammar, spelling and citation formatting, so that

examiners can focus on assessing the content and the structure of your argument, rather than writing mechanics. Per the School of Graduate Studies' guidelines, the supervisor and reader will examine the thesis on various points, including its contribution to knowledge, the quality of the research, the understanding of the topic, the presentation of visual material, and the quality of the typescript. The Reader will make suggestions for improvement and requests for changes, which are communicated to the thesis supervisor. Together, the reader and supervisor agree which changes (if any) are required, which are recommended but not required, and which are simply comments for consideration. The supervisor discusses the reader's comments with the student and clarifies any changes that need to be made. At this point, students may also meet with readers to discuss their feedback. Readers may stipulate whether they wish to see the revised thesis, or whether they will leave the changes to the supervisor's oversight. Since most students will be asked to make changes at this point, it is important to be prepared for this in both practical and psychological terms. There is no letter grade assigned to the thesis that appears on the student transcript. Many of our students have been selected for awards of academic excellence announced during the convocation ceremonies.

Signature Page

The signature page must be properly formatted and submitted to the Department Assistant as part of the first submission, at least 5 weeks before the final submission deadline. Please carefully fill out the [template](#) by including the title and full name of the professors and Dean of the Faculty of Fine Arts. The Department Assistant takes care of getting the signatures and ensures delivery to the School of Graduate Studies. A blank copy of the signature page (with examiners' names and titles, no signatures) must be included in the final electronic thesis for deposit on Spectrum. Note: In the exceptional case when a student has been granted an extension on submission due to a family or medical emergency, they take care of the signatures and delivery of the signed signature page to SGS.

Submitting on Spectrum

Students MUST receive final review and approval from their supervisor before [submitting to Spectrum](#). Therefore, the supervisor must email the final thesis (in PDF format) to the student, the GPD and the Department Assistant, together with their confirmation that it is ready for the student to submit. You will receive an email from the Thesis Office to confirm your deposit. It is possible that they will contact you about minor edits, usually regarding formatting. If so, please make sure to follow their guidelines and re-submit on Spectrum. If you make the initial submission on Spectrum by the deadlines (see **Thesis Submission Deadlines** below), you will not be negatively impacted if you need to re-submit after these dates. Your thesis will only become available on Spectrum after Convocation.

Thesis Submission Deadlines

Final submission of your thesis on Spectrum may occur at any time in the academic year but there are specific deadlines for students intending to graduate and/or avoid term fees.

- April 1 to graduate in June and avoid summer term fees.
- September 1 to graduate in November and avoid fall term fees.
- December 31 to graduate in June and avoid winter term fees.

Concordia University strictly enforces these deadlines except in cases of true medical emergency or death in the family.

Schedule A.

Sample Thesis Drafting Schedule for Spring Graduation Year 2 (Spectrum deadline: April 1)

Starting at the beginning of Year 2, this schedule, which assumes 3 working drafts plus a final polished draft, gives a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. If you plan your deadlines well in advance and stick to them, your supervisor and reader may be able to turn your drafts around much more quickly, making first submission possible as late as December. All thesis writing is an individualised process, so work out a personalised schedule in conjunction with your supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule.

Recommended Due Dates	Dates in 2023-2024	Spring Graduation (Spectrum deadline: April 1) Spring Convocation (optional): June
First day of term	September 5	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
Second Friday of second month of term	October 20	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	November 10	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	December 1	2nd draft to supervisor Leave 3 weeks for comments while you work on images, notes, bibliography, list of illustrations, and other apparatus.
Three weeks after above	December 22	Supervisor returns 2nd draft You have approximately 1 week for the holidays plus 3 weeks to edit and proofread thoroughly.
University set date	January 15	Apply to graduate
Four weeks after above	January 19	3rd draft to supervisor Leave 3 weeks for comments. In the meantime, do second copyediting and proofreading of notes and apparatus.
Three weeks after above	February 9	Supervisor returns 3rd draft You have 1 week to make recommended changes.
One week after above	February 16	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.
One week after above	February 23	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
48 hrs after above (weekend) <i>Five weeks before Spectrum deadline</i>	February 26	Last possible day to submit thesis and blank signature page to the Department Assistant. Firm departmental deadline. Thesis examination starts: Allow three weeks for comments from Reader and Supervisor.
Receipt of reader's comments within 3 weeks so you have at 2 weeks to make required changes.	March 18	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes. <u>Students MUST receive final review and approval from their supervisor before submitting to Spectrum.</u> Therefore, the supervisor must email the final thesis (in PDF format) to the student, the GPD and the department assistant, together with their confirmation that it is ready for the student to submit.
Spectrum set date	April 1	Thesis submitted to Spectrum.

Schedule B.

Sample Thesis Drafting Schedule for Fall Graduation in Year 2.5 (Spectrum Deadline: Sept 1)

All students hoping to graduate in fall are strongly advised to have a first draft of their thesis to their supervisors by February OR EARLIER of their second year so that you provide more time for readers during their summer schedule. Note that you may not be able to confirm a reader in the months of July and August with this timeframe and so you want to avoid this scheduling option as much as possible. The timeframe given below is geared to the last possible submission date. Starting in the second half of year 2 with an extra summer term, this schedule, which assumes 3 working drafts plus a final polished draft, gives a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. All thesis writing is an individualised process, you should work out a personalised schedule in conjunction with your supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule.

Recommended Due Dates	Dates in 2024	Fall Graduation (Spectrum deadline: Sept 1) Spring Convocation (optional): June the following year (<i>there is no fall convocation for Faculty of Fine Arts</i>)
December	December 1	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
February OR EARLIER	March 1	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	March 22	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	April 19	2nd draft to supervisor Leave 3 weeks for comments while you work on images, notes, bibliography, list of illustrations, and other apparatus.
Three weeks after above	May 10	Supervisor returns 2nd draft You have 3 weeks to edit and proofread thoroughly.
Three weeks after above	May 31	3rd draft to supervisor Leave 3 weeks for comments. In the meantime, do second copyediting and proofreading of notes and apparatus.
Three weeks after above	June 21	Supervisor returns 3rd draft You have 1 week to make recommended changes.
	June 28-July 19	<i>3 weeks extra that could buy you some free time in August.</i>
University set date	July 15	Apply to graduate
One week after above	July 19	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.
One week after above	July 26	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
48 hrs after above (weekend) <i>Five weeks before Spectrum deadline</i>	July 29	Last possible day to submit thesis and blank signature page to the Department Assistant. Firm departmental deadline. Thesis examination starts: Allow three weeks for comments from Reader and Supervisor.
Receipt of reader's comments within 3 weeks so you have at 2 weeks to make required changes.	Aug 19	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes. Students MUST receive final review and approval from their supervisor before submitting to Spectrum. Therefore, the supervisor must email the final thesis (in PDF format) to the student, the GPD and the department assistant, together with their confirmation that it is ready for the student to submit.
Spectrum set date	Sept 1	Thesis submitted to Spectrum.

Schedule C.

Sample Thesis Drafting Schedule for Spring Graduation Year 3 (Spectrum deadline on December 31 avoiding winter fees)

Starting in year 3, this schedule, which assumes 3 working drafts plus a final polished draft, gives a very rough guide only. Some students require fewer drafts, some more. Turn-around times may be shorter or longer than indicated here. If you plan your deadlines well in advance and stick to them, your supervisor and reader may be able to turn your drafts around much more quickly, making first submission possible as late as July. All thesis writing is an individualised process, so work out a personalised schedule in conjunction with your supervisor. Be sure to plan when you will give your thesis presentation and how it will affect this schedule. Students planning to submit on December 31st must consult with their supervisor and reader about the reader-ready draft submission and subsequent revisions and consider the professors' holiday vacations in their planning.

Recommended Due Dates	Dates in 2024	Spring Graduation following year (Spectrum deadline on December 31) Spring Convocation (optional): June of the following year
Before winter semester ends	April 15	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
University set date	July 15	Apply to graduate
Mid-July	July 19	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	Aug 9	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	Aug 30	2nd draft to supervisor Leave 3 weeks for comments while you work on images, notes, bibliography, list of illustrations, and other apparatus.
Three weeks after above	Sept 20	Supervisor returns 2nd draft You have 3 weeks to edit and proofread thoroughly.
Three weeks after above	Oct 11	3rd draft to supervisor Leave 3 weeks for comments. In the meantime, do second copyediting and proofreading of notes and apparatus.
Three weeks after above	Nov 1	Supervisor returns 3rd draft You have 1 week to make recommended changes.
One week after above	Nov 8	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.
One week after above	Nov 15	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
48 hrs after above (weekend) <i>Five weeks before Spectrum deadline</i>	Nov 25	Last possible day to submit thesis and blank signature page to the Department Assistant. Firm departmental deadline. Thesis examination starts: Allow three weeks for comments from Reader and Supervisor.
Receipt of reader's comments within 3 weeks so you have at 2 weeks to make required changes.	Dec 16	Thesis supervisor returns reader's comments to students You have 2 weeks to make required changes. <u>Students MUST receive final review and approval from their supervisor before submitting to Spectrum.</u> Therefore, the supervisor must email the final thesis (in PDF format) to the student, the GPD and the department assistant, together with their confirmation that it is ready for the student to submit.
Spectrum set date	Dec 31	Thesis submitted to Spectrum.

SUPPORT AND RESOURCES

Student Hub

Information about the university services and resources – including Health Services, Counselling and Development, and the Sexual Assault Resource Centre – is centralized through the [Student Hub](#).

Accessibility

Concordia supports students with a variety of disability conditions through the [Access Centre for Students with Disabilities](#).

The Art History Department and the Visual Collections Repository are accessible to nursing mothers.

Opus Cards

Full-time students are eligible for [reduced-fare opus cards](#).

Libraries

The Concordia Libraries offer important resources to graduate students, including a BCI card that will enable you to borrow books at other university libraries (McGill, Université de Montréal, UQAM), Inter-Library Loans for materials not held by Concordia, and study carrels. One-on-one consultations with the Fine Arts Librarian, [John Latour](#), are also available.

The library at the Musée d'art contemporain (Médiathèque, which may be accessed via [CUBIQ](#)'s advanced search by selecting 'Musée d'art contemporain de Montréal' under 'Bibliothèque' is a valuable resource, as is the [Artexte Documentation Centre](#). These are both excellent places to conduct research on modern and contemporary art; if your research concerns architecture, then you will probably want to consult the [Canadian Centre for Architecture's world-class library and archives](#). The [Bibliothèque Nationale](#) is another important resource, as are the libraries and archival resources at the [Montreal Museum of Fine Arts](#) and the [National Gallery of Canada](#) in Ottawa.

The School of Graduate Studies

SGS is located in the GM building, room 930. Among the offices it houses are the Graduate Awards Office (ext. 3801/3816) and the Thesis Office (ext. 3812).

Access to Technology

Active Concordia students have access to [Office 365 Education](#) (a collection of services that allows you to collaborate and share your schoolwork). The services are available for free and include an email address, Office online (Word, PowerPoint, Excel), 1 TB of OneDrive storage, MS Teams and SharePoint sites. The subscription also allows you to install the full suite of Office software on up to 5 computers and 5 mobile devices free of charge.

Thesis Writing Spaces

Regular writing is the key to graduate student success, and having a dedicated working space is central to making that happen. Home is convenient, but may not offer the most conducive environment for concentrated daily work.

Art History Graduate Student Lounge

The lounge is a space within the department to leave your bags and books, meet with other students, and plan projects. Suitability for writing varies, depending on usage. You will receive a key for this space.

VCR (formerly the slide library), EV 3.703

Huge windows and a friendly, quiet space for students to work within the department. There is also a microwave and a fridge.

FoFA Graduate Student Study Space

A newly renovated and dedicated space for Fine Arts Graduate students with a private lounge area, a large study space, a kitchenette, a conference room, a small meeting room and a privacy area, as well as five research labs. Faubourg Building, FB 630, 1250 rue Guy. You need to [apply for a key card](#) to work in this space.

Espace Thèsez-vous

A cooperative writing environment that fosters concentration, structure and a motivating community, helping students and researchers from all universities and fields of study reach new levels of productivity while writing their theses. 7640 Rue Lajeunesse, Montréal, QC H2R 2J2

Webster Library

A newly renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room.

Grey Nuns Reading Room

A beautiful and historic space in a Concordia heritage building. Grey Nuns Building (GN) A Wing, 1190 Guy St.

And a host of other spaces ...

The city also has many extraordinary library spaces where you can work regularly. Don't miss the Viger Avenue branch of the BANQ at 535 av. Viger Est – a showpiece of the Quebec government in a heritage building, with microwaves and lockers and a gorgeous cast iron reading room. The Birks Reading Room and the Islamic Studies Library on the McGill Campus are also splendid spaces.