MA HANDBOOK (2026-27)

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. *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.*

Concordia University
Department of Art History
September 2026

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 in 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.

Also visit the Centre for Teaching and Learning (CTL) Indigenous Decolonization Hub for more information on the Five-Year Strategic Implementation Plan on decolonizing and Indigenizing curriculum and pedagogy launched in 2023 by the CTL's Office of Decolonizing Curriculum and Pedagogy.

Welcome to the MA in Art History at Concordia University

On behalf of our Department Chair Dr. Nicola Pezolet and the entire faculty, it is my pleasure to welcome you to Concordia University and to the Department of Art History. Graduate study can be a profoundly enriching and intellectually transformative experience, and I am delighted you have chosen to embark on this phase of your educational journey with us at Concordia. I look forward to getting to know all you in the coming weeks and months and supporting you throughout your time in our department.

You are now a member of Concordia's longstanding MA degree program in Art History. Located in the heart of downtown Montreal, our program has the advantage of being situated in a city with a vibrant artistic history, numerous galleries and museums, and a thriving, diverse cultural community. The 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—it is also well-known for making important contributions in numerous fields of art-historical research, for offering students innovative educational opportunities, and for fostering an inclusive and collegial environment. We aim to offer our students a stimulating, supportive, and intellectually challenging environment in which to pursue their studies.

This handbook will be useful to you throughout your degree. It offers key information about the requirements for your degree and specific guidelines to help you 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 one of the program. 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 the Graduate Program Director, Prof. Steven Stowell. 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! We wish you a wonderful beginning to your studies.

Sincerely,

Dr. Steven Stowell
Graduate Program Director
Department of Art History

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GENERAL INFORMATION

Contact information & Roles of Administrative Team

Dr. Steven Stowell, EV 3-770
Graduate Program Director
GPD.arthistory@concordia.ca

- *The GPD teaches the MA Thesis Seminar. Contact the GPD for **academic** matters (e.g., advice on decisions concerning your academic program or progress, such as course permissions, program sequence, leaves of absence)*

Chiara Montpetit
Department Assistant
EV 3-817
art.history@concordia.ca
514-848-2424 x 5392

- *Contact Chiara for **administrative** matters (e.g., assistance with registration, questions about guidelines, procedures, and forms)*

Dr. Nicola Pezolet
Chair of Department
EV 3-820
nicola.pezolet@concordia.ca

- In cases where the GPD is not available (i.e., on short research leave), or your supervisor is the GPD and you have an emergency, you may consult with the Chair.

Danielle Aimée Miles
Department Coordinator
EV 3-819
danielle.miles@concordia.ca
514-848-2424 x 4700

- The Department Coordinator primarily assists faculty with administrative matters and manages student employment in the department (TAships, short-term employment contracts, etc.).

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 and Graduate Calendar. If you are unable to answer your program-related queries via these resources, contact the Department Assistant for assistance.

Your Contact Information

It is very important that you keep your contact information up to date on the Student Hub. All students must use their Concordia email addresses on all university communications. Concordia email accounts can be obtained through the Student Hub. Concordia students have free access to Office 365 Education, which includes an email address, Office online (Word, PowerPoint, Excel, and OneNote), 100 GB of OneDrive storage, Yammer, and SharePoint sites. For more information on your student email account and Office 365 Education, 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 x2668 Monday to Friday between 9 a.m. and 5 p.m. EST with any questions. Otherwise, you can email students@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. If faced with a medical emergency while travelling outside your province or in a foreign country, 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 September, the Department of Art History and the Art History Graduate Students Association (AHGSA) organizes a Faculty and Graduate Student Meet & Greet Event. You will receive invitations by email. The Department of Art History is also home to several extremely active and dynamic, including 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 is 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.

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 the costs of travel to conferences (to present or attend) or conduct research travel (fieldwork) required for their theses or dissertations. A list of Departmental awards available to Art History graduate students can be found on the website and postings of upcoming calls for applications are regularly emailed to you.

Funding Disbursement

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. Please make sure to accept the award through your Student Centre before the start of each term. 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.

To receive funding, you must be registered as a full-time student during the term of the offer of funding. This is especially important for the final installment of external awards. For example, if you are receiving funding during your last summer term, make sure to be a registered student following the DNE deadline of that term and submit your thesis on Spectrum by September 1st. When selecting the start of the disbursement of an external award, consider your timeline and when you intend to submit your thesis.

Teaching and Research Assistantships

Currently, Teaching and Research Assistantships at Concordia are unionised through CREW.

Teaching Assistantships

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 to all graduate students. 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. TAs must stay focused on course content during classroom lectures (do not check personal email, read unrelated material, etc.) and respond to emails from the instructor as soon as possible (and certainly within 2 working days).

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 a maximum of 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 RA contract(s), 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. All students should ensure that the total number of hours worked (including TA contract 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 for graduate students called GradProSkills. The Centre for Teaching and Learning (CTL) also runs free professional development workshops and events regularly. Also check out the Office of Indigenous Directions' Pîkiskwêtân Learning Series and the Black Perspectives Office resources that include upcoming workshops and information on the President's Task Force on Anti-Black Racism.

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. One conference per year is appropriate and does not detract from your timeline. Search the web for conference opportunities and then discuss them with your supervisor. The department also shares various calls for conference papers on a regular basis with graduate students. Exhibition and book reviews are a good place to begin developing a publication portfolio.

INTRODUCTION TO EXPECTATIONS, DEGREE MILESTONES AND TIME LIMIT

Expectations

The MA program in Art History is thesis-based. It provides in-depth training in research designed to promote theoretical debate and empirical research in the various fields of art history. Through an emphasis on the methodological investigation of the discipline and through the encouragement of interdisciplinary activity, students make an original contribution to knowledge by writing and submitting a thesis under the supervision of a full-time faculty member in the Department of Art History.

For students enrolled full-time, the MA in Art History is a two-year thesis-based 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 being high-capacity independent researchers in your chosen field. It means attention to meeting deadlines for submission of materials; time and project management are 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 full-time study.

Status

Students in thesis-based MA degree programs are accepted as full or part-time students at the time of admission, and maintain their status regardless of the actual number of credits for which they register. Their classification will change only if they submit a request to change their status. It is highly recommended to be registered as a full-time student to not only complete the degree within 2 years, but also be eligible for internal and external funding opportunities.

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 1st year
Thesis Proposal	End of 2nd term
Completion of Seminars	End of 2nd term

Annotated Review of Sources	End of 3rd term
Thesis Presentation	End of 4th term
Progress Report 2	March of 2nd year

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 are encouraged to meet with their advisors to discuss their respective responses to each category. It is also an excellent time for both supervisor and student to review and update the Concordia Student and Supervisor Framework guidelines and their Graduate Timeline For Completion form for the student's file. If the nature of the supervisor-student relationship is such that this is not possible, students can request confidential follow-ups from the GPD, the Department Chair, or 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. 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.

Under certain situations, you may need to request a leave of absence or find yourself approaching your program time limit and require an extension, for information on these other categories of registration, please see the sections on **Program Time Limits, Time-Limit Extensions**, and **Leave of Absence**.

DEGREE REQUIREMENTS AND PROCEDURES

Degree Structure

Year 1: MA 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*.

October: 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 the Department Assistant by October 1, 2026.

Early March: Students submit PDFs of their approved and finalised thesis proposals to their supervisors, who send them 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 2027 is March 8.

Early May: After consulting with your supervisor, please contact the Department Assistant to register before May 1 for ARTH 654 *Annotated Review of Sources and Documents* for the second Summer 2027. 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 15 (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

November 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

February, year 2: Alternate possibility for thesis presentations

May 1 (Spring Graduation), September 1 or January 2 (Fall Graduation), 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.

PATHWAY – Step-by-Step

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. MA students can enroll in both MA and PhD seminars offered by the department for credit. The instructor of the PhD seminar adapts the coursework to the MA level.

Important Deadlines for Adding/Dropping Courses

- September 21, 2026 is the Fall DNE deadline: last day to add or drop Fall Term (/2) courses and receive a tuition refund for the latter.
- November 16, 2026 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.
- January 25, 2027 is the Winter DNE deadline: last day to add or drop Winter Term (/4) courses and receive a tuition refund for the latter.
- March 22, 2027 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 Monday evenings (6-9 pm) 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 first year on dates indicated by the GPD at the start of the academic year. Note that you do not register yourself for this course. Registration is directly processed by the department once your thesis proposal is approved and you have given your thesis presentation, which is usually completed during your second year (see ***Thesis Presentation*** below). A Pass/Fail grade is submitted after the thesis presentation, which will appear on your transcript for ARTH 655.

Credits Outside the Core Offerings

Students may apply for permission to take one seminar (3 credits) outside the core MA and PhD 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 first. Courses outside the department should directly foster the student's thesis research.

Requests to take a seminar outside of the core seminar offerings must be made well in advance. The department recommends starting the process from the procedures outlined below at least two months before the DNE deadline of the term in which the course is offered.

Procedure to register for ARTH 647 Independent Study

Graduate independent studies are supervised only by Full-Time Faculty members, with the agreement of the GPD. The Independent Study course is separate from the student's thesis area of study. The student must submit a short course proposal, approved by their supervisor, which outlines: a. The faculty supervisor's name; b. Name and contact information; c. Research objectives of the Independent Study; d. A list of assignments, and their relative worth; e. A course schedule (key milestones, deadlines, and dates); f. A short bibliography of sources.

1. Send an email request to your supervisor asking for permission to take an Independent Study. If your supervisor grants permission, then:
2. Send an email request to the professor supervising the Independent Study, forwarding the supervisor's permission. You will need to develop the course proposal to obtain MA credit and to have the Independent Study Agreement Form signed (request the form through the Department Assistant). The student and instructor may consult with GPD in developing the course proposal. If the instructor grants permission, then:
3. Email the Department Assistant, attaching both emails and the filled-out form as supporting documentation with the GPD, supervisor and course instructor in cc.
4. The Department Assistant will enroll you in ARTH 647 and send an email to confirm.

Procedure to register for a graduate seminar in another Concordia department (including Summer Field Schools)

Registration in MA Art History seminars is preferred. Taking another seminar requires a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific seminar by providing a written rationale for enrolling in the course in question (how will it benefit your progress toward thesis completion?). Attach the course description and preferably the syllabus as well.
2. The supervisor approves the request after reviewing the student's progress in the program and cc's the student, GPD and GPA;
3. Send an email request to the instructor, forwarding the supervisor's permission to join the seminar. If it is a PhD-level seminar, explain 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:
4. Submit an online Service Request for a Course Substitution (ARTH 647 is the recommended course to substitute), attaching both emails as supporting documentation. Please notify the Department Assistant once you've submitted your request.
5. If permission is granted, the Department Assistant will send an email to confirm, giving you registration instructions. If the course is a PhD-level seminar, the instructor should provide you with an individualized syllabus on the first day of class, which sets out the modified assignment structure.

Procedure to register for a graduate seminar at another Quebec University

Registration in Concordia's MA Art History seminars is preferred. Taking another seminar requires a strong justification.

1. Send an email request to your supervisor asking for permission to take a specific seminar by providing a written rationale for enrolling in the course in question (how will it benefit your progress toward thesis completion?). Attach the course description and preferably the syllabus as well.
2. The supervisor approves the request after reviewing the student's progress in the program and cc's the student, GPD and GPA;
3. Send an email request to the instructor, forwarding the supervisor's permission to join the seminar. If it is a PhD-level seminar, explain 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:
4. Apply through the Bureau de Cooperation Interuniversitaire (BCI) portal to register for the course. You will receive information and instructions from the host university. If the course is a PhD-level seminar, the instructor should provide you with an individualized syllabus on the first day of class, which sets out the modified assignment structure.
5. Submit an online Service Request for a Course Substitution (ARTH 647 is the recommended course to substitute), attaching both approval emails from the supervisor and the instructor as supporting documentation. Please notify the Department Assistant once you've submitted your request.

Courses that do not apply towards the degree requirements

MA 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 of their degree.

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 are typically either paid work experiences OR pursued for academic credit. The only exception to this is if the student was successfully selected for the Elspeth McConnell Fine Arts Award, for which the student can both receive the funding and the three credits for the ARTH 650 course.

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.

Work for the ARTH 650 Internship course is graded with a Pass/Fail notation.

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 in the Fall. This opportunity is

open to all first and second-year students in the MA program. Applicants registered as full-time students will be prioritized in the selection. The director of the Ellen Gallery will select the successful candidate.

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, the name and contact information of the supervisor at the partner institution and a brief written confirmation of the opportunity being offered to the student. 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, 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 MA-level 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 are determined by the student's thesis supervisor in conjunction with the student, bearing in mind that the workload of this assignment needs to be factored in as part of the 150 hours. 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 register the student in the ARTH 650 Internship course. 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 before 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 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 October 1st of their first year. Please complete the Student and Supervisor Framework form 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 using and completing the Concordia Student and Supervisor Framework 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 in the first instance, and then 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 a 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.

Schedule a meeting with your supervisor in April or at the latest 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 15. Please confirm this date with your thesis supervisor.

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

Work for the ARTH 650 Internship course is graded with a Pass/Fail notation.

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 for personal development (such as time management), 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 February 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 November 23 2026, and February 12, 2027.

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. In general, 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 specific 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 with your supervisor the choice of potential reader (also known as the examiner). 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 are usually chosen from among the full-time tenured or tenure-track professors of the department. It's also possible to approach an affiliate professor of the department. Please keep in mind that there are no stipends given to the reader for this work.

If the student and supervisor deem it appropriate for the thesis to have the input of a faculty member from another department whose expertise may be beneficial, an out-of-department examiner may be invited. This reader may take the place of an Art History faculty member. If the input of an external reader not part of Concordia is requested, they may be invited as an additional examiner, in addition to an Art History faculty member of the university and the thesis supervisor. 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 March 1 for Spring graduation and convocation, July 1 for Fall graduation and November 1st for Winter. Should your thesis be delayed, notify the Department Assistant. 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 the draft with your examination committee, along with paper work to sign. 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 and the external examiner form *to the thesis supervisor* (cc'ing the Department Assistant) within 3 weeks of receiving the thesis. Supervisor confers with reader(s) if final ranking of thesis is not self-evident (examiner reports rankings diverge widely or contradictory). 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 (in WORD and PDF format). If your reader has also requested to see the thesis again, ask your supervisor to send the revised version to them (the reader sends the supervisor their approval of the revised version).

7. Once your supervisor approves your final version, they must email the final thesis (in PDF format) to the student (cc'ing the Department Assistant and GPD) together with their 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 on which changes (if any) are required, which are recommended but not required, and which are simply comments for consideration. Both must co-sign the MA Examining Committee Report, ranking the thesis and providing summary comments. This report is vital for the nomination of the student for thesis awards, valedictorian, etc.

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 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.

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 publicly 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.

- May 1 to graduate in May and avoid summer term fees. Apply to graduate by March 1st.
- September 1 to graduate in November and avoid fall term fees. Apply to graduate by July 1st.
- January 2 to graduate in February and avoid winter term fees. Apply to graduate by November 1st.

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

SAMPLE THESIS DRAFTING SCHEDULES A to C

Schedule A.
Sample Thesis Drafting Schedule for Spring Graduation Year 2 (Spectrum deadline: May 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, and some more. Turnaround 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 the 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 2026-2027	Spring Graduation (Spectrum deadline: May 1) Spring Convocation (optional): June
First day of term	September 8	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
Second Friday of second month of term	October 9	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	October 30	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	November 20	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 11	Supervisor returns 2nd draft You have approximately 1 week for the holidays plus 3 weeks to edit and proofread thoroughly.
Three weeks after above	January 29	Supervisor returns 3rd draft You have 1 week to make recommended changes.
One week after above	February 5	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.

One week after above	February 12	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
University set date	March 1	Apply to graduate
Firm departmental deadline *Five weeks before Spectrum deadline*	March 26	Last possible day to submit thesis and blank signature page to the Department Assistant. **Thesis examination starts:** Allow three weeks for comments from Reader and Supervisor.
Receipt of reader's comments within 3 weeks so you have at least 2 weeks to make required changes.	April 16	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	May 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 2026	Fall Graduation (Spectrum deadline: Sept 1) Spring Convocation (optional): June the following year *(there is no fall convocation for Faculty of Fine Arts)*
December	December 1, 2026	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
February OR EARLIER	February 26	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	March 19	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	April 9	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	April 30	Supervisor returns 2nd draft You have 3 weeks to edit and proofread thoroughly.
Three weeks after above	May 21	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 11	Supervisor returns 3rd draft You have 1 week to make recommended changes.
	June 18-July 9	*3 weeks extra that could buy you some free time in August.*

University set date	July 1	Apply to graduate
One week after latest edits	July 16	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.
One week after above	July 23	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
48 hrs after above (weekend) Firm departmental deadline *Five weeks before Spectrum deadline*	July 26	Last possible day to submit thesis and blank signature page to the Department Assistant. **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 16	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 January 2 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 January 2 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 2027	February Graduation following year (Spectrum deadline on January 2) Spring Convocation (optional): June of the following year
Before winter semester ends	April 9	Thesis writing schedule to supervisor with your dates Schedule follow-up meeting to review
Mid-July	July 16	First full draft to supervisor Leave 3 weeks for comment.
Three weeks after above	Aug 6	Supervisor returns first draft You have 3 weeks to redraft, edit, and proofread.
Three weeks after above	Aug 27	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 17	Supervisor returns 2nd draft You have 3 weeks to edit and proofread thoroughly.
Three weeks after above	Oct 8	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	Oct 29	Supervisor returns 3rd draft You have 1 week to make recommended changes.
University set date	November 1	Apply to graduate
One week after above	Nov 5	Submit final polished draft to supervisor for their approval. Leave 1 week for turn-around time.
One week after above	Nov 12	Receive approval from supervisor. You have 48 hours to implement last-minute revisions.
48 hrs after above (weekend) Firm departmental deadline *Five weeks before Spectrum deadline*	Nov 26	Last possible day to submit thesis and blank signature page to the Department Assistant. **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 17	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	Jan 2, 2028	Thesis submitted to Spectrum.

OTHER CATEGORIES OF REGISTRATION: TLE & LOA

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 3 TLEs (3 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 (i.e., by Feb 1 for an April 31 limit, by June 1 for an August 31 limit, and Oct 1 for a Dec 31 limit).

The request must be accompanied by:

1) completed department TLE/LOA form, signed by the supervisor (the form is provided by the Department Assistant).

2) an up-to-date timeline for completion of the degree that has been pre-approved by the supervisor in writing. You must use your Timeline for Completion form so please make sure it is updated with, and approved by, your supervisor before you submit it with the request.

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, visit the online Student Centre (SIS), under "Course Registration."

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.

According to the School of Graduate Studies: "Before requesting a leave, students should confirm with their Graduate Program Director and supervisor that all required components of their degree programs will be available when they return […] Students must see the Graduate Program Director in their program in order to initiate a Student Request. 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."

Students must apply for an LOA request 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 all supporting documentation; for example, a request for leave for medical reasons must be supported by an original medical certificate.

To grant approval, the GPD and SGS will need to review evidence of your progress in the program. The request must be accompanied by:

3) completed department TLE/LOA form, signed by the supervisor (request the form from the Department Assistant).
4) an up-to-date timeline for completion of the degree that has been pre-approved by the supervisor in writing. In our department, students must use the Timeline for Completion form so please make sure it is updated with, and approved by, your supervisor before you submit it with the request.

There are three types of approved 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 by SGS.

For more information, consult the School of Graduate Studies' Leaves of Absence page.

UNIVERSITY-WIDE POLICIES

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, in whatever form, 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.

Academic Code of Conduct – Behaviour, Technology, 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. During class discussions and "break out group" meetings, you are required to be constructive and to show etiquette, respect and civility towards your colleagues' views at all times. Please treat each other with utmost dignity. It is never allowed to use demeaning or oppressive language towards the instructor or fellow students based on appearance, dis-ability, ethnicity, gender identity, language, religion and/or sexual orientation. 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 the express permission of the instructor. Any unauthorized 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.

In class, please do not distract others with other online activities using phones, tablets or computers, whether it is work for other classes, social networking, gaming, or texting. It is also strictly forbidden to capture sound or images of other students without their explicit consent, as it infringes on Canadian privacy laws. Please, be respectful of these rules at all times, even if we are online. The complete Code of Rights and Responsibilities is available online.

See also the Office of Indigenous Directions and the Black Perspectives Office, as well as Concordia's STRIVE Task Force Standing Together against Racism and Identity-based Violence. The work of the STRIVE Task Force will be complementary to and aligned with the recommendations from both the Indigenous Directions Action Plan and the President's Task Force on Anti-Black Racism.

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.

SUPPORT AND RESOURCES

Accessibility
Concordia supports students with a variety of disability conditions through the **Access Centre for Students with Disabilities**.
Please note that the Art History Department and the Visual Collections Repository are accessible to nursing mothers.

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.

Black Perspectives Office
The BPO engages the entire Concordia community in Black perspectives and champions the voices of Black faculty, staff and students. Their office offers consultative services for Black faculty and staff, and foster opportunities for Black Concordians' full engagement and access at Concordia through resources, services, and programming that promote Black employee success and wellness.

Espace Franco
Le Centre pour étudiant·es francophones a vu le jour pour aider les personnes étudiantes à s'acclimater à la vie à l'Université Concordia et pour favoriser leur réussite au sein d'un établissement d'enseignement de langue anglaise. Le centre se situe au H-645.

Concordia University Student Parents Centre
The CUSP exists to support you in achieving your academic goals as you raise your family. Located in GN-L, 1175 Rue St-Mathieu.

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 are also available. John Latour is the Digital Media and Visual Resources Librarian in Fine Arts. Consult the Art History subject guide for resources (databases, background sources, how-to guides, websites, and more).
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, the McCord Stewart Museum, La Guilde, and the National Gallery of Canada in Ottawa.

NouLa Black Student Centre
NouLa offers programming, services, and resources for Black Concordia students to support their collective success and wellbeing. Initiatives include the NouLa Student Lounge in H-773, the Black Student Hub online platform, mentorship programs, advising, funding opportunities, Homeroom pods and an annual Black Student Graduation Celebration. **Sign up** with the NouLa Centre to access all their programs and services.

Opus Cards
Full-time students are eligible for **reduced-fare opus cards**.

Otsenhákta Student Centre
The OSC is an on-campus resource for First Nations, Inuit and Métis students. It is located in H-653 and is

open from 9 a.m. to 5 p.m. Monday to Friday. To access the OSC, First Nations, Inuit and Métis students need to register by email.

Queer Concordia
An on-campus resource centre for 2SLGBTQIA+ students & allies at Concordia University. Visit the office on 2100 Rue MacKay (302.00).

STRIVE Task Force: Standing Together against Racism and Identity-based Violence
The STRIVE Task Force is a continuation of the university's commitment to addressing systemic discrimination, identity-based violence, and hate on campus and beyond. The Task Force aims to counter identity-based violence through campus engagement, consultations with all members of our community, open dialogue, education, and awareness.

The School of Graduate Studies
SGS is located in the GM building, room 930.01. Among the offices it houses are the Graduate Awards Office and the Thesis Office. GradProSkills is also managed by SGS.

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.

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, EV 3.702
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.

Visual Collections Repository (VCR), EV 3.703
VCR houses state-of-the-art viewing facilities for digital and analogue media and maintains and facilitates access to four distinct collections: Moving Image Teaching Collection; Celluloid Film Collection; Still Image Collection and Faculty and Student Work Collection.
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, FB 630
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.

Otsenhákta Student Centre's Computer Room, H 653
A space exclusively for First Nations, Inuit and Métis students. Open on weekdays from 9 a.m. to 5 p.m. Monday to Friday. To access the OSC and the computer room, register by email.

Webster Library, LB-2
A recently renovated space with a silent dissertation writing room and a graduate lounge as well as a bookable conference and teleconferencing room.

Grey Nuns study space, A Wing (GN), 1190 Guy Street
SGS recently began administering the Grey Nuns study space, which now supports graduate-focused programming, including several GradProSkills workshops and events over the summer. When open, the space offers group study rooms available for booking, as well as an open, silent study area with seating for 200 students.

Espace Thèsez-vous, 7640 Rue Lajeunesse
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.

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.