

New Student Guide

Graduate Economics
2017-2018

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Orientation for New Graduate Students

Date – Monday August 21st

Time – 4:10pm to 5:30pm

Location – POD368 (Podium Building, third floor)

Food and drinks will be provided. There will be a short presentation with useful information. Afterwards you will have the opportunity to chat with some of the Economics faculty members.

Please RSVP to ief@ryerson.ca, by Monday August 14th. If you have any allergies, dietary restrictions, or require accommodation, please let me know when you RSVP.

Program Overviews

The PhD in Economics is a 14-credit/course program and students are required to complete the course component within a maximum period of 2 years. The program also consists of a review course, comprehensive exams, a seminar series, and a thesis/dissertation. A detailed overview of the PhD curriculum can be found on the Graduate Economics website. It is important to note that not all courses are offered each year.

The MA in International Economics and Finance is designed to be completed by Full-time Students in 12 months and by Part-time Students in 24 months. Students must pass the review course, take 4 required courses, 3 electives, and complete a Master's Research Paper (MRP). A detailed overview of the MA curriculum can be found on the Graduate Economics website. It is important to note that not all general elective courses will be offered each year. The Program of Study form will indicate the electives offered in the following terms.

Course Registration

The open enrollment period will begin on Monday August 21st. It is important to note that students who have not cleared their admission condition(s) will NOT be able to self-enroll into any course.

Instructions on how to register for courses can be found on the RAMSS support website:

www.ryerson.ca/RAMSSsupport/ugrad_grad.html

Exceptions to on-line registration:

- **EF8100** – The mathematics and statistics review course runs prior to the official start of the term and students will not be able to self-enroll into this course. The Graduate Program Administrator will enroll all new students into the course. Students who have not cleared their condition(s) cannot be enrolled into the course.

- **GD1000** - In each term all students will be enrolled, by the Graduate Program Administrator, in GD1000. This is not a course but rather a code that indicates continuous registration until the completion of the degree program.
- **Course Drop Requests** – any request to drop a course must be approved by the Graduate Program Director, and will be processed by the Graduate Program Administrator. It is the student's responsibility to submit the course drop request form to the Graduate Program Administrator by the deadline to drop courses in the term.

Part-time MA Students

Part-time students may only take a maximum of two courses per term. This does not include the review course. MA courses are offered during daytime hours, others during evening hours (6 to 9 PM). Typically, required courses are rotated between day and evening offerings on a two year cycle. For part-time students who are only able to take courses in evenings, you must be sure to take required courses in the term they are offered in the evenings.

Fall 2017 Schedules

You can view the schedule of courses in RAMSS, instructions on how to do this can also be found on the RAMSS support website. For your convenience I have included the current class schedules below. Please note: If there are any discrepancies between the schedule listed below, and what is indicated in your student account (RAMSS) it is the schedule in RAMSS that remains the official schedule.

This is the first year the MA program will offer an elective during the Fall term (EF8936, highlighted below). Students enrolling in this course should have a good grasp of Microeconomic and Macroeconomics concepts.

Master's students

EF8100 – Math and Stats Review, Aug. 21 to Sep. 1, M-F, VIC203

EF8901 – Microeconomics, Mondays 6pm to 9pm, POD367

EF8902 – Macroeconomics, Wednesdays 8am to 11am, VIC305

EF8903 – Econometrics, Wednesdays 3pm to 6pm, VIC200

EF8936 – International Public Economics, Tuesdays 6pm to 9pm, POD361

PhD Students

EF9901 – Adv. Microeconomics I, Thursdays 3pm to 6pm, SHE637

EF9902 – Adv. Macroeconomics I, Fridays 9am to 12pm, SHE637

EF9904 – Mathematical Economics, Thursdays 11am to 2pm, SHE637

Winter 2018 Schedules

Enrollment for the Winter 2018 term will begin the week of January 8th, 2018.

For MA students, the Program of Study form lists the electives that will be offered during the following terms.

The PhD program is more prescribed and first year students will be required to take EF9921, EF9922, and EF9903.

Mathematics and Statistics Review

The Mathematics and Statistics Review course will be taught by Dr. Cathy Ning.

Schedule: Monday August 21st to Thursday September 1st
Time: 10:00am to 12:00pm, lunch break/office hours, 2:00pm to 4:00pm
Room: VIC203
Final Exam: Friday September 1st, in the classroom

This is a pass/fail, non-credit course. Students who fail their first attempt at the final exam will have one opportunity to rewrite the exam. Students who fail on their second attempt will be asked to withdraw from the program.

While attendance to the classes is not mandatory, it is **HIGHLY** recommended. Please note the one exception: **All students are required to attend the final exam scheduled on Friday September 1st.** If you cannot attend, it will be counted as your first (failed) attempt, and you will only have one additional attempt during the Fall term to pass the final exam.

Ryerson Student Photo-ID Card (One Card)

The OneCard is the official identification card for the Ryerson University community. As well as being the single most important piece of ID you possess during your time here at Ryerson it also serves as a convenience card for many of the services available on campus, including the library, printing and photocopying, food purchases, discounts, savings and more.

NEW students must apply online. To apply for your OneCard and for more details please visit the Ryerson OneCard website: <http://www.ryerson.ca/onecard/gettingthecard/applyonline/>

Online applications will be accepted until August 15th.

Please contact the OneCard office directly if you have any inquiries: 416-979-5000 x7565 or onecard@ryerson.ca.

Academic Forms

Program of Study

New graduate students must meet with their assigned faculty advisor to complete an initial Program of Study form within the first four weeks in their first term.

The Program of Study sets the stage for new students to plan and think ahead: how to complete the program requirements within the required time frame and what research directions they would like to pursue to complete the research component of their program of registration. Information in the initial Program of Study form may and could be modified later by completing the Progress Report (see information below).

After the student has met with the faculty advisor to complete the Program of Study, the form may be returned to the graduate Graduate Program Administrator (PA) without the Graduate Program Director's (PD) signature. The PA will submit the forms collectively to the PD. **The student and faculty advisor must have signed the form before submission to the PA.** Students are strongly advised to keep a copy of the completed Program of Study form for future reference.

The Program of Study form is due on Friday September 29th for new graduate students who started in the Fall 2017 term. Please note: the Program of Study form will be available on the Graduate Economics website by August 22nd.

Students will be assigned a faculty advisor during the first week of class. This information will be sent to you via email.

Progress Report in Each Term

All graduate students must meet with their Faculty Advisor or Research Supervisor at least once in each term to complete a Progress Report while the students are actively registered in a graduate program. The deadline to submit a progress report in each term is published in the YSGS Significant Dates.

The purpose of the meeting and to complete the Progress Report is to review the student's academic progress in the previous term, and if applicable, to re-define a student's research direction or focus.

FAQ: Is a student required to complete a Progress Report after he/she has completed all course work and is working on only the research component of a graduate program?

YES – all actively registered students must complete a progress report in every term (which is to review the academic progress in the most recent term). Failure to submit a progress report could be judged as not making satisfactory progress in the research component, and could be considered as equivalent to failing in the research work.

Students who have outstanding progress reports will not get scholarship/fellowship/award funding transferred on time and/or will have a BLOCK in RAMSS, and/or may be subject to negative academic consequences.

The report may be submitted to the graduate Program Administrator without the Program Director's signature but must be signed by the student and the student's supervisor or faculty advisor.

Course Drop Request Form

All students are required to use the Course Drop Request form to drop courses. Any request to drop a course must be approved by the Graduate Program Director, and will be processed by the Graduate Program Administrator. It is the student's responsibility to submit the course drop request form to the Graduate Program Administrator by the deadline to drop courses in the term. The Course Drop Request form can be found on the following websites:

Master's Students: <http://economics.ryerson.ca/index.php/graduate/currentstudents/12-graduate/171-ma-forms-policies>

PhD Students: <http://economics.ryerson.ca/index.php/graduate/currentstudents/12-graduate/172-phd-forms-policies>

Fees and Funding

Graduate Program Fees

2017-2018 Fees Schedules by Program, if not currently available in the web-site below, will be posted online in about mid-August. Graduate program fees are available in the School of Graduate Studies web-site: www.ryerson.ca/graduate/fees

Please Note: Tuition is calculated on the basis of your program and status (part- or full-time), NOT on the number of courses that you take per term. Your tuition is a YEARLY charge, which is broken into **three equivalent payments for the three terms** in a graduate academic calendar. Tuitions fees are due before the end of the first month in each term: September, January, and May.

Scholarship/Fellowship/Award distribution

For students who have been awarded a scholarship, fellowship, or award:

You will receive your scholarship/fellowship/award money in three installments; at the beginning of each term. The money will be deposited directly into your student account. It is important that you are aware of the Terms and Conditions for each of your sources of funding. If you do not meet the terms and conditions your funding will be revoked. In addition, you are required to submit a PROGRESS REPORT at the end of each term. **If you do not submit the progress report by the posted deadline, your funding may also be revoked.**

Graduate Teaching Assistant (GA)

Full-time students in either the MA or PhD program have the opportunity to work as a Graduate/Teaching Assistant (GA) in the Department of Economics. GA positions for the Department of Economics are

offered during the Fall and Winter terms only. Payment for work done is on a bi-weekly deferred pay schedule.

All PhD and MA students are required to apply in order to be considered for a GA position. The Graduate Program Director will review your transcripts and resumes to determine what course(s) you will be assigned to. We try our best to offer at least one GA position to each of our full-time graduate students. **If you are not interested in a GA position, please send me a quick email (ief@ryerson.ca).**

The typical GA assignment is for a total of 65 hours and includes 3-4 hours of office hours, per week, for the term. Office hours are scheduled by the Graduate Program Administrator and are held in LIB-549, the Economics Help Centre. GA responsibilities also involve running tutorial sessions, marking undergraduate assignments, invigilating undergraduate midterms and exams, or a combination of any of these.

When the GA positions are posted, an email will be sent to all students with instructions on how to apply. You will receive your GA assignments during the first official week of school (week of Sept. 4th). Typically hours begin the second week of school.

Summer Research Assistant

Research Assistant (RA) opportunities are offered during the Spring/Summer term. The majority of the RAs are awarded to PhD students. However the top (typically 5, based on CGPA) Master's students may also be awarded an RA.

*PhD students should be aware of the program specific policies that apply to their funding:
<http://economics.ryerson.ca/index.php/graduate/currentstudents/12-graduate/174-phd-funding>

Ryerson Online Identity and Email

Your online identity is important! This username and password is used to access your Ryerson email, register for courses and log into computers on campus. If you haven't already, activate your Ryerson Online Identity right now.

You can find instructions on activating your account and email at:

www.ryerson.ca/ccs/services/accounts/onlineidentity.html

Although you can activate your online identity as soon as you receive your letter of acknowledgment, you will have limited access to RAMSS and other online systems until August 1.

After August 1, you will be prompted to create your Ryerson email address when you log into my.ryerson.ca. It is important that you do this as soon as possible, as all official university communications will be sent there. Remember to check it frequently!

More Information:

Computing and Communication Services (CCS)

Website: ryerson.ca/accounts

Email: help@ryerson.ca

When: Early August

After you have completed the activation process, please send a message to ief@ryerson.ca from your Ryerson email account to inform the program that your Ryerson email is active.

Ryerson's policy on student email accounts explicitly states that "students are expected to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis." Further, "students have the responsibility to recognize that certain communications may be time-critical" and "remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read." In other words, you are responsible for checking your Ryerson email often.

New Student Contact Information before September

For now, the program will use the internet to communicate with incoming students using their personal e-mail addresses, until the first term of study starts. If you change your e-mail address between now and the beginning of September, please send an updated e-mail address to the program at: ief@ryerson.ca.

Important Ryerson Websites

On-line Student Information System (RAMSS): my.ryerson.ca

RAMSS, Ryerson's Administrative Management Self Service, offers web-based self-service access to your student records. Although you cannot register yourself in classes, you can view your enrolled courses, their schedule, location and instructor by logging on to RAMSS. RAMSS also allows you to view a detailed breakdown of your financial information.

You access RAMSS using your Matrix ID and password. Once you have logged in, you access RAMSS via the "RAMSS" tab at the top of the screen. NOTE: You must have an active MATRIX account in order to use RAMSS.

Computing and Communication Services (CCS): <http://www.ryerson.ca/ccs/index.html>

The CCS department is here to help you with any issues you have with your online student account, email, and access to computing services on-campus.

Yeates School of Graduate Studies (YSGS) Web site: www.ryerson.ca/graduate

Graduate students should review information available on the SGS Web site if they have not already had a chance to do so. This Web site contains important information pertaining to graduate studies at Ryerson. A few important topics include:

- Funding (Internal and External Funding)
- Policies (Admissions and Studies, Responsibilities of the Faculty Advisor, Thesis Regulations, Members of the Supervisory Committee, Members of the Examining Committee and the Graduate Student, etc.)
- Significant Dates (First and last day of classes, examination periods, add and drop dates, etc.)

- Fees (How tuition is calculated, Balance of Degree fee)

2017-18 Graduate Studies Significant Dates

A list of significant academic dates for the Fall 2016, Winter 2017 and Spring/Summer 2017 terms are available from the Yeates School of Graduate Studies (YSGS) Web site:

www.ryerson.ca/graduate/currentstudents/calendarsanddates/current.html

You are responsible for knowing these dates, so please take a moment to look through them.

The Office of Research Services (ORS) site: www.ryerson.ca/ors

Students should take some time to review the Office of Research Services' information on the ethics approval process for research proposals. All research conducted by Ryerson faculty and students must have prior authorization of the Ethics Review Board (ERB). Although some of you may already have ideas about the topic of your major research paper, it is important to wait for ERB approval before beginning any data collection.

Department of Economics: economics.ryerson.ca/

You can find information about Economics faculty, staff and alumni on this site. Also, for PhD students, you can view the Seminar Series schedule here.

Graduate Studies, Economics Web Site:

<http://economics.ryerson.ca/index.php/graduate/currentstudents>

Specific information regarding the Graduate Economics programs, program specific policies and guidelines, and program specific forms can be found on this site.

Department Contacts

Graduate Program Director:

Office Location:

Phone:

E-mail:

Office Hours:

Dr. Halis Yildiz

Jorgenson Hall, 2nd Floor

416-979-5000

hyildiz@ryerson.ca

TBD, please email for an appointment

Graduate Program Administrator:

Office Location:

Phone:

E-mail:

Office Hours:

Cherie Siy

Jorgenson Hall, 2nd Floor, Room JOR-232

416-979-5000 ext 7856

ief@ryerson.ca

Mondays-Wednesdays, Fridays: 9:30am to 3:30pm

Thursdays: by email only