Acronyms

- CTL = Department of Curriculum Teaching and Learning
- C&P = Curriculum & Pedagogy Program
- ORSS = OISE Office of the Registrar and Student Services

Useful Websites

- **Teaching and Learning Online**: This is an important website to support your learning online. Please explore this website developed by OISE in support of your learning as graduate students. You can schedule individual appointments with an online learning coach if desired.
  https://wordpress.oise.utoronto.ca/teachingonline/

- **CTL website**
  https://www.oise.utoronto.ca/ctl/index.html

- **ORSS website for Newly Admitted Students**
  https://www.oise.utoronto.ca/orss/Newly_Admitted_Students/index.html

- **ORSS website for Registered Students**
  https://www.oise.utoronto.ca/orss/

- **Your Faculty Advisor** is the CTL faculty member listed on your Offer of Admission letter. You can find their contact information through the OISE Online Directory
  https://legacy.oise.utoronto.ca/phonebook/

- **The University of Toronto Student Records** online web system is known as ACORN – for information on ACORN, visit: https://www.acorn.utoronto.ca/ You can use this site to enroll in courses and much more.

- The **e-mail address for the admissions division** of the ORSS is admissions.oise@utoronto.ca

- If you would like to take a look at the **research interests of CTL Professors**, you can access a list of Faculty Profiles through the CTL web site, at
  https://www.oise.utoronto.ca/ctl/Faculty_Profiles/index.html

- In light of the **COVID-19 pandemic**, the **ORSS** provides the following information on the home page of their website:

  At the present time, the Office of the Registrar and Student Services (ORSS) is offering digital service to students and applicants. We are here to help you:
  - Applicants and others with admissions questions, email us at admissions.oise@utoronto.ca. (Prospective applicants can request a virtual advising appointment.)
  - Current students, email us at studentservices.oise@utoronto.ca or contact a specific member of the ORSS listed here
  - If you need to meet with a member of the ORSS, call or email us to request a virtual appointment.

  COVID-19 RELATED UPDATES
Questions and Answers

1. **Can I apply to a Collaborative Specialization if I didn’t indicate one when I applied to OISE graduate studies?**

It is possible to apply to a CTL-affiliated Collaborative Specialization after being admitted to your degree. Each Collaborative Specialization accepts a limited number of new students each year.

You can find information on the application process by visiting the Collaborative Specialization’s web site, as listed below.

**C&P Program Collaborative Specializations:**

- [Comparative, International & Development Education](#)
- [Education, Francophonies and Diversity](#)
- [Educational Policy](#)
- [Engineering Education](#)
- [Knowledge Media Design](#)
- [Sexual Diversity Studies](#)
- [Women and Gender Studies](#)

Each Collaborative Specialization has its own requirements (specific courses and/or seminars that students must take).

Typically, the Collaborative Specialization’s requirements are such that a student can meet them by way of the elective course spots in their degree. As such, it is unlikely that a student could fulfill the requirements of more than one Collaborative Specialization at the same time, within a degree. Students should be able to meet the requirements of one Collaborative Specialization and still meet the requirements of their home degree program without having to take additional courses.

Students are also welcome to take Collaborative Specialization-affiliated courses and/or participate in Collaborative Specialization-affiliated events without being in the Collaborative Specialization

2. **What does the workload for the C&P Proseminar course look like? Is it as heavy as a regular course? Can you give us an idea of what a PhD (or MA, or MEd) student’s weekly schedule looks like? Classroom hours, etc.?**

The C&P Proseminar course meets bi-weekly for a full year. It provides students with a practical introduction to academic life in general, including issues such as conferences, publications, teaching experience, academic job markets, etc.

OISE course classes are typically three hours in length (each class). The weekly workload can vary, but students should be prepared to spend at least three times that amount of time on course work, per course, each week. The C&P Proseminar is similar.

Students set their own schedule, based on their registration status (full-time or part-time).

Full-time students (regardless of degree) may take:
a maximum of 6 half-courses, normally 3 in each of the Fall and Winter sessions
a maximum of the equivalent of 2 half-courses in each term of the Summer session

Part-time students (regardless of degree) may take:
a maximum of 1 half-course in each of the Fall and Winter sessions
a maximum of 1 half-course in the summer session (i.e., one in the May/June term OR one in the July/August term)

Courses are typically offered from Monday to Thursday and may be offered in the morning (9:00 to 12:00), afternoon (1:00 to 4:00), or evening (5:00 to 8:00). The varied course schedule allows working students the flexibility to choose courses that best suit their schedule.

Flex-time PhD students must be registered on a full-time basis for the first four years, but have the option of taking their courses on a part-time basis, during that time.

From a current student’s perspective:
“I took the proseminar... I remember all the students finding it very helpful for developing connections with the other students in your year. Making friends in your program is a great way to develop peer support, and the proseminar helps with this.”

3. How are the courses designed? Is it assignment-based or exam-based?
Every professor’s course is different, but most courses here emphasize writing assignments, not exams.

4. How long are the fall and winter terms?
Approximately 12 weeks in length for the Fall and Winter academic sessions. The summer session is composed of two terms – each of which are 6 weeks in length.

5. Are full-time students required to take courses in the spring or summer terms, assuming they have taken a full course load in the Fall and Winter terms?
Students have the option to take summer classes, but it is not mandatory.

The interesting thing about summer courses is that they offer content more intensively: work that normally takes 12-weeks for example in the Fall session is offered in a 6 week summer term. Full-time students have the option of taking a course in May-June AND/OR in July-August. Part-time students may take a maximum of one course in May-June OR July-August, but not in both.

CTL offers online courses in each semester. Some online coursework is ‘synchronous,’ meaning that there are scheduled moments allowing flexible face-to-face dialogue and small-group work through zoom, etc., much like in-person pedagogies. Others are asynchronous, involving different kinds of flexibility in unscheduled interactions occurring over the course of a week and so on.

From a current student perspective:

“Speaking as a student at OISE who has taken online courses in the past — they have been very sought after, and have often filled quite quickly. The professors go out of their way to connect with you, and it’s nice to be able to work through things at your own pace. The Zoom feature also makes it seem like you are in class! I’ve been in several classes where the professor used Zoom to allow students who couldn’t make it in to class, and it was very effective.”
6. As an MEd student, will I have access to an advisor to help me through choosing courses? I’m struggling to get in touch with my advisor, any advice?

Every admitted C&P student (MEd, MA and PhD) is assigned a C&P Faculty Advisor – a faculty member associated with the C&P Program who is designated as the student’s advisor throughout their degree.

You can find the name of your Faculty Advisor on your Offer of Admission letter. You are welcome to contact your Faculty Advisor to ask for advice on which courses to choose to begin your degree. To locate contact information for your Faculty Advisor, you can consult the Faculty Profiles page of the CTL web site – https://www.oise.utoronto.ca/ctl/Faculty_Profiles/index.html or you can look them up on the OISE online directory - https://legacy.oise.utoronto.ca/phonebook/.

If you have difficulty getting in touch with your Faculty Advisor, please contact CTL Chair, Clare Brett, or CTL Associate Chair, Student Experience, Antoinette Gagné, for assistance.

7. Is it possible to delay the start of program?

A later start may be possible, but only if special approval is granted by the Office of the Registrar and Student Services (ORSS).

Admission is valid only for the beginning date specified on an offer of admission in the section "Program Begins." If you’re unable to attend the session for which you have been accepted, normally you must re-apply and compete with all other applicants for admission to a later session.

In exceptional circumstances a department may recommend deferral of admission for a maximum of twelve months following the date of initial acceptance (in other words to the next academic year). Requests for deferral should be submitted in writing to the ORSS as soon as possible, but must be received prior to registration and no later than the deadline to register for the session to which you have been accepted.

A start date delay to Winter Session (January) is generally not supported. Only in exceptional circumstances may some programs permit a shift from Fall to Winter. Requests for a change of start date to Winter Session should be submitted in writing to the ORSS as soon as possible, but must be received prior to registration and no later than November 1 of the year of acceptance.

In CTL generally, a 1-year Deferral, or a Change in Start Date (from September to January), is permitted for an MEd, but not permitted for a thesis-track degree, due to graduate funding and faculty workload concerns.

8. Can I change my registration status from part-time to full-time (and vice versa)?

With departmental approval, students may request to change their status in the degree program in which they are registered; that is, from full-time to part-time or part-time to full-time study.

However, students in the flexible-time PhD cannot transfer to the full-time PhD, or vice versa.

Also, because of guaranteed funding, requests to change from part-time to full-time MA where the applicant would be entering the first year of the MA program is not permitted since the first year is part of the guaranteed funded cohort.

The following changes in status are permissible.
• Change from the full-time MA to the part-time MA
• Change from the part-time MEd to the full-time MEd and vice versa
• Change from the part-time MA to the full-time MA is considered by the program provided that the applicant is commencing the second year of the full-time MA for which there are no funding implications.

Students who apply for such changes should make their request in writing, and include a brief rationale for the change. Requests to change status in the MEd and in the MA as listed above, will be considered at any point in the year. A registered student wishing a change of status should email their request including a brief rationale for the change to Terry Louisy (terry.louisy@utoronto.ca). Once approved this change will be forwarded to the ORSS for processing.

9. In the MEd program, is it possible to begin part-time and switch to full time later on?
It is possible to request a change of registration status by emailing your Graduate Registration Specialist in the OISE Office of the Registrar and Student Services (ORSS) - https://www.oise.utoronto.ca/orss/Contact_Us.html

10. Can I transfer from one degree to another (like from the MEd to the MA)?
The department considers the MEd (course only) and MA (8 courses + thesis) degrees to be distinct and separate. Students wishing to transfer from one of these degrees to the other should apply to do so before completing more than 2/3 of their course work.

The MEd degree is geared towards professionals and practitioners and the MA degree, which requires a thesis, is considered a more research focused academic degree. Requests for transfer from the MEd to the MA program are considered on a case-by-case basis and not guaranteed.

Transfer requests are considered by a committee established by your Program and are subject to approval. Please contact your Program Assistant for application and deadline information. https://www.oise.utoronto.ca/ctl/Contact_Us.html

11. When can students begin enrolling in courses?
Fall and Winter Session courses are expected to be posted on the Graduate Studies Course Calendar on the web site of the OISE Office of the Registrar and Student Services (ORSS) on July 2nd, you can find the listings at https://www.oise.utoronto.ca/orss/Course_Enrolment/index.html

Students should use the Graduate Studies Course Calendar to draft a schedule for themselves (along with some back-up courses in case first choice courses are not available).

Students will be able to log in to their student account (using the student web service, called ACORN) and begin enrolling in Fall and Winter courses on July 15th at 6:00 am. https://www.acorn.utoronto.ca/

12. Is there any news about whether Fall classes will be in-person or online?
For updates on Fall course preparations, please visit the web site of the OISE Office of the Registrar and Student Services (ORSS) at https://www.oise.utoronto.ca/orss/COVID-19.html
Below is an excerpt:

Fall 2020/ Winter 2021 Courses
• Read Dean Glen Jones' important statement regarding OISE Fall 2020 and Winter 2021 courses.*
  [Posted: May 26, 2020]

“All our courses will be delivered either in hybrid format (including synchronous components attended simultaneously by all participants and asynchronous components completed at a different time), or in
fully online format composed of modules to be completed at one’s own pace. Social distancing rules permitting, hybrid format courses may include in-class activities open to some participants (while some others may prefer, or may not be in a position, to attend in person.”

CTL will be as flexible and responsive as possible, enabling in-person instruction when quarantine rules allow, but also enabling online engagement for anybody unable to come in person.

13. I am currently in the LHA Ed MEd program. How many courses can I transfer to the C&P PhD program?
From the Newly Admitted Students section of the web site of the OISE Office of the Registrar and Student Services (ORSS):

Transfer Credit
If you have taken graduate courses at another university, you may request to receive up to 1.0 full-course equivalent (FCE) or 25% of the course requirements – whichever is greater. A transfer credit may be granted for graduate work completed in another program, provided that the course has not been credited towards another degree, diploma, certificate, or any other qualification.

There is no financial credit awarded for a transfer credit. In other words, a student transferring a credit from any other institution or U of T program is still required to pay the minimum total program fee.

Course exemptions
With the approval of the home graduate unit and the School of Graduate Studies, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. However, overall course credit requirements for your degree will not be reduced.

Make a transfer credit or exemption request.
Please contact your Program Assistant for information on requesting transfer credit/exemption.

https://www.oise.utoronto.ca/ctl/Contact_Us.html

14. For incoming students, when is the first tuition payment due? Will tuition fees remain the same if classes were to begin online?
For tuition-related information, please consult the ‘Register and Pay Fees’ section of the Newly Admitted Students page of the web site of the OISE Office of the Registrar and Student Services (ORSS) -
https://www.oise.utoronto.ca/orss/Newly_Admitted_Students/

15. When I get my official transcript, do I still mail it, or electronic version is accepted too?
Transcripts are received and handled by the admissions division of the OISE Office of the Registrar and Student Services (ORSS). For contact information, please visit the home page of the ORSS web site, at https://www.oise.utoronto.ca/orss/ or consult the excerpt taken from that site in the ‘Important Links and Information’ section, above.

16. Where can I find information on scholarships and awards? Can I apply for an award or scholarship before I start my degree?
A list of Scholarships and Awards can be found on the CTL web site, at https://www.oise.utoronto.ca/ctl/UserFiles/File/CTL_Scholarships_and_Awards_-_2020-2021_-_April_20_Update.docx (the list is expected to be updated in late August/early September)
Each scholarship and award has its own eligibility and award holder requirements; application procedures; application deadlines; etc. Incoming students are welcome to apply to awards and scholarships for which they are eligible. The Scholarships and Awards list includes application deadlines dates and basis eligibility information, if you click on the link associated with the award, you can access more detailed information.

The award that seems most suitable for incoming students is the Ontario Graduate Scholarship (OGS) – the application deadline is typically in early March – this year the application deadline was March 4th - details are included on the list of Scholarships and Awards.

17. Where can I access information about the Graduate Assistantship (GA) – eligibility, pay rate, etc.

The GA is a component of most full-time thesis-track student (full-time PhD or full-time MA) Graduate Base Funding packages.

GAs are covered by a union with a standard pay rate.

For details on the GA and Graduate Base Funding, please visit https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/Student_Employment/index.html and https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/index.html

If you are an incoming full-time thesis-track student the ‘Funding’ sheet included in your Offer of Admission letter provides a link to the Graduate Funding Office (GFO). They will be sending funded students further details about the funded package later this summer. If you have questions in the meantime, you can reach the GFO at oise.gradfinasst@utoronto.ca

18. Are GA and TA positions available for Flexible-time PhDs?

GA eligibility information is available in the link provided in the previous question. Here is an excerpt from the link:

**GA Eligibility**

- To hold a Graduate Assistantship, you must be registered as a full-time student at OISE.
- Flextime PhD students are eligible to be considered for a GA or R&D GA *once* during the first 5 years of their program and must be pursuing full-time studies as per the [CUPE 3907 Collective Agreement](https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/index.html).
- Students who are full-time employees at the University of Toronto or elsewhere, are ineligible to be considered for graduate assistantships under the CUPE3907 Collective Agreement. Full-time employment is defined as 35 hours per week, or where different, the number of hours specified in an employee’s contract as full time employment.
- You are *not* eligible for a GA if you are holding a combination of 1) scholarships; 2) fellowships; and/or 3) OISE-arranged TA or course instructorships greater than $12,000.
- For definitions of "Group A" and "Group B," refer to the [CUPE 3907 Collective Agreement](https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/index.html).

A summary of the definition is as follows:
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<tr>
<th>Group A</th>
<th>Group B</th>
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<td>MA (funded) students in the first year of the program</td>
<td>MA students in the second year of the program</td>
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<td>MA-SCCP (funded) students in the first 2 years of the program</td>
<td>MA-SCCP students in the third year of the program</td>
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<td>MEd, MT, MA-CSE students in the first 2 years of the program</td>
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<tr>
<td>PhD (funded) students in the first 4 years of the program</td>
<td>PhD students in the 5th year of the program</td>
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<td>SCCP students at OISE who then go on to pursue the PhD at OISE in the</td>
<td>PhD SCCP students who are not covered by Group A up to the 5th year of</td>
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<td>first three (3) years of the PhD (funded) program.</td>
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<td>Flex-time PhD students are eligible once during the first 5 years of</td>
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<td>EdD students in the first 5 years of the program</td>
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TA information is available at https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/Student_Employment/index.html

Here is an excerpt from the site:

Teaching Assistantships (TAs) are supervised and mentored by an OISE faculty member.

TAs are given opportunities to assist in teaching and course activities, including; lecturing, facilitate class discussions, organizing group work. TAs may also gain experience in student evaluation and supervision of students in the field. TAs are unionized positions represented by CUPE 3902, Unit#1. As a CUPE3902, Unit #1 member, you will have access to benefits, including a Top-up Health and Dental Plan.

Note: Students holding a Fall/Winter TA, while also receiving a Base Funding Package will hold their TA as part of their funding.

Eligibility

- To hold a Teaching Assistantship, you must 1) be registered as a student at the University of Toronto/OISE; and 2) have completed a Master’s degree.

Overall, information on Student Employment at OISE can be found at https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/Student_Employment/index.html

U of T Work Study information is available at https://future.utoronto.ca/finances/financial-aid/work-study-program/

19. Can a student be a Teaching Assistant (TA) in the first term of their degree?
It is possible – a TA is one of the possible components of a funded student’s Graduate Base Funding Package. For more details visit -
20. Are MEd students equally likely to secure PhD admission at OISE after graduation or is it better to transfer to an MA program?

CTL MEd degrees do not contain a thesis or major research paper. PhD applications must include a sample of scholarly writing, and an indication of an understanding of research methodology in the statement of intent, so students who have completed a thesis, like MA students, tend to be more competitive.

However, it is possible for an MEd student to be admitted to a PhD degree by building up their writing and research experience. An MEd student is welcome to enrol in one or more research methodology courses and to take courses in which they must complete some sort of research paper, an excerpt of which could be used as a sample of scholarly writing in a future PhD application.

It is also possible to request to transfer from an MEd to an MA – please see the information provided in the ‘Can I transfer from one degree to another (like from the MEd to the MA?’ question

21. Do full-time students take courses and work as GAs/TAs in the spring and summer terms?

There are a GA and TA positions available in the spring/summer to which students may apply. A student may take courses and hold a GA or TA at the same time.

For further information on GAs and TAs, please visit the Student Employment page of the OISE web site, at https://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Graduate_Base_Funding_Package/Student_Employment/index.html

22. Even if we do take courses and work during spring/summer we don’t receive funding during those terms right?

Correct. The Graduate Base Funding Package applies only to the Fall and Winter terms. It is possible to apply for a limited number of GA or TA positions, but they are not automatic/guaranteed.

23. If we take courses in May/June for example, can we work fulltime in July/August if we are funded?

Graduate Base funding is subject to certain conditions. Before taking on a full-time job, it is a good idea to check with the Graduate Funding Office (GFO) to confirm whether the potential number of work hours would be in conflict with any of the conditions of the Graduate Base Funding package. The GFO can be reached at oise.gradfinasst@utoronto.ca

24. For full-time PhD (or MA) students, will tuition be paid directly by the university if they are receiving the graduate funding package?

Full-time PhD and MA students receive funding for the first year of their degree, and full-time PhD students receive funding for the first four years of their degree. In both cases, the funding includes tuition and incidental fees, so, to register (i.e., pay tuition), funded students will apply part of their funding to that expense. In August, students who have accepted their offer to a funded degree will receive information from OISE’s Graduate Funding Office (GFO) with details on how to ‘defer their tuition fee’, such that their tuition will be paid directly, when the funding is made available by the university.
25. Is there someone we can reach out to regarding financial aid (OSAP, tuition, fee deferrals)?
The OISE Office of the Registrar and Student Services (ORSS) - specifically the Tuition and Fees section of their web site (https://www.oise.utoronto.ca/oise/Tuition_and_Financial_Support/index.html)

26. How do we receive our T-cards?
T-Card information is available through the U of T T-Card Office web site, at https://tcard.utoronto.ca/

27. Campus related question: Can you tell us about the communal spaces available to C&P students? For example, is there shared office spaces? Work spaces?
The department offers some shared office spaces for full-time funded students (full-time PhD and full-time MA) and there are communal spaces, where students can relax or eat, in CTL and in various places within the OISE building.