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Master of Fine Art Student Handbook



UNIVERSITY
OF MANITOBA

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INTRODUCTION TO THE MASTER OF FINE ART PROGRAM

The School of Art, established in 1913, is Western Canada's oldest art institution. Originally known as the Winnipeg School of Art, it has occupied a key role in the development of Canadian artists during the twentieth century. In 1950 it affiliated with the University of Manitoba and since has been known simply as the School of Art.

Its location in the city of Winnipeg, at the geographical centre of Canada, provides a culturally diverse environment that encourages an outward looking engagement with the global community. The School emphasizes traditional grounding in skills-based visualization and art historical knowledge connected to contemporary research in creative practices in art, design and scholarly activities. Undergraduate programs include Bachelor of Fine Arts, Bachelor of Fine Arts Honours, Bachelor of Fine Arts, Art History, Bachelor of Fine Arts Honours, Art History, and Diploma of Art.

The School of Art graduates energetic artists, scholars and designers who travel beyond the region to establish successful careers and make significant contributions to local, national and international cultural communities. The School of Art is committed to advancing excellence in creativity, research, critical thinking and knowledge in the service of the Winnipeg community and, through its alumni, the local and national contexts and the global cultural community.

Fields of Creative Work and Research

The School of Art offers a Master of Fine Art (M.F.A.), a two-year, fulltime program in studio practice established in 2010. The emphasis of the program is on intensive research and expressive development afforded by concentrated work.

Students work in traditional and emergent modes of technology and expression. The opportunity also exists for an interdisciplinary option with another discipline from another faculty at the University of Manitoba.

Research Facilities

The studios and research spaces in the School of Art are equipped with specialized equipment for the various disciplines of the school. Students may access digital media labs, a video production studio, an art history research and study centre, a faculty resource centre, and a wireless network for students and faculty.

The School of Art funds and houses Gallery One One One which presents work of historical and contemporary importance at a national level. Gallery One One One houses the School of Art Permanent Collection and the FitzGerald Study Collection.

The School of Art is currently developing a new 70,000 sq. ft. stand alone facility that will give students and faculty access to digital technologies and upgraded space for collaboration, experimentation and research, including animation and advanced computer-aided expression. Phase One is projected to open in 2011 and will offer state-of-the-art spaces for the gallery, and digital and studio research practices.

1. FACULTY AND STAFF

1.1 Faculty

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2. MASTER OF FINE ART PROGRAM ADMISSION

Persons with a minimum of a Bachelor of Fine Arts Honours degree (or equivalent) or a Bachelor of Arts Honours with studio major from a recognized university, with a minimum G.P.A. of 3.0 out of 4.0 in the last 60 credit hours of study may apply for admission to the M.F.A. program. Graduates of the University of Manitoba Bachelor of Fine Arts Honours program are encouraged to have at least three years of post-degree professional studio experience. Admission decisions are based on the qualifications of the applicant as well as the ability of the School of Art and The University of Manitoba to serve the applicant's intended program of study and area of specialization.

2.1 Application Deadlines

Applications should be sent to the Faculty of Graduate Studies. Applications for admission are considered for a September program start. The deadline by which all required materials must be submitted is March 1 for Canadian/US applicants, and January 15 for international applicants. The Graduate Admissions Sub-Committee will consider only those applications that are complete and properly documented by the deadline. Late applications may be considered from Canadian/US applicants if space permits. Due to the time required to obtain requisite visas and permits, this opportunity cannot be extended to international applicants.

In addition to the admission requirements of the Faculty of Graduate Studies, the following materials are required: an artist's portfolio, a curriculum vitae, a statement of purpose, three letters of recommendation and, if necessary, an interview.

3. MASTER OF FINE ART PROGRAM REGISTRATION

3.1 Program Approval and Registration

All programs must be approved by the head of the major department or designate. Approval to take courses from departments outside the major department must be obtained from outside the department.

Each MFA student will have an Interim Thesis Advisor and must consult with this person before registering. Course work must be approved in advance of registration by the student's Program Advisor and the Graduate Chair. The student and advisor meet to work out program, which is recorded and forwarded to Graduate Chair for signature.

3.2 Re-Registration (from the Faculty of Graduate Studies)

Any student whose program of study extends over more than one year must re-register for September of each succeeding year of his/her program until a degree is obtained. Failure to re-register will result in the termination of the student's graduate status. A student who would like to be considered for continuation in a program that has been terminated must re-apply for admission. The re-registration requirement does not apply to Occasional students, or students on an Exceptional or Parental Leave of Absence.

3.3 Annual Progress Report (from the Faculty of Graduate Studies)

The Annual Progress Report for graduate students in thesis/practicum project programs must be submitted to the Faculty of Graduate Studies prior to registration. Failure to submit this report will result in registration access being denied.

3.4 Registration Instructions (from the Faculty of Graduate Studies)

All Graduate Programs have specific registration instructions. Please check the current Registration Guide for information specific to your program of study and ensure you contact the appropriate person in your unit for registration instructions.

NOTE:

Registration is not complete until fee payment or fee payment arrangements have been made with Revenue, Capital and General Accounting in writing prior to the fee payment deadline dates.

Once your program is approved, student should follow departmental procedure to register.

3.5 Continuing Courses (from the Faculty of Graduate Studies)

Returning students are reminded to re-register for courses they have not completed (noted as CO on transcripts).

3.6 Registration of Students from Other Faculties at The University of Manitoba

M.F.A. courses may attract graduate students from other Faculties of the university. The School of Art tries to accommodate such requests, as interdisciplinary studies have proven to be beneficial for the academic progress of students. Registration of graduate students from other faculties is permitted, provided:

- The student provides written approval from the home Faculty;
- The course is taken for credit towards the student's graduate program;
- Course prerequisites are met (unless waived by instructor);
- Appropriate resources are available in the School of Art;
- All School of Art students have first had an opportunity to register and space permits; and
- Approval of the School of Art instructor and the Graduate Chair is obtained in writing.

The above approvals are indicated by appropriate signatures on the permission form.

3.7 Registration of Visiting Students from another University

Graduate students from recognized universities MAY apply for admission as a visiting student, provided:

- The student provides written confirmation from the home university that the course is being taken for credit towards the student's graduate program (a Letter of Permission and/or a Western Dean's Agreement);
- The student is admitted to the Faculty of Graduate Studies at the University of Manitoba;
- Course prerequisites are met (unless waived by the Chair of the Master of Fine Art Committee);
- The request is approved by the Chair of the Master of Fine Art Committee; and;
- Appropriate space and resources are available.

4. MASTER OF FINE ART PROGRAM SUPERVISION

4.1 Thesis Advisor and Thesis Advisory Committee

Appointment of Thesis Advisor

An Interim Thesis Advisor will be appointed at the time the student is admitted into the program. Notification of the assigned advisor will be included in the student's letter of offer, if available.

Before the conclusion of the first term of the program, the Interim Thesis Advisor will be confirmed as Thesis

Advisor, or a new Thesis Advisor will be chosen by the student and appointed by the Graduate Chair.

Criteria for Selection of a Program Advisor

Faculty members eligible to serve as Program Advisor must be qualified under all of:

- A member of the Faculty of Graduate Studies;
- Hold a minimum of an M.F.A. degree or an M.A. in Fine Art (or equivalent);
- Active in research; and
- Have expertise in an area related to the student's program of study.

Thesis Advisory Committee

Election of the Thesis Advisory Committee

The Graduate Chair will provide each student with a list of faculty members qualified to serve as members of the Thesis Advisory Committee. This committee must be elected in sufficient time for names to be forwarded to the Faculty of Graduate Studies by their deadline of October 15.

Composition of the Thesis Advisory Committee

The Thesis Advisory Committee consists of three members:

- The Thesis Advisor, an eligible faculty member of the School of Art;
- One member, selected by the student in consultation with the Thesis Advisor, from eligible faculty in the School of Art
- One member selected by the student in consultation with the Thesis Advisor, from eligible faculty in the School of Art or another faculty at the University of Manitoba.

Faculty members eligible to serve on the Thesis Advisory Committee must be qualified under all of:

- A member of the Faculty of Graduate Studies;
- Members from the School of Art must hold a minimum of an M.F.A. or an M.A. in Fine Art;
- A member from another Faculty at The University of Manitoba must hold a minimum of a Masters degree and have expertise in an area related to the student's area of study.
- Active in research; and
- Have expertise in an area related to the student's program of study..

Role of the Thesis Advisory Committee

The role of the Thesis Advisory Committee is to advise the student on a program of study, conduct regular critiques and annual reviews, and supervise the development of the thesis.

4.2 Thesis Examining Committee

Election of the Thesis Examining Committee

Under normal circumstances, the Thesis Advisory Committee will transition to serve as the Thesis Examining Committee. If deemed advantageous to the student, the Thesis Advisory Committee will terminate upon election of a different Examining Committee. In this circumstance, the student will forward the names of three recommended Thesis Examining Committee members to the Graduate Chair by September 30 of the second year in the program. By November 30, the committee must be confirmed and reported to the Faculty of Graduate Studies Office on the Master's Thesis/Practicum Title and Appointment of Examiners' form.

Role of the Thesis Examining Committee

The role of the Thesis Examining Committee is to advise the student on a program of study, conduct regular critiques, supervise the development of the thesis, and provide final evaluation of the thesis.

Composition of the Thesis Examining Committee

The Thesis Examining Committee consists of three members:

- The Thesis Advisor
- Two additional members, selected from faculty in the School of Art
- One additional faculty member, selected from another Faculty at The University of Manitoba, to serve as an external member for the thesis examination.

Faculty members eligible to serve as Thesis Examining Committee members must be qualified under all of:

- A member of the Faculty of Graduate Studies;
- A member of the Faculty of Graduate Studies;
- The faculty member from the School of Art must hold a minimum of an M.F.A. or an M.A. in Fine Art.
- The faculty member from another faculty at The University of Manitoba must hold a minimum of a Masters in an area related to the student's area of study.
- Active in research;
- Have expertise in an area related to the student's program of study;

Role of the Thesis Examining Committee

The role of the Advisory Committee is to advise the student on a program of study, conduct regular critiques, supervise the development of the thesis, and provide final evaluation of the thesis.

5. MASTER OF FINE ART COURSES

5.1 Required Core Courses (21 credit hours)

STDO 7010 Studio Concentration 1 (3)
STDO 7020 Studio Concentration 2 (3)
STDO 7030 Studio Concentration 3 (3)
STDO 7040 Studio Concentration 4 (3)

STDO 7110 Graduate Seminar 1 (3)
STDO 7120 Graduate Seminar 2 (3)
STDO 7130 Graduate Seminar 3 (3)

5.2 Electives (6 credit hours)

Approved graduate level elective courses that can be taken in the School of Art, or with committee permission, in another faculty at the University of Manitoba. May include:

STDO 7210 Themes in Contemporary Art Studio (3)
STDO 7230 Contemporary Art Theory (3)
STDO 7300 Special Topics in Fine Art (3)

5.3 GRAD 7200 MFA Thesis / Studio Exhibition

A written statement and visual thesis that must show that the student has developed an original contribution to knowledge in visual art. The process, schedule, format, and style must meet the requirements of the Faculty of Graduate Studies. Thesis students must pass an oral examination on the subject of the written statement and visual thesis. This course is graded pass/fail.

5.4 Coursework

Coursework must be approved in advance of registration by the student's Advisor and the Graduate Chair.

Elective course/s to be taken in another faculty require written permission prior to registration. Pre-requisite or remedial course work may be required.

5.5 Course or Program Changes

Changes are not permitted to the core program.

Elective course changes must be approved by the student's Advisor. The Graduate Program Manager will ensure that the student's academic history as well as the documentation concerning the accepted program of studies is continually updated in order to facilitate the evaluation of the impact of course changes on the student's program of studies before the change is processed.

6. THE MASTER OF FINE ART THESIS / STUDIO EXHIBITION (GRAD 7200)

The Master of Fine Art is the terminal degree in fine art and the M.F.A. thesis constitutes an original contribution to knowledge in visual art.

In addition to the regulations outlined in this document, all thesis regulations of the Faculty of Graduate Studies must be observed. It is the responsibility of the student to become acquainted with these regulations.

Definition:

The M.F.A. thesis is a body of work in visual art that comprises a cohesive and original investigation of concepts, visual ideas and/or media. The M.F.A. thesis has two components:

1. Thesis Exhibition – a solo exhibition of selected work that is deemed to be original, well thought out and executed according to standards of professional art practice as determined by the student's Thesis Advisory/Examining Committee.
2. Thesis statement – that clarifies and amplifies the intention, sources and research for the M.F.A. exhibition (maximum 15 pages). A bibliography is required.

6.1 Thesis Proposal

With guidance from the Thesis Examining Committee, the student will prepare a thesis proposal. This work will begin following the completion of the annual progress report at the end of the Winter Term in the first year. The thesis proposal will be examined and approved in the Fall Term of the second year.

The proposal will include:

- Proposed title;
- A brief statement on the nature, scope and objective of the project (maximum 500 words);
- A preliminary review of the research dealing with the project (maximum 1,500 words).

The student will complete an oral examination of the proposal with their Thesis Examining Committee and upon the Committee's recommendation, it will be submitted to the Faculty of Graduate Studies.

6.2 The Thesis

Examination of the Thesis and Body of Work

During the student's final critique prior to confirming the exhibition, the Thesis Examining Committee will make recommendations as to further investigation or modifications to the student's body of work and written thesis:

- Acceptable without modification or with minor revision(s)
- Acceptable subject to modification and/or revision(s)
- Not Acceptable

The Thesis Examining Committee will identify additional work that is required before the student's exhibition can be scheduled. The thesis exhibition is presented only with the full endorsement of each member of the thesis committee and reported to the Graduate Chair on the "School of Art Thesis Endorsement Form".

6.3 The Thesis Exhibition

The candidate must present a final thesis exhibition after the written component and body of visual work is approved. The Thesis Advisor will notify the Graduate Chair and members of the Examining Committee about the date and place of the exhibition two weeks in advance.

In the thesis exhibition, the student will be asked to make a brief summary presentation on the nature and significance of the exhibition before being asked direct questions by members of the Thesis Examining Committee.

6.4 The Thesis Examination

Upon endorsement of the thesis by the Thesis Advisory Committee, the Thesis Examining Committee will assume responsibility to conduct the final examination of the M.F.A. Thesis. The Graduate Chair will arrange for the distribution of the thesis statement to the members of the Thesis Examining Committee and will notify the Faculty of Graduate Studies at the time that the thesis statement has been distributed for examination.

Concurrently, the student will install the thesis exhibition for evaluation within one month from the date of distribution of the written thesis. The Graduate Chair will notify the Thesis Examining Committee about the date, time and place of the thesis exhibition evaluation ten working days in advance. The examination is open to all members of the School of Art, the University and invited guests.

During the thesis exhibition evaluation, the student will make an oral presentation on the nature and significance of the exhibition before being asked direct questions by members of the Thesis Examining Committee.

The thesis exhibition is presented for examination only with endorsement by each member of the Thesis Examining Committee and reported to the Graduate Chair.

6.5 Final Approval / Rejection

At the conclusion of the examination, the Thesis Examining Committee will meet to approve the thesis, and to determine any revisions required prior to submission to the Faculty of Graduate Studies.

The Thesis Examination Committee will consider the following components in its evaluation:

- Thesis exhibition (valued at 80%)
- Oral presentation (value factored into thesis exhibition)
- Thesis statement (valued at 20%)

The final thesis grade will be reported on a pass/fail basis.

The Thesis Advisor will submit a report confirming the results of the examination, indicating that the thesis is:

- Acceptable without modification or with minor revision(s)
- Acceptable subject to modification and/or revision(s)
- Not acceptable

If revisions are required, the Thesis Advisor will outline these in writing, and will include the timeline by which the revisions must be complete.

The acceptability of the thesis as satisfying in part the requirements of the M.F.A. Program is reported to the office of the Faculty of Graduate Studies on a form to be signed by all examiners.

The student retains copyright reproduction rights and exclusive rights to sales and transfers of the work.

6.6 Conformity to Faculty of Graduate Studies (From Faculty of Graduate Studies)

In addition to the regulations outlined in by the School of Art, all thesis regulations of the Faculty of Graduate Studies must be observed.

Publication and Circulation of Thesis / Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

Notes:

This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The forms and conditions pertaining to these license agreements are available at the Faculty of Graduate Studies Office. Note that this and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis or practicum at The University of Manitoba should be included.

Notes:

Copyright – Copyright in theses and practica is protected in international copyright law. A copyright symbol © or (c) is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis or practicum. After completion, this page should be inserted in the thesis/practicum immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies Office.

Patents –Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.

Restriction of theses or practica for publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student may request the Dean of Graduate Studies to restrict access, for a period up to one year after submission, to any copies of a thesis or practicum submitted to The University of Manitoba. The Dean, in consultation with the student’s advisor, shall determine for what period, if any, access will be so restricted.

Restriction of the e-thesis/practica (ETD) copy - Students may also choose to restrict access to the electronic copy of their thesis/practica for a specific period of time so that it will not interfere with traditional publication of part or all of the work. For the purposes of the ETD collection in MSpace, the restriction period is one year, two years or three years. This category of restriction is for the e-thesis/practica (ETD) copy only and may be enacted at the time the e-copy is submitted through the MSpace.

Library and Archives Canada – A microfiche of the thesis is forwarded to the Library and Archives Canada and is listed in a monthly and annual national bibliography, ‘Canadiana’, which is published by the National Library.

7. EVALUATION

7.1 Academic Performance

Student progress is reported annually to the Faculty of Graduate Studies on the “Annual Progress Report Form”. Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Director of the School of Art, to the Dean of Graduate Studies.

7.2 Minimum Passing Grade in M.F.A. Courses

For all M.F.A. core and elective courses, with the exception of Studio Concentration 1, Studio Concentration 2, Studio Concentration 3 and Studio Concentration 4, the minimum passing grade is “C+” in each course. Failure in a course is indicated by a C, D, or F. For Studio Concentration 1, Studio Concentration 2, Studio Concentration 3 and Studio Concentration 4, the minimum passing grade is “B” in each course. Failure in a course is indicated by a C+, C, D, or F.

7.3 Performance Not Related to Course Work:

Commitment to studio practice, and consistent attendance and participation in studio critiques and graduate seminars is required, and will be considered in the evaluation of student performance in the program. At the onset of the program, the student and the Thesis Advisor will agree on a schedule for meetings and critiques. The progress and activities of the student will be part of the regular progress reports of the Thesis Advisory Committees. Failure to meet expectations will result in a recommendation for remedial action, progressing to a letter of warning, then a written request to withdraw from the program.

7.4 Grade Point Average Requirements for Continuation/Graduation

A minimum cumulative grade point average of 3.0 must be maintained to continue in the program and to graduate.

7.5 Calculation of Grade Point Average

- If a course is repeated, the highest grade obtained in the course will be used to calculate the student's grade point average.
- If permission is granted to take a course at another university, the mark obtained in that course will be used to calculate the student's grade point average.
- If additional courses are taken in an attempt to raise the GPA, the grades in all courses will be used in the calculation of the GPA.
- If a student wishes to take extra courses in the program of studies, the grades will be included in the calculation of the grade point average, and any failure will count as a failure in the program.

7.6 Number of Attempts in the Coursework

Students may be permitted to repeat not more than six credit hours of coursework. A required course may be repeated only once. A student who fails more than six credit hours or fails a required course more than once is required to withdraw from the M.F.A. Program.

7.7 Program Time Requirements

The program is designed to be completed in two years of full-time study, and will generally require registration during Summer Session.

7.8 Alternate Arrangements for Term Tests and Final Examinations (Faculty of Graduate Studies)

Integrity of Tests and Examinations

The proper conduct and administration of tests and examinations is critical to the integrity of the M.F.A. Program. Allowing different students to write examinations at different times, or making up different exams for individual students with special circumstances, creates perceptions of inequity among students.

Faculty Responsibility

The individual faculty members and program administrators will make every effort to inform students as soon as possible when tests and exams are to be held.

Student Responsibility

Students are responsible for writing all examinations at the time period in which the exam is scheduled.

Deferred Tests / Examinations

In those exceptional circumstances in which a student cannot attend a scheduled written test or final exam due to medical, compassionate, or other reasons, and knows these in advance of the exam, the student must contact the instructor of the course with as much notice as possible. Alternate arrangements made in advance of the scheduled exam must be approved by the instructor and be communicated by the instructor to the student and to the Graduate Program Manager. If a student misses an exam without prior

arrangements being made, the student will have to apply for a deferred exam at the Graduate Program Office.

7.13 MFA Final Grade Appeals This is written with the understanding that the Thesis Advisor or the Instructor of Record is required to notify a student, in writing, of a potentially failing grade at the moment it is apparent.

Step 1.

Student will discuss the grade in question with the instructor of record.

Step 2.

Within ten working days of grades being formally communicated to the student, the student will write a letter of appeal to Graduate Program Chair, file a grade appeal form, and pay the grade appeal fee.

The Graduate Program Chair will inform the instructor of record of the grade in question that an appeal has been filed, and request evaluation materials pertinent to the appeal (such as, but not limited to: exam scores, written papers, committee assessment forms). The instructor of record will supply the materials requested and written justification of the grade to Graduate Program Committee.

Graduate Program Committee will meet to review the student appeal. In the case of a conflict of interest (if instructor of record is a member of the Graduate Program Committee), that member shall be excused from this process. Additionally, the Graduate Student Union will be asked to supply a student member to stand in for the student member from the School of Art. The Graduate Program Committee will submit a recommendation to the Director of the School of Art no later than fifteen working days after the appeal is filed. The Director of the School of Art will convey the Committee's recommendation to the student as soon as possible. (adopted December 3, 2010)

7.14 Appeals – Procedures And Guidelines (Faculty of Graduate Studies)

General:

Students who disagree with a decision have access to the appeal routes as laid out by the various Faculty of Graduate Studies and University of Manitoba appeal processes.

There are several avenues of appeal which are open to graduate students: academic; discipline; admission and administration, (e.g. Fee appeals). Please refer to the "Student Appeals" section of the Faculty of Graduate Studies Academic Guide, the University of Manitoba Policy and Procedure Manual, policy 1202 "Student Discipline By-Law", policy 1301 "Academic Appeals Procedures and Guidelines" and policy 1302 "Admission Appeals Procedures and Guidelines".

The Executive Committee of the Faculty of Graduate Studies, through its Appeal Panel, by delegation from the Faculty Council, is empowered to deal with student appeals from departmental recommendations or Faculty of Graduate Studies actions, provided the departmental appeal process has dealt with the matter. These student appeals should be directed to the Dean of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.

It should be noted that under section 1.1.1.1. of the "Student Discipline By-Law" found in the University of Manitoba Policy and Procedure Manual) it states that "Matters involving academic dishonesty of a graduate student shall be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the budget dean/director prior to any disciplinary action."

Academic Appeals:

In terms of qualifying examinations, candidacy examinations, thesis examinations, and any other academic matters, departments make recommendations for action to the Faculty of Graduate Studies. In the first instance, any appeal of a department's recommended action should be handled through the departmental appeal process, which is outlined in the department's Supplementary Regulations. Appeals stemming from departmental actions on academic matters (e.g., failure in a course) will be heard by the Faculty of Graduate Studies Appeal Panel only after they have been dealt with by the appropriate departmental-level appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate Studies actions.

These student appeals should be directed to the Dean of the Faculty of Graduate Studies within the appropriate timelines. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals ("Academic Appeals Procedures and Guidelines" of the U. of M. Policy and Procedure Manual).

Consideration of an Academic Appeal

The hearing panel shall consider an appeal:

Only if grounds for the appeal stem from an examining committee or departmental action and only after an appeal has been heard by the body responsible for appeals in the department concerned (unless the action being appealed is one taken by the Faculty of Graduate Studies). This is understood to include decisions taken by individuals or committees acting in the name of a department of the Faculty of Graduate Studies and also to the supplementary regulations pertinent to a department's operation which have been approved by the Faculty of Graduate Studies;

- If there is some evidence that a department or faculty regulation has been unfairly or improperly applied;
- There is apparent conflict between Faculty of Graduate Studies' policy and a department regulation; and/or
- Other circumstances that warrant special consideration.

Note:

It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

When a hearing panel determines that there are insufficient grounds to proceed with an appeal hearing it shall report its reasons to the Dean of Graduate Studies.

Academic Appeal Deadlines:

General:

An appeal of action taken by any department or administrative unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be sent by the student to the Dean of Graduate Studies within 21 days of the date when the student was informed in writing of the action to be appealed.

Appeal Of Term Work: Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department responsible for the course within 10 working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and

evidence of payment of the refundable appeal fee, the department shall consider the appeal and provide a decision within 15 working days.

Appeals To Senate:

As per the processes outlined under policy 1300 of the U. of M. Policy and Procedure Manual, "Appeals to the Senate Committee on Appeals shall be filed with the Secretary of Senate within twenty (20) working days after the mailing of the notice of decision from which the appeal is made."

Discipline Appeals:

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the Student Discipline by-law (Student Discipline By-law of the U. of M. Policy and Procedure Manual) shall prevail.

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (L.D.C.)

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

Discipline Appeal Deadlines:

The timeline for discipline appeals adheres to the procedures outlined in the "Student Discipline By-law", section 2.3.1 of the U. of M. Policy and Procedure Manual. If a student wishes to appeal a decision to any group or body, the notice of appeal must be delivered in writing to the appropriate person(s) within five working days of the student being notified of the decision from which the student intends to appeal.

Appeal Of Violation/Penalty:

As per section 2.3.2 of the "Student Discipline by-law" (found in the U. of M. Policy and Procedure Manual), "All notices of appeal shall clearly indicate whether the appeal is from the finding of violation of University regulations on the one hand, or from the penalty on the other, or from both".

Limitations On Appeal Rights:

Students who disagree with a decision have access to the appeal routes as laid out by the various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean.

Procedures

Academic:

All appeals shall be submitted in written form to the Dean of Graduate Studies. The Dean may, on

consideration, attempt first to reach an informal solution. If that is judged by the Dean to be inappropriate or unfeasible, a hearing panel will be formed. Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request.

The Dean shall inform the appropriate Department head of the nature of the appeal, forward a copy of the student's written submission, and request a written response to the appeal within ten working days. A hearing panel will be struck and a meeting set by the Dean of Graduate Studies as soon as possible after receipt of the written response from the department.

The appellant shall receive, through the Dean of Graduate Studies, the response of the department at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of Graduate Studies to the individuals affected, giving the specific time and place for a hearing.

All documentation that the hearing panel will consider shall be made available through the Dean of Graduate Studies Office to both the student and the Department Head in advance of the meeting. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten working days for the other party to respond to the new materials.

Each petitioner and appropriate Department head (or delegate) shall have the right to appear before the hearing panel and to call witnesses that he/ she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of Graduate Studies shall be notified not less than four days prior to the hearing of the names of all witnesses that are to be called.

The student shall be advised by the Dean of Graduate Studies of the right to appear in person or to be represented by the Student Advocate or a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid. In addition, if the student wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. At least four days prior to the hearing, the Dean of Graduate Studies must be notified of any persons to be accompanying the appellant.

Both appellant (and/or representative) and Department head (and/or representative) are entitled to cross-examination of any and all witnesses.

All members of a hearing panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the hearing panel must adjourn.

As a first item of business in dealing with any appeal, the hearing panel shall consider (in closed session):

Whether there are sufficient grounds to proceed with the appeal hearing; and, Any request it has received as to holding an open session and determine what, if any parts of the hearing shall be open.

Normally the appellant and the Department head and/or their representatives will be present during the presentation of the other's case. During the hearing, the appellant or the Department head may request a change in the open or closed nature of the hearing, at which time the hearing panel shall determine its procedures.

The hearing panel may request the appellant or any other parties to appear or provide additional information in a particular case before reaching a decision.

All parts of the meeting required to deliberate or determine resolution of the appeal shall be held in camera.

The Dean of Graduate Studies shall inform, in writing, the appellant and the Department head concerned of the disposition of the appeal, the reasons for the decision, and of whatever action may result. The further right of appeal to the Senate committee on appeals should be indicated, along with any appropriate time limits.

Disqualification:

Any member of the Appeal Panel shall be disqualified from hearing an appeal who: Is a faculty member or a student in the Department (School or Faculty) in which the appellant is registered; or was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Other Appeals

Discipline:

Please refer to the Student Discipline By-law (found in the U. of M. Policy and Procedure Manual).

Admission Appeals:

Please refer to the “Admission Appeals Procedures and Guidelines” policy found in the U. of M. Policy and Procedure Manual.

Fee Appeals:

Please refer to the Registrar’s Protocol on Fee Appeals, September 23, 1999. To initiate the Fee Appeal procedure, the student completes a Fee Appeals form, available in the Registrar’s Office, 4th Floor of University Centre.

Assistance With Appeals:

The office of Student Advocacy provides information and assistance to students about all appeal processes.

8. MFA PROGRAM SCHEDULE/BENCHMARKS

M.F.A. THESIS BENCH MARKS (Proposed)

	FGS	YEAR ONE	
Term 1		Thurs., Sept 9 (1 st day of classes)	Graduate Chair to meet with the student and Interim Thesis Advisor to discuss the selection of two additional Thesis Advisory Committee members.
Term 1		Fri., Oct. 8	Student's Thesis Advisory Committee to be elected.
Term 1		Sept/Oct.	Thesis Advisory Committee establishes meeting schedule with student
Term 1		Fri. Oct. 15	First major critique with full Thesis Advisory Committee .
Term 2		February 1	Student forwards name of three potential Thesis Examining Committee members to Graduate Chair . (These may be the existing Thesis Advisory Committee members).
Term 2		April 15	Thesis Examining Committee to be confirmed, with appropriate documentation submitted to Faculty of Graduate Studies.
Term 2		April 15	Year end meeting with full Thesis Advisory Committee , with a purpose to complete the required Faculty of Graduate Studies Progress Report, and to discuss progress to date. This meeting will constitute the final responsibility of the Thesis Advisory Committee. If the committee members will transition into the Thesis Examining Committee , the following two activities will occur at the same meeting. If a different Thesis Examining Committee will be struck, the following two activities will be scheduled at a different date but no later than April 30.
Term 2		April 15 - April 30	1. Assessment Critique: The Thesis Examining Committee will make recommendations re: further study or modifications to the student's area of investigation/program of study, with the purpose of developing the thesis topic. 2. At this meeting, initial discussion re: thesis proposal will be initiated, based on the interest and performance of the student to date.
Summer Term 3		May – August	Studio Concentration 3 may be offered
		YEAR TWO	
Term 1		October 15	Thesis examination proposal approved by the Student and the Thesis Examining Committee is due in Graduate Program Office, School of Art.
Term			Final assessment critique of studio work. At this point there is a go/no go decision. The committee may make recommendations regarding modifications to the student's work, statement, or require that improvements of skills and further work be conducted.
Term 2	Jan 23, 2012		FGS: Last date for students to distribute Thesis to Examining Committee
Term 2		February 1	First date to present thesis exhibition.
Term 2		March 10	Final date to present thesis exhibition for May convocation.
Term 2		March 12	School of Art Thesis Endorsement Form due in Graduate Program Office, School of Art for May convocation.
Term 2		March 15	Report on thesis due in Faculty of Graduate Studies for May convocation.
	Apr, 4, 2012		Thesis Reports , etc. & list of potential graduands to FGS for Spring Convocation (approximately May 29, 2012)
Summer	June 18		FGS: Last date for students to distribute Thesis to Examining Committee
Summer	August 23		School of Art Thesis Endorsement Form due in Graduate Program Office, School of Art for October convocation.
Summer	August 23		Report on thesis due in Faculty of Graduate Studies for October convocation.

Proposed Timetable for Program Completion - Sequential Structure of Program

Note: Timing of Electives is currently a suggestion

Year/ Term	Purpose	Course	Objectives/Outcomes
Year 1, Term 1	Investigate contemporary art practice with reference to Student's studio concentration	Graduate Seminar 1	To develop the discourse to critique own work and that of others.
Year 1, Term 1	Advanced individual instruction in student's area of specialization	Studio Concentration 1	To develop conceptual and technical resources for student's studio practice for thesis proposal
Year 1, Term 2	Investigate contemporary art practice with reference to student's studio concentration	Graduate Seminar 2	To develop the discourse to critique own work and that of others.
Year 1, Term 2	Advanced individual instruction in student's area of specialization	Studio Concentration 2	To develop conceptual and technical resources for student's studio practice for thesis proposal
Year 1, Term 2	Pursue studio or academic investigations in selected areas of individual interest	Elective Studio or Academic*	To develop intellectual, symbolic, or technical aspects of student's work
Summer (May – Aug,) TBA	Advanced individual instruction in student's area of specialization	Studio Concentration 3	To develop conceptual and technical resources for student's studio practice for thesis proposal
YEAR 2			
Year 2, Term 1	Pursue studio or academic investigations in selected areas of individual interest	Elective -Studio or Academic*	To develop intellectual, symbolic, or technical aspects of student's work
Year 2, Term 1	Investigate contemporary art practice with reference to students studio concentration	Graduate Seminar 3	To develop the discourse to critique own work and that of others. Critique of work for thesis exhibition
Year 2, Term 1	Further development of student's chosen areas of specialization	Studio Concentration 4	To execute and select works for thesis exhibition
Year 2, Term 1	Thesis proposal approved by October 15, 2011	Thesis Proposal	To outline nature and scope of thesis project, and make a preliminary review of project, includes oral exam
Year 2, Term 2	To clarify student's intentions versus actuality in their work	Submission of written thesis proposal and presentation of M.F.A. exhibition	To arrive at a conclusion and express original research, exploration and thinking with regard to thesis exhibition of art

* Two 3- credit hour electives are required, and can be taken anywhere in the program

9. FUNDING INFORMATION FOR FINE ARTS GRADUATE STUDENTS

Faculty of Graduate Studies (FGS) Awards Database

Students are encouraged to investigate the Faculty of Graduate Studies (FGS) Awards Database to locate scholarships and bursaries. The University Departments are responsible for adding their internal awards to the database for the information of students.

Faculty of Graduate Studies sends out a weekly email with lists of awards and their deadlines.

9.1 SCHOOL OF ART SCHOLARSHIPS / BURSARIES

James Barclay Hartman Scholarship in Fine Arts

Two annual scholarships for full time graduate students who have developed the strongest bodies of work as determined by the selection committee. Deadline: TBA

Marvin and Irma (Irmagard A.) Penn Scholarship in Fine Arts

One scholarship for a fulltime graduate student who has submitted the best project grant proposal to complete the final stages of the studio engagement or exhibition component for the Masters Thesis. Deadline: TBA

Elsie C. Nesbitt Award

One-time scholarship of \$1,000 for a student entering the Master of Fine Arts program in the 2010-2011 academic session and beginning a second career. The award will go to the highest ranking applicant who meets this criteria.

9.2 PRIVATE AND FOUNDATIONS

Mona Gray Creative Arts Scholarship;

Applicants must be a Bachelors Degree graduate of a Manitoba university and be pursuing graduate studies in one of the following areas: creative writing, film, fine arts, music, theatre, dance, or photography. This is a \$5,000 award based on artistic merit, financial need, community involvement and academic achievement.

Deadline: February 28

\$5,000 per year awarded to one person.*

- [Application Form & Guidelines](#)

To be eligible for the Mona Gray Creative Arts Scholarship, an applicant:

- Must be a Bachelors Degree graduate of a Manitoba University; and
- Must be pursuing graduate studies within or outside the Province of Manitoba in one of the following areas: **creative writing; film; fine arts; music; theatre; dance; photography;** and
- Must not be a prior recipient of this scholarship

**The Foundation Education award Committee reserves the right not to award these scholarships each year and to request an interview for any of these awards.*

www.jewishfoundation.org/scholarshipguides.html

Canadian Federation of University Women:

CFUW Elizabeth Massey Award value \$2,000 Established in 2006, in memory of Elizabeth Massey, a young

lawyer and member of CFUW whose life was greatly enriched by her love of the creative arts. For post-graduate studies in music, painting or sculpture in Canada or abroad.

CFUW Dr. Alice E. Wilson Awards value \$6,000 Two (2) awards at the masters level and three (3) for doctoral level study. Dr. Alice E. Wilson, CFUW member, Fellow of the Royal Society of Canada and the first woman to hold a professional position at the Geological Survey of Canada won the 1926 CFUW Travelling Fellowship. Awarded to mature students returning to graduate studies in any field, with special consideration given to those returning to study after at least three years.

Deadlines November 1

Application Details Visit the Canadian Federation of University Women web site at <http://www.cfuw.org/fellowships-and-awards/guidelines.aspx> Contact: Canadian Federation of University Women (CFUW), 251 Bank Street, Suite 305 Ottawa, ON K2P 1X3 Telephone: 613-234-8252 ext. 104 Email: cfuwfls@rogers.com

Updated: January 15, 2010

ELIZABETH GREENSHIELDS FOUNDATION Research Fields painting drawing sculpture printmaking

Categories Fine Arts

Citizenship No citizenship available **Eligibility** The objective of the Foundation is to promote, by its charitable activities, an appreciation of traditional expression in painting, drawing, sculpture and printmaking by aiding worthy art students, artists or sculptors who need further training or other assistance during their formative years. Awards are limited to candidates in the early stages of their careers and who are working in a representational style in painting, drawing, sculpture and printmaking. The terms of the Foundation's Charter preclude consideration of non-objective art. To be eligible for a grant, candidates must: * have already started or completed training in an established school of art and / or * demonstrate, through past work and future plans, a commitment to making art a lifetime career. **Value** The value is not available

Currency Canadian **Tenable at** No details on tenability available **Deadlines** No deadlines available

Application Details Visit the Elizabeth Greenshields Foundation web site at

<http://www.elizabethgreenshieldsfoundation.org/main.html> to download an application form. Contacts: 1814 Sherbrooke West, Suite 1 Montreal Quebec H3H 1E4 Telephone: 514-937-9225 Email: greenshields@bellnet.ca *Updated: August 9, 2010*

9.3 THROUGH THE UNIVERSITY OF MANITOBA

Graduate Fellowships

Departments receive a quota based on enrollment. The value of the fellowship is \$12,000 over a 12-month period. As yet the School of Art has not been designated to receive a fellowship but there is a possibility for a late application in the fall depending on the MFA enrolment size.

Manitoba Graduate Scholarship

The Government of Manitoba has provided funds to ensure that Manitoba's best students continue education at home, to foster research that leads to economic growth and to attract excellent students to study in Manitoba. These funds are used to offer the Manitoba Graduate Scholarship (MGS).

The University of Manitoba Graduate Fellowship (UMGF) competition is used to determine the recipients the MGS. Highly ranked new Master's UMGF recipients may be upgraded to the MGS for Master's students. Highly ranked new Ph.D. UMGF recipients may be eligible to receive a Ph.D. MGS top up award which can be

held along with the UMGF. The MGS upgrades and MGS top ups will be offered in July of each year. Only students who have received a UMGF offer as of June 30 will be included in the supplemental offers and upgrades.

Value for a 12 month period:

- Ph.D. \$7,500 (can be held with the UMGF)
- Masters \$15,000 (the UMGF must be declined)

Eligibility Criteria

Academic standing: Students with a minimum GPA of 3.75 (above B+) in the last two full years of study at a recognized university based on a Bachelor, Masters, Graduate Diploma or a Doctoral degree. Please use admissions criteria in calculating GPA, i.e., Last 60 credit hours or equivalent.

Citizenship: All students regardless of citizenship are eligible to apply. Canadian citizens and permanent residents are encouraged to apply to CIHR, NSERC and SSHRC scholarships, if there are eligible for funding from these research councils. Tricouncil eligible students who do not apply for a tricouncil award may be considered ineligible for a UMGF.

Fields of study: Students in all fields of study of graduate studies are eligible to apply.

Years of graduate study: Students are eligible to receive the MGS for the first 24 months of their Master's program and the first 48 months of their PhD program. Total maximum support for any individual graduate student is 48 months.

Faculty of Graduate Studies Emergency Loan Program

FGS has discretionary funds to make small, short-term loans to students. Contact Marcia Labiuk, Graduate Awards Officer

University of Manitoba Graduate Students Association

Department Grants are available to departmental graduate students associations who are represented on the GSA council. Department grants are allocated in two disbursements, one in December, the second in May. Applications are available online and at the GSA office. Qualification for department grants is based on regular attendance at Council, participation in an internal GSA Committee, and completed applications which are **due:**

November 1 & April 1

Conference Grants are available for graduate students attending or presenting at conferences. Applications are available online and at the GSA office, and grants will be disbursed monthly

Special Project Grants are available for projects, events or items which could benefit the graduate student population. Past project have included guest speakers, professional development workshops, and graduate publications. Applications are also available online and at the GSA office, and grants will be disbursed monthly

Bursaries and Awards

The Graduate Students' Association operates a scholarship fund, which disburses awards to students

demonstrating financial need and academic promise. The fund is administered through the U of M's Financial Aid and Awards office.

The GSA also administers the Innovation, Stewardship, and Excellence (ISE) awards; also more commonly know as the GSA Awards. These are one-time awards available to support students without external funding and who have demonstrated excellence in many areas of student life, innovation in their research, and a strong commitment to their community. Applications and award guidelines will be available online in the winter on the GSA website, the GSA office, the Faculty of Graduate Studies, and through departmental administrative assistants.

9.4 EXTERNAL ORGANIZATIONS

SSHRC (Social Sciences and Humanities Research Council of Canada)

Master's Scholarship:

Emphasis on research aspect, meaning student is working towards master's thesis, or exhibition, in the case of Fine Arts. University of Manitoba FGS has a quota of 32 grants. In 2009 there were 40 applications for the 32 awards.

The applications are first assessed by the School of Art and then, if approved, are forwarded to Faculty of Graduate Studies who review them again. If approved they are forwarded to SSHRC.

SSHRC and the University host a fall presentation for potential applicants via the web.

Program Title	Application deadline	Value & duration	Results announced	Apply
Joseph-Armand Bombardier Canada Graduate Scholarships Program—Master's Scholarships For students applying to, or registered in, a master's or combined MA/PhD program in the social sciences or humanities at a Canadian university.	Check your applicant status. If you must apply through your university: University sets the deadline. If you must apply directly to SSHRC: December 14, 2009.	\$17,500 12 months (non-renewable)	Spring 2010	Web application form and instructions Letter of Appraisal (pdf document, 184KB) Departmental Appraisal (pdf document, 153KB)
Canada Graduate Scholarships—Michael Smith Foreign Study Supplements A tri-agency program to support Canadian graduate students build global linkages and international networks through exceptional research experiences at research institutions outside of Canada.	University deadline: Set by university SSHRC deadline: June 10 and October 10 each year	Up to \$6,000 3 to 6 months	August and December	Web application form and instructions

OTHER PROVINCIAL AND FEDERAL

Manitoba Arts Council

Student Bursary Program, June 1

Up to \$3,000 for Graduate Students studying in Canada.

Permanent Manitoba residents are eligible.

Contact: Kristen Pauch-Nolin, Program Consultant (Craft, Community Connections & Access, Artist-in-Community Residency, Juried Art Shows & Student Bursaries)

945-3384

kpauch-nolin@artscouncil.mb.ca

www.artscouncil.mb.ca/english/vis_grantind.html#student

525 - 93 Lombard Avenue

Winnipeg, Manitoba R3B 3B1

Telephone: (204) 945-2237

Fax: (204) 945-5925

Toll Free: 1-866-994-ARTS(2787)

email: info@artscouncil.mb.ca

Winnipeg Arts Council:

There is no program to fund academic studies, although MFA students who are permanent Winnipeg residents would be eligible to apply for projects that are outside their school program work. Contact the Winnipeg Arts Council, Winnipeg Arts Council

103-110 Princess Street

Winnipeg, MB R3B 1K7

Phone: 204.943.7668

Fax: 204.943.8669

www.winnipegarts.ca

Canadian federal, provincial and territorial government loans/bursaries

Application for these need-based loans/bursaries is made to the province or territory where the student is considered a resident. Provincial rules vary but, in general, students may use the loan to study at the university of their choice, in any province. These loans are guaranteed, interest free, and need not be repaid as long as the recipient is enrolled in a full-time course of study. They can be accumulated over several years and the repayment period may extend to ten years. Further information on federal/provincial loans is available at the University of Manitoba's Financial Aid and Awards Office, 422 University Centre (Phone: 474-9534).

9.5 INTERNATIONAL STUDENTS

International Student Funding

Please note: The costs to study in Manitoba vary. Please see the International Centre for Students website for an estimate of tuition and living expenses <http://www.umanitoba.ca/student/ics/finances/estimate.html>. The International Centre for Students website also has information about employment in Canada <http://umanitoba.ca/student/ics/visa/offcampus.html> The Faculty of Graduate Studies does not offer Financial Aid (based on need) to students. Students wishing to study in Manitoba should contact the Ministry of Education or the appropriate authority in their own country.

The Board of Governors of the University of Manitoba has approved three awards for international graduate students admitted to a Master's or Ph.D. program. These awards will be available only to international graduate students studying full-time. International graduate students, whose Grade Point Average for the last two completed years of study is greater than a B+ may be eligible to apply for the following:

International Graduate Student Entrance Scholarship (IGSES)

This provides funding for international students entering the first year of study in the Faculty of Graduate Studies at the University of Manitoba, as full-time students pursuing a Master's or Ph.D. degree or Graduate Diploma. Allocation of funds based on entrance grade point average being greater than 3.5 in previous two years of study. If eligible, students are assessed automatically during the admission process. (i.e. When a recommended and complete application is received by FGS by the deadline date, FGS staff will calculate the GPA to determine if the student qualifies for the Scholarship.)

International Graduate Student Scholarship (IGSS)

The IGSS provides funds in subsequent years when full tuition fee is required. Deadline March 1 of each year.

International Graduate Student Bursary (IGSB)

This bursary is meant for students admitted prior to May 2005. It will help to provide financial aid in subsequent years when full tuition fee is required. Awarding of this bursary is based on grade point average and verification of need. The bursary is administered by the Financial Aid and Awards Office. This bursary is no longer available.

University of Manitoba Graduate Fellowship (UMGF)

The value of these fellowships is \$16,000 (Ph.D.) and is \$12,000 (Master's). Application forms for this competition become available at the end of November, and completed applications with official transcripts attached must normally be received by the Department you are applying to by January 15 of the following year. Students are notified of the outcome of this competition in the last two weeks of March and funding begins in September of that year. Application forms are available on our website.

Manitoba Graduate Scholarships for Master's Students (MGS)

The value is \$15,000 per year. These are available, by competition, to students of any discipline who are registered in or are intending to register in the Faculty of Graduate Studies at the University of Manitoba as full-time graduate students. Pre-Masters students are not eligible to hold MGS's. Department deadlines are usually in December or January of each year. Please consult your department for their deadline. Application forms become available at the end of November of each year and the outcome of the competition is announced following approval from the Province (usually late May). Application forms are available on our website.

9.6 COMPETITIONS

RBC Canadian Painting Competition

Established in 1999, the RBC Canadian Painting Competition, with the support of the Canadian Art Foundation, is a unique initiative to help nurture and support promising new artists in the early stages of their careers; a time when they need both recognition and financial support.

A regional jury panel of distinguished members of the arts community, will select five paintings from their regions as follows: Eastern (Quebec, Nova Scotia, New Brunswick, PEI, Newfoundland and Labrador), Central (Ontario) and Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories, Nunavut). The three jury panels will then select one national winner and two honourable mentions from the 15 semi-finalists. The national winner will receive \$25,000 and the two honourable mentions will each receive \$15,000. The 15 semi-finalists will be announced in June and the winners in October.

Information about submission deadline: www.rbc.com/sponsorship/paintingcompetition/index.html

Joseph Plaskett Award

Funded by The Joseph Plaskett Foundation. Administered by the Royal Canadian Academy of Arts (RCA)

The candidate chosen for the Plaskett Award will be an outstanding emerging Canadian artist in the field of painting.

A Canadian student currently enrolled or accepted in a master's program in Canada with a practice specialization of painting, or having recently (within 12 months) obtained a Master's degree with a specialization of painting.

Established in 2004 by the artist Joe Plaskett, the Joseph Plaskett Award provides \$25,000 to help fund an emerging Canadian painter who will live, create artwork, travel or study in Europe (may include the UK) for the better part of one year.

To find more information, including application deadlines, visit: www.joeplaskett.com/home.php

10. EMPLOYMENT

10.1 Teaching / Research Assistantships

Many departments and academic units require help from graduate students in conducting undergraduate classes and laboratories. Some academic units also offer research assistantships. In many cases graduate students in the preparation of their theses may use the research undertaken.

The School of Art will offer assistantships to students and will also provide opportunities for students to teach classes.

Teaching and Research Assistant positions for other faculties are normally posted on the University of Manitoba Human Resources site under. These positions fall under the CUPE/Student

www.umanitoba.ca/cgi-bin/human_resources/jobs/view.pl

10.2 University Teaching Services

The University of Manitoba offers support to Instructors through University Teaching Services. University Teaching Services offers publications and development workshops on a wide variety of topics for teaching staff. They offer a set of workshops geared to the needs graduate students who want to develop their skills and knowledge. In addition, they also offer a certificate program, CHET (Certification in Higher Education Teaching) Program, for students who would like to have this non-academic credit.

umanitoba.ca/academic_support/uts

11. GENERAL INFORMATION

Student Guide: Your guide for being a student at the University of Manitoba.

This is your guide to the services, information, policies and procedures - and the people - to help you feel comfortable in your surroundings. We want you to learn and grow. The Guide tells you what the resources are and where to find them. It gives advice on your health and well-being and lists the policies and procedures that directly affect you. In short, it can help to answer your questions or to find the people who can answer them for you.

Published by Student Affairs. umanitoba.ca/student/student_guide.html

Faculty of Graduate Studies Calendar

Download from <http://webapps.cc.umanitoba.ca/calendar11/>

Photo Identification Cards

Your student photo identification (Photo ID) card is your access key to all student services. It is issued when you first register and is permanent throughout your attendance at the University of Manitoba.

The Photo ID Card is your library card. You will also be asked to show it when you sit for examinations, and you will need it if you pay the athletic facility use fee or purchase a food service meal plan or purchase a discounted bus pass.

ID Cards for New Students

You can obtain your Photo ID starting May 1.

You are encouraged to obtain your card during the summer when waiting times are shorter. A fee payment receipt to indicate that you have registered is not required, but some form of current photo identification is.

ID Centre Location and Hours

Fort Garry Campus

For most of the year, the ID Centre is in the Registrar's Office, 400 University Centre and is open from 8:30 a.m. to 4:15 p.m. On September 8, 9, 10 and half day on 11th (8 a.m. to 12 noon), 2009 the ID Centre in the Registrar's Office will be closed.

Special ID Centre - September 8-11, 2009

During these few days, a special ID Centre will be operating in **224 University Centre (MPR)** the following hours :

- September 8 - 10 9:00 a.m. to 4:00 p.m.
- September 11 9:00 a.m. to 12:00 noon

Your Computer Account and email

All students at the University of Manitoba may claim computer accounts on central systems. Once you have your student number you may apply for your account through ClaimID. You will be given two accounts: UMnetID and INS. UMnetID will provide email and other computer services. INS will allow use of the PCs in University computer labs.

It is imperative that you acquire your email account as it University faculty and staff will use it to

communicate with you. You may program this account to forward email to your personal account.

STUDIO SPACE

Each student will be provided with a studio space and will generally have access to the facilities at the School of Art.

Once your space is assigned, you will be required to pay a \$100.00 deposit (preferably by cheque made payable to the University of Manitoba) prior to receiving your keys. This deposit will be refunded once your space is cleaned/painted and the keys are returned.

MFA Student Representation

Graduate students have an important role to play at the School of Art as student representatives sit on the Faculty Council the standing committees: Appropriations and Graduate Program Committees and possibly the Student Discipline Sub-Committee (Local Discipline Committee). Graduate student may also be members of the Faculty of Graduate Studies Faculty Council which has 11 positions for students. The Graduate Students Association fills 6 of these positions while the other five are determined by the FGS Faculty Council.

Graduate Students Association (From the Graduate Students Association site)

The University of Manitoba Graduate Student's Association (GSA) is the student-run association for graduate students at the University of Manitoba. Each graduate student is automatically a fee-paying member of the association, and as such, the GSA represents graduate students from all disciplines. This diversity of representation is reflected on the Association's council, made up of many different department representatives. The University of Manitoba Graduate Student's Association (GSA) also operates a satellite office at the Bannatyne Campus ([Health Sciences Graduate Student Association](#)).

With over 3,000 members, the GSA is the official voice of graduate students to the Faculty of Graduate Studies, as well as to other levels of Administration at U of M. The GSA serves two dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate student issues, and provision of services to its members, including travel grants, the Gradzette, and bursaries for students. Of the fees collected, some money is also allocated to department councils in the form of departmental grants.

The main office of the GSA is located on the Fort Garry campus, at 221 University Centre, however, the GSA is also active on the Bannatyne campus, where the Health Sciences GSA maintains an office and conducts council meetings and social activities.

The Graduate Students' Association exists to serve graduate students and is a powerful voice for graduate students at the University of Manitoba

WINNIPEG ART COMMUNITY

Winnipeg has a rich and vibrant art scene to explore and join in. Many places have student memberships, so take advantage of the opportunities they provide.

The Exchange District is full of innovative galleries featuring contemporary work from emerging and established artists, but there are many other art spots in Winnipeg. Do check out these organizations, artist run centres and galleries. They are valuable resources for your art and future career.

aceartinc
290 McDermot Ave. 2nd fl.
(204) 944-9763
aceart.org

Plug In ICA
460 Portage Avenue.
(204) 942-1043
plugin.org

cre8ery gallery
125 Adelaide St. 2nd fl.
cre8ery.com

Urban Shaman
290 McDermot Ave. 2nd fl.
(204) 942-2674
urbanshaman.org

Martha Street Studio
(Manitoba Printmakers Association)
11 Martha St.
(204) 779-6253
printmakers.mb.ca

Outworks Gallery
290 McDermot Ave. 3rd fl.
(204) 949-0274
outworksgallery.com

Video Pool
3rd floor Artspace Bldg.
100 Arthur St.
(204) 949-9134
videopool.org

Platform Centre for Photographic & Digital Arts
Main floor Artspace
100 Arthur St.
(204) 942-8183
platformgallery.org

Semai Gallery
264 McDermot Ave. Basement
semaigallery.info/

Mayberry Fine Art
212 McDermot Ave.
(204) 255-5690
mayberryfineart.com

The Artists Village & Art Gallery
611 Main St.
(204) 947-2992
edgevillage.com

Fleet Galleries
65 Albert Street
(204) 942-8026
fleetgalleries.com

Warehouse Artworks
222 McDermot Ave.
(204) 943-1681
warehouseart.mb.ca

Other Galleries in Winnipeg

Gallery 1C03
Centennial Hall
U of Winnipeg
515 Portage Ave.
(204) 786-9253
uwinnipeg.ca/index/artgallery-index

La maison des artistes visuels francophones inc.
219 Provencher Blvd. 237-5964
maisondesartistes.mb.ca

Winnipeg Art Gallery (WAG)
300 Memorial Blvd.
(204) 786-6641
wag.mb.ca

Other Galleries: Brandon

Art Gallery of Southwestern Manitoba
710 Rosser Ave., Unit 2
(204) 727.1036
www.agsm.ca/

Winnipeg Arts e-Billboard

“The Winnipeg Arts e-Billboard is a subscription-based, free service provided by the Winnipeg Arts Council, and is distributed by email every Thursday to approximately 2100 people. The

e-Billboard contains events, opportunities and significant news items of interest to both the general public and members of the local arts community. Anyone can subscribe on-line through our website homepage at <http://www.winnipegarts.ca>”

Art Supplies

The Bookstore
University of Manitoba, UMSU
umanitoba.ca/bookstore/artsupplies/
*discounts for School of Art students

Colours Art Supplies and Framing
337 Pembina Highway
(204) 956-5364
artistsupplies.com

Gallery 803
803 Erin St.
(204) 489-0872
gallery-803.com

Graffiti Gallery
109 Higgins Ave.
(204) 667-9960
graffitigallery.ca

Mentoring Artists for Women’s Art (MAWA)
611 Main St.
(204) 949-9490
mawa.ca

Artists Emporium
1610 St. James Street
772-2421
artistsemporium.net

Colours Scholastic Warehouse
148 Adelaide Street
(204) 956-5515
artistsupplies.com