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This handbook is revised annually, and some policies and other information may change between publication dates. The School of Art will provide updated/revise materials when critical information is amended.

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School of Art MFA Handbook for Students, Faculty and Staff

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

The School of Art’s central building is ARTlab, a new 70,000 sq. ft. stand-alone facility. It will give students and faculty access to digital technologies and upgraded space for collaboration, experimentation and research, including animation and advanced computer-aided expression.

In 2014, the School’s facilities will include considerable space in the neighbouring Taché Hall, a former student residence, which is being re-purposed to incorporate exhibition space and private studios for senior students, as well as office spaces for faculty members in an art, music and theatre complex.
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 (B) 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. Before applying, be sure to contact the Graduate Program Manager to find out more about areas of specialization.

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

Application

All application materials must be sent to the Faculty of Graduate Studies. The application includes:

- Online application at [http://umanitoba.ca/faculties/graduate_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)
- Application fee;
- Official transcripts are required from ALL recognized, post-secondary institutions attended, no matter whether a degree has been awarded or not. Transcripts must be received in envelopes that have been sealed and endorsed (stamped across the back flap) by the main Records Office of the issuing institution. In cases where the transcript does/will not clearly state that a degree has been conferred, and when it was awarded, an official degree certificate (attested or certified copy) is required to accompany the transcript. If the transcript is issued in a language other than English (and is not from a Canadian institution) the applicant must arrange for the submission of official literal translations of all records. The original language documents and the English translations must arrive together in an envelope that has been sealed and endorsed (stamped across the back flap) by the issuing institutions. All academic documents must arrive directly from the main records office (e.g., the Registrar, Controller of Examinations, Archives, etc.) of the issuing institution in order to be considered "official."
- A copy of birth certificate or passport. Name changes/differences on documentation must be supported with official evidence.
- 3 School of Art Letters of Recommendation sent directly by recommender to Faculty of Graduate Studies, available from the website.
- Curriculum Vitae
- Statement of Personal Goals for the program including the direction your work and research will take if you are accepted into the program.
- Artist's Portfolio on CD or DVD format, MAC – compatible (sent directly to the School of Art).
- Printed Inventory List of Works including artist's name, title, date, medium/media and dimensions

Application Deadline

Applications for admission are considered for a September program start. The deadline by which all required materials must be submitted is January 15 for Canadian/US and international applicants. The Graduate Admissions Subcommittee 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.
Program Registration

General Information
The Master of Fine Art program is designed to be completed in two years of full-time study and students are expected to continue their research through the spring and summer.

Each new student will be assigned an Interim Thesis Advisor and must consult with this person before registering.

The student’s Interim Thesis Advisor and the Graduate Chair must approve course work in advance of registration. Prior to the University’s date to begin graduate registration, each student will receive a personalized degree requirement worksheet to assist with registration. The student and Advisor will work together to complete the registration, or, once the student’s program has been approved, the student may register through the Aurora Student Information System (SIS). The student must use their assigned courses only. The School of Art office must add registration for elective and other non-core courses. The worksheet is then signed by the Advisor and forwarded to the Graduate Chair for signature before it goes to the Graduate Program Manager’s office.

Students from Other Faculties at this University
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.

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 MFA Committee);
- The request is approved by the Chair of the MFA Committee; and;
- Appropriate space and resources are available.

Faculty of Graduate Studies

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.

Re-Registration
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.

Progress Reports
Regular Progress Reports (at least one per year) for graduate students in thesis programs must be submitted to the Faculty of Graduate Studies prior to registration in second year. Failure to submit this report will result in registration access being denied.

Registration Instructions
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 a student’s program is approved, the student should follow departmental procedure to register.

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

The program is to set up to be completed in two years of full-time study and students are automatically registered for summer session as well as the fall and winter terms. Graduate students are required to complete 21 credit hours of required coursework and 6 credit hours of electives as well as the Master of Fine Arts Thesis/Studio Exhibition. The student’s Thesis Advisor must approve electives.

First year
- STDO 7010 Studio Concentration 1 (3 credit hours)
- STDO 7020 Studio Concentration 2 (3)
- STDO 7110 Graduate Seminar 1 (3)
- STDO 7120 Graduate Seminar 2 (3)
- One elective Graduate level (7000) course supporting studio/research (3)

Second year
- STDO 7030 Studio Concentration 3 (3)
- STDO 7040 Studio Concentration 4 (3)
- STDO 7130 Graduate Seminar 3 (3)
- One elective Graduate level (7000) course supporting studio/research (3)
- GRAD 7200 MFA Thesis / Studio Exhibition (no credit hours)

Electives
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)

GRAD 7200 MFA Thesis / Studio Exhibition (no credit hours)
A written thesis statement and thesis exhibition that shows that the student has developed an original contribution to knowledge in visual art is required. Thesis students must pass an oral examination on the subject of the written statement and exhibition. The exhibition is the primary component of the thesis. This course is graded pass/fail.

Course or Program Changes
Changes are not permitted to the core program. The student’s Advisor must approve elective course changes. 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 permitted.

Other Courses
Students may enroll in additional courses that are not part of the core MFA curriculum, but must have the permission of their Thesis Advisor and the instructor and faculty in which the course is being taken. For instance, students may audit a course that is relevant to their research, but must pay the relevant tuition fee.

Courses At Other Universities
Students may take relevant graduate courses at other universities through the Western Deans’ Agreement. However, because of the time required to process such requests, it is necessary to allow 4 – 6 weeks to ensure that registration in the course will occur within university timelines.
Faculty of Graduate Studies
Other Courses

**Auxiliary course** (designated “X”): Course is not a major requirement of the program but is required by the student's advisor. **Some faculties have designated auxiliary courses that are meant to assist the student to bring the level of knowledge up to the masters level.**

**Audit course** (designated “A”): Course is not taken for credit. No grade is recorded.

**Occasional course** (designated “O”): Course is not a requirement of the program.

**Extra courses which are not actually part of the Master’s or Ph.D. program but which are specified and required by the student’s advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the Department. (Please consult the Departmental supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (NOTE: The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student's advisor and head of the unit must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

Note:
Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the “Registration Revision” section of this Guide.) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.

These kinds course options open opportunities for students, but require permissions from instructors and host departments, as well as the student’s Advisor and the Graduate Chair.

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Non-Academic Aspects of the MFA Program

MFA students are expected to display a commitment to their studies beyond completion of coursework. Students are expected to enrich their studies by attending exhibitions, lectures by guests at the School of Art or within the broader art community. They are also expected to attend and actively participate in open critiques, their own and those of their fellow students, as well as other program activities.

(See the paragraph *Performance Not Related to Coursework* in the Evaluation section for information on how participation in non-academic activities is factored into progress reports.)
Committees and Supervision

When a student is admitted into the program, an Interim Thesis Advisor is appointed to assist them with registration and with assembling a three person advisory committee, which includes the Thesis Advisor. The Graduate Chair will provide each student with a list of faculty qualified to serve as advisors and/or committee members. The Interim Thesis Advisor will either be confirmed as Thesis Advisor, or a new Thesis Advisor will be chosen by the student and appointed by the Graduate Chair.

The Thesis Advisor:
- Is the chair of the student’s advisory committee, and coordinates the advisory committee meetings. Ensures that the feedback from committee meetings is relayed to the student.
- Oversees the student’s program, including giving permission to enroll in or withdraw from coursework outside the core program;
- Signs registration, elective course permissions, committee selection, etc. with either the Graduate Program Chair or the Director.
- Oversees the student’s research,
- Directs research, and supervises the development of the student’s research, studio work and thesis. At the onset of the program, the Advisor and the student will agree on a schedule for meetings and critiques. The Advisor is the leader of the student’s advisory and examining committees.
- The Advisor is the Instructor of Record for Studio Concentration courses (STDO 7010, 7020, 7030, 7040).
- Consults with Graduate Chair regarding any issues that might arise with student’s progress.
- Review the sections on the thesis proposal and the thesis for information about role in those areas.
- Also review Faculty of Graduate Studies Roles and Responsibilities in Appendix 2, or in the FGS handbook.

Faculty members eligible to serve as Advisors must be:
- A member of the Faculty of Graduate Studies (i.e. full time professor);
- Hold a minimum of an M.F.A. degree or an M.A. in Fine Art (or equivalent);
- Be active in research; and
- Have expertise in an area related to the student’s program of study

Thesis Advisory Committee
The role of the Thesis Advisory Committee is to advise the student on a program of study, conduct regular critiques and reviews, and work with the advisor to evaluate the student’s progress through the program.

The Thesis Advisory Committee must be selected in the first term, normally by mid-October when the student meets for the first time with the full 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; and
- 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.

Thesis Advisory Committee members must be:
- A member of the Faculty of Graduate Studies (i.e. fulltime professor);
- School of Art members 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;
• Be active in research; and
• Have expertise in an area related to the student’s program of study.

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

Normally, the Thesis Advisory Committee will transition to serve as the Thesis Examining Committee at the end of the student’s second term in the program. However, if the student deems it in his/her best interest, some or all of the Advisory Committee members may be replaced in the formation of the Thesis Examining Committee. All students forward the names of three recommended Thesis Examining Committee members to the Graduate Chair about 3 weeks before the end of the term before which the work on the Thesis Proposal will begin. The student begins working with the Thesis Examining Committee at the time the thesis proposal is assigned.

The Thesis Advisory Committee consists of three members, with a fourth member, the external examiner, added for the examination of the thesis. It includes:

• The Thesis Advisor;
• 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; and
• One additional faculty member, selected from another Faculty at The University of Manitoba, to serve as an external member for the thesis examination.¹ The External Examiner will be named, approved by the Director of the School of Art, and reported to Faculty of Graduate Studies by September 30.

Thesis Examining Committee members must be:

• A member of the Faculty of Graduate Studies (i.e. fulltime professor);
• The faculty members 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.
• Be active in research; and
• Have expertise in an area related to the student’s program of study.

Frequency of Meetings
The Committee meets as a group twice per term with the student, while individual members meet at least twice per term for one-on-one meetings with the student. A schedule of suggested meeting dates will is included in at the end of this section.

Communication Process Following Formal Critiques
For the purpose of timely and accurate feedback to and evaluation of MFA students, the following procedure is adopted:

1. At the conclusion of each mid-term and term-end formal critique, the student will be excused from the critique room. The Advisor and each committee member will each fill out the MFA Student Assessment form. In the case of graded critiques, typically those at the end of each term, committee members will independently assign a grade to the student. (Advisory grades may be issued at the discretion of the committee at mid-term critiques.) After the end of term critiques in December and April, Advisors will also complete a Faculty of Graduate Studies Progress Report for each student.

2. Committee members will leave their assessments with the Advisor, who will then call the student back into

¹ Note: (from Faculty of Graduate Studies) the external member should be considered arm’s length to the department (i.e. the School of Art). While the definition of “arm’s length” is left to the discretion of the department, be advised that the Faculty of Graduate Studies may require justification for this selection.
the critique space. The student will now be given the opportunity to read the written statements and the FGS report, make responses if desired, and sign them.

3. The Advisor will meet with the Graduate Program Chair to deliver the assessments to provide him/her with an opportunity to review them. Copies of the assessments will be provided by the student, the advisor and the committee members, with the originals kept on file in the graduate program office. The Graduate Program Manager will forward FGS Progress Reports by appropriate dates.

4. Grades: Graded assessments are typically provided at the end of the term. “B” is the lowest acceptable grade for Studio Concentration. It is the responsibility of the Graduate Program Manager to report a grade of less than “B” to Faculty of Graduate Studies.

Meeting Schedule for MFA Students and Thesis Advisory/Examining Committees
Meetings between the committee members and student are to take place in the student’s studio or other location as agreed by both parties, and are for informal critiques, progress checks, and to keep members abreast of student activity. The recommended schedule of meetings is included in the course outline for Studio Concentration and/or program schedule that is distributed to students and all committee members.

Transition from First to Second Year
The conclusion of the first two terms of the program is a transitional period for the student, when decisions are made about thesis topics and Examining Committee membership, and work progresses on the thesis proposal. The agenda for the final Winter term meeting with the full Thesis Advisory Committee not only includes assessments of the students work to date (Studio Concentration 2 assessment and Graduate Studies Progress Report), but a discussion and approval of the thesis topic, setting a date for the oral examination of the thesis proposal, and confirmation of any changes to the committee, for the student may choose to retain all the members of the Thesis Advisory Committee for their Thesis Examining Committee, or if it is in their best interest, may choose new members for their Examining Committee.

An External Examiner will become the fourth member of the Thesis Examining Committee in time for the Oral Thesis Examination, and must be named by the student, contacted by the MFA Program Manager, and approved by the Advisor and Director of the School of Art. The name of the thesis examiner should be put forward by the end of the third term in the program, and be concluded no less than two months before the student’s thesis oral examination to ensure that there is an appropriate amount of time for the External Examiner to prepare for the exam.

The External Examiner does not participate in the examination of the oral examination of the thesis proposal.
**Master of Fine Art Thesis**

**Introduction and Definition**
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.

Students first complete a thesis proposal and examination, and with its successful completion and examination, proceed to the production of their thesis.

**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. The Thesis Exhibition is the primary component of the M.F.A. Thesis.
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.

Work on the thesis normally begins at the end of the winter term in their first year when the students elect their Thesis Examining Committees and begin working on their thesis proposal. See chapter on Committees and Supervision for more information about the Thesis Examining Committee.

**The Thesis Topic and Proposal**
At the time of the final critique by the Thesis Advisory Committee (usually in April), if the Committee has agreed that the student’s progress is satisfactory, the student will submit their thesis topic for approval by their Committee.

With guidance from the Thesis Examining Committee, the student will prepare a thesis proposal. It is normally completed by the end of June in the first year of the program and defended at an oral examination with the Examining Committee. With the successful completion of the thesis proposal, students begin working on their thesis.

The proposal will include:

1. Proposed title;
2. A brief statement on the nature, scope and objective of the project (maximum 500 words);
3. A preliminary outline 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 their recommendation, it will be submitted to the Faculty of Graduate Studies on the Master’s Thesis/Practicum Proposal form.

At the time the Thesis Proposal is submitted, or during the examination, the student may indicate their intention to graduate either in the spring or the fall of the following year. The Examining Committee may also indicate to the student whether they think the student be ready to present their thesis in the winter for spring convocation or in summer for fall graduation. However, the formal recommendation, particularly for the winter thesis presentation, will occur formally at the end of the fall term.

**Submission and Defense of the Thesis Proposal**
The first draft of the Thesis Proposal is submitted to the Advisor only, and the Advisor has one week to review and comment. The second draft is also submitted to the Advisor only, who again has one week to review and comment. The final draft is submitted to the Examining Committee as well as the Director of the School of Art.

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2 Comprehensive information about the thesis proposal is provided to students and committee members at the end of the student’s second term in the program. Document: *Master of Fine Thesis Proposal Guidelines*. 
Thesis Proposal Examination
The Thesis Proposal Examination is to be chaired by the student’s advisor.

Step 1. The student presents a 10-minute summary of the written Thesis Proposal with digital images to support the presentation. The talk should identify how the proposal is leading towards the development of the research and work for the thesis exhibition. The student may also present actual artworks and models in support of the proposal.

Step 2. Following the presentation, the committee will have 20 – 25 minutes to discuss the proposal with the student, asking any questions necessary to assess what the student is proposing.

Step 3. In a closed session the committee will have 20 – 25 minutes to make an assessment and evaluation of the proposal. The committee will make recommendations as to further investigation or modifications to the student’s proposal:

1. Acceptable without modification or with minor revision(s)
2. Acceptable subject to modification and/or revision(s)
3. Not acceptable

All recommendations are made by the student’s advisor in writing, and given to the student immediately.

Outcomes:
If there are no modifications or revisions to the proposal, all Examining Committee members will sign the Master's Thesis/Practicum Proposal form, and the Advisor will forward it to the Graduate Program Chair.

1. If there are minor modifications or revisions to the proposal, the Committee members will sign the Master's Thesis/Practicum Proposal form with the stipulation that the Advisor is responsible for ensuring that requisite changes are made. The Advisor will forward the form to the Graduate Program Chair by June 30.
2. If more substantial modifications or revisions are required, the full committee will review the revised proposal, and if satisfied with the amended proposal, will sign the Master's Thesis/Practicum Proposal form. The Advisor is responsible for ensuring that the student and the committee follow through with the revisions and review, and that this happens in time to forward the form the Graduate Program Chair by June 30.
3. If the thesis proposal is not acceptable, the student will be required to revise it and re-present it at a later date agreed upon by the student and the committee. This result will be communicated to the Graduate Program Chair by June 30 on the Master's Thesis/Practicum Proposal form, along with a proposed date for the second presentation.

Step 4. The Director of the School of Art will sign the Master's Thesis/Practicum Proposal form and it will be submitted to Faculty of Graduate Studies.

The Thesis
The Master of Fine Art Thesis consists of two parts: the thesis exhibition and the thesis statement. The exhibition is the primary component of the thesis. The document that represents the thesis includes the thesis statement and documentation of the exhibition and the works within the exhibition.

Thesis Exhibition and Thesis Statement
At the end of the penultimate term in the program, the student’s Examining Committee will determine the readiness of the student to present their thesis exhibition and thesis statement for examination. If it is agreed that the student’s research and studio have progressed sufficiently, the Advisor will inform the Chair of the Committee’s determination, and the Chair will issue an invitation to exhibit to the student.

The thesis exhibition can presented only with the full endorsement of all members of the examining committee, with the exception of the external examiner.

The Thesis Exhibition
The culmination of the student’s research and studio work is the thesis exhibition, which presented for
examination by the student’s Thesis Examining Committee. The scheduling and location of the exhibition is determined well in advance of the presentation of the exhibition and oral examination.

The Thesis Statement
The thesis statement is a written document that clarifies and amplifies the intention, sources and research for the M.F.A. exhibition. The maximum length is 15 pages of text, and a bibliography is required. The formatting of the thesis statement follows the University’s guidelines for the thesis.

The statement is reviewed by the Thesis Examining Committee, and modifications and revisions are recommended before it is formally distributed to the full examining committee and external examiner for evaluation and examination.

The Thesis Examination
The Graduate Chair arranges for the distribution of the thesis statement to the members of the Thesis Examining Committee and notifies the Faculty of Graduate Studies at the time that the thesis statement has been distributed for examination.

The student will install the thesis exhibition for evaluation within two months from the date of distribution of the written thesis, as per the dates indicated in the letter of invitation issued to the student by the Graduate Chair. The Chair will notify the Thesis Examining Committee about the date, time and place of the thesis exhibition examination no less than ten working days in advance. All Committee members are required to review both the Thesis Statement and the Thesis Exhibition before the examination. The examination is open to all members of the School of Art, the University and invited guests.

The Graduate Chair will chair the examination. Where the Graduate Chair is a member of a student’s committee, the Director or designate will take the role.

In the location of the exhibition, the student will make a 15–20 minute oral presentation on the nature and significance of the exhibition as well as the content of the thesis statement. No questions will be permitted until the presentation is complete.

Each member of the Thesis Examining Committee will then question the candidate in turn. When the Thesis Examining Committee has completed the examination, guests may ask the student questions, if time allows.

Evaluation
At the conclusion of the examination, the Thesis Examining Committee meets in a closed session to approve both the thesis exhibition and thesis statement, and to determine any revisions required prior to submission to the Faculty of Graduate Studies. Decisions are made by a simple majority of the members of the Examining Committee, and the chair of the examination will break a tie vote should it occur. Both components of the thesis must be deemed acceptable for the thesis to be approved.

The thesis exhibition, with the oral presentation, is the primary component of the thesis and is evaluated as acceptable or not acceptable.

If the thesis exhibition is deemed not acceptable, the Thesis Examining Committee will make recommendations for revisions or modification in writing and the student will be required to re-present the thesis exhibition at a later date, normally by the end of the following term.

If revisions are required to the thesis statement, the Thesis Advisor will outline these in writing, and will include the timeline within which the revisions must be complete. If substantial revisions are required, the student must complete them within eight weeks of the examination.

If the thesis statement is deemed not acceptable, it is still possible to pass the exhibition.

Final Report
The acceptability of the thesis as satisfying in part the requirements of the M.F.A. Program is reported to Faculty
of Graduate Studies on a form to be signed by all examiners. The Advisor is responsible for ensuring that all required signatures are acquired prior to the submission date for the thesis.

This report is given to the student to accompany the copy of the thesis that is submitted to the Faculty of Graduate Studies.

Submission of the Thesis to MSpace
The University of Manitoba requires graduate students to submit their thesis as a digital copy (the official version) to MSpace, the University Libraries’ digital repository.

The contents of the MFA thesis document include the thesis statement and documentation of the thesis exhibition installation and the individual artworks within it; a list of artworks in the exhibition that includes title, medium, size, date, etc., the exhibition title, dates and location of the exhibition; and if available, a copy of the exhibition invitation. Still, moving, audio, and other works that are part of the exhibition may be included. Everyone is provided with comprehensive guidelines for the MFA thesis.

Conformity to Faculty of Graduate Studies Regulations

In addition to the regulations outlined 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.
Evaluation

Students are required to maintain satisfactory academic performance throughout the program, indicated by a cumulative grade point average of 3.0 (B). For all M.F.A. core and elective courses, with the exception of Studio Concentration, the minimum passing grade is “C+” in each course. Failure in a course is indicated by a grade of C, or lower. 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 Studio Concentration course is indicated by a C+ or lower.

Students’ performance in Studio Concentration 1 & 2 is assessed by their Thesis Advisory Committee, while Studio Concentration 3 & 4 are assessed by their Thesis Examining Committee. (Information about this committee can be found under the section “Master of Fine Art Thesis”.)

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.

Reporting Academic Performance to Faculty of Graduate Studies

Student progress is reported regularly (at least twice a year) 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.

Performance Not Related to Coursework

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 student’s 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 Committees. Failure to meet expectations such that a “recommendation for remedial action is required” will be considered a first warning. Failure of a student to respond with satisfactory improvement in performance may result in a recommendation by the Director of the School of Art to the Dean of Graduate Studies that the student withdraw from the program.

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.

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.
### Sample Critical Path for Thesis Exhibition

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Frame</th>
<th>Who does</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Director/Curator meets with student following the confirmation by Graduate Chair's of endorsement to proceed with thesis</td>
<td>2 – 3 months before exhibition</td>
<td></td>
</tr>
<tr>
<td>Technician contracted for 2-3 days</td>
<td>6 to 8 wks before opening</td>
<td>Gallery</td>
</tr>
<tr>
<td>Text for exhibition signage and posters to Gallery</td>
<td>3 wks before opening</td>
<td>Student</td>
</tr>
<tr>
<td>Text edited, then sent to production house</td>
<td>3 wks before opening</td>
<td>Gallery</td>
</tr>
<tr>
<td>Invitations / Posters pdf produced and distributed</td>
<td>2.5 wks before opening</td>
<td>Student, Program MGR</td>
</tr>
<tr>
<td>Press release drafted and edited</td>
<td>10 days before opening</td>
<td>Student, Program MGR</td>
</tr>
<tr>
<td>Press release distributed</td>
<td>10 days before opening</td>
<td>Student, Program MGR</td>
</tr>
<tr>
<td>Labels produced in-house</td>
<td>10 days before opening</td>
<td>Student</td>
</tr>
<tr>
<td>Delivery of work to gallery</td>
<td>4 to 7 days before opening</td>
<td>Student/Truck Messenger</td>
</tr>
<tr>
<td>Installation commences</td>
<td>4 to 7 days before opening</td>
<td>Student</td>
</tr>
<tr>
<td>Installation technician works with students</td>
<td>2 to 3 days during installation period</td>
<td>Student</td>
</tr>
<tr>
<td>Installation completed</td>
<td>Day before opening</td>
<td>Student</td>
</tr>
<tr>
<td>Opening reception</td>
<td>Either at opening or closing of exhibition</td>
<td>Student</td>
</tr>
<tr>
<td>Installation photography</td>
<td>During exhibition</td>
<td>Student</td>
</tr>
<tr>
<td>Exhibitions take down</td>
<td>Begin Monday after closing</td>
<td>Student</td>
</tr>
<tr>
<td>Walls repaired and repainted by technician</td>
<td>During take down</td>
<td>Technician</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Within two weeks of take down</td>
<td></td>
</tr>
</tbody>
</table>

The School of Art and Gallery provide the following:

- Some time with technician to install show
- Exhibition signage and didactic panels
- Food and drink for the exhibition reception (ordered by MFA program)*
- Publicity via email to gallery and school list.

Students are responsible for:

- Respecting the parameters of the gallery as communicated by the Director/Curator.
- Creating an invitation/poster to promote the exhibition. It may be based on a template provided by the School of Art.

Other: Students are encouraged to discuss their exhibition requirements with the Grad Chair and Gallery Director/Curator well in advance of the exhibition installation.
Completing the Program

To graduate from the MFA program, the student will have:

1. Completed the 27 credit hours of coursework
2. Presented their thesis exhibition
3. Written their thesis statement
4. Passed the oral examination on the thesis
5. Submitted their thesis to both Faculty of Graduate Studies and MSpace by the required date.

Program Time Requirements

The M.F. A. program is designed to be completed in two years of full-time study, and will generally require students to maintain their registration and program of research during the spring and summer.

If a student plans to take time off from the program for a significant amount of time during the summer, it is advisable to request a leave of absence. These requests are normally filed for fall, winter, or spring/summer. The student must consult their advisor prior to taking a leave of absence. The Faculty of Graduate Studies must also approve the request.

<table>
<thead>
<tr>
<th>M.F.A. PROGRAM OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1, Term 1</strong></td>
</tr>
<tr>
<td>• Program begins, Student meets with Advisor</td>
</tr>
<tr>
<td>• Coursework: Studio Concentration 1 &amp; Graduate Seminar 1</td>
</tr>
<tr>
<td>• Student’s Thesis Advisory Committee elected (including Advisor);</td>
</tr>
<tr>
<td>• First graded critique with full Thesis Advisory Committee</td>
</tr>
<tr>
<td>• Advisor-Student Guidelines completed</td>
</tr>
<tr>
<td>• First Progress Report completed</td>
</tr>
<tr>
<td><strong>Year 1, Term 2</strong></td>
</tr>
<tr>
<td>• Coursework: Studio Concentration 2, Graduate Seminar 2, enroll in 1st of 2 electives</td>
</tr>
<tr>
<td>• Thesis topic chosen, and work on thesis proposal begins</td>
</tr>
<tr>
<td>• Year 1 final assessment critique and year end meeting with full Thesis Advisory Committee</td>
</tr>
<tr>
<td>• Second Progress Report completed</td>
</tr>
<tr>
<td>• Thesis Proposal first draft completed</td>
</tr>
<tr>
<td>• The Thesis Advisory 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</td>
</tr>
<tr>
<td>• Election of Thesis Examining Committee (May be the existing Advisory Committee members)</td>
</tr>
<tr>
<td><strong>Year 1, Summer Session</strong></td>
</tr>
<tr>
<td>• Final draft of thesis proposal submitted and examined</td>
</tr>
<tr>
<td><strong>Year 2, Term 1</strong></td>
</tr>
<tr>
<td>• Orientation – Summer progress exhibition presented</td>
</tr>
<tr>
<td>• Coursework: Studio Concentration 3, Graduate Seminar 3, enroll in 2nd of 2 electives</td>
</tr>
<tr>
<td>• Initial meeting with Gallery regarding planning of thesis exhibition</td>
</tr>
<tr>
<td>• Third formal graded critique</td>
</tr>
<tr>
<td>• Third Progress Report completed</td>
</tr>
<tr>
<td>• External Examiner appointed</td>
</tr>
<tr>
<td><strong>Year 2, Term 2</strong></td>
</tr>
<tr>
<td>• Coursework: Studio Concentration 4 (coursework now complete)</td>
</tr>
<tr>
<td>• Final Critique with Examining Committee</td>
</tr>
<tr>
<td>• Recommendation to present exhibition in June for fall convocation</td>
</tr>
<tr>
<td>• Register for GRAD 7200 Thesis/Studio Exhibition</td>
</tr>
<tr>
<td><strong>Year 2, Summer Session</strong></td>
</tr>
<tr>
<td>• Thesis exhibition presented and examined</td>
</tr>
<tr>
<td>• Thesis (thesis statement and exhibition documentation) submitted to Faculty of Graduate studies for October convocation</td>
</tr>
</tbody>
</table>
Convocation

Faculty of Graduate Studies reviews student files after the thesis has been submitted, and assembles the list of graduating students. Graduate students are not required to apply to graduate.

Appeals

(Also see Appendix 3: Complaint Handling Guide for Students, Faculty/Staff)

MFA 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)

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.

Faculty of Graduate Studies: Academic Appeals Process
See chart on following page.
Faculty of Graduate Studies: Chart Showing Academic Appeals Process

**Appealable decisions: 2 Routes**

- **Program: Faculty, School, Department**
- **Faculty of Graduate Studies**

**Student options**

**If Program decision**

1. **1st exhaust all Program based options**
2. **If appeal not resolved at Program level**

**If FGS decision**

1. **Submit appeal to Associate Dean, FGS**
   - **Appeal Granted**
   - **Appeal Denied**
     - **Appeal Denial to Dean, FGS**
     - **FGS Appeals Comm. (LDC)**
     - **Senate (UDC)**

---

1. Program based appeal options vary by Faculty, School, Department. Please consult with Graduate Program Chair and/or Student Advocacy for further information.
2. If new information and/or a different basis for the appeal is submitted to the AD FGS, consultation will take place the Program level authorities to determine whether the added information would result in a different decision (e.g., compromise) – if not, continues through the appeal process.

Source: Faculty of Graduate Studies
School and Campus Facilities & Programs

The Architecture/Fine Arts Library
The Architecture/Fine Arts Library houses the largest collection of information on art, design and planning in the province of Manitoba. It boasts a collection of 38,900 art books, about 75 print art and art history journals, maintains subscriptions to journals online through JSTOR, Proquest, EBSCO, and others offering access to over 200 e-journals titles under the category "architecture/fine and decorative arts". The library subscribes to the online image library, ArtSTOR.

The library is represented on the School Council and welcomes suggestions for additions to library holdings.

Visiting Artists
The School of Art visiting artist program enriches student experience through exposure to the real practices of artists and other art professionals, as well as through opportunities for students to interact with guests both formally and informally. Graduate students are offered opportunities for studio visits with guest artists.

School of Art Gallery
The School of Art Gallery offers a curated program of exhibitions and guest artists. In 2012 it moved into a large new space in ARTlab with enlarged exhibition facilities and vaults for collection storage. The gallery maintains a permanent collection of historical and contemporary artworks, primarily with a Manitoba connection. It also holds artworks from the FitzGerald Study Collection.

Architecture II Gallery
The Faculty of Architecture presents exhibitions in this gallery space in the Architecture II building. This gallery was the original exhibition space for the School of Art when it occupied the building.

Gallery of Student Art (GOSA)
The Gallery of Student Art (GOSA) is a student-run and student-funded gallery space centrally located in University Centre. The gallery’s mandate is to promote student art and design work at the University of Manitoba. A coordinator and oversight committee run the gallery. Proposals for shows are encouraged for submission from any student or group of students.

Student Representation

School of Art
Graduate students hold positions on School of Art standing committees, including the School Council, Graduate Program Committee, and the Undergraduate Program Committee.

Graduate Student Association (UMGSA)
MFA Students may elect a representative to the University of Manitoba Graduate Student Association. A representative’s service will be included on their co-curricular record. www.umgsa.org/
Student Funding

This section offers information about student funding opportunities available from both the University of Manitoba and external sources. It is not an exhaustive list, so students must acquaint themselves with additional opportunities. As well, some opportunities may require additional research to determine appropriateness to the student's situation. Students are also responsible for verifying application deadlines.

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 Faculty of Graduate Studies sends all graduate students a weekly email listing awards and deadlines. Visit the Faculty of Graduate Studies on Facebook for the list of Upcoming Award and Funding Deadlines. http://www.facebook.com/umgradstudies

School of Art Scholarships and Awards

The School of Art is the beneficiary of a number of scholarships for MFA students. Calls for submissions for each of the bursaries are circulated to students in advance of the deadline for application.

Travel funds

A one-time award of $300 to support travel for full-time MFA students to a conference or other developmental event, particularly when there is no other University source of funds. Contact the MFA Program Manager for more information. Deadline: 3–4 weeks before travel.

David and Gursh Barnard Graduate Scholarship in Fine Arts

One scholarship for full-time graduate student in the second year of the Master of Fine Arts program who has produced a highly ranked body of work in the first year of the program. Deadline: TBA Summer 2016

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 Summer 2016

Rosemary and Cliff Kowalsky Scholarship

One scholarship for a student enrolled in the second year of the MFA program having achieved a DGPA of 3.5 (or equivalent) based on coursework in the first year. Deadline: TBA Summer 2016

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 Master's Thesis. Deadline: TBA Summer 2016

Through the University of Manitoba

University of Manitoba Graduate Fellowship (UMGF)

Departments receive a quota based on enrollment. The value of the fellowship is $12,000 over a 12-month period. Being newly launched, the MFA program is in the process of establishing a rhythm of awards. The recipient of the award is determined upon admission into the program based on statement of intent and grade point average.

Manitoba Graduate Scholarship (MGF)

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). MGS decisions are made by Faculty of Graduate Studies based on the most highly ranked recipients of the graduate fellowship. Highly ranked new Master’s UMGF recipients may be upgraded to the MGS for Master’s students. 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: 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. Tri-council eligible students who do not apply for a tri-council 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 the Graduate Awards Officer.

University of Manitoba Graduate Students Association (GSA)

The Graduate Students’ Association confers peer-to-peer recognition of fellow graduate students who are currently not recognized by the University of Manitoba Graduate Fellowship or other national awards. The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.

Two awards valued at $12,000 each will be offered to students who: 1. are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master’s (not pre-Master’s) program; 2. do not hold any major fellowships [including, but not limited to, SSHRC, NSERC, CIHR, MHRC, UMGF]; 3. have contributed to society through scholarship and community involvement.

Deadline: May. Visit the Graduate Students’ Association web site at www.umgsa.org/home for more information and an online application. Email: gsa@umgsa.org Updated: May 6, 2013.

Department Grants are available to departmental Graduate Student 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/Travel 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. Apply online through Student Aurora before October 1.

The Innovation, Stewardship, and Excellence (ISE): The GSA also administers the Innovation, Stewardship, and Excellence (ISE) awards; also more commonly known 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.
External Organizations

SSHRC (Social Sciences and Humanities Research Council of Canada): Joseph-Armand Bombardier
Canada Graduate Scholarships Program—Master's Scholarships
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.

Students apply online before December 1. Faculty of Graduate Studies reviews the applications and the results of the competition are announced late winter/early spring. Faculty of Graduate Studies makes the announcements to both the students and the public.

Application deadlines: December 1. Value: $17,500. Duration: 12 months

Inspire Institute
Indspire is a non-government organization that supports Indigenous education. It partners with government and corporations to disburse funds to Indigenous youth across Canada, including Fine Arts students. The application date for Fine Arts applications for bursaries and scholarships is May 1.

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.


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.


Elizabeth Greenshields Foundation
Research Fields painting, drawing, sculpture, printmaking

Categories: Fine Arts

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 precludes 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.

Application Details: Visit the Elizabeth Greenshields Foundation web site for more information or to download an application form: http://www.elizabethgreenshieldsfoundation.org/main.html

Other Provincial and Federal Funds

Manitoba Arts Council
**Student Bursary Program. Deadline: June 1**
Up to $3,000 for Graduate Students studying in Canada. Permanent Manitoba residents are eligible.
**Contact:** Kristen Pauch-Nolin, Program Consultant at 945-3384
kpauch-nolin@artscouncil.mb.ca
www.artscouncil.mb.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).

**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 is March 1 of each year.

**International Graduate Student Bursary (IGSB)**
Awarding of this bursary is based on grade point average and verification of need. It will help to provide financial aid in subsequent years when full tuition fee is required, and is administered by the Financial Aid and Awards Office.

**Commonwealth Scholarships [go to their website]**
Australia, India, New Zealand, and the United Kingdom are involved in this program. In addition to those countries the following commonwealth countries offer awards in some years: Ghana, Jamaica, Nigeria, Sierra Leone, Sri Lanka, Trinidad & Tobago. You would apply for this in your home country.

**Government of Canada Awards [go to their website]**
A cultural exchange program with these countries: France, Germany, Italy, Japan and Mexico. Contact the ministry or department concerned with study and training in your home country.

**Canadian International Development Agency (CIDA) [go to their website]**
This award is restricted to countries with which Canada has established a bi-lateral agreement. Contact the ministry or department concerned with study and training in your home country.

**Joint Japan/World Bank Graduate Scholarship [go to their website]**
For students in a graduate studies program leading to a higher degree in a development-related social science.
Must be a national of a World Bank member country and must hold a bachelor’s degree or its equivalent in the social sciences, law, business or public administration, or any other development-related technical discipline.

**American citizens**
American citizens may be eligible for the G.I. Bill of Rights and/or the Higher Education Assistance Plan. Inquire approximately one year in advance to your home State’s Department of Education.

American citizens are eligible to apply for Fulbright Graduate Scholarships. For more information, visit their website [here](#).

**Organization of American States (OAS) Fellowships**
Applicants must be citizens or permanent residents of an OAS member country, with a university degree or who have demonstrated ability to pursue advanced studies in the field chosen. OAS member States are: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Costa Rica, Chile, Dominica, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Dominican Republic, St. Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay and Venezuela. Candidates must know the language of the study country.

Application forms should be obtained the National Liaison Office (ONE) in the applicant's country of origin. Applications should be presented sufficiently in advance with all the required documentation. The deadline for presentation of applications to National Liaison office (ONE) differs from country to country and should therefore be confirmed with the relevant ONE in the applicant’s country of origin.

**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](http://www.rbc.com/sponsorship/paintingcompetition/index.html)

**Joseph Plaskett Award**
Funded by The Joseph Plaskett Foundation and 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. Candidates for this award must be 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](http://www.joeplaskett.com/home.php)
EMPLOYMENT & PROFESSIONAL DEVELOPMENT

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 teaching assistantships to students from time to time 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

Studio Assistantships
The School of Art has employment opportunities from time to time for students as studio assistants, positions that support studio and teaching activities throughout the School.

Professional Development

University Teaching Services (UTS)
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

Faculty of Graduate Studies
The Faculty of Graduate Studies offers not-for-credit workshops are designed to help graduate students navigate their programs and prepare them to transfer their skills and knowledge into the workplace; whether in a traditional academic setting, or in for-profit or not-for-profit organizations.
Master of Fine Art Program Governance

Graduate Program Committee
The Graduate Program Committee is a Standing Committee of the School of Art School Council. It is the policy-making body for the School of Art M.F.A. Program.

Membership
The Graduate Program Committee includes members nominated and elected by a vote of the School Council, as well as those appointed by the Director, and elected from the graduate student body. Faculty eligible to serve on the Committee must be members of the Faculty of Graduate Studies. (See end of chapter for information on FGS membership). Committee membership consists of:

- Two members elected from among eligible faculty members. The term of appointment is for two years, with one member’s term ending on an alternate year.
- Two members appointed by the Director from among eligible faculty members. The term of appointment is for two years, with one member’s term ending on an alternate year.
- The Graduate Program Manager who acts as Secretary.
- Two Master of Fine Art (M.F.A.) students, one second-year and one first-year student, elected from the student body, for a term of one year. When confidential student academic issues or issues of a potential conflict of interest are discussed, student representatives will be asked to leave the meeting.

As it is often necessary to have the advice of administrators and eligible faculty members concerning student qualifications, student histories etc., the Graduate Chair may invite individuals to attend committee meetings for consultation (but without voting privileges). The consulting members of the Committee are:

- Eligible faculty members,
- Representatives from the Faculty of Graduate Studies Dean’s office,
- Other consulting members on the invitation of the Graduate Chair.

Elected or appointed members will not hold membership on the Graduate Program Committee concurrent with membership on the Undergraduate Program Committee.

Chair of the Graduate Program
One of the four faculty members of the Committee will be appointed “Graduate Chair” by the Director of the School of Art for a two-year term.

The Chair of the Graduate Program:
- Chairs meetings of the Graduate Program Committee and sub-committees;
- Is a member of the Faculty of Graduate Studies Council, if elected as chair by the SOA School Council. (In addition to the Director or Dean, each graduate program has an elected representative [who could be the Grad Chair or another member of the Grad Committee]);
- Advises potential students with non-standard backgrounds on suitability of program;
- Approves core and elective M.F.A. coursework;
- Appoints/assigns the Interim Thesis Advisor for each student in time to notify student in admission letter;
- Oversees Thesis Advisory Committee and Thesis Examining Committee for each student;
- Arranges for distribution of copies of thesis for examination;
- Chairs the final examination and oral defense;
- Signatory of documents to go forward to Faculty of Graduate Studies;

Powers and Duties of the Graduate Program Committee
The Graduate Program Committee is a standing committee of the School of Art School Council. It is the policy making body for the School of Art Master of Fine Art Program and meets to consider curriculum-related issues; review administration of the program; consider student requests and appeals; recommend on awards; and process students into and out of the program. All committees shall conduct business in alignment within the mission, values and strategic goals of the School of Art.

The Committee meets regularly to consider matters regarding program governance, administration and delivery:
• Review and revision of curriculum.
• Review and revision of program policies and practices.
• Recommend admission of students into the program through the Graduate Admissions Sub-Committee, which reviews all complete applications for admission and recommends the candidates’ suitability for admission to the Graduate Program Committee.
• Recommend on scholarships, bursaries and awards.
• Recommendation of remedial action for students with deficient grades or in academic difficulty.
• Student requests, discipline issues, and appeals.
• Confirms that applicants for graduation have met academic requirements and are qualified to receive the M.F.A. degree.

Meetings
Meetings of the Graduate Program Committee are called by the Graduate Chair or designate. Quorum for all meetings shall be 50% plus one of the membership. Decisions will be made by majority vote. The Chair shall vote only to break a tie. The Committee's decisions will be recorded after each meeting, and a cumulative record of all minutes maintained in the Office of the Director.

Graduate Admissions Sub-Committee
The Graduate Admissions Sub-Committee is appointed by the Graduate Program Committee. In consultation with the Director of the School of Art, it is struck annually to review applications to the M.F.A. Program and to recommend admission of students to the Faculty of Graduate Studies.

Membership
The composition of the Sub-Committee reflects the studio and materials practice focus of the MFA program. Before the Sub-Committee is struck, the Chair of the Graduate Program and Graduate Program Manager will review the applications to establish the range of studio interests, and then will work with the Director of the School of Art to recommend the appointment of faculty members not currently serving on the Graduate Program Committee. Committee membership consists of:

• Chair of the Graduate Program;
• Members of the Graduate Program Committee, chosen by the Graduate Program Committee;
• Additional faculty members of the School of Art appointed for the purpose of breadth or expertise through a Memorandum of Understanding by the Director of the School of Art;
• Director of the School of Art (ex officio);
• The Graduate Program Manager who acts as secretary.

Meetings
Meetings of the Graduate Admissions Sub-Committee are called by the Graduate Chair or designate. Quorum for all meetings shall be 75% of the members. Decisions will be made by consensus. The Sub-Committee's decisions will be recorded after each meeting, and a cumulative record of all minutes will be maintained in the Office of the Director.

Guidelines for Review of Applications
The review of the applications will proceed as follows:

1. Prior to the meeting, each Sub-Committee member will review all applications, and will rank them according to the approved evaluation criteria supplied by the Graduate Program Committee.
2. At the meeting, the Sub-Committee will review and discuss the applications, and establish a final ranking for the applications.
3. Results will be arrived at by the Sub-Committee through consensus and then reported to the Graduate Program Committee.
Faculty of Graduate Studies Academic Membership

All full-time members of the academic staff of the University of Manitoba who hold the rank of Assistant Professor or above; those who have been appointed to the rank of Professor Emeritus/Emerita, Senior Scholar, Distinguished Professor, or Distinguished Professor Emeritus/Emerita; those who have been appointed as Adjunct Professors.

Full-time Faculty who are "Members of the Faculty of Graduate Studies" and subsequently take a reduced appointment, at age 69 due to the Collective Agreement, or at other times, should continue to be treated as full-time "Members of the Faculty of Graduate Studies."

Those members of the academic staff of the University of Manitoba who do not hold the rank of Assistant Professor or above, but whom the Vice-President (Academic) and Provost has approved upon the basis of recommendations from the Head of the faculty member's department or unit and from the Head of the department or unit in which the work will be done. Such appointments are held for the specific period of time (not to exceed 3 years) necessary to complete the relevant teaching or supervision.

Those administrative officers of the University of Manitoba as may be appointed by the Board of Governors.
APPENDIX 1: MFA Course Descriptions

STDO 7010 Studio Concentration 1 Cr. Hrs. 3
Advanced individual instruction and critique in the student’s chosen studio area by faculty and visiting artists. Course objectives are defined by the parameters of the medium in collaboration with the student’s Advisory Committee. Students are expected to demonstrate conceptual and technical growth in their work.

STDO 7020 Studio Concentration 2 Cr. Hrs. 3
A continuation of Studio Concentration 1. Advanced individual instruction and critique in the student’s chosen studio area by faculty and visiting artists. Course objectives are defined by the parameters of the medium in collaboration with the student’s Advisory Committee. Students are expected to demonstrate conceptual and technical growth in their work.

STDO 7030 Studio Concentration 3 Cr. Hrs. 3
A continuation of Studio Concentration 2. Advanced individual instruction and critique in the student’s chosen studio area by faculty and visiting artists. Course objectives will be defined by the parameters of the medium in collaboration with the student’s Advisory Committee. Students are expected to demonstrate conceptual and technical growth in their work to a level considered professional by others involved in professional practice in the studio discipline.

STDO 7040 Studio Concentration 4 Cr. Hrs. 3
A continuation of Studio Concentration 3. Advanced individual instruction in the student’s chosen studio area by faculty and visiting artists, culminating in the thesis exhibition. Course objectives will be defined by the parameters of the medium in collaboration with the student’s Advisory Committee. Students are expected to demonstrate conceptual and technical growth in their work to a level considered professional by others involved in professional practice in the studio discipline.

STDO 7110 Graduate Seminar 1 Cr. Hrs. 3
An investigation of contemporary art concepts in the context of the studio program of work. Topics are at the discretion of the instructor.

STDO 7120 Graduate Seminar 2 Cr. Hrs. 3
A continuation of Graduate Seminar 1. An investigation of contemporary art concepts in the context of the studio program of work. Topics are at the discretion of the instructor.

STDO 7130 Graduate Seminar 3 Cr. Hrs. 3
A continuation of Graduate Seminar 2. An investigation of contemporary art concepts in the context of the studio program of work. Topics are at the discretion of the instructor.

GRAD 7200 M.F.A. Thesis/Studio Exhibition
The MFA Thesis is comprised of 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.

Electives:
Students must complete 6 credit hours of elective courses that may be selected from courses offered by the School of Art or from other faculties.
APPENDIX 2: Complaint Handling Guide for Students, Faculty/Staff


A. GENERAL PURPOSE
This guide was prepared by the Executive Director of Student Services, on behalf of Student Advocacy, in consultation with the Ombudsman.

The purpose of this document is to provide guidelines for the handling of student complaints which are not otherwise addressed by other policies and procedures. Where a matter falls under the Senate Academic Appeals Procedures, Student Discipline By-Law or the Respectful Work and Learning Environment Policy, then the applicable policy and procedures shall be followed as outlined therein.

Providing guidelines will allow for consistency and fairness in addressing issues and complaints in a timely and efficient manner.

B. THE PRINCIPLES OF PROCEDURAL FAIRNESS
1. A fair process means that concerns or complaints shall be heard fairly and that decisions will be made by fair and unbiased decision-makers.
2. A complainant (for the purposes of this document, a student) has the right to bring forward a complaint without the fear of retaliation.
3. A complainant has the right to have the matter addressed in a timely manner by an appropriate Administrator who is not in a conflict of interest and who can address the concerns without bias.
4. The person against whom the complaint is made (hereinafter referred to as “The Respondent”) shall have the right to respond to any complaint which is brought forward to him/her.
5. The complainant has the right to be informed of the respondent's response and reply to it.
6. Both parties have the right to know how the matter was addressed and/or resolved. Consideration shall be given to confidentiality under UMFA Collective Agreement.
7. Although it is preferable to resolve a matter on an informal basis, the complainant and respondent have the right to be informed about all formal avenues of recourse which may be available.

C. PROCESS FOR STUDENTS BRINGING FORWARD A COMPLAINT
1. A complainant bringing forward a complaint shall, in the first instance, attempt to resolve the situation by speaking to the person involved e.g. professor or in the case of a graduate student, the student’s supervisor.
2. Where the matter can not be resolved to the complainant’s satisfaction at that initial level, the complainant, if proceeding with the complaint, shall bring the complaint to the attention of the department head or to the chair of the graduate committee, in the case of a graduate student.
3. Where the matter cannot be resolved at the department level or with the chair of the graduate committee, the complainant has the option of bringing the complaint to the attention of the Dean (in many faculties and schools, including the Faculty of Graduate Studies, there is an Associate Dean who is designated to receive such complaints).
4. At any one of the three levels described above, the complainant may access assistance from offices such as: Student Advocacy, University of Manitoba Students’ Union, Graduate Students’ Association and Equity Services.
5. Normally the Ombudsman’s services are available to the complainant after all levels of conflict resolution and all levels of the formal appeal process have been exhausted.

D. THE ADMINISTRATIVE OFFICER’S ROLE
(For the purposes of this document the Administrator is any University of Manitoba employee who has the authority to hear and make decisions about student matters e.g. department heads, associate deans, graduate student supervisors, chairs of graduate committees, directors and deans.)

1. To provide information on complaint resolution procedures.
2. To consider the rights and interests of both complainant and respondent.
3. To facilitate the resolution of the complaint through informal resolution as listed in (a)-(d).
   a. counselling the complainant with regard to what kind of resolutions can be expected.
   b. counselling the respondent against whom a complaint has been lodged, on effective and timely
E. RECOMMENDED PROCEDURES

MEETING WITH COMPLAINANT
1. To listen to the concerns of the complainant.
2. To keep a written record and to discuss confidentiality of notes.
3. To ascertain if the complainant has discussed the matter with the faculty member.
4. To determine the resolution expected by the complainant.
5. Review options (as outlined in item 6 a-f).
6. a. The complainant could approach the respondent against whom a complaint has been logged with his/her concerns.
   b. The Administrative officer meets with the respondent (without revealing the name of the complainant, where confidentiality is an issue) to ascertain his/her perspective.
   c. The Administrative officer could set up a meeting of the complainant and the respondent with the Administrative officer or some other third party as mediator.
   d. The Administrative officer takes no action without further instruction from the complainant.
   e. Where the complainant has unsuccessfully attempted to resolve the matter directly with the faculty member or where the complainant is not comfortable to do so on his/her own, the Administrative officer can commence an investigation.
   f. Other actions as may be seen to be appropriate and agreed to by the Administrative officer and the complainant.

MEETING WITH FACULTY/STAFF MEMBER/STUDENT AGAINST WHOM A COMPLAINT HAS BEEN LODGED
Where the complainant permits the Administrator to raise the matter with the respondent,
1. Inform respondent of complaint.
2. Inform respondent that a written record will be made. Communicate the content of the meeting notes that will be kept on file. (confidentiality)
3. Explain, in detail, the concerns brought forward by complainant.
4. Obtain the respondent’s perspective.
5. Outline the choices presented to the complainant and what the complainant wishes.
6. Request how respondent would like to resolve the matter.
7. Discuss next steps with respondent which may include Administrative officer discussing the response with complainant or may include setting up meeting between complainant and respondent.

INVESTIGATIONS
1. Investigate the complaint to determine if further action is warranted. This shall include speaking with the respondent directly and may also include interviewing any other witnesses necessary to assess the substance of the complaint. The complainant will have the opportunity to reply to the respondent’s response.
2. If the preliminary investigation suggests that a formal full investigation appears to be warranted then the matter shall be referred to the Dean (in the case of graduate students this shall mean the Dean of the Faculty of Graduate Studies). In the subsequent investigation the rights of all parties must be respected.
3. The Dean holds the authority to decide if a formal investigation is warranted and the Dean may designate the duties of conducting a formal investigation.
4. The Investigator shall advise the complainant and respondent that a formal investigation has been authorized and the respondent will be fully informed by the Investigator about the complaint. The respondent shall have a reasonable opportunity to respond fully to the complaint. In the subsequent investigation, the right of all parties must be respected and all parties shall be fully informed about the
expectations of the formal investigation e.g. confidentiality, records, FIPPA, etc.

5. If the formal investigation determines the complaint is not warranted advise both the complainant and the respondent of this conclusion.

6. If the formal investigation determines that the complaint is considered frivolous and/or vexatious, inform the complainant that disciplinary action may be taken.

7. If the formal investigation determines the complaint has been substantiated, the Administrative officer shall determine the appropriate course of action to be taken and shall advise the respondent accordingly. The Administrative officer shall also advise the complainant as to the decision, taking into account the respondent’s rights of privacy and rights pursuant to UMFA or other collective agreements.

May 8, 2006

If you have questions please call Student Advocacy at 474-7423. Student_Advocacy@UManitoba.ca

Complaint Resolution for Students

Bringing Forward a Complaint

At any step, the student may access help from:
Student Advocacy: umanitoba.ca/student/resource/student_advocacy/help_for_students.html
UMSU: facebook.com/pages/University-of-Manitoba-Students-Union/72963320224?ref=ts&fref=ts
Graduate Students Association: www.umgsa.ca
Equity Services: umanitoba.ca/admin/human_resources/equity

- **Formal Appeal** processes may be available at departmental, faculty and university levels.
- Normally, the Ombudsman’s Office: (www.umanitoba.ca/staff/ombudsman/details.shtml) services are available to the complainant after all levels of conflict resolution and all levels of the formal appeal process have been exhausted.
- For more detailed information view our [Complaint Handling Guide for Students, Faculty and Administrators](http://umanitoba.ca/student/resource/student_advocacy/1055.htm).
Additional Resources

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.

Artist-run Centres and Galleries

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

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

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

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

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

C Space
318 ½ Ross Ave.
Frame Arts Warehouse
frameartswarehouse.com/

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

Commercial Galleries

Actual Artists
300 Ross Ave.
www.actualgallery.ca

Fleet Galleries
65 Albert Street
(204) 942-8026

Plug In ICA
460 Portage Avenue.
(204) 942-2043
plugin.org

Raw Gallery
290 McDermot Avenue
info@rawgallery.ca

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

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

Winnipeg Film Group
304 - 100 Arthur Street (Artspace)
Tel: (204) 925-3456
www.winnipegfilmgroup.com
www.winnipegcinematheque.com

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

Lisa Kehler Art + Projects
171 McDermot Ave.
(204) 510-0088
www.ikap.ca

Mayberry Fine Art
212 McDermot Ave.
(204) 255-5690
The 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 www.winnipegarts.ca "

Art Supplies in Winnipeg

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

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

Michaels
840 St James St
Winnipeg, MB
(204) 783-8541
or
1949 Bishop Grandin Blvd
Winnipeg, MB
(204) 255-6122

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1 Week, 7 Days, 168 Hours: Time Management

Students at every level of study are challenged to manage their time well. The Master of Fine program is a full-time program with an expectation of a commitment of 35 – 40 hours per week. When you meet with your advisor, committee members and prepare for your group critiques, you will want to feel that you have spent enough time in your studio to feel that you are making adequate progress on your projects. Of course, the easiest way to manage your time is to block a regular number of hours in your daily schedule for the week. You must factor in your time in courses, employment and all the various tasks you perform daily, much the same way as allocating your hours of employment. If you are having difficulty finding the time to maintain your studio work and research, a way to understand your time might be to use a chart in which you calculate all the time you spend on various tasks, then see if or when you have surplus time or if you are over-committed and need to reduce the amount of time spent in particular areas.

1. Estimate the number of hours a day you spend on each task and then multiply by the number of days per week that you do that task. If you have consistent hours of work or classes, you can simply enter those times in the Total column (i.e. if you work 20 hours a week then put 20 hours in the total column. If you are unsure of how much time you use for each task, carry a little notebook and jot down tasks and the time they have consumed.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours per day x 7 days per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>The MFA program is a fulltime program, i.e. 35 – 40 hours per week.</td>
<td></td>
</tr>
<tr>
<td>Sleeping - you should use the number of hours you need to be functional and alert the next day.</td>
<td></td>
</tr>
<tr>
<td>Personal care – showering, grooming, dressing</td>
<td></td>
</tr>
<tr>
<td>Eating – preparation, clean-up, dining</td>
<td></td>
</tr>
<tr>
<td>Travel time – work, campus, other</td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>Other commitments – volunteering, family obligations, etc.</td>
<td></td>
</tr>
<tr>
<td>Exercise and sports</td>
<td></td>
</tr>
<tr>
<td>Leisure and social time</td>
<td></td>
</tr>
<tr>
<td>Errands/cleaning/laundry/shopping</td>
<td></td>
</tr>
<tr>
<td>Classes – (non-studio) 3 hours per credit*</td>
<td></td>
</tr>
<tr>
<td>Studio Concentration</td>
<td></td>
</tr>
<tr>
<td>*Study time – use the 2:1 study time ration (spend 2 hours of study and review for each hour spent in lecture, except for studio work, which is more.)</td>
<td></td>
</tr>
</tbody>
</table>

2. Add up the Total column to calculate the weekly hours spent on Tasks
3. Subtract the total number of hours you spend on Tasks from the 168 hours available in one week.

<table>
<thead>
<tr>
<th>Hours in a week</th>
<th>Minus</th>
<th>Hours Spent on Tasks</th>
<th>Equals</th>
<th>Time Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>168</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adapted from *University 1 Start Book 2011-2012*