MFA Handbook
2018/2019
for Students

University of Manitoba
School of Art
Program Requirements

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. Students are automatically registered for the fall and winter terms, as well as summer session.

Each new student will be assigned an Interim Thesis Advisor in September.

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) – Fall
STDO 7020 Studio Concentration 2 (3) – Winter
STDO 7110 Graduate Seminar 1 (3) – Fall
STDO 7120 Graduate Seminar 2 (3) – Winter
One elective Graduate level (7000) course supporting research (3) – typically Winter or Summer

Second year
STDO 7030 Studio Concentration 3 (3) – Fall
STDO 7040 Studio Concentration 4 (3) – Winter
STDO 7130 Graduate Seminar 3 (3) – Fall
One elective Graduate level (7000) course supporting studio/research (3) – Summer of first-year, or Fall of second-year at the latest
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)

{ADD ACADEMIC INTEGRITY COURSE}

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 Student Advisor 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.

**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.

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**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 Thesis Advisory committee, which includes the Thesis Advisor. The Graduate Chair will provide each student with a list of faculty members 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 Thesis Advisor and the student will agree on a schedule for meetings and critiques. The Thesis Advisor is the leader of the student’s advisory and examining committees.
- 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

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**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 two members (with the option of a third member):
- 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
• **Optional:** 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 upon the student’s satisfactory defense of the thesis proposal.

The Thesis Examination Committee consists of three members, with the option of a fourth member. 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 additional faculty member, selected from another Faculty at The University of Manitoba, to serve as an external member for the thesis examination. 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 of the second year, at the latest.
• **Optional:** 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

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 Thesis Advisory Committee and Thesis Examining Committee meet 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 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

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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.
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 the critique space. The student will now be given the opportunity to read the written statements, 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 Student Advisor 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.

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 (approximately 4,500 words). 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 Advisory 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 Advisory 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 Advisory 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 Thesis Advisor only, and the Thesis Advisor has one week to review and comment. The second draft is also submitted to the Thesis Advisor only, who again has one week to review and comment. The final draft is submitted to the Thesis Advisory Committee as well as the Director of the School of Art and the Chair of the Graduate Program.

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 Thesis Advisory Committee members will sign the Master’s Thesis/Practicum Proposal form, and the Thesis Advisor will forward it to the Graduate Program Chair.

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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.
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 Thesis 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 Thesis 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 Thesis Advisor will inform the Graduate Chair of the Committee’s determination, and the Graduate Chair will issue an invitation to exhibit to the student. The thesis exhibition can only be presented 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 length is approximately 4,500, 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 Advisor, 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 Graduate 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. Once complete, the floor is open to guests with questions 15-20 min only, then guests are dismissed to foyer for refreshments.

The Thesis Examining Committee will then question the candidate in turn.

**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 the thesis exhibition is evaluated on its merits according to the following categories:

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

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 to require revision, 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.

Students are required to maintain satisfactory academic performance throughout the program, indicated by a cumulative grade point average of 3.0 (B). The minimum passing grade is “B” for all Studio Concentration and Graduate Seminar courses. Failure in these courses is indicated by a C+ or lower. For all elective courses, the minimum passing grade is “C+” in each course. Failure in an elective course is indicated by a grade of 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.

**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 will 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.
## 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 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, Gallery</td>
</tr>
<tr>
<td>Press release drafted and edited</td>
<td>10 days before opening</td>
<td>Student, Gallery</td>
</tr>
<tr>
<td>Press release distributed</td>
<td>10 days before opening</td>
<td>Student, Gallery</td>
</tr>
<tr>
<td>Labels produced in-house</td>
<td>10 days before opening</td>
<td>Student, Technician</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 Office)
- 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 must 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. Written their thesis statement
3. Presented their thesis exhibition
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. The student must consult their advisor prior to taking a leave of absence. The Faculty of Graduate Studies must approve the request.

<table>
<thead>
<tr>
<th>M.F.A. PROGRAM OVERVIEW</th>
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<tbody>
<tr>
<td><strong>Year 1, Term 1</strong></td>
</tr>
<tr>
<td>- Program begins, Student meets with Advisor</td>
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<tr>
<td>- Coursework: Studio Concentration 1 &amp; Graduate Seminar 1</td>
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<tr>
<td>- Student’s Thesis Advisory Committee elected (including Advisor);</td>
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<tr>
<td>- First graded critique with full Thesis Advisory Committee</td>
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<tr>
<td>- Advisor-Student Guidelines completed</td>
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<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>
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<tr>
<td>- Thesis topic chosen, and work on thesis proposal begins</td>
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<tr>
<td>- Year 1 final assessment critique and year end meeting with full Thesis Advisory Committee</td>
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<tr>
<td>- FGS Progress Report completed due June 15 2017</td>
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<tr>
<td><strong>Year 1, Summer Session</strong></td>
</tr>
<tr>
<td>- Final draft of thesis proposal submitted and examined</td>
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<tr>
<td>- Option to enroll in 2nd of 2 electives</td>
</tr>
<tr>
<td>- Students register for Summer Term Grad 7020</td>
</tr>
<tr>
<td><strong>Year 2, Term 1</strong></td>
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<tr>
<td>- Summer progress exhibition presented</td>
</tr>
<tr>
<td>- Coursework: Studio Conc. 3, Graduate Sem. 3, option to enroll in 2nd of 2 electives</td>
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<tr>
<td>- Initial meeting with Gallery regarding planning of thesis exhibition</td>
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<td>- Third formal graded critique</td>
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<tr>
<td>- Third Progress Report completed</td>
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<tr>
<td>- External Examiner appointed</td>
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<tr>
<td><strong>Year 2, Term 2</strong></td>
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<tr>
<td>- Coursework: Studio Concentration 4 (coursework now complete)</td>
</tr>
<tr>
<td>- Final Critique with Examining Committee</td>
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<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>
<tr>
<td><strong>Year 2, October</strong></td>
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<tr>
<td>- Convocation</td>
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</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)

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”.

School and Campus Facilities & Programs

MFA Student Lounge
A student lounge, including refrigerator, is located in Taché 395.

Mailboxes
Student mailboxes are located in the main office. Please check them regularly for important documents and notices.

Printing
Students may use the printer in the main office for photocopying and scanning. There is colour printing available in the MacLab. Other large format printing may be arranged with the Digital Printing technician.

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.

**School of Art Student Gallery**
Located in new Taché Hall addition, the School of Art Student Gallery is a space dedicated to the exhibition of student work. The Student Art Curatorial Committee oversees the running of the gallery, its calls for proposals, and the selection of exhibitions.

**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, appointed by the University of Manitoba Student Union, 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, Student Art Curatorial Committee, Appropriations Committee, 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/](http://www.umgsa.org/)

**EMPLOYMENT & PROFESSIONAL DEVELOPMENT**

**Teaching / Research Assistantships**
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](http://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.

**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](http://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.

**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
  graffiti(gca)

- **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

- **Plug In ICA**
  460 Portage Avenue.
  (204) 942-1043
  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 Artspac 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

**Commercial Galleries**

- **Actual Artists**
  300 Ross Ave.
  www.actualgallery.ca

- **Fleet Galleries**
  65 Albert Street

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

- **Mayberry Fine Art**
(204) 942-8026  
fleetgalleries.com

**Gurevich Fine Art**  
200 - 62 Albert St.  
(204) 488-0662  
gurevichfineart.com

**Public and University Art Galleries**

**La Galerie**  
Centre Culturel Franco-Manitobain (CCFM)  
340 Provencher Boulevard  
(204) 233-8972  
www.ccfm.mb.ca

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

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

**Maison des artistes visuels francophones**  
219 Provencher Blvd.  
(204) 237-5964  
maisondesartistes.mb.ca

**School of Art Gallery**  
255 ARTlab, 180 Dafoe Road  
University of Manitoba  
(204) 474-9322  
umanitoba.ca/schools/art/gallery.html

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

**Art Supplies in Winnipeg**

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

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

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