



UNIVERSITY OF CALGARY
FACULTY OF ARTS
Department of Art

**MASTER
of
FINE
ARTS**

HANDBOOK

2018-2019

INTRODUCTION

MFA PROGRAM

The Master of Fine Arts is the recognized degree for the artist-teacher in institutions of higher learning in North America.

The Department of Art at the University of Calgary offers a two-year program that enables a concentrated course of study in a particular creative discipline, leading to the MFA degree. The MFA Program provides students with the opportunity for creative research within a university context. Students accepted into the Program are enrolled in the 661 studio course, where they can work in a range of media, or within a medium-specific discipline. In addition to the studio component, art history, art theory and criticism form an integral part of the academic curriculum. The Program culminates in a final exhibition of the student's artistic production, accompanied by a comprehensive written support paper. A photographic record of the exhibition will be retained for the departmental archive.

MFA HANDBOOK

This handbook will be used as the definitive handbook for the program.

Modifications and changes to it are contingent upon the approval of the Department at large and of the Faculty of Graduate Studies.

Copies of this handbook will be distributed to the Dean of the Faculty of Graduate Studies, Dean of the Faculty of Arts, all art department faculty, graduate students and others involved in the program.

Faculty and graduate students are advised to be familiar with the contents of the following Faculty of Graduate Studies publications:

1. Calendar
ucalgary.ca/pubs/calendar/current/gs.html
2. Academic Regulations
ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html

3. Grad Assistants
ucalgary.ca/pubs/calendar/grad/current/gs-b-1.html

CONTENTS

SECTION I – FACULTY AND STAFF

- Department Head
- Graduate Program Committee
- Faculty Members
- A Staff

SECTION II - APPLICATION, ADMISSION AND REGISTRATION

- Requirements

SECTION III - MFA PROGRAM

- Areas of Study and Research
- Courses Required
 - Exhibition Requirements
 - Extra to the Program
- Academic Standards

SECTION IV - SUPERVISORY ARRANGEMENTS

SECTION V - EVALUATION PROCEDURES AND STANDARDS

- Graduate Student Appraisals
- Reappraisal of Term Work and/or Appeal of Final Grades
- Final Appraisal Prior to the Oral Defence of Thesis Exhibition

SECTION VI - FINAL EXAMINATION REQUIREMENTS

- Deadline Dates
- Responsibilities of Supervisor/Supervisory Committee
- Thesis Exhibition
- Written Paper
- Copyright Permission
- Oral Examination

SECTION VII - FINANCIAL ASSISTANCE

FGSS Awards

GA(N)T Assisatnships

Scholarships

Queen Elizabeth II Scholarship

Alberta Foundation for the Arts Graduate Scholarship

Alberta Graduate Student Scholarship

University of Calgary Research Services

Centre for Research in the Fine Arts

Social Science and Humanities Council of Canada (SSHRC)

GAC Awards

Anne Severson Memorial Graduate Scholarship in Fine Arts

Other Awards

Graduate Student Teaching Proposal Process

Loan Information

SECTION VIII - FACILITIES

Departmental

Student

University

City and Environment

Public and Commercial Galleries, Artist-run-centres

APPENDIX

Timeline 1st and 2nd year students

Examiner's Report on Thesis

Copy of Thesis

Studio Usage

SECTION I

FACULTY AND STAFF

DEPARTMENT HEAD

Dr. Dona Schwartz, Professor, Acting Department Head (until Dec. 2018)
Dr. Brian Rusted, Associate Professor, Department Head (resuming Jan. 2019)

GRADUATE PROGRAM COMMITTEE

Chair: Dr. Jean-René Leblanc, Graduate Program Director
Dr. Dona Schwartz, Professor, Acting Department Head
Ms. Judy Anderson
Dr. Trevor Stark
Graduate Student Representative: Kun (Mao) Chen

It is the duty of the Graduate Program Director and the present Committee to formulate and implement policy and to oversee program activities and procedures. The Committee will take cognizance of Departmental deliberations and ensure that the policy and procedures handbook, as well as all other reference material including the University Calendar, are consistent and up to date.

The Committee has full authority to recommend to the Department Head on all matters relating to the graduate program. In particular recommendation for admissions will be made by the Committee after due consultation with relevant Departmental staff.

FACULTY MEMBERS and their Major area of Teaching and Research

J. Anderson
Indigenous North American Art/Painting
Indigenous North American Art

G. Hushlak
Painting/Drawing
Media Art

S. Cahill
Canadian Art History
Art of War & Surveillance

K. Huynh
Printmaking/Sculpture
Installation Art

E. Cameron
Drawing

R. Kelly
Developmental Art

Principles of Perspective

J. Eiserman
Developmental Art
Art Theory and Aesthetics

R. Furr
Digital Media
Interactivity & Design

D. Gadbois
Photography
3D Fabrication

A. Gobin
Art History
Northern Renaissance

T. Halliday
2D Studio Art
Performance

M. Hardy*
Heritage Studies
Visual Art, Culture, Textiles & South Asia

Curriculum Development

J.R. Leblanc
Media Art/Photography
Media Art

H. Leier
Print Media
Installation

J. Parker
Media Art/Technology
Game Design

D. Schwartz
Photography
Social Life & Culture; Visual Narratives

C. Sowiak
Contemporary Canadian Art
Canadian Art & Curatorial Practice

T. Stark
Art History
Twentieth-Century Art

Research Leaves

Brian Rusted	January 1, 2018 - December 31, 2018
Denis Gadbois	September 1, 2018 - August 31, 2019
Jerry Hushlak	January 1, 2019 - June 30, 2019
Robert Kelly	January 1, 2019 - June 30, 2019
Michele Hardy	January 1, 2019 - June 30, 2019

ADMINISTRATIVE STAFF

Administration

Office Hours: M-F 8:30 a.m. – 12 p.m. and 1 – 4:30 p.m.

Biljana Arnautovic, Graduate Program Administrator
403.220.6136
arnautov@ucalgary.ca

Samira Jaffer, Administrative Coordinator

403.220.6260
jaffer@ucalgary.ca

Denise West-Spencer, Department Services Assistant
403.220.5251
dwestspe@ucalgary.ca

Technical

Richard Calkins, Head Technician Printmaking/Painting
403.220.7244
calkins@ucalgary.ca

Steve Nunoda, Head Technician Woodwork Shop/Metal Shop
403.220.5085
steven.nunoda@ucalgary.ca

Kevin Jordan, Photography Technician
403.220.7792
kevin.jordan@ucalgary.ca

Manager

Nicole Ethier
403.220.8163
nethier@ucalgary.ca

SECTION II

APPLICATION, ADMISSION AND REGISTRATION

Graduate students will register for program commencement in September.

Candidates applying to the MFA Program at the University of Calgary shall, after completing all requirements for application, be selected by the following process:

The review of applications will involve all faculty within the department, including those in Studio, Developmental Art and Art History/Theory. After a departmental admissions meeting, recommendations from faculty will be accepted by the Director of the Graduate program and placed before the Graduate Executive Committee for final recommendation to the Department Head. At this stage departmental resources of personnel, space and budget will be considered.

REQUIREMENTS

Applicants must meet these minimum requirements for admission to the Faculty of Graduate Studies:

- a) A Baccalaureate Degree or its equivalent from a recognized institution with a minimum grade point average of 3.0 (based on a 4-point system) on the work of the last two undergraduate years (must equal 10 full courses).
- b) Proficiency in the English language.
- c) Endorsement from the Department Head to the effect that the applicant is in all relevant respects acceptable to the department and that adequate supervision of the proposed program is available.

Applicants must supply a completed application form, two letters of recommendation and two certified copies of their past academic record for consideration of admittance into the program. These must be submitted by **January 15** for September entry in the same year.

The required application forms are available on line at art.ucalgary.ca/graduate

The Department of Art also requires a portfolio submission of 10-15 images of recent works and/or 5 minutes of video footage presented in a single PDF file format that can include links for video documentation. Following is to be provided **in a single PDF file format**:

DIGITAL IMAGES: Up to 15 images/jpeg format/300dpi/no larger than 1280 pixels in any dimension, title, dimensions, medium and year.

VIDEO: Add links to the video(s) (via You Tube, Vimeo, personal website, etc). If submitting video work, please provide links to videos, along with one reference image, with title, length and year.

Applicants must forward a statement of intent, which should briefly address the art historical and theoretical context of the student's artwork, as well as indicating the reasons for their application to our program. A length of three to five pages, typewritten, double-spaced is suggested.

Applicants are encouraged to visit the campus to see if the facilities match their requirements. If a visit is not possible, the department will be pleased to respond to specific inquiries by mail. The website is also informative grad.ucalgary.ca

SECTION III

MFA PROGRAM

AREAS OF STUDY AND RESEARCH

All students admitted to the MFA program in Art must be aware of program requirements that relate to the historical, educational and scholarly critique elements of the program, as well as of the studio component. The non-studio elements will involve the preparation of written analyses, reports and critiques, and form an essential part of the overall MFA program. Failure to meet a minimal acceptable level of competency in these areas (cumulative GPA of at least 3.00) will preclude the award of the MFA.

The Department of Art offers graduate work leading to the Master of Fine Arts degree. The emphasis of the program is on creative research and production. Students normally work in diverse media but can also choose to specialize in, Sculpture, Printmaking, Photography, Painting, Drawing and Media art and technology. The MFA program culminates in a final exhibition normally at the university's Nickle Galleries. The exhibition is complemented and supported by a final written paper, which reflects the student's understanding and articulation of critical and historical issues relevant to the student's work.

The program requires registration as a full-time graduate student for two consecutive years in residence. A minimum of twenty-four months of full-time study will be necessary to complete the degree requirements. All requirements for the degree must be completed within four years from the time of registration in the program, although studio space is not guaranteed after the first 24 months.

A minimum of four full courses is mandatory. In some circumstances the department may require a student to complete more than the four mandatory courses; if so, this additional requirement must be stipulated no later than the 31st of December of the first year.

COURSES REQUIRED

In accordance with the University Calendar:

The program core for all Master of Fine Arts students is a minimum of 24 units (4.0 full-course equivalents). Within the first twelve months of the program each student must complete 6 units (1.0 full-course equivalent) 600-level studio course; 3 units (0.5 full-course equivalent) 600-level graduate seminar, and 611 and 605. Three units (0.5 full-course equivalent) 600-level graduate seminar and 6 units (1.0 full-course equivalent) 600-level studio course must be completed in the

second twelve months of the program. In some circumstances, the department may require a student to complete more than the mandatory 24 units (4.0 full-course equivalent).

The content of all departmental graduate course offerings will be approved by the Graduate Committee after consultation with the student's Supervisor and Supervisory committee and the instructor concerned.

Studio and Seminar – ART 661

Two full course equivalents in the major studio area are designated as Art 661.01, Advanced Studio Practice, and Art 661.02, Thesis Studio Preparation. In both first and second year the course is designated as 3 hours of seminar every other week and a minimum of 10 hours of practical work per week (unless enrolment demands meeting every week). Students can work in a specific area and research direction, such as sculpture, printmaking, painting, media art, drawing, or photography, or can pursue a multi-media direction that encompasses a range of technical and conceptual exploration. In conjunction with the on-going studio work, students are required to participate in a seminar related directly to studio practice, where methods of critical inquiry are discussed. Art 661.01 is taken in the first year of study, and Art 661.02 in the second year. The formal thesis work takes place after Art 661.02 course is completed and a final appraisal is conducted. (Subject to change)

Art Theory and Criticism – ART 609

This half course seminar normally meets for 3 hours each week. The course will study investigation of contemporary global art theory and criticism, with assigned readings, presentations, and writing.

Conference Course in Art History – ARHI 615

Focuses on close examinations and discussions of students' research and writing, with an emphasis on communicating informed research creation practices. The course will culminate in a conference presentation.

Research Methods in Art – ART 611

Introduces students to art making as a process of knowledge production and research creation.

Critical Study and Research – ART 605

Individual study and research in the area of studio specialization, critical theory, methodological issues and/or art historical topics in consultation with the instructor. This course may involve cooperation with other departments and faculties. Art 605 is normally conducted in the spring semester of the student's program, and must be completed within the first 12 months of the program. All proposals for Art 605 must be approved by the Graduate Committee.

Permission forms are available on art.ucalgary.ca/graduate/forms

Exhibition Requirements

In addition to their final thesis exhibition, students are required to participate in a one, two or three-person exhibition each term. The works exhibited must be comprised of research done by the end of each fall/winter term throughout two years of program.

Extra to Program

Students are encouraged to take advantage of the university's resources in planning their program. Optional courses will be determined by the individual based on specific interest and association with his/her art research. Students are responsible for payment of extra courses to their program.

Students are also required to attend Visiting Artists and Speakers at the Department of Art, UCalgary and to participate in Studio Critiques by Visiting Artists. It is important to be informed by other cultural events like exhibitions in town, and lectures at other departments and other campuses.

ACADEMIC STANDARDS

B- is the minimum passing grade for any one course; however, an overall GPA of at least 3.00 (B) must be maintained in each year of the program. If, after consulting the department and Supervisory committee concerned, the Faculty decides that a student is not making satisfactory progress in either course work or research, the student may be required to withdraw. If a student fails a total of two or more courses within the total program, the student will be required to withdraw. Also, students who accumulate two grades of B- or lower can be required by the Faculty of Graduate Studies to withdraw from the program regardless of GPA.

A grade of A+ can be awarded to a student. The GPA will be 4.00 associated with this letter grade.

SECTION IV

SUPERVISORY ARRANGEMENTS

Faculty and graduate students are referred to University of Calgary, Faculty of Graduate Studies Supervision Regulations. Faculty and students are advised to be thoroughly conversant with the policies, procedures and regulations set out therein.

ucalgary.ca/pubs/calendar/grad/current/gs-j.html

All graduate students will have a Supervisor and a Supervisory committee. Upon admission an interim Supervisor will be recommended by the Graduate Program Director and approved by the Dean of the Faculty of Graduate Studies. Normally, the interim Supervisor will guide the students through procedures and help orientate them to the department, specifically to the area of the student's specialization. During their first term of study, the student is encouraged to meet with a number of faculty members in order to determine a suitable permanent Supervisor.

The initial selection of a permanent Supervisor should be by mutual agreement between student and faculty member, and approved by the Graduate Program Director. A permanent Supervisor will be appointed by January 1 of the first academic year of registration. The Supervisor should be currently active in research in an area related to the student's interest. The Supervisor, wherever possible, will be selected from eligible academic staff members including adjunct professors (full-time tenure track or board appointees). A Supervisor or Co-supervisor may be from a department, program or faculty other than the student's home department, program or faculty. In this case, the faculty member must be endorsed by the student, and approved by the departmental Graduate Program Director. The choice of Supervisor will be determined by the appropriateness of the interest, knowledge or expertise in the studio aspirations of the student. Graduate students are expected to become acquainted with the faculty members of the department in order to contribute to the selection of a permanent Supervisor.

In addition to the Permanent Supervisor, students in the MFA program are required to select one other faculty member (from any department, program or faculty) to serve as a Supervisory Committee Member. The Graduate Executive Committee will approve the appointment of a Supervisory Committee at the end of the Winter Term. Graduate students are advised to make full use of the counsel and expertise of each member of the Supervisory Committee who, under the guidance of the Supervisor, will be responsible for monitoring the student's progress and regularly reporting this to the Director of the graduate program. Students and Supervisors have a shared responsibility to ensure that there is an adequate opportunity to meet on a regular basis, the recommendation being at least once every two weeks, including the summer months. The Supervisory Committee, once appointed, will meet at least once per term in a formal meeting with the student.

SECTION V

EVALUATION PROCEDURES AND STANDARDS

GRADUATE STUDENT APPRAISALS

Performance in Course Work

Standards of performance in course work are the responsibility of individual departments and Faculties. However, to remain in good standing in a program of graduate study, a student must maintain the minimum grade point average (GPA) of 3.0 required by the Faculty of Graduate Studies (see the Graduate Grading system in the Calendar.)

ucalgary.ca/pubs/calendar/grad/current/gs-h-1.html

Judgement of Student Performance

Supervisor and Graduate Program Directors must inform students on a regular basis about their academic progress. If a student's performance is judged to be below an acceptable level, this judgement should be expressed to the student formally and in writing at as early a stage in the program as possible. A student may be required to withdraw from the Faculty of Graduate Studies for reasons of "unsatisfactory progress."

Annual Progress Report

The Supervisor and each continuing student must jointly submit an annual progress report on the student's performance. This on-line form, administered by the Faculty of Graduate Studies, must be filled out by the Supervisor, the Graduate Program Director, and the student. The student receives an online copy of the report after the Supervisor and the Graduate Program Director have completed their comments.

REAPPRAISAL OF TERM WORK AND/OR APPEAL OF FINAL GRADES

When an appeal is received, the Head will strike an Appeal Committee to review the case. The Committee will consist of the Graduate Program Director as Chairperson in addition to:

- a) 1st term, 1st year students - three available faculty members involved in the MFA program.
- b) 2nd term, 1st year students - three of the available Permanent Supervisors of the other 1st year students.
- c) 2nd year and continuing students - three of the available Permanent Supervisors of the other 2nd year and continuing students.

In the event that three Permanent Supervisors are not available for a committee, the Graduate Program Director will select committee members from among the other full-time board appointees in the department.

This committee will review all material relevant to the appeal, and at its discretion may consider written and/or oral representations from both the course instructor and the student. The committee will report the findings to the Head of the department within two weeks of receipt of the appeal.

FINAL APPRAISAL PRIOR TO THE ORAL DEFENCE OF THESIS EXHIBITION

The final appraisal prior to proceeding with the thesis exhibition and oral defence will take place in the last month (April) of the fourth term of the student's program, and is comprised of work conducted in the Art 661.02 course. An Appraisal Committee will be struck to review the student's studio work and a first-draft of the support paper to the thesis exhibition. Students are encouraged to provide a detailed outline of the supporting paper to committee members for review in February, prior to the appraisal meeting. A comprehensive first-draft, due to all committee members one week before the final appraisal meeting, will include a table of contents as well as substantial draft of each chapter written in full form (rather than in point form or as a skeleton). Students are also encouraged to have a *maquette* or floor plan of their proposed exhibition at the final appraisal meeting.

The Final Appraisal Committee will consist of:

- the Graduate Program Director as Chair, or designate
- the members of the student's Supervisory Committee
- the Permanent Supervisor

When this final review is completed, the Graduate Program Director, or designate in consultation with the Supervisory Committee, will either recommend that the student proceed to Graduation; or she/he will recommend that the student defer the final defence and support paper for one or more terms. In such cases, the student has the right of appeal to the Department Head, whose decision, normally rendered within ten days, will be regarded as final. In the case of an extension to the student's MFA program being agreed upon prior to their final appraisal, this meeting shall be deferred until approximately four months prior to their anticipated thesis exhibition and oral defence. In the case of a split decision at the Final Appraisal meeting, the Graduate Executive Committee and the Department Head will make a determination based on written submissions from each of the Supervisory Committee members and from the Graduate Program Director.

When the Graduate Program Director recommends that the student defer the final defence, the student may be required to vacate her/his studio and/or office at least three weeks before the

beginning of the next academic term (usually fall), and will usually no longer be eligible to receive scholarship disbursements.

Program support, including studio and office space, is not normally extended beyond the 24-month residency. However, in certain situations a written request for continued use of facilities can be submitted to the Graduate Executive Committee. If space is available, these formal requests may be granted on a term by term basis.

SECTION VI

FINAL EXAMINATION REQUIREMENTS

1. An exhibition of the student's work
2. A written paper complementing the exhibition
3. An oral examination

DEADLINE DATES

It is the responsibility of the student and the Supervisor and Supervisory committee to be thoroughly familiar with the Faculty of Graduate Studies' regulations, policies and procedures contained in *Academic Regulations* of the Graduate Studies Calendar. These can be found ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html

Graduate students in their final year of a degree program are particularly advised to be aware of all deadline dates as listed in the current Faculty of Graduate Studies Calendar. ucalgary.ca/pubs/calendar/grad/current/index.htm

Specific attention is drawn to the last date for receiving applications for degrees to be granted at Convocation - usually two months prior to the Convocation date. The Supervisor has an overall responsibility for initiating the requisite procedures and preparing the appropriate forms. All arrangements for the setting of the Final Examination, Written Paper, Exhibition and Oral Examination must be completed in consultation with the Supervisor and Graduate Program Director. Planning for the final exhibition will need to take place several weeks in advance of the examination. The student must ensure that the written support paper is in the hands of the examiners at least three weeks prior to the proposed date of the oral examination. The examination period begins when the thesis exhibition is available for viewing, and the support paper distributed. If, after viewing the thesis exhibition and/or reading the support paper, the examiner thinks that the student will fail the examination, the examiner shall not contact the Supervisor or any other Examining Committee Member before the oral examination to discuss the possible outcome of the examination. The Examiner's Report is considered a confidential document and must not be shared with the candidate or the other Examining Committee Members before the final decision of the Examining Committee.

The Department of Art must receive one bound copy of the thesis support paper, complete with visual documentation, after all revisions are approved.

The thesis support paper must be submitted to FGS electronically. This web site grad.ucalgary.ca/current/thesis/guidelines contains details of thesis submission to Faculty of Graduate Studies.

RESPONSIBILITIES OF SUPERVISOR/SUPERVISORY COMMITTEE

The MFA Supervisory Committees are expected to provide ongoing critical evaluations and guidance to the student on their creative research during their program of study. After the writing of the first draft of the thesis support paper, the Supervisor has the sole responsibility of guiding the succeeding drafts through to the final version. It is not a function of the other members of the Supervisory Committee to review and approve drafts of the thesis support paper prior to the final examination.

THESIS EXHIBITION

The candidate's thesis exhibition is the final requirement for the MFA degree and will normally take place in the Nickle Galleries, Taylor Family Digital Library.

The candidate, having successfully completed all course work and having received a positive recommendation from the "final appraisal", will make preparations for the final exhibition in consultation with their Supervisor. The candidate is expected to have produced a significant body of acceptable work and to have completed thesis support paper, which will accompany the exhibition. The creative research of the thesis should make some original contribution to knowledge in the field. The final exhibition normally takes place in early fall, based on dates arranged normally with the Curator of the Nickle Galleries. Students must adhere to the timetable normally set by the Nickle Galleries and be ready to install their work on the required dates. Failure to do so could result in inability to graduate for the particular year.

The candidate will make arrangements for a photographic record of the exhibited work to be included with the written thesis support paper. A photographic record is required with each bound copy of the written paper for the Department of Art. The inclusion of scanned images within the body of the written paper is a very worthwhile addition, and is strongly recommended. In addition, many candidates append a disc of the complete body of thesis works to the inside sleeve of the departmental bound copy.

The candidate will deliver the exhibition pieces normally to the Nickle Galleries one week in advance of the opening date and at that time discuss any special arrangements for displaying the work with the museum staff. The museum staff will provide, where possible, technical assistance.

WRITTEN PAPER

This composition is complementary to the thesis exhibition. It should be prepared with care and be formulated in accordance with the requirements stipulated in the Faculty of Graduate Studies Calendar grad.ucalgary.ca/current/thesis/guidelines

The written paper should not be less than 25 pages in length. All examiners must receive the support paper at least three weeks prior to the oral examination date. It is the student's responsibility to ensure that examiners receive their copy of the paper by the deadline. It is recommended that both a hard copy and digital copy be distributed to all examining committee members on the due date.

The content of this composition is directly related to the exhibition. It should be regarded as a definitive statement by the candidate of the exhibited work: the personal and historical origins, the theoretical and contextual positioning, and the relationship to contemporary and/or historical art. The thesis support paper should demonstrate that the candidate is acquainted with the published literature in the subject of their thesis; that appropriate research methods have been used; and that appropriate levels of critical analysis have been applied. Failure to satisfy standards of competence in this written work will lead to a denial of the MFA degree.

COPYRIGHT PERMISSION

Copyright permission for any works of artists to be included in your paper is necessary. Please refer to grad.ucalgary.ca/current/thesis

It is the responsibility of the student and the supervisor to ensure that the thesis complies in all respects to the "Faculty of Graduate Studies Thesis Guidelines"
grad.ucalgary.ca/current/thesis/guidelines

Graduate students are advised to consult with their Supervisors and to prepare this component of the final requirements well in advance of the exhibition. It has been suggested students contact the Writing Centre on campus, or hire someone to proof and help setup their paper. Examples of written papers by former MFA graduates are available in the art department office and should be read at the earliest opportunity.

After successful completion of the oral examination, and after all revisions to the written support paper are approved by the Supervisor and Examination Committee members, the document should be bound in red, which is the departmental colour. One bound copy of the written paper must be provided to The Department of Art, complete with disc documentation, no more than three weeks after the date of the Oral Examination, or after all revisions are completed. This copy is kept in the Departmental archives for use by future graduate and undergraduate students.

ORAL EXAMINATION

The oral examination will take place at an arranged time during the candidate's thesis exhibition. This examination will take place no earlier than three weeks after the thesis exhibition opens, in order to provide Examining Committee Members the required opportunity to review it. The oral examination is a formal examination, not an informal discussion with the candidate, and will not exceed two hours. Normally this examination is open, however only examiners may question the student. The oral examination will be based on the work in the candidate's exhibition and the written paper, and will consist of rounds of questioning by the examining committee.

The Oral Examination Committee will consist of at least three people: the Supervisor, the External Examiner and the Supervisory Committee member. The Graduate Program Director will act as a non-examining, neutral chairperson unless named to the committee. If a larger oral examination committee is deemed necessary, a specific request to the Graduate Executive Committee will be required. The composition of the oral Examination Committee then must be approved by the Faculty of Graduate Studies on the recommendation of the Graduate Executive Committee of the Department of Art.

The Graduate Program Director will normally chair all oral examinations except when s/he is a member of the Supervisory Committee. In that case, or in the case of any conflict of interest or unavailability, a tenured faculty member from the Department of Art who is not a member of the Examination Committee will be asked to act as Neutral Chair. It is especially important that the student is made aware of the Supervisor's changed role shortly before and during final examination. The Supervisor ceases to be the student's academic mentor and, as Examiner, becomes charged with the responsibility of making a final academic judgement on the thesis.

SECTION VII

FINANCIAL ASSISTANCE

Graduate students are referred to the current "Assistantship Schedule" and to "Awards for Graduate Study", available on the web grad.ucalgary.ca/awards

Recipients must be full-time registrants in the program of study leading to a Master of Fine Arts degree. Special graduate students (i.e. those not registered in programs of study leading to degrees), probationary students and part-time students are not eligible.

Units of Graduate Assistantship shall normally be awarded for four-month periods as follows:

- September – December
- January - April

The university offers the following graduate assistantships as funds permit, based on 2018/19 figures:

- **FGSS** (Faculty of Graduate Studies Scholarship)
No teaching or service duties are required, and this scholarship is not subject to income tax deductions.
- **GA(N)T** (Graduate Assistantship Teaching and Non-Teaching)
\$ 8,894.417 per term for a whole position (12 hours per week for 4 months)
\$ 6,670.81 per term for a three-quarter position (9 hours per week for 4 months)
\$ 4,447.21 per term for a half position (6 hours per week for 4 months)
\$ 2,964.80 per term for a one-third (4 hours per week for 4 months)
\$ 2,223.61 per term for a one quarter (3 hours per week for 4 months)
\$ 1,482.10 per term for a one-six (2 hours per week for 4 months)
For teaching, instructional or other services. A portion of this is subject to income tax deduction. Maximum 12 hours of service per week.

FGS AWARDS

These funds are allocated to the Department from the Faculty of Graduate Studies and distributed by the Graduate Executive Committee. The following Faculty of Graduate Studies criteria applies:

1. No student with a GPA of less than 3.2 or equivalent in the previous year will be eligible.
2. Only students in a research degree program will be eligible.

3. Funds may be used to top-up scholarships, or to assist students with the payment of their fees.
4. Departments may wish to use these funds for other purposes in order to meet their own strategic goals; such purposes must be pre-approved by the Faculty of Graduate Studies.

These funds can be used for either 1st or 2nd year students.

Recommendations for Faculty of Graduate Studies awards are made by the Graduate Scholarship Committee.

SCHOLARSHIPS

Queen Elizabeth II Scholarship

These awards are administered through the Faculty of Graduate Studies, for both incoming and continuing graduate students.

In general, awards are made only to applicants whose previous academic standing is either first or high second-class.

Alberta Foundation for the Arts Graduate Scholarship

The Alberta Foundation for the Arts (AFA) Graduate Scholarships are awarded to students entering their 2nd year of the MFA program. These awards, worth \$ 6,000 each, are applied to through the scholarship committee of the Department of Art in early spring (deadline changes each year).

The Alberta Foundation for the Arts also has a number of other awards available to emerging artists, with application made directly to the AFA. Please contact their office directly, or refer to their website, affta.ab.ca, for more information.

The Alberta Foundation for the Arts
5th Floor, Beaver House
10158 - 103 St
Edmonton, AB T5J 0X6
Phone (780)427-9968, toll free by dialling 310-0000 first
FAX: (403) 422-1162

Alberta Graduate Student Scholarship

Open to all second year full-time Master's students who are Canadian citizens or permanent residents. The Government of Alberta normally presents three awards worth \$ 3,000 each, to students who have completed their first year of study and are registered full time as a second year student in the MFA program. Students apply through the Department of Art between December and February of each year (application dates may change).

The ALIS (Alberta Learning Information Service) branch also administers seven Arts Graduate Scholarships each year valued at \$15,000.00 for students enrolling at the Master's level in music, dance, drama, literary art or visual art. Application is made directly to ALIS on February 1 for study the following September. Please visit the ALIS website through the Government of Alberta, www.alis.gov.ab.ca, for more details and application form.

FGS Travel Award for Canadian and Permanent Resident Students

The Faculty of Graduate Studies Travel awards are funded by the Alberta Government. These awards are open to students registered full-time in a graduate program at the University of Calgary who are presenting their work or research at major national and/or international conferences. Applicants must live in Alberta and be a Canadian citizen or Permanent Resident. Applicants are also required to have confirmation of presentation at the time of application. Applications without a confirmation of presentation will not be considered. An individual is eligible for one award at the Master's level. For more information, visit grad.ucalgary.ca/awards

FGS Travel Award for International Students

Open to international students registered full-time in a graduate program who are presenting their work or research at a major national and/or international conference. An individual is eligible for one Faculty of Graduate Studies Travel Award at the master's level. Applicant will not be considered eligible if applying for a conference that was held more than two months prior to the current application deadline. For more information, visit grad.ucalgary.ca/awards

Centre for Research in the Fine Arts

The CRFA administers the Faculty of Fine Arts Associates Research and Travel Grants, a program which provides travel and research grants to graduate students (both at the masters and doctoral levels) to assist with expenses involved in fieldwork, attendance and participation at workshops, conferences, exhibitions, and festivals, and other research expenses that are directly related to the student's program of work towards the degree. Please refer to the website for more information and application procedures arts.ucalgary.ca/crfa/

Social Science and Humanities Council of Canada (SSHRC)

The Social Sciences and Humanities Research Council (SSHRC) is the federal agency that promotes and supports university-based research and training in the humanities and social sciences. Through its programs and policies, SSHRC enables the highest levels of research excellence in Canada, and facilitates knowledge-sharing and collaboration across research disciplines, universities and all sectors of society. For students applying to, or registered in, a master's program in the social sciences or humanities at a Canadian university, students are eligible for the Joseph-Armand Bombardier Canada Graduate Scholarships Program. The Departmental deadline is normally November 1. Please visit this web site for more information

sshrc-crsh.gc.ca/home-accueil-eng.aspx

GAC Awards

In this annual competition, the Faculty of Graduate Studies (FGS) offers the following scholarships ranging in value from \$750.00 to \$60,000.00:

- Special Awards (Master's)
- Bursaries (Master's)

The deadline for programs to email applications to Faculty of Graduate Studies is February 15th no later than 4:30 pm.

Anne Severson Memorial Graduate Scholarship in Fine Arts

Open to students entering or enrolled in the Master of Fine Arts program in the Department of Art. No application is required. The Department of Art Scholarship Committee will submit a recommendation to the Graduate Scholarship office. Recommendation is based on discussion of students' progress in the program and overall allocations of the program recommended awards. The recommendation is subject to final approval of the Graduate Scholarship Committee. Value is \$ 2,000. Number of awards is one. Deadline is December 1.

OTHER AWARDS

Residents of other Canadian provinces are advised to consult with their Provincial Government concerning the availability of out-of-province graduate student support.

There are also a number of other internal and external awards available for graduate students. Students are encouraged to research awards in the graduate calendar and on-line for eligibility requirements.

grad.ucalgary.ca/awards

GRADUATE STUDENT TEACHING PROPOSAL PROCESS

For students entering second year who are interested in gaining instructing experience, there is an opportunity to do so during the spring or summer term.

The beginning of the process is to speak with your supervisor and to discuss with them what you would like to teach. Undergraduate courses can be found in the University Academic Calendar ucalgary.ca/pubs/calendar/current/course-desc-main.html

The timeline for these discussions should be during the spring/summer at the end of your first year, as proposals for teaching will be due to the Graduate Executive Committee by August 31. The Graduate Executive will then meet in September and discuss which proposals will go forward. A maximum of 2 courses per year will be recommended to the head of the department. The criteria will be based on the relationship between student expertise and the course proposal, recruitment potential and other factors relevant to the context.

The recommended proposals will then go to the Undergraduate Committee for their review, to ensure that proposed courses can be accommodated within our undergraduate program. These committees need to decide on successful applicants before the conclusion of spring/summer timetabling, which ends mid-October at the latest.

Things to think about:

- In selecting a course, you may see the notation MAY BE REPEATED FOR CREDIT. These courses are called Topic courses and your proposal will then include a description of the topic you propose to teach. A one-page TOPICS COURSE GUIDELINES form is available at the office to assist in your development of the course with your supervisor.
- Studio courses are timetabled with double the hours of non-studio. In a 13-week course, this means 78 hours of instruction for studio, 39 for non-studio. If you have questions about the days and times a course would be scheduled for, please contact the office.
- Courses will be scheduled with a minimum of 22 as the enrolment cap, to make them financially feasible.
- If you have a preferred term spring or summer, please indicate this in your proposal.

LOAN INFORMATION

Student Awards & Finance Office
MB, Main Floor 121
The University of Calgary
2500 University Drive, N.W.
Calgary, Alberta
T2N 1N4

SECTION VIII

FACILITIES

DEPARTMENTAL

Graduate students are provided with their own allocated studio space. In addition, they have access to the following facilities on campus:

Art Department Gallery - Little Gallery and 621 Gallery

An art department Exhibition space is available for students and faculty. Students are required to participate in one, two or three-person exhibition each term. The works exhibited must be comprised of research done by the end of each fall/winter term throughout two years of program.

Integrated Arts Media Labs – AB 605

Computers with image processing, word processing, paint and drawing programs are available. 3D printer service is available via Integrated Arts Media Labs, Digital video cameras are available for loan. Outside of Integrated Arts Media Labs, the Department of Art also has cameras and video cameras available for loan.

Painting and Drawing

Studios with storage areas, controlled lighting, still life room, and a collection of anatomical specimens of human skeletons.

Photography

Standard black and white and colour equipment, means for transparency masking colour separation, internegatives, dye transfer printing and gum printing.

Printmaking

Separate studios for etching, lithography, serigraphy and relief printing. Equipment includes enlarger, platemaker, process camera, vacuum silkscreen printer.

Sculpture

Bronze and metal casting equipment, welding and metal forming shop, studios for plaster, wood, clay and stone.

Sonic Arts Lab

A controlled sound and internet project studio. Available for specific audio projects, with some restrictions. Please contact Dr. David Eagle at eagle@ucalgary.ca directly regarding your needs.

Visual Resources Centre

A collection of images, located in the Taylor Family Digital Library, contains approximately one hundred thousand slides covering the history of art and architecture. The centre also has films and video resources available for loan.

Visiting Artists and Speakers

Visiting local, national and international artists are invited to speak every two weeks, and many are available for individual studio visits. National and International speakers are sponsored by the university throughout the year.

Please consult with Rick Calkins, Head Technician, prior to using any shared studios or technical equipment.

STUDENT

Faculty of Graduate Studies

All graduate students are enrolled in the Faculty of Graduate Studies (FGS). Located in ES room 1010, this office serves the graduate student population, and helps with questions that cannot be solved at the Department level.

Graduate Student Services

Counselling services, health services, and other informational services are available to all graduate students. Graduate students are encouraged to contact the Graduate Students Association at 403.220.5997 for more information.

International Student Services

International Student Services (ISS) provides support services and customized advising for all international students adjusting to studying at the University of Calgary and to life in Canada. They can be reached in the MacEwan Student Centre, Room 275, by phone: 403.220.5581 or by email: international.advice@ucalgary.ca

UNICARD Campus Card

At the start of your first term please get your UNICARD which is your campus I.D., and provides access to the library, gym, labs, and is your UPass (Universal Bus Pass). Visit ucalgary.ca/unicard.

Graduate Students' Association (GSA)

Once you are admitted in a graduate program at the University of Calgary, you automatically become a member of the campus-wide Graduate Students' Association. To learn more about the GSA and all that it does, please visit their website at gsa.ucalgary.ca.

UNIVERSITY

Faculty of Arts

The Department of Art is an Administrative Unit within the Faculty of Arts, which is the largest faculty on campus. Resources specific to visual and performing arts include the University Theatre, the Reeve Theatre, the Boris Roubakine Hall and the Rozsa Centre.

University Libraries

The university Library system includes the Medical Library in the Health Sciences Centre, the Gallagher Geology Library in the Earth Sciences building, the Law Library in the Biological Sciences building and the main library collection located in Taylor Family Digital Library. The university's interest in Canadian Studies is reflected in the Canadian historical, literary and architectural archives located in Special Collections and in the Canadian Architectural Archives. There is an extensive Fine Arts section in the main university Library.

The Nickle Galleries

Located in Taylor Family Digital Library, the Nickle Galleries offers a full program of exhibitions and related events covering most aspects of the visual arts nationally and internationally. There is no admission costs for faculty and students, and is available for research in contemporary art, including the availability of a Prints and Drawings Study Room. The Nickle Galleries is normally the usual location for the MFA final graduating Exhibition.

The University Theatre Mezzanine

Art students and faculty from the Department of Art occasionally mount exhibitions in the University Theatre Mezzanine, located in Craigie Hall.

CITY AND ENVIRONMENT

Calgary is home to over a million people, which makes it Canada's third largest city. At an elevation of 1,031 metres above sea level, Calgary is located at the confluence of the Bow and Elbow Rivers and close to the Rocky Mountains.

The city has a philharmonic orchestra as well as smaller, more diversified musical organizations. There are theatre and dance companies, both non-professional and professional, museums, art galleries, libraries, a planetarium and numerous sports facilities for spectators and participants alike. Other art institutions in the vicinity include the Alberta College of Art and Design in Calgary and the Banff Centre in Banff.

PUBLIC AND COMMERCIAL GALLERIES, ARTIST-RUN-CENTRES

Alberta College of Art and Design Galleries- Illingworth Kerr Gallery and the Marion Nicoll Gallery,
Alberta College of Art & Design
Alberta Printmakers Society (artist-run-centre)
Artist Proof Gallery (artist-run-centre)
Art Gallery of Calgary
Art Central
Burns Visual Arts Society
Calgary Centre for the Performing Arts
Centennial Art Gallery
EMMedia (artist-run access centre for video/audio/performance)
Glenbow Museum
Image 54 Gallery
Herringer Kiss Gallery
Kensington Downtown Art Gallery
Masters Gallery
MOCA-Museum of Contemporary Art
The New Gallery (artist-run-centre)
Newzones Contemporary Art
Nickle Galleries, University of Calgary
Paul Kuhn Fine Arts (modern/contemporary)
Skew Gallery (contemporary art)
Stride Gallery (artist-run-centre)
Trepanier Baer Gallery Inc.
TRUCK Contemporary Art in Calgary (artist-run-centre)
Untitled Art Society and Gallery (artist-run-centre)
Virginia Christopher Galleries
Wallace Galleries
Walter Phillips Gallery, Banff Centre (contemporary)
Webster Galleries Inc.
Whyte Museum of the Canadian Rockies, Banff
Jarvis Hall Fine Art

Consult telephone directory for addresses.

APPENDIX

TIMELINE – 1st YEAR STUDENTS

FALL TERM	<ul style="list-style-type: none"> • Safety Workshop • Grad Welcome – Little Gallery • Academic Orientation
September	<ul style="list-style-type: none"> • Sep. 5: Graduate Orientation, Faculty of Graduate Studies • Sep. (date TBC): Graduate Orientation, Department of Art • Sep. 6: Fall session lectures begin • Sep. 13: Last day to drop a course • Sep. 14: Last day to add a course • Sep. 21: Tuition and Fee Payment Deadline • Should be registered in Studio courses, Art 661.01 in Fall/ Winter as well as Art 609 and Art 611 • Interim Supervisor and student meet • Absence from Campus – complete form at least 3 weeks before you will be away (Interim Supervisor must sign) • Off Campus Exhibition Approval Form – complete and return to main office art.ucalgary.ca/graduate/forms
October/November	<ul style="list-style-type: none"> • Produce studio work • Interim Supervisor and student meet • Invite other professors into your studio and discuss your work. This will assist you when choosing ‘Permanent Supervisor’.
December	<ul style="list-style-type: none"> • Dec. 1: Deadline for application to SSHRC Master’s • Dec. 7: Fall Session lectures end • Dec. 7: Last day to withdraw from courses • End of Term Report, completed by Interim Supervisor • Dec. 31: Forms completed for approval of Appointment of Permanent Supervisor • Student is responsible for signatures on ALL forms except Graduate Program Directors. Return completed forms to Graduate Administrator to be approved by Graduate Program Director and Grad. Exec. Committee.

WINTER TERM	
January	<ul style="list-style-type: none"> • Meet with Permanent Supervisor once every 2 weeks. • Jan. 10: Winter session lectures begin • Jan. 17: Last day to drop a course • Jan. 18: Last day to add a course • Jan. 25: Tuition and Fee payment deadline
February	<ul style="list-style-type: none"> • New applications for MFA being processed • Start to invite as many professors as possible into your studio. You will get to know who is interested in your work and will help decide who you would like to ask to be on your supervisory committee. • Student Exhibitions in Little Gallery
March	<ul style="list-style-type: none"> • Students informed of process regarding Alberta Foundation for the Arts Scholarship at \$ 6,000 scholarships) – Deadline usually April 30 • Think about who you would like to work with for Art 605 in Spring or Summer semesters. Forms (available on the website at art.ucalgary.ca/graduate) must be completed two months before the term the student is registering in.
April	<ul style="list-style-type: none"> • April 12: Winter Session lectures end • April 12: Last day to withdraw from courses • Completion of Art 605 • Suggestion: keep list of all work associated with program. Give to Supervisor at end of classes. • April 1: “Approval of Committee members” forms completed • April 30: Alberta Foundation for the Arts Graduate Scholarship application deadline • Register for Art 605 (deadline May 1)
May	<ul style="list-style-type: none"> • May 30: End of Term Report for Winter due – completed by supervisor. • May 1: Second year MFA Final Appraisal • Meet with instructor of Art 605 as soon as possible to set up project. • Focus on Studio work. Summer is an excellent time to work on studio work as the technicians, equipment and spaces are more readily available. • May 31: Annual Progress Reports completed by students, supervisors and Graduate Program Director. Student completes 1st portion of Annual Report. Supervisor completes 2nd portion. GPD completes 3rd portion of the report. (deadline May 31)
June	<ul style="list-style-type: none"> • Complete on-line registration – continuing students entering 2nd year. Register as full-time student.

July & August	<ul style="list-style-type: none"> Reminder: Complete Absence from Campus if you are going to be away. Form is available online.
---------------	---

TIMELINE –2nd YEAR STUDENTS

FALL TERM	
September	<ul style="list-style-type: none"> Sep. 5: Graduate Orientation, Faculty of Graduate Studies Sep. 6: Fall session lectures begin Sep. 13: Last day to drop a course Sep. 14: Last day to add a course Sep. 21: Tuition and Fee Payment Deadline Register for Art 661.02 and ARHI 615 MFA Exhibition Coordinator is Graduate Program Director to work with students and Nickle Galleries (determine date)
October	<ul style="list-style-type: none"> Watch for Alberta Graduate Student Scholarships (Alberta Heritage Scholarship Fund) - \$3,000 Thesis Research Grant deadline for application Start thinking about thesis support paper – consult with supervisor and committee. 2 full meetings of supervisory committee this term (Practice for Oral Examination with rounds of questioning).
December	<ul style="list-style-type: none"> Dec. 7 - Fall Session lectures end End of Term Report – completed by Student and Supervisor Dec. 15- Outline of thesis support paper and bibliography to all members on the committee
WINTER TERM	
January	<ul style="list-style-type: none"> Jan. 10 - Winter Session lectures begin Start to prepare outline for paper. 2 Full meetings of Supervisory Committee. Examiners Jan. 15: Deadline for new MFA applications Jan. 17: Last day to drop a course Jan. 18: Last day to add a course Jan. 25: Tuition and Fee Payment Deadline
February	<ul style="list-style-type: none"> Detailed Outline of Paper due to Committee members
March	<ul style="list-style-type: none"> Work on thesis exhibition and support paper Start thinking about catalogues, invites, posters, etc. for thesis exhibition Meet with Nickle galleries staff and Graduate Program Director about exhibition space needs for each MFA candidate

April	<ul style="list-style-type: none"> • Thesis Research Grant application deadline • Devise floor plan for Nickle Galleries Arts thesis exhibition • April 12: Winter Session lectures end • April 15: First draft of thesis support paper to your committee members and supervisor
May	<ul style="list-style-type: none"> • Final Appraisal Meeting, early May
June	<ul style="list-style-type: none"> • May 31: Annual Progress Reports completed by students, supervisors and Graduate Program Director. Student completes 1st portion of Annual Report. Supervisor completes 2nd portion. • GPD completes 3rd portion.
July	<ul style="list-style-type: none"> • Studio work completed by end of July.
August	<ul style="list-style-type: none"> • Final paper to examiners – 3 weeks prior to exam date- send via e-mail as well as hard copy if needed–students to provide this. • Last preparations for installation • Set up at normally at Nickle Galleries (10 a.m.-5 p.m, no evenings) • Students completing their examination and exhibition requirements in the Fall must vacate their studios on or before the 3rd Sunday of August. • End of August usually - Deadline to apply for Fall Convocation
September	<ul style="list-style-type: none"> • Oral Exams – 1st week of September normally • Opening/Closing Exhibition • Final paper due at Grad Studies (last day of fee payment) • Thesis must be submitted to FGS electronically • grad.ucalgary.ca/current/thesis • 1 bound copy please submits to Department of Art. Students to complete forms for Grad Studies. Forms are available on website at grad.ucalgary.ca/current/thesis/ethesis
November	<ul style="list-style-type: none"> • Convocation

EXAMINER'S REPORT ON THESIS

Please print or type this form and use reverse for additional comments (if needed).

Name of Candidate	Degree	Department
Thesis Title		
Date and Time of Oral Examination		Place
<p>This report should be completed by each of the designated examiners as listed on the Notice of Thesis Oral Examination before the examination and delivered to the person chairing the examination committee at the beginning of the oral. This report is intended to serve as a record of each examiner's assessment of the thesis as presented by the candidate before any corrections or amendments have been made resulting from the comments of the examiners. It will become part of the student and supervisory records. After the examination, this report may be made available to the student upon request. Questions about the use of this information should be directed to the Freedom of Information and Protection of Privacy Advisor, Faculty of Graduate Studies, (403) 220-5417.</p> <p>As this report is the only record of the quality of the thesis, it should attempt to be comprehensive with respect to the general presentation. Although detailed comments on specific topics are not required, the report should endeavor to cover the following: use of relevant literature and techniques; organization; the literary competence displayed; the logic of enquiry in the research and the interpretation of results; the argumentation leading to the conclusions; the degree of sophistication shown in the treatment; originality and contribution to the discipline. A concluding assessment comparing this thesis to others examined, with an estimation of the author's ability to undertake future research would be useful.</p>		
<i>Examiner's Name</i>	<u>Signature</u>	<u>Date</u>
<p><i>This is an outstanding thesis, worthy of nomination for a major national or international award:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

COPY OF THESIS

The Department requires all students who have submitted their final thesis to the Vault to also provide 1 (one) bound copy of their thesis to the Department for archival purposes. The binding should be red hard cover with gold letters. It is traditional to offer a bound copy of your thesis to your supervisor if he or she wishes to keep one on file. Octavia Book Bindery located: 1040 8 Ave SW, Calgary is suggested Bindery. For more information please visit here octaviapress.ca/?page_id=107

Please refer to the UCalgary Faculty of Graduate Studies Calendar grad.ucalgary.ca/current/graduate-calendar for complete and up-to-date information regarding program requirements, thesis examinations, etc.

Please refer to the UCalgary Faculty of Graduate Studies Website grad.ucalgary.ca/current/thesis for the assistance with your thesis preparation and submission.

GRADUATE AND UNDERGRADUATE STUDIO USAGE AND REGULATIONS

The studio spaces at the art department are well-equipped, purpose-built spaces that enable students to engage in a variety of mediums and approaches. The studios have been set up for the benefit of all of those registered in classes and are intended to foster a positive, community-based, learning environment.

It should be noted, however, that these studios are the property of the University of Calgary and, as such, are subject to proper use ensuring the well-being, security and safety of all individuals. Therefore, the following are regulations to which all students must adhere. Failure to do so can result in all privileges and access being revoked for the remainder of the term. Students in violation of the rules may also be restricted from receiving studio space in the future. Therefore, it is important to read the regulations carefully before signing the agreement form.

STUDIO ACCESS AND RESPONSIBLE USE

Studios are provided for the sole use of art department graduate and undergraduate students. In order to ensure safety and security, studio access is only allowed to students currently enrolled in courses that utilize these spaces.

- Access is not allowed for any individuals, unless registered in your specific class.
- Door codes and locks for security spaces must not be given to anyone.
- These spaces are used by numerous students concurrently, so be mindful of excessive music and noise.
- Children are not allowed in studios where hazardous materials or equipment are being used – this includes Drawing, Painting, Printmaking, Photography, Sculpture, the associated shops and process rooms, and some graduate studios. In areas where no hazardous processes are occurring, supervised children can be in attendance.
- Studio doors must be closed at all times for both security and efficient air handling, and must not be propped open.
- Alcohol is prohibited on any part of the premises. Any individual violating this regulation will have studio access immediately revoked.
- Smoking is prohibited in any area of the building.
- The use of candles, open flame, and incense are not allowed in any area of the building.
- If you see anyone in the Department who is not supposed to be there, contact Campus Security immediately.

STUDIO, LABORATORY & CLASSROOM SAFETY PROCEDURES

While graduate and undergraduate studio spaces are provided for students to explore their research and practices, the University of Calgary has implemented policies and procedures for the safe and responsible usage of all studios, laboratories and classrooms. Students should familiarize themselves, and are expected to comply, with the following safety procedures.

Failure to do so may result in the loss of your studio space and may prevent you from receiving space in the future.

- Students must follow the “**Laboratory Safety Rules**” as defined by the University of Calgary. These rules are posted on all studio doors for your review.
- Student must be aware of the art department “**Restricted Materials**” list as posted and comply with any/all restrictions.
- Students must inform their supervising Faculty member of the use of any potential hazardous materials or unsafe working procedures. art department Technicians must be informed of these practices in order to determine safe-handling and disposal procedures.
- When working with hazardous materials or processes, it is required to have a second authorized person present.
- With the exclusion of small hand tools (hand drills, sanders, etc.), all power tools are considered restricted from the studios until their usage has been approved by art department Technicians.

STUDIO MAINTENANCE

- Students must keep their individual spaces and the larger shared facilities clean at all times.
- Access to electrical equipment (plugs, switches, and electrical panels) must be free from obstructions at all times in case of an emergency. Cords should not run in trafficked areas as they are a tripping hazard.
- Trip hazards and debris are not allowed to accumulate at any time. All unwanted material must be removed promptly and discarded in the dumpster outside the loading dock of the Art Building.
- Even though your studio space is yours to work in, it is considered the property of the art department. Any damage to the walls outside of normal wear and tear – including graffiti, excess paint build-up, holes, etc. – is your responsibility to repair. This includes patching and painting if required.
- All furniture and equipment in the studio spaces is the property of the art department and must not be removed from individual spaces. You are responsible for removing any additional furniture you have brought into your studio at the time you vacate. It is your responsibility to keep all furniture clean and in good working condition.

- Hallways and corridors must remain free of obstruction at all times. Do not store or move furniture, materials, or supplies in these areas.
- The loading dock is under the control of Facilities Management. There is no storage allowed in this area.

VACATING STUDIO SPACES

Undergraduate

All undergraduate students must vacate their studios within two weeks of the last day of their registered class, unless otherwise informed by their instructor. The following tasks must be completed prior to this deadline:

- All garbage must be disposed of in garbage cans. Larger materials should be taken to the loading dock dumpster.
- All hazardous materials such as solvents and spray cans must be disposed of in accordance with university guidelines. Please consult art department Technicians if unsure of the proper procedures for doing so.
- All unwanted artwork and course work must be disposed of in garbage cans or the loading dock dumpster.
- Storage racks and tabourets must be cleaned out.
- Studio walls and floors must be cleaned. This may entail patching and painting the walls.

Graduate

All graduate students must follow the guidelines as established for undergraduate procedures and listed above. Additionally, they must adhere to the following.

- Students completing their examination and exhibition requirements in the Fall must vacate their studios on or before the 3rd Sunday of August.
- Students whose thesis examinations occur outside of the usual Fall schedule, need to make arrangements with the Graduate Program Director for vacating their space.
- Studio space is normally allotted for a period of 24 months. In circumstances where graduate students are extending their program beyond this period of time, the art department does not guarantee studio space. In circumstances where students require space to complete their degrees, they must make a formal request to the Graduate Program Director.
- Continuing students wishing to move to different spaces must confirm with the Graduate Program Director and follow the guidelines for cleaning their existing space.
- Prior to vacating their studio, art department Technicians will schedule a final walk-through to detail any maintenance or repairs that the student is responsible for completing.

- Keys to the art department facilities must be returned to the main office immediately upon vacating the studio.

FAILURE TO COMPLY

Any student who fails to comply with the above regulations and conditions of use may have all studio privileges and access revoked. In such circumstances, disciplinary action will commence with a warning letter, issued by Faculty or Staff, which outlines the complaint and the corrective actions that must be taken by the student. A copy of this letter will be provided to both the student and the Department Head, with subsequent action to be determined.



UNIVERSITY OF CALGARY
FACULTY OF ARTS
Department of Art

STUDIO USAGE AND REGULATIONS

I, _____ have read and understand the “Usage and Regulations Policy”
for Studio use, maintenance and vacation, and hereby agree to abide by this policy.

(Signature)

(Date)