FACULTY OF MEDIA+ART+PERFORMANCE

INTERDISCIPLINARY PROGRAMS IN MEDIA, ART, AND PERFORMANCE

Amin Malakootikah (MFA student, Media and Artistic Research), "Water Brings Brightness V2," Interactive/Immersive Installation at Glimpse, 5th Parallel Gallery, University of Regina, 2023. Photo Courtesy of Omid Hassanzadeh.

GRADUATE HANDBOOK
2024-2025

Revised May 9, 2024

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Welcome from the Associate Dean Graduate and Research

Welcome to the University of Regina, and to the Graduate programs in the Faculty of Media, Art and Performance, "Where Makers Meet." I am very pleased to have you pursuing your advanced research with us.

In grad school you are presented with an open horizon for discovery, innovation and creativity as you develop new knowledge, original practice and participate in the kinds of social change that universities inspire. Our small size and vibrant arts and culture scene will provide you with an intimate and friendly environment, while you pursue your thesis projects. Opportunities abound to become involved in our many local arts organizations, whether for academic credit through our Professional Placement program, or by attending and participating in their various exhibitions, concerts, screenings, performances and events.

There are over 50 students enrolled across Interdisciplinary Programs, Film Production, Film Studies, Music, Theatre and Visual Arts programs, whom you will meet in your various courses. The MAP faculty and your supervisors look forward to working with you in your core courses, in directed studies, in group studio settings and in supporting and mentoring your practice-based research-creation and thesis work.

Please also support your fellow students and faculty by attending their performances, shows, events, exhibits and talks to help build the grad community in MAP, across the University of Regina campus, and throughout the City of Regina's arts and culture scenes. Be sure to check out **Art for Lunch**, which happens periodically throughout the academic year, and **The Fifth Parallel Gallery**, our student-run gallery, where MAP graduate and undergraduate students can propose and curate exhibitions.

The MAP Presentation Series, which profiles faculty research, is scheduled on the third Friday of the month. Finally, the **DRS: Doctoral Research Showcase** is an ongoing event in MAP that profiles our PhD students' research, and it will be scheduled periodically, in partnership with the Humanities Research Institute. You are warmly encouraged to attend these events. They will be advertised through your program areas and the campus Research and Events listservs.

I will be organizing a MAP Grad Welcome Zoom for early September. I very much look forward to meeting you, and hearing about your projects, goals and aspirations.

Sincerely,

Christine Ramsay
Associate Dean Grad and Research, MAP

Welcome to the Interdisciplinary Graduate Programs in MAP

Thank you for choosing the Interdisciplinary Programs in Media and Artistic Research at the University of Regina for your graduate research and studies. Welcome! Tansi! We are located on Treaty 4 Territory, with a presence in Treaty 6. These are the territories of the nêhiyawak, Anihšināpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Mischif Nation. Today, these lands continue to be the shared Territory of many diverse peoples from near and far.

Interdisciplinary Programs in MAP are designed to fulfil a theoretical and pragmatic niche for highly qualified students whose practices and research reach beyond the borders of more traditional programs of study. Here, you will be able to design, develop and implement ideas that compel questions traversing disciplinary and departmental boundaries. Through personalized programs you will decide upon the questions, methods, materials and practices that constitute your studies. What do you want to do? How will you get there? What tools do you need? What questions does your research ask? What theories and methods does your research encourage you to use? What challenges need to be addressed through your own practice and study? What does your research accomplish in the world? These are questions that will constantly be asked in your program and that you will be prepared to respond to by the time of your oral defense.

This handbook is designed to guide and assist you in decision-making throughout your program of research and study at the U of R. We have tried to be as comprehensive as possible in its design, but please remember that the nature of any handbook is that it is a document that is always in process. If there is something we have missed or about which you have questions feel free to contact the Interdisciplinary Programs Graduate Coordinator (IDP Grad Coordinator).

Interdisciplinary Graduate Coordinator, Faculty of MAP:
Dr. Christine Ramsay
Professor of Film Studies, Media Studies and Creative Technologies; and Interdisciplinary Programs Graduate Program Coordinator (2017-)
   Email: Christine.Ramsay@uregina.ca
   Office: ED 239.5, Film Department
   Phone: 306.585.4210

Administrative Assistant:
   Email: map.adminhub@uregina.ca
   Office: RC 271, MAP Admin Hub and Interdisciplinary Programs
   Phone: 306.585.5562

Interdisciplinary Graduate Student Representative:
Ayesha Mohsin
   Email: ali348@uregina.ca

MAP Vision Statement:

Our faculty provides an energized teaching, learning and research environment in media, art, and performance. Invention, innovation, and rigorous inquiry make us an outstanding study and research destination. It is indeed **Where Makers Meet**.

Mission Statement:

To inspire excellence within an inclusive, supportive, and interdisciplinary environment. MAP provides support for students to become champions of the arts: as makers, scholars, educators, innovators, patrons, and community or industry leaders. Our faculty, students, and alumni endeavor to disseminate and share their professional expertise locally, regionally, nationally and internationally.

Values:

MAP shares the values of the University of Regina's Strategic Plan 2020-2025**, All Our Relations: Kahkiyaw kiwâhkômâkaninawak.** In addition, we are committed advocates for art and culture, and strive to ensure it is fully embedded, embraced, and respected on our campus, in the community, and beyond.

➢ We promote an environment that includes a range of disciplines and interdisciplinary approaches.

➢ We are a student-centred faculty.

➢ We are committed to excellence in teaching and learning.

➢ We respect the historical trajectories in all the disciplines and embrace pedagogical innovation.

➢ We respect the rights, differences and dignity of all.

➢ We respect and value our colleagues, their disciplines and aspirations.

➢ We are committed to creative and critical thought and excellence in diverse forms of dissemination.

➢ We practice ethics and integrity as the foundations of our relationships.

➢ We understand the arts to be fully integrated in the fabric of society.

➢ We value the productive confluence of theory and practice.

➢ We are committed to the sustainability of the natural environment

Interdisciplinary Programs in MAP

Objectives:

The objectives for the Interdisciplinary Programs are as follows:

- Fostering an environment of interdisciplinarity centred in MAP emphasizing areas of innovative examination that that expand the role of Media, Art, and Performance locally, nationally, and internationally

- Attracting highly qualified students who are independent and capable of contributing to MAP as a shaping factor in culture and information/knowledge economies

- Retaining qualified students in Saskatchewan, thereby contributing to the cultural and economic advancement of the province

- Preparing students with a training centered in MAP practices and issues at the Masters and PhD level, as well as careers as arts professionals and administrators, artists, and a variety of other career choices

- Supporting new thinkers and makers to develop innovative, interdisciplinary, and ground-breaking research and practice

What is an Interdisciplinary Graduate Degree?

Academic skills and specializations are usefully augmented and contextualized by both a traditional fine arts perspective and a contemporary cross-disciplinary approach. As society embraces information economies, cultural and entertainment sectors are rapidly emerging as driving forces in change. In this environment, there is an opportunity to expand beyond traditional disciplinary boundaries to the areas of creative technologies and science; social history; pedagogy; and consciousness and identity. The Interdisciplinary Graduate Program in MAP is designed to accommodate students who are motivated to pursue innovative projects in a rigorous intellectual environment that is supported by a flexible framework of coursework, research and an expansive network of links to the university community and beyond.

Interdisciplinary work involves bringing together methods, techniques, theoretical frameworks, and contexts from more than one discipline to create a new hybrid research project. MAP encourages graduate students to undertake interdisciplinary projects, even if they are new to working in this way, with care taken to ensure the appropriate supervisors and courses are chosen, to best support the proposed project.

An interdisciplinary MA, MFA or PhD student typically takes classes from two or more different departments/programs within the Faculty of MAP. Alternatively, they might take classes from one

department/program in MAP and classes in another department/program in another Faculty at the University. Examples could include: visual art and history, film and anthropology, creative technologies and engineering, music and computer science, theatre and religious studies, etc.

MFA students can have one main supervisor, or two supervisors, working in the two or more areas that are being combined. Supervisors for Masters and PHD programs could include artists with established practices in interdisciplinary art, or scholars in disciplinary and interdisciplinary fields such as ethnomusicology, performance studies, cultural studies, etc. Visit the MAP website to view faculty profiles and their disciplinary and interdisciplinary interests and expertise.

Supervisors and students who do not have previous experience in interdisciplinary research can seek regular guidance from the Interdisciplinary Graduate Coordinator, and supervisors are invited to bring the student's research design or proposal to the Interdisciplinary Graduate Committee for feedback at any point in their program. The student reviews, which take place annually for all candidates, are also an opportunity for further support and guidance.

May 1, 2024

ADMINISTRATIVE STRUCTURE OF INTERDISCIPLINARY PROGRAMS

VP ACADEMIC
University of Regina

DEAN
Faculty of MAP

DEAN
Faculty of Grad Studies and Research

ASSOCIATE DEAN
GRAD AND RESEARCH
Faculty of MAP:
MAP Grad Committee,
IDP Grad Coordinator,
and
MAP Grad Student Rep

STUDENT

SUPERVISOR/
CO-SUPERVISORS

IDP GRAD COORDINATOR:
IDP Grad Committee, and
IDP Grad Student Rep
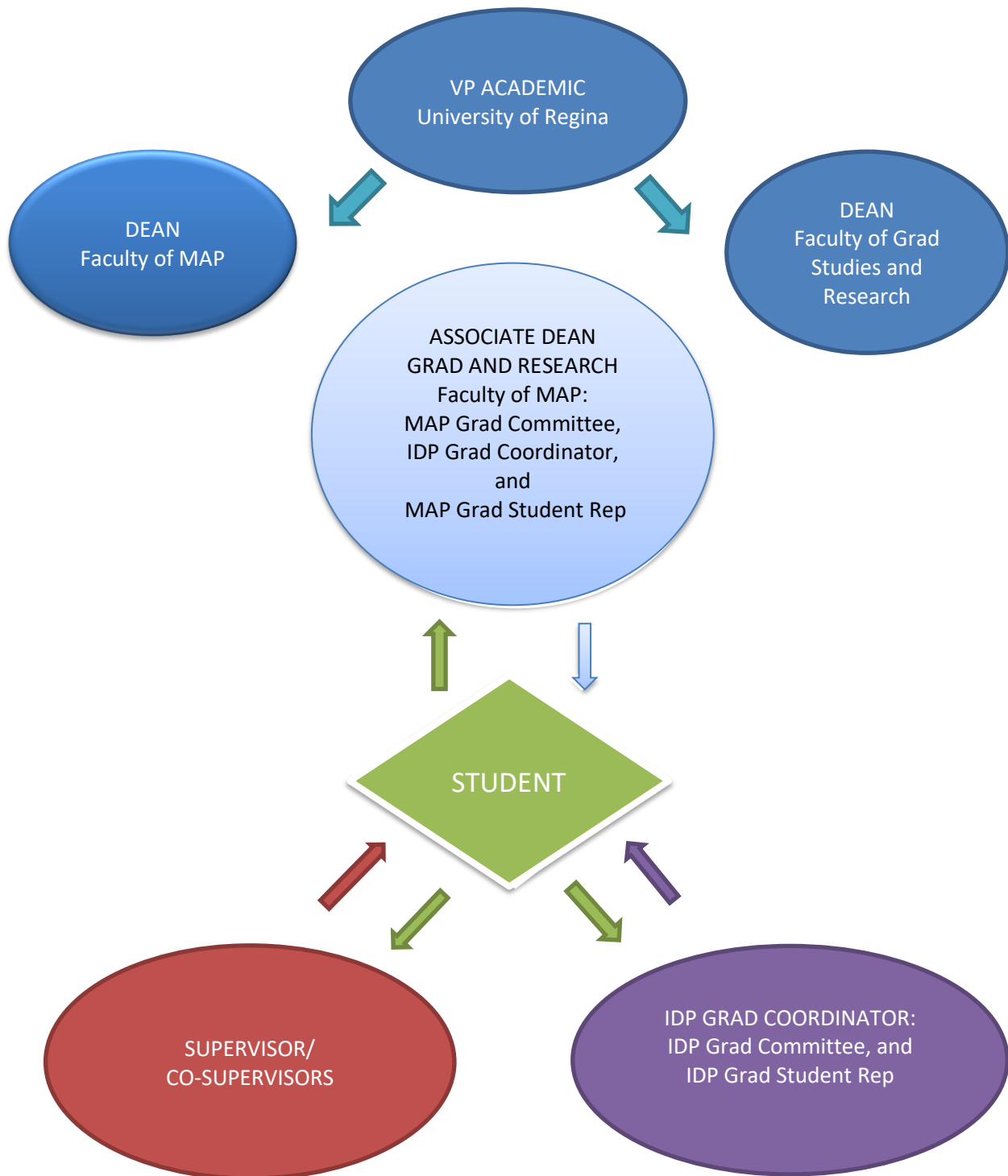
Overview:

Students in IDP programs in MAP are administered exclusively through the policies of our IDP programs and the Faculty of Graduate Studies and Research of the University of Regina. Your faculty is FGSR; your faculty program area is MAP; your specialization in MAP is IDP.

Student:

- As a student you are in charge of your program of study. Ensuring that you fulfil degree and program requirements is your responsibility. Nevertheless, your co-supervisors guide and mentor your studies and must be consulted on all aspects of your planned program of study. The IDP Coordinator administers the MAP graduate programs, is an important resource in your progress through your degree, and must also be consulted on all changes to your study plan.
- All graduate students are registered at the university through the Faculty of Graduate Studies and Research (FGSR); your area of study is Interdisciplinary Programs in MAP, and you are considered a MAP graduate student. You will be communicating with both FGSR and MAP on various issues throughout your studies, and *it is your responsibility to become familiar with their procedures and to use your uregina email on all correspondence* .

Supervisors and Co-Supervisors:

- In the MA and PhD thesis-based programs students work with a faculty supervisor who oversees their program. Co-supervision by two Faculty members is also possible, one of whom will be the designated point of contact with FGSR on administrative issues. Supervisors are responsible to continue mentoring students while on sabbatical.
- In the MFA and PhD research-creation programs students usually work with two Faculty members as co-supervisors who oversee their program, one from each of the student's two areas of concentration. One of the supervisors will be the designated point of contact with FGSR on administrative issues. Students may enter their program with one supervisor in place and are expected to identify the second supervisor by the end of their first semester. Supervision by one Faculty member is also possible, but it is noted that: 1) FGSR does not allow more than 50% of credits to be taken with a single supervisor; 2) It is much easier to manage access to resources, such as equipment and space to work, for students when there is a co-supervisor in the area to which the student needs access (i.e. in another area in MAP; in another faculty, such as Computer Science or Engineering); and 3) When a supervisor is on sabbatical, and may occasionally be unavailable due to research responsibilities, the co-supervisor can fill in and be available to the student, as needed.
- After the student, supervisors and co-supervisors are responsible for ensuring that program and degree requirements are being met by the student.
- All supervising faculty members are required to be accredited by FGSR. Supervisors and students are required to familiarize themselves with the FGSR guidelines, rules and regulations on roles and responsibilities for graduate committees.

Interdisciplinary Programs Graduate Coordinator:

- Oversees the administration and pedagogy of Interdisciplinary Programs graduate programs as IDP Grad Coordinator to the MAP Graduate Programs Committee.
- Organizes deliberation of incoming applications; coordinates studio space; advises students and helps set up professional placements; works with other graduate coordinators on the IDP Committee; manages program discussions and pedagogical changes.
- Organizes end of year reviews for Masters students.
- Signs off on the thesis/project once supervisors have organized defenses and submitted their paperwork. (Nomination of External Examiner, etc., so that the defense can go forward).

Interdisciplinary Programs Graduate Committee:

- Composed of four representatives of each of the MAP faculty departments (Creative Technologies and Design, Film, Music, Theatre, Visual Arts), and a Grad Student Rep.
- Chaired by the IDP Grad Coordinator.
- Reviews, discusses and deliberates on all applications to IDP and other business arising, including pedagogy.

MAP Graduate Programs Committee:

- Chaired by the Associate Dean (Graduate Studies and Research). Consists of Grad Program Coordinators from MAP Departments (Creative Technologies and Design, Film, IDP, Music, Theatre, and Visual Arts), a graduate student representative (voted for by the student body, or appointed by the Chair,) and includes the Canada Research Chair (when MAP has an appointment).
- Deliberates on allocation of all MAP graduate scholarships, student admissions, and other business arising.

Communication:

Students will usually communicate with their supervisors or co-supervisors as a first point of contact on matters related to the content of their programs, and students and supervisors are required to sign the Student and Supervisor Letter of Understanding (based in principles of the Canadian Association of University Teachers) and the supervisors will file it with the IDP Grad Coordinator, MAP Admin Hub and Associate Dean Graduate and Research in MAP (see appendix). On matters pertaining to the administration of their programs, students will communicate directly with the IDP Grad Coordinator and/or Administrative Assistant and/or FGSR. Students should also regularly check the FGSR webpage for information on scholarships and important dates, and the MAP webpage for semi-annual updates to this handbook. Emails should be answered between students and supervisors within 48 hours, standard respectful workplace policy.

Responsibilities of supervisors, committees and students are clearly outlined on the FGSR website. All faculty, committee members and students should familiarize themselves with those responsibilities and all policies and procedures related to them:
https://www.uregina.ca/gradstudies/current-

students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html

All forms needed to navigate programs are also housed on the FGSR website. See:
https://www.uregina.ca/gradstudies/forms.html

Program Descriptions:

Interdisciplinary Grad Programs include a studies-based Master of Arts (MA) in Media and Artistic Research and a practice- based, or research-creation Master of Fine Arts (MFA) in Media and Artistic Research, as well as a PhD in Media and Artistic Research with three possible paths: A: Thesis (Research on the Arts); B: Practice-based Research-Creation (Research in the Arts); and C: Thesis and Practice Hybrid (Research through the Arts). In all cases, students are required to complete theses or projects that integrate knowledge from two (or three) disciplines or thematic areas, one of which must be a MAP area (Creative Technologies and Design, Film, Music, Theatre, and Visual Arts).

NOTE: *MAP is not in a position to technically train incoming graduate students in areas that are beyond your current practice(s). If you need to acquire new technical skills, you should consult with your supervisor(s) to determine the best way to accomplish this. Please be aware that learning these new technical skills will be at your own expense. You might consider taking an undergraduate course, hiring a tutor, participating in workshops, or contracting out portions of your project to a professional.*

MA Program Description:

The Interdisciplinary MA in Media and Artist Research provides an opportunity to expand the role of the fine arts beyond traditional disciplines. Several suggested thematic areas of concentration listed below exemplify potential pathways but are not meant to preclude proposed, individualized interdisciplinary research topics. This MA program encourages students to consider innovative research questions that investigate new terrain combining theoretical and methodological frames beyond the traditional disciplinary boundaries. The program is designed for completion within one calendar year; this timeframe may also assist students who want to move on to doctoral-level studies. The recommended length for MA theses in Interdisciplinary Programs in MAP is 60-100 pages (not including bibliography).

Description of Optional Thematic Concentration Areas:

Students may consider choosing from several possible concentration areas listed below (although this list is not exhaustive):

Popular and Visual Culture: Explore texts, works of art, mass media (television, film, radio, recordings, advertising, newspapers and magazines, and the internet), sport, music, rituals, fashion and fads as a basis for inquiry into questions such as what is made visible; who sees what; how seeing, knowing and power are interrelated.

Gender, Sexuality, and Culture: Shape research that challenges current understandings of gender and sexuality by interrogating cultural identities, cultural production and cultural theory in relation to power systems.

Social and Community Engagement: Frame examinations of the conceptual and philosophical underpinnings of social and community engagement that allows for considerations and understandings of dynamic social spaces and the practices and processes that inform them.

Indigenous Arts and Cultural Expression: Engage in research related to complex and evolving global discourses in Indigenous art practices, traditions and ways of knowing and being across a range of expressions, material and media.

Cultures of Display: Formulate inquiry into museum, gallery and exhibition practices, including curatorial expressions, collecting, and spectator experience.

MASTER OF ARTS A thesis-based program, requiring 30 credit hours

MAP 800 Seminar in Theory and Methods I	3
MAP 803 Seminar in Theory and Methods II	3
Elective Courses in Identified Disciplinary areas	6

ONE of: (each can count as the required core, or as an Elective)
        MAP 804 Studies in Media, Art, and
        Performance
        FILM 804 Critical Investigations in Film
        MAP 899 Professional Placement
	3

MAP 901 Thesis Research	15
TOTAL	**30**

GRST 800AA: Grad Thrive Plus
Online seminar on academic integrity required by FGSR to be completed in the first term. Credit/ No Credit.

Statement of Originality for the Master of Arts Degree (MA):
At the Master's level, the student's academic thesis must demonstrate a comprehensive knowledge of the discourses and literature relevant to their chosen topic. They must present clear arguments, supported by appropriate evidence, resulting from a well prepared and rigorous research design, and a well-articulated and appropriate research methodology. The thesis must be presented in a form that is appropriate to the disciplines involved, and to the interdisciplinary approach, as well as to the rules and regulations of FGSR, and academic standards. While there is no expectation of original knowledge creation at the Master's level, insights produced by advanced graduate research are part of the wealth of academic knowledge.

YEAR 1 FALL	WINTER	SPRING/SUMMER
GRST 800AA (0) Credit/No Credit MAP 800 (3) * MAP 804; or as Elective (3) Elective (3)	MAP 803 (3) * FILM 804; or as Elective (3) MAP 901 (3)	MAP 899 (3); or MAP 810 MAP 901 (3)
YEAR 2 FALL	WINTER	SPRING/SUMMER
MAP 901 (3) MAP 901 (3) MAP 902 (3): Defense		

*Note: The above table is a suggested trajectory through the degree to enable completion in one year. Students may or may not choose to follow it exactly, but it is highly recommended that MAP 800/MAP 804 and MAP 803/Film 804 be taken in semester one and two, respectively, as they are only offered in those terms. Not doing so will delay progress through the degree.

*Note: *Research credits for the MA are designated as MAP 901*

MFA Program Description:

In the Interdisciplinary MFA in Media and Artistic Research, students are actively engaged in creating, performing and producing media, film, art, theatre, or music and other creative works, in a variety of combinations. These may be supplemented with other areas of concentration outside of MAP. Programs in this area typically culminate in a public exhibition or performance or other presentation of a body of work, and a Critical Engagement Paper of 40 pages (not including bibliography).

MASTER OF FINE ARTS A practice-based program, requiring 42 credit hours

MAP 800 Seminar in Theory and Methods I	3
MAP 803 Seminar in Theory and Methods II	3

ONE of:
    MAP 804 Studies in Media, Art, and Performance
    FILM 804 Critical Investigations in Film
	3

ONE of:
    MAP 899 Professional Placement
    ART 801-804 Group Studio
	3

Elective	3
Courses Related to Two Major Areas of Research	12
MAP 902 Research Project	15
TOTAL	**42**

GRST 800AA: Grad Thrive Plus

Online seminar on academic integrity required by FGSR to be completed in the first term. Credit/ No Credit

Statement of Originality for the Master of Fine Arts Degree (MFA):

The MFA has historically been considered a terminal degree. The MFA provides the training for artists and creative researchers to move directly into professional work in artistic and academic contexts, although students are increasingly moving beyond the MFA to complete PhD's in research creation in order to teach at the university level. At the MFA level, the project must be an original contribution to the relevant artistic and interdisciplinary fields. The project and engagement paper must demonstrate careful research design and well-articulated methods and methodologies appropriate to the disciplines involved, and to the interdisciplinary approach taken, and show skills and techniques at a level appropriate to advanced contribution to the field(s). The critical engagement paper must demonstrate and support this original research contribution, and justify the readiness of the creative work to move to examination and defense. The paper must be presented in a form that follows the FGSR academic rules and regulations regarding written work.

YEAR 1 FALL	WINTER	SPRING/SUMMER
GRST 800AA (0) Credit/No Credit MAP 800 (3) * MAP 804; or as Elective (3) Major area (3)	MAP 803 (3) * FILM 804; or as Elective (3) Major area (3)	Major area; or MAP 810 (3) Major area (3) MAP 899 (3)
YEAR 2 FALL	WINTER	SPRING/SUMMER
ART 801-804 (3) MAP 902 (6)	MAP 902 (6)	MAP 902 (3): Defense

*Note: The above table is a suggested trajectory through the degree to enable completion in two years. Students may or may not choose to follow it exactly, but it is highly recommended that MAP 800/MAP 804 and MAP 803/Film 804 be taken in semester one and two, respectively, as they are only offered in those terms. Not doing so will delay progress through the degree.

Note: Research credits for the MFA are designated as MAP 902.

Note: Students are advised that ART 801-804: Group Studio includes a project review process at the end of the class, to which the student's supervisors are invited by the instructor, and which all faculty members of Visual Arts also attend. Given that the required IDP Master's Student Review is held annually in mid-April, students may wish to take ART 801 in Fall term, rather than ART 802 in Winter term, to avoid two reviews in April. ART 801-804 is organized as follows: ART 801 and ART 803 are offered in Fall term (ART 801 is for IDP students; ART 803 is for Visual Arts students; students are taking the same course, under different numbers); ART 802 and ART 804 are offered in Winter term (ART 802 is for IDP students and ART 804 is for Visual Arts students; students are taking the same course, under different numbers).

PhD Program Description:

The Interdisciplinary PhD in Media and Artistic Research aims to equip students with advanced research skills and extensive knowledge in a specialized area of research-creation and/or scholarship. The target audience for the program is primarily students who have completed their MFA and/or MA and have a strong interest in a research-focused career in the arts and/or education with a clear understanding of the relationship between artistic research, artistic practice and reflection. The program is situated within a fine arts environment that includes the following well-established and equipped areas: Creative Technologies and Design, Film Production, Film Studies, Music, Theatre and Visual Arts.

The program provides an opportunity to expand the role of arts- based research to include, for example, areas of technology and science; social history; pedagogy; Indigenous and non-Indigenous consciousness and identity; and curation. It encourages students to consider innovative research questions that investigate new terrain beyond the traditional disciplinary boundaries by combining multiple theoretical and methodological frames, or to focus on research that addresses the scope and bounds of one discrete discipline (see also Description of Optional Thematic Concentration Areas in the MA, above).

The Interdisciplinary PhD program is also aligned with the University of Regina's presence on Treaty 4 and Treaty 6 territory, as a catalyst for generating meaningful scholarly experience and research with impact based in our collective focus as treaty people on shared values, a wide vision for the future, and collaboration. To join this doctoral program means developing a thesis and/or artistic research project of high quality that is expected to contribute to the development of new knowledge and deepen and/or challenge existing practices within the artistic field— enjoying equal status with other forms of academic research that communicate together in a peer context. The doctoral candidate will work in an interdisciplinary environment where focus is on artistic processes / outcomes and their significance to their larger cultural, social and political contexts.

The degree has three possible paths:

a) **Thesis (Research on the Arts)**: Course / thesis-based investigations aimed at drawing valid conclusions about art practice from contemporary theoretical perspectives.

b) **Practice-based/Research-Creation (Research in the Arts):** Multi-modal research based in course and practice-based applied research. A written thesis is not required although another means of critical reflection must be agreed upon with the supervisory committee and in evidence.

c) **Hybrid Thesis and Practice/Research-Creation (Research through the Arts):** Course / practice / thesis-based investigations in which the artistic practice itself is an essential component of both the research process and the written research results.

Core Courses:
MAP 800 Seminar in Theory and Methods I (Fall semester)
MAP 803 Seminar in Theory and Methods ll (Winter semester)
MAP 804 Studies in Media, Art, and Performance (Fall semester; can count as core or elective)
Film 804 Critical Investigations in Film (Winter semester; can count as core or elective)
MAP 805**:** Doctoral Research Showcase
MAP 900 Comprehensive Exam
Electives
MAP 901 (PhD thesis research)
GRST 800AA: Grad Thrive Plus
(Online seminar on academic integrity required by FGSR to be completed in the first term. Pass/Fail)

*Note: The tables below are a suggested trajectory through the degree to enable completion in four years. Students may or may not choose to follow them exactly, but it is highly recommended that MAP 800/MAP 804 and MAP 803/Film 804 be taken in semester one and two, respectively, as they are only offered in those terms. Not doing so will delay progress through the degree.
MAP 800 and MAP 804 are offered in Fall semester; MAP 803 and FILM 804 are offered in Winter semester. A course in MAP 810: Selected Topics is offered in Spring semester.
  *Note: Research credits for all Paths of the PhD are designated as MAP 901.

A) Thesis (Research on the Arts): Course / thesis-based investigations aimed at drawing valid conclusions about art practice from a theoretical perspective.

*   The student must have demonstrated proficiency in a broad field of learning, and the ability to initiate and evaluate work in the corresponding field. Furthermore, the student must have shown the ability to work independently in the chosen field and must have made an original significant contribution to the advancement of knowledge (FGSR Guidelines).
*   Students engaged in this stream are carrying on a critical investigation of art from a variety of perspectives within the arts or in combination with other disciplines and methodologies. Programs in this area typically culminate in a thesis of 250-300 pages (not including bibliography).
*   PhD candidates have a maximum of six years to complete their work. The following represents the minimum time to move through the program. However, candidates may take up to six years to complete their program, with two Maintenance of Candidacy terms allowed

beyond the six-year maximum.

Online Pass/Fail Tutorial	GRST 800AA: Grad Thrive Plus. Must be taken in Semester 1
15 credit hours of core courses:	MAP 800 (3 credit hours) MAP 803 (3 credit hours) MAP 804 OR Film 804 (3 credit hours) MAP 805 (3 credit hours) MAP 900 Comps (3 credit hours)
9 credit hours of electives:	Chosen from the roster of MAP elective courses (can include MAP 804 or Film 804, depending on the core course selected, above), MAP 810, ongoing new additions to that roster, or any relevant graduate course across campus approved by the supervisor(s). Note: This could include Directed Readings with the faculty supervisor relevant to the student's area of research, and can be of variable credit (i.e. 3 credit hours, 6 credit hours, or even 9 credit hours where warranted).
36 credit hours of thesis writing:	MAP 901 (thesis)

Total: 60 Credit Hours

YEAR 1 FALL	WINTER	SPRING/SUMMER
GRST 800AA (0) Credit/No Credit MAP 800 (3) MAP 804; or as Elective (3)	MAP 803 (3) FILM 804; or as Elective (3)	MAP 810 (3) Elective (3)
YEAR 2 FALL	WINTER	SPRING/SUMMER
MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 3 FALL	WINTER	SPRING/SUMMER
MAP 900: Comps (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 4 FALL	WINTER	SPRING/SUMMER

MAP 805: DR Showcase (3) MAP 901: Defense (3)		

* In consultation with the supervisor and Associate Dean, MAP 800 and MAP 803 may be substituted for other courses if already used to fulfil a master's degree.

B) Practice-based Research-Creation (Research in the Arts): Course / documented practice-based applied research.

- The artistic level of applicants must be exemplary. It is required that the candidate is able to describe and convey what their artistic practice is about and how it contributes to new knowledge. The program of research must result in an artistic product; the examination consists of a public exhibition or presentation and defense.
- The student is required to document and reflect on the project, but not to submit a written thesis. The student may find their own way to communicate (i.e., a critical essay; the design and publication of a curated catalogue; public lecture performance; or a documentary interview etc.). Implicit in this, it is understood that doctoral level artistic research is the equivalent of research done in any discipline and that new knowledge may be conveyed and disseminated in diverse ways.
- The student must have demonstrated practical proficiency in a broad field of learning, and the ability to initiate and evaluate work in the corresponding field. Furthermore, the student must have shown the ability to work independently in the chosen field and must have made an original significant contribution to the advancement of knowledge (FGSR guidelines).
- PhD candidates have a maximum of six years to complete their work. The following represents the minimum time to move through the program. However, candidates may take up to six years to complete their program, with two Maintenance of Candidacy terms allowed beyond the six-year maximum.

Online Credit/No Credit Tutorial	GRST 800AA: Grad Thrive Plus. Must be taken in Semester 1
15 credit hours of core courses:	MAP 800 (3 credit hours) MAP 803 (3 credit hours) MAP 804 OR Film 804 (3 credit hours) MAP 805 (3 credit hours) MAP 900 Comps (3 credit hours)
9 credit hours of electives:	Chosen from the roster of MAP elective courses (can include MAP 804 or Film 804, depending on the core course selected, above), MAP 810, ongoing new additions to that roster, or any relevant graduate course across campus approved by the supervisor(s). Note: This could include Directed Readings with the faculty supervisor relevant to the student's area of research, and can

be of variable credit (i.e. 3 credit hours, 6 credit hours, or even 9 credit hours where warranted).

36 credit hours of thesis writing:　　MAP 901 (thesis)

Total: 60 Credit Hours

YEAR 1 FALL	WINTER	SPRING/SUMMER
GRST 800AA (0) Credit/No Credit MAP 800 (3) MAP 804; or as Elective (3)	MAP 803 (3) FILM 804; or as Elective (3)	MAP 810 (3) Elective (3)
YEAR 2　　　FALL	WINTER	SPRING/SUMMER
MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 3　　　FALL	WINTER	SPRING/SUMMER
MAP 900: Comps (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 4　　　FALL	WINTER	SPRING/SUMMER
MAP 805: DR Showcase (3) MAP 901: Defense (3)		

*In consultation with the supervisor and Associate Dean, MAP 800 and MAP 803 may be substituted for other courses if already used to fulfil a master's degree.

C) Hybrid Practice-based/Research-Creation (Research through the Arts): Course / combination practice and thesis-based; the artistic practice itself is an essential component of both the research process and the written research results.

- The student must have demonstrated proficiency in a broad field of learning, and the ability to initiate and evaluate work in the corresponding field. Furthermore, the student must have shown

the ability to work independently in the chosen field and must have made an original significant contribution to the advancement of knowledge (FGSR).

- The artistic level of applicants must be high and the work innovative. At the same time, the work must be theorized and contextualized within a methodological and aesthetic context. The result will be an exhibition of work and a thesis / defense that reflects critically and deeply on the work. The thesis must be at least 100 pages (not including bibliography).
- PhD candidates have a maximum of six years to complete their work. The following represents the minimum time to move through the program. However, candidates may take up to six years to complete their program, with two Maintenance of Candidacy terms allowed beyond the six-year maximum.

Online Credit/No Credit Tutorial	GRST 800AA: Grad Thrive Plus. Must be taken in Semester 1
15 credit hours of core courses:	MAP 800 (3 credit hours) MAP 803 (3 credit hours) MAP 804 OR Film 804 (3 credit hours) MAP 805 (3 credit hours) MAP 900 Comps (3 credit hours)
9 credit hours of electives:	Chosen from the roster of MAP elective courses (can include MAP 804 or Film 804, (depending on the core course selected, above), MAP 810, ongoing new additions to that roster, or any relevant graduate course across campus approved by the supervisor(s). Note: This could include Directed Readings with the faculty supervisor relevant to the student's area of research, and can be of variable credit (i.e. 3 credit hours, 6 credit hours, or even 9 credit hours where warranted).
36 credit hours of thesis writing:	MAP 901 (thesis)

Total: 60 Credit Hours

YEAR 1 FALL	WINTER	SPRING/SUMMER
GRST 800AA (0) Credit/No Credit MAP 800 (3) MAP 804; or as Elective (3)	MAP 803 (3) FILM 804; or as Elective (3)	MAP 810 (3) Elective (3)
YEAR 2 FALL	WINTER	SPRING/SUMMER
MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 3 FALL	WINTER	SPRING/SUMMER

MAP 900: Comps (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)	MAP 901 (3) MAP 901 (3)
YEAR 4 FALL	**WINTER**	**SPRING/SUMMER**
MAP 805: DR Showcase (3) MAP 901: Defense (3)		

*In consultation with the supervisor and Associate Dean, MAP 800 and MAP 803 may be substituted for other courses if already used to fulfil a master's degree.

Statement of Originality for the PhD Degree:

• The program will contribute to developing and challenging students' understanding of art, culture, and media and artistic research, in dialogue with relevant regional, national and international environments.

• The program will initiate sound measures to promote dialogue on artistic research.

• The program will create a profile by generating projects and participating in arenas promoting international debate on artistic research.

• In this context, artistic research should include the following dimensions:

a) A sound basis in artistic practice.

b) New artistic perspectives and contributions to the development of the art field.

c) Critical reflection on content and processes.

d) Dialogue within one's own discipline and with other relevant disciplines.

e) Public accessibility in relevant academic forms and forums.

f) Where appropriate, a project format based on a project description and subsequent public presentation of the results.

The outcomes include the stipulation that the candidate:

- Can formulate problems, plan and carry out scholarly and / or artistic research with requirements for: artistic activity of a high standard; critical reflection on process, methods and context, highlighting the result and its connection to the academic environment; and the understanding that critical engagement is an integral part of artistic processes.
- Can carry out scholarly and / or artistic research of a high national and international standard.
- Can evaluate the application and efficacy of different methods and processes in scholarly and/ or research projects.
- Can situate their research in relation to the world in ways that contribute to improving the human endeavour.

Graduates will be able to work in areas such as:

- Academic positions in higher education with a particular focus on arts subjects and

art dissemination.

- Positions where dual competency is desirable within practice-based/creative and academic work.

- Positions such as communicators, producers, leaders, curators and artists in arts institutions.

- Consultancy for the public regarding cultural questions which apply to the development of new arts and cultural projects with high demands for quality, diversity and critical reflection, together with administrative assignments and development work which initiate and put into effect research, investigative and evaluative projects.

- The realization of art and cultural life objectives about reaching out to as many people as possible as well as to new places and new arenas, and initiating collaboration across different arts subjects and forms of artistic expression.

- Development work which aims to lead the professions into new areas of operation where workplaces are created, both for themselves and others

Comprehensive Exams and PhD Final Projects: Terms of Reference

MAP Policy on Comprehensive Doctoral Exams

Comprehensive Exam Overview

In general, comprehensive exams (comps) are evaluation tools that measure a doctoral student's competency in their fields of knowledge and practice within a doctoral program. The exams entail a series of required components agreed on by the supervisors and student, including an oral and/or written review and assessment, and a pass/fail deliberation. They are meant to encourage reflection and critical thinking to help the student reach their goals in preparing to undertake their thesis and/or research-creation project. Comprehensive exams could require one, two, or three terms, taking into consideration the requirements of the path, as well as the goal of timely completion of the degree. Comprehensive exams must not take more than three terms to complete. Comprehensive exams could take several (2-3) semesters of preparation. MAP 901 credits are used to conduct the research that leads to the Comprehensive exams. Students will register in MAP 900 in the Semester they intend to conduct their Comprehensive exams.

According to the Faculty of Graduate Studies and Research (FGSR), "Comprehensive examinations, if required, are the responsibility of the academic units." * In the Faculty of MAP, where we have three unique paths to the doctoral degree, comprehensive exams are required and their format varies. The format is decided at the level of the supervisory committee, in consultation with the student, and will be dependent on the specific project and discrete research path the student is pursuing: Path A: Thesis (Research on the Arts); Path B: Practice-based Research-Creation (Research in the Arts; or Path C: Hybrid Thesis/Practice-based Research-Creation (Research through the Arts)

Comprehensive exam formats can include a critical review, at a formal meeting, of the student's academic fields of scholarly investigation/creative portfolio/series of artistic works; the submission of an academic paper (which may take several hours or days to write); a series of written and/or oral exams (clearly specified tasks which often include oral and/or written feedback from the supervisors/members of the PhD committee) unfolding over a set time frame; a critical blog; the preparation of a course

syllabus; an exhibition/performance with a written component; an annotated bibliography, etc. In most cases, the student will desire and/or be required to take multiple formats, reflecting the needs and conventions of the research path.

Comprehensive Exam Reading Lists

Examiners are looking for verification that students who have finished their course work are thoroughly grounded in their field and ready to begin their doctoral candidacy (the thesis; research-creation project; or hybrid) and that they are able to add to the body of work/knowledge/creativity in their field. The comps are a mechanism for ensuring that students do not begin dissertation work as doctoral candidates until they are fully prepared to do so.

Preparation for the comprehensive exam varies from subject to subject and the expectations will vary depending on the path chosen. Preparation is generally based on a reading list that is agreed on by the student and their supervisors. This reading list may be comprised of books, articles, monographs, art catalogues, interviews, and other works, as appropriate.

For example: a reading list for the thesis path may require from 50 to 100 items; a reading list for the research-creation path may comprise 20 to 50 items; and a reading list for the thesis/research creation path may include 20 to 50 items. If deemed necessary, the final list could exceed these parameters, which are intended to guide, not delimit, the needs of the project. The number of items on the reading list is *not prescribed* by the Faculty of MAP but must reflect the needs and breadth of the research path and the nature of the project. The list must be designed fairly, with attention to the scope of all aspects of the student's program requirements (i.e., whether thesis, research-creation, or hybrid thesis/research-creation) and time-to-completion of the degree.

Coursework prior to the comps should prepare the student to thoroughly and knowledgeably compile this reading list in consultation with the supervisors. Furthermore, the student, in collaboration with the supervisors, should discuss and agree on two to three framing questions related to the material that will guide the format of exams chosen. Exam questions are usually focused around:

- What research methodologies are used, and what findings are uncovered?
- What are the important theories and concepts that contribute to the body of knowledge in the student's area of specialization?
- Are there applications of relevant theory and research that can further knowledge?

Comprehensive Exam Formats

The student, in consultation with their supervisors, will decide on the format for the comprehensive examination. Various options are available. For example:

Path A: Thesis: The student may be given two to three weeks to answer, in written form, two to three questions in the areas that constitute their program of study (5000-7500 words; 20-30 pages). The areas could include the general, and the specialized. The general area will aim to circumscribe the scope of the field in which the student will claim expertise. The specialized area is more narrowly defined. It provides focus to the student's research, which may involve isolating an aspect or theme of the larger, general field, highlighting a method or school of scholarship, or applying some other formula for delineating

knowledge. This would be followed, approximately two weeks later, by an oral examination of the student's written responses (2-3 hours). The oral examination will be broken into two parts. In the first part, the student will be asked to give a 20-30 minute presentation (may include power-point) situating the thesis in its specialized and general comprehensive fields. In the second part, the examining committee will then proceed through a cycle of questioning regarding the fields presented and the research problem the student means to address. The entire committee will receive and read copies of the written material, distributed by the supervisors, in advance of the oral examination and will attend the event, which will be chaired by the IDP Grad Coordinator, or an individual who is not a member of the committee and may be internal or external to the Faculty of MAP.

Path B: Practice-based Research-Creation: The student will be asked to give an oral presentation based on two to three questions provided two weeks in advance of the presentation (2-3 hours). This would be followed, approximately two weeks later, by a 20-30 minute studio presentation (may include power-point) and 30-60 minute discussion of the student's work to date, based on an artist statement, and with a well-articulated outline of the schedule to completion. The entire committee will attend both sessions, which will be chaired by the IDP Grad Coordinator, or an individual who is not a member of the committee and may be internal or external to the Faculty of MAP.

Path C: Hybrid Thesis / Practice-based Research-Creation: The student may be given two to three weeks to answer, in written format, two to three questions in the areas that constitute their program of study (3000-5000 words; 15-20 pages). This would be followed, approximately two weeks later, by an oral examination of the student's written responses (2-3 hours). This would be followed, approximately two weeks later, by a 20-30 minute oral studio project presentation and 30-60 minute discussion (may include power-point) of the student's work to date, based on an artist statement, and with a well-articulated outline of the schedule to completion. The entire committee will receive and read copies of the written material, distributed by the supervisors, in advance of the oral examination and will attend the event, which will be chaired by the IDP Grad Coordinator, or an individual who is not a member of the committee and may be internal or external to the Faculty of MAP.

Comprehensive Exam Scheduling and Grading
Once the decision is made regarding the reading list, the format of the examination, and the schedule of the events, the information will be conveyed by the supervisors to the student and the other members of the committee in a formal letter (copied to the IDP Grad Coordinator, the MAP Administrative Hub, and the Associate Dean Graduate and Research in MAP). The process of establishing the reading list, the exam format, the questions to be addressed and scheduling the time and place for the various sessions will be led by the student and overseen by the supervisors. This information must be fixed at least a month prior to the comprehensive examination dates. Space will be booked by the IDP Grad Coordinator/supervisor through the MAP Admin Hub.

The Pass or Fail evaluation of the student's work is decided by the student's supervisors in consultation with the other committee members present at the exams. The Pass/Fail decision is submitted with 10 working days of the date of the exam, and according to FGSR Regulations the examination may be written and/or oral. A student who has not performed satisfactorily on the examination may, at the discretion of the academic unit, be afforded a single opportunity to retake it within the same semester, wherever possible. If this is not possible, the retake must be completed in the next semester. In cases

where, in the opinion of the Supervisory Committee, a student is not making satisfactory progress on either course work or research, a recommendation will be made to the Dean of FGSR that the student be required to discontinue. Such a recommendation requiring a student to discontinue becomes final only when approved by the student's PhD Committee. The PhD Committee, and the Dean of FGSR, may also initiate questions concerning a student's progress.

May 1, 2024

Comprehensive Exam Formats and Timelines (Example)
The student and supervisors will need approximately 4 weeks to establish the comps questions/ assignments/studio tour and their due dates, as well as the date of the oral presentation/exam, and set a date for the committee deliberation. The IDP Grad Coordinator will serve in the capacity as Chair; if they are unavailable, another chair from inside or outside the faculty of MAP will be found by the supervisors and they may enlist the help of the IDP Grad Coordinator in finding a chair. The student and supervisors will need this information before they submit a request to the IDP Grad Coordinator to book the comps and oral presentation/exam, who needs it *one month prior* to setting the procedure in motion. No exceptions will be made to this requirement.

1. The student and supervisors meet to discuss, develop and finalize the exam format, including an agreed-on timeline for the deadlines for the questions/assignments/studio tour and the oral presentation/exam date. They will provide exact due dates; and commit to and save 3-4 options that work for all of them for booking the presentation/ oral exam.
The questions/assignments may be due on the same date. However, they can also be staggered, with one due per week over 3 weeks.
The options for the presentation/oral exam should be approximately 2 weeks after the questions/ assignments are due, to give the committee time to assess them.
2. The supervisors submit the exam questions/assignments, the names of the committee members, and indicate either the IDP Grad Coordinator or MAP Faculty member who has agreed to chair the oral presentation/exam to the IDP Grad Coordinator, cc IDP Admin Assistant and Assoc Dean Grad in MAP at least *one month prior* to the date of the exams.
3. The MAP Admin Hub will book a suitable room for the presentation/oral exam.
4. The IDP Grad Coordinator prepares the official schedule of deadlines and dates on letterhead. The MAP Admin Hub will circulate the official schedule to the student, supervisors, chair, committee, Assoc Dean Grad in MAP.
5. The IDP Grad Coordinator then schedules the exam through Doodle Poll, working with the timeline of viable dates provided by the student and supervisors.
If one of the assignments is, for example, a studio visit, or an open reading/ performance/exhibition of a work, in progress, then this date must be established in a timely way as well by the student and supervisors and communicated to the IDP Grad Coordinator, who prepares the official schedule of deadlines and dates on letterhead. The IDP Admin Assistant will circulate the official schedule to the student, supervisors, chair, committee, and Assoc Dean Grad in MAP.
NOTE: The IDP Coordinator will offer the 3-4 options that work for the student/supervisors.
NOTE: Committee members are expected to make every effort to accommodate the given

presentation/assignment/oral exam/studio tour options, and to respond in a timely manner to the Doodle Poll (within 24-48 hours).

6. The supervisors then circulate the official exam questions/assignments, 1 week before the first question is due, to the student, IDP Grad Coordinator and MAP Admin Hub.
7. The student is responsible to circulate the written answers to the exam questions/assignments on the agreed due date, copying the supervisors, exam chair, the IDP Grad Coordinator and the MAP Admin Hub.
8. The MAP Admin Hub then circulates the written answers to the exam questions/ assignments on that agreed due date, copying the student, the supervisors, the exam chair, the IDP Grad Coordinator and the Assoc Dean Grad in MAP.
9. All committee members must be present at the oral presentation/exam. In extenuating circumstances (sabbaticals, etc.) they may send their prepared questions and comments to the exam Chair.
10. The committee deliberates, either directly after the oral presentation/exam; or the supervisors organize a separate deliberation meeting. They may also request the IDP Grad Coordinator to chair and organize the deliberation meeting (see above). If the IDP Grad Coordinator is not available, the supervisors chair the deliberation meeting. It must happen in a timely manner, in order to meet the 2-week deliberation goal. The Chair submits the Report of the Comprehensive Exam Committee immediately, via email, within 48 hours of the deliberation, to the IDP Grad Coordinator, supervisors, Associate Dean Grad and Research, and the MAP Admin Hub.
11. The supervisors submit a Pass/Fail report, within 2 weeks of the presentation/ assignment/oral exam, to the IDP Grad Coordinator, cc MAP Admin Hub and Associate Dean Grad in MAP. This is to be submitted in writing, via email.
12. The supervisors enter the Pass/Fail grade for MAP 900: Comps in the system.

TIMELINE EXAMPLE FOR COMPS AND ORAL EXAM PROCEDURES

CHAIR: _____

SUPERVISORS: _____

COMMITTEE: _____

November/December:
Student and supervisors establish the format, questions, due dates and timeline for the comps/assignments/studio tour and oral presentation/exam. This must be communicated to the IDP Grad Coordinator in a timely fashion, so that they can prepare the official letter, which must be circulated at least *1 month prior* to the due date of the first question.

- **January 1:** MAP Admin Hub circulates the official letter, provided by the IDP Grad Coordinator, outlining the terms and timelines of the exam.
- **January 31:** Supervisors circulate the official exam questions/assignments to the student, IDP Grad Coordinator, and MAP Admin Hub.
- **February 7:** Question 1 due: student circulates to supervisors, IDP Grad Coordinator, Hub.
- **February 14:** Question 2 due: student circulates to supervisors, IDP Grad Coordinator, Hub.
- **February 21:** Question 3: student circulates to supervisors, IDP Grad Coordinator, Hub.

a) **February 21:** Map Admin Hub circulates answers to all exam questions/assignments to student, supervisors, committee, IDP Grad Coordinator, Associate Dean Grad in MAP; followed by the oral presentation/exam approximately two weeks later.

   OR

b) **February 7-21:** Committee reads the questions as they come in weekly from the student, circulated by the IDP Admin Assistant; followed by the oral presentation/exam approximately two weeks after the last question.

   March 7:
   - Presentation/Oral Exam: Time and place
   - Chair and all committee members will be present.
   - Deliberation after the exam; or, a separate deliberation meeting is booked, as below, at the discretion of the supervisors.

   March 7-21:
   - Deliberation Meeting: Time and place.
   - IDP Grad Coordinator or Supervisors will chair.

   March 15-30:
   - Supervisors submit Pass/Fail report, within 2 weeks of the oral presentation/exam to Grad MAP at FGSR and IDP Grad Coordinator, cc MAP Admin Hub and Associate Dean Grad in MAP. This is to be submitted in writing on official letterhead and can be via email.

   May 1, 2024

MAP Policy on PhD Projects

PhD Dissertation Overview

The purpose, meaning, and scope of the PhD are changing in response to profound shifts in the academy and society. University researchers are increasingly engaged with other sectors of society and across disciplinary boundaries to address contemporary issues and challenges. Doctoral graduates are contributing to society in increasingly varied ways and contexts. To engage in these diverse forms of research and to work and communicate both within and beyond the confines of the academy, doctoral students and post-doctoral graduates require new competencies. As the core of the PhD, the doctoral dissertation is diversifying in its forms and content in step with these changes.[1]

Accordingly, the dissertation and its conventions have evolved in recent decades in many disciplines. The manuscript-based thesis remains the norm for some disciplines, while creative works accompanied by critical analysis are becoming standard in others. In creative work, critical analysis that supports the initial artistic output may be manifest in a variety of creative and analytic forms: a critical support paper; curatorial material, such as catalogues; video documentation; blogs; graphic support material with

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[1] James Elkins, ed. *Artists with PhDs: On the new Doctoral Degree in Studio Art.* New Academia Publishing, 2009.

hypertext (among others). The imperative underscoring all forms of artistic output and critical analysis at the doctoral level is the necessity to engage in public dissemination of the material and to mobilize independent and valuable knowledge in a variety of forms within and beyond the academy.

PhD in MAP

The Faculty of MAP is committed to a diversity of forms in regard to dissertation outcomes, and a variety of approaches to scholarship and research creation that reflect the discipline and the rigor necessary to maintain the value of the PhD as the highest academic credential. The MAP PhD offers three paths to broad and deep critical thought and practice-based research that push the boundaries of new knowledge and impact society in meaningful ways. Our aim in MAP is to guide and mentor students in developing advanced interdisciplinary research projects and strategies appropriate to the diversity of the 21st century to ensure both quality and relevance of research in media and the arts at the highest level.

Thus, MAP welcomes a range of scholarly inquiry, respecting the rich variety of cultural approaches to ways of knowing and communicating within the academy and beyond. The outcome must reflect the anticipated needs of the student, the academy, and a diverse society. PhD theses and projects must be agreed upon in consultation with the student's supervisors and committee, all of whom will be open to the possibility of traditional, non-traditional, and hybrid dissertation forms, and to mentoring and evaluating such scholarship. As appropriate, and in consultation with the Faculty of Graduate Studies and Research, supervisory and/or examining committees should be open to the expertise of respected individuals, such as Elders, to buttress academic research with culturally specific guidance.[2]

MAP PhD Formats

The MAP PhD in Media and Artistic Research offers three paths to achieving the degree, in which the quality of the research, rather than its quantity, is paramount:

Path A - Thesis: A thesis of 150 to 300 pages is produced. It should cover the breadth and depth of the critical investigation, prepared according to the academic standards of the Faculty of Graduate Studies and Research.

Path B – Practice-based Research-creation: A significant body of new, innovative artistic creation is produced. It will be supported by a critical analysis that is not in the form of a traditional thesis.

Path C - Thesis/Research-creation: A significant body of new, innovative artistic creation is produced. It is accompanied by a critical engagement paper of 100 to 200 pages which provides a critical framework for the creative output, prepared according to the academic standards of the Faculty of Graduate Studies and Research.

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[2] FGSR stipulates: Individuals from other universities or from external agencies or groups with specialized knowledge of the research field may be invited to serve on the Committee. FGSR accreditation is required.

The Faculty of Graduate Studies and Research provides the following guidance: https://www.uregina.ca/education/assets/docs/pdf/edgrad/current-students/Grad%20Submission%20of%20Your%20Thesis.pdf

November 15, 2019

Core Courses for the MA, MFA and PhD Programs:

Planning is the key to successful study in the IDP graduate programs. Students will meet their supervisors to develop and design their programs of study at the beginning of their first term to provide an overview of plans and goals. This can be done in consultation with the IDP Grad Coordinator, who will be able to answer academic and administrative questions for both students and supervisors. The Graduate Coordinator will be available to meet as needed.

Students in IDP programs in MAP are expected to be registered as a full-time student in every term of the academic year.

The core theory/methods courses that anchor IDP programs are MAP 800 and MAP 803. These are typically offered in fall and winter terms, respectively. Core seminars will be taken in the first three semesters of study by all full-time students. Part-time students (MA/MFA) will take core seminars in their first six semesters of study.

In addition to the MAP 800/803 core courses, students are expected to register in regularly scheduled graduate core courses in the semesters they are offered to fulfil their requirements. In Fall term MAP 804 is offered by a MAP faculty member on a topic related to their research with broad applications. In Winter term FILM 804 is offered by a Film Department faculty member on a topic related to their research with broad applications. In Spring/Summer term, MAP 810 is offered by a MAP faculty member on a topic related to their research with broad applications.

For students enrolled in the MFA program, one additional course is required (MAP 899: Professional Placement; or ART 801-804: Group Studio). Both courses are regularly scheduled and it is expected that you will complete this requirement in the first two years of your program. Either of these courses could also serve as elective options for students in the MA and PhD programs.

ART 801-804: Group Studio (3 credits) is offered by the Department of Visual Arts. Upon consultation with your co-supervisors, you will take Group Studio once during your program of study (either in lieu of MAP 899, as above; as your open elective; or as 3 credits of Courses Related to Two Major Areas of Research). The topics for Group Studio change from semester to semester. Please ensure that you enroll in the semester most suitable to your art practice. Group seminars led by Visual Arts studio faculty members facilitate discussion and writing about your studio practice. PhD students may take ART 801/802 as an elective.

All graduate level courses will be in the 800 series. **One upper-level undergraduate course (300**

and 400) may be included in programs in place of an 800 series course with permission of the IDP Grad Coordinator, and only when justified as a requirement for a new approach.

Taking one (or, highly rarely, two) 300-499 level courses in areas of interest and specialization is possible in cases when a graduate level course in a disciplinary area is unavailable. The majority of courses taken will be individual classes of 3 or 6 credit hours and directed toward student research interests. These courses will be taken with co-supervisors and other instructors of interest to students. It is critical that students plan early for these classes as they take time to locate instructors, design, plan and timetable. Deciding upon an instructor and co-designing a course dedicated to individual interests is time consuming. To avoid late registration fees, please ensure that your courses for the upcoming term are submitted to the appropriate office at least one month prior to the commencement date of classes (i.e., August 1 for fall; December 1 for winter; April 1 for spring/summer).

MAP core courses are scheduled by the Associate Dean of Graduate and Research in MAP, and the MAP Admin Hub. Other courses are catalogued/scheduled by the MAP Admin Hub, as requested by the supervisor.

The following course descriptions list the core courses that Interdisciplinary students will use in building their programs. **A MAP Grad Core Course poster is created by the Associate Dean Grad and Research in MAP and distributed via email by the MAP Admin Hub/Dean's Office.**

GRST 800AA: Grad Thrive Plus (0: Credit (C) / No Credit (NC))
Online seminar on academic integrity required by FGSR to be completed in the first term. It Includes a module on Equity, Diversity and Inclusion (EDI), and a certificate on Fourth Seasons of Reconciliation. Pass/Fail

MAP 800 Interdisciplinary Seminar in Theory and Methods I (3)
Seminar exploring and questioning the theory, history and aesthetics of Fine Arts, and the diverse and shifting conceptions of Fine Arts disciplines in relation to other social and cultural forms.

MAP 803 Interdisciplinary Seminar in Theory and Methods II (3)
Seminar exploring diverse approaches to research in the Fine Arts, including studies- based and practice-based methods.

MAP 804 Studies in Media, Art, and Performance (3)
Seminar course examining selected topics in the Fine Arts.

FILM 804 Critical Investigations in Film (3)
Seminar course examining selected topics in Film

MAP 805 Doctoral Research Showcase (3)
This doctoral research seminar presentation is developed and organized with the guidance of the thesis supervisor. MAP 805 requires the student to present their research by engaging with peers in

an advanced epistemological conversation concerning artistic research and the research problematics elaborated within the program and arising in the student's research area and / or thesis project. This will be accomplished as a symposium, DRS: Doctoral Research Showcase, in partnership with the HRI, and scheduled by the IDP Grad Coordinator and the Director of the HRI. It will give the doctoral student the opportunity to present their work to and engage with the full cohort of MAP doctoral and master's students, and other students and faculties across campus, in a collegial exchange of ideas. The presentation should illustrate the student's ability to engage in dialogue with peers and professors across artistic research and practice. Students may use this seminar to test doctoral arguments and prepare for defense. It must be completed near the end of the degree, ideally the final term, during which the student will defend. See the appendix at the end of this document for further information and guidance.

ART 801-804 (3)
Group Studio in Visual Arts (Check with IDP /Visual Arts Grad Coordinators for further information on current structures for this course)

Studio course working with other studio artists and a faculty mentor. ART 801-804 is organized as follows: ART 801 and ART 803 are offered in Fall term (ART 801 is for IDP students; ART 803 is for Visual Arts students; students are taking the same course, under different numbers); ART 802 and ART 804 are offered in Winter term (ART 802 is for IDP students and ART 804 is for Visual Arts students; students are taking the same course, under different numbers).

MAP 810 Selected Topics in Fine Arts (3)

MAP 890: Special Topics (3)

MAP 900: Comps (3)
Examination measuring comprehensively the knowledge and practice in the disciplines relevant to the PhD thesis/project.

MAP 901 Thesis Research (1-15 variable credit)
Research supporting an *MA or PhD program* including the thesis proposal, ethics review application (if applicable), and research resulting in the writing and defense of a graduating thesis of 60-100 pages for an MA; or the preparation of a PhD graduating thesis, research-creation project, or hybrid thesis/research-creation project, as applicable.

MAP 902 Research Project (variable credit)
Research supporting a professional, *practice-based research-creation MFA program* resulting in the writing of a comprehensive critical engagement paper of 40 pages and the preparation and public presentation of a graduating research-creation project.

Additional graduate-level courses are scheduled by the various MAP departments, and are always being developed as students enter and complete their programs. These courses are listed in the appendix to this document on instructions for setting up courses.

Academic Integrity Hub:

This website provides information on the University's policies and processes on Academic Integrity as well as important resources for both instructors and students regarding how to maintain academic integrity, avoid or prevent academic misconduct (such as cheating and plagiarism) and what to do in the event of suspected academic misconduct. https://academic-integrity.uregina.ca/

Admission to Programs:

Students apply directly to, and are officially considered students of, the Faculty of Graduate Studies and Research (FGSR) while pursuing their programs in MAP. The usual application deadline is January 15 for September admission (although late applications will sometimes be considered). Applications are forwarded by FGSR to the IDP Coordinator and Administrative Assistant shortly after the application deadline (typically within a week). The applications are then vetted by the IDP Grad Committee (typically within a week) and decisions are forwarded by the IDP Coordinator to FGSR via the Admission Recommendation Form. At that time a Financial Support Form is also forwarded by the IDP Coordinator to FGSR, which includes any anticipated MAP Grad Base Funding (typically $3750 for Masters students and $5000 for PhD students, contingent on a qualifying GPA of 80%, and the MAP Grad Base budget) and any funding to be provided by the supervisors, on which the supervisors must sign off in confirmation of the funding. From time to time the Dean of MAP may have special contingency funds to attract outstanding students, and this will be communicated by the Associate Dean Grad and Research to the area Grad Coordinators and through them to the area Grad Committees. Supervisors will be asked to contact the Deans directly and immediately should they wish to put forward an outstanding student, and they need not wait until the FGSR acceptance letter has been officially issued, since the goal of this funding, when available, is to attract outstanding students.

FGSR communicates the results of the IDP Grad Committee deliberation to the student with an official offer of admission, or a rejection (typically within a week or two of receiving the paperwork from the IDP Coordinator). Offers of admission will include any funding communicated to FGSR via the Financial Support Form. Any contingency funding available for outstanding students will be communicated to the student and supervisor directly by the Dean/Associate Dean Grad and Research. The IDP Coordinator and supervisors are asked by FGSR to not communicate unofficial results to students as this can create confusion and misinformation: The official results on admission and funding are the purview of FGSR, which they communicate through an official letter.

The official offer of admission is communicated to the student via email by FGSR and includes clear instructions on how to accept or reject the offer, and the deadline to do so. From time-to-time FGSR may experience a back-log in processing offers. Once it is known, the IDP Grad Coordinator will inform applicants of the scheduled meeting date for the IDP Grad Committee to deliberate on the applications (typically the last week of January or the first week of February). Students can then calculate two weeks from that date as the date they can expect to hear officially from FGSR. If a student does not receive official communication within that window, they should inquire with FGSR; they may also contact the IDP Grad Coordinator, who can inquire on the status of the letter with FGSR. Students who may be entertaining offers from other schools are encouraged to inform the IDP Grad Coordinator and their supervisors of any deadlines on those offers, so that the IDP Coordinator can intervene with FGSR for a prompt official offer.

Conflicts between Students and Supervisors:

Any student experiencing a problem should:

• Discuss it first with their supervisors.

If respectful mutual resolution to the problem or conflict cannot be found, the student should:

• Discuss it with their committee.

The committee is tasked by FGSR with "managing any concerns or conflicts between the supervisor and the student" and "recommending changes to the student's program or research as needed." In addition, the IDP Grad Coordinator is tasked by FGSR in "ensuring that the supervisor and committee are working well." If the student, with the advice of the committee, cannot find satisfactory and respectful mutual resolution, or if committee membership is not yet struck, the student should:

• Bring it to the IDP Grad Coordinator

The IDP Coordinator will inform the MAP Associate Dean Grad and Research to help guide and finalize a suitable resolution. Irresolvable issues will typically lead to a change of supervisor.

If a change of supervisor is recommended, the student should:

• Submit the request directly to FGSR on the Change of Graduate Supervisor(s) Form.

In cases that cannot be solved within the faculty, they will be forwarded to the Dean of Grad and Research in FGSR.

See: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html#Roles

See also: **Supervisor and Student Letter of Understanding (Canadian Association of Grad Studies)** in the appendices to this document. Supervisors and students are required to review and complete this document in the first term of the student's program, and file it with the IDP Grad Coordinator, cc MAP Admin Hub and Associate Dean Graduate and Research in MAP.

Continuation of Program:

MA and MFA students will undergo an annual internal MAP review of progress at the end of every Winter semester (April) until their defense is scheduled, organized by the IDP office and Grad Coordinator. You will be contacted at the beginning of the Winter semester (January) to set up your review appointment, and your supervisor(s) will discuss the parameters and expectations of the review with you. An additional meeting with the student, Grad Coordinator and supervisors will be scheduled at the end of first term if concerns arise. **Two consecutive failed reviews will result in a *"required to discontinue"* (RTD) from FGSR.**

The student's MA thesis or MFA project proposal must be approved by the co- supervisors and then approved by the IDP Grad Coordinator before entry into the final 12 credit hours of MAP 901 or MAP 902. If the proposal has not been accepted by the end of the term following its submission, the student will be RTD-ed. For example, if it does not pass in the fall semester, it

must be passed by the end of the winter semester. (Appendix 2)

PhD students will meet regularly with their supervisors to review progress, and must complete an annual progress report to FGSR (based in the calendar month in which the student began their program). The supervisors, will schedule this annual review of progress as required by FGSR.

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html

However, it is highly recommended that supervisors meet regularly with PhD students throughout the academic year as needed for the development of the project and mentoring of the student.

NOTE: *PhD candidates have a maximum of six years to complete their work, and two extension terms, as "maintenance of status" (GRST 995AA), are possible beyond the six-year maximum. However, maintenance of status credits is also built into paths A, B and C in that students who are not complete in the 60 credit hours outlined will register in maintenance credits up to the six-year maximum, and followed by the two possible extension terms.*

Funding:

Students are encouraged and expected to investigate and pursue national scholarships for graduate study through Canada's "Tri-Council" funding system. SSHRC (Social Sciences and Humanities Research Council of Canada) is particularly suited to research in MAP. Application can and should be made before entering MAP programs, and the MAP SSHRC Doctoral Workshop, and MAP SSHRC Master's Workshop, which run June to September each year, are designed to guide you in this process; you can also apply once you are in a MAP program. Depending on the subject matter of your research, you may also be eligible for the other Tri-Council grants: NSERC (Natural Sciences and Engineering Research Council of Canada) and CIHR (Canadian Institutes of Health Research). See appendix on Scholarships and Awards.

Some University of Regina funding may be available through direct application to the Faculty of MAP. These direct applications are scholarships and awards that are administered by the MAP Graduate Program Committee, or are external sources of funding that have internal Faculty of MAP processes and deadlines. These options include Grad Base Funding (GSBF) which can be granted in various funding amounts (as and when funds are available), and Graduate Teaching Awards (GTA) to assist Faculty with classes and provide training in teaching. The MAP Graduate Program Committee adjudicates the GSBF in Spring, Fall, and Winter, as funds permit. GTA awards are typically adjudicated in Spring for the forthcoming academic year through the MAP Graduate Committee; these awards are assigned based in matching student expertise to undergraduate teaching needs and do not require an application form. Recipients will be offered these opportunities by email from the IDP Grad Coordinator and/or MAP Admin Hub. Grad Teaching Fellowships (GTF) are also available and organized in MAP areas.

Incoming students are prioritized for GSBF in the Spring adjudication round. In order to be

eligible, students must be officially accepted into their program. Students currently in the program are prioritized for GSBF in the Fall adjudication round, funds permitting. In order to be eligible, current students must have a GPA of 80% and must not be in post coursework maintenance or on probation. A third Winter adjudication round for current students may take place, funds permitting.

In all programs administered by MAP, current students submit their application directly to the Grad Coordinator and MAP Admin Hub. You will be prompted by email from the office of the MAP Associate Dean of Graduate Studies and Research well before the deadline. **Notice goes to your uregina email account so monitor it regularly.**

- September 15 for Fall Round
- January 15 for Winter Round

Notification of the current MAP opportunities, deadlines and guidelines will be sent to you by email, and provided at annual reviews.

From time to time, students may also receive additional FGSR, University of Regina, or external awards (either as an incoming student, or throughout the degree). Students will receive a letter to inform them of these special cases.

See the appendices in this document for links to FSGR and the external scholarships, funding, and awards that students must apply for on their own; these are not administered directly by MAP and have different application processes.

Students are encouraged to apply for these FGSR and external funding opportunities (such as SSHRC) as often as possible, and to research further funding options outside the University. Please contact the IDP Grad Coordinator or supervisors with plenty of advance notice if assistance or documents/ references are needed to complete any of these applications.

Graduation Requirements:

Please keep abreast of all requirements outlined on the FGSR website. All work toward the degree must be completed within the timeline specified. Familiarize yourself well with the defense procedures (Appendix 4) and always check the FGSR Website, as changes to the policies remain ongoing, and *FGSR is the final word on policies and procedures as your official faculty*.

Master of Arts
Students are required to write a thesis and successfully complete an oral examination on the thesis. MA theses are archived by the University.

Master of Fine Arts
Students are required to create and present a media work/production/performance/ exhibition; write a Critical Engagement Paper; and successfully complete an oral examination on the project and the Critical Engagement Paper. You are invited to archive your paper, and some version of your creative work, in the Archer Library online archive, OURspace (See appendix).

PhD

Students are required to follow one of the three paths to create and present a thesis or research creation project (production/performance/exhibition); write a reflection/thesis paper on the project as required; and successfully complete a comprehensive oral and/or written examination on the thesis or project. Project-based research creation students are invited and strongly encouraged to archive your paper, and some version of your creative work, in the Archer Library online archive, OURspace. (See appendix).

Health and Safety, Privacy, Ethics and Other Concerns:

MAP is committed to respectful environments and safety of our students, staff and faculty. Students MUST follow University policies on safety, ethics, privacy, respect towards others, and other rights and responsibilities.

FGSR Policy: https://www.uregina.ca/gradstudies/policies/index.html

Ethics, Animal Care, and Hazardous Materials Compliance:
https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/index.htm

Respectful University: https://www.uregina.ca/policy/browse-policy/policy-GOV-100- 015.html

Work in the studio, or anywhere on campus, will need to be within university guidelines, and anything that involves organic, biological or dangerous materials or structures, members of the public or vulnerable groups coming to campus, or that involves direct contact with animals or with humans as research subjects, is subject to review BEFORE any of these activities take place. Students should talk to their supervisor, and to the IDP Grad Coordinator, as soon as possible when plans are in place to ensure there are no additional paperwork and checks required.

Research Ethics Board:

If your thesis or project requires work with human subjects, you must have it reviewed by the University of Regina Research Ethics Board. The process will be guided by your supervisor and the terms of reference are outlined here:
https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/human/policies.html

Residency Requirements:

Students must be Saskatchewan residents during the semesters in which they are taking MAP 800 and MAP 803, and during any semesters in which they are undertaking course work. Absences during research or open studio periods must be discussed in advance with the supervisors. Masters students should not make travel plans until their annual review (held in April each year) has been confirmed. The review schedule is developed and a sign-up sheet

circulated by the IDP office in January for the April reviews.

Risk Management:

Within the parameters of your research project, there may be degrees of risk (to yourself or to others). Please outline what these may be and how you plan to address them. This is an important step, and is not intended or designed to constrain your research, but to ensure that it is carried out with due consideration for the safety of all concerned. If you require further guidance on managing risk, please consult with the Director of Health, Safety and Wellness: https://www.uregina.ca/hr/hsw/index.html.

See also the MAP Risk Management report in the appendices to this document and consult with your supervisor. You are required to bring your Risk Management Report to your annual review.

Scholarship Holders: FGSR Annual Progress Report

FGSR Annual Progress reports are required for students if they are the recipient of a Tri-Council scholarship (ie: SSHRC, CIHR, NSERC). FGSR monitors progress reports and will contact students and supervisors in advance. If a progress report is not received within a given time frame, a hold is placed on the student's record that prevents registration until the report has been received and approved by FGSR. http://www.uregina.ca/gradstudies/forms/index.shtml

Studio Area: Interdisciplinary Grad Studios

A quiet shared studio space is available to accommodate IDP PhD Path B, PhD Path C, and MFA students who have an art practice. Students will share one large divided space in the basement of the Visual Arts area (RC 040.3). Information on access is available from the IDP Grad Coordinator and MAP Admin Hub. A ranked priority list based on entry date is maintained by the IDP Grad Coordinator as students enter and exit their programs. Support with modifying studio spaces, seeking furniture, etc. is sometimes available, and requests should be made to the IDP Grad Coordinator, who will put students in touch with the technicians who can support such needs. A student gives up studio space if not in residence in Regina or if not registered as a full-time student; upon return a formal request must be made to receive a studio for subsequent semesters. Every effort will be made to meet the request; however, we cannot guarantee space once it has been given up. Requests can be made at any time by email; however, there may be a delay before a space becomes available.

Study Area: Interdisciplinary Grad Student Offices

A quiet shared study area is available for the use of IDP PhD Path A and MA students working on thesis-based programs in the basement of the Visual Arts area (RC 048.1). Information on access is available from the IDP Grad Coordinator and MAP Admin Hub. The room will be scheduled with assigned desk areas and blocks of time, and key access. A ranked priority list based on entry date is maintained by the IDP Grad Coordinator as students enter and exit their programs.

Technical Resources, Material and Other Project Costs:

MAP is not in a position to technically train incoming graduate students in areas that are beyond your current practice(s). If you need to acquire new technical skills, you should consult with your supervisor(s) to determine the best way to accomplish this. Please be aware that learning these new technical skills will be at your own expense. You might consider taking an undergraduate course, hiring a tutor, participating in workshops, or contracting out portions of your project to a professional.

All costs for MFA and PhD projects, materials, equipment, etc. are the student's responsibility. Some equipment or specialized spaces owned by MAP may be available for use, but no assumptions should be made, and each piece of equipment or venue needed should be requested by email in advance, and some may have a fee or special training restrictions attached. MFA and PhD (Path B and C) students may make a request for support for some additional funds for their thesis or project defense, subject to budget, and not to exceed $300. To request this, email the IDP Grad Coordinator with the itemized costs, and rationale. Students may wish to apply for additional funding from external sources. Some equipment is available for direct loan from the MAP Equipment Room located in the Film Department (ED 149) and students should check with their supervisor, or the IDP Grad Coordinator, for more information.

Tracking Progress and Keeping Records:

A standard form is used to keep track of student progress across the MAP Faculty, and kept in the office for use by the Dean's Office and Departments/Programs. Versions of this form with pre-filled sections for MA, MFA and PhD course requirements and options are available for internal student and supervisor use, (see appendix). You are advised to keep a personal version of this form to plan your program, and track course requirements when they are complete. Annually, before the April reviews, MA and MFA students and supervisors will be asked to provide information to ensure the official form is up to date. PhD students file their annual report to FGSR with a copy to the IDP office and IDP Grad Coordinator as well. Students also have access to their Uof R Degree Audit, through UR Self Service.

Transfer from IDP Programs to another MAP/University Program:

Students should follow the FGSR rules for Program Changes and Program Transfers, including applying for the transfer and paying the required fee. It is not recommended that students make program transfers after the 2nd semester of their degree, but this can be visited on a case-by-case basis with the IDP Grad Coordinator and the supervisors, and must include a sound rationale.

APPENDICES

Appendix 1:   Instructions for Setting Up Courses
Appendix 2   Review of Student Progress
Appendix 3:   Guidelines for Thesis / Project Proposal
Appendix 4:   Defense Procedures for MA/MFA in Interdisciplinary Programs
Appendix 5:   Scholarships and Awards
Appendix 6:   Alumni
Appendix 7:   MAP Policy for Archiving MFA Comprehensive Support Papers and Project Documentation in the OURspace Repository (Archer Library)
Appendix 8:   MAP Policy on Distribution of FGSR Scholarships
Appendix 9:   MAP Policy Adherent to FGSR Policy on Extensions and Deferrals (April 2017)
Appendix 10:   MAP Graduate Professional Placement
Appendix 11:   Guidelines for Supervisors
Appendix 12:   Resources
Appendix 13:   Items for Ongoing Consideration
Appendix 14:   Tacking Progress Forms
Appendix 15:   Recovery Program for MAP Graduate Students Who Have Failed One Course
Appendix 16:   MAP Risk Management Report
Appendix 17:   MAP Policy on Transfers Between Programs
Appendix 18:   IDP Graduate Course Archive
Appendix 19:   MAP 805: Symposium / DRS: Doctoral Research Showcase
Appendix 20:   ART 801-803: Group Studio Course
Appendix 21:   Supervisor and Student Letter of Understanding (Canadian Association of Grad Studies)

Appendix 1: Instructions for Setting Up Courses

Our regularly scheduled core courses in MAP (MAP 800, MAP 803, MAP 804, FILM 804, and MAP 810 in Spring/Summer) are automatically set up and you register through UR Self-Service/Banner. Your elective and research courses will be determined in consultation with your supervisors and the IDP Grad Coordinator and authorized to be set up by your supervisor/instructor through the MAP Admin Hub. A number of other courses (whether MAP non-core courses or courses in other Faculties) that have already been set up could fit your degree requirements as electives (see above). If none of these courses fit the particular subject required for the student a suitable course will be set up by the supervisor. The following steps must be taken to have a course catalogued and scheduled.

1. Approach the faculty member with whom you wish to take a course.

2. If there is a course already in the system (see above) that is compatible with your particular course needs, then the course would just have to be scheduled. The scheduling of the MAP areas of study for IDP students is done by the MAP Admin Hub in RC 271, at the request of the supervisor/instructor teaching it.

   The Course Catalog: https://www.uregina.ca/mediaartperformance/areas-study/grad-studies/grad-courses.html lists the courses currently available through the university. This is *NOT* a list of scheduled classes; rather, it is a list of potential courses that may be scheduled in the term. To find the classes that are scheduled or available for registration, please search the Class Schedule at https://banner.uregina.ca/prod/sct/bwckschd.p_disp_dyn_sched

3. If a NEW course is required, the following must be **provided by the faculty member on the requisite course creation form** and emailed to the MAP Admin HUb:
   Course Title (30 characters or less)
   Number of Credit Hours

   A 50-word (max) description – this description should be generic in nature so as to allow other grad students to be able to use it in their program if the subject matter is applicable.

   Intended frequency and duration of meetings for discussion of student's work – (i.e., bi-weekly – 2 hours)

   Evaluation: Number and nature of activities assigned and the percentage of grade assigned to each (75% of the final grade must be of a nature enabling re-evaluation by an Independent Examiner).

4. Courses under the MAP designation will be catalogued/scheduled by the MAP Admin Hub. Courses offered by other Departments / programs will be scheduled by the MAP

Admin Hub at the request of the area faculty member. The faculty member e-mails the above information with the student's name on the requisite form to the MAP Admin Hub.

Any courses outside of MAP must be catalogued/scheduled by the appropriate Department office (i.e., Women's Studies) in conversation with the instructor.

5. All new courses are submitted to Graduate Studies by the IDP Grad Coordinator/MAP Admin Hub for final approval before being catalogued/scheduled. The complete process of setting up new courses can take a minimum of four weeks. Please make sure that you and your supervisors plan your courses for the next semester to meet the deadlines of August 1st for fall; December 1st for winter; April 1st for spring/summer.

6. Any course that will involve the use of human or animal subjects must have prior approval from the Research Ethics Board before being submitted for approval, cataloguing or scheduling, as outlined on the FGSR website. The Ethics Board approval letter must be e-mailed at the same time as the information requested in point 3 above. https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/human/policies.html

7. For all courses, the student will be notified of the course number and CRN by the MAP Admin Hub so that the student may register in the course through UR Self-Service. https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin

8. Note: some courses have variable credit hours. When you register you must indicate the exact number of credit hours (typically 3 or 6) for which you have been approved to take the course (the system is set to default to 1 credit, so you must select the correct credit hours that are established for core courses, or that you and your supervisors have agreed to for Directed Studies, MAP 901/902, etc.).

9. Sections of MAP 901 and MAP 902 are scheduled only when a request has been made by your supervisors to the IDP Grad Coordinator/MAP Admin Hub.

10. If UR Self-Service registration has been turned off, or there has been a special arrangement made to take a course outside the standard program, you must complete a paper registration form (from FGSR) and obtain the IDP Grad Coordinator's signature as the "Advisor Approval" before submitting the form to FGSR to process.

Online registration does not prevent you from registering in courses that do not apply to your graduate program or adding inappropriate courses to your academic record. Permission to register in courses outside the prescribed program requires a demonstration of relevance to the program of study and is subject to the approval of the Department/Faculty Head and the Dean of FGSR. Permission is to be sought prior to registration in the course. For courses where permission is not sought, FGSR will not entertain inclusion for program credit and such courses will be considered as extra to the program. As well, FGSR will not become involved in a process for adjustment of associated fees, etc.

Appendix 2: Review of Student Progress

MA and MFA students will be reviewed at the end of Winter semester (April). You will be notified by e-mail at the beginning of Winter (January) about the dates and sign-up process. **Please do not make travel plans until the review date has been set.** Students must be physically present for all end of year reviews without exception.

PhD students must meet with their committee at least once a year. PhD students will be reviewed annually, as required by FGSR, through the FGSR Annual Progress Report. The first report is due one year after the start of the program (i.e., if your program start is Fall 2020, then the report is due during the Fall 2021 semester). This report must be presented at the annual review, with the student's portion filled in, and distributed to the committee members in attendance. The supervisors then complete their portion, and the student presents it to the IDP office for signing by: the student, the supervisors, the IDP Grad Coordinator/Associate Dean of Grad and Research in MAP. The student submits it electronically to FGSR and copies the MAP Admin Hub and Grad Coordinator.

Reviews will include the following: IDP Grad Coordinator; supervisor or co-supervisors; instructors of current courses (as available); thesis committee members (if determined and as available); IDP Grad Committee members (as available). The student chooses the appointment that works for themselves and the supervisors(s). The IDP Office confirms the appointment to the IDP Grad Coordinator, student, and supervisor(s). Students invite and confirm the appointment to any committee members. Students may invite additional Faculty instructors or future committee members if they wish. Students may appoint a note taker.

You are required to bring your MAP Risk Management Report to your annual review.

Review Guidelines

MA, MFA and PhD students will do a twenty-minute presentation outlining the research and work completed during the term and/or year under review. Presentations must include: visual presentation of new work and research; context of research; theoretical questions and issues; and proposed trajectory for the next term. Presentations are followed by up to 20 minutes of questions from the reviewers for Master's students, and up to 60 minutes for PhD students. Following the question period, the reviewers will discuss student progress *in camera*, after which only the supervisor/co-supervisors and the IDP Grad Coordinator will stay to discuss progress with the student.

One failed review will result in a probationary term in which the student must demonstrate the ability to complete their program of study. A letter will be sent to the student and placed in the student's file in the IDP office and the Dean of FGSR will be notified. A second failed review will result in the student being withdrawn from the

Interdisciplinary Programs program. A letter from the Dean of FGSR will inform the student of their status as *Required to Discontinue (RTD).*

Should supervisors or the student feel there is a need for a follow up meeting at any time throughout the year, the IDP Grad Coordinator will call a meeting to discuss issues surrounding progress in the program so that issues can be resolved prior to the end of year review process.

FGSR Annual PhD Progress Report

In addition to being required for all PhD students, FGSR Annual Progress reports are required for all students who are the recipient of a Tri-Council scholarship (ie: NSERC, SSHRC, CIHR). FGSR monitors progress reports and will contact students and co-supervisors in advance. If a progress report is not received within a given time frame, a hold is placed on the student's record that prevents registration until the report has been received and approved by FGSR.
https://www.uregina.ca/gradstudies/forms.html

Revised November 22, 2018

Appendix 3: Guidelines for Proposal for Thesis/Thesis Proposal

When students are prepared to enter the thesis/project portion of their degree, a thesis/project proposal will be written and submitted to co-supervisors. Once they are satisfied, or if they are not, the proposal *may* also be submitted to the IDP Grad Coordinator and Graduate sub-committee for information or review. The proposal will usually be written when core and elective course work is completed, but may be written sooner in exceptional cases.

Proposals may take different forms, designated by the supervisors and dependent on the type of project. The first 3 credit hours of MAP 901/MAP 902 will be used to complete the thesis/project proposal and, if not passed on the first attempt, it must be passed by the end of the subsequent semester. Failure to complete the proposal within this timeframe will result in the student being withdrawn from their program of study.

The thesis/project proposal will be a maximum length of 2500 words. It will generally contain three separate sections, and a risk management assessment:
1. **Section I:** Context of Thesis/Project
2. **Section II:** Theoretical Framework
3. **Section III:** Methodological Approaches.

Section I will include a description of the thesis/project, outline its broader social contexts, artistic influences, and the questions raised/addressed by it.
Section II will address the specific theoretical framework, and critical resources used in the thesis/project. This section will also explain the interdisciplinarity of the thesis/project.
Section III will discuss the ways that the student will approach the thesis/project and will suggest the possible outcomes of the research or creative practice. If relevant, one or more of these sections may be replaced with material required for a student's particular circumstance (for example, specific documentation may be required for use of a partner gallery space for the final project, and this would be included with the proposal).

Risk Management

Within the parameters of your research project, there may be degrees of risk (to yourself or to others). Please outline what these may be and how you plan to address them. This is an important step, and is not intended or designed to constrain your research, but to ensure that it is carried out with due consideration of the safety of all concerned. If you require further guidance on managing risk, please consult with the Director of Health, Safety and Wellness: https://www.uregina.ca/hr/hsw/index.html.

See also the MAP Risk Management report in the appendices to this document and consult with your supervisor. You are required to bring your Risk Management Report to your annual review.

Thesis

Students in the MA and PhD programs will write a thesis according to the academic standards, regulations and guidelines for presentation of a thesis, outlined on the FGSR website. The recommended length for MA theses is 60-100 pages (FGSR requirement is 50 - 110 pages) and will be guided by the supervisor or co-supervisors, who are equal partners in the process. The recommended length for PhD theses is 150-300 pages, depending on the Path and the nature of the subject matter, also under the guidance of the supervisors.

Critical Engagement Paper

Students in the MFA program will write a Critical Engagement Paper according to the academic standards, regulations and guidelines for presentation of a thesis, outlined on the FGSR website. The recommended length for the Critical Engagement Paper is 40 pages (bibliography not included). It will usually be an expansion of the project proposal and should include the three sections outlined above; while, students are not required to follow this format (with the permission of their co-supervisors), it is a very useful model in realizing the expected standard for the Critical Engagement Paper.

Appendix 4: Defense Procedures in Interdisciplinary Programs

Interdisciplinary MA in Media and Artistic Research
MA in Interdisciplinary Programs defenses must follow the Thesis Procedures as outlined by FGSR.

In formatting the thesis, please refer to **A Guide for the Preparation of Graduate Theses** located at:
https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html

The title page of the thesis must list the concentrations studied (see sample of title page provided by FGSR, below).

Interdisciplinary MFA in Media and Artistic Research
MFA in Interdisciplinary Programs defenses must follow the Thesis Procedures as outlined by FGSR.

In formatting the critical engagement paper, please refer to **A Guide for the Preparation of Graduate Theses** located at: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html

All arrangements for Masters defenses will be completed by the student, supervisors, the IDP Graduate Rep and/or MAP Admin Hub in the Interdisciplinary Programs Office, as outlined by FGSR under the rules and regulations for Supervisor and Committee. The required Supervisory Committee Release Form must be organized by the supervisors and signed once the Examining Committee has deemed the project ready for defense. As per instructions on the FGSR website, **the supervisor is responsible for completing *all the paperwork: the Thesis Committee Release Form, the External Examiner Nomination Form and the Checklist for Submission of the Thesis Form* and ensuring that all defense forms are submitted to FGSR,** as well as securing a Chair of Defense (outlined below). ***However, in IDP, in order to ensure an organized delivery of the material that the unit can track, the supervisors should complete all the paper work and secure a chair, as above, but, rather than submitting the paperwork to FGSR, they should submit it to the MAP Admin Hub, who will accumulate it and send it as one electronic package to FGSR. The MAP Admin Hub will cc the Supervisors and IDP Grad Coordinator on all submissions to FGSR.***

Master's students are required to do the following in order to meet their degree requirements and enable the Interdisciplinary Programs program to arrange the defense:

1. Submit a written Thesis (MA) or Critical Engagement Paper (MFA).

   The title page of the Thesis or Critical Engagement Paper must list the concentrations of study (see sample of title page provided by FGSR, below).

   The thesis will be 60-100 pages maximum (double spaced), not including bibliography.

   The Critical Engagement Paper will be 40 pages maximum (double spaced) and consist

of the following: description, critical context, interdisciplinary nature and theoretical/ methodological approaches of the project.

2. The co-supervisors in consultation with the IDP Grad Coordinator will strike an examining committee once the student's project is deemed ready for defense by the co-supervisors; it is recommended that the supervisors rank a list of 3 or 4 appropriate examiners, in consultation with the student, at least 6 months before the proposed defense date, and confirm the External at least 3 months before the proposed date (see below). The final selection of the External is the purview of the supervisors. The committee must consist of one representative from each of the student's concentrations. Additional members are allowed if appropriate to the project.

3. The student must supply a final electronic copy of the Thesis or Critical Engagement Paper and media work or documentation to the supervisor and Examining Committee. Once the supervisor deems it ready for defense, the student supplies an electronic copy for the External Examiner to the IDP Grad Coordinator, and the MAP Admin Hub, Interdisciplinary Programs, RC 271. It will be included with the supervisor's paperwork (above) and forwarded to FGSR by the MAP Admin Hub.

4. Present MFA media work/performance/production/exhibition.

   For example: if the final project is a performance such as an opera – the student might decide to use the University Theatre; if the final project is an exhibition, the student might decide to present at the 5th Parallel Gallery, or another venue. It is your responsibility to obtain permission to use any and all spaces (including those on campus). The co-supervisors can be a valuable resource in this process but the responsibility remains with the student.

5. Undertake a two-hour oral defense of the thesis project scheduled by IDP in collaboration with the supervisor. The supervisor ensures that the student, supervisors, External and Chair hold 3 possible dates (as indicated in the paperwork); the MAP Admin Hub books the room.

6. Upon successful completion of the oral examination, students must submit the following to the IDP Grad Coordinator and MAP Admin Hub:

   Two copies of the final media work/performance/production/exhibition or documentation on appropriate media (i.e., DVD/CD-ROM).

   Two electronic copies of the final Thesis or Critical Engagement Paper.

   MFA students are strongly encouraged to mount their project with OURspace (see appendix).

Interdisciplinary PhD in Media and Artistic Research
PhD defenses must follow the Thesis Procedures as outlined by FGSR.

In formatting the thesis, please refer to **A Guide for the Preparation of Graduate Theses** located at: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html

The title page of the thesis must list the concentrations studied (see sample of title page provided by FGSR, below).

All arrangements for the PhD in Interdisciplinary Programs will be completed by FGSR, including identifying a Chair for the defense. FGSR will also complete the Notice of Oral Defence of Thesis form.

Consult the Thesis and Defense Procedures located at: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.html

Timelines for Defenses

The final stages of thesis/project completion and oral defense require considerable lead time. It is the duty of the co-supervisors to develop suitable timelines, which are done in consultation with the IDP Grad Coordinator. Reverse timelines are a valuable means to ensure that sufficient time has been provided for the various levels of thesis/project evaluation and sign off. Below are standard timelines for both MA and MFA students. Please note that MA and MFA processes vary significantly. These are minimums and co- supervisors/students must keep in mind that this process will sometimes take longer.

Supervisors are advised to confirm the External Examiner 6 months before the defense, and to create a ranked list of three or four potential candidates in the event that the first choice is unavailable. If the defense is to be scheduled for December 1, the External Examiner should be in place by June 1; if for April 30, then by November 1; if for August 15, then by March 15.

FGSR requires 6 weeks from the date on which the thesis is officially signed off on by the committee and submitted to FGSR, to the defense date. If the defense is to be scheduled for December 1, then finalized thesis must be received at FGSR by October 15; if for April 30, then by March 15; if for August 15, then by July 1.

Supervisors and committee members should take a maximum of two weeks to give editorial feedback to drafts of theses. Supervisors and committee members on sabbatical are expected to maintain this principle of timely feedback to graduate students, as well as timely email correspondence.

MA Timeline

Note: The defense will only be scheduled once the External Examiner has signed off on

the thesis' suitability for defense.

1. **External Examiner timeframe:** Once the co-supervisors and committee members have signed off on the thesis it is delivered to the MAP Admin Hub, with all the relevant paperwork completed. FGSR suggests that the supervisors take responsibility for its delivery to FGSR (see below); in extenuating circumstances, the IDP Grad Coordinator and/or MAP Admin Hub can assist with the delivery. FGSR will forward it to the external examiner. The external examiner will read, comment on, and state if the thesis is ready for defense. Six weeks is required for this process.

2. **Committee timeframe:** It is critical that committees be provided with sufficient time in which to read and evaluate the thesis and for their required changes to be made. The convention is a turnaround time of maximum two weeks. Keep in mind that if more editorial changes are required by committee members, they will have another maximum of two weeks to provide feedback. More time at this stage is valuable and encouraged. The committee will **NOT** sign off on the thesis until they are satisfied with its quality and its defensibility.

3. **Co-supervisor timeframe:** Co-supervisors will only provide the thesis to the committee once they are satisfied with its quality and defensibility.

MFA Timeline

Note: This timeline is to be followed if the thesis project requires the External Examiner to be present for the exhibition or performance only. In cases where the presence of the External Examiner is not required for viewing the project (i.e. film, online media work, etc.), the timeline for MA thesis is used.

1. Determine period during which the public presentation of the work (i.e., exhibition) will occur.

2. **External Examiner timeframe:** Count backward from the first day of the exhibition/performance to a point of six weeks. This will provide FGSR its required timeframe for submission of Critical Engagement Paper and support materials to the External Examiner. It also includes the response time for the External Examiner to respond to FGSR regarding the suitability for defense of the project.

3. **Committee timeframe:** It is critical that committees be provided with sufficient time in which to read and evaluate the Critical Engagement Paper and for their required changes to be completed. A minimum of two weeks is required to complete this. More time at this stage is valuable and encouraged. The committee will not sign off on the Critical Engagement Paper and project until they are satisfied with their quality and its defensibility. Provision for viewing the project prior to signing off will be provided if requested of committee members.

4. **Co-supervisor timeframe:** Co-supervisors will only provide the Critical Engagement Paper and project to the committee once they are satisfied that it is ready for defense. However, this determination must occur with the above timelines in mind if a defense is to occur as planned. It is highly recommended that the Critical Engagement Paper and project be completed early to provide sufficient time to allow for reasonable and ethical time periods for committee members and FGSR procedures.

FGSR Instructions on Timelines and Deadlines

See FGSR website: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Timelines_and_Deadlines.html

Once your thesis is completed, it usually takes between 7-10 weeks to defend.

Approximate timeline for a Masters from after the thesis is completed, to the final Defense.

- 2 weeks for committee to read thesis
- 1-3 days submission of the thesis and paperwork to FGSR (your unit may also require time to approve the thesis)
- 1-3 days approval of external examiner
- 2 weeks external examiners reads thesis
- 2 weeks scheduled the defense (this can be quicker if a tentative date has been set) Total: 7 weeks approximately

Approximate timeline for a PhD thesis from after the thesis is completed, to the final Defense.

- 4 weeks for committee to read thesis
- 1-3 days submission of the thesis and paperwork to FGSR (your unit may also require time to approve the thesis)
- 1-3 days approval of external examiner
- 4 weeks external examiners reads thesis
- 2 weeks scheduled the defense (this can be quicker if a tentative date has been set) Total 10 weeks approximately

You need to be registered when you defend.

We have a table of deadlines, you can use this to count back from when you want to graduate to determine when you need to have your thesis completed.

Timeline Examples

Thesis-based MA and PhD
- Thesis defense on December 1
- Thesis submitted to FGSR by October 15

- Thesis submitted to committee by September 15
- Thesis Draft 3 submitted to supervisors by September 1
- Thesis Draft 2 submitted to supervisors by August 1
- Thesis Draft 1 submitted to supervisors by July 1

Research-creation based MFA and PhD
- Exhibition opens to public on October 1
- Materials submitted to FGSR by August 15
- Critical Engagement Paper submitted to committee by July 15
- Critical Engagement Paper Draft 3 submitted to supervisors by July 1
- Critical Engagement Paper Draft 2 submitted to supervisors by June 1
- Critical Engagement Paper Draft 1 submitted to supervisors by May 1

Forms related to defense will be prepared by the supervisors, according to the list of responsibilities of supervisors listed on the FGSR website of the Interdisciplinary Programs Program (see below). Once the **"Thesis Committee Release Form"** and the **"Nomination Form: External Examiner"** are signed all communication related to the defense will be done by the IDP Grad Coordinator/MAP Admin Hub. From this point **NO communication with the External Examiner is permitted from co-supervisors, committee members or the student (who will never have worked with or communicated with the External Examiner).** Failure to meet this requirement will result in cancellation of the defense.

Roles and Responsibilities for Faculty and Students Regarding Defense Procedures

It is the responsibility of supervisors and students to familiarize themselves with their roles and responsibilities, outlined on the FGSR website (and see appendix, below):

See FGSR Website: " https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html#Roles

Pre-Defense Procedures in IDP

The following steps are adapted in IDP in order to ensure the organized submission of the thesis work:

1. As per the FGSR website, the student submits the finished thesis to FGSR, as well as to the MAP Admin Hub, and cc's the IDP Grad Coordinator.
2. The supervisor ensures that the required forms are complete and submitted to the MAP Admin Hub: Thesis Committee Release Form; External Examiner Form; Request for Confidentiality of a

Thesis (if applicable); Checklist for Submission of Thesis Form. The Administrative Assistant will hold the forms for signatures.

3. The supervisor advises all committee members and the IDP Grad Coordinator that the forms are ready to sign.

4. To expedite the sign-off process, faculty members are encouraged to leave their e-signature on file with the MAP Admin Hub, who will never use the signature without first requesting it in writing via email in each instance, and receiving a written email confirmation to use it from the faculty member. The MAP Admin Hub will keep a record of the email exchange. The MAP Admin Hub will forward all the completed and signed forms electronically to FGSR and cc the IDP Grad Coordinator and the supervisors.

    NOTE: In the case of MFA/PhD research-creation degrees, it is often necessary that the External Examiner form and accompanying CV be submitted earlier than the critical engagement paper, Committee Release Form, and Checklist for Submission of Thesis, in order to prepare for exhibitions falling well before the defense.

5. When FGSR indicates (via email to the supervisors, with a cc to the Grad Coordinator and MAP Admin Hub) that the External Examiner has signed off and the defense can go forward, the supervisor fully completes the **Notice of Oral Defense Form.** The supervisor informs the MAP Admin Hub of the date and time of the examination, which the supervisor, student and committee have agreed to, including any technical requirements for the presentation. In the case of Master's degrees, the supervisor secures a Chair of Defense, who will be from outside MAP (although exceptions have been made when no outside faculty member can be found). The MAP Admin Hub will book a suitable room. The MAP Admin Hub will inform the IDP Grad Coordinator when the form is ready for sign-off (only the Grad Coordinator needs to sign this form), and forward the completed and signed form electronically to FGSR and cc the IDP Grad Coordinator and the supervisors.

6. In the case of PhD degrees, the defense is organized by FGSR. See the FGSR website for details.

Procedure for the Oral Defense of the Interdisciplinary MFA in Media and Artistic Research

Defense Procedures

1. The chair will introduce the candidate and all members of the Examining Committee.
2. The candidate will give a presentation that is a brief overview of their research, findings and conclusions (approximately 15 minutes for a Masters candidate, and 30 minutes for a Doctoral candidate). No questions are allowed at this time.
3. After the student's presentation, the supervisor or co-supervisors will be asked if the candidate has omitted any major points of the work in the presentation.
4. The External Examiner will question the candidate. This is expected to be the longest single period of questioning, usually from 30 to 60 minutes.
5. The other members of the examining committee will question the candidate.
6. After the first round of questioning is completed, the chair will ask for further questions.
7. When the questioning is completed, the candidate, and all individuals who are not members of the examining committee, will be asked to leave the room.
8. The examining committee will discuss the thesis and its defense. The acceptability of the thesis and the defense are two different issues. The chair polls the committee, beginning with the external examiner, and asks two questions:

a) Whether the thesis:
   (i) Passes without revision,
   (ii) Passes with revision,
   (iii) Must be rewritten.

b) Whether the defense was:
   (i) Acceptable,
   (ii) Not acceptable and must be repeated,
   (iii) Not acceptable and student fails.

The Media Work/Performance/Production/Exhibition, etc:
_____Passes
_____Fails --**If the media work/performance/production/exhibition, etc. fails, it is not possible to pass the defense and critical engagement paper** The Critical Engagement Paper:
_____Passes without revision
_____Passes with minor revision
_____Must be rewritten and redefended
_____Fails --**If the Critical Engagement Paper fails, the defense cannot pass**

The Defense:
_____Passes
_____Fails and may be repeated
_____Fails

For the thesis to pass (either without or with revision) the External Examiner must agree that it passes; further, at least half of the committee must also agree that the thesis passes.

For the defense to be found acceptable, the External Examiner must agree that it is acceptable; further, at least half of the committee must also agree that the defense was acceptable.

9. The candidate will be invited back into the room and the decision of the committee will be announced.

10. The candidate will be asked to complete several forms.

Please refer to the Instructions for the Chair for further information.

The committee must provide the candidate with clear written instructions that reflect the discussions of the committee about any revisions to the Thesis or Critical Engagement Paper. The revisions must be forwarded to FGSR before the end of the semester immediately following the defense.

In the case of the MFA, if the media work/performance/production/exhibition, etc. fails, it is not possible to pass the defense. If the Critical Engagement Paper fails it is not possible to pass the defense. If the Critical Engagement Paper and/or defense are required to be re-written and re-defended, each member of the examining committee will provide a brief rationale to the IDP Grad Coordinator who will forward the statements to the Associate Dean of FGSR. The IDP Grad Coordinator and the FGSR Associate Dean will meet to discuss the issues.

If the Thesis or media work/performance/production/exhibition/paper/defense fails, which would constitute an exceptional situation given the authorization to go to defense, the Associate Dean of FGSR will request information from relevant parties to determine whether the student is to be given an opportunity to revise and resubmit for defense.

Sample of Title Page for Interdisciplinary MA in Media and Artistic Research

UNCONVENTIONALITY IN THOMAS GAINSBOROUGH'S PORTRAIT OF
HENRY SCOTT:

RETHINKING THE REPRESENTATION OF DOGS AS RATIONAL SUBJECT IN
EIGHTEENTH-CENTURY BRITISH PORTRAITURE

A Thesis

Submitted to the Faculty of Graduate Studies and Research

In Partial Fulfillment of the Requirements
For the Degree of

Master of Arts

in

Interdisciplinary Programs

(list concentration) Media Production & Studies and Indian Art
University of Regina

By

Student's Name

Regina, Saskatchewan

Month and Year of submission of final copy

Copyright 2004, Student's Name

(As an alternative to the copyright symbol, a statement such as the following may be used – "The author claims copyright. Use shall not be made of the material contained herein without proper acknowledgement, as indicated on the following page.")

Sample of Critical Engagement Paper Title Page for Interdisciplinary MFA in Media and Artistic Research

WILLIAM WALTON'S THE BEAR:

A UNIFICATION OF LIGHTING DESIGN AND CONDUCTING IN THE PRODUCTION OF A CHAMBER OPERA

A Critical Engagement Paper

Submitted to the Faculty of Graduate Studies and Research

In Partial Fulfillment of the Requirements

For the Degree of

Master of Fine Arts

in

Interdisciplinary Programs

(list concentration) Music and Theatre

University of Regina

By

Student's Name

Regina, Saskatchewan

Month and Year of submission of final copy

Copyright 2004, Student's Name

(As an alternative to the copyright symbol, a statement such as the following may be used – "The author claims copyright. Use shall not be made of the material contained herein without proper acknowledgement, as indicated on the following page.")

Appendix 5: Scholarships and Awards

MAP scholarships and opportunities:

MAP disperses the MAP Graduate Base Fund, Teaching Assistantships and Teaching Fellowship through the office of the MAP Associate Dean Graduate and Research. Students are reminded of the deadline and that they must apply twice per year, on September 15 and January 15 in order to be considered for this funding, through a form submitted to the IDP Administrative Assistant. Funding is awarded in rounds by the MAP Graduate Committee in October, January and June, as the budget allows.

Information can be found on the FGSR website:
https://www.uregina.ca/gradstudies/current-students/scholarships/fgsr-funding.html

IDP MFA and IDP PhD Path B and Path C students will receive a small stipend in support of graduating research creation projects, not to exceed $300. The stipend can be used to fund such expenses as renting a rehearsal or performance venue; paying for design and printing of an advertising poster; catering at a performance event; paying actors, musicians, camera operators, etc. Request for the stipend will be submitted by email from the student to the IDP Grad Coordinator, copying the IDP Grad Coordinator, the MAP Admin Hub, and the supervisors. It will include an itemized budget. Request for the stipend should be made in a timely manner. Once approved, it will be paid through the Banner system workflow by the MAP Admin Hub.

University of Regina scholarships can be found on the FGSR website:
https://www.uregina.ca/gradstudies/scholarships/index.html

This website may be subject to periodic updating and restructuring; please check on the main page for any new links.

Tri-Council scholarships and opportunities can be found on their respective websites:

Social Sciences and Humanities Research Council of Canada:
http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx

Natural Sciences and Engineering Research Council of Canada:
http://www.nserc-crsng.gc.ca/index_eng.asp

Canadian Institutes of Health Research:
http://www.cihr-irsc.gc.ca/e/193.html

Appendix 6: Alumni

A Representative List of Graduates of Interdisciplinary Programs in MAP

2004

Vernon Slipetz
MFA in Interdisciplinary Programs – Music and Theatre
Performance Thesis: *William Walton's The Bear: A Unification of Lighting Design and Conducting in the Production of the Chamber Opera*
Co-Supervisors: Kathryn Laurin, Wes D. Pearce
Recipient of the President's Medal, Fall Convocation 2004

2007

Kenneth Bell
MA in Interdisciplinary Programs – Film & Video and Journalism
Thesis: *Constructed Reality in Television News and Its Effect upon Representation and Credibility*
Supervisor: Christine Ramsay

Bridget Keating
MA in Interdisciplinary Programs – Media Production & Studies and Indian
Art Thesis: *Raping Pocahontas: History, Territory and Ekphrasis in the Representation of an Indigenous Girl*
Co-Supervisors: Randal Rogers, Carmen Robertson

Fazail Lutfi
MFA in Interdisciplinary Programs – Visual Arts and Media Production & Studies Production Thesis: *Once upon a Place….Eye Spied With My Little 'I's*
Co-Supervisors: Rachelle Knowles, Gerald Saul

Rafael Sacramento
MA in Interdisciplinary Programs – Media Production & Studies and Anthropology Thesis: *Styles of Ethnographic Film and Associated Ethical Issues*
Co-Supervisors: Christine Ramsay, Carlos Londono Sulkin

2008

Loretta Paoli
MFA in Interdisciplinary Programs – Visual Arts and
Linguistics Project Thesis: *The Space of Translation*
Co-Supervisors: Ruth Chambers, Brent Galloway

2009

Chrystene Ells
MFA in Interdisciplinary Programs – Theatre, Media Production and Visual
Arts Project Thesis: *Sisu: The Death of Tom Sukanen*
Co-Supervisors: Mary Blackstone, Gerald Saul, Leesa Streifler

2011

Regena Marler
MA in Interdisciplinary Programs – Media Studies and Theatre
Thesis: *(Un)Wanted Foreign Bodies: The Colonization of Psychic Space in Saskatchewan as a Place*
Co-Supervisors: Christine Ramsay, Kathleen Irwin

Janine Windolph
MFA in Interdisciplinary Programs – Media Production and Indian
Studies Project Thesis: *More Questions Than Ancestors: Oral Tradition and Storytelling as a Process of Communication and Healing*
Co-Supervisors: Gerald Saul, Carmen Robertson

2012

Elizabeth Curry
MA in Interdisciplinary Programs – Interdisciplinary Programs and Media Studies
Thesis: *When I Get There I Tend to Live There: Home and Community in Radio Cyberspace on CBC Radio 3*
Co-Supervisors: Randal Rogers, Charity Marsh

Leisha Grebinski
MA in Interdisciplinary Programs – Media Studies and Visual Arts
Thesis: *"That's the Life of a Gangster": Deconstructing the Media Representations of Daniel Wolfe*
Co-Supervisors: Charity Marsh, Carmen Robertson

Katrina Tashlikowich
MFA in Interdisciplinary Programs – Theatre and Education
Project Thesis: *Perpetual Motion: How Contact Improvisation Shifts the Boundary between Dancer and Spectator and Enhances Communication with Children*
Co-Supervisors: Kathleen Irwin, Ann Kipling-Brown

2013

Jamie Cooper
MFA in Interdisciplinary Programs – Interdisciplinary Programs and Theatre
Project Thesis: *Cutting and Pasting Whitney: The Reparative and Performative Power of Divas, and the Pleasures (and Necessity) of Queer Reparative Cultural Labor*
Co-Supervisors: Christine Ramsay, Kathleen Irwin

Brett Robinson
MA in Interdisciplinary Programs – Interdisciplinary Programs and Media Studies Thesis: *Dexter in Love*
Co-Supervisors: Randal Rogers, Christine Ramsay

Jorge Sandoval
MFA in Interdisciplinary Programs – Interdisciplinary Programs and Theatre
Project Thesis: *Peephole: The Performative Disturbance between the Art Space and Spectatorship*
Co-Supervisors: Wes D. Pearce, Kathleen Irwin

2014

Phillip Ollenberg
MA in Interdisciplinary Programs – Theatre and Business Administration
Thesis: *Prairie Audiences: An Investigation and Theoretical Contextualization of Attitudes and Experiences of Theatre in Regina*
Co-Supervisors: Kathleen Irwin, Lisa Watson

Melanie Wilmink
MA in Interdisciplinary Programs – Media Studies and Visual Arts
Thesis: *Situating the Immersive Experience: Exploring Intermedia Situations in Art/Cinema Installations*
Co-Supervisors: Christine Ramsay, Rachelle Knowles

2015

Geremy Lague
MFA in Interdisciplinary Programs – Media Production and Print
Media Project thesis: *Laque Corp. Presents Anti-Social Media*
Co-Supervisors: Gerald Saul, Robert Truszkowski

John Trinh
MFA in Interdisciplinary Programs – Theatre and Fine Arts Performance
Project: *#Its Complicated an Interdisciplinary Exploration of the Parallels in Autobiographic Performance in Spoken Word Performance, Social Media, and Devised Theatre Practice*
Co-Supervisors: Wes D. Pearce, Rebecca Caines

2016

Cathy McComb
MA in Interdisciplinary Programs – Theatre and History
Project: *Undressing an American Icon: Addressing the Representation of Calamity Jane through a Critical Study of Her Costume*
Co-Supervisors: Kathleen Irwin and Donica Belisle

2017

Rania Al-Harthi
MFA in Interdisciplinary Programs – Theatre and Creative
Technologies Project: *The Way Home*
Co-Supervisors: Gerald Saul and Kathryn Bracht

Sarah Ferguson
MFA in Interdisciplinary Programs
Thesis: *Monstrosities: Genderfluidity as Art Practice*
Co-Supervisors: Leesa Streifler and Claire Carter

Lydia Miliokas
MA in Interdisciplinary Programs
Thesis: *Through "The Forest of Things, Acts, And Signs" A Study of Edmonton's The Works of Art and Design Festival and Nuit Blanche*
Co-Supervisors: Carmen Robertson and Christine Ramsay

Jayden Pfeifer
MFA in Interdisciplinary Programs – Performance and Education
Project*: What's at Hand: Improvisation, Group Facilitation, and Agreement Among Strangers*
Co-Supervisors: Kathryn Ricketts and Rebecca Caines

Gary Wasyliw
MFA in Interdisciplinary Programs
Thesis: *Relativity: Synchresis in Art and Applied Science*
Co-Supervisors: Christine Ramsay and Rebecca Caines

2018

Clinton Ackerman
MFA in Interdisciplinary Programs
Exhibition: *Play it Loud: A Creative Music Program for Youth in Regina*
Critical Engagement Paper: Play it Loud: A Creative Music Program for Youth in Regina Co-Supervisors: Helen Pridmore and Randy Johner

Chloe Chen
MA in Interdisciplinary Programs
Thesis: *An Analysis of Gay and Lesbian Representations on Sina-Weibo and Douban*
Co-Supervisors: Darlene Juschka and Sheila Petty

John W. Q. Desnoyers-Stewart
MFA Interdisciplinary Programs
Exhibition: *Transcending Perception: An Exploration into Virtual, Mixed and Expanded Reality*
Co-Supervisors: Megan Smith and David Gerhard

Jesse Goddard
MFA Interdisciplinary Programs
Exhibition: *Re-Assembly of an Artist*
Critical Engagement Paper: *Re-Assembly*
Co-Supervisors: Rebecca Caines and Megan Smith

Paula Weber
MFA in Interdisciplinary Programs
Exhibition: *Inside Game: Embodying Resilience and Resistance Through Capoeira*
Critical Engagement Paper: *Inside Game: Embodying Resilience and Resistance through Capoeira*
Co-Supervisors: Charity Marsh, Helen Pridmore, Megan Smith

2019

Luba Kozak
MA in Interdisciplinary Programs
Thesis: *Unconventionality in Thomas Gainsborough's Portrait of* Henry Scott*: Rethinking the Representation of Dogs as Rational Subjects in Eighteenth-Century British Portraiture*
Supervisors: Francesco Freddolini and Randal Rogers

Sarah Wood-Gagnon
MA in Interdisciplinary Programs
Thesis: *The Heart of Relics: Catholic Relics, Affect, and the Heart of Brother Andre*
Supervisors: Carmen Robertson and Christine Ramsay

Natasha Urkow
MFA in Interdisciplinary Programs
Thesis: *Seatbelt: An Integration of Mixed Abilities and Performance and Practice*
Supervisors: Kathryn Bracht and Sarah Abbott

2020
Jason Cullimore
PhD in Interdisciplinary Programs, Special Case
Thesis: *On the Automation of Agency in Algorithmic Music Composition*
Supervisors: Rebecca Caines and David Gerhard

Kylie-Rae Dahlstrom
MA in Interdisciplinary Programs
Thesis: *The West in Bronze: Analyzing the Market and Networks of Western American Bronze Sculptures, 1895-2019*
Supervisor: Francesco Freddolini

Bridget Keating
PhD in Interdisciplinary Programs, Special Case
Thesis: *Imagining Ramona: The Mythologization and Martyrdom of a Zapatista Resistance Fighter*
Supervisors: Carmen Robertson and Mark Anderson

2021
Brett Wyatt
MA in Interdisciplinary Programs
Thesis: *Hardcore's Shifting Authenticities Under Capitalist Realism*
Supervisor: Charity Marsh

2022
Patrick James (formerly Rasmussen)
MFA in Media and Artistic Research
Thesis: *Re*spire: An Artuadian Exloration of the Cough and Technology*
Supervisors: Bill Hales and Wes Pearce

Ken Wilson
PhD in Media and Artistic Research, Path C
Thesis: *Walking the Bypass: A Meditation on Place*
Supervisors: Sherry Farrell Racette and James Daschuk
Note: Ken Wilson is the first graduate of the PhD in Media and Artistic Research

2023

Dami Egbeyemi
MFA in Interdisciplinary Studies
Thesis: ***Emotion Mirror: A Creativity Support Tool for Health and Wellness***
Supervisors: Shannon Holmes and David Gerhard

John Loeppky
MFA in Media and Artistic Research
Thesis: ***The Creative Guide to Being a Cripple: A Solo-Performance Project Focused on Disability, Sport, Art, Culture and Crip Theatre***
Supervisors: Leanne Groenenveld and Jes Battis

2024

Ringo Jedlic
MA in Interdisciplinary Studies
Thesis: ***Future Nostalgia in the Twenty-First Century: Hauntology, Hermeneutics, and Historicity in Contemporary Popular Music***
Supervisors: Charity Marsh

Appendix 7: MAP Policy for Archiving MFA Comprehensive Support Papers and Project Documentation in the oURspace Repository (Archer Library)

Context:

While Graduate students are expected to document their MFA projects, neither this documentation nor the Comprehensive Support Paper (CSP) or Critical Engagement (CEP) Paper is currently archived by the University. This absence reflects a significant loss of the knowledge generated in the Faculty of Media, Art, and Performance. The use of the Archer Library's OURspace to retain this information could be the solution to remedying this situation. Indeed, OURspace has been designed to be a representation, an archive and a repository of the University's academic and cultural history. Graduate Students are, therefore, encouraged to allow the CSP/ CEP and a sample of the graduate project to be uploaded to the OURspace archive. Supervisors are also encouraged to support this archiving process by demonstrating to their students the importance of making their research transparent. **Having said that, it is the individual's sole decision to archive his/her research.**

How much documentation can be stored in OURspace?

There is no limitation or quota for individual collections, departments or faculties. However, OURspace does have an overall limitation of storage space, which they are looking to increase, and over time will always have to increase as the repository grows. The main item of concern in archiving MFA projects is size and number of audio and video files. It is important to note that OURspace uses compression techniques on these items to reduce size while minimizing degradation of quality. For information on file size, types, etc., contact the Digital Collections Administrator at the Archer Library (James.Holobetz@uregina.ca / 306-337-2584).

Who is Responsible for Uploading files to OURspace, how and when is this done?

At the completion of the defense, the student may consent to archive his/her material by signing the *OURspace Non-Exclusive Distribution License.* This form is presented to the student at the completion of their successful defense. With the signing of this form, the individual must provide digital copies of the signed license agreement**, the Comprehensive Support Paper/Critical Engagement Paper and digital files** containing a representation of their work. These files must be sent to James Holobetz. While it is the responsibility of each student to do so, supervisors will do their best to ensure that this happens in a timely way. It is important then, that the documentation selection be completed prior to the defense.

** Two points of note:
1) signed license agreements may be dropped off at the Archer Library (attn: James Holobetz)
2) large files may be sent by using the Secure File Upload Service at the University of Regina and forwarded the links to James Holobetz

There are a few things to be aware of in advance of submitting your material:

1) Papers - pdf format only (no editable formats such as doc, docx, txt,etc).
2) No links - one of the main principles of an Institutional Repository is to guarantee permanency. URLs to videos on other servers cannot guarantee that the item will be there in the future. The medium has to be digitally stored on the OURspace server.

Guidelines to Submit Materials to FGSR for Uploading to OURspace

1)   Submission Materials (Preferred Formats)

OURspace accepts various formats of data files and each submission can have more than one file of various types. To reduce the possibility of the file format becoming obsolete, we recommend the following file format types:

    a) PDF – Papers, Reports, Articles, Posters, Diagrams, etc.
    b) MP3 – Compressed Audio
    c) WAV – Uncompressed Audio
    d) MP4 – Video
    e) TIFF, JPEG, PNG, GIF – Images, Photographs, Posters, Diagrams, etc.
    f) PPS, PPSX, PPT, PPTX – Power Point1

Microsoft Office Files – While OURspace accepts various Microsoft Office file types, there are a few caveats:

    a) Microsoft Word (.doc, .docx) documents are not, by default, locked out to editing changes therefore submitting a paper, report, article, etc. in this format is not recommended as the work can be downloaded and altered for unintended use. To prevent this it is recommended to either password protect the Word document for further editing or preferably convert the Word document to a PDF format file.
    b) Microsoft Excel (.xls, .xlsx) and Power Point(ppt, pptx, pps, ppsx) files, like Word, do not by default lock out editing changes. Password protection against further editing of these types of documents is highly recommended.

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1. To ensure platform cross compatibility (ability to play on Mac or PC) please follow the steps outlined in this article for Power Point presentations: https://support.office.com/en-ie/article/Cross-Platform- PowerPoint-Compatibility-0eebb4f1-c329-4c50-b83c-3af1bab640de

2)   Additional Required Information

For archival purposes a few additional fields of information are required to promote access to the submitted work:

- a)   Author Name
- b)   Date Published
- c)   Publisher (if any)
- d)   Peer Reviewed (Yes/No)
- e)   Five Descriptive Keywords
- f)   Abstract (Optional)

3)   By submitting work to the OURspace Institutional Repository the submitter affirms that they have read and agree with the license presented. The licence can be read below or found at http://ourspace.uregina.ca/about?licenses.

OURspace Non-Exclusive Distribution License

By signing and submitting this license, you (the author(s) or copyright owner(s)) grants to University of Regina the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video. The University of Regina recognizes that this right is non-exclusive, meaning that you may make other copies of your work available elsewhere without first having to obtain the permission of the University of Regina.

You agree that the University of Regina may, without changing the content, convert the submission to any medium or format for the purpose of preservation. You also agree that the University may keep more than one copy of this submission for the purposes of security, back-up and preservation. The University will make a good faith effort to preserve and distribute this submission. In the event that the University is unable to continue to maintain this submission as part of the campus digital archive, the University reserves the right to return the content to the submitting departments / units/individuals. If the entity is no longer in existence, or if the individual is untraceable, the University will arrange to have the materials appraised and possibly archived as part of the University's archives.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant the University of Regina the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN UNIVERSITY OF REGINA, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

At the U of R, graduate students retain the copyright to their own works/projects see FGSR policy. Currently thesis/dissertations are deposited in OURspace and Library and Archives Canada Thesis Portal. As part of this deposit, they agree to a non-exclusive license so that both OURspace and Thesis Portal can make the work publicly available on the internet as well as preserve it. The student remains the copyright holder. There is no transfer of copyright ownership. Students still retain all of the economic copyrights (reproduction, translation, performance, etc.) and moral rights.

FYI - Publicly available is not the same as public domain. Public domain refers to works in which the term of copyright has expired, works in which copyright does not subsist, or where the copyright holder has explicitly waived all copyrights to a work. While making a work publicly available does not put a work in the public domain, it does open the possibility that others could make use of the work (such as making a copy). If any depositor to OURspace believes that further use of their work has infringed their rights, it is up to them to defend these rights.

MAP MFA work will be subject to the same requirements as all other works deposited in oURspace, meaning that the students will be responsible for ensuring that any third party copyright protected works included in their project are used in compliance with Canadian copyright laws.

Student and Supervisor Agreement (Voluntary)
Graduate students are expected to document their MFA projects – this is an important step in the research process and a critical step in building an artist portfolio and a curriculum vitae. However, historically, neither this documentation nor the Comprehensive Support Paper (CSP) or Critical Engagement (CEP) Paper has been archived by the University. This absence has reflected a significant loss of the knowledge generated in the Faculty of Media, Art, and Performance.

In order to address this and to reinforce the responsibility of Graduate students to disseminate their work, MFA students may make use of the Archer Library's OURspace to retain this information and make it available in the public sphere. Indeed, OURspace has been designed to be a representation, an archive and a repository of the University's academic and cultural history. Graduate Students are, therefore, strongly encouraged to allow the CSP/ CEP and a sample of the graduate project to be uploaded to the OURspace archive. Supervisors are also encouraged to support this archiving process by demonstrating to their students the importance of making their research transparent. Having said that, it is the individual's sole decision to archive his/her research.

If you undertake to archive your MFA project and support paper on OURspace, you will be expected to plan for this outcome at an early stage of your research process. It cannot be left to the last minute.
Your supervisor can advise you on best practice and the method for undertaking this process are

outlined in the Graduate Guidelines / Handbook for your Department. Please consult this early in the process. This is a contract, if you sign it, you will not graduate until you have completed the task of archiving the work. You will complete the archiving after you have completed the Defense and after revisions (if any) have been signed off on by your supervisor in an email to FGSR.
To ensure that both student and Supervisor are in on the same page with this process, please sign below and file with the Administrator in your area.

For Student:
I will undertake to archive a portion of my MFA project and the Comprehensive Support Paper (CSP) or Critical Engagement Paper (CEP) in oURspace (Archer Library) as per steps outlined in the Graduate Handbook. I understand that this must happen before I can graduate.

Student's name_____Print name _____

Student Number_____Date_____

Email address_____Phone_____

For Supervisor:
I will undertake to advise the above student on the process of archiving a portion of his/ her MFA project and the Comprehensive Support Paper (CSP) or Critical Engagement Paper (CEP) in oURspace (Archer Library) as per the Graduate Handbook. I understand that this must happen before the student can graduate. I will, to the best of my ability, ensure that the student completes this process. Costs will be incurred by the student, but I will advise on best practice.

Supervisor's name_____Print Name_____

Date_____

At the successful completion of this process, both Student and Supervisor will sign below and the record will be retained by the Unit Administrator. A copy must be sent to FGSR before graduation.

Student_____Supervisor_____

Appendix 8: MAP Policy on the Distribution of FGSR Scholarships to Incoming and Current Graduate Students (January 12, 2021)

The Faculty of Media, Arts and Performance (MAP) will allocate the Grad Studies Base Fund (GSBF) following an equitable and transparent process, in the following way:

1) FGSR makes known the total UR Graduate Scholarship (URGS) funding allocation from the "Grad Studies Base Fund (GSBF)," to MAP Grad in the Winter Semester (February) based on the number of graduate students registered in the preceding academic year. Upon notification, and following discussion at the level of the MAP Graduate Program Committee, funding amounts will be allocated to units who have received new applications at the January 15th deadline. This will enable units to earmark scholarships for worthy applicants; the Grad Coordinator of the relevant area fills in the FGSR form entitled FGSR Financial Support Form (available on the FGSR website / Forms and here following) and the Grad Coordinator/MAP Admin Hub submit it to Grad Funding (Grad.funding@uregina.ca). FGSR will send out the letter of acceptance including promise of scholarship. If these students do not accept, funding is returned to the faculty pool of Grad Funds. Incoming students must have a GPA of 75% in order be eligible according to FGSR regulations (subject to budget availability in the cohort in the semester of the competition: the cut-off may be set at 80% at the MAP Grad Committees' discretion).

2) On September 15, and January 15, "continuing" graduate students currently enrolled in the program will submit an updated application (UR Graduate Scholarship/ URGS Application) form, an unofficial academic report, and up to date CV to their academic unit / department. Current students must have a GPA of 80% to be eligible. Students in their first semester are designated "incoming" and, since, if qualified, will have just been funded from this pool, will not be eligible until their second semester, when they will be designated "continuing."

3) At the first Graduate Program Committee meeting following the Sept. 15th deadline, unit Graduate Cooridinators meet to allocate the remaining FGSR / URGS funding. This is done based on the number of "continuing" students currently enrolled in each program. Students must have a GPA of 80% to be eligible, and must be enrolled as full-time students. A bonus for outstanding performance to all MAP students who have earned 90% or higher is awarded once annually, in the September competition. Funding is triggered by submitting the FGSR Financial Support Form to FGSR by the Grad Coordinator/MAP Admin Hub.

4) At the first Graduate Program Committee meeting following the January 15th deadline, the same process as in #3 above will occur (a deliberation on merit for outstanding performance may occur, if budget allows), in order to disburse any remaining funds in the MAP Grad Base Fund to qualified current students.

5) Funding amounts *based on budget availability in the semester of the competition*:
   $5,000 CAD to incoming PhDs (with 80% GPA)
   $3750 CAD to incoming Master's (with 75% GPA, or * 80% at Committee's discretion)
   $500-$2000 CAD (approximately) to current PhDs and Masters (with 80% GPA)

Appendix 9: MAP Policy Adherent to FGSR Policy on Extensions and Deferrals (April 2017)

Deferral of Final Examination and/or Term Work

Grounds for Deferral. Extensions on deadlines for completion of assignments or writing of final examinations may be granted to students on the basis of illness, accident, or other extreme and legitimate circumstances beyond their control.

Authority to Approve Deferrals during the Semester.

The authority to approve deferrals of term work (assignments and mid-term examinations) within the semester belongs to the instructor of the course. All deferred work must be completed by the date of the final examination (or, if there is no final examination, by ten days after the start of the examination schedule for Fall/Winter semesters and within five days for the Spring/Summer semester) in order to allow the instructor to submit grades promptly. In the case of mid-term examinations, the instructor may assign a make-up examination or may transfer the weight of the examination to another examination or assignment, including the final examination. Some line-faculties have regulations governing this process.

Authority to Approve Deferrals beyond the End of the Semester.

The authority to approve deferrals of final examinations and/or term work beyond the date of the final examination rests with the Dean of FGSR.

Making an Application for a Deferral beyond the End of the Semester.

Students must apply using a Graduate Student Application for Deferral of Term Work and/or Final Exam Form available from the FGSR office or the web site. As well, they should notify their academic unit and their instructor of their difficulties as quickly as possible, by telephone or e-mail if they are unable to come to the university. The student submits the form with supporting documentation to the instructor who completes the relevant section of the form and forwards all materials to the Dean of FGSR. Requests for deferral received more than two (2) weeks after the final day of the examination period will be denied.

Supporting Documentation.

Supporting documentation is required and must be submitted before a deferral is approved. For illness or accident, students must provide the University of Regina Student Medical Certificate to their physician to complete and ensure that it is received in the FGSR office. The physician should clearly indicate the start and end dates of the illness and the student's inability to write an examination, to complete assignments, and/or to attend classes as relevant to the request. The approved form may be printed from the web *www.uregina.ca.* For other circumstances, students should consult the FGSR office. When a decision has been made, the Dean or designate will forward the form to the Registrar's Office who will inform the student

and the instructor.

Maximum Length of Deferral.
Outstanding course assignments must be submitted, and deferred final examinations written, by January 31 for Fall courses, by May 31 for Winter courses, and by September 30 for Spring/Summer courses. In cases of prolonged illness or other incapacity, the Dean has the authority to extend the deferral to the end of the semester: that is, to the end of Winter semester for Fall courses, to the end of Spring/Summer semester for Winter courses, and to the end of Fall semester for Spring/Summer courses. Students who are unable to complete the deferred work by the deadline may be eligible for aegrotat standing or a medical or compassionate withdrawal and should consult FGSR before the expiry of the deferral.

Grading of Deferrals - Deferred (DE) and Incomplete (IN) Grades
An interim grade of DE ("deferred") is assigned for a deferred final examination or deferral of both final examination and term work. An interim grade of IN ("incomplete") is assigned for deferral of term work alone. When the deferred final examination has been written, and/or missing work completed, the instructor (or, in the instructor's absence, the department head or department head's designee) will grade the work and assign a percentage grade to replace the interim grade.

Beginning on May 15, September 15, and January 15 for the previous Fall, Winter, and Spring/Summer courses respectively, the Registrar's Office will convert any unreplaced grade of DE to a grade of NP, and any unreplaced grade of IN to a percentage grade based on the portion of the course completed or to a grade of NP, as determined by the instructor and approved by the Dean. The grades of students who were granted a deferral only to the end of the first month of the subsequent semester may be converted by the Registrar's Office earlier than the schedule indicated above.

Delays to Completion:

Extensions.
Extensions are granted to students who encounter difficulties while actively trying to complete their program. Students must be registered in their program in order to request an extension. Time extensions may be granted for one semester and typically no more than two such semesters will be granted. The request should be made using the Request for Graduate Program Extension available from the web site and is to be made at least two (2) months prior to the end of the semester. If no request is received, the student will be discontinued and must seek reinstatement to the program. A student seeking an extension must make the request through his/her supervisor. The supervisor will provide a letter defining his/her perspective on why the work was not completed in the allotted time. Evidence of sufficient progress to warrant an extension, as well as a statement of what remains to be done, and the time-frame for its completion, is required in order for an extension to be granted. The letter and request are to be given to the Grad Coordinator for comment, who will then send all materials to the Dean (FGSR) for consideration. Full-time students who have received approval for an extension must register in GRST 996AA in each corresponding semester. Part-time

students who have received approval for an extension must register in GRST 996AB in each corresponding semester. Students must register in any formal remaining credit hours in addition to an extension course.

Leaves-of-Absence. A student may request a leave-of-absence (LOA) and this, if granted, is for a standard time of one year, although the student may re-enter the program at the start of any semester within the leave period, or must register at the end of the year's period in order to remain active in the program. An LOA may be granted for medical, maternity/parental, compassionate or other substantive reasons, but not to accept employment. The student must submit the Request for an LOA from a Graduate Program on the form available from the FGSR website and provide with the appropriate documentation. A student on an LOA is not entitled to the University services normally provided to students. The student on an LOA pays no fees and the time of the leave does not count in the graduate program. An LOA is not granted retroactively, and only one leave will be granted to a student during the tenure of his/her graduate program. An additional absence must take the form of a voluntary withdrawal. However, the limit of one leave does not apply to maternity/parental leaves. The Voluntary withdrawal form is available at
https://www.uregina.ca/gradstudies/assets/docs/pdf/Banner%20Workflow%20Information%20for%20Students.pdf

Withdrawal from a class for reasons beyond the student's control
If an emergency situation prevents you from taking personal action to withdraw from courses prior to the dates specified, please e-mail the Faculty of Graduate Studies and Research at grad.studies@uregina.ca and please complete an Application for Adjustment of Fees and/or grades. Such situations include illness or accident; compassionate grounds, involuntary job change, university error. Medical, compassionate or retroactive withdrawals in extenuating circumstances are available and appropriate documentation is required to support the request.

Maintenance of Candidacy
Thesis-based students who have completed the credit hour components of their program of studies, but have not completed all of the formal approved degree requirements (e.g., written thesis and defense), are to register in one of the following:
- GRST 995AAFull-time Maintenance of Candidacy
- GRST 995ABPart-time Maintenance of Candidacy
- GRST 999Non-resident Maintenance of Candidacy

Please note that in order to use University facilities and resources (e.g., computer labs, libraries, faculty, etc.), students must be registered. Registration in full- or part-time Maintenance of Candidacy is on a semester basis and allows for facility use during that time. Course-based students are not permitted to enrol in Maintenance of Candidacy. Registration in Non-resident Maintenance of Candidacy merely establishes that the student is a graduate student and is meant for students who do not require the use of university facilities or resources.

Once a registration in any of the maintenance courses (GRST 995AA, GRST 995AB, GRST 996AA, GRST 996AB) has occurred, the student is to have a GRST registration each semester regardless of whether permission is obtained to do a course outside of the program. Ph.D. students may only register in GRST 995AA.

Appendix 10: MAP Graduate Professional Placement

Faculty of Media, Art, and Performance
Graduate Professional Placement: MAP 899

Program Information:

The Faculty of Media, Art, and Performance Graduate Professional Placement provides opportunities for graduate level students in all Faculty programs to gain relevant work or research experience with an arts organization to a maximum of three credits. Such work will be undertaken as an elective and students who opt for this opportunity will gain experience with an arts organization typically related to their research focus. Ideally experience gained will be reflected in the student's graduating project and / or critical engagement / support paper.

Placements are approved in consultation with the student, the student's supervisors(s) and Associate Dean Graduate Studies and Research in MAP. Students need to meet certain criteria and be properly matched with an organization offering such opportunities. Organizations need to meet criteria determined by the student's supervisor(s) and be properly matched with a student.

Professional Placements are administered through MAP Dean's office with support from the Associate Dean, Graduate Studies and Research in MAP and the UG Academic Coordinator.

This option is intended for graduate students who are nearing the end of their course work and before they undertake 901 (MA and PhD) / 902 (MFA) credits but may also be considered at an earlier time if the fit is a good one.

Professional Placement Requirements:

Deadlines: Letter of intent either from the student or arts organization (the impetus for the placement can come from either direction) should be provided to the student's supervisor(s) *by October 30 for Winter term, Feb. 15 for Spring / Summer term and April 15 for Fall placements.*

Evaluation: Both the student and the program partner will complete an end of term evaluation. A final grade of pass/fail will be recommended by the program partner and reviewed and approved by the Department Head and Associate Dean Grad Studies and Research.

Number of Credit Hours permitted: a maximum of 3 credit hours within a student's program. (Normally a 3-credit course will require approximately 120 hours of on-site learning.)

Ethics Approval: If the student is considering using the placement experience in future research, it is strongly advised that they seek ethical approval:
http://www.uregina.ca/research/assets/docs/pdf/Application_July_2_2015.pdf

U of R

STUDENT PLACEMENT PLAN & LETTER OF INTENT: SAMPLE

Faculty: Faculty of Media, Art, and Performance, Interdisciplinary Programs Program

Placement: Common Weal Community Arts

Student: Student name and student number

3 credit hours (Approx. 99 - 120 hours worked)

Course Schedule: (hours per week; academic term): 8 hours/week during the Winter term:
January 8 - April 13, 2018.
Start Date: January 8, 2018
End Date: April 13, 2018

Placement:
Community Arts Mentee, Common Weal Community Arts, Regina
The student will be mentored through the process of creating community arts-based projects from fundraising, to partnering, promoting, and facilitating youth programming. The student will learn the inner workings of the Common Weal Community Arts organization, including contributions to their ongoing administration. The student will gain important skills and knowledge that can be applied toward their research creation thesis project, which involves community outreach to youth through music programming. The student will be registered in thesis project credits at the same time as the placement, which will enable a rich dovetailing of the work experience with the planning and development for the research-creation thesis project.

Location of Placement: Common Weal Community Arts

Faculty Supervisor: Supervisor's name

Placement Supervisor: Placement supervisor's name

Placement evaluation:
Student will enroll in the course FA899 for Winter term. He will meet for the final evaluation with the Placement Supervisor and Faculty Supervisor, as outlined below. The grade of Pass or Fail, and the enclosed evaluation form should be submitted from the Student and the Placement Supervisor to the Faculty Supervisor by the last day of classes (April 13, 2018).

Supplementary Job Description and Learning Outcomes:
Hands-on learning experience linked to the following tasks and development activities:
- Coordinating with partners
- Develop music programming for youth
- Grant writing
- Correspondence
- Marketing and Promotion
- Evaluation

- Social Media Networking

University of Regina

Faculty of Media, Art, and Performance
PROFESSIONAL PLACEMENT PROGRAM

STUDENT'S EVALUATION OF PLACEMENT PROGRAM

NAME_____STUDENT ID_____

DEPARTMENT_____SUMMER_____FALL_____WINTER_____

PARTNER_____SUPERVISOR ____

Please take a few moments to evaluate the work experience you have most recently completed.

The information you supply may be shared with other students who wish to assess the position and partner for future Placements.

Orientation
Was your workplace orientation timely and adequate?   Yes   No
Overall comments on orientation:

_____

_____

_____

Job Training
Did you attend any formal training sessions?   Yes   No
Did you feel the training provided prepared you to do the tasks required? Yes   No
Overall comments on training:

_____

_____

_____

Supervision and Direction
Were you able to consult with your supervisor as needed?   Yes   No
Were tasks assigned clearly?   Yes   No
Did you receive informal and/or formal feedback on your performance?   Yes   No
Overall comments on supervision/direction:_____

_____

The Position
Were the work duties the same as those discussed in the job description and interview?

	Yes	No
Did you feel qualified for the position?	Yes	No
Was this position appropriate for a student on your work term level?	Yes	No
Was this position technically/academically challenging?	Yes	No
Were you kept busy for the entire placement?	Yes	No
Was this position related to your studies?	Yes	No

Overall comments on the position:

_____

_____

_____

The Organization and Workplace

Would you consider this organization to be a positive and supportive work environment?

Yes   No

	Yes	No
As a student, were you treated differently from other employees?	Yes	No
Were you associated with other students	Yes	No

Please identify your primary work environment:
- ➢ Office
- ➢ Studio
- ➢ Other:_____

	Yes	No
Did you have any safety concerns?	Yes	No

Overall comments on the organization:

_____

_____

_____

_____

Overall Evaluation of the Workterm
- ➢ Far exceeded my expectations.
- ➢ Was better than I expected.
- ➢ Met my expectations.
- ➢ Was somewhat disappointing.
- ➢ Clearly did not meet by expectations.

	Yes	No
Would you recommend this position to other students?	Yes	No
Would you recommend this Partner to other students?	Yes	No

Additional or Clarifying Comments

_____

_____

Thank you for contributing to the continued success of the

Professional Placement Program

FACULTY OF MEDIA, ART, AND PERFORMANCE
PROFESSIONAL PLACEMENT PROGRAM

PARTNER'S EVALUATION OF STUDENT

Student Name _____   Partner _____

Department _____   Location _____

Placement Term _____ to _____   Evaluator's Name
          (m/y)   (m/y)   _____

To the Supervisor:
Please arrange to have this form completed by the person in the best position to evaluate the student's performance and to discuss it with the student to obtain his/her written comments and signature.

Complete one evaluation near the end of the placement, retain a copy for your files and forward original to the Faculty of Fine Arts.

Your co-operation in the evaluation process is greatly appreciated for its benefits to a student's personal and career development. As well, the University requires the completed evaluation form as part of the assessment process when granting credit for the placement. Thank you.

RATING SCALE

Excellent:	Greatly exceeded the standard
Above Average:	Exceeded the standard
Average:	Met the standard
Below Average:	Did not meet the standard
Unsatisfactory:	Significantly below the standard
N/A:	Not applicable or unable to assess

QUANTITY OF WORK
Amount of work completed

☐ Excellent   ☐ Above Average   ☐ Average   ☐ Below Average   ☐ Unsatisfactory   ☐ N/A

QUALITY OF WORK
Degree of quality in work such as attention to detail, creativity, technical proficiency, accuracy and thoroughness

☐ Excellent   ☐ Above Average   ☐ Average   ☐ Below Average   ☐ Unsatisfactory   ☐ N/A

PLANNING & ORGANIZING
Extent of planning, organizing and time management skills

☐ Excellent   ☐ Above Average   ☐ Average   ☐ Below Average   ☐ Unsatisfactory   ☐ N/A

LEARNING

Ability to assimilate, comprehend and apply new information

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

INITIATIVE
Amount of initiative in taking independent action and originating ideas

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

DEPENDABILITY
Extent to which student could be relied upon to work without close supervision

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

INTEREST IN WORK
Amount of enthusiasm and pride toward work assignments

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

PROBLEM SOLVING
Degree of problem solving abilities

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

WRITTEN COMMUNICATIONS
Level of writing skills

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

VERBAL COMMUNICATIONS
Level of listening and speaking skills

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

INTERPERSONAL RELATIONS
Ability to interact and work with others in effective manner

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

ADAPTATION TO ORGANIZATON
Response to supervision, standards and policies

☐ Excellent	☐ Above Average	☐ Average	☐ Below Average	☐ Unsatisfactory	☐ N/A

EVALUATOR'S COMMENTS

Briefly summarize the performance and comment on the student's strengths and areas for improvement.

_____

_____

_____

_____

_____

_____

_____

OVERALL PERFO RMANCE RATING
☐ **Excellent**   ☐ **Above Average**   ☐ **Average**   ☐ **Below Average**   ☐ **Unsatisfactory**

RECOMMENDED GRADE
_____Pass   _____ Fail

If employment were available in the future, would the student be considered for hire within the organization?

☐ Yes	☐ No	☐ N/A

STUDENT'S COMMENTS

Briefly comment on the accomplishment of your Placement goals and learning objectives.

_____

_____

_____

This evaluation has been discussed with the student.   ☐ Yes   ☐ No

_____   _____   _____

Evaluator Signature   Student Signature   Date

For Further Information:

Associate Dean Grad Studies and Research
Faculty of Media, Art, and Performance

Schedule "B"

Work-Based Learning Consent and Agreement

INTRODUCTION: Work-based learning is a program where a student/participant is placed with a local employer as part of a school course. Students/participants are not paid.

The Workers' Compensation Board (the Board) has signed a memorandum with Saskatchewan Ministry of Advanced Education and has passed a policy under authority of *The Workers' Compensation Act, 1979* (the Act) with a view to ensuring that a student/participant participating in Saskatchewan in a program and for whom the following consents and agreement are completed, is eligible for worker's compensation and is subject to legal rights, benefits, obligations and restrictions while placed with a local employer, as if the student/participant was a worker in the course of employment. Workers' compensation is a collective liability no-fault protection plan for workers injured or killed by a chance event. Benefits (including long-term benefits) may include some compensation for medical expenses, lost future wages, permanent functional impairment and death.

The Act provides that neither a (student/participant) worker nor the (student/participant) worker's dependants may sue any employer or another worker covered by workers' compensation, with respect to an injury sustained by the (student/participant) worker in the course of employment. Information for obtaining a copy of the Act, the Board policy and the memorandum which more particularly detail the rights and obligations of student/participants, may be obtained by phoning the Co-ordinator at the Ministry of Advanced Education (Regina information 306-787-5748).

CONSENTS AND AGREEMENT:

The student/participant and (if the student/participant is a minor) **the student's/participant's parent/guardian:**

(a) **consent to the student/participant participating** in a work-based learning assignment associated with the course described as _____ _____ while placed with _____ (the local employer);

(b) **consent to the Minister having applied on behalf of the student/participant** to the Board for an order that the student/participant be brought within the scope of the Act as a worker; and

(c) **agree** (in consideration of receiving workers' compensation coverage at no cost to the student/participant) with the local employer and workers covered by the Act, the relevant school, post-secondary institution, or community-based organization and with the Ministry of Advanced Education and the Board, **to be subject to the legal rights,** benefits, obligations and restrictions while placed with the local employer, **more particularly described in the above introduction.**

Dated at _____, Saskatchewan this _____ day of _____, 20 ___ .

_____
Signature of Student/Participant

_____
Signature of Parent/Guardian (of student/ participant under 18) <u>or</u> Witness (for a student/ participant 18 or older)

_____
Print name of student/participant

_____
Student/Participant University of Regina Student ID Number

Please return the completed form as soon as possible to your Faculty office.

March 2016

UNIVERSITY OF REGINA　　　　**Human Resources Health & Safety**

STUDENT WORK PLACEMENT HEALTH & SAFETY CHECKLIST

Student Name: _____

Work Placement Organization _____

Address _____

_____

Telephone _____ Fax _____

Contact for compliance with the requirements of Health & Safety Legislation:

Name _____

Position _____

If you say no to any of the following questions please use the explanation form attached to clarify.

	(Check as appropriate)	Yes	No
1.	Do you have a written health & safety policy?	☐	☐
2.	Do you have an occupational health committee?	☐	☐
3.	Do you ensure health & safety related training is provided for people working in your undertaking including use of vehicles, plant & equipment, and will you provide all necessary health and safety training for the placement student?	☐	☐
4.	Is the organisation registered with the Workers' Compensation Board?	☐	☐
Risk Assessment			
5.	Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking?	☐	☐
6.	Are risk assessments kept under regular review?	☐	☐
7.	Are the results of risk assessment implemented?	☐	☐
Accidents and Incidents			
8.	Is there a formal procedure for reporting and recording accidents and incidents?	☐	☐
9.	Are procedures in place in the event of serious and imminent danger to people at work in your undertaking?	☐	☐
10.	Will you report to the university all recorded accidents involving placement students?	☐	☐
11.	Will you report to the university any sickness involving placement students, which may be attributable to the work?	☐	☐

Signed _____ Dated _____

Position _____

Thank you for completing the questionnaire. Please return it as soon as possible to:

_____
Faculty/Department

Health & Safety
Human Resources - AH 435
University of Regina
3737 Wascana Parkway
Regina SK S4S 0A2

Appendix 11: Committee Guidelines for Supervisors and Students

All supervisors and students are required to submit the Supervisor and Student Letter of Understanding in the student's first semester of study. See details in Appendix: Supervisor and Student Letter of Understanding, below.

Supervisor and Committee

The Supervisory Committee for Graduate Students

Any Masters candidates in a thesis, project, exhibition, or recital program will have a supervisor and a supervisory committee (or possibly a panel). Master's candidates in practicum programs will have a supervisor. All Doctoral candidates will have a supervisor and a supervisory committee.

The supervisor, along with the supervisory committee, assists the student in the selection of courses, helps the student to develop a research project, guides and implements the research, and directs the planning and writing of the thesis (project or report) or the development of the exhibition or recital.

Selection of Supervisory Committee

In some academic units, a student will have a supervisor from the beginning of the program. In other academic units, the supervisor may not be known until the student has been in the program for a short time and has become acquainted with the faculty members and their research interests. In either case, students should have both a supervisor and a supervisory committee before they **register** in thesis or project hours. For Doctoral candidates, it is expected that the committee will be established within the first four semesters of the student's program.

The selection of a supervisor is by mutual agreement between the faculty member and the student, and usually requires approval of the head of the academic unit. In some instances, it may be to the student's advantage to also have a co-supervisor. The selection of the supervisory committee is also by mutual agreement between the student and supervisor/co-supervisor.

Supervisors, co-supervisors and committee members must be accredited with FGSR.

Below are the minimum requirements set by FGSR for a supervisory committee. Additional committee members may be added, and individual academic units may have additional requirements for the structure of graduate committees.

A Masters Supervisory Committee consists of at least the following members:

1. Student's supervisor (must be from the student's academic unit).
2. Student's co-supervisor, if applicable.
3. One additional member of the student's academic unit (this member cannot be an external adjunct member of FGSR, unless there is a pre-existing formal agreement or permission has been granted by the Dean of FGSR).

A Doctoral Supervisory Committee consists of at least the following members:

1. Student's supervisor (must be from the student's academic unit).
2. Student's co-supervisor, if applicable.
3. Two additional members of the student's academic unit (these members cannot both be external adjunct members of FGSR, unless there is a pre-existing formal agreement or permission has been granted by the Dean of FGSR).
4. One member from the university who is from an academic unit other than the student's academic unit (This member serves as the "internal-external member". For students in Education and Engineering, the internal-external member must from outside of the student's faculty. Professors who are adjunct or associates in the student's academic unit are not eligible to serve as the internal-external committee member. A co-supervisor cannot fulfill the role of the internal-external member).

Additional Comments on the Structure of Committees:

- Supervisors, co-supervisors and committee members may change over a student's program. Changes must be agreed to by the student and the members of the committee. Change of supervisor or co-supervisor must also be approved by the head of the academic unit.
- For Doctoral students, a list of the committee members is included in the Annual Progress Report. For Masters students, the list of committee members is only sent to FGSR when the student submits their thesis. Any concerns about the structure of a student's committee will be addressed at this this time.
- On every committee there must a member, other than the supervisor, who is an internal member of the student's unit on the committee (this is the intent of item c) of each list).
- Individuals from other universities or from external agencies or groups with specialized knowledge of the research field, may be invited to serve on the Committee. FGSR accreditation is required.
- There cannot be a conflict of interest (or even a perceived conflict) between members of a supervisory committee and the student. (See U of R policy GOV-022-010 for details).
- The Dean of FGSR may reject a recommended Committee for any reason that the Dean believes will compromise the academic integrity of the student's program.

Roles and Responsibilities:

In general, the role of the committee is to support and guide the student in their program and research. Regular meetings between Masters students and their committee are strongly recommended. PhD students must meet with their entire committee at least once a year. Additionally, PhD students must also submit an annual progress report to FGSR. This report must be signed by the student's supervisor and will be distributed to all committee members. FGSR may request a meeting with the student and their committee if it has concerns about a student's progress.

Supervisor's and Co-supervisor's Role:

1. Committing to guide the student through their program and their research. This includes assisting with the selection of courses and the development and implementation of a research project.
2. Overseeing the research and writing of the thesis (or project) and giving timely feed-back to the student (between one and two weeks).
3. Monitoring the progress of the student and informing the student immediately if their performance in either courses or research falls below the required standard.
4. Offering and teaching research hours (901 or 902 classes) as required by the student.
5. Communicating to the student and the committee on the student's progress and any concerns.
6. In the case of the supervisor, completing administrative duties with regards to the student's progress.

For PhD students, this includes approving the student's annual progress report.

7. In the case of the supervisor, distributing copies (electronic copies is assumed, but if a committee member requests a paper copy, the student must provide one) of the completed thesis to the supervisory committee in a timely manner (two weeks before submission to FGSR is recommended).

8. The supervisor is responsible for completing the Thesis Committee Release Form, the External Examiner Nomination Form and the Checklist for Submission of Thesis Form and ensuring that all defense forms are submitted to FGSR.

Supervisory Committee's Role:

1. Providing additional support to the student in their program, if needed.
2. Assisting with direct supervision of the student when the supervisor is unavailable.
3. Assisting with managing any concerns or conflicts between the supervisor and the student.
4. Recommending changes to the student's program or research as needed.
5. Reading the student's final thesis, project or report before it is sent to the external examiner. Giving timely feed-back (within two weeks, unless prior arrangements have been made).

Responsibilities of the Head of the Academic Unit (or designee):

1. Ensuring that the courses required by students within the unit are provided, so that the students can complete the coursework portion of their programs within a reasonable time frame.
2. Signing the Admissions Recommendation Form for the student; thus, agreeing to the admission of the student to the program, and the choice of the student's supervisor.
3. Ensuring that the supervisor and committee are working well.
4. Signing off on the final version of the thesis before it is sent to FGSR and signing the following forms: Thesis Committee Release Form, Checklist for Submission of Thesis and External Examiner Nomination form.

For students in faculties with departments, their academic unit is the department. For students in Education or Engineering, their academic unit is their program area. All other faculties and schools are considered to be the academic unit for their students.

Appendix 12: Resources

The following are some very important links and resources with which you should be familiar.

Faculty of Graduate Studies and Research
(Please note: Since FGSR web links may change, please visit the main website, or contact the office directly to continue to access this information if the URL is not working as the content may have moved.)

FGSR main website: https://www.uregina.ca/gradstudies/index.html

Contacting the Office: https://www.uregina.ca/gradstudies/about-us/Staff-List.html

Online Calendar – considered the official document for all policies and procedures of FGSR
https://www.uregina.ca/gradstudies/grad-calendar/index.html

Mentorship Handbook for Supervisors and Students
https://www.uregina.ca/gradstudies/assets/docs/pdf/mentorship_handbook.pdf

Important Dates at the University of Regina
https://www.uregina.ca/student/registrar/calendars-schedule.html

UR Self-Serve for Graduate Students
https://www.uregina.ca/gradstudies/current-students/registration-information/index.html

Follow instructions to:
- view the course catalog and/or class schedule
  register/drop classes
- pay tuition and/or other fees
  refund schedule
- print tax forms
  purchase textbooks
  purchase parking pass

Research Ethics
https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/index.html

Booking Spaces at the University

University Theatre and Shu-Box
Contact: MAP Theatre Technicians
      Morley Crowle (306) 585-5648 (morley.crowle@uregina.ca)
      Ken Young   (306) 337-3258 (kenneth.young@uregina.ca)

Education Auditorium and other University managed spaces
Contact: Conference Services – (306) 585-5401 or 585-5335

Fifth Parallel Gallery
To use this gallery you must contact the UR Student Union Office at the University for information on how to apply to use this gallery.

Dean's Office

Faculty of MAP
Dr. David Dick
Riddell Centre 269
Email: MAP.Dean@uregina.ca
Phone: 306-585-5557
Fax: 306-585-5544

Associate Dean of Graduate Studies and Research
Faculty of MAP
Dr. Christine Ramsay
Education Building 243
Email: Christine.Ramsay@uregina.ca
Phone: 306-585-4210

MAP Admin Hub
RC 269
Email:
map.admin.deansoffice@uregina.ca
Phone: 306-585-5510

Appendix 13: Items for Ongoing Consideration

Navigating your program:

1. Questions around processes and procedures may be ones that FGSR must answer, or may be ones related to MAP and must be directed to the IDP Grad Coordinator. However, in the first instance, ***please familiarize yourself thoroughly with the instructions on the FGSR website and in this IDP Graduate Handbook***, as many of your questions will be answered there. If you cannot find an answer to your question, then inquire with your supervisor and the IDP Grad Coordinator if you are unsure.

2. Am I fulfilling my program and degree requirements with each course I take? Am I maintaining my own MAP Tracking Progress Form?

3. Am I balancing program requirements 50/50 (or as close as possible) between my concentration areas?

4. Is my registration up to date?

5. Am I meeting my co-supervisors regularly? Do they know what I am doing?

6. Am I seeking advice about my program of study effectively?

7. Are there funding deadlines that are imminent? Should I apply? (hint: the answer is yes)

8. If assigned a studio space, am I communicating with the IDP Grad Coordinator about current and upcoming studio needs?

9. Am I informed about my program of study and know my direction?

Appendix 14: Tracking Progress Forms

Faculty of Media Art & Performance
Graduate Student Program Tracking Form
Interdisciplinary MA in Media and Artistic Research

Date:		
Graduate Program: MA in Media and Artistic Research		
Student Name:	**Student ID #:**	
Program Entry Date:		
Telephone:	**Email:**	
Program Supervisor(s):		

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
CORE (9)					
GRST 800AA: Grad Thrive	First		0		
MAP 800			3		
MAP 803			3		
MAP 804; or Film 804; or MAP 899			3		
MAJOR AREAS (6)					
RESEARCH (15)					
MAP 901					
COMMITTEE					
EXTERNAL					
REVIEW					
DEFENSE					
Total Credit Hours/ Total Credits Earned			30		

* use Table formulas to calculate Credit Hours and Credits Earned

MAP 800 Seminar in Theory and Methods I	3
MAP 803 Seminar in Theory and Methods II	3
Courses in Identified Disciplinary areas	6

ONE of:
    MAP 804 Studies in Media, Art, and
    Performance FILM 804 Critical Investigations
    in Film
    MAP 899 Professional Placement
	3

MAP 901 Thesis Research	15
TOTAL	30

Faculty of Media Art & Performance
Graduate Student Program Tracking Form
Interdisciplinary MFA in Media and Artistic Research

Date:	
Graduate Program:	
Student Name:	**Student ID #:**
Program Entry Date:	
Telephone:	**Email:**
Program Supervisor(s):	

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
CORE (12)					
GRST AA: Acad Integrity	First		0		
MAP 800			3		
MAP 803			3		
MAP 804; or Film 804			3		
MAP 899			3		
ELECTIVE (3)					
MAJOR AREAS (12)					
RESEARCH (15)					
MAP 902					
COMMITTEE					
EXTERNAL					
REVIEW					
DEFENSE					
Total Credit Hours/ Total Credits Earned			42		

* use Table formulas to calculate Credit Hours and Credits Earned

Master of Fine Arts – a practice-based program, requiring 42 credit hours

MAP 800 Seminar in Theory and Methods I	3
MAP 803 Seminar in Theory and Methods II	3

ONE of:
 	
    MAP 804 Studies in Media, Art, and Performance FILM 804 Critical Investigations in Film
    MAP 899 Professional Placement
	3

One of:
 	
    MAP 899 Professional Placement ART 801 – 804
    Group Studio
	3

Elective	3
Courses related to Two major areas of research	12
MAP 902 Research Project	15
TOTAL	42

Faculty of Media Art & Performance Graduate Student Program Tracking Form
Interdisciplinary PhD in Media and Artistic Research
Path A: Research on the Arts

Date:		
Graduate Program:		
Student Name:	**Student ID #:**	
Program Entry Date:		
Telephone:	**Email:**	
Program Supervisor(s):		

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
CORE (15)					
GRST 800AA: Grad Thrive			0		
MAP 800			3		
MAP 803			3		
MAP 804; or Film 804			3		
MAP 805			3		
MAP 900: Comps			3		
ELECTIVES (9)					
RESEARCH (36)					
MAP 901					
COMMITTEE					
REVIEW					
EXTERNAL					
DEFENSE					
Total Credit Hours/ Total Credits Earned			60		

* use Table formulas to calculate Credit Hours and Credits Earned

Faculty of Media Art & Performance Graduate Student Program Tracking Form
Interdisciplinary PhD in Media and Artistic Research
Path B: Research in the Arts

Date:	
Graduate Program:	
Student Name:	Student ID #:
Program Entry Date:	
Telephone:	Email:
Program Supervisor(s):	

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
CORE (15)					
GRST 800AA: Grad Thrive			0		
MAP 800			3		
MAP 803			3		
MAP 804; or Film 804			3		
MAP 805			3		
MAP 900: Comps			3		
ELECTIVES (9)					
RESEARCH (36)					
MAP 901					
COMMITTEE					
REVIEW					
EXTERNAL					
DEFENSE					
Total Credit Hours/ Total Credits Earned			60		

* use Table formulas to calculate Credit Hours and Credits Earned

Faculty of Media Art & Performance Graduate Student Program Tracking Form
Interdisciplinary PhD in Media and Artistic Research
Path C: Research through the Arts

Date:	
Graduate Program:	
Student Name:	Student ID #:
Program Entry Date:	
Telephone:	Email:
Program Supervisor(s):	

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
CORE (15)					
GRST 800AA: Grad Thrive	First		0		
MAP 800			3		
MAP 803			3		
MAP 804; or Film 804			3		
MAP 805			3		
MAP 900: Comps			3		
ELECTIVE (9)					
RESEARCH (36)					
MAP 901					
COMMITTEE					
REVIEW					
EXTERNAL					
DEFENSE					
Total Credit Hours/ Total Credits Earned			60		

* use Table formulas to calculate Credit Hours and Credits Earned

Appendix 15: Recovery Program for MAP Graduate Students Who Have Failed One Course

Following the FGSR guidelines, a grade of less than 70% is a failing grade for graduate programs. A graduate student may fail one course (achieve a grade of less than 70%) and continue in his/her program. Should a student fail a second graduate class in her/his program, he/she will be required to discontinue from that program. Fully Qualified students who fail a course will be allowed to retake the course (or a suitable, approved substitute). A second failure in any course will result in the student being RTD (Required to Discontinue). A failing grade must be resolved by the end of the following semester. Students with unresolved grades on their academic records are ineligible for FGSR funding including graduate scholarships (GSS), and graduate teaching assistantships (GTA). (Source: FGSR Graduate Calendar, _http://www.uregina.ca/gradstudies/grad-calendar/grading-system.html)._

The Faculty of MAP Graduate program has the following recovery program in place. Because individual circumstances may vary, recovery strategies may also vary slightly. Nonetheless, the following will guide supervisors through situations in which remediation is required.

A student who fails a course may have an advising hold placed on his/ her account. This will block the student from registering for any new course until the following steps are undertaken.

As soon as a failing grade is identified, the supervisor(s) will: contact and meet the student in order to inform him/her about the consequences of a failing grade, and examine the factors that may have contributed to the situation. The instructor will be required to provide input, as needed. MAP Associate Dean Graduate Studies and Research may be invited to attend this meeting. Information should be documented.

Based on this conversation, a recovery program, tailored to the needs of the student, will be put in place. This may include, but is not limited to, attending writing workshops, getting assistance from the Student Success Centre and other student services on campus, having regular follow-up meetings with the supervisor(s), etc. The recovery program should be filed in the MAP Dean's office.

Following this conversation, students will be advised either: 1) to retake the failed course, as soon as possible or; 2) a substitute approved by the MAP Associate Dean Graduate Studies and Research or; 3) to retake the course or substitute course after the recovery program.

At the end of the recovery program, a meeting involving the student, MAP Associate Dean Graduate Studies and Research and supervisor(s) will assess the effectiveness of the program. If further steps are deemed necessary, these will be put in place.

The MAP Associate Dean Graduate Studies and Research will notify FGSR after this final meeting as to the success of the recovery program. Failure to comply with the remedial steps will be indicated to FGSR and the advising hold will remain on the student's account until he/she complies with the plan.

APPENDIX 16: MAP RISK MANAGEMENT REPORT

MAP Risk Management Report:

Please provide this information to your supervisor(s) and committee members at each end of semester review and, where applicable, when you make the proposal for your graduating project.

Within the parameters of your research project, there may be degrees of risk (to yourself or to others). Please provide a Risk Assessment Report at each of your end of semester reviews and, where applicable, as a formal part of your proposal for graduating project. This is an important step, and is not intended or designed to constrain your research, but to ensure that it is carried out with due consideration of the safety of all concerned.

NOTE: Students and their supervisors are legally responsible for the management of risk.

If you require further guidance on managing risk, please consult with the **Director of Health, Safety and Wellness:** https://www.uregina.ca/hr/hsw/index.html

Student Name: Student Number:	Risks (to yourself or others) inherent in your graduating project.	How will you address these risks?
Phone: Email:		
Date:		
Degree:		
Department/Faculty:		

APPENDIX 17: MAP POLICY ON TRANSFERS BETWEEN PROGRAMS

PART 1:
Applicants to MAP IDP programs with Visual Arts as part of their proposed program:

- The student's application indicates a Visual Arts component
- The IDP Grad Coordinator sends the student's request to the Grad Coordinator in the department/area the student wishes to be considered for admission to.
- The grad faculty in the department/area reviews the student's request and the Grad Coordinator from the dept/area confirms or denies the request by email to the IDP Grad Program Coordinator.
- The Grad Program Coordinator brings this info to the IDP Committee.

PART 2:
Current MAP IDP Students who wish to transfer their program into Another MAP disciplinary area:

- The Student sends an email to the IDP Grad Coordinator and FGSR indicating the area they are currently studying in and the area they wish to change to and the reason for the change.
  —For discussion: when in the student's program this can occur?
  —Dates for this submission?
- The IDP Grad Coordinator brings the request to the IDP Committee for information.
- The IDP Grad Coordinator sends the student's request to the Grad Coordinator in the department/area the student wishes to be considered for admission to.
- The grad faculty in the department/area reviews the student's request and the Grad Coordinator from the dept/area confirms or denies the request by email to the IDP Grad Program Coordinator.
- The Grad Program Coordinator brings this info to the IDP Committee.
- The student is informed of their acceptance/non-acceptance

APPENDIX 18: IDP GRADUATE COURSE ARCHIVE

This document is stored on the IDP graduate area of the MAP Faculty website, along with the IDP Grad Handbook. Students can browse active courses (which have been offered in the past 5-7 years) as well as the archive of IDP courses (which have not been offered in the past 8 years) that instructors might agree to offer as Directed Readings.

APPENDIX 19: MAP 805 PhD Symposium / DRS Doctoral Research Showcase

MAP 805 DRS: Doctoral Research Showcase

The MAP 805 DRS: Doctoral Research Showcase is a partnership between IDP and the Humanities Research Institute (HRI) to provide: 1) A forum for dissemination of PhD candidates' research as required by the course MAP 805: Symposium; 2) A collegial, supportive, but rigorous environment of peers and professors in which students can test their ideas and prepare for defense of their theses and projects; and 3) A mechanism to bring all MAP graduate students, supervisors, and faculty across units and disciplines on campus and beyond, together a few times per year for dialogue on, profile of, and engagement with student research.

The HRI's mandate is to "support" and "promote" the "broad range of humanities research activities that occur at the University of Regina and in its federated colleges. Working across disciplines, the HRI advances humanities scholarship and research and develops innovation, interdisciplinarity, and collaboration."

The MAP 805 DRS enables the HRI to broaden its mandate of organizing initiatives and talks across the humanities, with an interdisciplinary approach that is inclusive of the exciting work of advanced graduate students. It also enables the HRI to work at capacity in fostering a vibrant research community of professors and students on campus and beyond, including participating in the programming of the Regina arts and culture scenes. Finally, it enhances the scholarly life of the University of Regina and the City of Regina while contributing to the educational and research development of our students.

MAP 805 Parameters and Scheduling:

The MAP 805: Symposium will be linked to the DRS for the public dissemination of PHD research and it could take a number of forms, depending on what is best suited to the student and their PhD path. It could be focused on traditional modes of presentation, or take the form of a research-creation initiative/intervention. For example, a symposium in Path A could take the shape of a talk and roundtable, culled from supervisors and professors, with graduate student respondents from MAP and beyond; a symposium in Path B could entail public presentation and discussion of a research-creation project, such as a performance, film screening, exhibition, etc. with artist talk and discussion; while a symposium in Path C could creatively amalgamate the presentation of academic and research-creation material, including an artist talk.

The symposium will be presented well after comprehensives are done, and toward the end of the development of the thesis project (ideally, the final, or next-to-final semester).

The expectation is that the work be presented in a rigorous and professional fashion, under the guidance of supervisors.

Organization and Formats:

The student works primarily in consultation with their supervisors, facilitated as needed by the IDP Grad Coordinator and the Director of the HRI, to organize the event. The student identifies and books the venue and is responsible for advertising (poster, Facebook, twitter, etc.) and networking with the supervisors, the IDP Coordinator and HRI Director, to build the audience. Where appropriate, the help of the MAP Admin Hub can be enlisted in booking university venues. Digital modes of presentation are also viable.

The following formats are not meant to be prescriptive, but to give an example of the shape the MAP 805 DRS could take.

Path A and C: The student presents their research for approximately 40 minutes, with 20 minutes for questions with a designated respondent. This would be followed by an open discussion of approximately 30 minutes; or an organized roundtable with pre-identified speakers. The respondent could be the supervisor(s); another invited PhD student; a professor from within or outside MAP; a relevant community member; an international scholar or panel of scholars. The symposium would also include aspects of the research-creation project for Path C.

Locations: Suitable on-campus venues (Shu-box Theatre; seminar rooms with enough capacity; RC 050; University Club; RIC lobby; Theatre Crush Space). Suitable off-campus venues (Mackenzie Art Gallery; Dunlop Art Gallery/RPL Film Theatre; Artesian on 13th; Creative City Centre; Crave Wine Bar, etc.). Virtual delivery is also viable.

Path B: The student presents their research-creation for approximately 30-40 minutes. This could take the form of the presentation of a film, a performance, an exhibition, etc., accompanied by an artist talk and followed by a roundtable response.

Locations: Suitable on-campus venues (Shu-box Theatre; 5th Parallel Gallery). Suitable off-campus venues (Mackenzie Art Gallery; Dunlop Art Gallery/RPL Film Theatre; Artesian on 13th; Creative City Centre; Crave Wine Bar; New Dance Horizons, etc.). Virtual delivery is also viable.

Audience:

The audiences for the MAP 805 DRS will be comprised of the student's MAP peers at the PhD and Master's level; the supervisors; the IDP Graduate Coordinator; MAP faculty; the HRI Director; members of the HRI Board; faculty and graduate students from across campus; arts organizations and community members; international networks.

Logistics:

MAP and HRI will alternate the costs of complimentary beverages.

There will probably only be one or, at most, two DRS presentations per academic semester.

APPENDIX 20: ART 801/802/803/804 GROUP STUDIO COURSE

Introduction

ART 801/803: Group Studio is a course offered by the Department of Visual Arts for their MFA students. The Interdisciplinary Programs Graduate Program often has students who are working in creative/studio-based practice, who can benefit from professionalization in the arts, and critique-based approaches. For this reason, we partner with Visual Arts to allow Interdisciplinary graduate students to take this course as part of their program.

ART 801/803 is an optional course, the alternative to which is a Professional Placement. Students should consider which choice better suits their research, seeking guidance from supervisors and/or the IDP Grad Coordinator. ART 801/803 is part of the series ART 801-804 and is organized as follows: ART 801 and ART 803 are offered in Fall term: ART 801 is for IDP students while ART 803 is for Visual Arts students; ART 802 and ART 804 are offered in Winter term: ART 802 is for IDP students while ART 804 is for Visual Arts students. All students in ART 801-804 are taking the same course content, but under different numbers.

The course is taught in a variety of ways, depending on who the instructor is. It will always include a final review process that involves your supervisor, and all of the Visual Art Department Faculty (see below). The course may also include: Art "crits" or other forms of Faculty or peer-review; studio visits; working with undergraduate students; preparations of exhibits, catalogues, and artist statements, or other professionalization tasks; the critical review of other artist's work; workshops and events with visiting artists, professional organizations, or scholars; and/or other related activities. IDP students may wish to discuss with the instructor how aspects of the course can best serve their specific needs as interdisciplinary students.

Notes for IDP Students and Supervisors:
1. The Group Studio review in the course ART 801/803 is always booked in the second week following the last day of classes in each semester. If you take this course in the Winter semester, you will be expected to do the Group Studio review and your normal IDP End-of-Semester review in April (for Master's students) or annual committee review (for PhD students).
2. One of your supervisors must be involved in your work for this course, so you should consult your supervisors before taking the course to ensure you are prepared for this additional engagement. Please ensure you have read the details below, and contact the instructor for the Group Studio course, if you need additional information

ART 801 / 803: Group Studio Reviews (Department of Visual Arts Handbook)

End of Semester Reviews – 30%
The following is taken from the Visual Arts Graduate Handbook, 2019-2020, with clarifying information for Interdisciplinary Programs students (in <u>underlined brackets).</u>

Structure and Purpose of the Review
The End of Semester Review is compulsory for MFA students <u>(and students enrolled in ART 801/2/3/4).</u> It is worth 30% of the grade for Art 801-804 (Group Studio). Students undergo four End of Semester

Reviews during their program, one at the end of each of the Fall and Winter semesters of the first and second years. The Review is a formal discussion that takes place in students' studios or in other locations arranged by the student and approved by the student's supervisor. The Review Committee consists of the student's supervisor(s) and at least three members of the [Visual Arts] Graduate Program Committee and including at least one member from the Art History/Studies area. Students are advised to invite one MFA student to take notes and act as a silent observer of the review. The Graduate Program Coordinator chairs the reviews. (Interdisciplinary Programs student supervisors are expected to attend EoS reviews: IDP students enrolled in Group Studio should ensure their supervisor(s) is aware of their Review date, location, and time).

The central aim of End of Semester Reviews is to help students make progress in developing, discussing, and writing about their work. The End of Semester Review is a preparation for the final oral defense. It is also used to assess student progress, including approval to move forward to the graduation exhibition and defense, and plays a part in decisions about teaching awards and scholarships.

Preparation for the Review
Reviews take place in the second week following the last day of classes. Students must sign up for their Reviews in the department office by November 15th and March 15th **(facilitated by the Group Studio instructor)**. Students must prepare a 600-word artist statement for each of the first three Reviews.
Students in Semester 5 must prepare a 1500-word paper, plus a floor plan of their proposed MFA graduating exhibition. End of Semester papers must be formatted according to FGSR's Formatting a Thesis Guidelines. A bibliography formatted as per Chicago Style should be included.

Students will submit their statement to their supervisor(s) or designate two weeks prior to the review **(it is expected that supervisors will work with students to develop and polish this writing).** The student will email the paper to the Department secretary one week prior to the review. Links to documentation of time- based work must be included in the paper. Students should arrange seating (for approximately 10) to accommodate the Committee and student recorder (if one is present).

Review Procedure
Students meet with the Review Committee in their studios or other spaces as determined by the student and supervisor(s). The first 10–minutes of the review is devoted to viewing the work. Students will determine how to best present their semester's work in consultation with their supervisor(s). The student gives a 15-minute formal presentation highlighting major conceptual and formal properties of the work presented, work process, and research interests. Following this, there will be 45 minutes of critical questions and dialogue between the Review Committee and student.

After the Review
The Graduate Program Committee will evaluate students on the basis of the quality of the End of Semester Statement (10%); their oral presentation (10%); and their response to questions during the review (10%). The student and their supervisor(s) will meet following the review **(to discuss recommendations arising)**.

APPENDIX 21: Supervisor and Student Letter of Understanding (adapted from Canadian Association of Graduate Studies and FGSR)

Submission: In the Faculty of MAP, the supervisor(s) and students are required to meet in order to read, discuss and sign the form by the end of the student's first semester (December 1 for a Fall first semester; April 1 for a Winter first semester; August 1 for a Spring/Summer first semester). The supervisor(s) should submit the signed form electronically, in pdf format, by the deadline to the academic unit (Film, Interdisciplinary Programs, Music, Theatre, Visual Arts), copying the student, the area Grad Coordinator, and the Associate Dean Graduate and Research in MAP.

See the Faculty of Grad Studies and Research website for the background on this important initiative:

https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html

https://www.uregina.ca/gradstudies/assets/forms/CAGS-Gradstudent-LOU-2018.pdf

MAP Letter of Understanding between Advisors/Supervisors and Graduate Students

This Letter of Understanding was prepared by the Canadian Association of Graduate Studies (CAGS-November 2012), and has been adapted to the circumstances required for both research-creation and thesis projects in the Faculty of Media, Art, and Performance (MAP) at the University of Regina.

Graduate studies are not only a life and career enhancing activity for students, but also a vital component of research and scholarship in Canada, important drivers of the nation's productivity and essential for global competitiveness. The role of supervisors, as well as the relationship between students and their supervisors, are key components affecting the success of research-stream students in their programs. Superimposed upon the student-supervisor relationship are the roles of graduate program committees, departmental bodies, and the Faculties of MAP and Graduate Studies and Research (FGSR). Further complicating the issue of graduate student supervision is the diversity in supervision culture across the University, where the relationship may range from a very structured "master to apprentice" scenario to a very unstructured, "subtle guide of an independent scholar" (CAGS, 2008, p 1-2).

Since conflict and tension can arise in situations where expectations, roles, and responsibilities are unclear or mismatched, it can be helpful for parties to develop a written agreement on such issues. A *Letter of Understanding* provides a basis for developing a shared understanding of the responsibilities of students, supervisors, and academic units in the pursuit of graduate education. The discussion creates an opportunity to clarify individual expectations and inform one another of challenges which may arise during the course of study.

This document should be viewed as a tool to initiate discussion during the early stages of the graduate program, with an awareness that the relationship and expectations will evolve with time. The parties may wish to use this template not only for verbal discussion but also as a written letter of understanding that will help to guide the relationship and expectations of the student, their supervisor(s), and the relevant departments and Faculties.

Submission: In the Faculty of MAP, the supervisor(s) and students are required to meet in order to read, discuss and sign the form by the end of the student's first semester (December 1 for a Fall first semester; April 1 for a Winter first semester; August 1 for a Spring/Summer first semester). The supervisor(s) should submit the signed form electronically, in pdf format, by the deadline to the academic unit (Film, Interdisciplinary Programs, Music, Theatre, Visual Arts), copying the student, the area Grad Coordinator, and the Associate Dean Graduate and Research in MAP.

Faculty of Media, Art, and Performance

SUPERVISOR: _____

CO-SUPERVISOR: (As applicable) _____

STUDENT AND NUMBER: _____

This Letter of Understanding follows national standards and documents responsibilities and expectations identified after a conversation between student and supervisor(s). The responsibilities below are common ones but student and supervisor should add, modify, etc. according to the conversation and discussion of the CAGS (Canadian Association for Graduate Studies) document. In case of co-supervision, we recommend adding a section detailing the activities of the co-supervisor.

This letter should be signed by the student and supervisor by the end of the student's first semester (December 1, April 30, or August 31, as applicable), and copied to the Associate Dean Graduate and Research in MAP, and the MAP Administrative Hub.

The FGSR regulations on supervisor and committee structures and processes is found here:

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html

As a student, I will:

___Arrange and attend regular meetings with supervisor(s) to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, journal articles, etc.

___Arrange and attend term meetings with the supervisor to discuss coursework, research, schedules for work completion, funding, and all matters pertaining to support of the student's studies, including personal matters if necessary.

___Be up to date in matters related to deadlines, calendar, schedule, policies, regulations and, registration, pertaining to academic and non-academic matters, at all university levels (department or unit, faculties (home faculty and FGSR), university).

___Develop the skills, learning approaches, and background knowledge necessary to carry out graduate work. This may include participation in department seminars, workshops and specific training, after discussion with supervisor.

___Carry out academic activities with rigor and intellectual honesty.

___Make timely progress towards completion of degree and spend the required number of hours carrying out research activities and course work (FGSR recommends a semester-by-semester study plan be set when a student begins their degree).

___Read FGSR's policy on Intellectual Property and agree to be bound by the rules and

regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

___Follow and comply with all University of Regina Safety, Health and Safety policies and protocols (https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html) in the classroom, residence, laboratory, and campus at large.

As a Supervisor, I will:

___Meet with the student to discuss details of course selection, research/project and financial support as appropriate.

___Have a meeting with the student to discuss intellectual property, copyright, and data sharing.

___Arrange and attend regular meetings with the student to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, term papers, journal articles, etc.

___Arrange and attend term meetings to discuss course work, research, schedule for work completion, funding, and all matters pertaining to support of the student's studies, including personal matters if necessary.

___Make sure that the student's research/project has an appropriate research question(s) and achievable goals, can be finished within the given time and aligns with the program structure.

___Provide the student with the resources (equipment, space, etc.) necessary to conduct research/work, guide the formation of the supervisory committee and the identification of the external examiner.

___Provide timely feedback that is also constructive, honest and fair on assignments, essays, reports, presentations, project, thesis drafts and other documents pertaining to the student's graduate work (FGSR recommends returning feedback to students in 2-3 weeks).

___Inform and update the student on policies and procedures at all university levels related to all aspects of student's graduate studies including course work, research/project development, safety, wellbeing, etc.

___Make the necessary arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

___Read FGSR's policy on Intellectual Property and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

___Evaluate, assess, communicate, follow, and comply with all University of Regina Safety, Health and Safety policies and protocols (https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html) to make sure all students and personnel under my supervision in the classroom, office, and laboratory, are safe.

As a Co-supervisor, I will (select from above, as applicable):

Student and supervisor change:

Changes in research interests, and/or conflicts may occasionally arise between students and supervisors. FGSR has outlined a formal process to deal with and resolve such conflicts:

https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html

In the Faculty of MAP, should a student or a supervisor, and/or co-supervisor, experience a conflict, the first step is to

discuss it together in a professional and transparent manner. If the conflict cannot be resolved, an informal conversation alone, or among the parties, with the Associate Dean Graduate and Research in MAP, may be requested by either party. Ideally, both parties will agree to the solution; however, some situations may be irreconcilable. If a supervisory change is determined to be in order, the student must find a willing faculty member to serve, and proceed to submit a Change of Graduate Supervisor Form.

_____   _____

Student **Date**   **Supervisor** **Date**

_____

MAP Associate Dean Graduate and Research   **Date**

TERMS OF REFERENCE:

Template and guidelines for writing a Letter of Understanding between a graduate student and supervisor
We aspire to provide the highest quality of graduate student supervision experience at the University of Regina. Key to this is clarifying the graduate student supervisor relationship and aligning supervisor and graduate student expectations. Following national best practices, this Letter of Understanding (LoU) template aims to facilitate a conversation between supervisor and student that will help build a respectful and fruitful relationship of mutual benefit. It is highly recommended that students and supervisors review this LoU at the beginning of the student's program and revise and adjust it as the graduate program progresses (if needed).

Instructions:

1. Student and supervisor(s) should read the supporting information for the creation of a Letter of Understanding by the Canadian Association of Graduate Studies (CAGS) (you can access it through this link https://cags.ca/cags-publications/ select Best Practices and then Creating a letter of Understanding for Advisors/supervisors and Graduate Students.
2. Student and supervisor(s) should meet to discuss the document and identify each person's main responsibilities.
3. Supervisor(s) should read the LoU
4. Student and supervisor(s) should initial to indicate acceptance of their responsibilities
5. Student and supervisor(s) will keep a copy of an initialed LoU
6. Student and supervisor(s) will forward a copy to the MAP Administrative Hub and the Associate Dean Grad and Research in MAP

Other resources:

• Students rights and responsibilities

https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html

• Registration
https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html

• Theses and Defense
https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.htm

• Working with a Supervisor
https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html

• Intellectual Property Policy
https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html

• Conflict of Interest
https://www.uregina.ca/gradstudies/current-students/Rights%20/conflict-of-interest.html

• Academic Misconduct
https://www.uregina.ca/gradstudies/current-students/Rights%20/Academic_Misconduct.html

• Appeals Guide for Students
https://www.uregina.ca/gradstudies/assets/docs/pdf/StudentAppeals.pdf

• Travel and Fieldwork Safety
https://www.uregina.ca/hr/hsw/travel-fieldwork/index.html

• Workers Compensation
https://www.uregina.ca/gradstudies/current-students/Rights%20/workers-compensation.html

• Student Accessibility
https://www.uregina.ca/student/accessibility/

• Student Advocate
https://www.ursu.ca/advocacy/

• Convocation
https://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html

Inquiries: grad.studies@uregina.ca

REV. May 1, 2024