

## GRADUATE DEGREES: GENERAL REQUIREMENTS

NSCAD University offers two graduate degree programs: a Master of Fine Arts degree and a Master of Design degree. Both programs are for those individuals who have gained sufficient experience in their own area of interest to make concentrated post-graduate study a useful choice. The graduate programs provide, through teaching assistantships, direct contact between graduate and undergraduate students.

The **Master of Design** is a 42-credit program that normally consists of a three semester residency plus an additional semester for thesis writing. The program is aimed at graduates of Bachelor of Design programs or professional designers who wish to broaden their practice through further critical study and research.

Admission inquiries should be directed to the Director of Admissions or to the Director of the MDes Program.

The **Master of Fine Arts** is a 20-24 month program. NSCAD currently accepts approximately ten students to the program each year, with fourteen to twenty students in the program at any one time. MFA students may work in the following areas:

**Craft:** Ceramics, Jewellery Design and Metalsmithing, Textiles

**Fine and Media Arts:** Audio, Digital Media, Drawing, Film, Installation, Painting, Performance, Photography, Printmaking, Sculpture, and Video.

Admission inquiries should be directed to the Director of Admissions or to the Director of the MFA Program.

## MASTER OF DESIGN

The Master of Design consists of 42 credits taken over a period of three semesters or one calendar year. An additional non-resident semester is available (by application) to students who require extra time to complete their Thesis Project. Students prepare a Graduate Design Research Exhibition as the final requirement of their program, along with a short public presentation after the Thesis Project has been approved.

### SEMESTER 1: SUMMER (15 CREDIT TOTAL)

Students do 15 credits of coursework. In addition, students will produce a Thesis Project Plan.

• MDES 6200 Graduate Design Studio (6 credits)

• MDES 6030 / 6000 (9 credits)

Topics may include:

- Graduate Design Seminar 1
- Research Design and Methodology
- Design and Rhetoric
- Design Issues [topic]
- Graduate Design Seminar 2
- Design Management and Entrepreneurship
- Typographic Workshop
- Experience Design

### THESIS PROJECT ADVISOR:

A student's Thesis Project Advisor is by default the Master of Design Program Director. A student is strongly encouraged to seek the opinions and views of other Design Division faculty; a different faculty member may agree to become his/her Thesis Project Advisor at any time up to December 1 in the Fall Semester. The student's choice for Thesis Project Advisor is normally limited to regular full-time or pro-rated faculty in the Design Division.

### Thesis Project Plan:

The project plan is a short document outlining the books, journals, and other material the student plans to read, and the actions s/he plans to take next semester to help focus on a thesis topic. A student's plan should also include a timeline indicating how and when s/he will define, focus and complete his/her thesis project.

At the conclusion of the first semester, students will have already selected a Thesis Project Advisor, will add two other faculty members to their Thesis Project Advisory Committee and will have developed a clearly articulated thesis plan.

### SEMESTER TWO: FALL (12 CREDIT TOTAL)

Students complete 12 credits of coursework, a Thesis Project Advisory Committee is established for each MDes student, and a Thesis Project Proposal is delivered to the Committee in the first week of December. The entire class applies for space in the Anna Leonowens Gallery for the Graduate Design Research Exhibition, which is held in early April.

Students choose one of three options for coursework:

1. Teaching
2. Professional Practice
3. Practicum \*\* (This option is currently under review)

### Option 1:

For students interested in teaching design

- MDES 6600 Graduate Studio 2 (6 credits)
- MDES 6500 / MFAR 6100: Pedagogy Seminar (3 credits)
- MDES 6112 Thesis Proposal (3 credits)

### Option 2:

For students interested in the practice of design

- MDES 6600 Graduate Studio 2 (6 credits)
- MDES 6650 Professional Practices (3)
- MDES 6112 Thesis Proposal (3 credits)

### Option 3:

For students wishing to do a practicum\*\*\*

- MDES 6700 Practicum / Field Study (6 credits)
- Elective Course 6xxx/4xxx (3 credits)
- MDES 6112 Thesis Proposal (3 credits)

\*\*\* The Practicum option is currently under review

Please note that not all options may be available every year. Certain replacement courses may be prescribed at the discretion of the Director of the Master of Design Program and / or the Master of Design Committee.

### THESIS PROJECT ADVISORY COMMITTEE

The Thesis Project Advisory Committee is normally composed of the Thesis Project Advisor (Director, Master of Design Program), the instructor of MDES 6112 Thesis Proposal course, and a third faculty member who must be either regular, pro-rated, sessional or RPT faculty at NSCAD University. If the Director, Master of Design Program is NOT the student's Advisor, then the third member of the Committee will be the Director, Master of Design Program. In special circumstances, the third member may not be required.

### THESIS PROJECT: TYPE AND FORMAT

The Thesis Project must represent a substantive piece of original research. For details regarding types of Thesis Project and required format, please see the *MDes Handbook*.

### THESIS PROJECT

All students in the MDes program will submit and present a Thesis Project. The length of the Thesis Project document will not normally exceed 50 pages.

The Master of Design program follows from the belief that, as Nigel Cross contends, there are 'designerly ways of knowing' that are substantially different from the world-views of those in the sciences or the humanities. Accordingly, the Thesis Project differs from a conventional academic thesis in the following ways:

1. The starting point of a thesis is a "hypothesis", while the starting point of a thesis project is a model (usually a visual one) which is rooted in the practice of design.
2. The objective of a thesis is a "proof," while the aim of a thesis project is to reflect on the work with the aim of making general statements about the applicability of the model to the artificial world around us.
3. The role of research in the thesis is to gather evidence to buttress a pre-conceived hypothesis, while the role of research in a thesis project is to better understand the model in question. The term "Thesis Project" is used to emphasize that the student's research and theoretical work is grounded in design practice, and

that design thinking may manifest itself in visual, synthetic forms of expression. Therefore the form of the Thesis Project will be an amalgam of visual artifacts and the written word.

### THESIS PROJECT PROPOSAL

Students will present a formal Thesis Project Proposal in the first week of December. This 20-minute proposal using visuals in PDF format will outline the theoretical basis for the Thesis Project, describe in detail the central issue of investigation and include a comprehensive final thesis outline.

The Thesis Project Proposal will contain the following elements:

1. Outline of the Thesis Project.
2. Presentation of relevant background information including a review of literature and other material as necessary.
3. Description of the approach.
4. Description of the anticipated results of the project.
5. Outline of the schedule of work.
6. A thorough bibliography.

The Thesis Project Advisory Committee will give feedback and make a decision on the proposal's acceptability. A proposal is deemed either "Acceptable" or "Not Acceptable". In the case of a "Not Acceptable" judgement, the student will be allowed to re-present an amended proposal before the end of classes in the Fall Semester.

Students are informed on the acceptability of their proposals by their Thesis Project Advisor within two days of the date of the last presentation.

### GRADUATE DESIGN RESEARCH EXHIBITION APPLICATION

The MDes class applies for space in the Anna Leonowens Gallery for the Graduate Design Research Exhibition to be held in early April.

**Deadline for applications is October 1.** Application forms are available on the NSCAD Website, under the Anna Leonowens Gallery site.

### SEMESTER THREE: WINTER (15 CREDITS)

Students complete their final semester with 15 credits of coursework. The Thesis Project First Draft is delivered before the Winter Break, and before the end of the semester the Graduate Design Research Exhibition is held in the Anna Leonowens Gallery.

MDES 6800 Graduate Studio 3 (6 credits)

MDES 6900 Graduate Design Thesis Exhibition / Review (9 credits)

### THESIS PROJECT FIRST DRAFT

Deadline for the complete first draft is at 4PM on the last day of classes before the Winter Break, delivered to the student's Thesis Project Advisor. The first draft should include the entire text of the work, printed and easily readable, with correct spelling and grammar. A completed table of contents, index or graphic elements are not necessary. For style and formatting, consult the section of the *MDes Handbook* under "Thesis Project Format".

### GRADUATE DESIGN RESEARCH EXHIBITION

Before the end of the semester the MDes class prepares and mounts a group exhibition in the Anna Leonowens Gallery. Each student will be assessed on the quality and craftsmanship of their portion of the exhibit presentation, the accuracy, fidelity and interpretative quality of the visual presentation as it relates to the written thesis research work.

During the term of the exhibition, two hours will be set aside so that each student can briefly and informally present their work to the public and their Thesis Project Advisory Committee.

### **APPLICATION TO DEFER SUBMISSION OF THE THESIS PROJECT**

If a student is unable to complete the final draft of the Thesis Project s/he must apply in writing to the Director of the Master of Design program for permission to defer submission to the first half of the Summer Semester. Deadline for this application is April 15.

### **FINAL THESIS PROJECT REVIEW**

The final draft of the Thesis Project can be submitted for approval any time before the end of the first Summer Session (which is usually around the end of June). Each member of the student's Thesis Project Advisory Committee will receive his/her own copy of the Thesis Project final draft.

The Thesis Project Advisory Committee may decide:

- to accept the Thesis Project
- to accept the Thesis Project with revisions
- to reject the Thesis Project

The Thesis Project Advisory Committee may agree to allow the student to re-submit their final project if it is found unsatisfactory. Resubmission will be by an agreed-upon date not later than 6 months after the date of submission. Students who do not make the final submission will be considered withdrawn from the program without credit (unless special circumstances are involved). The student will submit four bound copies of the final approved version of the Thesis Project to the Graduate Studies Administrative Assistant to be distributed as follows: one to the NSCAD University Library, one to the Design Division collection, and one for the Thesis Project Advisory Committee. The fourth copy is returned to the student. When this final requirement is complete, the Director of the MDES Program will notify the Registrar by memo of the student's program completion. The original signed review form will be sent to the Registrar's Office with this memo.

A student may not graduate until the Thesis Project has been accepted.

If the Committee requires revisions to the Thesis Project, the student will normally have up to two weeks before the end of the Summer Semester to complete these revisions. The Thesis Project Advisory Committee will then consider the revisions, and the Thesis Project can be accepted as complete if the revisions were completed as required.

### **PUBLIC THESIS PROJECT PRESENTATION**

Public presentations will be scheduled by the Director shortly after the Thesis Project is approved.

### **FINAL THESIS PROJECT SUBMISSION**

The duration of the program is normally 12 months. A student may "Apply to Defer Submission of the Thesis Project" in writing to defer submission to the first half of the Summer Semester (roughly an extra 9 weeks from the end of the Winter Semester).

The final draft of the thesis project must be submitted before the end of the first Summer Session (following completion of the student's third semester of study). Upon approval, the student will present his or her work in the Public Thesis Project Presentation.

**Note:** The MDes student's registration from the previous semester remains "IP" (In Progress) through the remainder of this semester. Students may retain residency during this time if they wish. An "In Progress" or Activation fee may be levied by NSCAD.

## **ACADEMIC REGULATIONS: MDES**

### **GRADING**

#### **MDES ACADEMIC STATUS AND GRADING SYSTEM**

Students in the MDes program are expected to maintain a minimum of a B grade in all undergraduate courses in which they register. Graduate courses will be graded on a Pass/Fail (P/F) system (see Page 7 for Graduate Level Grading System)

#### **THESIS PROJECT / THESIS ADVISOR**

The MDes Thesis Project must represent a substantive piece of original design research, which is prepared according to MDes Thesis Project guidelines.

Each student selects a Thesis Advisor by the end of July of their first semester of study. Each student presents his/her Thesis Project Proposal before the end of the Fall semester. The Thesis Project Proposal must include a description of the design project, relevant background information (including a review of literature and/or other materials) a schedule of work and a bibliography.

The Thesis Project may be submitted at the time of the Graduate Design Research Exhibition, or can be completed during a non-resident semester, immediately following the Exhibition. For part-time students the non-resident period allowed for completion of the thesis may be extended to eleven months.

#### **GRADUATE DESIGN RESEARCH EXHIBITION**

At the end of the Winter Semester, MDes students prepare a group exhibition of their Thesis Projects in the Anna Leonowens Gallery. This exhibition provides an opportunity for each student to present their design research to the public. Each student is assessed on the quality and craftsmanship of their portion of the exhibit presentation and the accuracy, fidelity and interpretative quality of the visual presentation as it relates to the written Thesis Project research work. During the term of the exhibition, two hours are set aside so that each student can briefly and informally present their work to the public and their Thesis Project Advisory Committee.

### **FEES**

#### **MDes Fees**

For information on MDes fees please refer to tuition fee information given on the NSCAD website at [www.nscad.ca](http://www.nscad.ca) or at the Office of Financial Services.

#### **Student Loans**

MDes students should consult their respective provincial student aid office or guaranteed student loan program (US) concerning the financial assistance available to them through student loan channels.

#### **Elective Courses**

All students may be required to complete a number of courses that relate to their area of study at an undergraduate (3500 level or higher) level. If a particular course or area of study is not offered at NSCAD University, students may be given permission by application to and approval of their Thesis Advisor and Division Chair to take courses at another degree-granting institution. Courses may be chosen from other graduate courses, studio courses, or liberal arts offered either at NSCAD or elsewhere.

## MASTER OF DESIGN ADMISSION

### Application Deadlines

Master of Design    December 1

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Only complete applications received post-marked by the above deadlines will be considered for admission.

MDes applicants from China must apply through Can-Zhong International Education Consulting Services Ltd. who will provide application deadlines and procedures.

### English Language Requirement

The English Language Requirement is an admissions requirement of all NSCAD's graduate programs.

The language of instruction at NSCAD is English. Required courses in all Graduate Programs include small group seminars in which discussion, reading, and writing at the graduate level are expected. International applicants for whom English is a second language must submit evidence of their ability to carry on studies in English. This evidence must be provided through one of the following:

- Test of English as a Foreign Language (TOEFL): 575 (paper), 233 (computer), or 90 – 91 (internet) [*NSCAD Institution Code: 3265J*]
  - International English Language Testing System (IELTS): 6.5
  - Michigan Examination (MELAB): 80
  - CanTEST (Saint Mary's University): 4.5
  - Canadian Academic English Language Assessment (CAEL): 70
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These test results must be sent directly from the testing service to NSCAD University, Admissions Office, to be considered valid. No offer of admission will be made until such scores are received.

The East Coast School of Languages (ECSL) in Halifax has partnered with NSCAD to provide training in English as a second language (ESL) and University Achievement Program (EAP). Applicants may be conditionally accepted to NSCAD degree programs pending successful completion of UAP at ECSL. Students who successfully complete UAP at ECSL do not have to submit a test of English as a second language to NSCAD for admission to NSCAD.

East Coast School of Languages  
1526 Dresden Row  
Halifax NS B3J 3K3  
902 491 1526 TEL  
ecslcanada.com

### Transfer from Other Institutions

NSCAD University accepts transfer graduate liberal arts credits at par from those public or private universities and colleges that are either members of the Association of Universities and Colleges of Canada, or are chartered or accredited as post-secondary degree-granting bodies by appropriate agencies in other countries. Students admitted to the graduate programs may transfer a maximum of 3 graduate liberal arts credits.

### Master of Design Application Procedure

Applicants to the Master of Design Program should possess a BDes degree, a Bachelor's degree in a related discipline, or the equivalent qualifications from a four-year university or college program; ability as an artist, craft person or designer; an interest in the role of design in society and the economy in the context of design history and theory; an interest in teaching and research at a post-secondary level; and academic competency. Applicants to the MDes Program will generally be expected to have completed the equivalent of NSCAD's undergraduate historical and critical studies and liberal arts and science requirements and to

have maintained an overall **B** average in relevant academic course work. Successful applicants will be responsible for supplying their own computer and appropriate software for the duration of the Program.

Applicants to the MDes Program from other disciplines may be admitted on the condition that they successfully complete specific qualifying courses at the undergraduate level. A minimum grade of **B** must be earned. The selection of qualifying courses is at the discretion of the MDes Admissions Committee and may include both studio and historical and critical studies courses. This study will be undertaken at the applicant's own expense and does not guarantee admission to the MDes Program.

### Application Process

**NOTE:** MDes applicants from China must apply through NSCAD's representative agency in Shanghai or Vancouver:

1. Complete the application form.
2. Submit a portfolio of not more than 20 slides (analog or digital) representative of current work. If an applicant sends more than 20 slides, only the first 20 will be viewed. Analog slides should not be glass mounted and should be submitted in a plastic sheet with the applicant's name clearly marked on the sheet. Each slide should be marked with the applicant's name and should be numbered. Digital submissions may include still and/or time-based work and should be submitted on CD or DVD. Disks should be readable by Macintosh computers. A numbered list of titles, date, medium and dimensions of each work must also be included with all portfolios.
3. Films, photographs, videotapes, or similar materials may also be submitted, but applicants are requested not to send original works. Applicants outside Canada are particularly requested to consult postal and customs authorities about the declared value of any application materials being sent to NSCAD. NSCAD is not responsible for, and will not receive materials that require customs duty to be paid and we recommend that the declared value should not exceed \$1.00. Submissions should be clearly marked "MDes Admissions Portfolio".
4. Submit a statement explaining the direction of your practice in design, and your purposes and intentions in seeking to enter the MDes Program at NSCAD University. Maximum length is 500 words.
5. Arrange for at least two letters of recommendation from professors or other appropriate persons, referring to your ability as a designer, and your general academic competence to be sent directly to NSCAD.
6. International applicants for whom English is a second language must arrange for the results of an English Language test to be sent directly to NSCAD. Further information on these tests and the required level of achievement are given earlier in this section under English Language Requirements.
7. Request transcripts of your records at all institutions of higher education previously attended be sent directly from the previous institution to the Director of Admissions (MFA Admissions).
8. Pay applicable non-refundable application fee.
9. Acknowledgment of receipt of your application will be sent to your email address, if provided.
10. The return of visual submissions to applicants is the responsibility of the applicant, and must be arranged for and paid for prior to the return of the work. Canadian applicants should include a stamped self-addressed mailer for this purpose. US and other international applicants should include either a money order in Canadian funds or international postal coupons to cover the cost of return.

## DOMESTIC AND INTERNATIONAL APPLICANTS (EXCEPT CHINA)

Send all application materials to:

MDes Admissions  
Office of Student and Academic Services  
NSCAD University  
5163 Duke Street  
Halifax, Nova Scotia  
Canada B3J 3J6

### APPLICANTS FROM CHINA

MDes applicants from China must apply through NSCAD's representative agency in Shanghai or Vancouver:

Can-Zhong International  
Education Consulting Services Ltd.  
Shanghai Office  
Rm. 1606, 16th Floor  
Jingde Building No. 319 Changde Road  
Shanghai, China  
tel: 021-6218-6079 or 021-6218-4612  
email: can8@canzhong.cn  
canzhong.cn

Vancouver Office  
2362 Oliver Crescent  
Vancouver, BC, V6L 1S5  
Canada  
Tel: 604-742-2360  
Fax: 604-742-2361  
Email: jasminewan@canzhong.com or  
fwang56@hotmail.com  
canzhong.com

## MASTER OF FINE ARTS

The Master of Fine Arts degree is internationally recognized as the standard qualification required to teach visual arts and craft at post-secondary educational institutions such as colleges and universities. NSCAD's MFA Program, in existence since 1973, provides students with the opportunity to develop their work in a context of intense critical discussion. Academic studies in art history or other relevant subjects form an integral part of the program. NSCAD's MFA Program addresses the main areas of study offered at NSCAD, Fine and Media Arts and Craft.

Students are selected for their capability as artists or craft persons, their understanding of related critical information, as well as the personal qualities and interests that might be expected to contribute to their success as artists, teachers and scholars.

### Master of Fine Arts in Craft

The *Master of Fine Arts in Craft* program is discipline-based in ceramics, jewellery design and metalsmithing or textiles.

### Master of Fine Arts in Fine and Media Arts

The *Master of Fine Arts in Fine and Media Arts* is cross-disciplinary in nature, though students may concentrate in audio and video, digital media, drawing, film, installation, painting, performance art, photography, printmaking, sculpture or public art.

### MFA DEGREE REQUIREMENTS

General credit requirements are the same for Craft, Fine Arts and Media Arts: 42 credits of course work are required in the program (i.e., 30 graduate studio credits, 12 LAS credits of which 6 are mandatory and 6 are elective). A student may accumulate up to 54 credits with optional credits

### Course Work Requirements

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Graduate Studio (30 credits)

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Pedagogy Seminar MFAR 6100 (3 credits)

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Graduate Seminar: [topic] MFAR 6200 (3 credits)

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Graduate level Liberal Arts and Sciences (3500 - 4000 level) (6 credits)

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Electives (Optional Credits) (12 credits)

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### Non-credit Requirements

**MFA Forum** (attendance and participation is required in each semester in residence, normally two fall and two winter semesters)

**First-Year Review** approved by the Advisory Committee

**Final Thesis Exhibition** approved by the Advisory Committee

Any specific **make-up courses** as determined at admission, not counted towards the MFA degree

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The MFA Program is 20 to 24 months in duration, beginning in the Fall semester. NSCAD currently accepts approximately ten students to the program each year, with fourteen to twenty students in the program at any one time. The MFA degree is awarded after the successful completion of 42 credits of course work and other program requirements (including the Final Thesis Exhibition and Statement).

Each regular semester, the student will enrol for 9 to 15 credits. Undergraduate students are expected to work a minimum of three hours a week for each credit; graduate students should expect to work beyond this per credit guideline.

MFA students are considered to hold full-time status during the entire period of their program of study. MFA students pay full-time tuition regardless of the number of credits for which they register. During a Summer semester, students who were registered during the preceding Fall and Winter semesters may take up to 12 elective credits beyond the specific requirements of the program as part of the maximum 54 credits. Tuition apply during the Summer semester. Any courses taken in the summer which exceed

the required 42 credits must be taken at the student's expense. Students may not take more than 30 credits in one academic year, and no more than 54 credits over the 24-month period of their program of study.

In some cases, additional or make-up courses are required as a condition of acceptance to the Program. These courses are taken at the student's expense and will be in addition to the degree requirements.

MFA students are required to enrol in Pedagogy Seminar during their first semester at NSCAD.

Students register for MFA Forum (attendance and participation is required in each semester in residence) during each Fall and Winter semester.

### **MFA Academic Regulations**

MFA students are required to complete at least one Graduate Seminar (MFAR 6200) for 3 credits and to complete the other liberal arts requirements at the 3500 level or above. MFA students are further recommended to register for MFA Research (MFAR 6600) in their second semester in the program.

### **Program Advisor**

MFA Program Advisors are full-time faculty members of NSCAD University and must be in residence at NSCAD during the residency of any MFA student for whom they are acting as a Program Advisor. The Program Advisor remains with the student throughout the duration of the program and ensures that the MFA student is directed towards a selection of courses that meets the requirements of the MFA degree and the needs and interests of the student. The Program Advisor performs the following tasks on behalf of the student:

- advises the student on course selection in respect to degree requirements and the student's particular interests
- acts as Chair of the Advisory Committee
- helps the student prepare for the First-Year Review
- writes and distributes summaries for the First-Year and Final Reviews
- reviews drafts of the Thesis or Thesis Exhibition Statement
- oversees required revisions to the Thesis or Thesis Exhibition Statement
- reports to the Registrar on the student's eligibility to graduate

### **Craft**

MFA students in Craft select their Program Advisor during their first semester at NSCAD.

### **Fine and Media Arts**

MFA students in Fine and Media Arts select a Program Advisor with whom to work during their first semester at NSCAD. Students may choose either the Director of the MFA Program or another full-time faculty member to act as an interim Program Advisor during their first semester. MFA students in Fine and Media Arts must select a Program Advisor and an Advisory Committee at least two months before their First-Year Review and Advancement to Candidacy.

### **First-Year Review and Advancement to Candidacy**

Formal reviews of a student's progress are required in the first and final year of the Program. All MFA students are required to present work to their Advisory Committee in order to remain in good standing in the program. The First-Year Review is a formal review of any concerns or issues that have arisen over the year. Students are responsible for organizing this meeting, which is chaired by the student's Program Advisor.

One week prior to the Review, the MFA student distributes a short paper to his/her Committee members which discusses the work that will be presented to the Committee.

### **Definition of Good Standing**

An MFA student maintains good standing by achieving at least a grade of B- in the liberal arts or open elective courses, achieving the grade In Progress in Graduate Studio, and gaining a favourable assessment on the First-Year Review and any other reviews conducted by her/his Advisory Committee (see Page 7 for Graduate Level Grading System).

If an MFA student's performance is in question, formal notification will be made by the Advisory Committee, Program Advisor, Studio Advisor or the Director of the MFA Program to the MFA Committee, which will determine a course of action which could include any of the following:

- a specific sequence of study to remedy the problem
- withdrawal of Teaching Assistantship and/or scholarship award
- academic probation
- suspension

If the First-Year Review results in a recommendation for suspension, the student must reapply for admission to the program according to the normal application procedures and deadlines.

### **Final MFA Thesis Review**

The Final Review to fulfill MFA requirements takes place in the student's second year before the end of the second Winter semester, in conjunction with the MFA Exhibition.

The Final MFA Review, which is mandatory, includes the exhibition, thesis statement and the oral presentation. The thesis statement consists of a thorough and articulate written discussion of the work presented in the thesis exhibition and of topics and information (autobiographical, critical, historical, technical, theoretical) that help to position the work within a broader conceptual context. The main portion of the Review meeting with the student's Advisory Committee is for discussion and questions about the exhibition and thesis statement.

### **Exchange Study**

NSCAD University presently offers a number of exchange opportunities for MFA students during the summer (non-teaching) semester. The institutions that have participated in graduate exchange include the following:

- Kyoto City University of the Arts, Japan
- NSCAD of Newcastle, Australia
- NSCAD of Sydney, Australia
- The European Graduate School, Saas-Fee, Switzerland

### **Liberal Arts and Science Courses at Local Universities**

MFA students may satisfy some of their liberal arts and science requirements through enrolment in courses at the following institutions with approval of the Director of the MFA Program:

- Dalhousie University (dal.ca)
- University of King's College (ukings.ca)
- Mount Saint Vincent University (msvu.ca)
- Saint Mary's University (smu.ca)

Registration procedures at local universities are coordinated through the Office of Student and Academic Services that will issue a Letter of Permission for such courses.

### **Registration in Graduate Studio or Independent Study in Art History or Independent Study in Critical Studies**

An MFA student may approach any full-time faculty member or pro-rated faculty member to work with in Graduate Studio. Further information on the distinctions of faculty contracts and the availability of faculty members for such study is available through consultation with the Director of the MFA Program.

MFA students who have successfully completed one liberal arts and science course at NSCAD University may apply to enrol in a graduate level Independent Study in Art History (AHIS 4700) or Independent Study in Critical Studies (CSTU 4110) or MFA Research (MFAR 6600). Interested students should consult with the Director of the MFA Program regarding proposals for such courses.

### Special Leave

A special leave is a period of absence from the MFA Program of up to one year, normally requested because of illness or personal reasons. A Special Leave may be requested in order to pursue an exceptional professional or research opportunity that is significant to graduate research. No extensions are granted beyond one year of absence from the MFA Program.

### Summer Study

MFA students may take up to 9 credits of course work during the summer semester. Graduate Studio, MFA Research, Graduate Independent Study and Pedagogy are not offered during the Summer semester. Tuition fees apply during the Summer semester.

### MFA Activation and Time to Completion

An MFA student who does not complete her/his program degree requirements in the 20 – 24 month residency period must apply for an extension.

If an extension is granted, an activation fee will be charged for each Fall and/or Winter semester until the student finishes her/his degree. MFA students must complete their degree program within five (5) years, or ten (10) Fall and Winter semesters, of their first registration at NSCAD.

MFA students in Craft or Fine and Media Arts must complete the Graduate Studio and exhibition component of their degree within the 20-month period. Students have up to five (5) years to complete all requirements for the MFA.

### Awards and Other Funding

Each MFA student accepted to the Program is awarded a \$1500 scholarship for each of two years of full-time continuous enrolment in which the student remains in good standing.

### Teaching Assistantships (TAs)

Each MFA student may be awarded a \$2500 teaching assistantship per semester, for four semesters of full-time enrolment in the Program. MFA students must apply each semester for a teaching assistantship.

### English and Writing Proficiency

MFA students for whom English is not a first language must meet certain minimum language requirements as per the Graduate Admissions Requirement before being accepted into the Program. Nevertheless, such students are strongly encouraged to consider further English language training outside NSCAD University, concurrent with their graduate studies. Students at any stage of study, from Foundation to Graduate level, are encouraged to bring their writing concerns to the Writing Centre. They may bring questions, ideas, drafts of work in progress, or graded work to the tutors for feedback and suggestions. Handouts and other resources are also available.

### Financial Assistance

A number of scholarships are available to students newly entering the MFA program. Review for these scholarships is carried out as part of the admissions review process and a separate application is not necessary. Students already enrolled in the MFA program may also apply for certain scholarships at NSCAD. Further information on these scholarships and other financial assistance may be obtained from the Graduate Studies Office. Specific scholarship information is available later in this Calendar, and on the NSCAD website, and applications for these scholarships are available from the Office of Student and Academic Services.

### Program Administration

The Program is administered by the Director of the MFA Program. The Director also chairs the MFA Committee, which consists of representatives from areas of NSCAD and includes two MFA students, one in the first year of study and one in the second. This Committee is responsible for advising on the Program and liaising with NSCAD's governance bodies and with faculty.

### MFA Group Exhibition

The MFA students organize a group exhibition of their work at the Anna Leonowens Gallery. This exhibition usually takes place each January. Typically, the MFA student who serves on the Exhibitions Committee represents the MFA students in working with Gallery staff on this exhibition.

### Resource Access

Many areas of NSCAD are open on a 24-hour basis. The library and technical facilities of NSCAD have posted hours of operation. After-hours access may be arranged with the Directors of the Photography Department and the Multimedia Centre (video, audio and computers) if either of these are the primary focus of an MFA student's program. For reasons of safety, there is no after-hours access to either the Wood Shop or the Metal Shop. Studio and/or office space is allocated to MFA students according to need.

### Visitors' Program

The MFA Program administers a Visitors' Program. Visitors are selected by the MFA students in consultation with the Director of the MFA Program or with an elected subcommittee. MFA students assist the Director and the Graduate Studies Administrative Assistant to organize and administer these visits.

### Grading System

Graduate Studio is initially graded as In Progress or Fail. A Fail grade in Graduate Studio will result in a review of the student's standing in the MFA Program. When the MFA student completes her/his degree requirements, including the submission of a final, approved Thesis or Thesis statement, the In Progress grades for Graduate Studio are finalized as Pass.

All other courses in which MFA students enrol are graded with the grading system established for the undergraduate degree programs.

### MFA PROGRAM STRUCTURE

**Graduate Studio (MFAR 6003 / 6006 / 6009 / 6012)**  
*(3, 6, 9 or 12 credits per semester)*

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The course *Graduate Studio* is taken each semester. A description of the course is given under Graduate Course Descriptions.

MFA students must accumulate 30 credits of Graduate Studio. In the course Graduate Studio, students work toward their Final Thesis Exhibition requirement for the MFA degree. Each semester MFA students, after consultation with their Program Advisor, will register for between 3 to 12 credits in Graduate Studio with a Studio Advisor.

Following the successful completion of the MFA Thesis Exhibition, the In Progress grades previously assigned for Graduate Studio will be recorded as Pass and the credits accumulated.

If at any time an MFA student receives a No Credit for one of the semesters of Graduate Studio, the student may lose her/his "good standing" in the program.

### Graduate and Undergraduate Level Liberal Arts and Sciences

A minimum of 6 credits of graduate level liberal arts and science (LAS) work is required and integral to the MFA Program at NSCAD University. A minimum grade of **B-** must be achieved in these courses. The following courses will meet the liberal arts and science requirements of the MFA degree:

**MFA Research (MFAR 6600)** (see Graduate Course Descriptions)

**Independent Study in Art History (AHIS 4700)** (see Undergraduate Course Descriptions)

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**Independent Study in Critical Studies (CSTU 4110)** (see Undergraduate Course Descriptions)

NSCAD undergraduate (LAS) course whose requirements have been adjusted for graduate level study

Approved undergraduate liberal arts and science course (3500 – 4000 level) or graduate liberal arts and science course offered at another local university

It is recommended that MFA students complete most of their liberal arts and science requirement during their first year in the program.

#### **Pedagogy Seminar (MFAR 6100)**

Pedagogy Seminar is offered during Fall semesters only. A description of the course is given under Graduate Course Descriptions.

#### **MFA Forum (MFA 6500)**

No credit is awarded for MFA Forum, but successful completion of MFA Forum during each semester of full-time enrolment in the MFA Program is required. A description of the course is given under Graduate Course Descriptions.

### **MASTER OF FINE ARTS ADMISSION**

Applicants to the Master of Fine Arts Program should possess either a BFA degree, a BDes degree, or the equivalent qualifications from a four-year university or college program; ability as an artist or craftsperson; an interest in teaching; and academic competency. Normally applicants to the MFA Program will be expected to have completed the equivalent of NSCAD's undergraduate art history and liberal arts and science requirements and to have maintained an overall B average in relevant academic course work.

Applicants to the MFA Program who have a four-year diploma (but not a degree) will be required to take a qualifying semester to supplement liberal arts requirements. This study will be undertaken at the applicant's own expense, and does not guarantee admission to the MFA Program. Such applicants must register for a minimum of three courses (nine semester credits). The courses required in a qualifying semester will be determined by the MFA Director in consultation with the appropriate Division Chair (or designate) and the Registrar. A minimum grade of B- must be earned.

Applications for the MFA Program will not be accepted from anyone who has been enrolled in full-time studies and/or degree studies at NSCAD University at any time during the 24 months prior to the date for which admission is requested.

#### **Application Deadline:**

Master of Fine Arts                      January 15

Only complete applications received post-marked by the above deadlines will be considered for admission.

#### **English Language Requirement**

The English Language Requirement is an admissions requirement of all NSCAD's graduate programs.

The language of instruction at NSCAD is English. Required courses in all Graduate Programs include small group seminars in which discussion, reading, and writing at the graduate level are expected. International applicants for whom English is a second language must submit evidence of their ability to carry on studies in English. This evidence must be provided through one of the following:

- Test of English as a Foreign Language (TOEFL): 575 (paper), 233 (computer), or 90 – 91 (internet)  
*[NSCAD Institution Code: 3265]*
- International English Language Testing System (IELTS): 6.5

• Michigan Examination (MELAB): 80

• CanTEST (Saint Mary's University): 4.5

• Canadian Academic English Language Assessment (CAEL): 70

These test results must be sent directly from the testing service to NSCAD University, Admissions Office, to be considered valid. No offer of admission will be made until such scores are received.

#### **Transfer from Other Institutions**

NSCAD University accepts transfer graduate liberal arts credits at par from those public or private universities and colleges that are either members of the Association of Universities and Colleges of Canada, or are chartered or accredited as post-secondary degree-granting bodies by appropriate agencies in other countries. Students admitted to the graduate programs may transfer a maximum of 3 graduate liberal arts credits.

#### **Master of Fine Arts Application Procedures**

1. Complete the application form.

2. Submit a portfolio of not more than 20 slides (analog or digital) representative of current work. If an applicant sends more than 20 slides, only the first 20 will be viewed. Analog slides should not be glass mounted and should be submitted in a plastic sheet with the applicant's name clearly marked on the sheet. Each slide should be marked with the applicant's name and should be numbered. Digital submissions may include still and/or time-based work and should be submitted on CD or DVD. Disks should be readable by both Windows and Macintosh computers. A numbered list of titles, date, medium and dimensions of each work must also be included with all portfolios.

3. Films, photographs, videotapes, or similar materials may also be submitted, but applicants are requested not to send original works. Applicants outside Canada are particularly requested to consult postal and customs authorities about the declared value of any application materials being sent to NSCAD. NSCAD is not responsible for, and will not receive materials that require customs duty to be paid and we recommend that the declared value should not exceed one dollar (\$1). Submissions should be clearly marked "MFA Admissions Portfolio".

4. Submit a statement explaining the direction of your studio practice in art, craft or design, and your purposes and intentions in seeking to enter the MFA at NSCAD University. Maximum length is 500 words.

5. Arrange for at least two letters of recommendation from professors or other appropriate persons, referring to your ability as an artist or craftsperson, and your general academic competence, to be sent directly to NSCAD.

6. International applicants for whom English is a second language must arrange for the results of an English language test to be sent directly to NSCAD. Further information on these tests and the required level of achievement are given earlier in this section under English Language Requirements.

7. Request that transcripts of your records at all previously-attended institutions of higher education be sent directly Director of Admissions (MFA Admissions).

8. Pay applicable non-refundable application fee.

9. Acknowledgment of receipt of your application will be sent to your email address, if provided.

10. The return of visual submissions to applicants is the responsibility of the applicant, and must be arranged for and paid for prior to the return of the work. Canadian applicants should include a stamped self-addressed mailer for this purpose. US and other international applicants should include either a money order in Canadian funds or international postal coupons to cover

the cost of return.

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Send all application materials to:

MFA Admissions  
Office of Student and Academic Services  
NSCAD University  
5163 Duke Street  
Halifax, Nova Scotia Canada B3J 3J6

## FEES AND TUITION

The Office of Financial Services at NSCAD determines, charges, and collects all student-related fees and expenses.

**4th Floor**  
**5163 Duke Street**  
**NSCAD University**  
**Halifax, NS B3J 3J6**

**Phone: (902) 494-8222**

**Fax: (902) 429-4925**

**E-Mail: [studentaccounts@nscad.ca](mailto:studentaccounts@nscad.ca)**

All NSCAD students pay their tuition and other academic and miscellaneous fees through the Office of Financial Services.

NSCAD students applying for Canada Student Loans and provincial student loans must have the loans made out to NSCAD University as the official Institution of Record.

**NOTE:** Students are responsible for keeping their accounts current, and should check on their account status regularly by contacting Student Accounts at the Office of Financial Services ([studentaccounts@nscad.ca](mailto:studentaccounts@nscad.ca)). Students are required to have all outstanding fees paid in full prior to beginning a new academic year.

### TUITION PAYMENTS AND WITHDRAWAL PROCEDURES

It is the student's responsibility to comply with the financial regulations and payment schedules of NSCAD. Registration is regarded as incomplete until all fees have been paid in full. Failure to comply with these regulations may result in cancellation of enrolment at NSCAD.

### SCHEDULE OF TUITION PAYMENT AND REMOVAL FROM CLASSES

#### DEGREE AND CREDIT CERTIFICATE STUDENTS

##### Removal from Classes for Non-Payment of Fees

All outstanding fees must be paid in full each semester by the last working day of the month in which the session starts. Clearance arrangements may be made through Student Accounts at the Office of Financial Services. Students with outstanding accounts will not be permitted to remain registered and will be removed from Fall and Winter classes for non-payment on **July 31**.

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##### Late Payment Interest and Fee

In addition to Interest which will be levied on all outstanding accounts after 30 days (annual interest rate of prime, plus 1% ) a Late Payment Fee of \$50.00 will be levied upon students for late payment of outstanding fees immediately following each tuition due date. Please see the Academic Calendar of Dates.

#### VISITING AND NON-DEGREE STUDENTS

##### Summer Deposit

In order to register for the Summer Semester, a \$100 non-refundable deposit will be required at the time of registration. All financial arrangements must be approved by Student Accounts. All questions regarding such arrangements should be directed to that office, at (902) 494-8222.

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##### Fall / Winter Deposit

In order to register for the Fall/Winter Semesters, a \$100 non-refundable deposit will be required at the time of registration. All financial arrangements must be approved by Student Accounts. All questions regarding such arrangements should be