

History of Art, Design, and Visual Culture (HADVC) Thesis-based Master's program

Students must declare whether they intend to follow the course-based or thesis-based program in their graduate program applications. Students wishing to change their programs midstream must obtain the approval of the HADVC Graduate Program Advisor.

In addition to satisfying the general requirements of the Faculty of Graduate Studies and Research, students in the thesis-based MA program must complete the following:

- 1) ★18 credit weights of courses approved by the HADVC Graduate Program Advisor
- 2) a language other than English, demonstrated through either a language exam or coursework
- 3) ★12 of the ★18 credit weights approved must be taken from History of Art, Design, and Visual Culture offerings at the 500- and 600-levels
- 4) up to ★6 of the ★18 required to be taken may be taken outside the Department, subject to the approval of the HADVC Graduate Program Advisor.

First Year

The HADVC Graduate Program Advisor is the supervisor of all first year thesis-based MA students.

In the first year of the program students typically take ★18 approved course credits (i.e., 6 one-term courses), including ★12 credit weights from the 500- and 600-level offerings in the History of Art, Design, and Visual Culture (at least ★3 of these course credits must be taken at the 600 level). Up to ★6 units of course weight may be taken outside of the Department of Art & Design, subject to the approval of the HADVC Graduate Program Advisor.

Students are required to pass a translation test in a language other than English, normally one of direct relevance to their thesis research, before proceeding to write the thesis. They may instead elect to take an approved language reading course or approved equivalent, achieving a minimum grade of B-.

Second Year

During the second year students work intensively with one or more professors in the program to develop their thesis projects.

Students enter the second year of the program only after satisfactory completion of all the requirements in first year.

In second year, students prepare, present, and defend a thesis on a topic approved by the Department. Theses require in-depth original research on the topic under investigation.

Thesis Preparation

Students should refer to the [FGSR website for thesis preparation guidelines](#). Students must complete and include a correctly formatted title page in their theses.

Oral Examination

Upon completion of the Master's thesis, each student must take a comprehensive oral examination. The oral exam, approximately two hours in length, is conducted by an examination board composed of University of Alberta faculty members and, in some instances, other experts. MA committees

require a minimum of 3 committee members, including an arms' length examiner, usually from outside the department.

The thesis supervisor organizes the final oral examination committee in consultation with the student.

At least 5 weeks before the oral exam date, the supervisor provides the Department Graduate Advisor with exam details: date, time, location, thesis title and all committee member names and titles. The supervisor confirms the date and time of the oral exam with all committee members.

The student provides committee members with a copy of the thesis four weeks before the defense for review.

Thesis Completion

After the successful oral examination, students make any required minor revisions.

Students must submit their theses in electronic format to the FGSR as a requirement for convocation. For complete details, see the [FGSR Thesis Preparation, Requirements & Deadlines instructions](#).

Supervisors may request that the student to provide them with a printed version of the final thesis.

The signed Thesis Approval/Program Completion form is then sent to the FGSR.

Thesis Submission Deadlines

Students must register in both fall and winter terms regardless of when they are scheduled to defend their thesis. Tuition will be adjusted if the thesis completion paperwork arrives at the FGSR in accordance with the deadlines. Students should review the important thesis and registration deadlines at the end of their programs.

Course Selection

Course selections are approved by the HADVC Graduate Program Advisor, who will often consult with other faculty in the students' chosen field, and is guided by the following principles:

- 1) courses should be relevant to the proposed thesis
- 2) students should work with as many different professors as possible, particularly full-time faculty in the History of Art, Design, and Visual Culture
- 3) courses should not be specialized in a single area, but should cover diverse periods, cultures, and themes, providing students with breadth for later research as well as employment opportunities

Registration Process

The HADVC Graduate Program Advisor will register students in all courses offered by the Department of Art and Design. Registration in courses outside the department is the responsibility of the individual student. In some cases, the student may need to go to the department offering the course to request consent for registration.

Thesis-based students who have completed their coursework will register themselves in THES 909, choosing any fall (A1, A2, A3 or A4) and winter (B1, B2, B3, or B4) section. The Faculty of Graduate Studies and Research will automatically register students in THES 906 in spring and summer. Tuition payments will be distributed over all four terms.

To self-register in THES 909, students must locate the enrollment date in the right hand column of Bear Tracks. As of this date, students can register themselves in the coming fall and winter terms. In the left column, click on 'Enroll' and then on 'My Class Schedule' and follow the instructions. Adhere to the deadlines for adding and dropping courses. If difficulties are encountered when registering, contact the Department Graduate Student Advisor (Dawn McLean) for assistance.

Students do not receive grades for Thesis 909 classes. For every term of the thesis that students are registered for the duration of the program of study, students receive a grade of 'IN' until graduation. Once a student has completed the program, last term of registration in THES 900 classes will show 'CR' meaning 'Credit'.

Continuing students must register in THES 909 during the term in which the thesis and accompanying evidence of program completion is submitted the FGSR.

Courses Extra to the Degree

Students may wish to take courses that are not necessary to or an integral part of their graduate program. Courses extra to the degree must be designated and approved by the Faculty of Graduate Study and Research (FGSR) at the time of registration in the courses. The FGSR does not include these courses when calculating the student's GPA for continuation in the graduate program or for convocation.

If students do not declare a course as extra to degree when registering and then fail (earning a grade of C+ or lower), the course must be repeated or an alternate course taken for credit.

To register, students complete a "[Course Extra to Degree](#)" form. The Associate Chair of Graduate Studies and Research approves the form and submits it to the FGSR.

Ethics Training

[Academic integrity and ethics training](#) is mandatory for all newly-admitted U of A graduate students. Each student is expected to complete the equivalent of at least eight hours of structured academic activity to meet this requirement.

Professional Development Requirement

Graduate students must undertake a minimum of eight hours of professional development over the course of their degree as required by the Faculty of Graduate Studies and Research.

There are two components. Students cannot graduate without meeting both:

- 1) Master's students must complete an "[Individual Development Plan & Professional Development Completion Form](#)" in the first 12 months of their program; PhD students in the first 18 months.
- 2) A minimum of eight hours of professional development activities inspired by individual career plans.

To meet the requirement of [eight hours of FGSR professional development activities](#), professional development hours may be counted in each of the broad areas of:

Career development
Entrepreneurship

Internship
Mentorship
Professional practice
Skills training
Teaching

To be counted, professional development activities must be trackable and verifiable. It is the responsibility of the student to ensure that professional development documentation meets these requirements.

The [Department of Art & Design proseminars](#) are organized by the Associate Chair of Graduate Studies and Research. These take place on Friday mornings and Wednesday afternoons during the fall and winter terms. Sessions may count toward the professional development requirement or the ethics requirement. Attendance is optional, though highly encouraged.

A sample of proseminar topics:

- “How to Construct a Killer C. V. and Artist Biography”
- “How to Write a Successful Grant Application”
- “How to Get Your First Publication, Art Exhibition, Poster Display, Conference Paper Accepted”
- “How to Present Research and Creative Work to New Audiences”

The following list of acceptable professional development activities has been pre-approved by the Department of Art and Design, to be amended from time to time. Any students requesting professional development credit for activities not included in this list are required to obtain approval from the Associate Chair of Graduate Studies and Research in order to have it counted and added to the list.

- Three minute thesis (3MT) workshop
- Graduate Teaching and Learning levels 1, 2, 3
- Career development activities as elected graduate student association executive or as elected members of University, Faculty or Department committees
- Graduate Research Assistant (GRA) with the Fine Arts Building Gallery
- Internships as defined by the FGSR
- For the student's convenience, the FGSR has also purchased online seminars through MyGradSkills.ca and Mitacs.

Convocation

The University of Alberta holds two convocation ceremonies each year. All students must apply for convocation to be included in the program list. Even if students do not wish to attend the convocation ceremonies, they must still apply for graduation in order to receive the degree. To apply for convocation, please use consult the Academics menu in Bear Tracks.

Deadlines

Bear Tracks will be available for graduate students to apply for graduation:

May 1 to September 30 for Fall Convocation

November 1 to April 3 for Spring Convocation

Note: All applications for convocation are subject to review and approval by the Faculty of Graduate Studies and Research. Applying to convocate on Bear Tracks does not guarantee convocation.

For more information about graduate study at the University of Alberta, please view the [Graduate Program Manual from the Faculty of Graduate Studies](#).