

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. All of our graduates are required to make their theses available through the University's Education and Research Archive (ERA).

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 Hunter) 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

Current students who completed the eight hour ethics requirement through a combination of the GET Online Course (5 hours ethics credit), workshops, online courses, or departmental offerings do not need to do additional training. [Academic Integrity and Ethics Training Requirement Resources website](#).

Beginning in Fall 2022, the NEW [Ethics and Academic Citizenship Requirement](#) will **replace** the current Academic Integrity and Ethics Training Requirement. The new Ethics and Academic Citizenship Requirement will consist of two zero-credit, self-paced online courses: [INT D 710: Ethics and Academic Citizenship](#) (for both master's and doctoral students) and [INT D 720: Advanced Ethics and Academic Citizenship](#) (for doctoral students only). There are no instructional fees associated with these courses. New students will be automatically registered in INT D 710 and must complete the course by the end of the first term of their program.

The courses cover principles in [Academic Citizenship](#), including topics such as academic integrity, research and workplace ethics, Indigenizing and decolonizing the academy, equity, diversity, and inclusivity, health and academic productivity, and ethical principles in university teaching.

Important Note: The Ethics and Academic Citizenship Requirement provides foundational ethics education. Depending on your program of study, these foundational courses may need to be supplemented by other specialized training, such as animal user training, human research ethics training, safety courses related to field research, or professional ethics training. Ask your Supervisor if the research you are doing will require additional research ethics training.

General questions regarding the Academic Integrity and Ethics Training Requirement can be directed to: gradpd@ualberta.ca

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.

For more information on this requirement and ways of meeting it, please visit the following website:

<https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/index.html>

The Department of Art & Design offers Proseminars that are organized by the department Associate Chair of Graduate Studies and Research. Attendance is optional, though highly encouraged. Many of these may be counted toward the 8 hours of Professional Development activities required. Topics include; constructing a CV and short biography, writing a successful grant application, how to get your first publication, exhibition, conference paper accepted, and presenting your research and creative work to new audiences.

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

<https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/index.html>