

Graduate Student Handbook

**UNIVERSITY OF OTTAWA
DEPARTMENT OF THEATRE**

Master of Fine Arts in Theatre (MFA) (Directing)

2014-2015

**www.theatre.uOttawa.ca
135 Séraphin Marion
Ottawa, Ontario K1N 6N5**

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1. Administrative staff***GRADUATE STUDIES COMMITTEE***

- **Daniel Mroz, Director of Graduate Studies Committee**

Associate Professor, Department of Theatre
Office: 211
Telephone: 613-562-5800, ext. 1259
E-mail: dmroz@uottawa.ca

- **Joël Beddows**

Associate Professor and Chair of the Department of Theatre

Office: SMN 208
Telephone: 613-562-5762
E-mail: jbeddows@uOttawa.ca

- **Louise Frappier**

Assistant Professor, Department of Theatre

Office: SMN 126
Telephone: 613-562-5800, ext. 1265
E-mail: lfrappi2@uOttawa.ca

- **Yana Meerzon**

Associate Professor, Department of Theatre

Office: SMN 304-B
Telephone: 613 562-5800, ext. 2243
E-mail: ymeerzon@uOttawa.ca

ADMINISTRATIVE PERSONNEL***ACADEMIC ASSISTANT FOR GRADUATE PROGRAMS IN THEATRE*****Marie Angeline Béland**

Desmarais Building,
55 Laurier Av. East (8162)
Tel.: 613-562-5800 ext. 3825
Email: gradthe@uottawa.ca

Angela Haché

Administrative Assistant
Room 209
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Email: angela.hache@uOttawa.ca

Jeannine Cameron

Secretary
Room 207
Telephone: 613-562-5761
Email: jcameron@uOttawa.ca

TECHNICAL DIRECTOR**Jonathan Lockhart**

Room 109
Telephone: 613-562-5800, ext. 1001
Email: jlockhar@uOttawa.ca

PRODUCTION MANAGER**Tina Goralski**

Room 108
Telephone: 613-562-5800, ext. 3794
Email: tgoralsk@uottawa.ca

FACULTY OF ARTS**Rachel Fontaine-Azzi**

Administrator, Graduate Studies
Telephone: 613-562-5800, ext. 1056
Email; rachel.fontaine-azzi@uottawa.ca

2. Faculty of Graduate and Postdoctoral Studies

Under the authority of the Senate, the Faculty of Graduate and Postdoctoral Studies (FGPS) is responsible for overseeing and coordinating the administration of all graduate and postdoctoral programs.

The FGPS is governed by a council which determines the general policies and plans for the development of the faculty, establishes the general regulations of the faculty, and defines the functions of its ancillary commissions and committees. www.grad.uottawa.ca

The FGPS is located at 115 Séraphin-Marion (Hagen Hall).

Tel: (613) 562-5742

Fax: (613) 562-5992

Officers of the FGPS and their responsibilities:

Dean

Timothy Stanley (grad.dean@uOttawa.ca)

Vice-Dean

Lynn Bowker (vdgrad@uottawa.ca)

Evaluation of graduate programs; graduate student conference travel grants; on-campus conference grants for graduate students; administration of Policy 110 (treatment of graduate students on non-academic and non-employment issues, excluding sexual harassment) http://web5.uottawa.ca/admingov/policy_110.html

Associate Dean

Pierre Payeur (adgrad@uottawa.ca)

International matters; interdisciplinary programs; postdoctoral fellows; research associates

Assistant Dean and Secretary General

Margaret Moriarty (moriarty@uottawa.ca)

General regulations of the FGPS and requests for major exceptions; FGPS calendar; academic integrity breaches

Associate Registrar

Anne Donovan (adonovan@uottawa.ca)

All matters pertaining to admissions, registrations, scholarships, systems and management of thesis evaluations and defenses

Scholarships

Paulette Arsenault (parsenau@uottawa.ca)

Humanities Awards Officer

Daniel Melanson (dmelanso@uottawa.ca)

Sciences Awards Officer

Thesis Office

Geneviève Breton-Harper (genevieve.breton-harper@uottawa.ca)

Admissions

Mélanie Boisvert (melanieb@uottawa.ca)

Registration, Records of Academic Performance

Sylvie Chénier (fespins@uottawa.ca)

Chief Administrative Officer

Denis Bouchard (denis.bouchard@uottawa.ca)

3. Professorial staff

Joël Beddows

Associate Professor and Chair of the Department of Theatre
Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 208

Telephone: 613-562-5800 ext.5762

E-mail: jbeddows@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/beddows.html>

Fields of interest:

Practical: Directing and other art forms; Directing plays in translation

Theoretical: Franco-Ontarian theatre; Québécois theatre; Irish theatre

Margaret Coderre-Williams

Associate Professor

Office: SMN 306

Telephone: 613-562-5800 ext. 1267

E-mail: mcoderre@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/coderre.html>

Fields of interest:

Set; Costume and Lighting Design

Louise Frappier

Assistant Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 304-C

Telephone: 613-562-5800, ext. 1265

E-mail: lfrappi2@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/frappier.html>

Fields of interest:

History of theatrical genres (especially tragedy)
 Early modern French theatre (sixteenth and seventeenth centuries)
 Urban ceremonies (especially royal entries)
 Nineteenth-century Québécois theatre

Yana Meerzon

Associate Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 304-B

Telephone: 613 562-5800, ext. 2243

E-mail: ymeerzon@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/meerzon.html>

Fields of interest:

Theory of drama and performance; Cultural and interdisciplinary studies; Russian drama and theatre

Daniel Mroz

Associate Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 211

Telephone: 613-562-5800, ext. 1259

E-mail: dmroz@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/mroz.html>

Artist Website: www.dancingword.org

Fields of interest:

Practical :

Acting and Performance (Movement, Voice, Composition and Interpretation)

Directing (Devising original performance)

Traditional Chinese Martial Arts and Physical Culture (*wushu* and *qigong*)

World Music Singing and Contemporary Vocal Music

Theoretical :

Theatre Anthropology, Performance Studies and Ethnoscenology

Contemporary approaches to performance aesthetics and actor training

Kevin Orr

Associate Professor, Department of Theatre

Office: SMN 210

Telephone: 613-562-5800, ext. 1258

E-mail: korr@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/orr.html>

Fields of interest:

Directing; Actor and Director training

Kathryn Prince

Assistant Professor, Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: SMN 213

Telephone: 613-562-5800 ext. 1260

E-mail: kprince@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/prince.html>

Fields of interest:

Shakespeare in performance; Early modern drama in performance; Theatre repertories and archives; Theatre history

Sylvain Schryburt

Assistant Professor, Department of Theatre

Office: SMN 216

Telephone: 613-562-5800, ext. 1261

E-mail: sschryburt@uOttawa.ca

Website: <http://www.theatre.uottawa.ca/eng/faculty/schryburt.html>

Fields of interest:

History of directing; Québécois theatre; Theatre archives

Adjunct Professors:

Alvina Ruprecht

Telephone: 613-562-5761

E-mail: aruprech@ccs.carleton.ca

Fields of interest:

Theatre in the francophonie; Theatre anthropology; Postcolonial and intercultural theory;
Theatre criticism

Cross-Appointed Professors:**Annie Brisset**

Professor, affiliated to the School of Translation and Interpretation and the Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 528

Telephone: 613-562-5800, ext. 3177

Fax: 613-730-3227

E-mail: abrisset@uOttawa.ca

Website: <http://www.iatis.org/>

Fields of interest:

Translation theories; Discourse theories; Sociology of translation

J. Douglas Clayton

Full Professor, Department of Modern Languages and Literatures; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 108

Telephone: 613-562-5800, ext. 3765

E-mail: jdclayt@uOttawa.ca

Website: http://aix1.uottawa.ca/~jdclayt/main_e_welcome.htm

Fields of interest:

Russian romanticism; Pushkin; Chekhov; Russian theatre since 1895

Joerg Esleben

Associate Professor, Department of Modern Languages and Literature; and
Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 106
Telephone: 613-562-5800, ext. 2549
E-mail: jesleben@uOttawa.ca
Website: <http://aix1.uottawa.ca/~jesleben/>

Fields of interest :
German studies; intercultural studies.

Irene (Irena) R. Makaryk

Professor, Department of English, and Department of Theatre

Vice-Dean of Graduate and Postdoctoral Studies (to July 1, 2011)

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 304
Telephone: 631-562-5800, ext. 1143
E-mail: makaryk@uOttawa.ca
Website: <http://www.english.uottawa.ca/faculty/imakaryk.html>

Fields of interest:
Shakespeare; Shakespeare's afterlife; Soviet avant-garde theatre; War and culture; Les Kurbas; Modernism

José María Ruano de la Haza

Full Professor, Department of Modern Languages and Literatures; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 105
Telephone: 613-562-5800, ext.3768

E-mail: jmruano@uOttawa.ca

Website: <http://aix1.uottawa.ca/~jmruano/index.html>

Fields of interest:

Spanish literature; History of theatre; Textual criticism;

David Staines

Professor, Department of English; and Department of Theatre

Member of the Faculty of Graduate and Postdoctoral Studies and thereby authorized to supervise theses.

Office: ARTS 334

Telephone: 613-562-5800, ext. 1182

E-mail: dstaines@uOttawa.ca

Website: <http://www.english.uottawa.ca/faculty/dstaines.html>

Fields of interest:

Canadian literature; Medieval literature; Victorian poetry

Emeritus Professor:

Tibor Egervari

Telephone: 819-778-2215

E-mail: egervari@uOttawa.ca

Fields of interest:

Directing; Theatre and its social context; Theatre History; Performance studies

4. Introduction to the program

Master of Fine Arts in Theatre (MFA) (Directing)

This innovative program allows students to benefit from the approaches to directing found in Canada's two principal theatrical cultures. Our program also aims to cultivate our students' sense of aesthetic diversity, exposing them to contrasting approaches to the director's art, from traditional, text-based production to devised and postdramatic performance.

5. Programs offered

Master of Fine Arts, Directing for the Theatre

Program requirements and additional information

The Department of Theatre of the University of Ottawa offers the only **bilingual** Master of Fine Arts in Theatre (MFA) (Directing) in directing for the theatre in the country.

Founded in the fall of 2004, this innovative new program allows students to benefit from the approaches to directing found in Canada's two principal theatrical cultures.

During their two-year course of study, our MFA students complete a rigorous practical and theoretical training as directors of repertoire. Our program also aims to cultivate our students' sense of aesthetic diversity, exposing them to contrasting approaches to the director's art, from traditional, text-based production to devised and postdramatic performance.

Graduate-level directing courses are given by Department of Theatre faculty members who are award-winning, practicing artists, including Joël Beddows, Daniel Mroz, and Kevin Orr. Margaret Coderre-Williams teaches design elements and provides help with the students' MFA productions.

Graduate-level courses in dramaturgy and performance theory are given by practicing dramaturges and scholars such as Dominique Lafon, Louise Frappier, Yana Meerzon, Kathryn Prince, and Sylvain Schryburt.

In addition, MFA students have the opportunity to work alongside acclaimed professional directors. MFA students have served as assistant directors to such artists as Richard Rose, Diana Leblanc and Peter Hinton and have taken master classes with internationally renowned directors as Denis Marleau, David William, Alexandre Marine, Gregory Hlady, Gill Champagne, H  l  ne Ducharme, Micheline Chevrier, Guy Sprung, and Jean-Marie Papapietro. Furthermore, student directors are provided with the services of professional actors from the Ottawa/Gatineau area during their studio work.

In order to ensure our students high-quality instruction we keep our admission standards high and our student to teacher ration low.

The MFA in directing accepts two students per year, and there are only four candidates in the program at any given time.

Due to the demanding nature of this degree, the MFA in directing can only be undertaken as a full-time course of study.

Generous bursaries and teaching assistantships are provided for students with appropriate academic and professional achievements.

6. General regulations

See the FGPS website for general regulations governing all graduate programs (passing grade, number of credits per course, examinations, etc):

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807>

Residence

Residence is defined as the period in which the student is registered full-time at the University of Ottawa. See the requirements of full-time graduate student status (section C - 1.). The residency is completed at the beginning of the program. All exceptions must be approved by the FGPS. Students should consult the academic unit offering the program for complete details as to residence requirements.

Master's Program

The residence requirements for the master's program are three sessions. Some master's programs are, however, offered on a part-time basis; where this is the case, it will be stipulated in the offer of admission and no residence requirements will apply.

Students holding awards or scholarships for the purpose of pursuing full-time master's studies must remain registered full-time for the duration of the award.

7. Registration procedures:

Registration procedures may be found at
<http://www.grad.uottawa.ca/Default.aspx?tabid=1613>

Candidates admitted into the master's program are required to register for a certain number of courses or the equivalent as determined by the academic unit. Normally, courses are taken at the graduate level, although some may be at the undergraduate level. Courses may not be counted towards a master's degree if they have been counted as credit towards another degree. The program of courses and research must be approved by the academic unit in which the candidate is registered.

Students cannot normally register in two programs at the same time.

Graduate students may register for courses in addition to the minimum normally required for the degree, provided they have the approval of their academic unit and the FGPS. These courses become part of the student's program and any failure incurred counts as a failure in the program (please refer to section E). They are identified at registration and on the transcript as "additional" (ADD).

In any given session, graduate students may, while enrolled in a program, register for a maximum of two courses (six credits) not required for their program, provided they have the approval of their academic unit and the FGPS. These courses are identified as "out-of-program" at registration and cannot subsequently be credited towards the program. Additional fees apply.

8. Program requirements

Master of Fine Arts in Theatre (MFA) (Directing)

Degree Requirements

The program combines two compulsory courses, production courses, directing seminars, and a practicum where students observe a senior director mount a production in a professional theatre. Students must pass a diagnostic exam upon entry into the program.

A total of 39 credits are required as follows:

Compulsory Courses (6cr.)

THE5130 DRAMATURGY (3cr.)

- and -

THE5140 THEORY OF PERFORMANCE (3cr.)

Production Courses (18cr.)

THE5901 PRODUCTION I / PRODUCTION I (3cr.)

THE5902 PRODUCTION II / PRODUCTION II (3cr.)

THE5903 PRODUCTION III / PRODUCTION III (3cr.)

THE5952 ANALYSE FORMELLE DE LA PRÉ-PRODUCTION / FORMAL PRE-PRODUCTION ANALYSIS (3cr.)

THE6001 PRODUCTION FINALE AVEC ANALYSE FORMELLE DE PRODUCTION FINALE / FINAL PRODUCTION WITH FORMAL POST-PRODUCTION ANALYSIS (6CR.)

Seminars (12cr.)

THE5931 SÉMINAIRE I / GRADUATE DIRECTING SEMINAR I (3cr.)

THE5932 SÉMINAIRE II / GRADUATE DIRECTING SEMINAR II (3cr.)

THE5933 SÉMINAIRE III / GRADUATE DIRECTING SEMINAR III (3cr.)

THE5934 SÉMINAIRE IV / GRADUATE DIRECTING SEMINAR IV (3cr.)

Directing Practicum (3cr.)

THE6901 STAGE / DIRECTING PRACTICUM (3cr.)

Duration of the program

The requirements of the program must be fulfilled within two years (five sessions of full time registration).

Normal sequences for completion

	First year Fall session	First year Winter session	Second year Fall session	Second year Winter session	Second year Summer
Exams and submissions	Diagnostic examination (before beginning of first session)	Final production proposal (at end of second session)	THE 5952 (3 credits) Formal pre-production analysis		
Production courses	THE 5901 (3 credits) Production I (Fundamental Elements of Directing)	THE 5902 (3 credits) Production II (One-act play)	THE 5903 (3 credits) Production III (One-act play)	THE 6001 (6 credits) Final production	THE 6001 (Formal post- production analysis) THE 6901 (3 credits) - Directing practicum - Practicum report
Core courses	THE 5130 (3 credits) Dramaturgy		THE 5140 (3 credits) Theory of Performance		
Directing seminars	THE 5931 (3 credits) Graduate directing seminar I	THE 5932 (3 credits) Graduate directing seminar II	THE 5933 (3 credits) Graduate directing seminar III	THE 5934 (3 credits) Graduate directing seminar IV	
Total credits	15 credits		24 credits		

DURATION OF THE PROGRAM

Master's Degrees:

A candidate for the master's degree must complete all degree requirements within four years of the date of initial registration in the master's program, unless a different time limit has been specified for a particular program.

Extensions

a) Extension due to exceptional circumstances:

Requests for an extension of time limits for program completion must be submitted to the Head, graduate registration and academic performance, at the FGPS through the academic unit, together with a detailed report on the student's progress and the recommendation of the supervisor and the director of graduate studies, at least one month before the student's time limit. Extensions are given only in exceptional circumstances (for instance, serious illness with a medical certificate confirmed by the University Health Services*). They will normally not exceed one year and are granted only to students whose progress has been otherwise fully satisfactory. In the case of programs with major research paper or thesis, students must provide proof that the major part of the work is done. The relevant form, downloadable from the FGPS website, must be completed.

b) Extension due to pregnancy, birth or adoption:

An extension of one year will be granted for every pregnancy, birth, or adoption occurring during the student's program. Either parent can make the request. However, the total duration of the extension is one year for each birth or adoption, both parents combined. A birth or adoption certificate must be provided. The relevant form, downloadable from the FGPS website, must be completed.

*The student must have a form signed by his physician and sent directly to the University Health Services. The form can be obtained from the academic unit or from the FGPS.

9. Registration and regulations governing the classification of students

For more details on the classification of students, see <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

Full-time students must:

- a) be pursuing their studies as a full-time occupation
- b) identify themselves as full-time graduate students
- c) be designated by the university as full-time graduate students
- d) be geographically available and visit the campus regularly
- e) be considered to be a full-time graduate student by his supervisor.

Nota bene: Full-time students do not work more than 10 hours per week (on campus or outside campus) Complete details may be found at

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

Special students

The category of special student is intended for those who wish to take certain graduate courses without intending to complete a graduate degree and without being subject to the requirements of a particular graduate program. Special students may enroll in graduate courses provided they obtain the approval of the academic unit concerned and of the Faculty of Graduate and Postdoctoral Studies. They must comply with regulations pertaining to the courses for which they register, such as attendance requirements, assignments, examinations and passing grades.

Auditors

Students wishing to attend courses without completing assignments and writing examinations must register as auditors. Auditor status must be indicated at the time of registration, from the beginning of the session in which the course is offered. Changes from auditor to credit status, or vice versa, are not accepted after the closing date for course changes of the session concerned. For courses that have been audited, the student's official transcript will show the notation "AUD". Auditors are subject to the attendance requirements set for the course.

International Students

The International Office is located at 538 King Edward Avenue, tel. 613-562-5847.

For frequently asked questions, including financial aid, see:

<http://www.international.uottawa.ca/en/students/faq.html>

For documents (Government, including Revenue Canada, permits, visas, health services, etc) see: <http://www.international.uottawa.ca/en/students/intl.html>

10. Transfers from other programs and universities

All students are normally expected to complete the major part of their program requirements while registered in the program at the University of Ottawa. Details about equivalencies and transfers may be found at:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Exigences>

The regulations regarding the transfer of previously completed credits are set out in points a), b), and c) below. Note that, to be eligible for transfer, the credits must not have counted towards the requirements of a previous diploma or degree.

a) Transfers from Other Universities (Equivalences): Students who have commenced a master's or PhD program at another university and who subsequently transfer to the University of Ottawa may receive credit (equivalences) for courses already completed, but they must normally complete the major part of the requirements for the degree at the University of Ottawa. PhD candidates transferring from another university to continue their studies at the University of Ottawa may be given equivalence for work and residence already completed. However, in all such cases, PhD candidates must register full-time for at least three sessions and must pass a comprehensive examination at the University of Ottawa if the program requires one.

Students who have completed relevant credits prior to registering in a graduate certificate at the University of Ottawa can transfer a maximum of three credits.

b) Transfer of Credits within the University (Retained Credits): Students who have completed graduate courses at the University of Ottawa, either as "special students" or with "out-of-program" status, may have a maximum of six credits transferred upon being subsequently admitted to a master's or PhD program at this university. In the case of admission to a graduate certificate, the maximum number of credits that can be retained is three.

c) Graduate Certificates: Students admitted to a graduate certificate can transfer a maximum of three credits, whether in equivalences or in retained credits.

11. Out of program courses and additional courses

In any given session, graduate students may, while enrolled in a program, register for a maximum of two courses (six credits) not required for their program, provided they have the approval of their academic unit and the Faculty of Graduate and Postdoctoral Studies. These courses are identified as "out-of-program" at registration and cannot subsequently be credited towards the program. Additional fees apply.

12. Language rights of students

- a) All students have the right to use French or English in their dealings with the central administration and the general services of the University, as well as with the administration of the faculty or school in which they are registered.
- b) All students have the right to require that a course in which they are registered shall be given in the language used to describe the course in the current calendar.
- c) Except in language courses and courses in Français and English, all students have the right to produce their work and to answer examination questions in the official language of their choice.
- d) The faculty recognizes that, for academic reasons, students may be required to read some of their course material in French in a course given in English, and vice-versa.
- e) Except in cases justified by the nature of the course, students must produce their work and answer examination questions either in English or in French, this being an essential component of education at the University of Ottawa.

13. Payment of fees

Tuition and incidental fees are subject to annual adjustment by the Board of Governors of the University. Fees rate and regulations are posted on the Web at the following address: <http://www.uottawa.ca/academic/info/regist/fees/fees.htm>

Promissory Notes: Full-time graduate students holding assistantships at the University of Ottawa may get their tuition fees and other University of Ottawa expenses completely or partially deducted from their salaries, interest-free. Students are encouraged not to wait for an invoice from the University to make this financial arrangement, but rather to complete a promissory note available at the Awards Office (HGN 104) 24 hours after registration, and to bring all current, duly completed contracts with them.

14. Submission of assignments in graduate courses

EXAMINATIONS AND GRADING

1. Passing Grade

Graduate students must maintain a minimum grade of C+ in each course and examination (including qualifying program and additional courses). Some programs require a higher grade. Please check the relevant calendar section.

A student who fails in a course at the graduate level must either repeat it or take another course specified by the academic unit. A student who has two failures (equivalent to six credits) on the record of his qualifying, diploma, certificate, master's or doctoral program must withdraw. Supplemental exams are not permitted at the graduate level. (This regulation does not apply to the comprehensive examination, which is governed by a separate regulation.)

2. Special Accommodation

Students with special needs requiring help should contact the Access Service in accordance with established policies. Those students requiring special accommodations for exams or tests based on a professional recommendation, must submit the appropriate form to the Access Service no later than 10 working days before the scheduled date of the test or exam.

3. Unsatisfactory Progress and Withdrawal

A student who does not fulfil the requirements of the degree program must withdraw. If progress is considered unsatisfactory, the academic unit may, at any time, ask the student to withdraw. The Faculty of Graduate and Postdoctoral Studies has the power to require such withdrawal. Specific reasons for withdrawal include failure to obtain the required marks in two courses; failure to obtain satisfactory marks in a repeated course or in a course substituted for a failed one; unsatisfactory performance in the research program or in field work; failure in the comprehensive examination; unsatisfactory research paper or thesis; unsatisfactory defence of the thesis.

4. Grading System

All courses are graded according to the alpha-numeric scale unless the course description in the graduate calendar explicitly indicates otherwise. The grading scale is as follows:

A+ 90 - 100% 10 points

A 85 - 89% 9 points

A- 80 - 84% 8 points

B+ 75 - 79% 7 points

B 70 - 74% 6 points

C+ 65 - 69% 5 points

All grades below "C+" are failing grades for graduate students

C 60 - 64% 4 points

D+ 55 - 59% 3 points

D 50 - 54% 2 points

E 40 - 49% 1 point

F 0 - 39% 0 point

Comprehensive examinations, theses, research papers, practical, and field work are usually graded Satisfactory (S) or Not Satisfactory (NS).

5. Grade Reports

After the end of every session all registered students are issued a grade report that is posted on the web. This report lists all courses or other work for which the student was registered during the session. Results indicated on the report will be those provided to the Faculty of Graduate and Postdoctoral Studies. The dates when grades are posted on the Web and considered official are indicated in the sessional dates on the Web www.uottawa.ca/academic/info/regist/grades.html.

In addition to alphabetical or numerical grades, the following symbols may also be used on grade reports. Those which have a permanent character are also used on the official record of students.

DFR (deferred): is used when the appropriate authority considers that for a valid reason a student has not completed the requirements of a course (please refer to Deferred Evaluation).

EIN (incomplete): is used when at least one of the elements of evaluation specified as compulsory has not been provided. This symbol is equivalent to a failing grade (F).

ABS (absent, no work submitted): used when a student has not attended the course and has not informed the University thereof in writing, within the time limits. This symbol is equivalent to a failing grade (F).

DR (drop): used when students have informed the faculty within the time limits specified under sessional dates that they have dropped a course.*

NNR (mark not received by the Faculty): used when no mark has been received by the Faculty in time for the printing of the reports.

CTN (continuing): used for activities which continue during the following session.

AUD (auditor): used when a student has registered to audit a course.

S (satisfactory): used to indicate that a student has passed the proficiency test in the second language, or certain activities such as field work, seminars, internships, comprehensive examinations, major papers, theses or other activities.

NS (not satisfactory): used to indicate that a student has failed the proficiency test in the second language, or certain activities such as field work, seminars, internships, comprehensive examinations, major papers, theses or other activities.

* The official transcript issued by the Registrar's Office will not show DR symbols for dropped courses; however, it will show DR for dropped theses, research papers and comprehensive examinations.

6. Deferred Evaluation

Students are expected to complete their course requirements on time, that is, by the end of the session in which the course is offered. The final grade must be submitted to the FGPS by the date specified by the Office of the Registrar. Only if there are reasons clearly beyond the control of the student (for instance, illness confirmed by a medical certificate that has been validated by the University Health Services*) can submission of a final grade be deferred, and then for a maximum of one session. During the period when the grade is not yet submitted, the notation DFR appears on the transcript. To obtain an extension for submission of a final grade, explicit permission from the professor, the academic unit and the FGPS must be granted. If the final grade is not submitted by the end of the extension period, the DFR grade is changed to an EIN. An EIN is considered a failing grade.

Requests to maintain a grade of DFR on a record beyond the above-mentioned 40-day period must reach the FGPS through the academic unit, before the end of the period, with appropriate supporting documentation.

* The student must have a form signed by his or her physician and sent directly to the University Health Services. The relevant form can be obtained either at the academic unit or downloaded from the FGPS website.

7. Grade Changes on the Record

7.1 Revisions and Appeals

- a) The University recognizes the right of all students to see, on request and after they have been marked, all tests, assignments or examinations. Such documents may be destroyed six months after the first communication of the mark assigned to the student.
- b) Graduate students who are not satisfied with a mark they have obtained should, without delay, approach the professor and, if necessary, the director of graduate studies of the academic unit concerned, to request a revision of the mark assigned.
- c) Graduate students, after taking the steps outlined above, may appeal the attribution of any mark for any written test, assignment or examination with which they are dissatisfied, provided that they submit to the Dean of the Faculty of Graduate and Postdoctoral Studies a written request for revision within four weeks of the first communication of the mark assigned. Such appeals will be dealt with according to the procedure approved by the Senate of the University, which is to be found below in section 11.3.

Students registered in a joint graduate program (offered with Carleton University) should read section 11.4 for the complete regulations on the revision of marks in a joint program.

7.2 Corrections

Errors on grade reports should be brought to the attention of the FGPS without delay. If the Faculty can confirm that the grade assigned to the student is indeed in error, it will make the necessary correction on the student's record and request that a corrected grade report is issued. Students are not permitted to submit improved assignments or to repeat tests once the final grade has been assigned by the professor.

7.3 Grade Appeal Procedure

1. Graduate students may appeal the attribution of any mark for any written test, assignment or examination with which they are dissatisfied, provided they submit to the Dean of the Faculty of Graduate and Postdoctoral Studies a written request for revision within four weeks of the first communication of the mark in question.

Such a request shall include:

- a. the title of the course, an identification of the assignment, test or examination in question, the mark obtained and the name of the professor (or professors) whose mark is in question;
- b. a statement of the grounds of the appeal.

2. A copy of the student's request shall be forwarded to the professor, who may submit written comments to the Dean.
3. Two weeks after the receipt of the student's request, the Dean shall appoint one or two qualified evaluators to re-assess the assignment, test or examination in question.
4. The evaluators shall be provided with a copy of the student's request and of the comments of the professor. They shall review the entire assignment, test or examination in question and provide the results of their individual evaluations to the Dean as soon as possible.
5. The Dean, in the light of all evaluations, shall determine the revised mark, which may be identical to, lower or higher than the original one.
6. The Faculty of Graduate and Postdoctoral Studies shall inform the student by letter of the result of the appeal within a reasonable time of receiving the report of the evaluator(s). A copy of the letter shall be sent to the professor whose mark was appealed.
7. A student cannot withdraw such an appeal once the revised mark has been assigned.
8. An appeal from the revised mark may be made to the Senate Appeals Committee, either by the student or by the professor, on the grounds that the evaluation was not properly carried out. Unless exceptional circumstances are shown, such an appeal must be made within two weeks of the date of the letter informing the student of the mark assigned as a result of the re-evaluation. If the appeal is successful, the Faculty of Graduate and Postdoctoral Studies shall be directed to proceed to a new evaluation, the results of which shall be final and binding.
9. Nothing in this procedure prevents a student from discussing examination questions, including the type of answers expected, with the professor and/or the department concerned. Such consultation is not a prerequisite, nor can it be used to extend the time limit provided for in article 1.
10. Comprehensive examinations, thesis evaluations and thesis defences, being conducted by a panel of examiners in accordance with established procedures, are not subject to the appeal provisions of this regulation. Their decisions may, however, be appealed to the Executive Committee of the Faculty of Graduate and Postdoctoral Studies, which, depending on the nature of the complaint, will take appropriate action to ensure that it is clear that justice has been done. If the student is not satisfied with the outcome of such action, he may appeal to the Senate Appeals Committee on the grounds that appropriate procedures have not been followed.

7.4 Grade Appeal Procedure (Joint Programs with Carleton University)

Courses taken at the Home University

Students who are not satisfied with a mark they have received may submit a written request for re-evaluation to the Dean of Graduate Studies at their home university.

Courses taken at the other University

The procedure is as follows:

- i) a copy of the student's request shall be forwarded to the Dean of Graduate Studies where the course was taken;
- ii) the work will be re-evaluated according to the procedures for revision of marks in effect at that university;
- iii) the Dean of Graduate Studies of the university where the course was taken shall inform the student in writing of the results of the re-evaluation. A copy of the letter shall be forwarded to the Dean of Graduate Studies at the student's home university;
- iv) further appeal, if allowed by the regulations of the university where the course was taken, shall be directed to that university.

8. Policy on Academic Fraud

For information on academic integrity, please consult the website <http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php> of the Vice-President and Provost.

Definition

1. Academic fraud is an act by a student that may result in a false academic evaluation of that student or of another student. Without limiting the generality of this definition, academic fraud occurs when a student commits any of the following offences:

- a) Commits plagiarism or cheating of any kind; (to obtain more information on plagiarism and how to avoid it, consult our Web site at <http://www.uottawa.ca/plagiarism.pdf>);
- b) Submits a work of which the student is not the author, in whole or in part (except for duly cited quotations or references). Such works may include an academic paper, an essay, a test, an exam, a research report, and a thesis, whether written, oral, or in another form;
- c) Presents research data material that has been falsified or concocted in any way;

- d) Attributes a purported statement of fact or reference to a source that has been concocted;
- e) Submits the same work or significant part thereof for more than one course, or a thesis or other work that has already been submitted elsewhere, without written authorization of the professors concerned and/or of the academic unit concerned;
- f) Falsifies an academic evaluation, misrepresents an academic evaluation, uses a forged or falsified academic record or supporting document, or facilitates the use of a falsified academic record or supporting document;
- g) Undertakes any other action for the purpose of falsifying an academic evaluation.

Sanctions

2. A student who has committed or attempted to commit academic fraud, or who has been a party to academic fraud, is subject to one or more of the following sanctions:

- a) a written reprimand;
- b) the mark of F or zero for part of the work concerned;
- c) the mark of F or zero for the work concerned;
- d) the mark of F or zero for the work concerned and the loss of additional marks for the course concerned;
- e) the mark of F or zero for the work concerned, with no more than the passing grade as a final mark for the course concerned;
- f) the mark of F or zero for the course concerned;
- g) The loss of all or part of the credits for the academic year concerned (the courses for which credits were withdrawn remain in the student's file – they are included in the grade point average and must be repeated or replaced by other courses at the discretion of the Faculty);
- h) an additional requirement of 3 to 30 credits added to the student's program of studies (additional credit requirements that are added to the student's program of studies as part of an academic fraud sanction will also apply to any subsequent program of the same level in which the student registers);
- i) the loss of any opportunity to receive a scholarship from the Faculty for one year;
- j) the loss of any opportunity to receive a scholarship from the Faculty until graduation;

- k) suspension from the program or from the Faculty, for at least one session and at most three academic years;
- l) expulsion from the Faculty;
- m) the loss of any opportunity to receive a scholarship from the University of Ottawa for one year;
- n) the loss of any opportunity to receive a scholarship from the University of Ottawa until graduation;
- o) expulsion from the University of Ottawa for at least three years, it being understood that three years after being expelled, the student concerned may ask the Senate Appeals Committee to review his or her case, with the possibility, where applicable, of having the notice of expulsion withdrawn from the student's transcript – if the student reapplies for admission, the regular admission process shall apply;
- p) cancellation or revocation of a degree, diploma or certificate where the offence relates to the eligibility to receive such degree, diploma or certificate, and which was discovered or determined after its award;
- q) inclusion of the following statement in the student's academic transcript: "Sanction pursuant to contravention of the University regulation on fraud."

Decisions

3. Sanctions stipulated in sections 2(a) to 2(k) are imposed by the Faculty in which the student is registered. Sanctions 2(l) to 2(q) are imposed by the Senate Appeals Committee upon the recommendation of the Faculty. Decisions shall take effect immediately, notwithstanding appeal.

Procedure

4. Allegations of fraud are submitted in writing, with supporting documentation, to the dean of the Faculty of Graduate and Postdoctoral Studies (FGPS).

5. If the dean or the dean's representative decides that the allegation is founded:

- a) the dean informs the student in writing of the allegation made against him or her and provides a copy of all supporting documentation – if the student is eligible for the accelerated process, he or she will be asked to choose whether to follow the process described in the present regulation or the accelerated process;
- b) the dean provides a copy of the present regulation and, when required, the Regulation on the Accelerated Process for Academic Fraud Cases;

c) if the student is not eligible for the accelerated process or if the student is eligible for the accelerated process but has opted for the process described in the present regulation, the file is referred to a committee of inquiry consisting of at least three persons appointed by the dean;

6. The Committee of Inquiry:

a) invites the student to present, in writing, within a prescribed time limit, any information or documents relevant to the allegation which has been made and, if it deems it appropriate, invites the student to appear before the committee;

b) solicits any other information which it considers relevant to its inquiry;

7. On the basis of this documentation and information, and once the student has been given the opportunity to be heard in writing and/or in person, the Committee of Inquiry;

a) either concludes that the allegation is not sufficiently founded and that no further action should be taken; or,

b) concludes that the allegation is founded and prepares a summary report for the dean, which shall include a recommendation for the appropriate sanction.

The student is informed by the dean or his/her representative of the conclusions reached by the Committee of Inquiry and of the next procedural steps. The dean or the dean's representative informs the student that he or she may submit comments on the report of the Committee of Inquiry, provided that such comments are made in writing within 10 working days following the date at which the report was sent.

8. The report of the Committee of Inquiry, and, if applicable, the written submissions made by the student, are submitted to the Executive Committee of the Faculty of Graduate and Postdoctoral Studies, which either decides or recommends the sanction to be imposed to the Senate Appeals Committee as the case may be.

9. If the sanction is one that the Faculty of Graduate and Postdoctoral Studies (FGPS) has the power to impose, the decision of the Executive Committee of the FGPS shall take effect immediately, notwithstanding appeal.

10. The dean or the dean's representative informs the student in writing of the decision or the recommendation made by the Executive Committee of the FGPS, and of the procedure to be followed should the student wish to appeal.

Appeal

11. A student who decides to appeal the decision of the Executive Committee of the Faculty of Graduate and Postdoctoral Studies (FGPS) or its recommendation to the Senate Appeals Committee, must so inform the Office of the Vice-President,

Governance, in writing and provide reasons for the appeal, within ten (10) working days following the date at which the decision or the recommendation of the FGPS was sent.

12. The Office of the Vice-President, Governance, transmits the file to the Senate Appeals Committee which:

- a) invites the student to appear before the committee and/or to submit in writing any information the student considers relevant;
- b) solicits any other information that it considers relevant to its inquiry.

13. The decision of the Senate Appeals Committee is final and cannot be appealed.

Fraud concerning more than one student

14. When the allegation of fraud concerns students from more than one Faculty, the Committee of Inquiry consists of one professor appointed by each Faculty concerned and of one chairperson jointly appointed by the deans of these faculties. Failing such appointment, the chairperson will be appointed by the Vice-President Academic and Provost. The report of that committee is forwarded to the Senate Appeals Committee, whose powers, for this purpose, are those described under procedure number 8 for the Executive Committee of a Faculty. In this case, the decision of the Senate Appeals Committee may be appealed to the Executive Committee of the Senate, in accordance with the procedures described under Appeal.

Suspension

15. A student who has been suspended from a program shall not be awarded any credit for courses otherwise acceptable as part of the student's program or as part of the overall requirements of the program, when such courses are taken, at the University of Ottawa or elsewhere, during the period of suspension which has been imposed. A mark of F (zero) will be assigned retroactively, if applicable, to any course so taken at the University of Ottawa, and tuition fees will not be refunded.

16. At the end of the period of suspension, the student will be authorized to continue the program once he or she has registered in accordance with the conditions applicable at that time.

15. PRODUCTION PROCESS, BUDGET, DATES AND GENERAL REGULATIONS:

1. DATES TO CHOOSE PLAYS

- 1ST year MFA Winter production: On November 1 of their 1st semester of study the students submit three plays to the committee. The committee selects 1 play to be directed in the winter by November 30.
- 2nd year MFA Fall production: On April 1st of their 1st year the students submit three plays to the committee. The committee selects 1 play to be directed in Fall.
- 2nd year MFA Winter production: On April 1st of their 1st year the students submit three plays to the committee. The committee selects 1 play to be directed in the following Winter.

2. SUPERVISION

- The Graduate Studies committee assigns the supervisors for the 1st year productions. Each supervisor is expected to attend 3-5 rehearsals, as well as Opening Night.
- In April of their 1st year of study the students meet with the Graduate Studies committee to discuss their proposed plays. They are invited to suggest the names of the artists with whom they want to work during their 2nd year of study, as well as their supervisors.
- The committee will choose one of the suggested three plays and appoint the thesis production supervisor. The committee will aim to contact the artist suggested by the student; if this arrangement is not possible, the committee will appoint someone else.
- The student is encouraged to contact his/her supervisor as early as May of their 1st year.
- It is essential to finalize these choices before the end of the academic term.
- During the summer the Department will arrange copyright for all plays produced by the Department.

3. GENERAL INFORMATION ON THE MFA PRODUCTIONS' BUDGET, VENUE, ACTORS, DURATION, AND SO ON

One Act – 1st Year

VENUE: Léonard Beaulne Studio.

ACTORS: Up to 5 student actors (maximum).

REHEARSALS: You have a maximum of 80 hours **per actor** and may not call undergraduate student actors more than four times in a week, with the exception of tech week. The total hours include each rehearsal up to and including the Preview/Open Dress. An entire rehearsal schedule must be created and approved by the Department Production Manager prior to beginning rehearsals.

DURATION: 30 to 40 minutes.

RUN: 3 nights + Preview/Open Dress. You may choose to have a closed Dress Rehearsal instead.

TECHNICAL ELEMENTS: Studio lighting and sound stock; furniture pulled from stock; costumes pulled from stock with minimal adjustments; undergraduate student coordinators.

BUDGET: \$100. To be used when an artistically defensible item(s) is required to execute the proposed interpretation of the text. Expenditures do not need to be approved by a supervisor, but must be justified.

Emphasis is on using the actors to transform the space with a minimum of material objects: no flats, no risers, no construction, furniture is acceptable, costumes pulled from stock with minimal alterations.

Advisory: Student crews can be provided, but in the cases where you prefer to choose yourself, it is advised not to choose first year students. Consult with the Department Production Manager when selecting your team.

One Act – 2nd Year

VENUE: Léonard Beaulne Studio.

ACTORS: 2 professional actors.

REHEARSALS: You have a maximum of 110 hours **per actor**. The total hours include each rehearsal up to and including the Preview/Open Dress. An entire rehearsal schedule must be created and approved by the Department Production Manager prior to beginning rehearsals.

DURATION: 40 to 60 minutes.

RUN: 3 nights + Preview/Open Dress. You may choose to have a closed Dress Rehearsal instead.

TECHNICAL ELEMENTS: Studio lighting and sound stock; furniture pulled from stock with minimal adjustments; costumes pulled from stock or built; undergraduate student designers (who also will execute their designs).

BUDGET: \$450.

Final Production – 2nd Year

VENUE: Academic Hall

ACTORS: Between 3 to 15 actors (maximum).

REHEARSALS: You have a maximum of 130 hours per actor. The total hours include each rehearsal up to and including the Preview/Open Dress. An entire rehearsal schedule must be created and approved by the Department Production Manager prior to beginning rehearsals.

There is a set rehearsal schedule for Academic Hall shows: 10am to 6pm on Sundays, and 6pm to 10pm Mondays through Thursdays. You may not cast students who are not available for this schedule.

DURATION: 1 to 2 hours. Full-length show.

RUN: 5 nights + Preview.

TECHNICAL ELEMENTS: Academic Hall lighting and sound stock; resident professional designer for lighting or set; two (2) additional designers may be hired in consultation with the Graduate Studies Committee and the Chair of the Department; undergraduate student designers for open positions; undergraduate student crew members.

BUDGET: \$2,000. This excludes copyright and publicity expenses.

The dates for all MFA shows are set up by the Chair of the Department, the Director of Graduate Studies and the Department Production Manager in April/May for the Fall-Winter sessions.

All questions regarding auditions, rehearsals, and technical support are to be discussed with the Department Production Manager and Technical Director.

4. REHEARSAL – PROCESS: THE MODEL CALENDAR FOR ANY GIVEN MFA SHOW

PLEASE NOTE: It is strongly encouraged for MFA directing students to attend the THE4930 (Stage Management/Régie) lecture on rehearsals, which will occur sometime in November.

One Act – 1st Year

November 30: Show approved by Graduate Studies Committee

December 20 (before the Holiday break):

- Show is cast and approved.
- Team is selected (Set, Costume, Lighting and Sound Coordinators, Stage Manager, Production manager).
- Initial meetings with Set and Costume coordinators have occurred.
- Initial “designs” have been completed.
- Room configuration has been decided.

January 5 (or first day of classes):

- Rehearsal schedule is completed (with SM) and submitted to Department Production Manager for approval.
- Final set and costume “designs” are completed.
- Ground plan completed.
- Production Meetings schedule is established (with PM).
- In general, allow 4-6 weeks for rehearsals, including the technical period.

Discuss with PM and team members the dates for the following deadlines at first production meeting (1st or 2nd week of classes):

- Sketches for final costume plans.
- Props deadline.
- Work to begin on set elements.
- Work to begin on costume elements.
- Final costume deadline.
- Run for lights rehearsal (approximately one week before the first day in the Studio).
- Technical period schedule (with PM).

One Act – 2nd Year

April 1 of 1st Year:

- Meet with Graduate Studies Committee and select plays for the next year.

Between April and September:

- Contact potential designers (undergraduate students) and have initial concept meetings.
- Begin contacting potential team members.
- Arrange casting with the Graduate Studies Committee. You may have to hold auditions early in the summer to ensure your choices are available.

September 3 (or first week of classes):

- Finalize team members (set, costume, lighting and sound designers, stage manager and production manager).

Second week of classes:

- Prepare a rehearsal schedule (with SM) and have it approved by Department Production Manager.
- Final Ground Plan
- Production Meetings schedule is established (with the PM)

Third week of classes:

- Begin rehearsals.
- Set deadlines (with PM).

Final Production – 2nd Year

April 1 of 1st Year:

- Meet with the Graduate Studies Committee and select play for the next year.

Between April and September:

- Consider professional designers you would like to work with. As much as possible, discuss your options with members of the Graduate Studies Committee, the Chair of the Department, or even ask around if you don't know many people in town.
- Potential professional designers should be contacted (by the Chair of the Department) to determine interest and availability.
- The Department will assume the responsibility of signing contracts.
- You are not required to find your own undergraduate student crews. Stage Managers will be provided from among the students enrolled in THE4930.

Before the Holiday break (around December 20):

- Auditions held and casting approved.
- Initial concept meetings with designers.
- Initial set designs submitted to the Production Manager and Technical Director.

1 st 2 nd Year MFA Thesis Production (around end of February)	2 nd 2 nd Year MFA Thesis Production (around the end of March)
First week of classes (around January 5): <ul style="list-style-type: none"> ➤ Final Ground Plan submitted (ideally before the first day of rehearsals) ➤ Rehearsal schedule submitted to the Department Production Manager for approval (with SM) ➤ Rehearsals begin ➤ Production Meetings schedule established (with PM) 	Third week of classes (around January 20): <ul style="list-style-type: none"> ➤ Final Ground Plan submitted (before rehearsals begin) ➤ Rehearsal schedule submitted to the Department Production Manager for approval (with SM) ➤ Production Meetings schedule established (with PM)
First week of February <ul style="list-style-type: none"> ➤ Technical period begins ➤ Run for lights 	First week of February <ul style="list-style-type: none"> ➤ Rehearsals begin
Second week of February <ul style="list-style-type: none"> ➤ Tech week (esp. level sessions) ➤ Rehearsals continue on 3rd floor 	First week of March <ul style="list-style-type: none"> ➤ Technical period begins ➤ Run for lights
Third week of February <ul style="list-style-type: none"> ➤ Tech week with Actors (Q2Q & Tech 	Second week of March <ul style="list-style-type: none"> ➤ Tech week (esp. level sessions)

runs)	➤ Rehearsals continue on 3 rd floor
Fourth week of February ➤ Performance Week ➤ Talkback after Thursday performance	Third week of March ➤ Tech week with Actors (Q2Q & Tech runs)
	Fourth week of March ➤ Performance Week ➤ Talkback after Thursday performance

4B. GENERAL SUGGESTIONS AND REQUIREMENTS TO THE REHEARSAL PROCESS

- A single undergraduate student can be called for his/her rehearsals only up to 4 times/days during the week.
- All rehearsals must be finished by 10:30pm. The building closes at 11pm. Neither students nor technical personnel are allowed to stay on the premises later than 11pm.
- Due to the limited number of rehearsal spaces, rehearsals may take place in different rooms. Every director must be prepared to be flexible with the arrangements and thus must be able to schedule his/her meetings in advance.
- It is **REQUIRED** to book the rehearsal space(s) and time(s) as soon as the MFA director finalizes his/her cast and collects the actors' schedules.
- It is **REQUIRED** to book the **ENTIRE** rehearsal period in advance, so as to avoid any unnecessary traffic between groups rehearsing in the same rooms.
- It is the responsibility of the **STAGE MANAGER** to book the rooms in advance. However, the booking is done electronically and only after the stage manager receives special approval to do so from the Department Production Manager.
- No outside equipment can be rented, unless this demand has been approved by the student's supervisor and by the Technical Director. If this equipment has been rented, it is the student's responsibility to keep it safe.
- Production Meetings must take place every week during the preparation process. It is essential that the Department Production Manager participates in these meetings and as such, meetings must occur between the hours of 9am and 5pm, Monday through Friday.

4C – REHEARSAL STUDIO RULES AND REGULATIONS

- No boots or shoes are allowed in Studios 303 and 311.
- No food and drink, except for water, are permitted in Studios 303 and 311.
- Nothing is to be left on the floor, on the windowsills or elsewhere in any rooms after a rehearsal or a class.
- Only spike tape is permitted on studio and classroom floors. The use of masking tape and electrical tape is strictly prohibited.
- Spike tape for all productions must be obtained from Mr. Jon Lockhart as colours are specific to productions or projects.
- Rehearsal furniture (chairs, tables, blocks) moved from one room to another must be returned to their previous location.
- No costumes, properties or rehearsal furniture is to be stored in the closet adjacent to 303 or in the hallway. Your stage manager may rent a locker from THESPIS to store small items.

- Rooms must be left completely empty after use:
 - Studio 303: rehearsal blocks and chairs are to be stored in the closet. Only professors may open the blinds in front of the mirrors.
 - Studio 311: chairs must be folded and stored in their receptacle, tables and acting blocks placed along the walls, and blinds left open unless closed by a professor.
 - Rooms 309 and 310: the instructor's table and chair should be placed four feet in front of the chalk board and all student desks configured in neat rows with a centre aisle.

16. Post-Production and Progress Evaluation Report

Criteria to evaluate an MFA production

Section A : For the Graduate Studies Committee

1. Directing:

- Choice of text and its analysis
- Staging
- Signature style, coherence, theatricality

2. Acting: Casting choices and directing of actors

3. Set/Environment: Design and Execution

4. Lighting: Design and Execution

5. Sound: Design and Execution

Section B : For the student's supervisor

1. Process & Execution:

- Staging
- Consistent discipline
- Precise feedback
- Incremental progression

2. Production

- Stage Management
- Publicity
- Logistics

Section C : Overall Evaluation

17. Academic fraud and research ethics

On research ethics and intellectual property see:
<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1378>

18. Appeal procedure

General regulations of the University, including examinations, grading, and appeals:
<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807&monControl=Examens>

Student rights and appeals: The GSAÉD assists graduate students with appeals. See:
http://en.gsaed.ca/index.php?section_id=25

Student Appeal Centre. <http://www.sfuoc.ca/services/appeals/en/index.html>

The Student Appeal Centre (SAC) is a service provided free of charge to all students at the University of Ottawa. The SAC offers help and support to students who wish to appeal decisions made by the administration of the University of Ottawa. See :
<http://www.sfuoc.ca/services/appeals/en/index.html>

19. Withdrawal

Students wishing to withdraw from courses or from a program must inform their academic unit and the Faculty of Graduate and Postdoctoral Studies in writing prior to the closing dates. For courses that begin and end on dates other than those indicated in the sessional dates, please consult the academic unit concerned or the FGPS concerning the last day for withdrawal. Courses dropped after the closing dates, as well as courses dropped without proper notice, appear on the student's record with the notation "INC" (incomplete) or "ABS" (absent), which is equivalent to a failing grade.

20. Office space, student lounge, and mail boxes

The Department of Theatre provides each student with a “mail-envelope” at the secretariat. There is a student lounge on the 3rd floor at 135 Seraphin-Marion
 MFA students share the office space at 135 Seraphin-Marion Street, Room 002, phone number 613-562-5800 ext.1253

21. THE THESIS (THE 5952 FORMAL PRE-PRODUCTION ANALYSIS AND THE 6001 FINAL PRODUCTION)

THE 5952 (3 CREDITS) FORMAL PRE-PRODUCTION ANALYSIS AND THE 6001 (6 CREDITS) FINAL PRODUCTION

This project is the culmination of the MFA curriculum. It consists of four (4) elements:

1. Before the end of the second session, each student must submit a brief final production proposal consisting of a list of three full-length plays to the Graduate Studies Committee. The proposal should include a clear rationale for the choice of each play in the context of the practical work that the student has completed so far in the program. The committee will recommend one of these plays as the student's final production project. In consultation with the MFA candidate and the Graduate Studies Committee, the Director of Graduate Studies will appoint a production supervisor.
2. During the third session, the student must register into **THE5952 ANALYSE FORMELLE DE LA PRÉ-PRODUCTION / FORMAL PRE-PRODUCTION ANALYSIS** (3cr.) and prepare a substantial formal pre-production analysis of the play, which must include a historical and dramatic analysis of the play, a study of the play's place within the author's oeuvre, a production history and a detailed production concept for the play, as well as a critical bibliography of works pertaining to the play and to the production. The final Production supervisor monitors the student's progress through the course THE 5952
3. After his/her successful completion of THE 5952, the student must register into **THE6001 PRODUCTION FINALE / FINAL PRODUCTION** (6cr.). This course consists of a full-length final production, which is presented during the student's fourth session in the program. This production is designed to be a full scale public performance with complete technical and production support.
4. In order to complete THE 6001, the student must submit a substantial post-production analysis of his or her recent production. In this report the MFA student reflects on the preparation, rehearsal, performance and reception of the production. After observing the MFA student's preparation work, reflecting on his/her post-production report, and in consultation with the Graduate Studies Committee, the production's supervisor assigns the grade to the course THE 6001.

SUPERVISION INSTRUCTIONS:

Supervising 1 Act Play:

The student registers into **THE 5902** (3 credits) Production II/ **THE 5902** (3 crédits) Production II

OR

THE 5903 (3 credits) Production III/ **THE 5903** (3 crédits) Production III

- The expected minimum of contact hours between a student and his/her supervisor is
 - 3 to 5 pre-production meetings
 - 3 to 5 attendances by the supervisor during the rehearsal process
 - the supervisor's attendance at the dress rehearsal and the opening night of the show
- After the end of the production's run , the Graduate Committee meets with the student and his/her supervisor to discuss the show (post-mortem)
- Each member of the committee provides written comments (1 page max) evaluating the production to the Director of the Graduate Studies
- The Director of Graduate Studies forwards these comments to the supervisor and the student, who have a chance to consult, discuss and respond to the comments
- On the day of the post-mortem, the supervisor provides a final written report (1 page max) to the Director of Graduate Studies on the student's progress throughout the production period
- After the post-mortem discussion, the supervisor, in consultation with the Director of Graduate Studies, assigns the final mark to the student's production

SUPERVISING FINAL THESIS PRODUCTION:

1. In April of his/her 1st year of study, a play proposed by the student is selected by the committee
2. In April-May the committee approaches a potential production supervisor.
3. In September of the 2nd year of his/her study, the student registers into THE5952 ANALYSE FORMELLE DE LA PRÉ-PRODUCTION / FORMAL PRE-PRODUCTION ANALYSIS (3cr.) This course includes the discussions of the

dramatic material with the supervisor, the student's analysis of the text and preliminary suggestions for the staging. The course finishes in December. The student must produce a pre-production analysis (40-50 pages) The supervisor submits a grade to the Director of Graduate Studies who then assigns a final grade for the course.

4. In January of the 2nd year of his/her study, the student registers into the course THE6001 PRODUCTION FINALE / FINAL PRODUCTION (6cr.). This course includes staging a full-length play (85% of the final mark) and writing a post-production analysis, the paper of 10-15 pages (15% of the final mark).
5. The expected minimum contact between a student and his/her supervisor is
 - 3 to 5 pre-production meetings
 - 3 to 5 attendances by the supervisor during the rehearsal process, followed by detailed feedback from the supervisor
 - the supervisor's attendance at the Dress rehearsal and the Opening night of the show
6. After the end of the production's run, the Graduate Committee meets with the student and his/her supervisor to discuss the show (post-production meeting)
7. Each member of the committee provides written comments (1page max) evaluating a production to the Director of the Graduate Studies
8. The Director of Graduate Studies forwards these comments to the supervisor and the student, who have a chance to consult, discuss and respond to the comments
9. On the day of the post-production meeting, the supervisor provides a final written report (1 page max) to the Director of Graduate Studies on the student's progress throughout the production period
10. After the post-mortem discussion, the supervisor, in consultation with the Director of Graduate Studies, assigns the final mark to the student's production

22. Awards, scholarships and financial aid for Canadian Citizens and Permanent Residents of Canada

A) Admission scholarships

(<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1472>)

Master's with Thesis

The University of Ottawa offers financial assistance of at least \$30,000, i.e. at least \$15,000/yr over a period of two years.

The admission scholarship **will be given on the recommendation of the academic unit** to any student whose admission average is 8.0/10 or more and who registers full-time for the duration of the scholarship (6 consecutive sessions). Some academic units require an admission average higher than the FGPS minimum of 8.0/10. Please consult your academic unit about this.

This financial support includes:

- \$7,500 paid by the Faculty of Graduate and Postdoctoral Studies per year.
- A matching component offered by the Academic Unit in form of Assistantships or soft-funded scholarships worth at least \$7,500 per year. Many programs offer more than the minimum in funding. Please consult with your academic unit for more information.

B) Excellence scholarships

(<http://www.grad.uottawa.ca/Default.aspx?tabid=3585>)

Admission scholarship recipients who receive an external award must inform the academic unit and the Graduate Awards Office. Such award recipients will receive the equivalent of tuition fee coverage from the University.

C) Dean's scholarship

(<http://www.grad.uottawa.ca/Default.aspx?tabid=1473>)

All students enrolled in an eligible program who are registered full-time for the entire duration of their studies without interruption (except for approved parental and medical leaves) are eligible for a Dean's Scholarship.

The Dean's Scholarship is applicable to all Canadian and Permanent Resident students, regardless of whether they hold an Admission Scholarship. However, their program of studies must have begun in May 2006 or later.

To receive a Dean's Scholarship, students will have to complete their degrees in accordance with the following tables:

The Master's with Thesis

LUMP SUM PAYMENT	DELAY TO COMPLETE THE DEGREE
\$1,500	6 sessions or less
\$1,000	7 sessions
\$500	8 sessions

* The Faculty considers that a degree is completed when the student submits the version of his or her thesis that was used for the oral defense.

E) External granting agencies

- Social Sciences and Humanities Research Council (www.sshrc.ca)
- Ontario Graduate Scholarships:
(http://osap.gov.on.ca/eng/Not_Secure/Plan_Grants_full_sepapp_OGS_12345.htm)
- Fonds québécois de la recherche sur la société et la culture
(www.frqsc.gouv.qc.ca)

F) Financial Aid

- 1) For governmental programs, by province, as well as work-study programs, see:
<http://www.etudesup.uottawa.ca/Default.aspx?tabid=1468>
- 2) Financial Aid office at the University: 85 University St., Room 102, tel.613 -562-5734. For details see:
<http://www.loansandawards.uottawa.ca/Default.aspx?tabid=2654>. For online application for scholarships and bursaries see:
<https://web3.uottawa.ca/bel/en/BELv2Main.jsp>
- 3) The Graduate Students Association of the University of Ottawa (GSAÉD) offers two different types of financial support programs: some are directed towards individual students, while others are directed towards special projects led by graduate student groups. Click on the appropriate link for more details or visit the GSAED website: www.gsaed.ca
- 4) CUPE 2626 represents all teaching assistants, research assistant, markers, lab demonstrators, proctors, and soft funded research bursary holders. Financial assistance details may be found at http://www.cupe2626.ca/english/aid_en.htm
- 5) The Association of Part-time Professors of the University of Ottawa (APTPUO) offers awards, bursaries, conference travel grants, publication grants. See <http://www.uottawa.ca/associations/aptpuo/hiseng2.html>.
- 6) Promissory Notes: See above, item 17 (Payment of fees)

23. Awards and Financial Support for International Students

At the University of Ottawa, **each faculty is allocated a budget for international students**. Each faculty holds their own competition with their own criteria; scholarships are awarded in accordance to the faculties priorities until the funds are depleted.

Your file must be recommended to the FGPS by the faculty with which you have submitted and admission's application.

Scholarships for International Students

Full Scholarship includes :

- Minimum CGPA of 9.0 / 10;
- Full tuition fees + a matching component offered by the Academic Unit in the form of Assistantships or soft-funded scholarships worth at least \$7,500 (Master's) per year.

Differential Scholarship includes:

- Minimum CGPA of 8.0 / 10;
- International fees (you must pay the equivalent of the Canadian fees) +, a matching component offered by the Academic Unit in form of Assistantships or soft-funded scholarships worth at least \$7,500 (Master's) per year.

Bourse internationale de la francophonie:

- Minimum CGPA of 8.0 / 10;
- Must demonstrate an active knowledge of French
- You must pay tuition fees of \$2500 per year + you will receive RA's or TA's

Note : Minimum amounts for RA's, TA's and yearly scholarships are equivalent to the ones offered to Canadian Citizens and Permanent Residents

Duration

- Master's with thesis: 2 years
- All the scholarships are non-renewable

24. Teaching and research assistantships, part-time teaching: policies, procedures

Although priority is given to University of Ottawa admission scholarship holders, some academic units may nevertheless award assistantships to other full-time students based on the availability of funds.

Students who are employed as teaching assistants, research assistants, markers, proctors, lab monitors, and demonstrators are represented by CUPE (Canadian Union of Public Employees, Local 2626) and are governed by the regulations set out in their Collective Agreement. Full details about <http://www.cupe2626.ca>

The Centre for University Teaching offers a wide range of services, including seminars, workshops, publications, a library of relevant instructional resources, as well as individual and group consultation on teaching and curriculum design. See: http://www.saea.uottawa.ca/index.php?option=com_content&task=view&id=26&Itemid=639&lang=en.

The 10-hour rule

The Faculty of Graduate and Postdoctoral Studies would like to remind all administrators of the following article of the Collective Agreement between the University of Ottawa and CUPE 2626:

“Article 31.1. When a full-time graduate student is hired for a teaching or research assistantship, the total number of contracted hours of work will not exceed an average of ten hours per week over the academic session as required by the regulations of the Faculty of Graduate and Postdoctoral Studies.”

Please note that the FGPS considers that a full-time graduate student should not work more than 10 hours per week (both inside and outside the university). This is in agreement with the OCGS official policy on employment for full-time graduate students:

<http://ocgs.cou.on.ca/bin/home/employment.cfm>

This applies to paid work that is not related to the thesis. No student will be permitted to work beyond the 10 hour limit without the express written permission of the Dean of the FGPS.

However, the 10 hour rule does not apply to Soft Funded Scholarships or Soft Funded Research Bursaries. See Policy 110a:

http://web5.uottawa.ca/admingov/policy_110a.html

These two alternative modes of payment do not represent employment. The 10 hour rule also applies to those cases where a promise for a TA or RA position was

made to a student as part of the admission package. If the student already has a part-time job outside the university, the academic unit cannot give a RA or TA position that would lead to violation of the 10-hour rule; if the student chooses to keep his/her part-time external job, the academic unit promises are considered satisfied since the external revenues of the student become de facto the matching contribution.

If the work (outside or inside the university) is directly or indirectly related to the thesis, please refer to the FGPS regulation C.1.4:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&monControl=Inscription>

In such cases, the Dean of the FGPS can allow a student to exceed the 10 hour limit. Even full-time jobs outside the university may be allowed in exceptional cases (however, please note that in this case, no RA or TA will be allowed since the student already has a full-time job).

Article 31.1 also provides that

“Except in exceptional circumstances, no Employee shall be required to work more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks.”

This article does not supersede the average 10 hours a week maximum average. Therefore in determining the total number of hours of each assignment, departments should be careful that:

- sufficient hours are provided and remain at the end of the term for purposes of correction;
- the hours allocated will not exceed more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks for the period required to correct assignments or exams;
- departments may need to re-evaluate the total number of hours to be allocated in contracts in order to ensure that sufficient resources remain to provide correction contracts for the hours that would exceed either the 25 hours a week or the 40 hours over two weeks provision of the collective agreement.

Should you need to discuss further, please contact Academic Labour Relations at extension 1552 or by email at hrcad@uottawa.ca.

25. Student associations

Students are automatically members of the Graduate Students' Association (GSAED), which is composed of the graduate associations of the various academic units at the University of Ottawa. Among the benefits of membership in the GSAED are access to health and dental insurances plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAED's services and benefits may be found at: www.uOttawa.ca/gsaed.

26. Student services

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: <http://www.uottawa.ca/students/>

Housing

On-campus housing is reserved mostly for undergraduate students. See www.uOttawa.ca/student/housing. Housing Services provides an online housing billboard where available apartments can be readily searched. Students with families have first priority: <http://www.residence.uottawa.ca/en/rental.html>

International Students

The International Office provides useful information concerning renewal of permits and visas, the University Health Insurance Plan (U-HIP), financial aid, and other details: see www.uOttawa.ca/international/students.

Transportation

Full-time students are eligible to receive discounts on public transportation with proof of identification.

Health Services (<http://www.uottawa.ca/health>)

Student Academic Success Service (SASS)

SASS is a network of services and programs that complement classroom learning and support academic and professional goals. See: <http://www.sass.uottawa.ca/welcome.php>

- Academic Writing Help Centre: www.sass.uOttawa.ca/writing
- Access Service: www.sass.uOttawa.ca/access
- Career Services: www.sass.uOttawa.ca/careers
- Counseling and Coaching Service: <http://www.sass.uottawa.ca/personal>.
- Graduate Studies Mentoring Centre: www.sass.uOttawa.ca/mentoring/graduate

27. Libraries

See: <http://www.biblio.uottawa.ca/index-e.php>

28. Graduate courses and policies governing courses

The MFA program takes two years to complete. Courses are given in the autumn and winter sessions. If necessary, students may register for the spring session of their final year of program order to complete their post-production analysis or the directing practicum.

No part-time students will be accepted.

The program is administered by the Director of Graduate Studies, the Department of Theatre and by the Graduate Studies Committee. Students' production-related work and essays are overseen by production supervisors, who will normally change each session.

Diagnostic examination

Before the beginning of the first session, incoming students will take a diagnostic examination consisting of a written test covering the whole range of theatre studies and practice.

Production courses

Each student will be involved in a sequence of four (4) production courses, each centered on a practical exercise, undertaken with the guidance of a production supervisor, who may be a theatre professor or a guest artist. Normally, each student's production supervisor will change from session to session.

THE5901 PRODUCTION I / PRODUCTION I (3cr.) (Fundamental Elements of Directing)

Encadré par un professeur ou un metteur en scène professionnel, chaque étudiant effectue une série d'exercices sur la mise en scène et travaille des scènes posant un problème spécifique de mise en scène afin de développer ses habiletés pratiques ainsi que ses capacités d'analyse. / Students, under the supervision of faculty members, or a professional director, undertake a series of directing exercises and problem scenes designed to develop specific practical and analytical skills.

During the first semester students will work under the supervision of a faculty member on a sequence of directing exercises designed to develop students' specific analytical and practical abilities. Scenes and exercises will introduce students to the fundamental building blocks of stage direction. One of the goals of **THE 5901 (3 credits) Production I** is to allow students the challenge of directing professional theatre performers from the region for a period of one or two weeks.

THE5902 PRODUCTION II / PRODUCTION II (3cr.)

Encadré par un professeur ou un metteur en scène professionnel, chaque étudiant étudie et dirige une pièce en un acte ou une longue scène tirée d'une pièce. / Students research and direct a one-act play or an extended scene from a full-length play under the guidance of a professor or professional director.

During the second session of the program each student will direct a one-act play. This production will serve:

- to give students the opportunity to employ the practical skills they have acquired in THE 5901;
- to acquaint students with the Department and its production procedures;
- to help define each student's the specific directions for their upcoming projects in directing

THE5903 PRODUCTION III / PRODUCTION III (3cr.)

Encadré par un professeur ou un metteur en scène professionnel, chaque étudiant étudie et dirige une pièce en un acte ou une longue scène tirée d'une pièce. / Students research and direct a one-act play or an act from a full-length play with the guidance of a professor or professional director.

THE5952 ANALYSE FORMELLE DE LA PRÉ-PRODUCTION / FORMAL PRE-PRODUCTION ANALYSIS (3cr.)

Les étudiants doivent préparer une analyse détaillée de la pièce retenue pour leur production finale comprenant une analyse historique et dramatique, une étude de la place qu'elle tient dans l'oeuvre de l'auteur, une proposition détaillée de la mise en scène, en plus d'une bibliographie critique des travaux qui se rapportent à la pièce et à la production. / Students prepare a substantial analysis of the play chosen for their final production, including a historical and dramatic analysis, a study of the play's place within the author's oeuvre, a production history and a detailed production concept, as well as a critical bibliography of works pertaining to the play and to the production.

THE6001 PRODUCTION FINALE / FINAL PRODUCTION (6cr.)

Ce cours comprend la mise en scène d'une pièce complète (85% de la note finale) et la rédaction d'un travail d'analyse post-production de 10 à 15 pages (15% de la note finale). Dans ce travail, l'étudiant effectue l'analyse de la préparation, des répétitions, de la représentation et de la réception de son spectacle./This course includes staging a full-length play (85% of the final mark) and writing a post-production analysis, the paper of 10-15 pages (15% of the final mark). This paper is the student's self-evaluation of the production's preparation, rehearsal process, performance and reception.

POST-PRODUCTION MEETING

Following each production by an MFA student, there will be a formal meeting of the Graduate Studies Committee, the student's supervisor and the MFA candidate. At the end of each discussion of the student's progress through the program and artistic achievements, clear objectives for subsequent directorial exercises will be articulated.

SEMINAR

All students in the MFA program participate in four (4) directing seminars. Each seminar is designed:

- to ensure that students have a grasp of the practical foundations, theoretical components, and past and current trends of directorial practice;
- to allow students to practically explore these ideas in their own studio exercises and MFA productions

Each seminar focuses on specific topics and approaches to directing. It provides a forum for the collaborative discussion of problems and issues encountered by the students in their production work. All graduate seminars are bilingual. Presentations and discussions will take place in both official languages. Following the University of Ottawa regulations, each student has the right to choose the language of their practical and written assignments.

THE5931 SÉMINAIRE I / GRADUATE DIRECTING SEMINAR I (3cr.)

Séminaire portant sur un aspect spécifique du processus de mise en scène et permettant des échanges fructueux relatifs aux problèmes qui se présentent aux étudiants dans le cadre de leur production. Les problèmes à traiter seront choisis parmi les suivants et varieront d'une session à l'autre : les traditions françaises et anglaises de la mise en scène; du texte à la scène; les collaborations au théâtre; les méthodologies de la mise en scène; le théâtre et les conventions; le théâtre et les autres arts; le théâtre et ses publics. La description du séminaire est disponible plusieurs mois à l'avance au Département. / Seminar focussing on a selected aspect of the directorial process and providing a forum for the discussion of problems and issues encountered in production work. Topics will vary from session to session and will be chosen from among the following: the French and English traditions of directing; from text to stage; theatrical collaboration; approaches to directing; theatrical conventions; theatre and the other arts; and the theatre and its audiences. A description of the specific seminar topic is available several months in advance from the Department.

THE5932 SÉMINAIRE II / GRADUATE DIRECTING SEMINAR II (3cr.)

Séminaire portant sur un aspect spécifique du processus de mise en scène et permettant des échanges fructueux relatifs aux problèmes qui se présentent aux étudiants dans le cadre de leur production. Pour la liste des problèmes à traiter, veuillez vous référer à THE 5931 Séminaire I. / Seminar focussing on a selected aspect of the directorial process and providing a forum for the discussion of problems and issues encountered in production work. For a list of topics, please refer to THE 5931 Graduate Directing Seminar I.

THE5933 SÉMINAIRE III / GRADUATE DIRECTING SEMINAR III (3cr.)

Séminaire portant sur un aspect spécifique du processus de mise en scène et permettant des échanges fructueux relatifs aux problèmes qui se présentent aux étudiants dans le cadre de leur production. Pour la liste des problèmes à traiter, veuillez vous référer à THE 5931 Séminaire I. / Seminar focussing on a selected aspect of the directorial process and providing a forum for the discussion of problems and issues encountered in production work. For a list of topics, please refer to THE 5931 Graduate Directing Seminar I.

THE5934 SÉMINAIRE IV / GRADUATE DIRECTING SEMINAR IV (3cr.)

Séminaire portant sur un aspect spécifique du processus de mise en scène et permettant des échanges fructueux relatifs aux problèmes qui se présentent aux étudiants dans le cadre de leur production. Pour la liste des problèmes à traiter, veuillez vous référer à THE 5931 Séminaire I. / Seminar focussing on a selected aspect of the directorial process and providing a forum for the discussion of problems and issues encountered in production work. For a list of topics, please refer to THE 5931 Graduate Directing Seminar I.

CORE COURSES

All MFA students are required to take two (2) core courses THE 5130 Dramaturgy and THE 5140 Theory of Performance. The MFA students share these courses with the MA students.

THE5130 DRAMATURGY (3cr.)

The dramatic text as a point of departure for a theatrical performance. The art of dramaturgy considered as the analysis of the poetics of dramatic text as well as the study of its structural specificities and norms. Major elements of, and theories related to, new play development, both in a historical perspective as well as a conceptual one. Acquisition of the skills necessary for pursuing a career as a Dramaturge or a Literary Adviser in a professional theatre.

THE5140 THEORY OF PERFORMANCE (3cr.)

Examination of a range of performance forms that define contemporary practice including performance art, fine art, film, site-specific theatre and cyber-spectacle.

Exercises in academic and professional writing for the theatre. Major elements of performance studied both in historical and conceptual perspectives.

THE6901 STAGE / DIRECTING PRACTICUM (3cr.)

L'étudiant fait un stage à titre d'observateur auprès d'un metteur en scène aguerri dirigeant une production professionnelle. À la fin de ce stage coordonné par le Directeur des études supérieures, l'étudiant présente un rapport détaillé et une analyse du processus de mise en scène auquel il a participé. La note attribuée sera «satisfaisant» (S) ou «non satisfaisant» (NS). Après discussion avec le directeur de théâtre avec lequel l'étudiant a travaillé, le Directeur des études supérieures évalue le stage en tenant compte de cette conversation ainsi que du rapport de mise en scène remis par l'étudiant (10-15 pages). / Students observe an established director mount a professional production. At the conclusion of the production, the student will submit a detailed record and analysis of the directorial process in which they have participated. Graded: S/NS. The practicum is co-coordinated and evaluated by the Director of Graduate Studies. The practicum is evaluated based on the student's practicum report (10-15 pages paper) and a follow-up conversation between the Director of Graduate Studies and the theatre director with whom the student worked.

THE5997 LECTURES DIRIGÉES EN THÉÂTRE / DIRECTED READINGS IN THEATRE (3cr.)

Lectures intensives sur un sujet spécifique en théâtre approuvé par le Comité des Études Supérieures conduisant à un travail écrit substantiel ou à un projet important. / Intensive readings on a specific theatre topic, approved by the Graduate Studies Committee, leading to a substantial essay or project.

29. Responsibilities of the student

The University of Ottawa is committed to assisting students achieve their goals in regards to academic success. To this end, the University has put into place a support network to help throughout a student's studies; however, students must assume certain responsibilities. They must

- choose a program of study best suited to their personal goals and plan course selections that will satisfy the requirements of their chosen program;
- register, re-register, or withdraw prior to the published closing dates.
- pay, within the prescribed deadlines, any fees associated with their program of study. The fees accruing from registration remain due unless the student withdraws in writing by the deadline.
- attend classes;
- understand what constitutes academic fraud and plagiarism;

- consult academic advisors, whose role is to help students reach their academic goals and to provide guidance in the interpretation of academic regulations and program requirements;
- become familiar with, and respect sessional dates, academic regulations, and procedures;
- be familiar with the regulations of their program and of the applicable regulations of the Faculty of Graduate and Postdoctoral Studies.
- be aware of and meet deadlines for assignments, scholarship applications, and all other important deadlines.
- maintain clear lines of communication with the administration of the program and keep frequently in touch with the thesis supervisor(s).
- convey any change of status (e.g. illness, withdrawal, etc) to the proper authority (e.g. chair or program director) as soon as possible.
- adhere to the 10-hour rule concerning employment (see Item 24, above);
- apply for all T.A. positions; they are not automatically considered for them;
- comply with instructions from individuals of the University concerning safety and security in certain classes and laboratories;
- regularly consult InfoWeb to confirm registration, final grades and grade reports produced at the end of each session;
- respect the policy on computer and network use;
- regularly consult their e-mail at the address assigned (@uottawa.ca), which the University will use in all communications with students;
- consult with Access Services in order to make any necessary accommodations for special needs based on established policies;
- conduct themselves in a manner that respects the rights of other members of the University community, the regulations and protocol of the University, and the laws of Canada

Policy on Extra-Curricular Artistic Activities

Students wishing to be involved in any artistic project outside of their specific program of study must request the permission of the graduate studies committee in a timely fashion. Decisions are rendered based on the student's standing in the program, the degree of commitment the project demands and the relationship of the project to the student's own research.

30. LIST OF FORMS

<http://www.grad.uottawa.ca/Default.aspx?tabid=2276>

Admission and Registration

- [Annual Research Progress Report](#)
- [Application for Admission - Graduate Studies](#)
- [Graduate Registration](#)

- Letter of Permission for Transfer of Credits
- Modification / Cancellation of Registration
- Recommendation for Admission to Graduate Studies
- Registration for Degree

- Request for a Deferred Mark
- Request for Diploma
- Request for Extension of the Time Limit to Complete the Requirements of a Graduate Degree
- Request for Leave of Absence

Awards and Financial Support

- Conference Travel Grant
- Doctoral Research Scholarship Recommendation Form

- Moving Fees
- Offer of Soft-Funded Scholarship/Soft-Funded Research Bursaries
- On-campus Student Conference Funding
- Ontario Graduate Scholarships in Science and Technology Application Form
- Ontario Graduate Scholarships in Science and Technology Nomination Form
- Request for Ontario Graduate Scholarships
- Request for Reimbursement of Travel Expenses
- Research Travel Grant

Research and Teaching Assistantships

- Evaluation of Student
- Job Description (Article 30)
- Job Description (Appendix B)

Research Paper and Thesis

- Statement of thesis supervisor for the submission of the thesis for the evaluation

- Approval of the final version of the thesis by a member of the jury
- Approval of the final version of the thesis by the supervisor and the co-supervisor

- Permission to reproduce and distribute the thesis
- Honorarium chair of the defense for a doctoral thesis
- Honorarium external examiner doctoral thesis evaluation
- List of examiners for the evaluation of the thesis

- Nomination for thesis prize
- Registration of Thesis Topic and/or Appointment of Research/Thesis Supervisor
- Report of the jury thesis defence
- Research paper/report/project

31 Varia

A wealth of information on graduate studies in general can be found on the websites of CAGS (Canadian Association for Graduate Studies) - www.cags.ca - and CGS (Council of Graduate Schools) in the United States - <http://www.cgsnet.org>.