# Table of content

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>PROFESSORS – DEPARTMENT OF THEATRE</td>
<td>5</td>
</tr>
<tr>
<td>Regular professors</td>
<td>5</td>
</tr>
<tr>
<td>Adjunct professors</td>
<td>7</td>
</tr>
<tr>
<td>Cross-appointed professor</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>Programs offered</td>
<td>9</td>
</tr>
<tr>
<td>Master of Fine Arts (MFA) (Directing)</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL REGULATIONS</td>
<td>10</td>
</tr>
<tr>
<td>Residence</td>
<td>10</td>
</tr>
<tr>
<td>Registration</td>
<td>10</td>
</tr>
<tr>
<td>Registration procedures</td>
<td>10</td>
</tr>
<tr>
<td>Student status</td>
<td>11</td>
</tr>
<tr>
<td>Full-time students</td>
<td>11</td>
</tr>
<tr>
<td>Special students</td>
<td>11</td>
</tr>
<tr>
<td>Auditors</td>
<td>11</td>
</tr>
<tr>
<td>International students</td>
<td>11</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>12</td>
</tr>
<tr>
<td>Duration of the program</td>
<td>12</td>
</tr>
<tr>
<td>Normal sequences for completion</td>
<td>13</td>
</tr>
<tr>
<td>TRANSFERS FROM OTHER PROGRAMS AND UNIVERSITIES</td>
<td>14</td>
</tr>
<tr>
<td>OUT OF PROGRAM COURSES AND ADDITIONAL COURSES</td>
<td>15</td>
</tr>
<tr>
<td>LANGUAGE RIGHTS OF STUDENTS</td>
<td>15</td>
</tr>
<tr>
<td>PAYMENT OF FEES</td>
<td>16</td>
</tr>
<tr>
<td>SUBMISSION OF ASSIGNMENTS IN GRADUATE COURSES</td>
<td>16</td>
</tr>
<tr>
<td>Examinations and grading</td>
<td>16</td>
</tr>
<tr>
<td>PRODUCTION PROCESS, BUDGET, DATES AND GENERAL REGULATIONS</td>
<td>17</td>
</tr>
<tr>
<td>Important dates to choose plays</td>
<td>17</td>
</tr>
<tr>
<td>Supervision</td>
<td>17</td>
</tr>
<tr>
<td>General information on the MFA productions' budget, venue, actors, duration, etc.</td>
<td>18</td>
</tr>
<tr>
<td>Rehearsal Process : The model calendar for any given MFA show</td>
<td>20</td>
</tr>
<tr>
<td>General suggestions and requirements to the rehearsal process</td>
<td>23</td>
</tr>
<tr>
<td>Rehearsal studio rules and regulations</td>
<td>23</td>
</tr>
<tr>
<td>POST-PRODUCTION AND PROGRESS EVALUATION REPORT</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC FRAUD AND RESEARCH ETHICS</td>
<td>24</td>
</tr>
<tr>
<td>APPEAL PROCEDURE</td>
<td>24</td>
</tr>
<tr>
<td>WITHDRAWAL</td>
<td>25</td>
</tr>
<tr>
<td>OFFICE SPACE AND MAILBOXES</td>
<td>25</td>
</tr>
<tr>
<td>THE THESIS (THE5952 Formal pre-production analysis and THE6001 Final production)</td>
<td>25</td>
</tr>
<tr>
<td>SUPERVISING INSTRUCTIONS</td>
<td>26</td>
</tr>
<tr>
<td>SUPERVISING FINAL THESIS PRODUCTION</td>
<td>27</td>
</tr>
</tbody>
</table>
AWARDS, SCHOLARSHIPS AND FINANCIAL AID FOR CANADIAN CITIZENS AND PERMANENT RESIDENTS OF CANADA

AWARDS AND FINANCIAL SUPPORT FOR INTERNATIONAL STUDENTS

TEACHING AND RESEARCH ASSISTANTSHIPS, PART-TIME TEACHING: POLICIES, PROCEDURES

STUDENT ASSOCIATION AT THE GRADUATE LEVEL

STUDENT SERVICES

LIBRARY

GRADUATE COURSES AND POLICIES GOVERNING COURSES

RESPONSIBILITIES OF THE STUDENT

POLICY ON EXTRA-CURRICULAR ARTISTIC ACTIVITIES

FORMS

VARIA
INTRODUCTION

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 post-dramatic performance.

CONTACT INFORMATION

Graduate Studies Committee – Department of Theatre

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louise Frappier</td>
<td>Director of BA and MA programs</td>
<td>SMN 216</td>
<td>613-562-5800 ext. 1261</td>
<td><a href="mailto:thebama@uottawa.ca">thebama@uottawa.ca</a></td>
</tr>
<tr>
<td>Daniel Mroz</td>
<td>Director of BFA and MFA programs</td>
<td>SMN 211</td>
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<td><a href="mailto:thebfmfa@uottawa.ca">thebfmfa@uottawa.ca</a></td>
</tr>
<tr>
<td>Sylvain Schryburt</td>
<td>Associate Professor and Chair of the Department</td>
<td>SMN 208</td>
<td>613-562-5800 ext. 5762</td>
<td><a href="mailto:Dir.Theatre.Dir@uottawa.ca">Dir.Theatre.Dir@uottawa.ca</a></td>
</tr>
</tbody>
</table>

Support staff – Department of Theatre

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Céline Paquet</td>
<td>Administrative assistant</td>
<td>SMN 209</td>
<td>613-562-5800 ext. 1257</td>
<td><a href="mailto:theadm@uottawa.ca">theadm@uottawa.ca</a></td>
</tr>
<tr>
<td>Jeannine Cameron</td>
<td>Secretary</td>
<td>SMN 207</td>
<td>613-562-5761</td>
<td><a href="mailto:thesec@uottawa.ca">thesec@uottawa.ca</a></td>
</tr>
<tr>
<td>Jonathan Lockhart</td>
<td>Technical Director</td>
<td>SMN 109</td>
<td>613-562-5800 ext. 1001</td>
<td><a href="mailto:jlockhar@uottawa.ca">jlockhar@uottawa.ca</a></td>
</tr>
<tr>
<td>Tina Goralski</td>
<td>Production Manager</td>
<td>SMN 108</td>
<td>613-562-5800 ext. 3794</td>
<td><a href="mailto:tgoralsk@uottawa.ca">tgoralsk@uottawa.ca</a></td>
</tr>
<tr>
<td>Paul Auclair</td>
<td>Head of workshop</td>
<td>SMN 107</td>
<td>613-562-5800 ext. 6656</td>
<td><a href="mailto:paul_aclair@hotmail.com">paul_aclair@hotmail.com</a></td>
</tr>
<tr>
<td>Angela Haché</td>
<td>Head of costume room</td>
<td>SMN 218</td>
<td>613-562-5800 ext. 1262</td>
<td><a href="mailto:ahache@uottawa.ca">ahache@uottawa.ca</a></td>
</tr>
</tbody>
</table>

Support staff – Graduate Studies – Faculty of Arts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Fontaine-Azzi</td>
<td>Administrator</td>
<td>Desmarais 8th floor</td>
<td>613-562-5800 ext.</td>
<td><a href="mailto:rachel.fontaine-azzi@uottawa.ca">rachel.fontaine-azzi@uottawa.ca</a></td>
</tr>
<tr>
<td><strong>Secretariat – Graduate Studies</strong></td>
<td>Desmarais Hall, 55, Laurier avenue east, 8th floor</td>
<td>613-562-5439</td>
<td><a href="mailto:artsgrad@uottawa.ca">artsgrad@uottawa.ca</a></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
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</tbody>
</table>

**Others – University of Ottawa**

<table>
<thead>
<tr>
<th><strong>University of Ottawa Graduate Students Association</strong></th>
<th>601, Cumberland St.</th>
<th>613-562-5742</th>
<th><a href="http://gsaed.ca/fr/">http://gsaed.ca/fr/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annabelle Mineault</strong></td>
<td>Specialist Scholarships</td>
<td>Graduate Studies, Hagen Hall, room 212</td>
<td>613-562-5800 ext. 1263</td>
</tr>
<tr>
<td><strong>Daniel Melanson</strong></td>
<td>Scholarship Agent</td>
<td>Graduate Studies, Hagen Hall, room 211</td>
<td>613-562-5800 ext. 1239</td>
</tr>
<tr>
<td><strong>Johanne Forgues</strong></td>
<td>Graduate Studies Admissions Officer</td>
<td>Graduate Studies, Hagen Hall, Room 213</td>
<td>613-562-5800 ext. 1231</td>
</tr>
</tbody>
</table>

**PROFESSORS – DEPARTMENT OF THEATRE**

**Regular professors**

**Joël Beddows**

Associate Professor, authorized to supervise theses

Email: jbeddows@uottawa.ca

Fields of interest: Directing, dramaturgy, play development, theatrical aesthetics, Franco-Ontarian theatre, Québécois theatre

**Louise Frappier**

Associate Professor, authorized to supervise theses

Office: SMN 216
Telephone 613-562-5800, ext. 1261
Email: lfrappi2@uottawa.ca
Fields of interest: History of theatrical genres (especially tragedy), early modern French theatre, urban ceremonies (royal entries), nineteenth-century Québécois theatre

Peter Kuling

Assistant Professor

Office: SMN 213
Telephone: 613-562-5800, ext. 1260
Email: pjk@uottawa.ca

Fields of interest: Performance, acting and directing, multidisciplinary and interdisciplinary experimentation, media studies, digital humanities, audiovisual, visual, audio and written communications, film studies, video and new media, communication studies, cultural studies, sexuality, archives

Yana Meerzon

Professor, authorized to supervise theses

Office: SMN 304-B
Telephone: 613-562-5800, ext. 2243
Email: ymeerzon@uottawa.ca

Fields of interest: Dramaturgy and analysis of scenic representation, cultural and interdisciplinary studies, theatre criticism

Daniel Mroz

Associate Professor, authorized to supervise theses

Office: SMN 211
Telephone: 613-562-5800, ext. 1259
Email: dmroz@uottawa.ca

Fields of interest: Multiple approaches of creation, choreography, performance and theatrical productions, traditional Chinese martial arts and physical culture – wushu and qigong, sound production, exploration and processing, theatre anthropology

Kevin Orr

Associate Professor, authorized to supervise theses
Office: SMN 210
Telephone: 613-562-5800, ext. 1258
Email: korr@uottawa.ca
Fields of interest: Actor and director training, acting and directing

Anne-Marie Ouellet
Assistant Professor

Office: SMN 306
Telephone: 613-562-5800, ext. 1267
Email: aouelle3@uottawa.ca

Fields of interest: Arts, literature and society, directing, acting

Kathryn Prince
Associate Professor, authorized to supervise theses

Email: kprince@uottawa.ca

Fields of interest: Shakespeare, early modern drama, theatrical space

Sylvain Schryburt
Associate Professor, authorized to supervise theses

Office: SMN 208
Telephone: 613-562-5800, ext. 5762
Email: Dir.Theatre.Dir@uottawa.ca

Fields of interest: History of directing, Québécois theatre, theatre archives

Adjunct professors

David Dean

Authorized to supervise theses
Email: david_dean@carleton.ca
Fields of interest: Public history, performance studies
Alain Doom

Authorized to supervise theses
Email: adoom@laurentian.ca
Fields of interest: Directing, dramaturgy, acting, literary criticism

Tibor Egervari

Authorized to supervise theses
Email: egervari@uottawa.ca
Fields of interest: Directing, theatre history and its social context, early modern contact and exploration, performance studies

Karen Fricker

Authorized to supervise theses
Email: kfricker@brocku.ca
Fields of interest: Contemporary theatre and globalization, contemporary Québec theatre, popular performances of nation and cultural identities, Irish theatre, theatre criticism

Alvina Ruprecht

Authorized to supervise theses
Email: alvinaruprecht@hotmail.com
Fields of interest: Theatre in the francophonie, theatre anthropology, postcolonial and intercultural theory, theatre criticism

Cross-appointed professor

Irene Makaryk

Authorized to supervise theses
Office: ARTS 304
Telephone: 613-562-5800, ext. 1143
Email: makaryk@uottawa.ca
Fields of interest: Modernist studies, Russian literature, history of major eras, great civilisations or geographical corpuses, cultural memory, performance and theatrical productions, arts, literature and society, Canadian studies, arts and literary policies, dramaturgy, literary or artistic work dissemination or receptive contexts
ACADEMIC INFORMATION

Programs offered

Master of Fine Arts (MFA) (Directing)

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 post-dramatic performance.

Graduate-level directing courses are given by Department of Theatre faculty members who are award-winning, practicing artists, including Joël Beddows, Daniel Mroz, Kevin Orr and Anne-Marie Ouellet.

Graduate-level courses in dramaturgy and performance theory are given by practicing dramaturges and scholars such as Louise Frappier, Yana Meerzon, Kathryn Prince, Peter Kuling 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 such as Denis Marleau, David William, Alexandre Marine, Gregory Hlady, Gill Champagne, Hélène 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.

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.
GENERAL REGULATIONS

See the Graduate and Postdoctoral Studies website for general regulations governing all graduate programs (passing grade, number of credits per course, examinations, etc.): https://www.uottawa.ca/graduate-studies/students/general-regulations

Residence

Residence is defined as the period in which the student is registered full-time at the University of Ottawa. The residency is completed at the beginning of the program. All exceptions must be approved by the Graduate and Postdoctoral Studies office. Students should consult the academic unit offering the program for complete details as to residence requirements.

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.

REGISTRATION

Registration procedures

Registration procedures may be found at:
https://www.uottawa.ca/graduate-studies/students/enrollment

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 of the Graduate and Postdoctoral Studies office. These courses become part of the student’s program and any failure incurred counts as a failure in the program. 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 Graduate and Postdoctoral Studies office.
These courses are identified as “out-of-program” at registration and cannot subsequently be credited towards the program. Additional fees apply.

**Student status**

**Full-time students** must:

- Be pursuing their studies as a full-time occupation
- Identify themselves as full-time graduate students
- Be designated by the University as full-time graduate students
- Be geographically available and visit the campus regularly
- 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).

**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 Graduate and Postdoctoral Studies office. 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: [https://www.uottawa.ca/graduate-studies/international](https://www.uottawa.ca/graduate-studies/international)

For documents (government, including Revenue Canada, permits, visas, health services, etc.), see: [https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides.html](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides.html)
PROGRAM REQUIREMENTS

The MFA 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 (6 cr.)

THE5130 DRAMATURGY (3 cr.)
- and –
THE5140 THEORY OF PERFORMANCE (3 cr.)

Production courses (18 cr.)

THE5901 PRODUCTION I / PRODUCTION I (3 cr.)
THE5902 PRODUCTION II / PRODUCTION II (3 cr.)
THE5903 PRODUCTION III / PRODUCTION III (3 cr.)
THE5952 ANALYSE FORMELLE DE LA PRÉ-PRODUCTION / FORMAL PRE-PRODUCTION ANALYSIS (3 cr.)
THE6001 PRODUCTION FINALE AVEC ANALYSE FORMELLE DE PRODUCTION FINALE / FINAL PRODUCTION WITH FORMAL POST-PRODUCTION ANALYSIS (6 cr.)

Seminars (12 cr.)

THE5931 SÉMINAIRE I / GRADUATE DIRECTING SEMINAR I (3 cr.)
THE5932 SÉMINAIRE II / GRADUATE DIRECTING SEMINAR II (3 cr.)
THE5933 SÉMINAIRE III / GRADUATE DIRECTING SEMINAR III (3 cr.)
THE5934 SÉMINAIRE IV / GRADUATE DIRECTING SEMINAR IV (3 cr.)

Directing Practicum (3 cr.)

THE6901 STAGE / DIRECTING PRACTICUM (3 cr.)

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

<table>
<thead>
<tr>
<th>Exams and submissions</th>
<th>1st year Winter session</th>
<th>2nd year Fall session</th>
<th>2nd year Winter session</th>
<th>2nd year Summer session</th>
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</thead>
<tbody>
<tr>
<td>Diagnostic examination (before beginning of first session)</td>
<td>Final production proposal (at the end of second session)</td>
<td>THE5952 (3 credits) Formal pre-production analysis</td>
<td></td>
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## Production courses

<table>
<thead>
<tr>
<th>Production courses</th>
<th>1st year Winter session</th>
<th>2nd year Fall session</th>
<th>2nd year Winter session</th>
<th>2nd year Summer session</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE5901 (3 credits) Production I Fundamental Elements of Directing</td>
<td>THE5902 (3 credits) Production II One-act play</td>
<td>THE5903 (3 credits) Production III One-act play</td>
<td>THE6001 (6 credits) Final production</td>
<td>THE6001 Formal post-production analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>THE6901 (3 credits) - Directing practicum - Practicum report</td>
</tr>
</tbody>
</table>

## Core courses

<table>
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<th>Core courses</th>
<th>1st year Winter session</th>
<th>2nd year Fall session</th>
<th>2nd year Winter session</th>
<th>2nd year Summer session</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE5130 (3 credits) Dramaturgy</td>
<td>THE5140 (3 credits) Theory of performance</td>
<td></td>
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</table>

## Directing seminars

<table>
<thead>
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<th>Directing seminars</th>
<th>1st year Winter session</th>
<th>2nd year Fall session</th>
<th>2nd year Winter session</th>
<th>2nd year Summer session</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE5931 (3 credits) Graduate directing seminar I</td>
<td>THE5932 (3 credits) Graduate directing seminar II</td>
<td>THE5933 (3 credits) Graduate directing seminar III</td>
<td>THE5934 (3 credits) Graduate directing seminar IV</td>
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## Total credits

<table>
<thead>
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<th>Total credits</th>
<th>1st year Winter session</th>
<th>2nd year Fall session</th>
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<th>2nd year Summer session</th>
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</thead>
<tbody>
<tr>
<td>15 credits</td>
<td></td>
<td>24 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Graduate and Postdoctoral Studies office 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 Graduate and Postdoctoral Studies office’s 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 Graduate and Postdoctoral Studies office.

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 Graduate and Postdoctoral Studies Office’s website, must be completed.

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: https://www.uottawa.ca/graduate-studies/students/general-regulations

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.

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 Graduate and Postdoctoral Studies office. These courses are identified as «out-of-program» at registration and cannot subsequently be credited towards the program. Additional fees apply.

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.
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: https://www.uottawa.ca/university-fees/

Promissory notes: Full-time graduate students holding assistanships 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.

SUBMISSION OF ASSIGNMENTS IN GRADUATE COURSES

Examinations and grading

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).

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.

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 Graduate and Postdoctoral Studies office 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.

**Grading system**

All courses are graded according to the alpha-numeric scale unless the course description in the graduate calendar explicitly indicates otherwise. See the following website: [https://www.uottawa.ca/administration-and-governance/academic-regulation-10-grading-system](https://www.uottawa.ca/administration-and-governance/academic-regulation-10-grading-system)

A grade lower than C+ is considered a failure at the graduate level.

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

**Policy on academic fraud**

For information on academic integrity, please consult the website: [https://www.uottawa.ca/vice-president-academic/academic-integrity](https://www.uottawa.ca/vice-president-academic/academic-integrity) of the Vice-President and Provost.

**PRODUCTION PROCESS, BUDGET, DATES AND GENERAL REGULATIONS**

**Important dates to choose plays**

- 1\(^{st}\) year winter production: On November 1\(^{st}\) of their 1\(^{st}\) semester of study the students submit three plays to the committee. The committee selects one play to be directed in the winter by November 30.
- 2\(^{nd}\) year MFA Fall production: On April 1\(^{st}\) of their 1\(^{st}\) year the students submit three plays to the committee. The committee selects one play to be directed in the Fall.
- 2\(^{nd}\) year winter production: On April 1\(^{st}\) of their 1\(^{st}\) year the students submit three plays to the committee. The committee selects one play to be directed in the following winter.

**Supervision**

- The graduate studies committee assigns the supervisors for the 1\(^{st}\) year productions. Each supervisor is expected to attend 3-5 rehearsals, as well as opening night.
- In April of their 1\(^{st}\) 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 2\(^{nd}\) 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.

**General information on the MFA productions’ budget, venue, actors, duration, etc.**

**One-act plays – 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 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 plays – 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 and 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: 10 a.m. to 6 p.m. on Sundays, and 6 p.m. to 10 p.m. 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 the Technical Director.

**Rehearsal process: The model calendar for any given MFA show**

Please note: It is strongly recommended that MFA directing students attend the THE4930 (Stage Management/Régie) lecture on rehearsals, which will occur sometime in November.

**One-act plays – 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 stage manager) and submitted to the Department Production Manager for approval
- Final set and costume « designs » are completed
- Ground plan completed
- Production meetings schedule is established (with production manager)
- In general, allow 4-6 weeks for rehearsals, including the technical period

Discuss with production manager 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 production manager)
One-act play – 2nd year

April 1st 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 stage manager) and have it approved by the Department Production Manager
- Final ground plan
- Production meetings schedule is established (with the production manager)

Third week of classes:

- Begin rehearsals
- Set deadlines (with production manager)

Final production – 2nd year

April 1st 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

<table>
<thead>
<tr>
<th>1st year MFA thesis production (around the end of February)</th>
<th>2nd year MFA thesis production (around the end of March)</th>
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</thead>
<tbody>
<tr>
<td>First week of classes (around January 5):</td>
<td>Third week of classes (around January 20):</td>
</tr>
<tr>
<td>- Final ground plan submitted (ideally before the first day of rehearsals)</td>
<td>- Final ground floor plan submitted (before rehearsals begin)</td>
</tr>
<tr>
<td>- Rehearsal schedule submitted to the Department Production Manager for approval (with stage manager)</td>
<td>- Rehearsal schedule submitted to the Department Production Manager for approval (with stage manager)</td>
</tr>
<tr>
<td>- Rehearsals begin</td>
<td>- Production meetings schedule established (with Department Production Manager)</td>
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<td>- Production meetings schedule established (with Department Production Manager)</td>
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<tr>
<td>First week of February:</td>
<td>First week of February:</td>
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<tr>
<td>- Technical period begins</td>
<td>- Rehearsals begin</td>
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<tr>
<td>- Run for lights</td>
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<tr>
<td>Second week of February:</td>
<td>First week of March:</td>
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<tr>
<td>- Tech week (esp. level sessions)</td>
<td>- Technical period begins</td>
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<tr>
<td>- Rehearsals continue on 3rd floor</td>
<td>- Run for lights</td>
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<tr>
<td>Third week of February:</td>
<td>Second week of March:</td>
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<tr>
<td>- Tech week with actors (Q2Q and tech runs)</td>
<td>- Tech week (esp. level sessions)</td>
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<td></td>
<td>- Rehearsals continue on 3rd floor</td>
</tr>
<tr>
<td>Fourth week of February:</td>
<td>Third week of March:</td>
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<tr>
<td>- Performance week</td>
<td>- Tech week with actors (Q2Q and tech runs)</td>
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<td>- Talkback after Thursday performance</td>
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<td>Fourth week of March:</td>
<td>Fourth week of March:</td>
</tr>
<tr>
<td>- Performance week</td>
<td>- Talkback after Thursday performance</td>
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</tbody>
</table>
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 10:30 p.m. The building closes at 11 p.m. Neither students nor technical personnel are allowed to stay on the premises later than 11 p.m.
- 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 9 a.m. and 5 p.m. Monday through Friday

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 the Technical Director 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

**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 and execution
   - Staging
   - Consistent discipline
   - Precise feedback
   - Incremental progression
2. Production
   - Stage management
   - Publicity
   - Logistics

**Section C: Overall evaluation**

**ACADEMIC FRAUD AND RESEARCH ETHICS**

On research ethics and intellectual property, see:
https://www.uottawa.ca/graduate-studies/students/theses/toolbox

**APPEAL PROCEDURE**

General regulations of the University, including examinations, grading, and appeals:
https://www.uottawa.ca/graduate-studies/students/general-regulations
Student rights and appeals: The GSAED assists graduate students with appeals. See: http://gsaed.ca/

Student Appeal Centre: http://sfuo.ca/rights/

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.

WITHDRAWAL

Students wishing to withdraw from courses or from a program must inform their academic unit and the Graduate and Postdoctoral Studies office 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 Graduate and Postdoctoral Studies office 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.

OFFICE SPACE AND MAILBOXES

The Department of Theatre provides each student with a « mail-envelope » for mail. This envelope is kept in the graduate students’ mailbox at the Secretariat.

MFA students share the office space at 135 Séraphin-Marion Street, room 002 (phone number 613-562-5800 poste 1253).

THE THESIS (THE5952 Formal pre-production analysis and THE6001 Final production)

This project is the culmination of the MFA curriculum. It consists of four 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 œuvre, 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 THE5952.

3. After his/her successful completion of THE5952, 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 THE6001, 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 THE6001.

SUPervision INSTRUCTIONS

Supervising one-act play:

The student registers into THE5902 (3 credits) Production II/ THE5902 (3 credits) Production II
OR
THE5903 (3 credits) Production III/ THE5903 (3 credits) Production III

The expected minimum 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 (1 page 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.
AWARDS, SCHOLARSHIPS AND FINANCIAL AID FOR CANADIAN CITIZENS AND PERMANENT RESIDENTS OF CANADA

A) Admission scholarship
(https://www.uottawa.ca/graduate-studies/students/awards/admission-scholarship)

Master’s with Thesis

The University of Ottawa offers financial assistance of at least $30,000, i.e. at least $15,000/year 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 Graduate and Postdoctoral Studies office minimum of 8.0/10. Please consult your academic unit about this.

This financial support includes:
- $7,500 paid by the Graduate and Postdoctoral Studies office 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 scholarship
(https://www.uottawa.ca/graduate-studies/students/awards/excellence-scholarships)

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
(https://www.uottawa.ca/graduate-studies/students/awards)
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 table:
D) External granting agencies
- Social Sciences and Humanities Research Council (http://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx)
- Ontario Graduate Scholarships (https://www.uottawa.ca/graduate-studies/students/awards/ontario-graduate-scholarship)
- Fonds québécois de la recherche sur la société et la culture (www.frqsc.gouv.qc.ca)

E) Financial Aid
1) For governmental programs, by province, as well as work-study programs, see: https://www.uottawa.ca/graduate-studies/students/awards/canada-graduate-scholarships-program
2) Financial Aid office at the University: 85, rue University St., room 102, telephone: 613-562-5734. For details see: https://www.uottawa.ca/financial-aid-awards/
3) The Graduate Students Association of the University of Ottawa (GSAED) 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 assistants, markers, lab demonstrators, proctors, and soft funded research bursary holders. Financial assistance details may be found at: http://www.2626.ca/
5) The Association of Part-time Professors of the University of Ottawa (APTPUO) offers awards, bursaries, conference travel grants, publication grants. See: http://www.aptpuo.ca/
6) Promissory Notes: See page 15 (Payment of fees)
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 Graduate and Postdoctoral Studies office by the faculty with which you have submitted an 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 assistanships 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 the form of assistanships 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 $2,500 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

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 at: http://www.2626.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: https://tlss.uottawa.ca/site/en/

The 10-hour rule

The Graduate and Postdoctoral Studies office 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 Graduate and Postdoctoral Studies office ».

Please note that the Graduate and Postdoctoral Studies office 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.

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 Graduate and Postdoctoral Studies office.

However, the 10 hour rule does not apply to soft funded scholarships or soft funded research bursaries. See Policy 110a: https://www.uottawa.ca/administration-and-governance/policies-and-regulations

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 Graduate and Postdoctoral Studies office’s regulation C.1.4.: https://www.uottawa.ca/graduate-studies/students/general-regulations
In such cases, the Dean of the Graduate and Postdoctoral Studies office 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 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: hracad@uottawa.ca.

STUDENT ASSOCIATION AT THE GRADUATE LEVEL

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 insurance plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAED’s services and benefits may be found at: http://gsaed.ca/

STUDENT SERVICES

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: https://www.uottawa.ca/en/students
Housing
On-campus housing is reserved mostly for undergraduate students. See: https://www.uottawa.ca/housing/. Housing Services provides an online housing billboard where available apartments can be readily searched. Students with families have first priority: https://web5.uottawa.ca/rezweb/search.php

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: https://international.uottawa.ca/en

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

Health services (https://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: https://sass.uottawa.ca/en

- Academic writing help centre: https://sass.uottawa.ca/en/writing
- Access services: https://sass.uottawa.ca/en
- Career services: https://www.uottawa.ca/alumni/content/career-services
- Counseling and coaching service: https://sass.uottawa.ca/en/personal
- Graduate studies mentoring centre: https://sass.uottawa.ca/en/mentoring

LIBRARY
See: https://biblio.uottawa.ca/en
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 in 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 THE5901
* to acquaint students with the Department and its production procedures
* to help define each student 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'œuvre 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.
SEMINARS

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 THE5931 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 THE5931 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 THE5931 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 THE5931 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 THE5931 Graduate Directing Seminar I.

CORE COURSES
All MFA students are required to take two (2) core courses: THE5130 Dramaturgy and THE5140 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 is 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 la Directrice 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, la Directrice 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.

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 with 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 Graduate and Postdoctoral Studies office
- 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
- 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.

FORMS

All the forms are available at the following address: https://www.uottawa.ca/graduate-studies/students/forms

VARIA