

MA FINE ART
Student Handbook

Course 2011/12

Factual page

Institution	Utrecht School of the Arts (HKU)
Department	Faculty of Visual Arts and Design
Department Hosting Programme	Utrecht Graduate School of Visual Art and Design (MaHKU)
Nature of Intake	Selection Committee, Every Year
Other Departments involved in delivery of the Programme	None
Minimum Number of External Examiners	Two
Location of programme delivery	Faculty of Visual Arts and Design Ina Boudier-Bakkerlaan 50UTRECHT

Programme title	Master of Arts in Fine Art Post Graduate Diploma = PgDip
Programme Area	Postgraduate studies
Programme leader	Klaas Hoek

Awards	Master of Arts and Post Graduate Diploma
Mode	full-time
Normal length	48 weeks full-time 69 ECTS
Distinction	No
First Month/year to be conferred	August 2005

Validation	April 2004
Revalidation	June 2007
Start of programme	September 2004
Professional Body of Accreditation	Open University Validation Service London (OUVS)

Supervised work experience requirements	No
Main subjects / disciplinary components	Fine Art

1. Introduction to the Programme

This is the handbook of the MAFA (Master of Arts in Fine Art) programme in Utrecht. The handbook will familiarize you with the various aspects of this studio-based programme, such as the description of the three courses of study (chapter 6) and the logistics of the curriculum (chapter 4, 5). The text will explain how the HKU MAFA is truly unique, since it focuses primarily on the artist as researcher in a topical programme concentrating and reflecting on the role of the artistic image in our current visual culture (chapter 2, the philosophy of the programme). Not surprisingly, that is the reason HKU's MAFA will pay much attention to discourse production and theoretical debate including individual discussions with theorists, critics and curators about how to reflect on your work and how to present and contextualize it. However, in addition, there will be ample opportunity for your individual research projects.

The course leader monitors your progression on the course. He is also the person to turn to in case of any problems, whether related to your studies or of a more personal nature. The programme leader is always approachable and, if needed, he can refer you to the specialized Student Service Centre (SSC). Individual supervision is, and can be, the starting point within a relatively small group of students.

The programme for the school year is divided into trimesters:

Trimester 1:

The first week of unit 1 (September 5 – September 9) will be used for an intensive introductory programme. On day one you will meet the teaching staff of the programme. In those meetings, the structure and the philosophy of the programme will be discussed extensively. There will also be a tour through the school's facilities such as workshops, studios, and the library so you will be able to navigate and find your way through the architectural structure of the HKU buildings.

How to live in the city of Utrecht is the objective of exploration of day two. In the morning SSC (Student Service Centre) will present a programme including information on housing, visa, scholarships, the city of Utrecht, HKU and its organization, and the Utrecht Association of Foreign Students. Information material on this programme will be sent to students beforehand. In the afternoon, various Utrecht art institutions collaborating with HKU will be visited. Among them are Aorta, Expodium and the Academy Gallery that will all show work by MA Fine Art graduates during the introductory week. Talks with graduated Fine Art students will be possible during the exhibitions where you can learn about the MaHKU experience and specific details of the programme from a student perspective. Day three and four will be devoted entirely to the presentations of the research proposals of all graduate students both from MA Fine Art and MA Design. The presentations are followed by cross-discipline debates. These sessions will also give you ample opportunity to meet your fellow students, lecturers, course leaders, and students from the MA Design Programme.

Unit 1: September 5 – October 28, 2011

Unit 2: October 31 – December 23, 2011

Trimester 2:

Cross-Disciplinary and Supportive Studies: January 16 – February 3, 2012

Unit 3: February 6 – March 30, 2012

Unit 4: April 2 – June 1, 2012 (one week holiday)

Trimester 3:

Preparation Final Assessment: June 4 – August 31, 2012

In order to facilitate the final presentation and examination in a professional way, the programme maintains contacts with leading art institutions in and outside Utrecht (see chapter 4). In the other chapters of this handbook, you will find educational objectives and rules, prerequisites and procedures for admission, and a commentary on the MAFA's validation by the OUVS in London.

We hope that your stay at our institute will be inspiring and provide you with the opportunity to professionalize your work, your research, and your development as an artist.

Henk Slager

Dean Utrecht Graduate School of Visual Art and Design

2. Philosophy of the Master of Fine Art Programme

The starting point of the curriculum of the master programme is your own research project that you submitted at the time of your application. This project, and the way it develops during your master year, will be central to all elements of the programme. At the start of the programme we ask ourselves: "what exactly is an artistic research project? And how does an artistic research project relate to other forms of research?" For an artistic research project is primarily characterized by the fact that there are no self-evident, well-defined methodologies on hand. Contrary to what is usual in other kinds of research, a specific methodological trajectory has to be plotted for every new artistic research project during the course of the work process.

Although a methodology cannot be formulated in advance, there is a clear trend in current artistic research: artistic research is mainly aimed at the (critical) position of the artistic image in contemporary visual culture. For that reason the first course of studies (Transmedial Research) will hand you the tools to reflect on how to formulate an artistic hypothesis based on medium specific conditions.

However, a curriculum aimed at artistic research means more than being able to formulate an artistic hypothesis. The artistic researcher also has to be able to subsequently transform his/her hypothesis into a well-reasoned research project. These skills will be further developed in the second Course of Studies (Critical Studies). In this course we take a closer look at modes of research, topical concepts and methodological/epistemological problems. In January, a collective research month for the entire Graduate School concludes this course. In an intensive dialogue with participants of the MA Design programmes (fashion, interior design, editorial design, and public space design), students will reflect both on the specificity and boundaries of their own field of production and the possibility of constructive connections and/or crossovers.

In the end an artistic researcher needs the skills any researcher should have: he/she has to be able to critically reflect on his research and then to contextualize and present it. In that sense artistic research ends the practice of calling external expertise (critics, art historians and curators) for the purpose of presentation. Artistic research presupposes that artists are able to speak and write about their work and to devise the best possible curatorial model for it. The third course (Individual Research) is therefore aimed at this topical emancipation of the artist.

In weekly group discussions, as well as in tutorials, with visiting professors involved in related research, students are trained in the skill of theoretically situating and positioning their research project. For that, each student has to give at least two presentations about the progress of his/her research before an audience of peers (Week 16: Initial Review, Week 36: Exam Entry Review). At the same time, reporting in writing on one's artistic points of view and written critical feedback on topical discussions will be continuously practiced. Ultimately, the research project should result in a presentation and a public discussion in coherence with the publication of the parallel theoretical research report (Week 48: Final Exam). The programme also highly values professional discussion of exhibition models and, therefore, will pay much attention to the role and position of the artist as curator. Besides this, students independently organise their exhibition project as part of the final assessment.

Through the philosophy of our programme we mean to contribute to developing an active, anticipatory approach to artistic practice: an artistic practice that is able to continually position and re-position itself in a work field that is going through a time of great turmoil.

3. Professional relevance of the programme

The Master's programme intends to provide tools and paradigms to some twelve students annually, which offers them possibilities of learning in a medium-exceeding way so that they will be able to develop themselves as inspiring and guiding pioneers with a visionary attitude.

The broad, theoretical programme, the analytic skills, the communicative research attitude, the capacity to develop both a transmedial vision and academic insight coupled with artistic power will enable you to conduct a thorough and well-founded investigation of the most appropriate methods and contexts to present one's artistic work.

Moreover, as a graduate you should have the capacity to inform and advise others in the role of, for example, curator or mediator - positions until now held by non-artists, thus, executed from a non-artistic perspective - or lecturer. Now that our current society threatens to become opaque due to complexities and a multi-layered entanglement of anomalies, there is an increasing need for professionals who are able to educate outsiders about the developments of their field.

4. Programme Specification

4.1 Basic programme data

Final award	Master of Arts
Programme title	Master of Arts in Fine Art
UCAS code	XXX full-time variant
Awarding body	Open University Validation Service London (OUVS)
Teaching Institution	Utrecht School of the Arts
Department	Faculty of Visual Arts and Design
Department Hosting Programme	Utrecht Graduate School of Visual Art and Design
Date of validation	April 22, 2004
Date of revalidation	June, 2007
Programme start date	September 1, 2004
Document publication date	July, 2007

4.2 Programme aims and objectives

4.2.1 Educational aims and objectives of the programme

Aims of the programme

- A1. The MAFA programme seeks to establish a research process whereby reflection upon all factors and actors within the domain of Fine Art can be understood.
- A2. The MAFA programme intends you to discover and explore your artistic position within the entire domain of visual culture.
- A3. The MAFA programme encourages you to reflect on the current condition of the artistic image.
- A4. The MAFA programme focuses on understanding works of art from the past and the present, and reinterprets and/or remediates them in a dynamic, new way. By examining existing patterns from a new perspective, the programme intends to create new possibilities and opportunities.
- A5. The MAFA programme stresses the process of artistic communication (presentation and contextualization), and connects this with contexts of individual, organizational and/or social transformation.

Objectives of the programme

- B.1. Research Facilities: students are enabled to explore a research topic of their own choice (project proposal) and are supported by seminars, lectures, workshops, and coaching on research methods, writing skills and cultural studies.
- B.2. Discourse Production: the graduate school functions as an international research platform where the topical discourse on art will be articulated in lectures, symposia, presentations and publications (e.g. the Graduate School's Journal of Artistic Research: MaHKUzine)
- B.3. Professional Depth: the reflexive Transmedial Research course will stimulate a more profound depth and consciousness of the student's artistic practice.
- B.4. Reflexive Practice: during the entire programme attention is being paid to the intermingling of image and word, reflection and artistic action. For that reason the research essay and the artistic project are counselled as an entity.
- B.5. Multidisciplinary: an ongoing interaction with the MA Design programme stimulates discipline-exceeding collaboration. Therefore, a collective introduction, a collective research project, shared theory lectures, workshops and a final presentation (Dutch Artistic Research Event) are crucial elements of the programme.

4.2.2 Subject benchmark

Not applicable

4.2.3 Internal contexts

The programme emphasizes critical reflection on and research of the position of the artistic image in the current visual culture. Such research might lead to collaboration with the various other Master

programmes in the Graduate School: Interior Design, Public Space Design, Editorial Design, and Fashion Design. Multidisciplinary research will be encouraged. This is organized in collaboration with staff members from the Design department who work in their practices on the edge of Design and Fine Art. Pascale Gatzen (Fashion/Fine Art), Arjen Mulder (Editorial Design/Fine Art), Jeanne van Heeswijk (Fine Art/Spatial Design). All of these lecturers are involved in the programme as guest lecturers. Students engaged in research projects dealing with one of these cross-discipline fields could invite a cross-discipline lecturer as a second supervisor.

4.2.4 External contexts

The programme is actively involved in developing a European Artistic Research Network (EARN was erected in September 2004). In developing the network, intensive collaboration takes place with institutes in Belgium (St.Lukas, Brussels); Ireland (GradCAM, Dublin); England (Slade School of Art, London); Sweden (Malmö School of Art, Gothenburg Valand School of Art); Austria (Vienna School of Art); and Finland (Helsinki School of Art). The network will organize yearly workshops and symposia on artistic research. An exchange programme is in the works.

Furthermore, in the programme there will be much attention given to the process of artistic communication, among other things, in the form of presentation (curatorial studies). There is an intensive collaboration with Utrecht-based Expodium: a leading centre for topical visual art in the form of lectures, workshops (with visiting artists), and exhibitions (for example, the MA final presentations in the context of the Dutch Artistic Research Event). DARE takes place in the city of Utrecht on various locations such as the Academy Gallery, Centraal Museum, Expodium, University Museum and shows graduation work and parallel panel discussions. DARE is concluded by an international symposium. Furthermore, through the Graduate School's ties with networks of international curators, the Fine Art programme intends to create presentations and workshops in the context of international manifestations (Venice Biennial, Shanghai Biennial, Documenta, Manifesta, Istanbul Biennial etc.)

4.3 Programme outcomes

A successful MAFA candidate should demonstrate the following research competencies: you not only have knowledge of and insight into the topical developments within the domain of visual art, but you also possess an analytic, synthetic and evaluative capacity and demonstrate the ambition to excel. This is expressed in the following research capacities:

- C1. to independently organize and adjust working processes (organizational capacity).
- C2. to contribute with a new hypothesis to the development and renewal of the field (discursive capacity).
- C3. to work to a large extent autonomously, from an idiosyncratic vision and with a broad cultural framework of reflection, while exploring the possibilities of novel connections (creative capacity).
- C4. to reflect on one's own products and ways of (collaborative) functioning with regard to peers, multidisciplinary environments, professional literature, social-societal and economic developments (capacity to interact).
- C5. to communicate convincingly in word, image and writing self-obtained insight, knowledge, ideas, vision and/or solutions (communicative capacity).
- C6. to deepen knowledge and insight, to be open to critique and evaluation of the steps and decisions made during the process (capacity of critical reflection).

4.4 Teaching, learning and assessment strategies

4.4.1 Teaching and learning strategy

MA students are expected to be self-motivated and independent learners, with tutor support. The MA Programme is a taught programme (course 1: Transmedial Research, course 2: Critical Studies) requiring the students to submit their own project and an anticipated programme of work (course 3: Individual Research). To this end the students receive a variety of teaching and learning methods throughout each course as appropriate to the programme. First of all, all students receive regular tutorials to monitor their project progression. The HKU requires students to attend lectures, seminars and workshops in order to follow through their research project through self-study, using the resources available. The HKU will supply research study skills workshops to assist the student. All students receive individual tutorials on a regular basis. Students may request further tutorials as needed.

4.4.2 Assessment strategy

After each unit, the unit lecturer records how a candidate has fulfilled the unit commitments. The results of the four units are reviewed at the end of the trimester (week 16: Initial Review; week 36: Exam Entry Review; week 48: Final Examination) in the form of a common presentation. During one day, all MA Design students and MA Fine Art students will present a report about their research in progress and its impact on the further development of the project proposal. On the basis of the participation in the units of the trimester concerned and the assessment presentation, the relevant assessment form (initial review, exam entry review, and final examination) will be filled out. The first two assessment moments are formative. In addition to an assessment and a granting of ECTS credits, the students will be counseled (initial review: advising, exam entry review: binding advise) on how to further develop the research as presented in the project proposal. In this context, it is also possible that, if certain units are not assessed as sufficient, the student will be given an additional assignment that should be completed sufficiently as evaluated by the programme leader and the unit lecturer concerned for the next assessment moment. The third assessment moment (final examination) is summative. It consists of a combination of the former assessment moment and the ECTS credits obtained and an evaluation of the final presentation (project and thesis) of the research.

4.5 Regulatory framework

MAFA is operated under the policy and regulatory frameworks of the HKU and the Open University. The general frameworks of the programmes on offer and the corresponding interim examinations and examinations of the programmes of the Utrecht School of Arts have been laid down in the Education and Examination Regulations of the Utrecht School of the Arts. (www.hku.nl). The academic regulations of the various programmes of the faculties of the Utrecht School of Arts must comply with these general frameworks. Students may derive rights from the EER of the Utrecht School of Arts in addition to the obligations that these regulations impose.

4.5.1 Admissions

4.5.1.1. Admission criteria

At the start of the programme you should have:

- the (academic) skills that convince the committee that you will be able to write a research essay.
- the ambition to acquire mentioned competencies.
- the skills required to work as a professional on the Bachelor level; to be able to develop independently a body of work, to communicate about your work, to have a basic knowledge of developments in the field, and to be socially oriented.

The following criteria apply:

- BA Fine Art (institutional declaration) Utrecht School of Arts
- BA Fine Art from a (foreign) university;
- BA Fine Art from a "hogeschool"/college of higher education;

4.5.1.2 Means of application

Potential students for this programme must first seek information and application forms from the HKU. Applicants will need to complete the Standard Programme Application Form and MA Research Project Proposal Form (downloadable from www.mahku.nl) and return both forms to the HKU. The completed forms, written in English are returned to the department prior to interview.

On the basis of the above, students are invited for an interview with the admissions committee. Students are asked to show relevant visual work (e.g. 15 slides) at the interview (projects, plans, competition entries) and/or their portfolio. Further information may be required from applicants if the proposal does not meet the standards of the programme, if it is believed to be outside the sphere of the aims or the expertise of the staff, or if it requires facilities that cannot be made available to the programme.

4.5.1.3 Interview

Students will be interviewed with their portfolio and project proposal at the HKU. At interview the project proposal is discussed in detail, along with the evidence of work submitted. The possession of the entry qualifications alone does not entitle a candidate to be admitted onto the programme. Most importantly, the admission staff will be looking for evidence of the candidates' potential to succeed on this demanding programme and in an equally demanding professional environment. The interviewing

panel, consisting of the Programme Leader and members of the Programme Team will discuss the proposal in detail and review the portfolio of current work with the applicant.

At the interview the applicant must be able to articulate his/her intentions clearly in support of the written statement. The student must further demonstrate well-developed communication and visual skills by means of the portfolio. At the end of each interview, the interviewing panel will discuss the possible admission of the applicant and commit notes in support of the decision under the headings laid down on the interview report form.

Applicants not possessing the requested academic qualifications but considered by the interviewing panel to have the ability to succeed on the programme, will be referred by the Programme Leader to the Dean of the Graduate School with supporting written information for a final decision. The referral will be accompanied by a written statement in support of the applicant. At the end of all interviews, the interviewing panel will review all applications.

All applicants are informed by means of an official letter from the student administration immediately after the interview. At a later stage, they will receive information about the introduction programme and their timetable.

4.5.1.4 Language of the programme

The programme will be in English. In some cases a TOEFL or IELTS test will be required, since the School wants to be sure that students are able to write their thesis in proper English when their mother tongue is not English or Dutch. TOEFL tests consist of different parts: a listening test, a structure/writing test, a reading test and a written essay. All of these different tests are scored individually. Those scores put together make up the total score. The minimum score on a TOEFL test required for a programme at master level is 233 (computer) or 575 (paper). The minimum score on the IELTS test required for a programme at master level is 6.5. TOEFL and IELTS tests can be taken all over the world, and cost an average of 100 US dollars. Please visit www.toefl.org or www.ielts.org for a detailed list of testing centres and prices.

4.5.1.5 Criteria for the project proposal

The project proposal is part of the selection. Prospective students apply for the programme with documentation (approximately 15 images), an essay (200 words) about how they situate their work, and a statement (400 words) outlining the research they intend to conduct at the HKU. This project proposal must describe the artistic (medial) theme the student wishes to explore and the discursive theme of the research. The proposal could also entail a preliminary form of logistics. After the first semester there will be an evaluation in which the project proposal is reconsidered.

4.5.1.6 Additional remarks

Approximately twelve places will be offered on the programme. To ensure interaction and peer group learning, the students will also work together with the students of other MA programmes within the faculty. The admissions policy and procedures aim to ensure that the MA team can bring together a group of creative and enthusiastic individuals who are not only capable of successfully completing the programme but who have the potential to become leaders in the profession upon graduation.

The Faculty of Visual Arts and Design will be responsible for recruitment and enrolment of students for their particular specialism. Students will be subject to the fees for the MA Fine Art and they will be advised to seek independent sponsorship to cover fees and additional 'materials' expenses.

4.5.2 Assessment

The first trimester will conclude with a peer meeting in order to discuss and assess study and research progress. In principle, the meeting is part of course 3. For this, the student compiles a self-evaluation and a report on the progress of the research. The staff assesses both the evaluation progress and the results of the assessment of other courses. Based on this, further study/research advice will be given.

5. Key Information

5.1 Curriculum and programme structure

MAFA				
Course 1	12 weeks	480 hours	= 17 ECTS	= 48 UK credits
Course 2	12 weeks	480 hours	= 17 ECTS	= 48 UK credits
Course 3	24 weeks	960 hours	= 34 ECTS	= 96 UK credits
MA total	48 weeks	1920 hours	= 68 ECTS	= 192 UK credits

Programme structure

The MAFA programme entails a period of 48 weeks structured around three courses. The critical studies course and the transmedial research course are divided into units:

Trimester 1:	Introductory week: September 5 – September 9, 2011 unit 1. September 12 – October 28, 2011; unit 2. October 31 – December 23, 2011;
Trimester 2:	Cross-Cultural Studies. January 16 – February 3, 2012; unit 3. February 6 – March 30, 2012; unit 4. April 2 – June 1, 2012
Trimester 3:	Final Research Preparation June 4 – August 31, 2012

Although the courses are clearly distinct - Course 1 stresses the position of the artistic image from the perspective of artistic practice, whereas Course 2 emphasizes discursive/theoretical research - the programme has been established in such a way that cross-overs and interactions could emerge. Course 3, focused on situating and presenting one's own research, is not divided into units. However, in Course 3, there will be an interim assessment (after the first trimester) based on a presentation of one's research progress. Ultimately, the idiosyncratic research should result in a presentation and a publication (research essay), completing the MA programme.

5.2 Annual Schedule

	Course 1	Course 2	Course 3
Trimester 1	Transmedial Research	Critical Studies	Individual Research
Week 1 INTRODUCTION			
Week 2	Unit 1 Presentation	Unit 1 Modes of Research	Research discussion, visiting professors
↓			
Week 8	120 hours	160 hours	40 hours
Week 9	Unit 2 Representation	Unit 2 Research Development	Research discussion, visiting professors Curatorial studies
↓			
Week 16	120 hours	160 hours	40 hours
INITIAL REVIEW (Formative Assessment) 23 ECTS/64 UK Credits			

Trimester 2		Unit 3 Cross Cultural and Supportive Studies	
Week 17			
↓			
Week 20		160 hours	
VISIT EXTERNAL EXAMINERS	Unit 3 Communication		Research Discussions Visiting professors Curatorial Studies
Week 21			
Week 28	120 hours		200 hours
Week 29	Unit 4 Context		Research discussion, visiting professors Curatorial Studies
↓			
Week 36	120 hours		200 hours
EXAM ENTRY REVIEW (Formative Assessment) 23 ECTS/64 UK Credits			
Trimester 3			Course 3
Week 37			Preparation of exhibi- tion, completion of thesis, publication and
↓			

Week 48			compilation of portfolio. Tutorials and exam Total 480 hours
FINAL EXAM (Summative Assessment 46 + 23 ECTS = 69 ECTS/192 UK Credits			

5.3 Didactic structure

It is important that the programme advances toward a connective structure and feedback of practical and theoretical components. For that, the programme deploys all available forms of educative participation: lectures, workshops, studios, critical group assessment, tutorials. Peer assessment in the form of tutorial reports will take place continuously while self-assessment will be presented at the end of each course.

5.4 Credits

ECTS (European Credit Transfer System) is a system for improving comparison between courses in Europe. The main aspect of this is measuring the study load in terms of ECTS credits. This is the same for each participating educational institution in Europe. Another aspect to play a part in the ECTS, apart from ECTS credits, is a standardised provision of information on the academic programme. The study points are divided among the phases and learning flows in proportion to the amount of study time. Each ECTS study point is equal to 28 hours study time. In order to make the credit system transparent for the Open University, we use UK-credits as well as ECTS-credits.

MA title 1,920 hours = 69 ECTS or 192 UK credits

Post-Graduate Diploma 1,200 hours = 46 ECTS or 120 UK credits Students who choose the post-graduate diploma are exempt from the thesis (of 5000 words). Yet these students are expected to submit a well-argued research report (essay 1000 words).

6. Courses/Unit outlines

6.1 Course 1 TRANSMEDIAL RESEARCH (Reference MAFA1)

Study Time: 12 weeks, 17 ECTS

Duration: 32 weeks, September 5, 2011 – June 1, 2012

Teaching Staff

Klaas Hoek	- Programme Leader, Ma Fine Art
Tiong Ang	- Core Lecturer, Fine Art
Mariana Castillo Deball	- Lecturer, Fine Art
Mika Hannula	- Lecturer, Artistic Research and Public Space
Jeanne van Heeswijk	- Lecturer, Fine Art (connected with Public Space Design)
Lonnie van Brummelen	- Lecturer, Fine Art
Jeremiah Day	- Lecturer, Fine Art (Research project)
Annette Krauss	- Lecturer, Fine Art (Research project)
Jan Kaila	- Lecturer, Fine Art (Photographicality)
Irene Kopelman	- Lecturer, Fine Art (research project Art/Science)
Arjen Mulder	- Lecturer, Media Studies
Domeniek Ruyters	- Lecturer, Critical Studies
Henk Slager	- Lecturer Critical Studies/ Professor of Artistic Research
Steven de Vlemingck	- Lecturer, Fine Art (exchange Sint Lukas, Brussels)
Liza May Post	- Lecturer, Fine Art

Aims and Objectives

Content, working form, assessment

Unit 1: Presentation: September 5 – October 28, 2011

Although the concept of image in our current visual culture is frequently employed, many questions concerning the image remain unanswered. In fact, we still do not know what an image as such is, what the relation is between word and image, and how the image affects the world today. In order to investigate the image, in particular the artistic image, this course departs from the most primary form of visualization and representation, i.e. drawing. The conceptual meaning of this primary form of visualization for the domain of the arts - as well as for domains such as science and technology and their interaction - is in Unit 1 (presentation) the starting point for investigating the position and meaning of the (artistic) image in our current visual culture.

Unit 2: Representation: October 31 – December 23, 2011

Another extreme of visualization is the photographic image. In the artistic process (for example producing a portfolio or catalogue), the photograph often serves as final piece, recording, moment of distribution, and documentation (the post-image). The current visual culture seems to contribute a high degree of truthfulness to the photograph. Unit 2 (representation) poses the following question: What does the photographic paradigm mean for the topical, artistic practice?

Both units will take place in the form of intensive seminars. The student will study in advance the assigned image and text materials. In Units 1 and 2, the student will give a presentation in the form of a (visual) essay, whereby, if possible, a connection is made with one's own artistic practice.

Halfway through the course, thus after Units 1 and 2, (December) the first assessment and self-assessment takes place. The student will complete a course evaluation and hand this in before the assessment takes place.

Unit 3: Communication: February 6 – March 30, 2012

Unit 3 focuses on the process of artistic communication. From the methodological perspective developed in Units 1 and 2, the following basic concepts will be addressed: the position of the studio, the artistic attitude, the effect of painterly thought in current visual culture, filmic imagination, (theatrical) performativity, intermediality, transmedial communication, and the role of the artist's text. In this unit, the expertise of the Editorial Design Department with regard to media theory will also be deployed.

Unit 4: Context: April 2 – June 1, 2012

Following the investigation of the process of artistic communication, Unit 4 will focus on the question of contextualization: an inquiry into how the artistic image should be presented. In order to investigate various exhibition models, a collaboration with Expodium in Utrecht will offer a platform for practical research. In this unit, the role and position of art in public space will also be investigated. The latter will take place in the form of common workshops with MA Spatial Design students. Units 3 and 4 will be completed with two papers of 1.000 words each. The first essay/interview will both discuss the work of another artist and situate it in a theoretical context. The second text in the form of a review will critically discuss a topical exhibition. Both papers will be discussed at the end of Unit 4 in a group assessment.

6.2 Course 2: Critical Studies (Reference MAFA2)

Study Time: 12 weeks, 17 ECTS

Duration: 20 weeks: September 5, 2011 – February 3, 2012, Friday 10-12

Teaching Staff

Henk Slager	- Dean Graduate School, Professor of Artistic Research.
Annette Balkema	- lecturer theory, Spatial Analysis
Domeniek Ruyters	- lecturer theory, Fine Art
Arjen Mulder	- lecturer theory, Media Theory

Aims and objectives

The purpose of the collective MA course (for students MA Fine Art and MA Design) is to familiarize you with reflections on topical image production. With this, the notion of research plays a particularly decisive role. How could artistic research be distinguished from other forms of research? You will learn to reflect methodologically, to formulate research hypotheses, to reflect on concepts, and to design research models. The programme consists of three units.

Content, form of learning, assessment

Unit 1: Modes of Research (Week 1-8).

The first unit is devoted to Modes of Research. Primary subjects are Visual Culture, Media Theory, Rhetorics and Communication, The Era of Information, Spatial Analysis, Globalization, Identity, Models of Critical Awareness. During these 8 weeks seminars will take place where major “best practices” will be discussed in various seminars. You are expected to study the assigned literature in such a way that you are able to thoroughly contribute to the discussion.

This unit will be concluded in the form of a presentation (with a paper of 500 words), where you should demonstrate a critical assessment of the literature studied, if possible in the context of your own work/research (your research proposal).

Unit 2: Research Development: (Week 9-16)

The second unit, Research Development, will take place within your own discipline. Primary question dealt with: What is (artistic) research? The specificity of the methodology of artistic research will be investigated further. What are the differences and similarities of artistic research and other forms of research directed towards the production of knowledge? What is artistic knowledge? How to start an artistic research project? And how are the results of an artistic research project evaluated and presented? The programme will be in the form of a participatory seminar. You will independently prepare parts of the lecture and discuss these in the form of critical reports. The unit will be concluded with a paper (1000 words) in which a work-related concept (your pre-thesis) should be formulated.

Unit 3: Cross-Cultural Studies: (Week 17-20)

The third unit, Cross-Cultural Studies, is a collective research. In encounters and dialogues with students from both other design pathways and the MA Fine Art programme, you will be forced to critically reflect on the boundaries of your own professional field and on the possibilities of cross-overs. During the first three meetings, a methodology will be discussed, whereupon the workshop will focus on this theme and the formulation of a series of research hypotheses through guest lecturers (or a mini-symposium). Subsequently, in multidisciplinary groups, students intensively work (on location) on the completion of the research and on finding an adequate form of presentation. A constructive contribution to the debate on the presentation forms the conclusion of this unit. This unit will also entail supportive studies such as writing skills, and formatting a research essay.

Reference Materials:

Annette W. Balkema and Henk Slager (eds.), Artistic Research, 2004.

Nicolas Bourriaud, The Radicant, Berlin, 2009

Jonathan Crary, Techniques of the Observer, 2001.

Gilles Deleuze and Félix Guattari, A Thousand Plateaus, 1999

Gilles Deleuze & Félix Guattari, What is Philosophy?, 1994.1994.

Villem Flusser Towards a Philosophy of Photography, 2000.

Martin Jay, Downcast Eyes, 1994.

Mika Hannula, Artistic Research, 2003.

Petran Kockelkoren, Art as Research (Mediated Vision), 2005

Nicholas Mirzoeff, Visual Culture, 2000.

Arjen Mulder, Understanding Media Theory, Rotterdam, 2004

Antonia Payne, Research and the Artist, Oxford, 2002.

Mick Wilson, Curating and the Educational Turn, Amsterdam 2009.

6.3 Course 3 INDIVIDUAL RESEARCH (Reference MAFA3)

Study Time: 24 weeks, 34 ECTS

Duration: 48 weeks: September 5, 2011 – August 31, 2012

Teaching Staff

Klaas Hoek

- Senior Lecturer, Fine Art

Domeniek Ruyters

- Lecturer, Critical Studies Fine Art

Research Supervision:

- Tiong Ang, Mika Hannula, Liza May Post,

Aims and objectives

Course 3 is characterized as a stage of production. It is the course where you in your studio modify and realize independently the project proposal presented at the start of the programme. Every week,

individual research activities and visual results will be evaluated in (group) discussions. For that, every two weeks, relevant visiting professors, i.e. lecturers familiar with your research, are invited to participate in the group discussion in the morning, do tutorials in the afternoon, and partake in a concluding evaluative discussion at the end of the day.

During the group discussion, you report on the progress of your research in the form of a research presentation. In critical discussions, the methodological premises and the project proposal will be evaluated and, if necessary, adjusted. You should document these presentations in a well thought-out essay. The essay can be considered an impetus for the thesis.

In weekly conferences between student and research lecturers, the progress of the research is monitored. You should be able (in writing and in image) to communicate the premises of your research and be able to adjust the premises based on various try-outs and critical discussions. During this course you are involved in completing the research. The written work will be completed in a final research report (approx. 5000 words). In this text, the research trajectory, the chosen methodological plan and the critical position within the process of artistic communication are all theoretically founded. In addition, you are involved in a presentation concept (exhibition and parallel publication) of your work. For this, the MAFA programme has, among other things, made arrangements with Expodium, a leading centre for topical visual art in Utrecht, to realize DARE (Dutch Artistic Research Event): an experimental, research exhibition. DARE takes place in the city of Utrecht on various locations such as the Academie Galerie, Centraal Museum, Expodium, University Museum and shows gradation work and parallel panel discussions.

7. Teaching and learning strategies

As a MA student you are expected to be self-motivated and an independent learner, with tutor support. The MA Programme is a taught programme (course 1 and course 2) requiring the students to submit their own project and anticipated programme of work (course 3). To this end you receive a variety of teaching and learning methods throughout each course as appropriate to the programme. All students receive regular tutorials to monitor their project progression. The HKU requires students to attend lectures, seminars and workshops in order to follow through their research project through self study, using the resources available.

The MA student is expected to research and demonstrate their proposed project and situate it within contextual debates in far greater depth than at BA level. The HKU will supply research study skills workshops to assist the student.

The philosophy underlying this programme is based on various facets of learning:

- Learning that arises from acquiring knowledge: you learn something about your discipline you did not already know.
- Learning that arises from reflection and commentary: in a critical environment you learn to question your own mode of perception and frames of reference and transformation occurs: by giving a different meaning, everything can be viewed in a new light.
- Learning that arises through production: by researching, you learn to understand and influence a situation more effectively.

8. Graduates

The ultimate proof of a master programme is in its graduates. The MA Fine Art programme prepares its students for a more varied and broader artistic career than just studio based practice. As stated in its learning outcomes, the MA Fine Art programme aims to equip its students with organizational, discursive, creative, reflective and communicative capacities as well as with the capacity to interact with the different environments they move in as an artist.

8.1 Destination

From the results of the first couple of years it looks like the strategy of training independent researchers is paying off. Many of the MA Fine Art graduates are currently involved in a variety of (research) projects. Some are continuing their research in PhD studies or a residency programme. Others have set up shop as independent artists, combining their artistic research with curatorial projects.

Teaching is also a destination for some MA Fine Art graduates. Some graduates have returned to their original art schools to take up teaching positions there. One Chinese graduate has even been so bold as to start developing an experimental art school in her home country.

Almost all graduates of the MA Fine Art programme have chosen to combine various activities: teaching with PhD-research, independent practice with curatorial projects, entrepreneurial activities with critical research.

This indicates that the MA Fine Art programme and the philosophy it is based on enable graduates to create a rich and varied practice, allowing them to continue their research and to build on experiences from the course.

8.2 Contact and activities

Apart from frequent informal relations, MaHKU aims to keep contact with its alumni through the MaHKU-website and the 'MaHKUzine' magazine. Alumni have the possibility of keeping a personal page on the website. Shows and exhibitions by alumni are regularly announced on the website's news page. Alumni are encouraged to read the MaHKUzine that is published on the website. A selection of graduate research is also published in the magazine.

Furthermore, MaHKU is currently looking into the possibility of creating a series of lectures and master classes by internationally renowned artists and designers. Such meetings will allow our students and our alumni to meet the leading players in the field and to come into contact with their views. This way we will continuously involve students and graduates in topical developments in the field of visual art research.

9. Assessment

9.1 Assessment of study process

After each unit, the unit lecturer records how a candidate has fulfilled the unit commitments (assignment, assessment criteria: see chapter 7). The results of the four units are reviewed at the end of the trimester (week 16: Initial Review; week 36: Exam Entry Review; week 48: Final Examination) in the form of a common MA-presentation. In addition to a formative assessment and granting of ECTS credits, the students will be counselled (initial review: advising, exam entry review: binding advise) on how to develop further the research as presented in the project proposal. The third assessment moment (final examination) is summative. It consists of a combination of the former assessment moments and the ECTS credits obtained and an evaluation of the final presentation (project and thesis) of the research.

Initial Review (23 ECTS): December 2011

After the first trimester (week 16), you will have a review and formative assessment on study progress. Trimester 1 (Unit 1 and 2) focuses on:

- a. Exploring the (cultural) context of the discipline (cultural studies, presentation)
- b. Developing and arranging the concept of your individual project (discourse: concept development, representation).

Assessment criteria Initial Review:

1. Organization: are you able to organize your research process independently?
2. Discours: are you able to continuously relate topical discussions and conceptual frameworks to your body of work?
3. Create: are you able to map your topic in an original way?
4. Interact: are you able to relate your research to that of other artists?
5. Communicate: are you able to describe your research and defend it adequately in the presence of peers?
6. Critical reflection: are you able to evaluate the various dimensions (such as medium, context) of your project?

Exam Entry Review (23 ECTS): June 2012

After the second trimester (week 36), you will have another review and formative assessment on study progress. Trimester 2 (Unit 3 and 4) focuses on investigating cross-cultural connections (assessment criterium 5: Interact) and on elaborating the individual project (esp. assessment criteria 3.create and 4.reflect). The committee will advise (red, orange or green light advice) about entering the last period before examination. The committee can also indicate (in the case of the advise red/orange) that you should enter the trajectory of the Post-Graduate Diploma (46 ECTS). This diploma will be awarded when, for example, you have followed adequately all educative parts, but do not succeed in accomplishing the individual research at the requested MA level. This means actually that you subsequently still follow unit 4 (representation) in the third trimester but complete the programme for the exam with a short note (1000 words) on the results of the research instead of with an essay.

Assessment criteria Entry Review:

1. Organization: do you have an idiosyncratic vision on the position of research in the current practice of visual art in order to relate this to the formulation of your artistic strategy?
2. Discours: do you have an adequate knowledge of topical theoretical discussions in the field as well in related discipline?
3. Create: are you able to make a professional work by showing new connections and possibilities?
4. Interact: are you able to create constructive connections between various disciplines?
5. Communicate: are you able to formulate a research hypothesis that deals with complex issues?
6. Critical reflection: do you have a critical awareness with regard to prevailing paradigms and parameters in the field?

Final Examination (Summative assessment: 46 ECTS +23 ECTS= 69 ECTS): August 2012

Trimester 3 focuses on the presentation of the individual research project.

Assessment criteria Final Examination:

1. Organization: are you able to locate the most suitable (curatorial) context for your research?
2. Discours: can you report of the consequences of your research for the practice of visual work?
3. Create: can you transform knowledge, intuitions and impressions into visual work while operating in a researching, experimenting and reflecting mode?
4. Interact: can you reflect independently various sources of inspiration and are you able to indicate and designate them in your work?
5. Communicate: can you report convincingly on the progress of your research in an adequately documented and conceptually well-substantiated essay?
6. Critical Reflection: are you able to evaluate your way of working, survey the implications, and report afterwards on the methodological choices and decisions?

9.2 Final assessment

The external examiners will have received, halfway the programme, all written MA project proposals. They will familiarise themselves with the students and their work. Prior to the final examination the external examiners will have received the major pieces of written work. During the final assessment, all reviews, tutorial and progress reports will be available to the external examiners

The thesis will be submitted for assessment. It will be read and assessed by the fine art project lecturer, the thesis lecturer and the external examiners. (The external examiners will receive a sample of the thesis promptly). For the final examination, the external examiners should read at least 3 examples of the thesis; 1 below average, 1 average and 1 good in case the group consists of more than 10 students.

The final degree assessment will take place during the penultimate week of the Programme. It will assess the completed project displayed in the form of an exhibition. At the end of the final degree assessment, internal examiners will confer and the programme leader will prepare provisional results.

The external examiner will view the completed projects independently and will then join the internal panel to viva voce each student. This meeting will be followed by the final meeting of the Programme Examination Board. Results will be recorded and the external examiner invited to comment on the quality of work seen and the conduct of the assessment.

Criteria for final assessment

To achieve the award of MA the following two elements must be completed successfully, (see further for more in depth criteria):

1. A Pass in all courses and accumulation of 68 ECTS credits. Which means the execution of a range of finished works supported by visual and written research and development work pursued throughout the Programme.
2. Thesis/Research Report (approximately 5,000 words), completed in English or Dutch (depending on the origin of the student)

In the Final examination the Examiners will look for:

- The student's success in achieving the stated aims and objectives of the courses and his/her project at MA level.
- The quality of the research and development work undertaken, both visual and written.
- The level of creative ability and creative thinking significantly beyond first-degree level and the application of these abilities in the MA project.
- The knowledge, and, where applicable, the use of advanced technology relevant to the project.
- The management, co-ordination and documentation of the project.

- The ability to present and communicate professionally the completed MA project.

Requirements for the Research Essay

The major piece of written work in English of approximately 5000 words requires the inclusion of the following:

- An amplification of the aims and objectives of the MA project, extended from the submission made to the interview panel prior to entry;
- A log of research and development work undertaken during the Programme;
- A brief history of the subject of the MA project and its position in the contemporary art world;
- A rationale for the final presentation of work submitted for final examination.

Final Examination

Each student shall present the following for formal assessment at a time specified:

- Self-Evaluation
- Research Project
- Thesis, including research project analysis
- Skilful presentation of above

In order to be awarded an MA, a student must satisfy the Programme requirements and pass in each assessed element identified above.

9.3 Resits

Normally all students accepted onto the Programme will be expected to complete the Programme successfully. The Programme will be using the European Credit Transfer System (ECTS) to allow for standardised progression for all students. However, the assessment procedure operates as a formal mechanism to ensure that the student is progressing satisfactorily on the Programme. The student is only allowed one re-assessment.

Where a student is given a fail at the end of a Unit he or she would normally proceed to the next unit with advice on additional retrieval work necessary to meet the required standard. A student who is re-assessed in all or some of the assessed elements specified above, shall be required to satisfy the course lecturer and the programme leader on re-assessment before proceeding to the next part of the Programme, unless the Board determines otherwise. Only exceptionally would a student be advised by the lecturers of that particular course to withdraw at this point of the Programme.

If a student is unable to achieve the necessary credits due to external factors, the programme offers opportunities to resit the examinations. If a student is unable to follow parts of the programme due to sound reasons, and this results in a delay in his or her studies, the programme offers an opportunity to the student to re-enter the programme the following year, while retaining his credits.

9.4 Student appeal

Hogeschool students taking part in contract education activities at the hogeschool can request an arrangement from the Central Board on the grounds of that specified in the hogeschool's Dispute Regulations if his/her interests have been directly affected. (Adopted by the Central Board on 27 April 1998 and amended by the Central Board on 19 April 1999 and most recent in April, 2006)

9.5 Examination Board & External Examiners

9.5.1 The examination Board

The Dean of the Utrecht Graduate School of Visual Art and Design

The Programme Leader

The MAFA Team

The External Examiners

Terms of reference:

The Examination Board is responsible under the Academic Board for the following duties:

- assessing students in accordance with the programme assessment regulations;
- controlling all examinations and assessment arrangements for the programme;
- recommending the conferment of an award on a student who has successfully completed the programme of study and achieved the required standard;
- considering, moderating and approving examination papers and marking schemes for all assessments;
- ensuring that all examination scripts, thesis and assignments which affect candidates progress

- on the programme or contribute to the final assessment are properly scrutinised and marked;
- considering, and if appropriate, taking account of any special circumstances affecting a student's performance;
- reporting on any matters of significance to the Academic Board.

9.5.2 External examiners: role and task

The appointment of External examiners will have to be approved by the Academic Board of the HKU and the OUVS Board. This appointment must be in accordance with the assessment regulations of the HKU. The external examiners must be either a practitioner in the field of Fine Art or acquainted with the BA-MA structure and its requirements.

The role of the External Examiner is to provide an external reference point for the academic standards of an academic programme based on current knowledge of the subject and, where possible, an awareness of current higher education practice. The External Examiner verifies the academic standards achieved by students and ensures that justice is done to the individual students.

External Examiners should moderate stage and final assessments. An External Examiner may comment and advise on any academic matter related to the programme being examined. The criteria applied by the External Examiner should coincide with the validated assessment criteria for the programme.

On appointment, all External Examiners should be given a copy of the current programme book in which assessment criteria are published. External Examiners have the right to full access to any academic information related to the students being examined.

The Nature of the Task

The HKU requires its External Examiners to moderate the marks awarded by the internal examiners to ensure that internal marking standards are appropriate. This will require the detailed scrutiny of a sample of the whole student group, usually composed of examples of the best, worst and some borderline quality work.

The selection that makes up the sample is proposed by the internal examiners, but the External Examiner has the right to amend how the sample should be made up. No External Examiner should attempt to examine the work of the entire student group, other than in those instances where the student group size is small, e.g. smaller than ten students. In the examination of studio work, External Examiners will have an opportunity of viewing the exhibition of work by the entire group from which the sample to be moderated would be drawn.

The Assessment Procedure

At the final examination, External Examiners will be provided with a list of the marks awarded by the internal examiners in advance of beginning their work of moderation. In advance of the final examination, examiners will be provided with an assessment timetable that will describe in detail the schedule and location of the examination. External Examiners will be expected to work as a team, undertaking some cross marking, where appropriate, to ensure parity of degree classifications across all sub-disciplines in any one degree programme.

The Examiner's Report

On completion of the examination, External Examiners are asked to submit a written report on the examination. Examiners are respectfully requested to submit their report to the Programme Leader within one month of the examination in order that the Graduate School staff can give it their fullest consideration while memory of the examination is still fresh.

The External Examiner's report is a key element of the School's quality assurance processes and consequently it is important that reports follow a common format. The report should comment on the following:

- (a) the students: overall impressions of the quality of candidates and what they had achieved. External Examiners should avoid detailed discussion of individual students' work. No student should be mentioned by name in the report, but the student work in general should appropriately be discussed, as an indicator of quality;
- (b) the assessment: the form and content of the assessment, the appropriateness of the assessment to the programme, and the efficacy of any special features of the assessment in achieving their objectives. External Examiners are asked to comment on the balance of the marks awarded for the components of the programme and on the criteria for assessment;
- (c) the results: pass rates and the distribution of the results, and how this reflects on the quality of the programme;

(d) the programme: the broader academic aspects of the programme as experienced by students (e.g. the balance of the programme of studies; the level of student choice; the extent of staff guidance; teaching methods; the balance of practical and theoretical components). External Examiners should not feel constrained to comment only on the specialist area to which they have been appointed; studio External Examiners should be invited to comment on non-studio elements, and vice versa.

10. Programme regulations

10.1 What is the HKU?

Education at the Utrecht School of the Arts (HKU) is geared towards the following disciplines: music, theatre, visual arts and design, media, technology and management in the field of art and media and teacher training courses in arts subjects. Apart from regular art education and the internationally acknowledged Master of Arts programmes, the School also offers postgraduate courses and contract education. With over 3500 students in the regular programmes, 25 courses and a great number of post-graduate and short programmes the Utrecht School of the Arts is the largest institute of postgraduate and professional higher education in the arts in the Netherlands.

As an independent institute of higher education, the HKU has a mission. This is primarily the provision of high-quality education and research from an international perspective in the area of the arts. For that reason, the Utrecht School of the Arts tries to meet the following objectives:

1. **Internationalisation:** stimulating further cooperation at the national and international level inside and outside the Utrecht School of the Arts; establishing international contacts;
2. **Innovation:** stimulating new initiatives and developments in the area of research; creating an optimum research climate;
3. **Interdisciplinarity:** strengthening the (research) quality of the participating faculties and of the various disciplines working together;
4. **Interculturality:** through the implementation of intercultural (research) projects, lecturers and students will gain knowledge and insight into artistic expressions from other cultures, as these exist in a multicultural society.
5. **Computerisation:** the school anticipates the latest developments in the area of information and communication technology and researches the possibilities to apply them in all the school's faculties.

10.2 Relationship with the Open University

The Utrecht Graduate School of Visual Art and Design is a knowledge centre with respect to the practice in the different fields of the arts. In this context there should be attention for the development of new knowledge, which is needed for the artistic disciplines that are taught. This new knowledge may find its roots in the traditional academic research traditions or it may be situated in the field between artistic research and scientific research.

The commitment of the school to become a Specialised Institution in the arts is shown by the fundamental initiative to request the Open University Validation Services to support the HKU in going through a process of accreditation. This commitment is further shown in facing the budgetary as well as managerial consequences of being accredited.

What does this mean for you as a MAFA student? The HKU will register you with the Open University for the award to which the MAFA programme leads. However, during your studies, your primary relationship is with HKU. Whilst you are studying you will be subject to the regulations and procedures of HKU. Any enquiring, queries, complaints or requests should be directed towards the appropriate members of staff within the HKU responsible for your programme or subject area (for more information: www.open.ac.uk)

By having the HKU accredited by the Open University Validation Services, the institute hopes to create a systematic and long-term way of validating its post-graduate programmes as Master programmes according to the British validating system (OU validated awards are equivalent in standard to similar awards offered throughout UK higher education). Offering validated MA programmes on the European Market will bring the HKU better opportunities to grow into a 'fully-fledged' Specialised Institute in the arts. It will also enter into partnerships with similar Higher Educational Institutes (HEI's) and with trade and industry at national and European level.

10.3 Academic Administration

The HKU operation of the programme shall be the responsibility of the Programme Leader of the MA and the Dean of the Utrecht Graduate School of Visual Art and Design.

To facilitate the efficient management of the programme and importantly to co-ordinate academic

standards and curriculum, agree administrative procedures and make such arrangements as necessary for the efficient day to day control of the programme, subject to and in accordance with the Programme book, the Programme Leader must meet at least twice a year with the course committee. The course committee will have student representation, but there may be restricted items.

Tuition and the provision of suitable resources shall be the responsibility of the MA Fine Art subject to the monitoring and validation procedures in respect of the programme to ensure the proper maintenance of tutorial and academic and curriculum standards.

Annual Programme Evaluation reports should be submitted annually to the Faculty/Academic Boards, and then forwarded to the Open University London. The tuition fees for the programme will be decided by the HKU. Students will be responsible for the payment of fees to the HKU in which they enrol. All students must also pay Open University London registration fees, these fees are included in their HKU fees.

All students who pay the Open University London registration fee and who successfully complete the programme shall be eligible for the award of the MA degree in accordance with the regulations of the Open University London.

Any new courses must be subject to additional validation and review by the Dean of Utrecht Graduate School of Visual Art and Design.

10.4 Programme leader MA

Each master programme currently has its own programme leader. The programme leaders report to the Dean of the Graduate School. The programme leadership of the Graduate School meets once a month to communicate the policy of the School of the Arts and the Faculty to the programme leaders. Initiatives are also developed to promote a cross-Graduate-School culture. The Programme Leader will be accountable to the Dean of Utrecht Graduate School of Visual Art and Design for the efficient management and maintenance of academic standards of the Programme.

- Mandated authority and responsibilities are given to the programme leader by the Dean of the Graduate School and the Principal lecturer.
- The programme leaders shall inform students starting the programme about important practical aspects of education.
- The programme leader has the task of monitoring and evaluating how the assessment is carried out. He is entitled to propose changes to the implementation of the procedure on the basis of difficulties signalled.
- The programme leader has the task of co-ordinating, evaluating and proposing changes to the procedure.

The Programme Leader shall be member of the Programme Examination Board. The Programme Examination Board will be held after the final presentation, to assess the award of the MA Degree.

The Programme leader is nominated to fulfil the following functions on behalf of the programme:

- ensuring effective communication between the staff members;
- maintaining ongoing communication with the Dean of the Graduate School;
- overall co-ordination of all aspects of the programme and collation and forwarding of all required material for quality assurance and evaluation under the Open University Terms of Reference. This material will also be filed at the Faculty Office for Academic Affairs;
- creating agendas, attendance at all Examination Boards and chairing Programme Board of Studies;

10.5 The MA team

Members of the MA team undertake, on behalf of the Academic Board, responsibility for programme management, delivery, monitoring and evaluation in accordance with the approved programme. They meet on a regular basis (at least 3 times per year) to review and advance programme operation and content, including such issues as student admissions, to make recommendations to the programme leader and Academic Board on human and physical resources, teaching, learning and assessment methods, and links with external bodies. They report to the Academic Board on their activities as and when required, and to produce an annual report appraising the operation of the programme over the year for consideration by the Academic Board alongside the reports of external examiners.

11. Learning and other resources

The department has a large number of professional workshops and studios where students are able to work independently supervised by a workshop assistant. There are workshops for wood, metal, 3D-design, graphics, silk-screen (paper and fabric), fashion, book printing, photo studio, AV-studio,

computer room, graphic design, computer room architectonic design, computer room photographic design. At the same time, the department has a specialized library where all relevant professional journals and publications are available. Furthermore, the MAFA programme staff maintains excellent contacts in the professional field. In that way, it will be possible for the curriculum offering to continuously provide professional connections anticipating topical artistic practices.

11.1 Libraries

All faculties have specialised libraries that are situated near the relevant instruction areas. All libraries have several computer workstations, complete with Internet hook-up, which are at the disposal of students. Students have a personal e-mail address. Most students' thesis are incorporated into the library's collection.

The collection of the library of the Faculty of Visual Arts and Design consists of: 10,000 books, 25,000 slides, 1200 videotapes containing 4000 items on visual art and design, 95 subscriptions to magazines and an increasing number of CD-ROMs.

With their student-pass students also have access to the Library of the University of Utrecht. The Library of the University of Utrecht is one of the largest 'open structure' academic libraries in Europe. This means that the books can be taken directly from the shelves and inspected. In addition to the various language and literature subjects, the library also has works in the fields of musicology, cultural studies, history, theatre, film and television studies, art history and archaeology. A computer network links the library to other libraries in the Netherlands and abroad, making it possible to examine material present in these or other libraries. This network also provides access to data files, such as bibliographies. These files are often on CD-ROM.

11.2 Academy Gallery

The Faculty of Visual Arts and Design has its own gallery in the heart of the city. This gallery displays the work of alumni and present students and lecturers as well as the work resulting from international collaboration projects. It offers an opportunity to gain practical experience. Besides exhibitions, events and workshops are also organised. Because of its central location, the gallery is able to organise exhibitions related to projects and events taking place elsewhere in the city.

11.3 Equipment to be provided by the student

Students will provide all materials needed in the course of their studies. MAFA students may use all technical facilities at the Faculty of Visual Art and Design mentioned above. In addition, they will each have an independent studio in the Tractieweg studio complex.

12. Student support services

12.1 Counselling

There are two student counsellors ('studentendecanen') at the Utrecht School of the Arts: They are available to all students to discuss any problems they might have. They look after the students' individual interests as a student and are obliged to maintain confidentiality. They only contact other parties if the student requests it. The counsellors therefore have an 'independent position' within the hogeschool. Of course, the student counsellors are not the only people in the school who can give the student advice and support, and they will not have a ready answer to all the students' questions. But their objective is to work together with the students to find the answer to how to solve their problems. In certain cases, the student counsellor can mediate in referring students on to other people or bodies, thanks to her contacts inside and outside the institution. The student can approach the counsellor:

- if the student wants information or advice on a wide range of subjects, such as accommodation and residence permits;
- if the student has a dispute with a lecturer or with the faculty board. The counsellor can mediate and she can provide the student with support in the event of an appeals procedure;
- if the student wants to talk to someone outside his/her department about a personal matter.
- The counsellors' office can be reached via the secretary of the Student Service Centre in the building at Lange Viestraat 2b, phone: 030 - 2349481

12.2 Studying with a disability

A disability does not mean that you cannot study. The HKU's Academic and Examination regulations state that students with a physical or sensory disability can take their examinations in a modified manner. The HKU can also provide special facilities for you. The nature of the disability does play a role in admission to a course.

The HKU seeks to ensure that the provision of information, advice and guidance to all students is appropriate to their individual needs. The Utrecht School of the Arts has set up special arrangements and facilities for students with a disability. The main focus for issues relating to disabled students are the Student Counsellors who can be reached through the Student Service Centre. The Student Counsellors play a central role in providing, if necessary, an *individual approach* to the problems and possibilities of each student with a disability. They provide a wide range of services to students with a disability, including advise about study planning, facilities, adapted study materials and (financial) support. Students with a disability who are not considered for other external funds, can, with help from the Student Counsellors, make an appeal to HKU budget for obtaining materials and other facilities. HKU aims to make 'tailor-made' adjustments, based on the individual needs of the student.

13. Appeals and complaints

For rules concerning appeals and complaints see Appendix EER, Education and Examination Regulations to degree and postgraduate studies (<http://English.hku.nl/hku/show/id-99666>)

14. Student participation

14.1 Student course evaluation form

All units, staff and other related topics are formally evaluated with an evaluation form. The results of these evaluations are also put forward in the programme team meetings for formal reaction and action points. This questionnaire is used to express the students' views on the courses just completed. The results will be used as part of an overall assessment of the effectiveness of the course and for quality enhancement. Outcomes will be reported on the OUVS annual programme evaluation form.

14.2 Course committee

Each MA programme (MA Design and MA Fine Art) supplies students and lecturers to participate in the course committee. In accordance with the Higher Education and Research Act, course committees were established in 1997. It was decided to establish a course committee for each school. Each course committee is made up equally of students (2) and lecturers (2) from the faculty sub departments affiliated to the faculty department. The course committee is an advisory organ, which advises the programme leadership and the Faculty Board with regard to the content and form of the education in the school.

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