

Policy Name:	Graduate Studio Policy		
Policy No:	3.8	Approval Authority:	Vice-President (Academic & Research) and Provost
Volume:	3, Office of Academic Affairs	Responsible Executive:	Academic Dean
Chapter:	8, Graduate Studio	Responsible Office:	Office of Academic Affairs and Research
Originally issued:	September 2021	Revisions:	n/a

Policy Statement

Graduate students at NSCAD University in some programs typically require dedicated access to studio spaces in order to undertake the work required to fulfill the requirements of their programs. NSCAD is committed to providing studio access in ways that are safe, sustainable, and comply with Provincial regulations.

Reason for the Policy

To ensure graduate students who may be utilizing studio space understand the risks and liabilities attached to occupying campus space and the expectations of peers and other University stakeholders regarding usage and upkeep. The purpose of this Policy is to:

- Make explicit the responsibilities and expectations attendant to occupying University studio space to ensure that studios are occupied in a safe, effective and appropriate manner;
- Ensure awareness of, and mitigate, the risks associated with occupying campus space; and
- Support the University's interests and academic mission as graduate students engage in educational exploration and research on campus.

The Policy Applies To

This Policy applies to students and other persons who may be given access to studio spaces to pursue research and educational activities under the auspices of NSCAD University.

Contacts

- Office of Academic Affairs and Research
- Facilities Management
- Office of Finance and Administration

Definitions

This Policy articulates terms and conditions associated with graduate student access to facilities to pursue their academic work.

The Policy

1. **Safety:** The safety of students is a priority for the University. While access to studio spaces is a priority for students, the University must ensure that the safety of people, property and equipment is respected, protected and maintained. Accordingly, the assessment and management of risk and the safety in university spaces are responsibilities shared between the University and individual students.

Health and Safety guidelines, best practices and protocols in force in classrooms and shared spaces are also in force in studio spaces. These include:

- a. The prohibition of restricted equipment such as:
 - i. power operated tools,
 - ii. space heaters,
 - iii. hot plates,
 - iv. toaster ovens,
 - v. slow or rice cookers,
 - vi. air fryers,
 - vii. any items with open heating elements or exposed coils,
 - viii. candles,
 - ix. extension cords (power bars with surge protection should be used),
 - x. any other dangerous materials or substances.
 - b. The prohibition of use of alcohol, cannabis or other drugs on campus;
 - c. Behaviour consistent with a professional work ethic and consideration of others is expected at all times.
2. Per HRM zoning requirements, NSCAD is not zoned to provide habitation/residence. Accordingly, no one is permitted to live in their studio, nor to turn their studio space into a living space or personal storage locker.
 3. Questions about moving any particular items into the studio that might otherwise be prohibited should be referred to the Graduate Director of their respective degree program and Facilities Management.
 4. **University Access:** Should the university or its designates require access to studio spaces for any reason, students should understand that such access is permitted. Prior consent may be requested but is not required.
 5. **Usage and Upkeep:** Students are responsible for keeping studio spaces safe and in reasonable order. Food and beverages should not be stored in open containers; spills and messes should be cleaned up and affiliated common studio spaces and sinks, etc. left in good order.
 6. Questions about the state of their studio or desired changes should be discussed with their studio advisor, Graduate Director, and Facilities Management.
 7. Studio access is available from the Fall Semester in year one, through to the end of the Winter Semester in year two. Access beyond the winter semester in year two is subject to availability and formal approval. In order to be granted formal approval, students must submit a continuance application and pay the associated fee, refer to policy [4.10 Tuition and Fees Payment and Refund.](#)
 8. Studio spaces must be vacated 15 days after graduation. When vacated, the studio space should be returned to its original condition and keys returned to the Service Center.

Pre-Access Responsibilities

9. During the Admissions process, each student will be prompted to review and accept the terms and conditions of this policy. Only those who have agreed will be granted access to on campus studio spaces. (See Appendix "A".)
10. Before students occupy an assigned studio space, they must obtain authorization for access from the Graduate Director to that specific location. It is advised that upon first entering the studio, students walk through the assigned space to report any problems or deficiencies to the Graduate Director.

Insurance

11. The University's insurance policy does not cover damage to personal belongings in the case of theft, damage from adverse weather, vandalism, or other circumstances beyond the university's control. Personal belongings would include any student artwork, materials or items not owned by the university. Students wishing private coverage should speak to an insurance broker to obtain insurance appropriate for their circumstances.

Incidents and Emergencies

12. In the event of an incident, the student must contact the Graduate Director and Office of the Dean for advice as soon as possible.

Please use MFAdirector@nscad.ca

Dean, dean@nscad.ca

Facilities Management, facilities@nscad.ca

13. Any immediate security concerns should be brought to the attention of security at the following numbers:

Fountain Campus (902) 877-0764

Port Campus (902) 478-0234

Academy Campus (902) 456-7759

Administrative Structure

Authority: This Policy falls under the authority of the Vice-President (Academic & Research) and Provost.

Policy Review: A review of this Policy will be initiated within the first six months of its implementation and every two years thereafter, in accordance with the requirements of the University's Policy on Policies thereafter.

Appendix A

Acknowledgement and Signature

Student Name:
Student Number:

I read all terms and conditions described in this policy. I understand that failure to abide to this policy may result in loss of access to studio spaces, at the discretion of the Dean.

3.8 Graduate Studio Policy