

**UNIVERSITY OF REGINA
MUSIC DEPARTMENT GRADUATE HANDBOOK**

Policies and Procedures

**for Graduate Students in Music,
their Supervisors, and
Music Department Head**

pertaining to

**Graduate Programs in the
Department of Music**

revised July 20, 2011

**N.B. This document assumes that the reader has access to
the web site of the Faculty of Graduate Studies & Research**

<http://www.uregina.ca/gradstudies/>

and to the *Graduate Calendar*, online at

<http://www.uregina.ca/gradstudies/calendar/index.shtml>

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1. Entrance Requirements

1.1 Application deadlines: **March 15 for Fall semester** **September 15 for Winter semester**

1.2 Entrance Requirements: Master of Music Programs

- Students entering the Master of Music degree program (majoring in Performance, Conducting or Composition) will ordinarily hold a music degree comparable to the degree Bachelor of Music offered by the University of Regina.
- Students accepted to the Master of Music degree program (majoring in Performance, Conducting or Composition) holding the Bachelor of Music Education degree are normally required to complete additional undergraduate music courses, and to do so *by the end of the first semester of graduate study*.
- Applicants for the **MMus in Performance** degree program (instrumental or vocal) will normally perform an in-person audition arranged through the department head. Applicants *may* be considered on the basis of an unedited DVD, certified to be the performance of the applicant, in place of an in-person audition (an audio recording alone is not acceptable). Applicants should be prepared to perform at the audition the equivalent of an entire senior undergraduate recital, from which the audition panel will choose selections of at least one-half hour in duration. Vocalists are to demonstrate acceptable singing ability in French, Italian and German, as well as English.
- Applicants for the **MMus in Conducting** degree program are to submit, as part of their application, a DVD recording of approximately 30 to 45 minutes of unedited rehearsal and performance, including at least 20 minutes of consecutive rehearsal. The camera should be positioned to show the upper body from a frontal view. Applicants for the MMus Conducting program may also be asked to arrange an in-person audition and interview on campus. Preference will be given to those conducting applicants whose background has included ongoing practical experience.
- Applicants for the **MMus in Composition** degree program are to submit, as part of their application, a portfolio of recent compositions.
- **Written diagnostic examinations in music theory and history** are required prior to beginning the MMus program. Entering students scoring below a certain level will be required to do remedial work. Remedial work of more than two semesters is not permitted.

1.3 Entrance Requirements: Master of Arts in Music Theory and Master of Arts in Musicology Programs

- Students entering the Master of Arts degree program must hold a music degree comparable to the Bachelor of Arts (Honours) in Music History or Theory offered by the University of Regina or the Bachelor of Music offered by the University of Regina.
- Applicants to the MA in Music Theory program or MA in Musicology program are to submit a portfolio of recent samples of their scholarly writing, drawing from senior research projects, as part of their application.
- Written diagnostic examinations in music theory and history are required prior to beginning the MA program. Entering students scoring below a certain level will be required to do remedial work. Remedial work of more than two semesters is not permitted.

2. Classification of Graduate Students

2.1 Fully-Qualified Student. An applicant who has an honours baccalaureate or a 4-year degree with a minimum performance of 70%, or its equivalent from this or another accredited university, who intends to take graduate studies in a field closely related to the baccalaureate, and whose audition or portfolio is considered acceptable by the Music Department Graduate Committee, is fully qualified to proceed directly into a graduate program. Applicants with an overall average below the minimum may be considered for this category if their average over the last two complete years is 75% or more. Only fully-qualified students are eligible to hold funding provided by FGSR.

2.2 Qualifying Student. A student with an acceptable academic record, but with less than the equivalent of a 4-year degree in the field in which graduate training is sought, or a student with a 4-year degree who needs additional undergraduate courses in the area of specialization. This category will not be used for a student with a poor academic record or for students from the University of Regina with less than a 4-year degree. *It is expected that the required qualifying work will be completed within one calendar year.* A student may take graduate courses in parallel with the required undergraduate courses if the prerequisites have been satisfied. Qualifying courses may not be credited towards graduate degree programs at the University of Regina.

3. Residence Requirements

- The **MA** and the **MMus Composition** student must be in residence for at least two regular semesters and one six-week spring/summer session. **The MMus Performance** and the **MMus Conducting** student must be in residence for at least four semesters, regular or spring/summer.
- Work toward the degree must be completed within five years, with interruption of not more than two years in duration.

4. Funding, Scholarships and Awards for Graduate Students

The terms and application procedures for these, and other, awards are described on the FGSR web site, <http://www.uregina.ca/gradstudies/scholarships/index.shtml> *Application deadlines are subject to change.* Up-to-date deadlines for receipt of application forms for funding, scholarships and awards, at the Dean's Office (Dean of FGSR, unless otherwise stated) are listed on the web site. The deadline for receipt of the application form in the Music Department is, in all cases, one week prior to the Dean's Office deadline.

Entrance Awards:

Anne Rigney Graduate Scholarship – August 15

Dr. E.C. Leslie Graduate Student Entrance Scholarships – August 15

Other Awards

Graduate Centennial Merit Scholarship - Fall semester - April 1; Winter semester - December 1.

Faculty of Graduate Studies Scholarships - February 28 for Spring/Summer; June 15 for Fall/Winter.

Faculty of Graduate Studies & Research Graduate Teaching Fellowships (TF) and Graduate Teaching Assistantships (TA) - February 28 for Spring/Summer; June 15 for Fall/Winter.

Doris and W.A. Riddell Graduate Scholarship - February 1 to the Dean's Office, Faculty of Fine Arts; February 7 to the Faculty of Graduate Studies and Research. Only students enrolled in study are eligible to apply.

Graduate Student Travel Award - March 1; July 1; November 1.

University of Regina Alumni Association Dr. John Archer Scholarship - Fall - June 1, Winter - January 15.

Graduate Student Scholarly Research (GSSR) Award - Nomination packages must be submitted to academic units by October 1, and the nomination and supporting materials must be in the FGSR office by October 15.

International Graduate Student Scholarship (IGSS) – December 1 deadline, set annually.

SSHRC CGS-Master's Scholarships – Fall deadline set annually.

5. Master of Music, Performance (Orchestral Instruments, Keyboard Instruments, Voice)

5.1 Progression through the Program

- **Required and elective courses** are listed in the *Graduate Calendar*, under Music. The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the department head in advance of the first semester of study and kept on file in the Music Department office.
- The supervisor is directly responsible for the supervision and mentoring of the student. The supervisor is to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the faculty, department, and the FGSR.
- All course work is to be completed no later than the semester in which the second MU 901 recital is performed and the oral examination is held.

- The **supervisory committee** for a student in the M.Mus. Performance program is assembled by the principal supervisor, in consultation with the department head, during the first semester of MU 901 study. A minimum of two faculty members other than the principal supervisor will serve on this committee.

- All graduate students in Performance are required to take **jury examinations** for each semester in which they are enrolled in Music 901 but do not perform a recital. The jury examination should consist of 20 minutes of music. The jury panel consists of the principal supervisor, the other members of the supervisory committee and the department head. The jury examination acts as a checkpoint in the student's program; the supervisory committee will make a recommendation to the supervisor as to the candidate's ability to continue in the program. This recommendation is not binding on the principal supervisor.

- The committee and student are expected to meet formally and regularly, on an annual basis, for discussion of the work. (This meeting may be scheduled with the jury held in non-recital semesters.) The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student. FGSR will only require an official annual Progress Report to be submitted for Ph.D. students and those Master's students who are Tri-Council scholarship recipients, e.g., Master's student who is a SSHRC recipient. The Progress Report form is on the FGSR web site; when required, the student completes his/her part of the form and brings it to the jury for completion by the supervising committee and department head, following discussion of the jury. Submission of the form to FGSR is done *through the principal supervisor*, who is then responsible for distributing a copy to each member of the supervisory committee.
 Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR ever require them.

- **Scholarly and Pedagogical Requirements** The required course MU 813AA-ZZ, Directed Studies in Music Literature, concerns the candidate's performing medium and

may be taken during any semester that an instructor is available to direct these studies. In advance of the semester in which this course is to be taught, the instructor must provide to the department head a course description that answers all questions on the GRADUATE NEW AND VARIABLE CONTENT INVENTORY FORM. The course cannot otherwise be made available for registration.

The final Oral Examination of the candidate for the degree will require the candidate to speak knowledgeably about, and answer questions concerning, the theoretical, stylistic and historical aspects of the recital music. The candidate will also be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

In keeping with the intent of the final Oral Examination for the degree, the principal supervisor or, where more appropriate, the co-supervisor, is expected to put in writing a more detailed list concerning the knowledge to be displayed by the candidate at the final Oral Examination than given in the preceding paragraph, in keeping with what s/he regards as pertinent to the particular field, at the master's level, and is expected to convey these written expectations to the student in the first semester of the program. In addition, the student is encouraged to take the initiative to consult, at length, with each and every member of his/her supervisory committee, from the first semester of the degree program, concerning each member's expectations of the candidate at the final Oral Exam.

- **The equivalent of one full public chamber music recital** is to be performed by the Orchestral or Keyboard Instrument Performance major, either in the semester of completion of MU 882, or in two parts, one part following completion of each of MU 881 and MU 882. Collaborators will be chosen by the instructors of MU 881 and 882 in consultation with the department head, and will normally be current Department of Music students. The principal supervisor and the instructors of MU 881 and 882 will be jointly responsible for the recital repertoire. The candidate will prepare *brief*, scholarly program notes for the recital(s), under the direction of the course instructor(s).

- **Two public, solo recitals** are to be performed by all Performance students, the first after not more than 6 credit hours of MU 901 study and the second after the remaining credit hours of study. These recitals may repeat any or all repertoire heard at juries of the previous semesters. The repertoire of the two recitals, however, must not overlap.

The total number of minutes of music played for an MU 901 recital (not counting intervals between sets or works), should be 60 minutes, minimum and 75 minutes, maximum. There will normally be an intermission (not included in the 60-75 minutes).

If much of the repertoire is, technically, at the highest possible level or uses twentieth-century idioms, for example, extended techniques, the total length will tend towards the shorter time, whereas if all or most of the program were confined to repertoire of standard difficulty, the total length would tend towards the longer time. The principal supervisor solely is responsible for approving the recital repertoire for MU 901 recitals.

- Supervisory committee members *may* request from the student, in advance of the performance of Solo Recital #1, copies of music to be performed. Copies of all works to be performed at Solo Recital #2 *must* be supplied, for all examining committee members, including the potential external examiner and the department head, prior to the preliminary hearing (see below).

The candidate will prepare full, scholarly program notes for both recitals under the direction of the principal supervisor. In the case of Recital #2, a draft of these program notes must be supplied to all members of the supervisory committee no later than the day of the preliminary hearing. A revised copy of these notes must be ready to send to the External Examiner following approval of the preliminary hearing.

5.2 Master of Music, Performance (Orchestral Instruments, Keyboard Instruments, Voice): Approval of Solo Recital #2

- The principal supervisor should refer to the *Graduate Calendar* for guidelines and for documentation needed when nominating candidates to serve as external examiner. The supervisor recommends possible external examiners to the department head, who contacts the suggested external examiners to determine whether they are available to attend Solo Recital #2. The external examiner is also to be present at the final oral exam of the candidate, either in person, via conference call or via live video streaming arranged by the department head, to be held within ten days of the recital. When it is not feasible to set up a conference call or live video streaming for the needed two hours, the external examiner submits a formal report with a slate of prospective questions (to be asked by the

Chair) to FGSR as part of the overall report. When the department head has secured an external examiner for the candidate, he/she submits the form entitled *Nomination Form: External Examiner* to the FGSR Convocation and Thesis clerk.

- **A preliminary hearing of solo recital #2**, before the supervisory committee, will take place at least one month before the performance date. The supervisor will choose the date in consultation with the candidate, the department head and all members of the supervisory committee. The candidate, in consultation with the supervisor, is responsible for all other arrangements for the recital, in accordance with current procedures of the department. Prior to the hearing, the candidate must supply a set of copies of scores (same edition used by the candidate, **with measures numbers marked in all copies**) of all works to be performed for every member of the supervisory committee, and **three** sets for the department head, two of these to be sent by the department head to FGSR for use of the external examiner and the chair of the final oral exam.
- When the supervisory committee is satisfied that the student is prepared and competent to proceed with the second MU 901 recital, the department head, supervisor and all committee members sign the *Master of Music, Performance and Conducting, Supervisory Committee Release* form (found on the FGSR web site, under **Forms**, under **Music**)
- The department head then provides the FGSR Convocation & Thesis clerk with the following completed and signed forms (found on the FGSR web site, under **Forms**, under **Music**): (i) Performance and Conducting Supervisory Committee Release form; (ii) Nomination Form: External Examiner (if not already submitted); (iii) Notice of Performance/Recital **and** Oral Defense (including name of the FGSR designate who has agreed to chair the oral examination); (iv) Checklist for MMus Performance and Conducting (including a copy of the program for the Recital or Concert).
- **Solo recital #2 will be performed** before the supervisory committee, the external examiner, the chair of the examining committee, the head of the department and the general public.

5.3 Oral Examination Procedures: Master of Music, Performance (Orchestral Instruments, Keyboard Instruments, Voice)

- The final Oral Examination will take place as soon as possible after the recital, normally within **ten** days of the recital and no later than the end of the same semester as the recital. The department head will give all graduate students and faculty members of the music department notice of the Exam and invite them to attend, if they wish, as non-participating observers.
- Candidates and supervisors should refer to the *Graduate Calendar* under “Oral Defense,” prior to the day, and familiarize themselves with the proceedings of an Oral Examination.
- The committee to examine an MMus candidate shall consist of the external examiner, members of the supervisory committee, the head of the department (ex officio), the principal supervisor and the Dean of the FGSR (or, more usually, the designate of the dean of the FGSR). The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner to the FGSR in advance of the day may be posed by the chair of the oral exam.
- The candidate must bring to the oral exam the original scores of music performed at Solo recital #2. Examining committee members are expected to bring the copies they received prior to the preliminary hearing.
- The Office of the Dean of the FGSR prepares the forms necessary for committee validation of the thesis and examination.
- **The final Oral Examination** will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, performance majors will be expected to speak at length about each subject raised by the external examiner and other members of the examining committee. As well as displaying knowledge concerning theoretical, stylistic and

historical aspects of the music performed at Solo recital #2, and knowledge of stylistic and historical aspects of the music performed at Solo recital #1, performance majors will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

- The Office of the Dean of FGSR prepares the forms necessary for committee validation of the recital and the oral examination (a list of forms to be completed at the end of the examination may be found on the FGSR website, under **Forms**, under **Music**).

5.4 Completion: Master of Music, Performance

- The forms necessary for committee validation of the recital and oral examination are signed subsequent to the Oral Examination, and returned to the FGSR by the chair. The *Completion Form, MMus Performance or MMus Conducting* is normally signed at the same time, and returned to the FGSR Convocation & Thesis clerk by the department head.

6. Master of Music, Conducting (Orchestra, Band or Chorus)

6.1 Progression through the Program

- **Required and elective courses** are listed in the *Graduate Calendar*, under Music. The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the department head in advance of the first semester of study and kept on file in the Music Department office.
- The supervisor is directly responsible for the supervision and mentoring of the student. The supervisor is to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the faculty, department, and the FGSR.
- **All course work** is to be completed no later than the semester in which the MU 901 conducting concert is performed and the oral examination is held.
- The **supervisory committee** for a student in the M.Mus. Conducting program is assembled by the principal supervisor, in consultation with the department head, during

the first semester of MU 901 study. A minimum of two faculty members other than the principal supervisor will serve on this committee.

- **MU 901 (thesis)** will consist of a wide range of conducting projects and score study, culminating in the conducting of a major work for orchestra, band or chorus.
 - All graduate students in conducting **may** be required to take **jury examinations** for any semester in which they are enrolled in Music 901. If a jury examination is held, the jury panel will consist of the supervisory committee and the head of the department. If an ensemble is not available, two rehearsal pianists will substitute. The jury examination should consist of 20 minutes of music. The jury examination acts as a checkpoint in the student's progress; jury members will make a recommendation to the supervisor as to the candidate's ability to continue in the program. This recommendation is not binding on the supervisor.
 - The committee and student are expected to meet formally and regularly, on an annual basis, for discussion of the work. (This meeting may be scheduled with the jury held in non-recital semesters.) The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student. FGSR will only require an official annual Progress Report to be submitted for Ph.D. students and those Master's students who are Tri-Council scholarship recipients, e.g., Master's student who is a SSHRC recipient. The Progress Report form is on the FGSR web site; when required, the student completes his/her part of the form and brings it to the jury for completion by the supervising committee and department head, following discussion of the jury. Submission of the form to FGSR is done *through the principal supervisor*, who is then responsible for distributing a copy to each member of the supervisory committee.
- Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR should ever require them.

- **Scholarly and Pedagogical Requirements** The required course MU 813AA-ZZ, Directed Studies in Music Literature, concerns the candidate's performing medium and may be taken during any semester that an instructor is available to direct these studies. In

advance of the semester in which this course is to be taught, the instructor must provide to the department head a course description that answers all questions on the GRADUATE NEW AND VARIABLE CONTENT INVENTORY FORM. The course cannot otherwise be made available for registration.

The final Oral Examination of the candidate for the degree will require the Conducting candidate to speak knowledgeably about, and answer questions concerning, the theoretical, stylistic and historical aspects of the music performed in the Conducting Concert. The candidate will also be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

In keeping with the intent of the final Oral Examination for the degree, the principal supervisor or, where more appropriate, the co-supervisor, is expected to put in writing a more detailed list concerning the knowledge to be displayed by the candidate at the final Oral Examination than given in the preceding paragraph, in keeping with what s/he regards as pertinent to the particular field, at the master's level, and is expected to convey these written expectations to the student in the first semester of the program. In addition, the student is encouraged to take the initiative to consult, at length, with each and every member of his/her supervisory committee, from the first semester of the degree program, concerning each member's expectations of the student at the final Oral Exam.

- The conducting of a major work for orchestra, band or chorus, or its equivalent, will be presented in public performance in partial fulfillment of the MU 901 (thesis) requirement. The supervisor is solely responsible for approving the repertoire for the MU 901 conducting concert. In consultation with their supervisor, the candidate is responsible for arranging the performance and logistical aspects of the concert, and for writing full, scholarly program notes. The student must also arrange for, and recruit, players and singers, unless other arrangements are made with University ensemble directors and the supervisor.
- The principal supervisor solely is responsible for approving the repertoire of the conducting concert.

6.2 Master of Music, Conducting: Approval of Conducting Concert

- The principal supervisor should refer to the *Graduate Calendar* for guidelines and for documentation needed when nominating candidates to serve as external examiner. The supervisor recommends possible external examiners to the department head, who contacts the suggested external examiners to determine whether they are available to attend the Conducting Concert. The external examiner is also to be present at the final oral exam of the candidate, either in person, via conference call or via live video streaming arranged by the department head, to be held within ten days of the recital. When it is not feasible to set up a conference call or live video streaming for the needed two hours, the external examiner submits a formal report with a slate of prospective questions (to be asked by the Chair) to FGSR as part of the overall report. When the department head has secured an external examiner for the candidate, he/she submits the form entitled *Nomination Form: External Examiner* to the FGSR Convocation and Thesis clerk.
- **A preliminary hearing** of the conducting concert will take place at least one month before the performance date. The supervisor will choose the date of the preliminary hearing in consultation with the candidate, the department head, and all members of the supervisory committee. The candidate, in consultation with the supervisor, is responsible for all other arrangements for the preliminary hearing, in accordance with current procedures of the department. Prior to the hearing, the candidate must provide scores of all works on the program to all examining committee members, and **three** additional copies to the department head, two of which will go to FGSR for sending to the external examiner and the chair of the final oral exam.
- When the supervisory committee is satisfied that the student is prepared and competent to proceed with the MU 901 conducting concert, the department head, supervisor and all committee members sign the *Master of Music, Performance and Conducting, Supervisory Committee Release* form (found on the FGSR web site, under **Forms**, under **Music**).
- The department head then provides the FGSR Convocation & Thesis clerk office with the following completed and signed forms (found on the FGSR web site, under **Forms**,

under **Music**): (i) Performance and Conducting Supervisory Committee Release form; (ii) Nomination Form: External Examiner (if not already submitted); (iii) Notice of Performance/Recital **and** Oral Defense (including name of the FGSR designate who has agreed to chair the oral examination); (iv) Checklist for MMus Performance and Conducting (including a copy of the program for the Concert).

- The conducting of the major work will be performed before the supervisory committee, the external examiner, the chair of the examining committee, the department head and the general public.

6.3 Oral Examination Procedures: Master of Music, Conducting

- The final Oral Examination will take place as soon as possible after the Conducting Concert, normally within **ten** days of the concert and no later than the end of the same semester as the concert. The department head will give all graduate students and faculty members of the music department notice of the Exam and invite them to attend, if they wish, as non-participating observers.
- Candidates and supervisors should refer to the *Graduate Calendar*, **under** “Oral Defense,” prior to the day, and familiarize themselves with the proceedings of an Oral Examination.
- The committee to examine an MMus candidate shall consist of the external examiner, members of the supervisory committee, the head of the department (*ex officio*), the principal supervisor and the Dean of the FGSR (or, more usually, the designate of the dean of the FGSR). The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner in advance of the day to the department head will be asked of the candidate by members of the examining committee in turn.

- The candidate must bring to the oral exam the original scores of music performed at the concert. Examining committee members are expected to bring the copies they received prior to the preliminary hearing.
- At the final Oral Examination, conducting majors will be expected to speak knowledgeably about, and answer questions concerning, theoretical, stylistic and historical aspects of the concert music. At the final Oral Examination, Conducting majors will also be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.
- The Office of the Dean of FGSR prepares the forms necessary for committee validation of the conducting concert and the Oral Examination (a list of forms to be completed at the end of the examination may be found on the FGSR website, under **Forms**, under **Music**).

6.4 Completion: Master of Music, Conducting

- The forms necessary for committee validation of the concert and oral examination are signed subsequent to the Oral Examination and returned to the FGSR by the chair. The *Completion Form, MMus Performance or MMus Conducting* is normally signed at the same time, and returned to the FGSR Convocation & Thesis clerk by the Department Head.

7. Master of Music, Composition

7.1 Progression Through the Program

- **Required and elective courses** are listed in the FGSR Calendar, under Music. The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the department head in advance of the first semester of study and kept on file in the Music Department office.
- The supervisor is directly responsible for the supervision and mentoring of the student. The supervisor is to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the faculty, department, and the FGSR.

- **All course work** is to be completed no later than the semester in which the thesis is presented and the oral examination is held.

 - **The supervisory committee** for a student in the M.Mus. Composition program is assembled near the beginning of the student's program. The committee is assembled by the principal supervisor, in consultation with the department head. A minimum of two faculty members other than the principal supervisor will serve on this committee.

 - The committee and student are expected to meet formally and regularly, on an annual basis, for discussion of the work. The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student. FGSR will only require an official annual Progress Report to be submitted for Ph.D. students and those Master's students who are Tri-Council scholarship recipients , e.g., Master's student who is a SSHRC recipient. The Progress Report form is on the FGSR web site; when required, the student completes his/her part of the form and brings it to the supervisory committee meeting for completion by the supervising committee and department head. Submission of the form to FGSR is done *through the principal supervisor*, who is then responsible for distributing a copy to each member of the supervisory committee.
- Minutes from annual doctoral committee meetings are to be kept on file in the department office , should FGSR ever require them.

MU 901/Thesis: A portfolio of compositions for a variety of performing mediums, totaling 45 minutes duration, including one major work of at least 12 minutes, and analytic commentary on each work, is to be presented as the thesis. The student should arrange for the compositions to be recorded.

Preparation for final Oral Examination: At the Oral Examination, MMus, Composition candidates will be expected to speak knowledgeably about, and answer questions concerning, the theoretical, aesthetic and stylistic aspects of the thesis compositions and their historical antecedents. The principal supervisor is to provide to the student, in writing, a more detailed list of expectations they s/he regards as pertinent

to an MMus in Composition degree, and to do so during the first semester of the program. In addition, the student is encouraged to take the initiative to consult, at length, with each and every member of his/her supervisory committee, from the beginning of the degree program, concerning each member's expectations of the student at the final oral examination.

- **Preparation of the thesis document:** Graduate students are required to conform to FGSR guidelines. They are advised to review the “Guide for the Preparation of Graduate Theses” (*Graduate Calendar*) before they begin to prepare their document.

- The principal supervisor should refer to the *Graduate Calendar* for guidelines and for documentation needed when nominating candidates to serve as external examiner. The supervisor recommends possible external examiners to the department head, who contacts the suggested external examiners to determine whether they are available to attend the Oral Examination. The Department Head may, at this point, submit the form entitled *Nomination Form: External Examiner* to the FGSR. The external examiner is also to be present at the final oral exam of the candidate, either in person, via conference call or via live video streaming arranged by the department head, to be held within ten days of the recital. When it is not feasible to set up a conference call or live video streaming for the needed two hours, the external examiner submits a formal report with a slate of prospective questions (to be asked by the Chair) to FGSR as part of the overall report.

7.2 Submission of Thesis: Master of Music, Composition

- Once the student and the principal supervisor are satisfied that the thesis is acceptable in form (see “Guide for the Preparation of Graduate Theses,” *Graduate Calendar*) and content, it is presented to the supervisory committee.

- When the supervisory committee are satisfied that the thesis meets the general standards of the department, the department head, principal supervisor, and committee members sign the *Thesis Committee Release Form* (found on the FGSR web site, under **Forms**).

- The principal supervisor should refer to the *Graduate Calendar* regarding the guidelines and documentation needed when nominating candidates to serve as external examiner.

The external examiner for the MA is normally a faculty member from another department of the university. The supervisor recommends possible external examiners to the department head, who contacts the suggested external examiners to determine whether they are available to attend the defence.

- The scheduling of the Oral Examination may take considerable time and students should take this into consideration when planning for completion and convocation.
- The student provides the department head with two copies of the thesis and the department head then provides the FGSR Convocation & Thesis clerk with one copy of the thesis and the following completed and signed forms (found on the FGSR web site under **Theses/Project Forms**): (i) Thesis Committee Release form; (ii) Nomination Form: External Examiner; (iii) Checklist for Submission of a Thesis. Approval by the FGSR will take more time when the thesis is submitted shortly before the deadline than when it is submitted well ahead of the deadline.
- The Office of the Dean of the FGSR reviews the thesis for adherence to the faculty requirements set forth in the “Guide for the Preparation of Graduate Theses” (*Graduate Calendar*). This copy is retained to give to the FGSR designate, who will chair the oral examination.
- When written approval of the thesis by the FGSR has been received by the head, s/he sends the second copy to the external examiner and contacts potential faculty members (listed on the FGSR web site) to ask if they are available to chair the final oral exam in the event that the external examiner approves it for examination.
- External examiners have a minimum of ten working days to review Master's theses before his/her report is due. After the external examiner has read the thesis, it is expected that s/he will respond in writing, no later than five working days before the projected date of the oral examination, as to whether s/he considers the thesis to be ready for examination. If not, the thesis is returned to the Dean, who will then discuss the external examiner's comments with the department head and the supervisor so as to decide whether the thesis has failed or whether the student is to be provided an opportunity to do more research or rewriting.
- If the external examiner recommends to FGSR that the thesis is ready for examination,

FGSR informs the department head who, with the help of the supervisor, sets a mutually agreeable time for the final oral exam that is no less than five working days away, and then sends out the Notice of Oral Defense of Thesis to all required to attend, including the FGSR designate, named on the notice, who will chair the oral examination.

- The department head will give all graduate students and faculty members of the music department notice of the exam and invite them to attend, if they wish, as non-participating observers.

7.3 Oral Examination Procedures: Master of Music, Composition

- Candidates and supervisors should refer to the *Graduate Calendar*, “Oral Defense,” prior to the day, and familiarize themselves with the proceedings of an Oral Examination.
- The Office of the Dean of FGSR prepares the forms necessary for committee validation of the thesis and the Oral Examination.
- The committee to examine an MMus Composition candidate shall consist of the external examiner, members of the supervisory committee, the head of the department (ex officio), the principal supervisor and the Dean of the FGSR (or, more usually, the designate of the dean of the FGSR), who chairs the proceedings. The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner to the FGSR in advance of the day may be posed by the chair of the oral exam.
- The Office of the Dean of the FGSR prepares the forms necessary for committee validation of the thesis and examination.
- The final Oral Examination for the MMus, Composition degree will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, the candidate will be expected to speak at length on each subject raised by the external examiner and other members of the examining committee, demonstrating knowledge concerning theoretical, aesthetic and stylistic aspects of both the thesis compositions and their historical antecedents.

7.4 Completion: Master of Music, Composition

- After a successful examination the student has no more than four months (or less for those attempting to meet convocation deadlines) within which to submit two corrected, unbound copies of the thesis with one set of original signature sheets (provided at the examination) to the department head, who will submit them to the FGSR Convocation & Thesis clerk. The unbound thesis copies will then be sent to the library. The student is also expected to give an additional, bound copy to the supervisor.

8. Master of Arts in Music Theory; Master of Arts in Musicology

8.1 Progression through the Program:

- **Required and elective courses** are listed in the *Graduate Calendar*, under Music. The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the department head in advance of the first semester of study and kept on file in the Music Department office.

- The supervisor is directly responsible for the supervision and mentoring of the student. The supervisor is to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the faculty, department, and the FGSR.

- The student is to demonstrate **language facility** in French or German. The language requirement will be deemed satisfied when one of the following two conditions has been met:

- a two-semester course in French for reading knowledge or German 301/302.

or

- a French or German reading comprehension examination set by the Music Dept.

The reading comprehension examination for either of the above consists of a short passage of prose on a musical subject (approximately the length of a CD booklet program note). The student is expected to provide a rough translation with the aid of a dictionary. The translation should show comprehension of the ideas in the passage; it does not need to be a word-for-word, professional translation.

- The language requirement must be successfully completed **before beginning thesis work.**

- All **course work** is to be completed no later than the semester in which the thesis is presented and the oral examination is held.
- The supervisory committee for a student in the MA in Music Theory program or the MA in Musicology program is assembled by the thesis supervisor, in consultation with the department head, during the first semester of MU 901 study, or no later than the beginning of the semester the thesis is to be presented to the committee. The supervisory committee for students in the MA program will consist of the thesis supervisor, a designated second reader and one other member of the Music Department (the latter two persons suggested by the thesis supervisor).
- The committee and student are expected to meet formally and regularly, on an annual basis, for discussion of the work. The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student. FGSR will only require an official annual Progress Report to be submitted for Ph.D. students and those Master's students who are Tri-Council scholarship recipients, e.g., master's student who is a SSHRC recipient. The Progress Report form is on the FGSR web site; when required, the student completes his/her part of the form and brings it to the supervisory committee meeting for completion by the supervising committee and department head. Submission of the form to FGSR is done *through the principal supervisor*, who is then responsible for distributing a copy to each member of the supervisory committee. Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR ever require them.

8.2 Thesis Proposal: Master of Arts in Music Theory; Master of Arts in Musicology

- The thesis proposal is prepared in conjunction with the supervisor. It should be presented under the following headings:

Proposed Title

Justification

This section of the proposal will present the research question or problem. It will put the question or problem into the context of related research up to the present day.

It will also make clear the reason(s) why this problem is important.

A literature survey, or summary of previous writers' viewpoints, may be appropriate in this section.

In conjunction with explaining why the research problem is important, this section may conclude by making a claim—that is, stating the thesis that the candidate expects to fully support when the research is completed.

Tentative Table of Contents

An outline of chapters, with titles.

Methodology and Organization

This section makes clear the organization of the thesis by summarizing the contents of the chapters. The research methodology will be presented either in the context of the chapter summaries or in a separate section.

Sources

If the research is dependent upon primary sources, these will be described here.

Selected Bibliography

All of the student's secondary sources are to be listed.

- When the supervisor and supervisory committee are satisfied with the proposal, the Music Department's *Approval of M.A. Thesis Proposal* form is completed and circulated for signature by the thesis supervisor, the designated second reader, one other member of the supervisory, and the Department Head (who may also serve in one of the first three roles). This form is available in the Music Department General Office.

8.3 Format of Thesis: Master of Arts in Music Theory; Master of Arts in Musicology

- Graduate students are required to conform to FGSR guidelines. They are advised to review the "Guide for the Preparation of Graduate Theses" (*Graduate Calendar*) before they begin to prepare their thesis.
- Musical examples will ordinarily be produced by means of music-notation computer software, and are *not* to be written by hand. Musical examples photocopied from previously published scores must be clearly legible. *In all cases, appropriate copyright permissions must be obtained by the student prior to submission of the thesis.*

8.4 Submission of Thesis: Master of Arts in Music Theory; Master of Arts in Musicology

- Once the student and the principal supervisor are satisfied that the thesis is acceptable in form (see “Guide for the Preparation of Graduate Theses,” *Graduate Calendar*) and content, it is presented to the supervisory committee.
- When the supervisory committee are satisfied that the thesis meets the general standards of the department, the department head, principal supervisor, and committee members sign the *Thesis Committee Release Form* (found on the FGSR web site, under **Forms**).
- The principal supervisor should refer to the *Graduate Calendar* regarding the guidelines and documentation as may be applicable when nominating candidates to serve as external examiner. The external examiner for the MA is normally a faculty member from another department of the university. The supervisor recommends possible external examiners to the department head, who contacts the suggested external examiners to determine whether they are available to attend the defence. Alternatively, the external examiner may be from another university, in which case the supervisor or the department is responsible for travel or video-conferencing expenses. When the department head has secured an external examiner for the candidate, he/she submits the form entitled *Nomination Form: External Examiner* to the FGSR Convocation and Thesis clerk. The external examiner is also to be present at the final oral exam of the candidate, either in person, or via conference call or live video streaming arranged by the department head, to be held within ten days of the recital. Alternatively, the external examiner from another university submits a formal report with a slate of prospective questions (to be asked by the Chair) to FGSR as part of the overall report.
- The scheduling of the Oral Examination may take considerable time and students should take this into consideration when planning for completion and convocation.
- The student provides the department head with two copies of the thesis and the department head then provides the FGSR Convocation & Thesis clerk with one copy of the thesis and the following completed and signed forms (found on the FGSR web site under **Theses/Project Forms**): (i) Thesis Committee Release form; (ii) Nomination Form: External Examiner; (iii) Checklist for Submission of a Thesis. Approval by the FGSR will take more time when the thesis is submitted shortly before the deadline than when it is submitted well ahead of the deadline.

- The Office of the Dean of the FGSR reviews the thesis for adherence to the faculty requirements set forth in the “Guide for the Preparation of Graduate Theses” (*Graduate Calendar*). This copy is retained to give to the FGSR designate, who will chair the oral examination.
- When written approval of the thesis by the FGSR has been received by the head, s/he sends the second copy to the external examiner and contacts potential faculty members (listed on the FGSR web site) to ask if they are available to chair the final oral exam in the event that the external examiner approves it for examination.
- External examiners have a minimum of ten working days to review Master's theses before his/her report is due. After the external examiner has read the thesis, it is expected that s/he will respond in writing, no later than five working days before the projected date of the oral examination, as to whether s/he considers the thesis to be ready for examination. If not, the thesis is returned to the Dean, who will then discuss the external examiner's comments with the department head and the supervisor so as to decide whether the thesis has failed or whether the student is to be provided an opportunity to do more research or rewriting.
- If the external examiner recommends to FGSR that the thesis is ready for examination, FGSR informs the department head who, with the help of the supervisor, sets a mutually agreeable time for the final oral exam that is no less than five working days away, and then sends out the Notice of Oral Defense of Thesis to all required to attend, including the FGSR designate, named on the notice, who will chair the oral examination.
- The department head will give all graduate students and faculty members of the music department notice of the exam and invite them to attend, if they wish, as non-participating observers.

8.5 Oral Examination Procedures Master of Arts in Music Theory; Master of Arts in Musicology

- Candidates and supervisors should refer to the *Graduate Calendar*, “Oral Defense,” prior to the day, and familiarize themselves with the proceedings of an Oral Examination.

- The Office of the Dean of FGSR prepares the forms necessary for committee validation of the thesis and the Oral Examination.
- The committee to examine a Master of Arts candidate will consist of the external examiner, members of the supervisory committee, the head of the department (*ex officio*), the principal supervisor and the Dean of FGSR (or, more usually, a designate of the Dean of FGSR), who chairs the proceedings. The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner to the FGSR in advance of the day may be posed by the chair of the oral exam.
- The Office of the Dean of the FGSR prepares the forms necessary for committee validation of the thesis and examination.
- The final Oral Examination for the MA in Musicology or MA in Music Theory degree will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, the candidate will be expected to speak at length on each subject raised by the external examiner and other members of the examining committee.

8.6 Completion: MA in Musicology or MA in Music Theory

- After a successful examination, the student has no more than four months (or less for those attempting to meet convocation deadlines) within which to submit two corrected, unbound copies of the thesis with one set of original signature sheets (provided at the examination) to the department head, who will submit them to the FGSR Convocation & Thesis clerk. The unbound thesis copies will then be sent to the library. The student is also expected to give an additional bound copy to the supervisor.