

MUSIC GRADUATE STUDENT HANDBOOK
2016 - 2017



UNIVERSITY OF
CALGARY
FACULTY OF ARTS

*Welcome to the
School of Creative and
Performing Arts*

*This handbook was designed to help you navigate
the School of Creative and Performing Arts
and your degree.*

music

**SCHOOL OF CREATIVE AND PERFORMING ARTS
MUSIC GRADUATE STUDENT HANDBOOK
2016-2017**

Welcome to the School of Creative and Performing Arts!

rad·i·cal

/' radək(ə)l/

adjective

- arising from or going to the root or the source ... to the origin
- markedly new or introducing radical change ... revolutionary

At the roots of the term “radical” are both a drive for transformative change and a return to one’s roots. At the School of Creative and Performing Arts we’re driven by both of these impulses. We’re pushing our own boundaries, exploring not only the distinctiveness of our three divisions but also the many opportunities for interarts collaboration and exchange now available to us. At the same time as we are reasserting our commitment to the rich established traditions of Drama, Dance and Music, we are reinventing ourselves as a contemporary hub for innovation in teaching, creation and research. The nature and function of the arts in contemporary society is evolving rapidly, and it’s our aim to make a significant contribution to that process. Simply put, at the SCPA we’re imagining the future of performance, as a creative practice and as a focus of scholarly investigation, and we’re excited that you’re joining us on that journey.

Dr. Bruce Barton, Director

*Please take the time to read the practical advice
contained in these pages.*

Last updated: September 2, 2016

PART ONE: DIVISION INFORMATION

Music's Office is located in Craigie Hall D100, The Faculty of Arts, School of Creative and Performing Arts "Administrative Hub" for the Dance, Drama and Music divisions.

Key Contacts:

Dr. Bruce Barton
Director, School of Creative and Performing Arts
CHD 104, 403-220-5725
Bruce.Barton@ucalgary.ca

Dr. Joelle Welling
Division Chair, Music
CHD 108, 403-220-6696
welling@ucalgary.ca

Dr. Laurie Radford
Graduate Program Director
CHE 211C, 403-210-7890
lradford@ucalgary.ca

Ms Alison Schmal
Graduate Program Administrator
CHD 110, 403-220-5422
aschmal@ucalgary.ca

Ms Kathy Race
Concert Manager
CHD 112, 403-220-8493
klrace@ucalgary.ca

General Information

- *The administrative hub does not provide paper, pens, envelopes, change etc.*
- *The administrative hub is unable to take messages for students, unless there is an emergency.*
- *Students are not allowed to use the fax or photocopy machines for personal use.*

scpa.ucalgary.ca

The SCPA website is your primary link to program information, to upcoming events, and to contact information, and to connect you with resources! Please also visit the SCPA Music Graduate page at <http://scpa.ucalgary.ca/music/graduate>.

Program Advising and Student Information Resources

Have a question, but not sure where to start?
Try either Alison Schmal or Dr. Laurie Radford

Specific questions regarding graduate regulations, policies or registration issues, can be addressed to the **Faculty of Graduate Studies**, located in the MacKimmie Tower Room 213. They are open 10:00 – 4:30 Monday to Friday except statutory holidays, and the phone number is 403-220-4938 or visit the website at <http://grad.ucalgary.ca/home>.

The only time you need to contact **Enrolment Services** is if you wish to pay your fees in person, or for assistance with loans or your Student Centre. The contact number is 403-210-ROCK (7625), or visit them in the MacKimmie Block.

Faculty of Graduate Studies (FGS)

All graduate students are enrolled in the Faculty of Graduate Studies (FGS). Located in the MacKimmie Tower, room 213, this office serves the graduate student population, and helps with problems that cannot be solved at the division level.

UNICARD Campus Card

At the start of your first term please get your UNICARD which is your campus I.D., and provides access to the library, gym, labs, and is your UPass (Universal Bus Pass). Visit <http://www.ucalgary.ca/unicard/>.

Music Graduate Student Offices

Located on the second floor of Craigie Hall F-block (CH F217), the Graduate Student offices for music are very close to the Taylor Family Digital Library, the MacEwan Student Centre, and the Rozsa Centre. This is a quiet area, with windows and desks. The space is managed by the Graduate Music Society. You will be issued a key by the receptionist in CH D100, or Graduate Program Administrator, in early September. It

is your responsibility to keep your office space clean and safe during the time you are assigned the space. Please do not leave food or drinks, or decorate in any way that can damage the office or create a fire hazard. Garbage bins are emptied weekly so it may be in your interest to throw out food/drinks in a hallway garbage or recycling bin.

Practice Rooms

Practice rooms are intended for use in preparation of materials for classes (instrumental study, ensemble preparation, musicianship preparation etc.). All music students have access to the practice rooms.

Access to the practice room suite is gained by swiping your campus card on the proximity pad outside of the doors. Keys are required for piano majors who need access to the grand piano suites, this key can be obtained from the receptionist in CHD 100 at the start of the academic year.

Practice Room Rules

Do -

1. Use the practice rooms for practicing and rehearsing music. Invite a friend to listen if you like, but stick to business.
2. Bring only what you need into the practice room.
3. Think Green/Safety: turn off the light and close the door when finished.
4. Take a break outside the room when necessary. Up to fifteen minutes are permitted without forfeiting the room to other instrumentalists. If you forfeit your room, you may knock, and then reenter politely and briefly to remove your belongings.

Don't -

1. Don't bring food into the practice rooms. If you have a drink with you, make sure you dispose of the container properly.
2. Don't leave personal belongings – purses, instruments, or backpacks – unattended in the practice rooms.
3. Don't cover the practice room windows.
4. Don't use the practice rooms for homework or for personal meetings.
5. Smoking is not permitted at the University of Calgary – this includes the practice rooms.
6. Practice rooms are monitored on a regular basis. Failure to comply with the rules will result in loss of practice room privileges.

Instrument Rentals

Music students wishing to borrow an instrument must provide a \$150.00 deposit (refundable upon return of the instrument) and complete the instrument rental form, which must also be signed by one of the academic faculty/sessional instructors. In the event that the instrument is damaged while under the student's care, he/she must forfeit the deposit or pay for the cost to repair the instrument. For instrument rentals please email your inquiries to musicirc@ucalgary.ca. Students wishing to rent an instrument can find the paperwork and forms on the bulletin board outside of CHD 100.

Booking Rooms

If you wish to book an unoccupied classroom for rehearsals and class projects, you can submit your request online at scpa.ucalgary.ca/events/book-facilities. The SCPA Receptionist in CHD 100 can assist you if you have troubles with the system.

1. View Availability

In the tab “[view room schedules](#)” :

- Select department: SCPA
- Select room and date/time you want to request to view availability

2. Make booking request

In the tab “[add booking](#)”

- Log in using your University of Calgary username and password
 - Make sure Faculty of Arts and SCPA are selected and continue
 - Title*: affiliated course number, production, group, or club name(s)
 - Notes*: name, UCID number, email address, Major/Minor and program
 - Select a purpose for the room booking
 - Select date, time, repeat
 - Click submit and confirm the booking
 - Log out
- * Please only use letters and numbers; special characters (example: / “ : \$ @ *) will result in a website error.

The booking request will go to the booking manager for approval and you will receive an email notification with approval or non-approval. **Booking priority is in effect for all bookable rooms and studios so you may be removed in favour of higher priority bookings and the booking manager will work to accommodate you.**

Please note that Drama students may book rooms for a maximum of three hours per day, until 11 p.m. Only Main Stage production stage managers and ND Theatre are able to block book rooms. Please note that the Reeve and Matthews Theatre have restrictions on when they can be booked. Room keys are available from the Receptionist in CHD 100. The key must be returned as soon as you finish with the

room; if the key is checked-out overnight or over the weekend, the key should be returned to the CHD 100 drop box in an envelope with your name on it. You will require your UNICARD when checking out the key. The SCPA will follow up on keys not returned on time. Room booking privileges may be withheld if room keys are not returned in a timely manner. Individuals who book spaces must strictly adhere to the regulations guiding bookings. Those who wish to rehearse at the University of Calgary can only do so if they have officially booked the rooms and been provided a key for a particular time and a particular room. The rooms should be secured when not in use. The keys should be returned when the individual booking has been completed.

If you have not booked a room, and have not been provided a key, you should not be using a space in the School of Creative and Performing Arts.

Those who have booked a room and been provided a key are not authorized to loan their key to anyone else, nor are they authorized to permit others to 'borrow' the space for rehearsal once the room has been opened.

Changes to Address and Phone Number

Important correspondence will be forwarded to students throughout the academic year so it is important that you register for your U of C email account (<https://itregport.ucalgary.ca>) and check your inbox regularly. All students must ensure that the contact information in the myUofC Student Centre is current. Students are responsible for the accuracy and validity of their contact information.

Canadian Music Centre (CMC)

CMC's Prairie Regional Office is located on the 3rd floor of the Taylor Family Digital Library. The office manages a library of scores, recordings and other reference material supplied by the Toronto office. The vocation of the Centre is to promote research and performance of music by Canadian composers. For further information, visit the Canadian Music Centre web site at <http://www.musiccentre.ca>.

University Theatre Services (UTS)

University Theatre Services is a support service within the School of Creative and Performing Arts whose primary function is to support the academic programs of the School. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, the Mezzanine Gallery, and the Reeve Theatre, including both on campus and off campus customers. They frequently employ students as front-of-hall staff (if you're in need

of a part-time job)! UTS offices are located in Craigie Hall G Block (CH G205) and their website is <http://arts.ucalgary.ca/theatres/>.

The Integrated Arts Media Lab (IAML)

The Integrated Arts Media Labs are a dedicated digital arts education and creation environment located on the 6th floor of the Art Building (Parkade). They serve students in Music, Art, Drama and Dance.

The Labs consist of two facilities: the Main Lab (AB659 – 20 Stations) and the Small Lab (AB 605 – 10 Stations). Each lab station is equipped with a Mac computer (Mac Pro, Mac mini, or iMac), an 88-key MIDI keyboard and a 23"-27" colour-calibrated display. Other hardware like laser printers and scanners are available in the Main Lab, as well as the possibility of borrowing a portable digital audio recorder. A full range of creative production and educational software is available at each station, including music notation and audio editing/sequencing apps.

Outside of class times, you can gain access to the Main Lab seven days a week by simply swiping your campus card near the proximity sensor pad outside the door. If your card does not open the front door by mid-September, see the staff in the Main Lab for help. Staff and student technicians are available for assistance most weekdays from 09:00-12:00 and 13:00-16:00.

For further information about the IAML, visit them on the web (www.ucalgary.ca/iaml) and follow them on Twitter (@uciaml).

Sonic Arts Lab

The Sonic Arts Lab, located beside the Integrated Arts Media Lab, is a multi-channel digital audio studio designed for teaching, creation and research involving sound and technology. Students and faculty realize projects in Electroacoustic music, soundscape composition, computer music, multi-channel sound spatialization, and interactive music involving instruments with computer, and sound design for video, film and stage production. For more information about the lab and access to it, please contact Dr. David Eagle by email at eagle@ucalgary.ca.

Telemedia Arts Lab

Telearts experiments with real-time artistic and musical collaboration over high-speed research networks. The Telemedia Arts Lab is directly connected to Canada's research network backbone (CANet) via Alberta's cyberinfrastructure provider, Cybera. The lab is home to Syneme, established under a Canada Research Chair in

Telemedia Arts. It serves as a point of multidisciplinary collaboration at the University of Calgary, offering high definition cameras, projectors, low latency audio and expertise to facilitate creative projects. Contact Dr. Laurie Radford (lradford@ucalgary.ca) for more information about the lab and how to access it.

Library Resources

The University of Calgary Libraries and Cultural Resources supports the Division of Music program with extensive collections and services.

Note the Music LibGuide at <http://libguides.ucalgary.ca/music> and the Visual & Performing Arts web pages at <http://libguides.ucalgary.ca/music>.

Visual & Performing Arts (VP Arts), 3rd floor, Taylor Family Digital Library

- As the main library service point for music, the VP Arts staff look forward to helping you find and use music resources in all formats: print and electronic books, journals, and music scores; chamber music parts, streaming music, streaming video, CDs, LPs, DVDs, VHS and more.
 - All of the media collections as well as the media reserve collection of sound recordings and videos that are required and/or recommended listening and viewing for your music classes are housed here.
 - The music print reference collection and both the circulating music scores and non-circulating collected sets are housed in close proximity to the VP Arts desk.
 - Listening and viewing facilities include a USB turntable. In addition, a digital piano is available to help you select music – or to just enjoy playing.
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The SAMPL: Southern Alberta Music Performance Library

SAMPL is a music lending library. It provides scores for choirs, jazz and wind ensembles, and orchestras that have obtained membership. See <http://libguides.ucalgary.ca/sampl>.

Music Book and Journal Collection

This print collection can be found on the 5th floor, Taylor Family Digital Library. Library Special Collections is accessible from the Centre for Arts & Culture service point and include the:

- Richard Johnston Canadian Music Archives:
<http://asc.ucalgary.ca/collections/archival/music>
- Historical Sheet Music by Canadians, Published in Canada, or Sold by Canadian Music Stores.

Concerto Competition

Each fall, Music sponsors a Concerto Competition in which students compete for a chance to perform with the Calgary Philharmonic Orchestra in the Eckhardt-Grammatté Hall. The first round of this competition is normally held during the Fall semester, with the final round in the Winter semester with the CPO. All music students are eligible to take part in this competition. For more information contact Professor Edmond Agopian in CH E111 or by email at agopian@ucalgary.ca.

Master Classes / Workshops

Music organizes numerous master classes and workshops with visiting artists throughout the school year. Look for posters in the building announcing them or go to our website, <http://scpa.ucalgary.ca>. A master class / workshop schedule will be posted on the bulletin boards outside CHD 100. These events are free for U of C Music students!

Recital Hour

Students wishing to perform in Recital Hour must fill out a “Recital Hour Sign-Up Form” and submit it to CHD 100 no less than five days in advance. Sign-up forms and concert programs are posted on the bulletin boards outside of the practice rooms in F Block. In the case of student performances, this form includes the names of performers, piece(s) to be performed, and timings; the maximum time limit for each recital hour performance is 15 minutes. The form must be signed by the student’s supervisor or instrument instructor. University Theatre Services does not support this activity with a full staff complement, so students and instructors must be willing to participate in set-up and take-down of any required instruments, stands, chairs, etc.

Ensembles

Graduate students in the MMus performance program are required to participate in one of the large ensembles for the duration of their degree. Instrumentalists who do not play an orchestral instrument (guitar, erhu, etc.) are required to participate in a choir, the new music ensemble or the world music ensemble. Pianists are required to accompany two hours per week in a vocal or instrumental studio if they do not participate in an ensemble. Another option for pianists is to accompany a Junior or Senior recital. (NB a TA assignment as an accompanist for a choral ensemble does not count for this participation.) Professor Edmond Agopian, who oversees the performance program, will make sure the above requirements are followed and will assign ensembles if necessary. Students in graduate programs other than

performance are not required to participate in an ensemble, although such participation is encouraged.

Private Lesson Fees

Students pursuing a MMus performance degree will be assessed supplemental fees for MUPF 621 and 623 (2016-17, \$450). However, following completion of these courses no supplemental fees will be charged for ongoing supervision.

Independent Studies

Graduate students may undertake independent studies with the approval of their supervisor and the Division Chair. Independent study courses are not meant to duplicate material already provided in other courses, but to provide additional experiences or the opportunity to delve more deeply into a topic. Students wishing to do an independent study must first make an appointment with the Graduate Program Director for advice about how this will fit into their program of study. You will also be required to complete an Application for Independent Study Form and a course outline. Once the student and instructor have signed both forms, the Division Chair reviews the proposal and makes the decision whether or not to approve the independent study course. Completed forms must be submitted by the end of the first week of classes. Forms are available from Reception in CHD100.

Graduate Internships

The Faculty of Graduate Studies has a program called “Transformative Talent Internships for Graduate Students” in which you can discover how versatile your graduate degree is and to demonstrate the skills and value you can bring to organizations and businesses. Students would search for their own paid internship and submit an application to FGS for approval. FGS may provide additional funding for the internship. For further information please discuss with the Graduate Program Director and/or Administrator or contact gradintern@ucalgary.ca.

Students’ Rights and Responsibilities

Rights

- Every student has the right to a quality education.
- Every student enjoys, within the university environment, all rights and freedoms recognized by law.

- Every student has the right to be treated fairly by the University of Calgary and the School of Creative and Performing Arts.
- Every student has the right to safeguard personal dignity and has the right to be protected by the University of Calgary against harmful conduct of other members of the University community.

Responsibilities

- Students will be prepared to engage in the pursuit of learning.
- The School of Creative and Performing Arts expects that student's personal integrity and self-respect will be reflected in honest, responsible behavior.
- The School of Creative and Performing Arts expects that students will not engage in behavior that has serious ramifications for the safety, welfare, and academic wellbeing of themselves and others.
- Students are expected to obey the laws of the Nation, Province, Municipality and the policies and procedures of the University of Calgary and School of Creative and Performing Arts.

Adapted from http://www.ucalgary.ca/access/students/rights_responsibilities

If you have challenges, issues or problems with a supervisor, faculty, staff, or another student, do not hesitate to contact Dr. Laurie Radford, Graduate Program Director, Alison Schmal, Graduate Program Administrator, or Dr. Joelle Welling, Division Chair.

Expectations for Graduate Students and Supervisors

Every incoming graduate student and their supervisor are expected to work through the 'Checklist of Expectations for Graduate Student and Supervisor' found at <http://grad.ucalgary.ca/current/managing-my-program/supervision>. Please have it completed within two months of declaring a permanent supervisor and submit the paperwork to the Graduate Program Administrator to be kept in your file.

Annual Progress Reports

Each spring graduate students must complete an online Annual Progress Report, which documents the work completed (research, concerts, conferences, teaching) over the last year, and upcoming plans for your graduate program. The report is reviewed and approved by both your supervisor and the Graduate Program Director. *You will receive an email prompt and link to the online system in advance of its due date (usually mid-May).*

Annual Registration Initialization

Every year, after your first year and before your annual registration term (in most cases September 1st) students must complete the registration initialization in your Student Centre. This allows for both continued course registration, or if you are completed course work, updates your file to confirm you are continuing your studies and/or thesis work. At the same time we ask to ensure we have your current email, phone number, and mailing address, along with your emergency contact information.

Graduate Music Society (GMS)

The Graduate Music Society represents graduate music students at the University of Calgary. We advocate on behalf of students and stand up for their interests at the School of Creative and Performing Arts and at other levels of the University administration. The GMS represents graduate music students at meetings of the University's Graduate Student Association. Each year the GMS host an annual Graduate Music Conference at which graduate students from North America and beyond present research and lecture-recitals. These presentations cover diverse topics in composition, musicology performance and sonic arts, as well as interdisciplinary perspectives, such as computational media design. The GMS is also responsible for encouraging open communication between graduate music students, which will include organizing social gatherings and activities. The 2016-2017 committee members are:

- Robert Bailey – rwbailey@ucalgary.ca
 - Jonathan Gresl – jrgresl@ucalgary.ca
 - Kevin Ngo – kevin.ngo@ucalgary.ca
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Graduate Students' Association (GSA)

Once you are admitted in a graduate program at the University of Calgary, you automatically become a member of the campus-wide Graduate Students' Association. To learn more about the GSA and all that it does, please visit their website at <http://gsa.ucalgary.ca>.

Are you an International Student? The GSA has an International Students' Committee to help support you – visit <http://gsa.ucalgary.ca/international-students>.

Graduate Assistantships (aka Teaching Assistant positions)

Many graduate students receive funding from the Division through Graduate Assistantships, either teaching (GAT) or non-teaching (GANT) positions. All aspects of graduate assistantships are based on a Collective Agreement between the Governors of the University of Calgary and the Graduate Students' Association – a copy of the agreement can be found on the GSA website at <http://www.ucalgary.ca/hr/grad-students>.

Tuitions and Fees

At the University of Calgary you pay your graduate tuition in each term, four times a year – Fall, Winter, Spring, and Summer. Most of the general fees are paid in your annual registration term (the term you start), usually Fall. Graduate students who receive funding from the University of Calgary may apply for the Graduate Student Payment Plan which allows students to make payments over a specified period of time. Further information about tuition and fees can be found at <http://grad.ucalgary.ca/current/tuition>.

Degree Audit

Nearing completion of your degree? Before the last term of your courses you should make an appointment with the Graduate Program Administrator for a degree audit. This is to ensure that you have completed your course requirements and are aware of all the steps necessary to ensure that you graduate on time.

Copy of Thesis

The Division of Music requires all students who have submitted their final thesis to the Vault to also provide 1 (one) bound copy of their thesis to the Division for archival purposes. The binding may be hard cover or coil bound. It is traditional to offer a bound copy of your thesis to your supervisor if he or she wishes to keep one on file.

*The remainder of the document outlines program requirements and highlights important information. **This is a reference document only**; please refer to the U of C Faculty of Graduate Studies Calendar (<http://grad.ucalgary.ca/current/graduate-calendar>) for complete and up-to-date information.*

PART TWO: PROGRAM REQUIREMENTS

I. MASTER'S DEGREES—DIVISION OF MUSIC PROGRAM AND COURSE REQUIREMENTS

Diagnostic test in music history and theory will be given to all entering students at the Master's level in order to determine if qualifying work in these areas is required.

Languages: while there are no formal second-language requirements for the various programs of the **Master of Music** degree, students may be required to attain proficiency in a language other than English where this is deemed appropriate for the proposed thesis/project. (Note: Master of Arts students in Musicology do have a second language requirement)

Interim Supervisor

The interim supervisor for incoming Master's student is the Graduate Program Director (Dr. Laurie Radford). During your first two semesters you are encouraged to meet with professors to discuss supervision. A permanent supervisor must be named during the first 12 month in the program by advising the Graduate Program Administrator and completing paperwork.

Research Proposal Requirements

Research proposals must be submitted to and approved by the Graduate Studies Committee at least two months before the student intends to defend or perform.

The proposal should include:

- A detailed description of the area of investigation.
 - A clear statement of the approach to be taken and the research method to be utilized.
 - An account of how the work will be presented.
 - An indication of how the project will make an original contribution to the student's field of study.
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Master of Arts (Musicology):

- Music 631, three units (one half course) in History and Literature, and 18 units (six half-courses) approved graduate-level options.

- Applicants are required to demonstrate a reading knowledge of a language other than English*. In practice, this requirement and any other linguistic competence that may be deemed necessary for the student's proposed research area must be met before the research proposal will be approved.
- A comprehensive oral examination encompassing all areas of the chosen field is required. This examination will take place following the completion of coursework and must be satisfactorily completed before the Thesis/project proposal is approved, except in the case of Performance students who must submit their Second recital proposal before the oral exam.
- Maximum completion time is four years for the Master of Arts (Musicology).

*Traditionally this language is German. In consultation with your supervisor, you should choose a language that is useful for your research project.

Master of Music (Composition):

- Music 613, Music 631, Music 641.01, 641.02 or 653 and 12 units (four half-courses) approved options.
 - During their first year students are encouraged to take courses with each of the faculty composers as available.
 - A comprehensive oral examination encompassing all areas of the chosen field is required. This examination will take place following the completion of coursework and must be satisfactorily completed before the submission of the thesis/project.
 - The thesis is interpreted to be either a substantial creative project and an accompanying descriptive essay related to the project, or a portfolio of creative work, the majority of which must have been created in the second year of residency, and an accompanying descriptive essay related to the portfolio. Normally, the project or portfolio will have been presented in a public recital prior to the thesis defense.
 - Maximum completion time is five years for the Master of Music programs.
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Master of Music (Performance):

- Music 621, 623, 631, 6 units (two half courses) at the graduate-level in Music Theory and Composition or Music History and Literature, and nine units (three hce) other approved half-course options at the graduate level.
- Students pursuing a MMus in Performance degree are assigned an artist teacher for lessons and examination preparation. In the event that the teacher is not a continuing member of the faculty, (e.g., a member of the Calgary Philharmonic) a supervisor of record from among the continuing

- faculty will be assigned to handle examination preparation and other supervisory duties.
- A comprehensive oral examination based upon the literature of the instrument and more extensively upon the repertoire of the approved recital programs is required. This examination must be satisfactorily completed at least **six** weeks before the date of the second public performance required for the degree.
 - The thesis is interpreted to be two public recitals featuring solo performances and chamber music. At least one Canadian work should be included in one of the recitals. The examining committee will evaluate the candidate's performance in both of the recitals.
 - Maximum completion time is five years for the Master of Music programs.

Recital Examinations

- All MMus Students in Performance must perform two recitals, typically one each during the two winter semesters in residence. Sign-up sheets for recital times are posted on the bulletin board outside CHD 100, near the Administrative Hub, in late September. Graduate student recitals take place Monday through Friday at 8:15p.m.
- Recitals are University Examinations. Only the Dean, Registrar or Division Chair can cancel or reschedule a recital. If there is a death in the family or physical injury verified by a physician's note, the request for cancellation or rescheduling should be submitted to the Division Chair in the first instance. Students and staff are not allowed to notify the Rozsa Centre of cancellations or rescheduling. If a recital is cancelled or rescheduled for any reason other than death in the family or physical injury, the recital is automatically bumped to the Boris Roubakine Recital Hall. Failure to abide by these conditions will result in a failed examination.
- Students will receive, by email, a Recital Package consisting of three forms: the recital contract, the recital proposal form, and the technical requirements form. The recital proposal form must be submitted to the Graduate Program Administrator at least **EIGHT** weeks prior to the recital for the approval by the Graduate Committee. The remaining two forms require approvals and submission at least **FOUR** weeks prior to the recital date (see steps below). Recital Packages can also be picked up from the bulletin board outside of CH D100. In mid-January a recital rehearsal sign-up sheet will be posted near the Administrative Hub.
- Each student must reserve a rehearsal time in the hall and must use that time only – switching of rehearsal times is not permitted.
- All students are responsible for creating and copying their own recital programs. Well-written informative program notes are obligatory. A template of the recital program is available at <http://scpa.ucalgary.ca/studentsalumni/forms#MusicForms>

- All recitals are recorded – one copy of the CD goes to the student and the other goes to the Division of Music for archival purposes.
- Please contact Kathy Race, Concert Manager, for more information on the booking and technical aspect of recitals. She can be reached by email at klrace@ucalgary.ca or by phone at 403-220-8493.

Procedure

1. The student fills in Recital Proposal form and obtains approval from Supervisor.
2. The student obtains approval from Graduate Committee
 - The completed Recital Proposal form should be submitted to the Graduate Program Administrator **eight** weeks before recital date.
 - If the Graduate Committee requires changes to the program the reasons will be communicated to the student and his/her supervisor by the Graduate Program Director.
3. The Notice of Recital paperwork
 - Once the committee has approved your recital program you must have the Notice of Recital completed at least **four** weeks before the recital date. If this is not done on time the recital will be cancelled. Provide the date, time, approved recital proposal, and list of recital committee members to the Graduate Program Administrator for the Notice of Recital to be prepared, signatures to be obtained, submission to the Faculty of Graduate Studies and posting of the Notice 30 days prior to the recital.
4. Recital Contract and Technical requirement forms
 - If you have not done so already submit your recital contract and technical requirements to the Concert Manager
 - The Concert Manager will forward the technical requirements to UTS at least four weeks prior to the recital.

Master of Music (Conducting):

- Music 631, Music Performance 632 or 634, 3 units (1 hce) in Theory and Composition or History and Literature and 12 units (four hce) approved graduate-level options.
- Students pursuing a MMus in Conducting degree are assigned an artist teacher for lessons and examination preparation. In the event that the teacher is not a continuing member of the faculty, a supervisor of record from among the continuing faculty will be assigned to handle examination preparation and other supervisory duties.

- A comprehensive oral examination based upon the repertoire of the approved recital programs is required. This examination must be satisfactorily completed at least **six** weeks before the date of the second public performance required for the degree.
 - The thesis is interpreted to be two public performances, on or off campus, with University or community ensembles. At least one Canadian work should be included in one of the recitals. The examining committee will evaluate the student's performance in both of the recitals. See the ***Recital Examinations*** information above.
 - Maximum completion time is five years for the Master of Music programs.
-

Master of Music (Sonic Arts):

- MUSI 631, 651 and 653 and 9 units (3 hce) approved courses at the graduate level.
 - Students pursuing a MMus in Sonic Arts will realize a substantial portfolio of creative work and in the process develop their individual voice and craft.
 - A comprehensive oral examination encompassing all areas of the chosen field is required. This examination will take place following the completion of coursework and must be satisfactorily completed before the submission of the thesis/project.
 - The thesis is a portfolio of work or a single cohesive project accompanied by a research document. All works are performed or presented in public whether that is a concert hall, a multi-channel installation or collaboratively over a network.
 - Maximum completion time is five years for the Master of Music programs.
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Restrictions

No more than two half courses for the Master of Music and Master of Arts degrees may be taken in an area other than Music.

II. MASTER'S DEGREES IN MUSIC—FACULTY OF GRADUATE STUDIES REGULATIONS

Below is a summary of important information from the Faculty of Graduate Studies Graduate Calendar 2016-2017 Academic Regulations. The full online version can be found at: <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>

Supervision – Section J

Graduate students in thesis-based programs are required to have a supervisor throughout the duration of their program. (J. 1.1)

At time of admission, a supervisor or an interim supervisor must be appointed. (J.1.3)

The Graduate Program Director must appoint a permanent supervisor no later than **twelve months** after first registration. (J.1.4)

Within two months of the appointment of a permanent supervisor, the graduate student and Supervisor must complete the Student-Supervisor Checklist and file their signed copies with their program office. The relationship between supervisor and the graduate student is an academic one, conducted in a professional manner and in accordance with the Faculty of Graduate Studies Conflict of Interest Policy and the University of Calgary Integrity in Scholarly activity Policy. (J.1.5)

Graduate students have a responsibility to maintain strong, working relationships with their supervisors (J.3.2).

Student Progress (Thesis Based) - Section H.3

Graduate students are expected to maintain adequate progress. This includes timely completion of required course work...and steady and meaningful work on the thesis. Supervisors/graduate programs should ensure, through annual progress reports and otherwise, that the student is informed in writing about concerns regarding progress.

Poor academic standing is defined by any one, or combination, of the following conditions:

1. A student who receives a "C+" or lower in any one course.
2. Thesis-based students who do not maintain a GPA of at least 3.00 within the last 12 months (calculated in the May reviewing period) are considered to be in poor academic standing.

A graduate program may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research.

The Faculty of Graduate Studies, after consultation with the graduate program and/or supervisory committee concerned, may initiate the withdrawal of a student.

Final grades may be accessed through the online Student Centre at my.ucalgary.ca.

Annual Student Progress Report

Each thesis-based graduate student must file an annual progress report with their graduate program, typically during the month of May every year (the time may vary by program). Delinquent students may be denied registration.

The annual progress report is accessed from the Student Centre at my.ucalgary.ca.

Theses - Section L

Every graduate student in a thesis-based program must complete a thesis that makes an original scholarly contribution based on research conducted while in program.

Students must continue to pay the appropriate tuition and general fees until all degree requirements, including the submission of the thesis to the Faculty of Graduate Studies, have been completed.

The thesis must demonstrate that the candidate is acquainted with the published literature in the subject of the thesis, that appropriate research methodology has been used, and that appropriate levels of critical analysis have been applied. (L.1 – Master’s)

The University’s policy governing Integrity in Scholarly Activity applies to all thesis work. Plagiarism and fabrication of falsification of research data will be considered academic misconduct. (L.2)

Thesis Examinations - Section M

Master’s Oral Thesis Examination Committee – Section M.3.5

The examination committee should consist of:

- a. the supervisor
- b. supervisory committee, where applicable,
- c. an additional member of the University of Calgary academic staff,

- d. an internal examiner: a member of the University of Calgary academic staff whom programs may require to be external to the program, or an external member who fits the criteria outlined in M.3.4 Internal and External Examiners.

If there is a formal Supervisory Committee, only one additional Internal Examiner or external examiner is required.

If there is a co-supervisor, but not a formal supervisory committee, an additional member of the University of Calgary academic staff and an internal examiner or external examiner are required.

The Oral Examination - Section M.7

1) The examination begins when the thesis is distributed to the examiners, **at least three weeks prior to the date of the oral examination**. The thesis may not be discussed amongst the examination members (with the exception of the Supervisor and/or Co-Supervisor) or the student. The student may not submit revisions while the examination is in progress.

2) The oral examination is normally open to the public but only members of the examination committee may question the student.

3) The oral examination questioning will not normally exceed two hours.

4) The thesis oral examination may be preceded by a separate public seminar, which will not include any questioning by members of the examination committee. If no public seminar preceded the examination the student may be offered an opportunity to give a brief (15 minute) presentation summarizing the thesis in addition to the two-hour examination time.

Thesis - Section M.8.1

Unanimous pass with no or minor revisions, Unanimous pass with major revisions, Unanimous Fail, or Failure to reach a unanimous decision are the four decisions that can be made by the examining committee.

Oral Examination - Section M.8.2

The examining committee has three options for the oral examination. They are Unanimous pass, unanimous fail, and failure to reach a unanimous decision.

One re-take will be allowed no sooner than six months and no later than twelve months from the date of the first examination.

III. DOCTOR OF PHILOSOPHY DEGREES—DIVISION OF MUSIC PROGRAM AND COURSE REQUIREMENTS

Students entering the PhD program will normally be required to complete at least 18 units (six half-courses):

- 3 units (1 hce) in an interdisciplinary course designed by the student and supervisor.
- 15 units (five hce) additional approved graduate-level half courses. Students in the Doctor of Philosophy (Composition) program must take Music 631 unless this course (or its equivalent) has been completed as part of a Master's degree.

For all PhD Programs in the Division of Music:

- The degree requires a candidacy examination with a written and an oral component upon completion of course work, but no later than 28 months after initial registration.
- Questions on the research proposal will be included in the oral candidacy examination.
- Final oral examinations of written theses are open.
- Maximum completion time is six years for the doctoral program.

For the PhD in Composition:

- Candidates are required to demonstrate a reading knowledge of **one** language other than English.
- The thesis is interpreted to be a substantial creative project and an accompanying analytical/research paper approved by the supervisory committee.

For the PhD in Musicology:

- Candidates are required to demonstrate a reading knowledge of **two** languages other than English. German is recommended as one of the required languages.

For the PhD in Sonic Arts:

- The thesis is interpreted to be a cohesive project and an accompanying analytical/research paper approved by the supervisory committee and performed or presented in public.

IV. DOCTOR OF PHILOSOPHY DEGREES—FACULTY OF GRADUATE STUDIES REGULATIONS

Below is a summary of important information from the Faculty of Graduate Studies Graduate Calendar 2016-2017 Academic Regulations. The full online version can be found at: <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>

Supervision – Section J

Graduate students in thesis-based programs are required to have a supervisor throughout the duration of their program. (J. 1.1)

At time of admission, a supervisor or an interim supervisor must be appointed. (J.1.3)

The Graduate Program Director must appoint a permanent supervisor no later than **twelve months** after first registration. (J.1.4)

Within two months of the appointment of a permanent supervisor, the graduate student and Supervisor must complete the Student-Supervisor Checklist and file their signed copies with their program office. The relationship between supervisor and the graduate student is an academic one, conducted in a professional manner and in accordance with the Faculty of Graduate Studies Conflict of Interest Policy and the University of Calgary Integrity in Scholarly activity Policy. (J.1.5)

Graduate students have a responsibility to maintain strong, working relationships with their supervisors (J.3.2).

Supervisory Committee – Section J.5

The supervisory committee should be constituted by the supervisor in consultation with the student. It will normally consist of the supervisor and co-Supervisor, if applicable, and two members. The composition must be approved by the Graduate Program Director (or delegate) and sent to the Faculty of Graduate Studies for information.

- Doctoral students require a supervisory committee, which should be appointed as soon as possible, but no later than three months after the appointment of the permanent supervisor or fifteen months after the initial registration.
- Members may be external to the Graduate Student's program.
- At least one of the members of the supervisory committee should have had supervisory experience at the doctoral level.
- Postdoctoral scholars are eligible to serve as committee members. A postdoctoral scholar whose supervisor is on the student's supervisory committee is not eligible to serve as a member of the examination committee. In this case, an additional

- member who is eligible to serve as an examiner must be included in the supervisory committee.
- Persons who are non-academic staff members of the University of Calgary may serve on the supervisory committee with the approval of the Dean of Graduate Studies.

Candidacy – Section K

Admission to candidacy for the doctoral degree is a judgment by the faculty members in the graduate program that the student is prepared to successfully complete the requirements of the doctoral degree program. Subject to any extension allowances, doctoral students must complete all candidacy requirements within **28 months** of first registration. Those students who have transferred from a master's program must complete all candidacy requirements within 36 months of the first registration in that master's program.

Each graduate program specifies its requirements for candidacy in its Candidacy Requirements document. To be admitted to candidacy, the student must successfully:

1. Complete course requirements for their program as set out in the program's Calendar entry. Graduate Program Directors have the authority to require additional courses or waive course requirements for students in consultation with the supervisor and supervisory committee (where applicable).
2. Complete any other program-specific candidacy requirements such as language or seminar requirements, as set out in the program's Calendar entry.
3. Complete a written thesis proposal that is examined and approved by the supervisory committee (and additional examiners, if required by the program).
4. Pass one or more Field of Study examination(s) to demonstrate knowledge in their field of study, as required by the graduate program.

Quality of Thesis – Section L.1

The doctoral thesis must reflect a significant contribution to knowledge, must contain evidence of a critical understanding of the relevant literature, and must employ appropriate research methodology. It is expected that the material embodied in the thesis must be of high quality and reflects the standards of the discipline.

Thesis Examinations – Section M

It is the responsibility of the supervisor to schedule the thesis oral examination, to recommend all examining committee members to the Graduate Program Director for approval, and to conform to the timelines set out in *Thesis and Thesis Examination Administrative Processes*. Under no circumstances are students permitted to make arrangements for an examination.

No changes in the composition of examination committees may be introduced without prior approval from the Faculty of Graduate Studies.

The doctoral examination cannot be scheduled until all members of the supervisory committee have reviewed the student's research, including a relevant written sample of the material related to the thesis, or the draft thesis document, as required by the graduate program, and have provided written consent that the examination can be scheduled. The supervisor's signature on the Notice of Examination Form acknowledges that the entire thesis meets the minimum standard. An indication that the thesis is ready to defend does not commit a member of the supervisory committee to voting "pass" on the thesis at the final oral examination.

The examination committee will consist of:

- a. the supervisory committee,
- b. an internal examiner: a member of the University of Calgary academic staff whom programs may require to be external to the program,
- c. an external examiner: external to the University,
- d. other members (at the discretion of the Graduate Program Director, subject to the approval of the Dean of Graduate Studies).

A post-doctoral associate whose supervisor is on the supervisory committee is not eligible to serve as an additional member of the examination committee.

The examination committee must be seen as impartial and conflicts of interests must be avoided and disclosed.

The Oral Examination (Section M.7)

- 1) The examination begins when the thesis is distributed to the examiners, at least three weeks prior to the date of the oral examination. The thesis may not be discussed amongst the examination members (with the exception of the Supervisor and/or Co-Supervisor) or the student. The student may not submit revisions while the examination is in progress.
- 2) The oral examination is normally open to the public but only members of the examination committee may question the student.
- 3) The oral examination questioning will not normally exceed two hours.
- 4) The thesis oral examination may be preceded by a separate public seminar, which will not include any questioning by members of the examination committee. If no public seminar preceded the examination the student may be offered an opportunity to give a brief (15 minute) presentation summarizing the thesis in addition to the two-hour examination time.

5) Before the oral examination begins, all members of the examination committee must submit their written and signed examination reports to the Neutral Chair. Written reports are confidential and will not be communicated to the student or other members of the examination committee before the examination committee's recommendation has been finalized by completing the final examination form.

6) Examiners, either in person or via teleconference, must be present during the entire questioning process (see Examination Guidelines at grad.ucalgary.ca/current/managing-my-program/examinations).

7) All examiners must be given the opportunity to question the student and the questions must be relevant to the thesis document.

8) Prior to the oral examination, if an examiner suspects that academic misconduct has occurred in the thesis, they must contact the Dean of Graduate Studies immediately. The examination will then be suspended until such time as the Dean (or designate) is able to determine whether academic misconduct has occurred and what penalties will be applied. Depending on the determination, the examination may proceed as scheduled, be rescheduled, or be cancelled.

9) Any procedural irregularities must be reported to the Dean of the Graduate Studies within 5 working days of the examination date, regardless of the outcome of the examination.

Thesis - Section M.8.1

Unanimous pass with no or minor revisions, Unanimous pass with major revisions, Unanimous Fail, or Failure to reach a unanimous decision are the four decisions that can be made by the examining committee.

Oral Examination - Section M.8.2

The examining committee has three options for the oral examination. They are Unanimous pass, unanimous fail, and failure to reach a unanimous decision.

One re-take will be allowed no sooner than six months and no later than twelve months from the date of the first examination.