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This document serves as an official guide for graduate studies in the Department of Music. This handbook does not supersede the University of Alberta Calendar or the Faculty of Graduate Studies and Research Graduate Program Manual.

**Section 1: Overview of Degree Programs**

The Department of Music Graduate Programs offers direct preparation for advanced professional activity in music performance and music research. Students admitted to the graduate programs in Music will have demonstrated a strong academic record and/or performance ability, and a commitment to the tasks and problems of research and creative activity.

**Master of Music (MMus)**

With *specialization appearing* on the degree parchment
- Choral Conducting
- Composition
- Performance
  - (Areas of concentration include: keyboard instruments, piano pedagogy, orchestral instruments, wind band conducting, voice)

**Master of Arts (MA)**

An interdisciplinary program available in thesis or course-based delivery with areas of concentration *not appearing* on the degree parchment
- Ethnomusicology
- Music Theory
- Musicology

**Doctor of Music (DMus)**

A specialization *will not* appear on the degree parchment
- Choral Conducting
- Composition
- Performance
- Voice

**Doctor of Philosophy (PhD)**

An interdisciplinary program with area of concentration *not appearing* on the degree parchment
- Ethnomusicology
- Music Theory
- Musicology
Acceptance is conditional to the evaluation of the application and the availability of staff to administer or supervise the program of study.

The application must be strongly supported by the appropriate area for admission to be recommended.

Late or incomplete applications will not be considered past the deadline date.

### Section 2: How to Apply for Graduate Admission

In addition to the audition, composition portfolio or writing sample, our minimum requirements are:

- A BMus degree with a minimum average of 3.0 in the last two years (or 60 credits) of undergraduate (or graduate) work at the University of Alberta, or an equivalent qualification from a recognized institution.

- In the case of the MA, an Honors BA or equivalent is acceptable in place of the BMus.

- The Department of Music will consider applicants who do not hold these degrees, but those applicants must be able to document musical/academic training and experience that will enable them to succeed in courses and other degree requirements. This documentation can take the form of transcripts from educational institutions, evidence of professional activity, or references. The Department will admit only those who it is confident will be able to work at a level comparable to those who hold the specified undergraduate degrees. Any information provided will be assessed as part of the admissions process.

- Please ensure you meet the minimum requirements from other countries as set by the Faculty of Graduate Studies and Research (FGSR) before applying.

**International Admissions Protocol**

**Step 1: Complete the online application form**

Applications for Graduate Admission must be submitted online.

Apply for Graduate Admission

The online application enables you to follow the documents that are submitted and added to the file.

**Pay the application fee**

- A non-refundable application fee of $100 CAD is required to apply.
- Please ensure you meet the minimum requirements before applying.

**Requirements for Acceptance of Uploaded Transcripts**

Applicants must upload all current transcripts to complete the application process.

**Please Note:**

- Include all transcripts from each post-secondary institution you attended (including incomplete studies, exchange and transfer credit courses)
All transcripts must have a recent date on which it was printed.

If your previous education was completed in India, individual mark sheets are required; consolidated transcripts are not acceptable.

- A Degree Certificate must accompany transcripts and must indicate:
  o That a degree has been conferred/awarded/granted; and
  o The date on which the degree was conferred.

- Degree certificates must include the date of issue, the registrar’s signature, and a postsecondary institution stamp or seal.

*You may have an interim transcript that does not yet indicate that a degree has been conferred and indicates the date that the degree will be conferred. However, final transcripts from all North American and many international institutions will include this information; in which case there is no need to submit a Degree Certificate.

**Uploaded documents must meet the following criteria in order to be accepted:**
- The document must include the applicant’s full name, post-secondary institution name, academic program, the grading scheme/scale legend, names and numbers of courses, year and term of attendance, credits, and grades received.
- The transcript must be scanned in its entirety (front and back pages) and be legible.
- As applicable:
  o Transcripts provided to support a degree that has been conferred must cover the entire period of the degree.
  o English translation of transcripts in languages other than English must be provided by the issuing institution or by a certified translator.
  o If the transcript is issued in French by a Canadian institution, then no English language translation is required.

**Acceptable transcripts may include either:**
- A transcript issued to the student by the post-secondary institution; or
- A transcript/student record obtained from self-serve web system of the post-secondary institutions (must meet the criteria listed above and provide the system’s URL and print date).

*We do not accept documents notarized by a notary public, or endorsed by a lawyer, professor, or judge.*

Transcripts uploaded on the online application portal are considered to be unofficial documents.

If an applicant receives a conditional offer of admission, they must then provide official transcripts. These must be sent directly from the post-secondary institution to the Faculty of Graduate Studies and Research office for authentication purposes.
Step 2: Transcripts and Reference Letters

Please upload the following documents by December 1:

- **Official** transcripts from all colleges or universities attended (with the institution seal, date and appropriate signature).
- **Official** translation of foreign transcripts with the original transcript in English and the original language.
- If original transcripts cannot be obtained, applicants should supply certified true copies of original transcripts and certified statements confirming degrees awarded and academic standing achieved. Certification of transcripts and degrees must be effected by imprinting them with the official seal of the institution or by endorsing them by hand with the original signature of the responsible university officer (e.g., Registrar, Admissions Officer, or President).
- **Original document** of proof of English proficiency (if the undergraduate degree is from a non-English university).
- **Three (3)** letters of reference (please use the form provided in the application).

Step 3: Supporting Documents

Please upload the following documents by December 1:

- A current curriculum vitae/resume (please use the form provided in the application)
- An application for Graduate Assistantship.
- Statement of intent, outlining goals and qualifications for graduate study (one-or-two-page summary style, bearing your name).
- A brief summary of personal achievements (outside of music), involvement in student governance and the university community (i.e., boards/committees), involvement in professional societies and volunteerism.
- Proof of English Language Proficiency, if required.

**PLEASE NOTE:**

The Department of Music will not accept a graduate program application that does not meet the Faculty of Graduate Studies and Research minimum scores regarding English Language Proficiency. Without exception, appeals for relaxed or waived requirements will not be made. The Department will neither review nor put on hold any application it might receive that is incomplete due to missing English Language Proficiency scores.

Applicants with degrees and qualifications in a language other than English may need to demonstrate English Language Proficiency. Proficiency can be demonstrated by a satisfactory score on one of the following approved English language examinations;

- **TOEFL:** Minimum score of 600 (paper-based), or 100 (internet-based) with at least 20 on each of the individual skill areas
- **IETLS:** Minimum overall band score of 6.5 with at least 5 on each band
- **MELAB:** Minimum score of 85
- **CAEL:** Overall minimum score of 60, with at least 60 on each subtest
- **PTE:** Overall minimum score of 59
Some applicants with qualifications from certain countries and international universities are exempt from the English language requirements. [ELP Exemptions](#)

### Step 4: Auditions, Portfolios and Writing Samples

Depending on your concentration of choice, you will be required to submit the following supplemental application materials:

- **Performance and Choral Conducting Applicants**
  - Submit an Application for Audition.
  - Consult the Auditions page for specific Repertoire Guidelines and auditions protocol.

  **Choral Conducting ONLY**: submit a list of repertoire conducted over the last 4-5 years.

[Auditions Procedure](#)

- **Composition Applicants**
  - Upload three (3) scores in PDF format. Please send recordings in high-quality CD format to the address below. Please note that materials will not be returned.

- **Master of Arts (MA) and Doctor of Philosophy (PhD) Applicants**
  - Upload two sample academic papers.

#### Department of Music mailing address

Graduate Admissions  
Department of Music  
3-82 Fine Arts Building  
University of Alberta  
Edmonton, Alberta  
T6G 2C9

Ensure you meet the application deadline of DECEMBER 1.

**Late or incomplete applications will not be accepted.**

- All applications and supporting materials must be received by **December 1**.
- Audition DVDs must be received by **December 15**.
- Incomplete or late applications will not be reviewed.

Detailed information for international students is available from the University of Alberta International [University of Alberta International](#)
Section 3: Admission Process

- Acceptance is conditional to the evaluation of the application and the availability of appropriate staff to administer or supervise the program of studies.
- The application details and audition requirements (where applicable) are listed for each program.
- The application must be strongly supported by the appropriate area for admission to be recommended.

By the second week in December, the Graduate Advisor will invite faculty members to consult applications for initial assessment and screening. At this stage, the goal is to verify eligibility according to Departmental and FGSR criteria. Applicants can be removed from the pool with consensus from the areas. Potential special case admissions may also be flagged for further discussion.

All faculty members in the appropriate area are expected to review the applicant files.

Following auditions and the assessment of each application, Area Coordinators meet with all applicable faculty members to make recommendations for admission, as well as to arrive at a ranked list that will be used to distribute funding offers. There will be one list for the Academic Area and one list for the Performance Area.

Please refer to the Graduate Audition Repertoire Guide under Admission Resources. Graduate Audition Repertoire Guide

The Graduate Committee will review special cases as they arise.

Applicants will be notified via letter as to whether or not their application was successful, ideally by late February or early-to-mid March.

An admitted applicant will be informed if the expected supervisor or principal instructor should be absent (on leave) in the incoming year.

Section 4: Funding and Income Tax

Funding

Funding offers for incoming graduate students are based on a ranking process to determine funding packages. Funding can be derived from a variety of sources, including TA’s (Teaching Assistantships), Departmental scholarships/awards and Tuition Remission. The applications we receive are of a very high standard and funding offers are extremely competitive.

- Funding allocations are discussed by the Chair, the Graduate Coordinator, and the Graduate Advisor, in consultation with the Assistant Chair (Administration).
- Funding packages for incoming students will be based on these allocations and the funding commitments that are already in place for continuing students.
- Funding offers to incoming students will be made in accordance with the area recommendations.
Such process is often in flux as new funds become available or situations change. The ranked list will always be the guiding factor.

In the event that an Applicant who has received a funding offer is notified that the expected Supervisor is to be absent, the Applicant is offered the option to apply for Deferral of Admission, which maintains the Applicant's Admission to the next year's competition, however cancels any funding offer (a funding offer would be re-considered for the following year, within the new pool of applicants).

Sources of funding exist in the form of university scholarships, departmental scholarships, assistantships, and in rare cases tuition remissions. Detail surrounding this will appear in the student's funding letter.

The terms of these funding offers vary; some might be normally renewable for one year (Master's), or up to three years (Doctoral).

A limited number of assistantships (e.g. Teaching Assistantships) are offered each year to qualified students.

Faculty who anticipate needing a TA for the upcoming academic year must submit a Department of Music TA Request Form by May 15.

Other (internal and external) funding opportunities are announced from time to time (such as those administered by SSHRC and other national or provincial agencies).

All eligible students will either be invited or expected to apply to these opportunities.

**Academic Employment of Graduate Students – AEGS Collective Agreement**

If you are offered stipend support, your employment will be governed by the Collective Agreement Governing the Academic Employment of Graduate Students, which may be accessed at [AEGS Collective Agreement](#).

The Agreement may be amended in accordance with the terms of the Collective Agreement and such amendments are binding upon the University and Academically-Employed Graduate Students. The Department will provide you with an Assistantship Time Use Guideline which will outline the specific duties and conditions for each University term.

Students are encouraged to seek alternate sources of funding through competitive scholarships from the University and outside granting agencies.

**Payment**

You will be paid on the 10th and 25th of each month. You are able to access your online pay slip, direct deposit and contact information using Bear Tracks – the University of Alberta's web-based self-service. Sign on to Bear Tracks using your Campus Computing ID (CCID), the same ID and password used for your UofA email account. Students are responsible for entering their banking information in Bear Tracks (under employees tab).

Pay Information: [Pay Information](#)

If you have problems with your CCID, contact Academic Information and Communications Technologies (AICT) [Information Services & Technology](#).

**Income Tax**
All graduate students earning an income in Canada are required to pay provincial and federal taxes. Each year, you will be required to submit a tax return. The deadline for filing a tax return is April 30 of the following year.

Section 5: Responsibilities Related to Graduate Programs

Graduate Student Responsibilities and Expectations
Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their programs.

The students' fundamental responsibilities include ensuring that their registration is accurate and does not lapse, submitting appropriate forms to the department for signature and processing, and paying all fees required by the deadline dates set out in the Calendar.

Penalties will normally apply to those who do not meet requirements or miss deadlines (examples include; registration status, scholarship opportunities and graduation).

Graduate students should:
- Make themselves aware of the content of the graduate portions of the Calendar and take responsibility for their own programs in that the Calendar sets out the requirements for the various programs.
- Maintain open communication with their supervisor and Graduate Coordinator concerning any problem.
- Inform the supervisor regularly about progress, and provide the supervisor with an annual report for distribution to the supervisory committee.
- Be aware of deadlines for possible scholarship applications, and seek advice and assistance from the department in making applications.
- Graduate students are expected to uphold the high standards of research and the integrity. Students should familiarize themselves with the Intellectual Property Guidelines of the University of Alberta. Intellectual Property Guidelines
- Considering the relative complexity of the steps involved in completing graduate studies, students should ensure that they understand well the expectations of the Department, the Supervisor and the Supervisory Committee. Students should never hesitate to ask questions or provide updates on academic progress.

Graduate Student Annual Report
Each year graduate students are required to complete an annual report. This report updates the Graduate Coordinator on student progress and also ensures degree requirements are being met on schedule.

Code of Student Behavior
The University is defined by tradition as a community of people dedicated to the pursuit of truth and advancement of knowledge, and as a place where there is freedom to teach, freedom to engage in research, freedom to create, freedom to learn, freedom to study, freedom to speak, freedom to
associate, freedom to write and to publish. There is a concomitant obligation upon all members of the University community to respect these freedoms when they are exercised by others.

For these freedoms to exist, it is essential to maintain an atmosphere in which the safety, the security, and the inherent dignity of each member of the community are recognized. Please review the code carefully. Code of Student Behavior

Responsibility of the Department of Music

Graduate Committee
- Appointed by the Chair of the Department of Music.
- Chaired by the Graduate Coordinator.
- Responsible for developing and reviewing graduate courses, programs and policies.
- Reviews all nominations to the General Awards, Queen Elizabeth II Graduate Scholarships, Flore Shaw and SSHRC competitions.

Graduate Coordinator (Associate Chair)
- Appointed by the Chair of the Department of Music.
- Mandated to oversee all graduate programs.
- Ensures that departmental and faculty rules are administered in a fair and equitable manner.
- The Graduate Coordinator oversees graduate admissions recommendations; supervises the process of assigning assistantships and makes scholarship nominations for both entering and continuing students.
- Provides assessment letters on behalf of the department for SSHRC and General Award nominations.
- Oversees how the graduate budget is spent and allocated.
- Ensures that all students are assigned graduate supervisors.
- Approves the appointment of supervisory and examining committees, and ensures that supervisors are aware of and meet their supervisory obligations and that students receive adequate supervision.
- The Graduate Coordinator will ensure compliance of section 8.1.7 “Preparation of Departmental Guidelines” of the FGSR’s Graduate Program Manual: “Departments are responsible for preparing a set of guidelines for supervisors and students. Guidelines should deal with the selection and functioning of supervisors and should outline the joint responsibilities of faculty members and graduate students. Avenues of appeal open to students who feel they are receiving unsatisfactory supervision should also be specified.”
- The Graduate Coordinator is a member of the Council of the Faculty of Graduate Studies and Research, and ensures the efficient flow of information between the Department of Music and the Faculty of Graduate Studies and Research.

Graduate Advisor
- Is responsible for the administration of graduate programs, including:
  - Processing all admissions applications and liaising with prospective students.
  - Managing all aspects of the graduate budget in consultation with the Department’s Assistant Chair (Administration) and the Graduate Coordinator.
  - Advising the Graduate Coordinator, the Department Chair and the Graduate Committee on all financial matters pertaining to graduate spending.
- Monitoring allocations of scholarships, assistantships and awards.
- Collaborating with the Graduate Coordinator and the performance/academic areas in formulating funding packages.
- Providing support for award committees related to graduate funding.
- Advising the department on all graduate policy.
- Advising students on specialized matters related to programs, funding, and degree requirements.
- Serving on Faculty-level Graduate Committees on behalf of the department.
- Managing and tracking department-level policy.
- Advising faculty on all matters relating to graduate programs.
- Assisting in graduate recruitment.
- Maintaining accurate records for all graduate students in the department.
- The Graduate Advisor is a non-voting member of the Graduate Committee.
- The Graduate Advisor is, after the student’s Supervisor, a point of contact for questions regarding any aspect of a student’s program, courses, assistantships, or supervision.

**Department of Music Areas Coordinators**

- Monitor the ethics page each year to ensure links and contents are accurate and up-to-date.
- Coordinate meetings of area faculty members to determine whether applicants to the area will be recommended for admission, be placed on a waiting list, or be rejected.
- Provide a ranked list of all accepted applicants to the Graduate Advisor.
- Provide graduate auditions dates (to take place before the 3rd week of January).
- Provide feedback on the yearly TA assignments as requested by the Graduate Advisor.

**Graduate Program Supervisor**

- Upon entering the program, a provisional supervisor is assigned.
- The supervisory relationship should be formalized upon the completion of the first year of the program.
- The Supervisor assists in planning the student’s program, ensuring that the student is aware of all program requirements.
- The Supervisor stays informed about the student’s academic activities and progress.
- The Supervisor ensures that the language requirement is satisfied as early as possible in the program normally before thesis or essay work has begun.
- The Supervisor ensures that the ethics and academic integrity training is satisfied prior to scheduling the final examination.
- The Supervisor shall be familiar with the Calendar section 200 and section 203.10 (specific to the Faculty of Graduate Studies and Research) and with the “Areas of Responsibilities Related to Graduate Programs” in section 1 of the FGSR Graduate Program Manual.
- The Supervisor will consult and utilize the Checklist for the First Meeting with a Graduate Student form.

**Supervisory Requirements**

- Students may be accepted in the Master’s programs for which there is only Contract Instruction in the area of concentration (no Full-time Faculty members).
- However, a student will be admitted, only if a Full-time Tenure-track Supervisor has been involved in the admissions process and has agreed prior to admission to be the
student's Supervisor and to assume responsibility for all related duties throughout the complete program of study.

- Students will however not be accepted into a DMus program for which there is no Full-time Tenure-track Instructor acting as Supervisor in the area of concentration.
- Students may request a particular Supervisor, or choose from a list provided by the Graduate Advisor.
- A provisional Supervisor may be assigned for the first year of the program,
- After this first year of studies, the student is called upon to confirm that either this provisional Supervisor or another Supervisor of his/her choice has agreed to fill this role for the remainder of the degree program.
- All supervisory assignments should be finalized by the end of the first year of study.
- All Contract Instructors involved with graduate degree programs must be well aware of their roles and responsibilities.
- To learn more about the involvement of contract instructors in supervisory or examination committees, please refer to FGSR's Section 8.1 (Supervisory) and 8.2 (Examination).

**Introductory Meeting with Supervisor**

Ideally, the supervisor should be appointed as soon as the student arrives to begin his or her program. An interim academic advisor may be appointed by the department. Supervisor(s) must be appointed within the first 12 months. A list of topics during the introductory meeting may include; program requirements, academic integrity, the role of the supervisor, the role of the student, preferred means of communication, funding, scholarly practices and outputs. **Checklist for First Meeting**

**Supervisory Committee Meetings**

Supervisory Committee Meetings must be held at least once per year. This meeting is arranged by the Supervisor.

Students must provide a brief written report outlining their research activities. The report must be sent to the Supervisory Committee at least 5 business days in advance of the committee meeting.

The Supervisor will complete a Report of Supervisory Committee Meeting form which outlines the student’s progress and outlines specific recommendations. The report is signed by the student and the supervisor and held in the student’s permanent file.

**Additional Supervisory Responsibilities for MA-Thesis, M Mus and Doctoral Students**

- Supervisors inform the Graduate Coordinator of the student’s Supervisory Committee.
- Supervisors submit doctoral program proposal, including required courses, to the Graduate Advisor at the beginning of the student’s first term.
- Supervisors oversee the preparation of the student’s thesis or essay.
- Arrange for regular consultations with the student.
- Direct the student to the FGSR’s resources (such as "Thesis Requirements and Preparation") and to guidelines which may be appropriate.
- Ensure that the student adheres to the approved dissertation, thesis, or essay proposal, and that the work is both of the highest possible quality and that research is conducted safely and in accordance with the University’s policy on ethics in research. Any significant changes from the
The original proposal must be approved by the Supervisor and Second Reader (for Master’s theses and essays) or the Supervisory committee (for doctoral students).

- Ensure that prior arrangements are made for adequate supervision of a graduate student when the Supervisor is on leave for a period exceeding two months.
- A written statement describing these arrangements must be submitted to the Department Chair and the graduate student. (See section 1.2 of the FGSR Graduate Program Manual, “The Supervisor”).
- Notify the Graduate Advisor as the thesis or essay nears completion so that an Examining Committee may be recommended to the Faculty of Graduate Studies and Research. Examining Committee Structure
- Select in consultation with the student a faculty member willing to serve as Arm’s-Length Examiner, as well as a departmental faculty member to serve as a non-voting Chair.
- Ascertain the availability of the proposed examining committee members,
  - Make contact with a potential External Examiner and provide to the Graduate Advisor a current CV (in the case of doctoral committees, to later be arranged as a formal invitation from the Faculty Arts). Requests for External Examiner Approvals to the Faculty of Arts require a minimum of 8 weeks advance. Approvals are reviewed on Wednesdays. Provide arrangements for a non-voting Chair.
  - Notify the Graduate Advisor, who will prepare the "Notice and Approval of Examining Committee & Examination Date" form (to be signed by the Supervisor and Graduate Coordinator or Department Chair) and submit to the Faculty of Graduate Studies and Research. [Requests for examinations must be processed by FGSR at least three weeks before the date of the examination].
  - Ensure that all examining committees conform to requirements of FGSR.
  - Ensure that the candidate is aware of the requirement to distribute copies of the thesis or essay to each committee member at least three weeks prior to the examination.
  - External examiners on doctoral examining committees must receive the dissertation/essay/portfolio four weeks prior to the examination.
  - The Supervisor normally meets with the student at the beginning of the first year to ensure that detailed program planning has occurred.
  - At the beginning of the second (or any subsequent) year to review the student's overall progress.
  - At least five weeks before the final juried recital or examination, the Supervisor must ensure that the Examining Committee has been established.
  - The Graduate Advisor will have been advised of the details in writing. (Note: The Department must request the required FGSR examination approval at least 30 days in advance of the recital or examination).
  - The Supervisor must ensure that each member of the Examination Committee receives an individual copy of all thesis materials at least three weeks in advance of the recital or examination date (DVDs, audio recordings, scores, and or any other related materials).
  - The Supervisor must ensure that the University and Departmental Ethics Requirements are complete before scheduling the final juried recital or examination.
  - The Supervisor must ensure that, where applicable, the approved second language requirement has been met before scheduling the final juried recital or examination.
The Supervisor must ensure that all ‘passed’ thesis material has been submitted to the Music Library, where deemed necessary, and that all related documentation has been completed.

Section 6: Registration Procedures

Course Selection and Registration
Students are responsible for ensuring that their programs are planned in accordance with degree specifications, and for the completeness and accuracy of their registration. Students are required to register themselves each year. If assistance or Departmental approval is required, please contact the Graduate Program Advisor in writing. Registration will not be automatically done for you.

Full-Time Registration Policy
Students who are admitted to any thesis-based degree program (excluding cost-recovery programs) and who initially register as full-time students in these programs must register full-time for the remainder of their program.

Students registered in a total of nine or more units of course weight in each the Fall Term and Winter Term are registered full-time. Students are automatically registered in THES 906 to maintain full-time registration during the Spring Term and Summer Term.

Thesis Registration
Registration in THES is restricted to those students in thesis-based graduate degree programs.

Thesis sections are scheduled according to units of course weight equivalents for registration status and fee purposes. Students should consult with the Graduate Program Advisor to determine which of the thesis sections is appropriate. The selection will depend on the amount of time that the student will devote to work on the program. By registering in the appropriate Thesis designation (along with any other courses), the registration status of the student is calculated automatically.

Approved Leave of Absence

A medical or parental leave of absence from a student’s program of studies may be granted by the department. Leaves of absence are leaves from one’s academic studies. For further information, please review the Faculty of Graduate Studies and Research website, or contact the Graduate Advisor for further information. Leave of Absence Procedure

Section 7: Graduate Courses

To view the most current courses offered, please visit the Office of the Registrar @ Course Listings

Section 8: Degree Program Requirements

Academic Standing
• The Department of Music requires its graduate students to maintain an average GPA of 3.3 or higher in the main area of concentration during each year of study.
  
  o An overall GPA average of 2.7 in all coursework taken.
  o A grade of C in one full course may be accepted once during the course of study, provided it is not in the area of concentration or specialization.
  o The grade of C is a failing grade for graduate students hence students must repeat that course or take a similar course, as advised by the Supervisory Committee and approved by the Department and the FGSR, (until a passing grade of C+ or higher is achieved).
  o In calculating a student’s GPA, both the original failing grade (INF GPA=0) and the grade received (as retake or alternate to the failed course) will be used, and both will appear on the transcript.
  o A student whose course and/or research work is unsatisfactory may at any time be required to withdraw.
  o For the purpose of departmental awards and funding commitments, the Department of Music considers a GPA of 3.5 or higher to be of academic excellence.
  o Only in exceptional cases will an incomplete grade be granted (the instructor is to set a final due date for all requirements to be met).
  o The Faculty of Graduate Studies and Research determines the deadline to receive incomplete grades: April 30 for the Fall term courses, August 31 for the Winter or Fall/Winter terms courses, October 31 for Spring term courses, and December 31 for Summer term or Spring/Summer terms courses.

**Time to Completion**

• Students are expected to complete their chosen program within the appropriate time limits for the degree

• Students will be reminded to balance and manage the workload associated with meeting all course requirements in a timely manner.

**Master’s Programs**

• **Thesis-based Master’s**
  Thesis-based master’s students must complete all the requirements within four years of the start of the first term in which the student registers in the thesis-based master’s program.

• **Course-based Master’s**
  Course-based master’s students must complete all the requirements within six years of the start of the first term in which the student registers in the course-based program, unless the department has opted for a shorter time limit for its course-based master’s program.

**Doctoral Program**

Doctoral degree students must complete all requirements within six years of the start of the first term in which the student registers in the doctoral degree.

In the case of master’s students who are reclassified as doctoral degree students, all degree requirements must be completed within six years of the start of the first term in which the student registers in the master’s degree program.
The candidacy examination must be held within three years of the commencement of the program. Extensions may be granted to doctoral students who have not completed all program requirements, other than the thesis, within three years.

**Doctoral Degrees**

All program requirements, other than the thesis, **must be completed within three years** of the commencement of the doctoral degree program.

If students do not meet this requirement, they are required to apply for a Doctoral Program Requirements Extension. [Doctoral Program Requirements Extension](#)

**Program Extensions**

- Program extensions are viewed as exceptions. Extensions are required for all continuing graduate students whose time limit to complete their program has been reached. The first extension to a student’s program is granted by the department for a period of up to one year. To request a second or subsequent extension, the department must submit a Request for a Program Extension form (and accompanying documentation). Students whose time limit has been reached are not permitted to register until an extension to the program has been granted. [Program Extension Procedure](#)
<table>
<thead>
<tr>
<th>Program</th>
<th>Thesis is?</th>
<th>Circulation to Arm's Length (by supervisor) and/or External for doctoral examinations (by Grad Advisor, when requested in writing by Supervisor) *</th>
<th>Approval of External</th>
<th>Minimum Time Required for Examiners to Examine Thesis</th>
<th>Notice of Exam details to Grad Admin</th>
<th>Notice of exam Paperwork to FGSR</th>
<th>Thesis to ERA?</th>
<th>Archive Copy to Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Course</td>
<td>no thesis - capping project</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MA Thesis</td>
<td>Thesis (paper)</td>
<td>Minimum 3 weeks</td>
<td>N/A</td>
<td>3 weeks</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>M Mus - Choral</td>
<td>Juried Recital</td>
<td>N/A</td>
<td>N/A</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>No</td>
<td>Yes</td>
<td>No DVD in Rutherford</td>
</tr>
<tr>
<td>M Mus - Composition</td>
<td>3 weeks</td>
<td>N/A</td>
<td>N/A</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>M Mus - Performance</td>
<td>Final Recital</td>
<td>N/A</td>
<td>N/A</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>No</td>
<td>Yes</td>
<td>No DVD in Rutherford</td>
</tr>
<tr>
<td>Piano Pedagogy</td>
<td>Lecture Recital</td>
<td>N/A</td>
<td>N/A</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Wind Conducting</td>
<td>Video clips &amp; live performance (4 performances)</td>
<td>3 weeks</td>
<td>N/A</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>No</td>
<td>No</td>
<td>No DVD with all 4 performances is held in Rutherford</td>
</tr>
<tr>
<td>Degree</td>
<td>Project Type</td>
<td>Completion Date</td>
<td>Submission Details</td>
<td>Supervisor Tasks</td>
<td>Defense Preparation</td>
<td>Notes</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>--------</td>
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<td></td>
</tr>
<tr>
<td>DMus Performance</td>
<td>Final Recital</td>
<td>4 weeks before recital and defense</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>CD recording, scholarly notes and final recital</td>
<td>CD &amp; Scholarly Notes are circulated a minimum of 2 months prior to defense, External &amp; Arm's Length minimum 4 weeks.</td>
<td>4 weeks 3 weeks</td>
<td>Scholarly Notes only DVD in Rutherford</td>
<td></td>
</tr>
<tr>
<td>Choral</td>
<td>Capping Essay</td>
<td>4 weeks before defense</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to Supervisory Committee a minimum of 2 months prior to defense, External &amp; Arm's Length minimum 4 weeks.</td>
<td>4 weeks 3 weeks</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>Score and accompanying paper</td>
<td>4 weeks before defense</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to Supervisory Committee a minimum of 2 months prior to defense, External &amp; Arm's Length minimum 4 weeks.</td>
<td>4 weeks 3 weeks</td>
<td>Yes No Score and recording in Rutherford?</td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>Dissertation</td>
<td>4 weeks before defense.</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to FoA at least 8 weeks before exam. Supervisor completes paperwork for Grad Chair sign off.</td>
<td>Submitted to Supervisory Committee a minimum of 2 months prior to defense, External &amp; Arm's Length minimum 4 weeks.</td>
<td>4 weeks 3 weeks</td>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>
Section 9: Ethics Training Requirement

Each student is expected to complete the equivalent of at least **eight (8) hours** of structured academic activity to complete the Ethics and Academic Training Requirement.

The training is comprised of two (2) components:

- GET (Graduate Ethics Training), a web-based course offered by the Faculty of Graduate Studies and Research (equivalent to five (5) hours of training);
- and a Departmental Component [A three-hour short essay module].

Department of Music Ethics Requirements

Department of Music (GET) Online Student Response Form

Final oral examinations will not be scheduled prior to the successful completion of Graduate Ethics Training (GET) for programs in which it is required.

The ethics and teaching seminars offered by the Faculty of Graduate Studies and Research during graduate teaching week **cannot be used as a substitute** for any portion of the ethics requirements for Department of Music graduate students. However, students are strongly encouraged to attend these seminars.

Students proposing to do thesis research involving human participants must submit an application to conduct research involving human participants to the Faculty of Arts Ethics Review Board.

Grant applications for research projects involving human participants also require an application for provisional research ethics approval. The application must be approved before research can begin. Guidelines and application forms are on file in the department and posted on the Faculty of Arts website. Students should consult with their supervisor on the process and content of the ethics application.

Please be aware you will not be able to submit your thesis nor graduate without the ethics requirement.

Section 10: Professional Development Requirement

The University of Alberta requires graduate students to develop professional skills and qualities that enable students to be prepared and competitive in today’s ever changing job market.

Opportunities to consider and career pathways to develop are provided by the Department, the FGSR, U of A Career Centre, the Center for Teaching and Learning, the Faculty of Extension, and the Community Service-Learning Programs, etc.

Students are required to complete a minimum of **eight (8) hours** of structured activity to complete the Professional Development Requirement.

https://uofa.ualberta.ca/graduate-studies/professional-development
Final oral examinations will not be scheduled prior to the successful completion of the Professional Development Requirement for programs in which it is required.

Supervisors are expected to provide guidance in how to prepare and review proposals, prepare scholarship applications, notify students of awards, and provide letters of recommendation.

Students are expected to look into available awards, learn to write competitive proposals, allow supervisors enough time to provide constructive feedback.

All graduate students admitted in Fall 2016 and onward will be required to develop and follow an individual Professional Development Plan

Section 11: Language Requirements

Language and Program Requirements

One language other than English is required for the following programs:

- MMus Choral Conducting (before completion of juried recital requirement)
- MA thesis-based and course-based (before thesis or capping project completion)
- DMus (before Candidacy Examination)

Two (2) languages other than English (and related to a student's area of research) are required for PhD students, and must be approved by the Supervisory Committee (before Qualifying examinations).

Language proficiency established in previous graduate programs will be credited.

The Department of Modern Languages and Cultural Studies administers language proficiency examinations on a given schedule, please check the website for testing availability Modern Languages and Cultural Studies

Consideration is given to native speakers, or students who have carried studies in the language (as opposed to students who have studied the language).

Language study carried to fulfill a program's language requirement is not counted as credit toward the program's requirement.

The Supervisor and Graduate Advisor are to be informed of a student's successful completion of a language requirement.

Students are advised to plan this component carefully; it has in the past delayed the normal degree progression.
Section 12: Fulfilling the Language Requirements

Fulfilling the Language Requirement

1. Complete course work or a translation exam through the Department of Modern Languages and Cultural Studies (MLCS) Modern Languages and Cultural Studies

Please Note: Course work undertaken to fulfill the language requirement cannot be used as credit towards the program (to meet an option requirement).

2. Provide documented fluency in a language relevant to the student’s research, acquired either as a native speaker or through study in that language. Note: “study in “ implies documentation of academic study conducted in a second language, not of that language. The student’s supervisor is responsible for initially determining the relevance of the language to the student’s research and should fill out a language approval form and submit it to the Graduate Advisor (* the student should also provide this form to their supervisor)

Language Requirement Approval Form

3. Placement tests are available through the Department of Modern Languages and Cultural Studies (MLCS) Modern Languages and Cultural Studies

Students should inform both their supervisor and the Graduate Advisor as soon as their language component has been completed.

Section 13: Master of Music (MMus)

Areas of Specialization of (and appearing on the degree parchment)

- Choral Conducting
- Composition
- Performance (with an area of concentration in keyboard instruments, piano pedagogy, orchestral instruments, wind band conducting, or voice).

MMus Performance Auditions

- Can be in person or by recording (video or audio).
- Are evaluated by a panel of three specialists (at least one of whom is a Full-time Continuing Faculty member).
- Live performance might require the candidate to arrange for the services of piano accompaniment.
- An interview will generally follow the audition proper.
- MMus auditions by areas of specialization and concentration.
- In piano consist of c. 30 min. 3 works of contrasting styles and periods.
- Those wishing a concentration in piano chamber music will feature 2 chamber works and 1 solo work.
- Auditions in organ/keyboard consist of c. 30 minutes, 3 works of contrasting styles and periods, and might involve sight-reading.
• Auditions in strings consist of c. 30 minutes, including 2 movements from a Bach unaccompanied work, a movement of a concerto (accompanied), and a movement from a 20th-century work.
• Auditions in voice consist of c. 30 minutes of contrasted selections ranging from the Baroque to the present, in the original language(s).
• Auditions in winds consist of c. 30 minutes, including a movement of a concerto, solo movements with accompaniment as required, and orchestral excerpts. Sight-reading is expected.
• Auditions in percussion consist of c. 30 minutes, including a solo piece/excerpt on snare and/or multi-percussion, a solo piece/excerpt on timpani and a solo or etude on the marimba or xylophone (preferably 4 mallets, accompanied as required). One of the three selections must be a major work (concerto/sonata/other of comparable level).
• Auditions in wind band conducting consist of repertoire presented with the University of Alberta Symphonic Wind Ensemble, to be specified upon receipt of application materials.
• Auditions in choral conducting consist of c.30 minutes in rehearsal with a choir (from a list of required repertoire, one (1) piece will be imposed and one (1) will be selected by the applicant).
• Sight-singing, score reading, knowledge of the choral literature and vocabulary will be evaluated.
• Auditions in composition consist of the assessment of a portfolio of recent works (a minimum of three (3) scores and recordings, likely to include evidence of strong background in theory, performance and electronic studio).

MMus Course Requirements

**Performance:**
- MUS 505(3*), MUS 621(6*), MUS 625(3*), MUS 639(3*), Options (9*) that include 3 graduate-level courses with at least one (1) course requiring a Major Research Paper.
- Complete both the University and Departmental Ethics Requirements [Ethics Training](#)
- Complete the Professional Development Requirement [Professional Development](#)

**Winds and Strings:**
- One (1) option must be MUS 641(3*).
- Options: A maximum of (6*) can be sourced in other Departments (with the permission of the Department of Music).

**Piano Pedagogy:**
- MUS 505(*3), MUS 603(*3), MUS 604(*3), MUS 621(*6), MUS 625(*3), MUS 639(*3) and options (*3).
- A major paper is required, usually as part of MUS 604; if not in MUS 604, the given option must be sourced in an appropriate MUS graduate-level course, with the consent of the Department.

**Wind Band Conducting:**
- MUS 463 [MUS 563/601 under revision](*3), MUS 505(*3), MUS 631(*3), MUS 632(*6), options (*9, 3 graduate-level courses, one requiring a major research paper, up to *6 in departments other than Music, with consent of Department).
- Proficiency in an approved second language is required (an option course cannot be used to meet this requirement).
Choral Conducting:
- A major research paper normally written in MUS 633 or MUS 634; if not, one option must be selected in Music.
- If MUS 505 was not previously taken, MUS 505 will be one of the available options.
- Options might be sourced in departments other than Music, with permission.
- Proficiency in an approved second language is required (an option course cannot be used to meet this requirement).

Composition:
- MUS 660(*6), MUS 545(*3) or MUS 645, MUS 581(*3), MUS 661(*3), one of MUS 555, MUS 556, MUS 659, or MUS 651(*3), options (*6, 2 graduate-level courses).

A Major Research Paper (MMus program)
- Prepared in a graduate course normally taught by a faculty member in the academic area (i.e. with professional expertise in research writing and publication).
- This requirement is intended to provide the student with an opportunity to engage in scholarly study and benefit from interaction with colleagues also engaged in that study, it is expected that it will be fulfilled with a regularly-scheduled graduate course or seminar [and not in a tutorial or independent study, even in the area of specialization.]
- The major research paper will ordinarily consist of at least 20 pages of double-spaced text (or approximately 5000 words), exclusive of examples, illustrations, appendices, and bibliography.
- Courses that fulfill this requirement will be approved by the Graduate Coordinator and indicated on the department’s online course listing for each year.
- Once the requirement is fulfilled, the student must advise his or her program Supervisor.

MMus Thesis Requirements
- A juried recital is the thesis equivalent and final examination equivalent for MMus students in Performance.
- DVD recordings of performances throughout the student’s program will be viewed by the Examining Committee in the case of Wind Band Conducting.
- It is the responsibility of the student to follow the Thesis Requirement and Preparation procedures as specified by the Faculty of Graduate Studies and Research.
  - Thesis Requirement & Preparation
  - Thesis Deadlines
  - Convocation

MMus Piano Pedagogy: Juried Recital or Lecture-Recital
- Students are expected to familiarize themselves with various lecture-recital formats, and can do so by attending lecture-recitals throughout their program and by making use of the Music Library’s resources (lecture-recital videos).
- In addition, MUS 685 Graduate Keyboard Seminar provides instruction and practical experience in the preparation and presentation of lecture-recitals.
- The focus of the Lecture-Recital must be developed in consultation with the Supervisor, and, if applicable, the instructor of MUS 604.
• The lecture portion of the Lecture-Recital must be prepared as a formal document (or research paper) that conforms to appropriate departmental guidelines (and must include a bibliography).
• Topics could include, but are not restricted to: interpretation, analysis, performance practices, historical context, aesthetics, pedagogy and a review of pertinent editions.
• The contents of the Lecture Recital must be different than, or assert an appreciable distinction from, the Major Research Paper (see 3.4) required in MUS 604.
• The Lecture Recital is intended for an audience of peers, and is presented in a manner similar to that expected for regional and national piano teachers' workshops and conferences.
• The overall duration should be approximately 60 minutes, with the lecture presentation taking approximately 30 minutes, and the recital performance taking between 15 and 30 minutes.
• An oral examination will occur immediately following the Lecture-Recital, and will be approximately 30 minutes in duration.
• The Examining Committee will address both the lecture and the performance.
• Evaluation is based on contents, organization, presentation, performance, and responses given in the examination.

MMus Wind Band Conducting: Juried Recital
• Normally this recital, of 40 to 50 minutes duration, will contain four separate conducting performances made over the course of the program (one performance occurring in each term).
• The first three (3) conducting performances are similar in scope, and are each weighted at 20% of the overall Recital mark.
• The final performance is weighted at 40%, considering its greater length, and generally more complex content and concert organization.
• All required conducting performances must be presented to the public, and will usually occur with either the Department of Music’s Student Wind Ensemble or Concert Band. Alternate ensembles are possible, but must be approved by the Supervisor.
• A DVD of the ‘Passed’ juried recital must be compiled (including the final performance) and submitted to Graduate Administration for permanent archiving.

MMus Choral Conducting: Juried Recital
• The Juried Recital is the final thesis examination.
• A DVD recording of the ‘Passed’ recital must be submitted to the Music Library for permanent archiving.

MMus Composition: Portfolio
• The Master’s thesis consists of a portfolio of works (normally three (3) or four (4) compositions) composed and performed during the Student’s course of study in the MMus program.
• The Portfolio will include scores (if applicable), archival recordings of the performances, program notes, and any other relevant materials.
• Normally, these works will represent both acoustic and/or electronic media resulting from MUS 660, MUS 661, MUS 545 and/or MUS 645.
• The thesis must conform to specific electronic guidelines outlined on FGSR’s website (The Supervisor is responsible for ensuring that the Student submits materials on time and in the correct format)
• The thesis must be in PDF/A format, and can be of any size, but generally, the text portion should be 8.5'x11', and scores can be of any size (11'x17', etc.). All should be submitted as one document, with consistent page numbering. PDF/A documents require that fonts are embedded
in the file, ensuring future readability. For more information about formatting PDF/A documents, see the FGSR website.

- The main thesis document submitted electronically (using the pdf/A format, paginated, with embedded fonts) will include: prefatory pages (required: title, abstract [max.150 words], table of contents, list of tables/figures/plates/symbols/abbreviations/external files), the body of text (8.5"x*11'layout), footnotes, references, and appendices (including the student's score (in any layout), any code, charts, etc.).
- Upon completion of the thesis document, an oral examination must be scheduled with the Examining Committee.
- The examination will normally take up to 2 hours. The student will be given the opportunity to give a brief verbal introduction (not exceeding 15 minutes), and then answer the Committee's questions.
- Committee members must be supplied with hard copies of all scores, recordings, and any supplementary materials, at least three weeks prior to the examination. (Please note that in order to meet deadlines for a Spring Convocation this examination must occur at the latest in mid-March).

**MMus Secondary Area of Study and Double Major**

- Students enrolled in the MMus program may wish to register to a Secondary Area or pursue a Double Major.
- The Secondary Area can be completed as part of the normal two-year program and does not add to the normally required *24.
- Courses specifically required for the primary program cannot be applied to the Secondary Area. Normally, the Student will use the program's option courses to fulfill the Secondary Area requirement (a minimum of *6 and normally *9)
- The student’s transcript will not mention completion of a Secondary Area specialization;
- Students wishing to pursue the Secondary Area must first consult with their Supervisor and obtain consent of Department in advance (for all specific courses that will be taken as the Secondary Area).
- The Double Major necessitates completion of all requirements listed for a regular *24 MMus program (the first specialization), an additional *12, and a separate thesis for the second major.
- Normally, a third year of study will be needed to complete a double major program.
- Please note that the Department of Music cannot guarantee funding beyond the second year of a MMus program.
- Both majors will require separate Advisors. Approval for the double major must be obtained from both Advisors'/Supervisors’, the Graduate Committee, and FGSR.
- For the second major, a list of specific courses, auditions, or samples of work will be required for review.
- The Double Major can only involve existing MMus specializations (composition, performance and choral conducting); a combination of MMus and MA programs is not possible.
• Combinations of double majors are possible only where sufficient a number of courses are available. (For example piano performance and piano pedagogy cannot be combined as a double major.)

• Courses taken initially as a Secondary Area can be applied to the second major, but only if approved in advance, and if offsetting options are then taken in the third year. The double major is recognized officially as one combined program and not as separate degrees; only one convocation occurs. Recognition of the double major is indicated on the degree parchment (e.g. Master of Music in Performance and Choral Conducting).

• Neither a Secondary Area nor Double Major can be facilitated with tutorial courses (such as MUS 601 or MUS 602).

A Juried Recital

• Normally takes place in the Fall or Winter terms

• Typically takes place in Convocation Hall; if the hall is otherwise unavailable, the student may suggest another venue, to be approved by the Supervisory Committee.

• The Supervisor must proofread all recital programs and review logistical aspects with the student, starting three (3) months before the recital itself.

• Be reminded that the Music Library staff requires significant advance notice for renting or purchasing scores and parts for particular works.

• The recital program (template found here, bottom right of the page) is to be submitted to the Music Office four (4) weeks prior to the event.

• Requests for paid collaborative/accompanying personnel must be made to the Graduate Advisor and Assistant Chair (Administration). A Recital Support Form can be found here, at the bottom right of the page.

Please be aware of convocation deadlines in scheduling a degree recital
Convocation Deadlines

Section 14: Master of Arts (MA)

Master of Arts (MA)

• The MA is an interdisciplinary degree offered in both thesis and course-based routes.

• Integrates work in the areas of music theory, musicology, and ethnomusicology.

• The degree parchment will read ‘Master of Arts’ with the departmental designation, ‘Department of Music’.

MA Application

• In addition to a FGSR application, applicants for the MA programs are required to submit a representative selection of scholarly writing, normally taken from materials submitted to undergraduate courses (c.15-20 pages suffice).

• Students should specify in their application whether they are seeking admission to the thesis-based or course-based program.

• The thesis will be an intensive investigation of a specific area or problem in music.

• Its focus may be musicological, ethnomusicological, or theoretical-or it may employ approaches associated with two or more of those disciplines, or from other relevant fields.
• The length of the thesis will normally not exceed 100 pages. While ideas for thesis topics may develop from work done in a course or seminar, work completed in that context should not form a significant part of the thesis.

MA Course and Language Requirements
• MUS 505 will be required of entering students who have not completed a comparable Bibliography course.
• Before beginning the thesis portion of the MA, students must demonstrate proficiency in an approved language other than English and appropriate to the area of research (as approved by the student’s Advisor or Supervisor).
• Coursework undertaken to satisfy this requirement will not be credited toward the program.

MA Thesis Requirements
• The Student will first formulate a thesis topic and then seek a Supervisor to develop a draft proposal.
• A second reader may be consulted in the preparation of the document at the supervisor’s discretion.
• The approved proposal then develops into the thesis, which will be evaluated in a final examination involving a second and third reader. The third reader must be Arm’s Length and appointed at a minimum three (3) weeks before the examination, and a non-voting Chair. FGSR Examining Committees Membership Checklist
• The thesis should be made available at least three weeks before the final oral examination, which will focus mostly on the thesis and related areas.
• The Examining Committee will decide on one of the following outcomes: Adjourned, Pass, Pass Subject to Revisions, Fail. Conduct of Examinations
• Thesis must conform to regulations set out in the Calendar section specific to the Faculty of Graduate Studies and Research.
• It is the responsibility of the student to follow the Thesis Requirement and Preparation procedures as specified by the Faculty of Graduate Studies and Research.
  ○ Thesis Requirement & Preparation
  ○ Thesis Deadlines
  ○ Convocation

MA Course-Based Course and Language Requirements
• MUS 614(*3), MUS 650(*3), MUS 665(*3), and options (*18, or six (6) graduate-level courses).
• MUS 505 will be required of entering students who have not completed a comparable Bibliography course.
• At the end of the program, the student will register in MUS 903/906/909 (respectively for 3,6 or 9 credits, depending on registration requirements), normally for one term, and not more than two terms.
• This “Directed Research Project” course essentially allows the student in the last stage of this program to revise, with supervision from a continuing or emeritus faculty member, a research paper written during the program, and to prepare for its oral presentation (See 4.6 MA Capping Project).
• Prior to the final research presentation, students must demonstrate proficiency in an approved language other than English and appropriate to the area of research (approved by the student’s Supervisor).
• Coursework undertaken to satisfy the language requirement will not be credited toward the program.
• The Department will verify (using FGSR’s Report of Completion form) that all courses and the research requirements have been successfully completed before sending a student’s name for graduation (consult the FGSR website for Convocation Deadlines.)

**MA Capping Project**

• The Capping project consists of two parts: (1) a research paper of c. 20 pages (excluding notes and bibliography) prepared in MUS 903/906/909 with the assistance and final approval of a Supervisor (a continuing or emeritus Faculty Member) and (2) a c.40 minute formal public presentation evaluated by the same Supervisor and a Second Evaluator (continuing Music Faculty or Emeritus, selected by the Supervisor in consultation with the student).
• The MA Capping Project (i.e. its two parts) is adjudicated on a Pass/Fail basis.
• The 'Passed' Capping Project is submitted to the Graduate Advisor by the Supervisor, in hard copy and .pdf format, to be filed in the student's file as evidence of completed research requirement for FGSR.

**Section 15: Master’s Final Examination**

**Examining Committee Composition**
Before nominating the examining committee, ensure that eligibility criteria, conflict of interest, and teleconferencing guidelines have been met.

**FGSR Examining Committees Membership Checklist**

It is the responsibility of the supervisor to ensure that:

• proper arrangements are made for the candidate's examination
• the exam is scheduled and held in accordance with FGSR regulations
• the candidate is not required to make these arrangements

In the absence of the supervisor, these responsibilities shall be carried out by the graduate coordinator or designate. It is the responsibility of the department to keep committee members informed of meetings of the committee and details of examinations.

**Time Lines and Approval of the Final Oral Examining Committee**
At least three weeks prior to the final oral examination, it is the responsibility of the department to:

• recommend names of all members of the final oral examining committee and forward them to the FGSR for approval on a Notice and Approval of a Master’s Final Oral Examining Committee form.
• notify the examiners of the examination date
• supply examiners with a copy of the thesis so that they may have adequate time to appraise the thesis
Changing a Final Examining Committee
The department recommends revisions to the final examining committee by completing a Notice and Approval of a Master’s Final Oral Examining Committee form and submitting it to the FGSR.

Master’s Examination
The committee will review the thesis and conduct an oral examination designed to test the candidate's knowledge of the thesis subject and of related fields. The language used to conduct the final oral examination shall be English. However, the committee may petition the Dean, FGSR, and on receiving written approval, may conduct the examination in a language other than English.

Decision of the Master’s Final Examining Committee
Please see section 8.3.2 of the FGSR Graduate Program Manual Conduct of Examinations

Signatures on the Master’s Thesis
In cases where the Chair is not a member of the examining committee, the Chair’s name does not appear on the thesis signature page, nor does the Chair sign it.

Section 16: Doctor of Music (DMus)

The Doctor of Music (DMus) program is offered in three areas of specialization:

- Choral Conducting
- Composition
- Performance

The DMus grade transcript and degree parchment will not refer to the area of specialization but only read ‘Doctor of Music’.

DMus Admissions, Committee and Requirements
The Admission Committee will consist of three (3) adjudicators, two (2) of which will be Full-time Continuing Faculty members at the Department of Music

DMus Admission
- Keyboards, Strings, Winds: Applicants will present a 45-minute recital program and will be interviewed; in some concentrations, sight-reading ability may be tested (e.g. organ applicants).
- A well-identified and track-indexed videotaped audition (DVD) might be forwarded in lieu of an in-person audition.
- The recording should include a short verbal introduction by the Applicant introducing himself/herself, his/her experience and training, and the works to be presented.
- The selections should be representative of at least four stylistic periods (e.g. Baroque, Classical, Romantic, etc.).
- Applicants will provide a list of repertoire performed and learned over the past five (5) years
- A telephone/teleconferencing interview will be arranged on or around the audition dates for those applicants not attending the in-person auditions
- Choral Conducting: Applicants will direct a 30-minute choir rehearsal of one (1) required work and one (1) work selected from a prepared repertoire list.
An interview will follow tests in score-reading, sight-singing, and choral literature.
Composition: A portfolio of three (3) original scores [and recordings] is required.

DMus Supervisory Committees

- Each DMus student is under the guidance of a Supervisory Committee recommended by the Graduate Coordinator to FGSR.
- In the early part of the Student’s first year in the program, the Committee should be formed by the Supervisor in consultation with the student.
- It will normally consist of three members: the Student’s Supervisor as Chair of the Committee and two additional members from the Department of Music.
- All members must be either active in the general subject area of the student’s research, or bring relevant expertise to the assessment of the thesis.
- All members must meet the criteria for Examiners (see section 8.2.5 of the FGSR Graduate Program Manual).
- Where interdisciplinary studies are being undertaken, a faculty member from the other discipline’s collaborating department may be appointed either as a co-Supervisor or as a Committee member.
- The Supervisory Committee will discuss with the student and make recommendations on the matter of the Student’s program of study and research, and arrange for the necessary examinations.
- The committee shall meet with the student at least once each year to review the Student’s progress and plan for the future. (see Calendar section specific to the Faculty of Graduate Studies and Research, as well as section 8 of the FGSR’s Graduate Program Manual).

DMus Course Requirements

- Programs of study will be approved by the Supervisory Committee after considering the Student’s individual requirements, needs, and academic/research interests.
- The program of study will usually sum up to a minimum of 30 to 36 credits.
- Students in the DMus Performance concentration will be required to take at least:
  - one (1) graduate-level music theory course (ordinarily selected from MUS 555, MUS 556 or MUS 581), and one (1) graduate-level musicology course.
- These courses will normally be directly linked to the candidate's Qualifying Examinations (normally taking place toward the end of the second year in program).

DMus Performance Recital Requirements

Students in the DMus Performance concentrations will be required to present four (4) Juried Recitals, normally in this order:

1. A pre-Candidacy Solo Recital
2. A pre-Candidacy Chamber Recital
3. A post-Candidacy Lecture-Recital
4. A Final Solo Recital

- The Lecture Recital will present an area of the student's research that is appreciably different from topics developed during the Qualifying and Candidacy process.
- A written outline of the Lecture-Recital presentation (including a detailed bibliography) are to be approved by the Supervisory Committee before the presentation. A formal written document is not required for Library submission or archiving.
The Lecture recital is intended for an audience of peers, and is presented in a manner similar to that expected for a college or university-level position interview, or in the context of a national-level conference presentation.

The Lecture Recital's overall duration should be approximately 60 minutes, with the lecture taking approximately 30 minutes, and the full performance between 15 and 30 minutes.

The final Juried Recital program is presented as a concert performance after the production of a CD recording of the same program.

The CD recording, along with the student's well-researched accompanying scholarly notes, is presented as thesis document.

Each DMus program recital jury involves the Supervisory Committee and two (2) more Full-time Continuing faculty members: one from Music and one from another department at the University of Alberta.

The Committee will deliberate immediately following the recital, and issue one of two outcomes: Pass or Fail

In the case of a 'Fail' verdict, the Committee will only once request to either repeat the recital presentation within a 3-week period (with or without the public being invited) or request for a different recital program to be presented within a 6-month period, with the public being invited.

A new program will be determined by the Student, in consultation with the Supervisor.

A second failed recital will result in program withdrawal.

**DMus Qualifying and Candidacy Examinations (Performance)**

*See Choral Conducting and Composition Examination Requirements.*

- The Qualifying examination is written; the Candidacy examination is oral.
- Normally, considering course requirements, both examinations will be taken at the beginning of the student's third program year - however could be taken earlier if possible.
- Both examinations must be successfully completed before the third (or Lecture-) Recital.
- The Student becomes a Candidate to the doctorate degree after successfully completing the Candidacy, which ascertains that the Student is ready to undertake the thesis, the final stage of the program.
- The Qualifying examination occurs first - the Candidacy examination will ideally be scheduled within four (4) weeks of successful completion of the Qualifying examination.
- The Committee evaluating both examinations could issue the following verdicts: Adjourned, Pass, Conditional Pass (Subject to Revisions), Fail and Repeat, or Fail and Withdraw from program (or Transfer to a Master's program).
- In the event a Student fails the Qualifying examination, or portion thereof, the examination may be retaken once within a one-year period.
- The Examining Committee determines the extent and content of the Qualifying portion to be repeated by the student.
- If the student fails the Candidacy examination, the Examining Committee might advise to retake the examination within a 6-month period. (see FGSR's Graduate Program Manual, section 8.3.3.2)
The Qualifying examination is in three (3) parts:

1. One (1) essay in the area of music history
2. One (1) essay in the area of music theory
3. A two-part examination in musical literature, focusing on the Student’s area of concentration (e.g. a cellist will be considering string and cello literature in particular).

- The essays in music history and music theory will be approximately 30 pages each (including bibliography), and based on work undertaken in graduate seminars in music history and music theory.
- The instructor(s) for each seminar will be advised in advance by the Student that work completed in the seminar will also be the basis for the Qualifying essay.
- The Qualifying essays are expected to be appreciably more developed than work submitted during the seminars and will therefore often be completed sometime after the seminar ended.
- The seminar instructor will normally review and approve the revised essay for inclusion in the Qualifying examination, thereby confirming that the work presented represents a significant extension of work undertaken in the seminar.
- When each essay has been approved for submission, the Student will forward it to the Supervisor in PDF format, who will then forward it to the Examining Committee.
- Only after the second of these two (2) essays is submitted, or when both are submitted simultaneously, is the remaining examination in musical literature to be scheduled.

The musical literature part of the Qualifying examination is in two (2) parts:

1. First, a 3-hr closed-book score identification examination (ten (10) score excerpts will be prepared by the Supervisor and discussed by the Student).
2. Second, a 6-week, 25-page (including bibliography), take-home research essay, on one of three topics proposed, each directly related to the Student’s area of concentration or instrument.

- The essay must demonstrate a broad facility with historical and/or theoretical/analytical methodologies (and obviously be the student's sole, unassisted work).
- The essay is submitted in PDF format to the Supervisor, who then circulates it to the Examining Committee.
- The Committee will have one (1) week to review all Qualifying Examination documents, and issue its verdict of Pass or Fail.
- For planning purposes, please consider a 11-week timeline in planning the Qualifying and Candidacy Examinations, following receipt of the two seminar essays: 6 weeks (essay following score identifications) + 1 week for committee evaluation + (if successful) 4 weeks to Candidacy examination.

DMus Supervisor’s Responsibilities

- The Supervisor will be familiar with both FGSR guidelines (link) and current Department of Music guidelines; and
  - will maintain a detailed record of all communications pertaining to a student’s committee meetings and degree examinations, and of all examination materials.
  - will schedule and administer examinations in accordance to the guidelines set forth.
o will ensure that all examination documents are reviewed and approved by the Supervisory Committee before the examination is administered.
o will consult with and solicit examination questions from other members of the Examining committee.
o will have confirmed that both music theory and music history instructors have approved the submitted qualifying essays, and will promptly circulate the Qualifying examination written components to the Examining Committee.
o will coordinate the review of the submitted materials, calling a preliminary meeting of the Examining Committee if necessary.
o will forward the Committee's decision to the Graduate Advisor and, in the case of a successful Qualifying examination, a date for the Candidacy Examination.

DMus Dissertation Requirements

• In lieu of a formal dissertation, the DMus Candidate in Performance is required to either 1a) submit a CD recording of the fourth and final (solo) recital, OR 1) submit an essay, AND in the case of 1a) then 2a) to present the same program in concert, and 3a) to provide comprehensive scholarly notes in the form of an essay of a minimum of 3000 words.
• The Candidate should submit the CD recording for review by the Examining committee at least two months before the final recital
• The recording is c. 70 minutes, produced, edited, and mastered according to professional standards
• The scholarly essay must follow the “Guidelines for Dissertation CDs, and Guidelines for Scholarly Essays”. (see below)

DMus Final Examination

• The final Examining Committee consists of the Supervisory Committee, and three more three (3) members: one (1) from the Department of Music, one (1) from another department at the University of Alberta, and one (1) external to the University of Alberta.

FGSR Examining Committees Membership Checklist

• The Committee will review the CD, the scholarly notes (or accompanying essay), and the recital performance, each of which should be deemed worthy of a 'Pass' in order to be successful.
• The Examining Committee will meet and evaluate the performance immediately after the performance.
• If a 'Pass' verdict is issued, then the Oral defense is scheduled within 48 hours.
• If a 'Fail' verdict is issued, the Committee will either request a repeat performance or withdraw from the program, advising as to the need to change the program at all, in part, or completely (with corresponding changes to the CD and scholarly notes).
• If the failed/repeat/revised performance is later deemed acceptable, the oral defense is set to happen within 48 hours of the performance.
• An oral defense allows the Candidate to answer any question the Committee might have related to issues and topics raised in the scholarly essay, and in particular how these might have informed the performance.
• If a committee member is unavailable, a digital recording will be provided within three (3) days of the performance, and the committee will confer again, the oral defense is scheduled to happen within a 48-hr period following the issuance of a 'Pass' verdict.
The oral defense can lead to four outcomes: Adjourned, Pass, Pass with Revisions, and Fail.

**DMus CD Recording Production – Guidelines**
The Department will provide three (3) 4-hour recording sessions during the term prior to the final recital, and will provide one (1) 2-hour training session for editing and mastering with the Department's technical staff.

**DMus CD Scholarly Notes Essay - Guidelines**
- The CD scholarly notes essay (c.3000 words) will focus on the history or analysis of the works on the program, addressing issues such as - but not limited to - performance decisions, performance practices, historical context, aesthetics, pedagogical issues, editorial justifications, etc. A bibliography must be included.
- The essay and CD are to be submitted to the Supervisory Committee two months before the performance.
- These are to be reviewed and approved by the Supervisory Committee;
- The full Examining Committee (including external) should have received the approved CD and essay four (4) weeks prior to the performance.
- Seven (7) printed programs of each recital should be available four (4) weeks before each recital, [five (5) copies to the Library], and one (1) copy each to the Publicity Office and Graduate Advisor.

**DMus Juried Recital Recording and Approval Form**
- All juried recitals are to be recorded and archived at the University of Alberta Library.
- A copy of each juried recital recording should also be delivered to the Graduate Coordinator along with the signed Recital Approval Form, no later than two (2) weeks after each performance. [DMus Juried Recital Recording and Approval Form]

**DMus Archiving of Thesis - FGSR Program Completion**
- Successful thesis documents (all three of CD, scholarly notes, live recital recording) are to be promptly submitted in two (2) copies by the student to the Supervisor, accompanied by a cover page and Library Release Form (a report cover is available in the Music Office for the text component and Library Release Form).
- Following verification that all degree requirements are complete, the Supervisor adds a signed FGSR Thesis Approval/Program Completion Form and forwards all materials to the Graduate Advisor.

**DMus Choral Conducting (Particular Requirements)**
- Students in the DMus program in choral conducting are required to present two (2) juried recitals, the contents of which are to be approved by each Student's Supervisory Committee.
- One of these recitals will normally include a large work for choir and instrumental ensemble.
- A Graduate Student's choir is not to exceed 35 members.
- The choral conducting recital is of c. 45-60 min, involves at least one work with instrumental accompaniment.
- The recital might be thematic and should showcase a range of styles, periods, and levels of technical proficiency.
- A rehearsal plan will have been devised and approved by the Supervisor four (4) weeks before the first rehearsal.
The Examining Committee consists of the Supervisory Committee and two (2) more members, one (1) from the Department of Music, and one (1) Arm's-length examiner.

Each recital is to be adjudicated immediately after the performance.

In case of a 'fail' decision, the committee will recommend one of two things: repeat the performance within three weeks (publicly or not), or present a new program at a later date (to be determined by the candidate and Supervisor).

Only one performance may be repeated or replaced.

**DMus Choral Conducting Qualifying and Candidacy Guidelines**

The examinations are normally scheduled near the end of the student's second year as a provisional candidate (with one recital normally completed).

The Qualifying Examination is in three (3) parts:

**Choral music literature:**
- A 3-hour score identification exam (10 excerpts, of which the student is expected to give at least 8 detailed responses), on an agreed upon date at least 4 weeks prior to the candidacy examination date.
- 1 extended essay (ca. 20-30 pages in length), either based on a paper previously prepared in the student’s two choral literature seminars, or on a topic arrived at in consultation between the student and supervisor.
- A detailed summary of the proposal for the final essay. The proposal should be a minimum of 7-8 pages in length, and should also include a bibliography of materials consulted by the student in the preparation of the proposal, as well as other materials deemed to be relevant.

**Music theory**
- Two analytical papers (15-20 pages each). One is an analysis of a tonal composition, and the other an analysis of a post-tonal composition.
- The written analyses can be accompanied by graphic charts and annotated scores as necessary.
- The student will select the composition from a list of 3 samples in each category
- At least one sample from each category should be a work involving text (either a vocal or choral work)
- The choice of pieces for each list will be made by the theory representative on the examining committee, in consultation with the supervisor.

**Music history**
- One extended paper on a topic agreed upon between the student and the musicologist member on the examining committee. The topic may be either choral or non-choral in its focus.
- The paper may be an extended version of a paper previously prepared in one of the student’s seminar courses, or a paper on a new topic selected in consultation with the musicologist member on the student’s committee. Suggested length ca. 20-30 pages.

**General guidelines**
- Each essay should include a bibliography, as appropriate. Citations can be included in the body of the paper (author, date); footnotes can be used as necessary
- Bibliographies should not be considered part of the suggested page count for the submitted essays.
- As appropriate, the student may consult the responsible member of the committee for each category in the preparation of each essay.
All papers should be submitted either in Word or pdf format for distribution to the committee, rather than in hard copy.

The overall time frame for the completion of qualifying and candidacy requirements should be no longer than 12 weeks, i.e., 8 weeks for the preparation of all written materials submitted as part of the qualifying examination (4 essays @ ca. 2 weeks each, as well as the dissertation proposal), and 4 weeks for the examining committee to read the qualifying exam materials.

- **Candidacy examination**
  - A provisional date for the candidacy examination may be set prior to the submission of materials, to be confirmed once committee members have agreed that the materials meet the standard for the examination to proceed.
  - The examination committee will focus on both the submitted essays as well as the essay proposal in their deliberations with the candidate.

The thesis in choral conducting consists of two juried recitals and a Capping Essay.

- The Capping Essay in choral conducting (c. 70-100 pages) should demonstrate high standards of scholarly work.
- The topic is to be approved by, and in consultation with, the Supervisory Committee. The essay must conform to the FGSR Thesis Requirement and Preparation. Details on thesis format can be found on the FGSR website.
- To allow for preliminary feedback and revisions, the complete draft essay should be submitted to the Supervisory Committee a minimum of two months before any proposed date for final oral defense.
- While the main focus of the defense will be on the Capping Essay, the Examination Committee will require the candidate to answer questions about performance-related decisions in the two recital projects.

**DMus Composition (Particular Requirements)**

- The Qualifying Examination is in two (2) OR three (3) parts: 1) orchestration or electro-acoustic sound design; 2) music history; AND ONLY IF the student has not completed MUS 580 or equivalent, as vetted by the Supervisory Committee 3) 20th-century repertoire.
- The first component (take-home, 72-hour period) consists of the following parts (the Student chooses either of A+B or C+D):
  - (A) orchestration of a keyboard work for full orchestra;
  - (B) reduction of an orchestral score to a one- or two-piano score;
  - (C) creation of a sound design project within given parameters or using specific transformations;
  - (D) solving a technological musical problem using interactive digital programming techniques.
- The evaluation of the student's submissions will be based on technical and aesthetic/artistic criteria.
- The second component (take-home, 2-week period) consists of four (4) essay questions that focus on music composed after 1900.
- The Supervisory Committee will require the student to answer one (1) question, and the student will select two (2) other questions of the remaining three (3).
- Each essay must be fully researched and formatted according to the MLA or Chicago guideline (c. 10 pages, excl. bibliography).
• The third component (written closed-book examination - 2hrs) will require the student to identify or discuss 5-8 score or recordings of music written in the last 50 years.
• The student should aim to point salient aspects of style, historical significance, and technical or methodological attributes.
• The Candidacy examination (oral) follows within one month of successful Qualifying (written) examination; These exams normally take place after all coursework is completed, and usually within the Fall term of the 3rd year in the program.
• The Candidacy (oral) examination (3hrs) is in two (2) parts: composition and analysis.
• In the composition part (90 minutes) the Supervisory Committee and the student will select three of the student’s works covering both acoustic and electronic media (usually sourced from course assignments in MUS 760, MUS 761 and MUS 645). Scores and recordings of the selected works will be circulated to the examining committee two weeks before the examination (however, no score is required for electronic media compositions).
• The student will be asked questions that might touch on compositional or artistic objectives, technical means or methodologies, notation or representation, aesthetic grounding or perspective, medium and performance.
• The analysis part (90 minutes, preceded by a 30-day preparation time), is divided between 1) the student’s presentation of two (2) works (c. 20-minute presentation for each work) and 2) a period of questions and answers (c. 45 minutes).
• The student must submit a list of bibliographical references for the presentations at least one week prior to the examination, and might submit a handout at the time of presentation.
• The two works presented are selected from a given list of four, one written before 1950, and one after.

**Thesis Proposal**

• MUS 761’s primary purpose is to allow the student to develop the basis for a sound thesis proposal (a c. 20-page document), to be continued independently by the student (with supervision) until a completed proposal is reviewed and approved by the Supervisory Committee, following successful completion of the Candidacy examination. This is normally occurring during the third program year.
• The thesis proposal should cover -but is not limited to- the following grounds: scope of composition, medium, style, materials, methodology, structure, aesthetic position.
• It should also include a number of representative examples pointing to the content, means and intent of the composition, and other relevant materials (such as structures, code excerpts, matrices, field recordings) pointing to compositional planning.
• A list of references should accompany the proposal, which is to be approved by the Supervisory Committee before work on the thesis (as composition and scholarly document) itself begins.
• The thesis consists of a composition (15-30 minutes in duration) and accompanying detailed scholarly document (c. 45 pages).
• The composition will normally be for a large acoustic ensemble, a mixed acoustic and electroacoustic media, or electroacoustic media.
• A performance of the work will be encouraged where possible, however is not required for the thesis requirement to be met.
• The main thesis document submitted electronically (using the pdf/A format, paginated, with embedded fonts) will include: prefatory pages (required: title, abstract [max. 150 words], table
of contents, list of tables/figures/plates/symbols/abbreviations/external files), the body of text (8.5'*11' layout), footnotes, references, and appendices (including the student's score (in any layout), any code, charts, etc.).

- Note that supplementary files (in .wav, .avi, .mov or other) associated to the main document (.pdf) will not accompany the thesis' submission to Canada Archives or Proquest. They will however be available through the University library system.
- The defense of the thesis (up to 2hrs, including a 30-minute presentation) is scheduled at least three weeks after the completed document is made available to the examining committee members.
- The question-and- answer section following the presentation will help the committee form a decision regarding the oral examination: Adjourned, Pass, Pass Subject to Revision, or Fail.
- Doctor of Music students must provide the Music Library two (2) compact disc copies of each juried recital accompanied by their printed programs to be used for archival and examination purposes.
- The essay will be brought to Graduate Administration in the Music Office, who will deposit it with the University’s Music Library/BARD.) Department of Music

**Title and Abstract for a DMus thesis in Choral Conducting – Guidelines (June 2015)**

As you finish your work for your degree, you will be required by FGSR to provide a title and abstract for your thesis. Since the DMus thesis project is different from a usual dissertation, this can be a challenge. Here are some tips that can help you avoid issues and delays.

**Abstract**

The abstract summarizes the entire thesis. It is written in the present tense rather than the future, and is intended to give someone who reads it an idea of what the project consists of. Here is a skeletal example:

The full thesis for this degree consists of two concerts and a scholarly essay. The concerts, presented on [dates], included the following works: [list by composer, title, and any other appropriate identifiers [e.g., opus numbers, BWV, etc.]]. The essay explores... [describe your topic briefly in the rest of this sentence. Then go on to summarize your project and conclusions briefly, in the manner of typical scholarly abstract. The length will typically be 200-400 words.]

**Title**

The crucial issue here is that FGSR has a limit of 240 characters for the title on the transcript. You can have a longer title for the deposited document, but we need an approved short form if it is longer.
You may choose a title that describes only the topic of your essay, but it may be to your advantage to include the existence of your concerts in the title:

“Two Choral Concerts and an Essay on...”

This both informs potential readers not to expect a full-length dissertation, and reminds them that you are, first, a conductor. Neither of those things will get you a job by themselves, of course, but every little bit helps.

Section 17: Doctoral Candidacy Examination

Doctoral Candidacy Committee Composition
Before nominating the candidacy examining committee, ensure that eligibility criteria, conflict of interest, and teleconferencing guidelines have been met.

Minimum five faculty member examiners:

- The supervisory committee and normally the addition of two other faculty members
- At least one must be from outside the department (see “Internal/External Examiners”).
- Must have a minimum of two arm’s length members who come new to the examination
- Must be chaired by a faculty member who is not the supervisor (or co-supervisor) but is a member of the student's home department. If the chair is not a member of the examining committee (FGSR encourages this arrangement), the chair does not vote.
- All members must attend the examination (see “Attendance at Examinations” and “Teleconferencing Guidelines for Examinations”).
- Roles of members (except the chair) can be in any combination. Examples: co-supervisor; a co-supervisor from outside the department; supervisor from outside the department; arm’s length member from inside or outside the department; etc.

Time Lines and Approval of the Examining Committee
It is the responsibility of the department to nominate the additional members of the candidacy examining committee by completing the Notice and Approval of Doctoral Candidacy Examining Committee form and submitting it to the FGSR for approval.

The notice must be received by the FGSR at least three weeks in advance of the examination.

It is the responsibility of the supervisor to ensure that:

- proper arrangements are made for the candidate's examination
- the candidate is not required to make any of these arrangements

In the absence of the supervisor, the department graduate coordinator or designate shall be responsible for these arrangements.
Changing a Candidacy Examining Committee
The department recommends revisions to the doctoral candidacy examining committee by resubmitting a Notice and Approval of a Doctoral Candidacy Examining Committee form to the FGSR.

Establishing Candidacy Examination Procedures
Each department offering a doctoral degree is responsible for establishing detailed examination procedures for the candidacy. These procedures should be made available to faculty members and students in the department and to the Dean, FGSR.

The candidacy examination is an oral examination; some departments may also require that students take comprehensive written examinations prior to the candidacy examination. The candidacy examination must be passed no less than six months prior to taking the final oral examination.

The candidacy examination is normally held within three years of the commencement of the program at a time when most, if not all, of the course work is completed and the thesis is started or well defined. Students must demonstrate to the satisfaction of the examining committee that they possess:

- an adequate knowledge of the discipline and of the subject matter relevant to the thesis; and
- the ability to pursue and complete original research at an advanced level.

During the candidacy examination only minor attention should be given to the data collection. The examination should determine whether the student is adequately prepared to continue as a doctoral student. The language used to conduct the candidacy examination shall be English. However, the committee may petition the Dean, FGSR, and on receiving written approval, may conduct the examination in a language other than English.

Responsibilities of the Chair
The examination shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning.

If the chair is not a member of the committee, the chair does not vote. It is the chair's responsibility to ensure that departmental and FGSR regulations relating to the candidacy and examinations are followed.

Attendance at Candidacy Examinations
Except for the Dean, (or Associate Dean or the pro dean) FGSR, who may participate fully in the examination, persons other than the examiners may attend only with the permission of the Dean, FGSR, or the chair of the committee. Visitors may not participate in the committee's discussion concerning its decision on the student's performance and must withdraw before such discussion commences (see “Attendance at Examinations” and “Attendance of Pro Dean at Examinations”).

Decision of the Candidacy Examining Committee
Normally, if all but one member of the committee agrees on a decision, the decision shall be that of the majority. If two or more dissenting votes are recorded, the department will refer the matter to the Associate Dean, FGSR, who will determine an appropriate course of action.

One of the following outcomes of the candidacy is appropriate:
- **Pass**
- **Conditional pass**
- **Fail**

Note that these possible outcomes are different for the final oral examination.

**Pass:** If the student passes the candidacy examination, the department shall complete the candidacy exam section of the Report of Completion of Candidacy or Final Examination form and submit it to the FGSR.

Upon receipt of the form, the FGSR will add a comment of "Doctoral Candidacy Examination Completed" to the student record, which will be reflected on the student's transcript.

**Conditional Pass:** If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee shall provide in writing to the Associate Dean, FGSR and the student:

- the reasons for this recommendation
- details of the conditions
- timeframe for the student to meet the conditions
- the approval mechanism for meeting the conditions, ie, approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee
- the supervision and assistance the student can be expected to receive from committee members

Once the examining committee has agreed that the conditions have been met, the department shall complete the candidacy exam section of the Report of Completion of Candidacy or Final Examination form and submit it to the FGSR.

Upon receipt of the form, the FGSR will add a comment of "Doctoral Candidacy Examination Completed" to the student record, which will be reflected on the student's transcript.

**Fail:** If the candidacy examining committee agrees that the student has failed, the committee chair shall provide the reasons for this recommendation and the department’s recommendation for the student’s program in writing to the Associate Dean, FGSR and to the student. For failed candidacy examinations, the Associate Dean, FGSR, normally arranges to meet with the student and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects a student’s academic standing (ie, required to withdraw or transfer to a master’s program) is appealable.

The following options are to be considered by the examining committee when the outcome of a student’s candidacy exam is “fail:"

- **Repeat the Candidacy**

If the student’s candidacy exam performance was inadequate but the student’s performance and work completed to date indicate that the student has the potential to perform at the
doctoral level, the examining committee should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam.

If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the FGSR, the student is to be notified in writing of his/her exam deficiencies by the chair of the examining committee.

The second candidacy exam is to be scheduled no later than three to six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the next two options.

- **Change of Category to a Master’s Program**

  If the student’s candidacy exam performance was inadequate and the student’s performance and work completed to date indicates that the student has the potential to complete a master’s program, the examining committee should consider the possibility of recommending a change of category to a master’s program or postgraduate diploma program.

- **Termination of the Doctoral Program**

  If the student’s performance was inadequate and the work completed during the program is considered inadequate, the examining committee should recommend termination of the student’s program. (See “Termination of a Student’s Program,” “Section 7: Administration of Graduate Programs”)

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### Section 18: Doctor of Philosophy (PhD)

**The PhD program**

- Is an interdisciplinary program that supports work in the areas of music theory, musicology and ethnomusicology.
- Upon completion of the program, a degree parchment will indicate 'Doctor of Philosophy' with a departmental designation of 'Department of Music'.

**Admission Eligibility**

Prospective students may apply to the PhD program:

- after attaining a BA Honors degree or equivalent
- after attaining a BMus
- after attaining an MA or MMus in a relevant discipline

Students applying with only an undergraduate degree will submit papers as required for the MA and will ordinarily be required to complete the coursework required for the MA.

Those applying with a Master's degree are required to submit either a Master's thesis or a substantial paper demonstrating ability to conduct research at an advanced level.

The Graduate Coordinator may request additional written work if the Area deems it necessary for evaluation.
**PhD Supervisory Committee**

- Each student in the PhD program shall be under the direction of a Supervisory Committee, recommended by the Graduate Coordinator to FGSR.
- In the early part of the Student's first year in the program, the Committee should be formed by the Supervisor in consultation with the student.
  - It will normally consist of three members: the student's Supervisor as Chair of the Committee and two additional members from the Department of Music or another relevant department.
- All members must be either active in the general subject area of the student’s research, or bring relevant expertise to the assessment of the thesis.
- All members must meet the criteria for Examiners (see section 8.2.5 of the FGSR Graduate Program Manual)
- Where interdisciplinary studies are being undertaken, a faculty member from the other discipline’s collaborating department may be appointed either as an additional supervisor or as a committee member.
- The Supervisory Committee will discuss with the student and make recommendations on the matter of the Student's program of study and research, and arrange for the necessary examinations.
- The committee shall meet with the student at least once each year to review the Student's progress and plan for the future. (See Calendar section specific to the Faculty of Graduate Studies and Research, as well as section 8 of the FGSR's Graduate Program Manual).

**PhD Recommended Timeline**

- Year 1: Supervisory Committee Meeting, five courses and MUS 699
- Year 2: additional courses as recommended by Supervisory Committee meeting in Year 1, topics selection and literature review in preparation for Candidacy Examination, Language Examinations, and Candidacy Examination.
- Year 3: Dissertation proposal, Proposal defense, Start of research and writing
- Year 4: Completion of Dissertation and Defense. Details on dissertation format can be found on the FGSR website
- According to FGSR, the maximal number of years to complete the PhD program is 6.

**PhD Qualifying and Candidacy**

- Qualifying and Candidacy examinations follow coursework and language requirements. These examinations evaluate the student’s knowledge and preparedness to undertake original research (dissertation).
- The Examination Committee will consist of at least 5 committee members. The supervisor, the supervisory committee and at least 2 arm’s length members.

**Examining Committees Membership Checklist**

In order to proceed to the candidacy exam, the student must satisfactorily complete these qualifying steps:

1) **Presentation on a piece of music.** For all PhD students except those specializing in music theory, the examining committee will choose three pieces of music relevant to the student’s research. The candidate will choose one of these pieces within the first week and inform the committee of their
choice, and then prepare a public presentation of no more than thirty minutes, to be presented within three weeks of receiving the selected pieces. The oral presentation will be followed by a question period, during which committee members will ask questions, followed by questions from others if time allows. The total length of the presentation will not exceed 60 minutes. No student may proceed to the candidacy exam unless this presentation is deemed satisfactory by the entire examining committee. If a presentation is unsatisfactory, the examining committee may allow the student to give a second presentation (from a new selection of pieces) within one year of the first, unsuccessful presentation. If the second presentation is not approved by the majority of the examining committee, the student’s program will be terminated.

Candidates whose work is focused on music theory and/or analysis will choose two out of a selection of four pieces of music ranging from the pre- to post-tonal repertoires. From this list, the candidate must choose one piece from the tonal repertoire, and one piece from either the pre-tonal or the post-tonal repertoires; the candidate will decide which selection will be the subject of an analysis taking the form of a written document, and which will be the subject of an analysis taking form of an oral presentation (without document), and will inform the committee as to the choices made, no later than 7 days after receiving the list. The written analysis — approximately 3000 words — must be submitted within 21 days of receiving the repertoire list; the oral presentation — approximately 30 minutes — must occur within 10 days after submission of the written analysis.

The oral presentation may include analytical sketches, power-point slides, recordings, as well as bibliographical and other supporting materials and handouts, as the candidate deems necessary (if included, it is recommended that the bibliography be circulated in advance of the presentation). The exam begins with the oral presentation, and it is followed immediately by questions (30-45 minutes plus an additional maximum of 10 minutes for questions from the floor); this is followed by a second round of questions relating to the written analysis only (30-45 minutes, without questions from the floor). A ‘pass’ requires that both written and oral presentations be deemed satisfactory by the entire examining committee. In case the exam is deemed unsatisfactory, the examining committee may allow the student to repeat, with a new list of pieces, either the oral or the written component of the exam, or both. Alternatively, for the written portion of the exam, the examining committee may request revisions to the original submission. If the second submission or presentation is not approved by the majority of the examining committee, the student’s program will be terminated.

2) **Preparation of subject area bibliographies relevant to the dissertation topic.** Together with the student, the supervisory committee will determine three subject areas relevant to the prospective dissertation topic. The student will develop and annotate those bibliographies and submit them to the examining committee before submitting the dissertation proposal.

3) **Preparation of a dissertation proposal.** The dissertation proposal will demonstrate that the candidate has sufficient mastery of both the areas relevant to the research topic and of the specific issues raised by that topic to undertake advanced original research in the area. The proposal will ordinarily be thirty to forty pages in length (exclusive of bibliography) and will include:

   a. the research question(s) and their background
   b. a review of relevant literature
   c. the proposed methodology
d. anticipated contents of the dissertation  
e. a timetable for completion  
f. bibliography

Candidacy Examination

When the examining committee has passed the oral music presentation (and the written analysis in the case of music theory students) and determined that the bibliographies and dissertation proposal are satisfactory, the student will proceed to the oral candidacy examination. The examination will normally have a duration of two to a maximum of three hours and will focus on the dissertation proposal and the bibliographies, with the goal of determining that the student is qualified to undertake the work required for the dissertation. It will be conducted according to the guidelines found in FGSR’s *Graduate Program Manual*, 8.3.3.

PhD Examination Procedures

- Please note that the Graduate Ethics Training (GET) program must be successfully completed before scheduling the final oral examination (thesis defense or recital).
- Following acceptance of the Proposal, the Supervisory Committee will require sufficient time to review the Dissertation and to recommend appropriate revisions.
- A complete draft of the Dissertation will be submitted a minimum of two (2) months before the proposed oral defense.
- The Supervisory Committee members must have declared in writing that the dissertation as submitted is of adequate substance to proceed with the final examination. This statement should be recorded at least one (1) month before the final examination.

The Final Examination Committee

- The Examining Committee is chaired by a non-voting Chair and includes 6 voting members: the three (3) members of the Supervisory Committee, one member from the Department of Music, one member from another University of Alberta Department, and one from another University, all appointed upon the recommendation of the Graduate Coordinator to the Department of Music Chair and the FGSR.
- The Chair of the final Examination Committee, appointed by the Graduate Coordinator, is a full-time continuing member of the Department of Music who has not been part of the student's Supervisory Committee.
- The External Examiner is a recognized authority in the candidate's field of research, and is nominated by the Graduate Coordinator and appointed by FGSR. A request to invite the external examiner is to be submitted to FGSR at least two (2) months before the intended examination date.
- The full list of committee members is to be forwarded to FGSR three (3) weeks before the examination.
- When a date for the examination has been agreed upon, the Supervisor should inform the Graduate Advisor of the date of the final examination at least four weeks before the examination.
- In the case of a 'Fail' verdict, a repeat performance will be recorded for the External examiner, who will then normally join the final oral defense and deliberations via teleconferencing.
- A list of stylistic and typographic errors appearing in the dissertation should be given to the candidate for correction after the examination.
Faculty members of the student's home department as well as members of FGSR Council (or their alternates) have the right to attend doctoral examinations but should notify the Chair of the Examining Committee.

Other persons may attend the examination only with special permission of the Dean, FGSR, and the Chair of the examining committee. Except for the Dean, FGSR, (or Vice-Dean or Associate Dean or Pro Dean) who may participate fully in the examination, persons who are not members of the examining committee: (a) may participate in the questioning only by permission of the Chair of the Committee and (b) are not permitted to participate in the discussion of the student's performance and therefore must withdraw before such discussion commences (see “Attendance at Examinations” and “Attendance of Pro Dean at Examinations”).

Before the candidate is invited to enter the examination room, the Committee will briefly meet to review procedure.

The order of questioning and time allotted to each questioner will be determined by the committee prior to the commencement of the exam.

The external examiner and extra departmental representative, in that order, will always be invited to place the first questions if they wish.

The supervisor will ordinarily be the final questioner. Further rounds of questions may follow if necessary.

At the discretion of the chair, examiners may be allowed to ask questions arising from other examiners' questions or the candidate's replies at appropriate points.

Three (3) hours should be allotted for the examination - with most examinations lasting approximately two (2) hours.

Before questioning begins, the candidate will be given the opportunity of making an opening statement briefly introducing the topic or methodology of the essay or dissertation.

The chair may wish to give the candidate an opportunity to give a general response at the end of the questions.

After the questioning has come to an end, the candidate and all observers will be asked to leave the room and the committee will make a decision on two issues:

- the acceptability of the essay component of the dissertation (PhD);
- the acceptability of the oral defense, considering the level of knowledge displayed by the candidate.

After a decision has been reached, the candidate will be asked to return and will be informed of the decision of the committee.

Arm's-Length Examiner (see section 8.2.3 of the Graduate Program Manual)

- Is not (or has ever been) a member of the Supervisory Committee.
- Has not been associated with thesis research in a significant way.
- Is not associated with the student outside of usual contact in courses or other non-thesis activities within the University or be related to the student.
- Is not a close research collaborator with the Supervisor within the last six-years.
- May have been Arm's-Length for the Candidacy examination.
- May be from the same Department.
- Includes the External Examiner or External Reader on a doctoral final examination.

External Examiner or External Reader

- Is external to the University of Alberta.
- Is only required for a doctoral final examination.
- Must be a recognized authority in the specific field of research of the student’s thesis and experienced in evaluating doctoral work
- Must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation.
- Must not have had an association with the student, the supervisor, or the department within the last six years.
- Must not have served as an external for the Department of Music within the last two years
- Must not have contact with the supervisor or the student once they have received approval from the Faculty of Arts to serve on the committee

**Section 19: Final Doctoral Examination**

**Preliminary Acceptance of the Thesis**

Before the thesis is forwarded to the external examiner, PhD supervisory committee members shall declare in writing to the supervisor either that the thesis is of adequate substance (and quality) to warrant that the student proceed to the final examination or that the thesis is unsatisfactory and the student should not be allowed to proceed to the final oral examination.

**Preliminary Acceptance of Thesis Form**

The purpose of this process is to ensure the thesis is vetted by the supervisor and all supervisory committee members and to verify that it is of sufficient substance and quality to proceed to the defence.

This process is critical to protect and uphold the reputation of the department and the University of Alberta for excellence in graduate programs. It is also critical to ensure that External Examiners and other additional members of the examining committee are not asked to invest time reading a thesis that is substandard.

Departments should obtain these declarations before the date of the final examination is set and the external examiner invited. Departments may choose to prepare a "Preliminary Acceptance of Thesis" signature sheet for their own records.

**Inviting the External Examiner or Reader**

It is the responsibility of the Graduate Chair to nominate an external examiner or reader and to submit the name to the Faculty of Arts for approval. This should be done on a Request to Invite External Reader or Examiner for the Final Doctoral Oral Examination form prepared by the department normally at least two months in advance of the examination date.

The submission must include a brief CV of the external examiner and a short statement regarding the external's qualifications. The FGSR is particularly interested in the external examiner's current scholarly publications and research activities and experience with graduate student education.

The external shall be a recognized authority in the special field of research of the candidate's thesis, and will be an experienced supervisor of doctoral students. The proposed external examiner must be in a
position to review the thesis objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the department that would hinder this type of objective analysis. For example, a proposed examiner who has recently been associated with the student as a research collaborator or co-author would not be eligible. Also, a proposed external examiner must not have had recent association with the doctoral candidate's supervisor (as a former student, supervisor, or close collaborator, for instance). Supervisors who are in doubt about the eligibility of a potential external examiner should call the Associate Dean, Research, to review the case before approaching the external.

Under normal circumstances the same person will not be used as an external examiner at the University of Alberta if that examiner has served in the same capacity at this University within the preceding two years.

The FGSR interprets this to mean the same external examiner cannot be used in the same department within two years; this does not preclude an examiner serving in another department.

The external shall receive the thesis at least four weeks before the final oral examination.

The external should not be contacting the supervisor directly regarding the thesis or making arrangements related to the examination.

**FGSR Travel Funds for External Examiners**
The Dean, FGSR, has limited funding available for external examiners if graduate coordinators provide a compelling rationale why it would be particularly important to have an external examiner in attendance.

**Final Doctoral Examining Committee Composition**
Before nominating the final doctoral examining committee, ensure that eligibility criteria, conflict of interest, and teleconferencing guidelines have been met.

Minimum five faculty member examiners:

- The supervisory committee and (normally) the addition of at least two other faculty members
- At least one University of Alberta member must be from outside the department (see “Internal/External Examiners”).
- One member must be an external examiner/reader from outside the University
- In addition to the external, the committee must have a minimum of one additional arm's length member who comes new to the examination (but may have served on the candidacy examining committee). The FGSR encourages departments to nominate for this function a University staff member who comes to the finished thesis having read none of its earlier drafts. In this way the student benefits from an outside perspective without any of the possible biases of the supervisor and supervisory committee members.
- Must be chaired by a faculty member who is not the supervisor (or co-supervisor) but is a member of the student’s home department. If this chair is not a member of the examining committee (FGSR encourages this arrangement), the chair does not vote.
• Must have a minimum of five members in attendance at the examination, which includes members participating through teleconferencing (see “Attendance at Examinations”). If an external reader is used, there still needs to be five members in attendance at the examination.
• Roles of members (except the chair) can be in almost any combination. Examples: co-supervisors; a co-supervisor from outside the department; supervisor from outside the department; arm's length member from inside or outside the department, etc.

Approval of the Final Doctoral Examining Committee
The department will recommend names of all members of the final oral examining committee and forward them to the FGSR for approval on a Notice and Approval of Doctoral Final Oral Examining Committee form. This form must be submitted to the FGSR at least three weeks before the date of the final oral examination.

Changing a Doctoral Final Oral Examining Committee The department recommends revisions to the final examining committee by completing a Notice and Approval of Doctoral Final Oral Examining Committee form and submitting it to the FGSR.

Report of the External Reader
In the letter of invitation sent to the external reader by the FGSR, the external reader is requested to provide to the graduate coordinator in the department and the FGSR, at least one week in advance of the examination, a written evaluation of the thesis, including the following items:

• a statement that the thesis is acceptable for the doctoral degree,
• either a brief, written commentary on the scope, structure, methodology, and findings of the thesis, which can be read to the candidate for response, or
• a list of clear, direct, contextualized questions (preferably no more than five) for the candidate to address during the examination,
• a list of minor corrections (if any).

The chair of the examining committee will present the external's report and questions to the student for the first time during the examination and the committee will evaluate the student's answers as part of the examination.

When an External Examiner Attends the Oral
If the department and supervisor have the resources to bring an external to the campus for the examination, the FGSR encourages them to do so. In these cases, departments should indicate on the Request to Invite External Reader or Examiner for the Final Doctoral Oral Examination form that the external will be in attendance. Once the external examiner is approved by the Associate Dean, FGSR, a letter of invitation will be mailed to the external asking that the thesis be temporarily placed in one of the following categories:

• the thesis is acceptable with minor or no revisions;
• the external wishes to reserve judgment until after the examination; or
• the thesis is unacceptable without major revisions. If the thesis is judged by the external to fall into the last category, the external is asked to contact the Associate Dean, FGSR immediately, since the final examination may have to be postponed.
The external examiner will also be asked to make travel arrangements in consultation with the department. All travel expenses involved are the responsibility of the department.

**Report of the External Examiner**

In the letter of invitation sent to the attending external examiner by the FGSR, the external is requested to prepare and send to the graduate coordinator, at least one week in advance of the examination, a brief written commentary (approximately two to three pages) on the structure, methodology, quality, significance and findings of the thesis for the reference of both the candidate and supervisor. The commentary should not be given to the student prior to the examination.

**Establishing Doctoral Examination Procedures**

Each department offering a doctoral degree is required to establish detailed examination procedures for final oral examinations. These procedures should be made available to faculty members and students in the department and to the Dean, FGSR.

The examining committee shall conduct a final oral examination, based largely on the thesis.

It is the responsibility of the supervisor to ensure that:

- proper arrangements are made for the candidate's examination
- the examination is scheduled and held in accordance with FGSR regulations
- the candidate is not required to make these arrangements

In the absence of the supervisor, these responsibilities shall be borne by the departmental graduate coordinator or designate.

The department must notify the examining committee members of the examination date and should supply them with a copy of the thesis at least three weeks in advance (four weeks for the external), so that they may have adequate time to appraise the thesis.

The language used to conduct the examination shall be English. However, the committee may petition the Dean, FGSR, and on receiving written approval, may conduct the examination in a language other than English.

The following recommendations/guidelines may be useful for departments in establishing such procedures.

- Ensure that the examination is held in an appropriate venue. Several times observers have remarked that an examination room was too small or uncomfortable.
- It is customary for the candidate to leave the room while procedures are determined and explained (i.e., the order of questioning, the length of time allocated per question, the number of rounds, etc.). It has been found that a CV provided by the candidate is often helpful (for example, to help an external examiner write a subsequent letter of reference); a quick review of the student's progress through the program is also useful.
- Ensure that the chair, student and all examiners have a final draft of the thesis at the examination.
- The candidate should make a brief presentation about the thesis, usually from five to 20 minutes long. This functions to calm the candidate's nerves and to remind the examiners
about important aspects of the thesis. Candidates should never play host or hostess, serving tea, etc.

- It is generally agreed that the most time should be allotted to the internal/external member and the external examiner (if present) and the least to the supervisor. In this way new and challenging questions are asked in place of reiteration of questioning already utilized to develop the candidate and enhance the research. Examiners should avoid arguing among themselves and excluding the candidate. They should not lecture but should ask detailed questions about the thesis and occasional broad, disciplinary questions, testing for evidence of education, not just training. Typographical and stylistic errors should not take up examination time.

- At the close of the examination, before the student is asked to withdraw, it is often beneficial to ask the candidate if there are any final comments. When a positive conclusion is obvious, sometime should be spent on discussing the future of the thesis and the research area.

- For the adjudication, no final verdict should be rendered without each examiner having given an opinion. It is customary for two opinions to be sought: (1) on the acceptability of the thesis; and (2) on the acceptability of the defence.

- In announcing the decision, some observers feel that the best result is achieved if the announcement is made in front of all the examiners, not outside the room by the chair.

Responsibilities of the Chair
The final oral examination shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. Each department shall establish a mechanism by which individuals are assigned this responsibility. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning. If the chair is not a member of the committee, the chair does not vote or sign the thesis. It is the chair's responsibility to ensure that departmental and FGSR regulations relating to the final oral examination are followed.

Attendance at Doctoral Examinations
Faculty members of the student's major department as well as members of FGSR Council (or their alternates) have the right to attend doctoral examinations but should notify the chair of the examining committee. Other persons may attend the defence only with special permission of the Dean, FGSR, or the chair of the examining committee. Except for the Dean, FGSR, (or Associate Dean or pro dean) who may participate fully in the examination, persons who are not members of the examining committee: (a) may participate in the questioning only by permission of the chair of the committee; (b) are not permitted to participate in the discussion of the student's performance and must withdraw before such discussion commences (see “Attendance at Examinations” and “Attendance of Pro Dean at Examinations”).

Decision of the Final Doctoral Examining Committee
The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. Normally, if all but one member of the committee agrees on a decision, the decision shall be that of the majority, except when the one dissenting vote is that of the external examiner. If this happens, it must be reported to the Associate Dean, FGSR, who will determine an appropriate course of action. If two or more dissenting votes are recorded, the department will refer the matter to the Associate Dean, FGSR, who will determine an appropriate course of action.
One of the following outcomes of the final oral examination is appropriate:

- Pass
- Pass subject to revisions
- Adjourned
- Fail

There is no provision for a final oral examination to be “passed subject to major revisions”.

Pass: If the student passes the examination, the department shall complete a Report of Completion of Final Oral Examination form and submit it to the FGSR. The form is available on the FGSR website at [www.gradstudies.ualberta.ca](http://www.gradstudies.ualberta.ca) (Exams & Convocation).

Pass subject to revisions: The student has satisfactorily defended the thesis but the revisions to the thesis are sufficiently minor that it will not require a reconvening of the examining committee. The department shall complete a Report of Completion of Final Oral Examination form and submit it to the FGSR indicating “pass subject to revisions”.

It is expected that the student will make the changes in time to submit the thesis to the FGSR on or before the deadline for the next convocation.

These changes should be checked and approved by the committee chair or supervisor, who does not sign the thesis until the required changes are satisfactorily completed. Other committee members may also wish to withhold their signature until they can verify that their required revisions have been made to their satisfaction.

Adjourned: The final oral examination should be adjourned in the following situations:

- The revisions to the thesis are sufficiently substantial (if further research or experimentation or major reworking of sections are required, or if the committee is not satisfied with the general presentation of the thesis) that it will require a reconvening of the examining committee. The committee should not propose that the candidate has passed, rather the committee shall adjourn the examination.
- The committee is dissatisfied with the candidate’s oral presentation and defence of the thesis, even if the thesis itself is acceptable with or without minor revisions.
- Compelling, extraordinary circumstances such as a sudden medical emergency during the examination.

If the examination is adjourned, the committee should:

- Specify in writing to the student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defence is unsatisfactory, it may be necessary to arrange some discussion periods with the candidate prior to reconvening the examination.
- Decide upon a date to reconvene.
  If the date of the reconvened oral examination depends upon the completion of a research task or a series of discussions, it should be made clear which committee members will decide on the
appropriate date to reconvene. The final date set for reconvening shall be no later than six months from the date of the examination. A final decision of the examining committee must be made within six months of the initial examination.

- Make it clear to the student what will be required by way of approval before the examination is reconvened (e.g., approval of the committee chair or supervisor, approval of the entire committee, or of select members of the committee).
- Specify the supervision and assistance the student may expect from the committee members in meeting the necessary revisions.
- Advise the FGSR in writing of the adjournment and the conditions (in the points above).

When the date is set for the adjourned final oral examination, the department will notify the FGSR. Normally the Dean, Associate Dean or Pro Dean attends the examination.

Fail: If the final examination committee agrees that the student has failed, the committee chair shall provide the reasons for this recommendation and the department’s decision for the student’s program in writing to the Associate Dean, FGSR and to the student.

For failed examinations, the Associate Dean, FGSR, will arrange to meet with the candidate and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects the student’s academic standing (i.e., required to withdraw or transfer to a master’s program) is appealable.

**Signatures on the Doctoral Thesis**

Many departments adhere to the following guidelines in having members of the examining committee sign the thesis signature page.

- **Pass:** Thesis is approved as is. Examining committee members sign the signature page immediately. (If one of the examiners fails the student but the student passes, that examiner does not have to sign the thesis.)

The following guidelines may be followed for external readers, under the assumption that the external reader has indicated general acceptance of the thesis:

- When the external does not attend the final oral examination, and the student has passed the final oral examination (with the assent of the external), the external examiner's name and institution will be typed on the signature page, and the chair of the examining committee will initial the external's signature line. All other examining committee members will sign the signature page.
- When the external examiner attends the final oral examination, the external shall sign the thesis along with the other committee members.

Pass subject to revisions: Members who wish to do so sign immediately. The committee chair or supervisor withholds the signature until the thesis is amended satisfactorily and all other committee members have signed. If problems arise in the amendment process, the chair or supervisor may wish to solicit opinions from the other committee members.

Adjourned: No member of the committee signs the signature page.
Fail: No member of the committee signs the signature page.

**Time Limit for Submission of Doctoral Theses to FGSR**

Following completion of the final oral examination at which the thesis is passed or passed subject to revisions, the candidate shall make the appropriate revisions where necessary and submit the approved thesis to the FGSR within six months of the date of the final oral examination. Departments may impose earlier deadlines for submitting revisions.

If the thesis is not submitted to the FGSR within the six-month time limit, the candidate will be considered to have withdrawn from the program. After this time, the candidate must apply and be re-admitted to the FGSR and register again before the thesis can be accepted.

If the final oral examination is adjourned, the six-month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions.

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**Section 20: Preparing Your Thesis**

To be eligible for convocation, all students in a thesis degree program must present a thesis embodying the results of their research and the topic must be approved by the student’s supervisor or supervisory committee.

Please check the Faculty of Graduate Studies and Research website regularly to ensure you are meeting the most up-to-date requirements.

**Thesis Deadlines Requirements and Preparation**

**Regulations and Outline of Responsibilities**

**Convocation**

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**Section 21: Academic Integrity**

- Academic integrity is enforced at the Faculty of Arts, the Faculty of Graduate Studies and Research, and at the University levels.
- Concerns regarding offense in a course are directed to the Faculty offering the course in question.
- Concerns regarding a degree examination (qualifying, candidacy, or thesis) are directed to the Faculty of Graduate Studies and Research.
- Cases of alleged academic offenses are dealt in a process outlined by University Governance.

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**Section 22: Graduate Music Students Association (GMSA)**

The Graduate Music Students Association (GMSA) is normally represented at the meetings of the Graduate Committee. The GMSA representative is eligible to participate in all areas of the Graduate Committee’s deliberations, except those regarding admissions, assistantships, scholarships, personal or academic information of another student or applicant.

Last Update: December 15, 2017