A. Overview

Ethics training is a mandatory requirement for all University of Alberta graduate students. For music students, the requirement is fulfilled by completing BOTH of the following:

1. Faculty of Graduate Studies and Research online Graduate Ethics Training (GET) Course
2. Department of Music Graduate Ethics Training (GET)

(details of each are on the following pages)

B. Deadlines and Proof of Completion

Students are encouraged to complete the ethics component as early in their program as possible. BOTH of these components must be completed by the following deadlines:

MMus applied routes: Before the final graduate recital
MMus Composition: Before the final oral defense
MMus Choral Conducting: Before the final graduate recital
MA (thesis-based): Before the final oral defense
MA (course-based): Before presentation of the capping essay
PhD: Before the final oral exam
DMus applied routes: Before the final graduate recital(s) (the last recital)
DMus Composition: Before the final oral defense
DMus Choral Conducting: Before the second graduate recital

*The final exam/recital/presentation will not be scheduled until the Ethics Requirements are met.

Proof of Completion: Students must supply both their supervisor and the graduate administrator with proof of completion of the ethics requirements on or before the above deadlines as follows:

i. For the FGSR portion of the training, students must supply a printed confirmation of the completion of the online course. This is available once you log-in to your online course in the “My Grades” area.

ii. For the Department of Music portion, please submit the online student response form and essay to your supervisor who will then evaluate and sign it. Either the student or supervisor should ensure this gets to the graduate administrator.

Help and Questions? You can ask:

- Your Supervisor
- The Graduate Administrator
- FGSR (for the FGSR online course only)
PART ONE: Faculty of Graduate Studies Online Graduate Ethics Training Course

Please go to the following website and enroll yourself in the GET course (at the bottom of the page under “How to Access the GET Course”): https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics

All instructions will be online. Questions should be directed to the Faculty of Graduate Studies and Research.

PART TWO: Department of Music Graduate Ethics Training (GET)

The Department of Music’s 3-hour component of the required Graduate Ethics Training is in two parts:

A. a list of online required readings
B. a written response

A. Online Required Readings:
Of the four categories of online readings below, only two must be completed:

- Category 1 (pertaining to teaching issues) is required for all students;
- One of categories 2, 3 or 4, with the selection based on specific research interests, and/or the advice of the supervisor.
- If links do not work, then type into address field!!

1) Studio and Classroom Teaching (required)
   i) Website: American Musicological Society (AMS)
      Read: Guidelines for Ethical Conduct – Section III, A (B optional)

2) Research Involving Human Participants and Archiving
   i) Website Link: https://sites.google.com/a/ualberta.ca/dept-of-anthropology-graduate-student-information/home/research-ethics/ethics-proposal-guidelines
      Read: all

3) Ethical Issues in Academic Research and Publication

   i) Website Link: American Musicological Society (AMS)
      Read: Guidelines for Ethical Conduct – Section I & II

4) Copyright, Intellectual Property, Public Performances and Recordings
   i) University of Alberta, Copyright and Licensing Office
      Website Link: https://www.ualberta.ca/copyright
      Read: links for graduate students and instructors
ii) Website: SOCAN (Society of Composers, Authors and Music Publishers of Canada)
   Read: About music licenses  http://www.socan.ca/licensees
   Read: About copyright law  http://www.socan.ca/creators/about-copyright

iii) Website: CMRRA (The Canadian Musical Reproduction Rights Agency Ltd.)
   Read: under FAQ on "Musical Publishing" and "Mechanical Licensing"

iv) Canadian League of Composers.
   1) Website: http://www.composition.org
   2) Read on "Grand Rights" under "Commissioning"

v) Optional Reading 1: Copyright
   1) Website: http://www.laws-lois.justice.gc.ca
      a) search for C 42

vi) Optional Reading 2: Website for Canadian Federation of Musicians

B. Written Requirement
After completing both the readings, discuss their relevance for:
   (1) instances from your own teaching experiences and/or preparations to teach
   (2) instances from your own academic and research experiences and/or plans.

For each, what research/professional ethics issues are involved? What practices do the readings suggest or require? (Discuss one or several of your own research or teaching situations, as long as you show the relevance of the various readings.)

Your completed response will be 2-3 double-spaced, typed pages (500-750 words). Please use the Student Response Form attached to this PDF and return it directly to your program supervisor for assessment (hard-copy only); once approved, the Departmental portion of the GET will be kept on file.

*Due to its necessarily limited scope, the Department of Music's Graduate Ethics Training requirement can only introduce basic ethical issues in music teaching, research, and performance. Students remain responsible for familiarizing themselves with ethics issues and guidelines related to their own ongoing activities, and for complying with all relevant policies.*