

DEPARTMENT OF MUSIC GRADUATE STUDIES HANDBOOK

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TABLE OF CONTENTS

Welcome Messages	2
Contact information	4
MAP Faculty Vision, Mission, and Values	4
Registration Regulations and Procedures	5
Scholarships, Awards, and Other Funding	6
Academic Standards	7
Rights and Responsibilities of Graduate Students	7
Membership of Supervisory Committee	7
Master of Music in Performance (Orchestral, Keyboard, Voice)	8
Responsibilities of the Supervisor(s) prior to the Oral Examination	12
Oral Examination Procedures	13
Responsibilities of the Supervisor(s) after the Oral Examination	14
Master of Music in Conducting	15
Responsibilities of the Supervisor(s) prior to the Oral Examination	18
Oral Examination Procedures	19
Responsibilities of the Supervisor(s) after the Oral Examination	21
Master of Music in Composition	22
Master of Arts in Music Theory or Musicology	26
Timeline	32
Appendices	35
- Letter of Understanding (LoU)	35
- Faculty of Media Art & Performance Graduate Student Tracking Form	40

Welcome from the Associate Dean Graduate and Research

Welcome to the University of Regina, and to the Graduate programs in the Faculty of Media, Art and Performance, “Where Makers Meet.” I am very pleased to have you pursuing your advanced research with us.

In grad school you are presented with an open horizon for discovery, innovation and creativity as you develop new knowledge, original practice and participate in the kinds of social change that universities inspire. Our small size and vibrant arts and culture scene will provide you with an intimate and friendly environment, while you pursue your thesis projects. Opportunities abound to become involved in our many local arts organizations, whether for academic credit through our Professional Placement program, or by attending and participating in their various exhibitions, concerts, screenings, performances and events.

There are over 50 students enrolled across Interdisciplinary Programs, Media Production, Media Studies, Music, Theatre and Visual Arts programs, whom you will meet in your various courses. The MAP faculty and your supervisors look forward to working with you in your core courses, in directed studies, in group studio settings and in supporting and mentoring your artistic creation and thesis work.

Please also support your fellow students and faculty by attending their performances, shows, events, exhibitions and talks to help build the grad community in MAP, across the University of Regina campus, and throughout the City of Regina’s arts and culture scenes. Be sure to check out **Art for Lunch**, which happens periodically throughout the academic year, and **The Fifth Parallel Gallery**, our student-run gallery, where MAP graduate and undergraduate students can propose and curate exhibitions.

The MAP Presentation Series, which profiles faculty research, is scheduled on the third Friday of the month. Finally, the **DRS: Doctoral Research Showcase** is an ongoing event in MAP that profiles our PhD students’ research, and it will be scheduled periodically, in partnership with the Humanities Research Institute. You are warmly encouraged to attend these events. They will be advertised through your program areas and the campus Research and Events listservs.

I will be organizing a MAP Grad Welcome Zoom for early September. I very much look forward to meeting you, and hearing about your projects, goals and aspirations.

Sincerely,

Christine Ramsay
Associate Dean Graduate and Research, MAP

Welcome from the Music Graduate Coordinator

Welcome to graduate studies in music at the University of Regina! Although you are a member of the Faculty of Graduate Studies and Research (FGSR), we consider our graduate students vital members of the Music Department community and the Faculty of Media, Art, and Performance (MAP). Our faculty and staff are excited to work with you, and we look forward to the innovation, creativity, and connections you will develop as you progress through your graduate program.

The graduate programs in Music are designed to further your knowledge and skills in the rich world of musical study, be it a MMus degree in performance, conducting, or composition, or a MA in music theory or musicology. These non-terminal degrees, provide our students with a deeper understanding of music and the skills needed to continue and thrive on their musical journey.

Our dedicated faculty will provide you with the mentorship and academic and performance opportunities that will help you succeed. We encourage you to expand your horizons and explore all kinds of music and public engagement opportunities. We encourage you to delve intensively into the world of music, and to let curiosity, possibility, and opportunity guide you.

Finally, we encourage you to attend performances, shows, events, exhibits and talks by your fellow students and faculty. The Music Department is a community which reaches across MAP, the University of Regina campus, and the City of Regina. Be involved by sharing and learning from your community as you embrace the challenges and wonderful experiences of graduate studies.

This handbook is designed to provide you with the information you need for your program of study. If there is some information missing, please do not hesitate to contact the Music Graduate Coordinator for more information.

Welcome to the University of Regina Music Graduate Program!

Sincerely,
September Russell
Music Graduate Coordinator
Assistant Professor, Music Theory

Current Music Graduate Coordinator Contact Information:

Dr. September Russell
Email: september.russell@uregina.ca
Phone: (306) 585-5540
Office: RC 256.2 (Riddell Centre, second floor)

Contact Information:

Current Music Graduate Coordinator Contact Information:

Dr. September Russell

Email: september.russell@uregina.ca

Faculty of Graduate Studies & Research (FGSR):

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

Graduate Calendar: <https://www.uregina.ca/gradstudies/current-students/grad-calendar/index.html>

Electronic depository of graduate theses (optional for MMUS programs):

<https://ourspace.uregina.ca>

Contacts for more information:

For future students: <https://www.uregina.ca/gradstudies/contacts/FutureStudent.html>

To submit official documents (transcripts, etc.): GradDocs@uregina.ca

For current students and general inquiries: grad.studies@uregina.ca

For MAP graduate students: grad.map@uregina.ca

MAP Faculty Vision, Mission, and Values

Vision Statement: The Faculty of Media, Art, and Performance provides an extraordinary and energized teaching, learning and research environment. Invention, innovation, and rigorous inquiry make us an outstanding study and research destination.

Mission Statement: To inspire excellence within an inclusive, supportive, and interdisciplinary environment. MAP provides support for students to become champions of the arts: as makers, scholars, educators, innovators, patrons, and community or industry leaders. Our faculty, students, and alumni endeavour to disseminate and share their professional expertise locally, regionally, nationally, and internationally.

Values: MAP shares the values of the University of Regina's Strategic Plan **All our Relations: *kahkiyaw kiwâhkômâkaninawak***. In addition, we are committed advocates for art and culture, and strive to ensure it is fully embedded, embraced, and respected on our campus, in the community, and beyond.

- We promote an environment that includes a range of disciplines and interdisciplinary approaches.
- We are a student-centred faculty.
- We are committed to excellence in teaching and learning.
- We respect the historical trajectories in all the disciplines and embrace pedagogical innovation.
- We respect the rights, differences, and dignity of all.

- We respect and value our colleagues, their disciplines, and aspirations.
- We are committed to creative and critical thought and excellence in diverse forms of dissemination.
- Ethics and integrity are the foundations of our relationships.
- We understand the arts to be fully integrated in the fabric of our society.
- We value the productive confluence of theory and practice.
- We are committed to the sustainability of the natural environment.

Registration Regulations and Procedures

The student will normally register in the first academic session following admission but can seek a revised deadline if necessary to delay the start of their program. Requests for a new deadline can be made through the Music Department Office. The student's initial acceptance/admission lasts for one year.

Maximum load is 12.0 credit hours per semester. Students are considered "full-time" when registered during a semester for a minimum of 6.0 credit hours. This is often important to note when applying for scholarships.

FGSR regulations require that domestic master's students register on an annual basis; therefore, no more than two semesters may elapse between registrations. An international student, however, must be registered during all three semesters of the academic year.

Students in MMus Composition and MA programs must be in residence for at least two regular semesters and one six-week spring/summer session. Students in MMus Performance and MMus Conducting programs must be in residence for at least four semesters. Work toward the degree must be completed within five years, with interruption of not more than two years in duration. In order to maintain status, no more than two semesters may elapse between registrations.

Prior to the end of their first semester (either Dec. 1 for fall entry; April 1 for winter entry; Aug. 31 for spring/summer entry), supervisors and new students are required to complete the MAP Supervisor and Student Letter of Understanding (LoU). The supervisor and student must submit the LoU to the Music Graduate Coordinator and the Music Department's Administrative Assistant and copy the Associate Dean Graduate and Research in MAP. The latter will send the form at the beginning of a semester. To complete this document:

- The student and supervisor(s) should first read the supporting information for the creation of a LoU by the Canadian Association of Graduate Studies (CAGS) (you can access it through this link <https://cags.ca/cags-publications/>; select "Best Practices" and then "Creating a letter of Understanding for Advisors/supervisors and Graduate Students").

- The student and supervisor(s) will meet to discuss the document and identify each person's main responsibilities.
- The student and supervisor(s) will initial to indicate acceptance of their responsibilities.
- The student and supervisor(s) will each keep a copy of an initialed LoU,
- Prior to the end of their first semester, the Student and supervisor(s) will forward a copy to the Music Graduate Coordinator, the Music Department's Administrative Assistant, and the Associate Dean Grad and Research in MAP.
- NOTE: This form only needs to be submitted once.

Forms for the student to extend the time limit of their program; to change their program; or to request a leave of absence are available at UR Self-Service. Once submitted online, relevant faculty and the supervisor(s) will be informed. If the student requires any of these changes to their program, they should consult with their supervisor(s) before submitting the form(s).

If circumstances occur where the student must be absent from their program for a time period exceeding one year, they should request a voluntary withdrawal by completing the form available through UR Self-Service. While on a withdrawal, the time in the program is stopped.

If the student is a Tri-Council scholarship recipient (e.g., SSHRC grant recipient), or a special-case doctoral student, they are required, every year, to complete and submit their portion of the FGSR Progress Report form available through UR Self-Service.

Scholarships, Awards, and Other Funding

The various categories of scholarships and awards for graduate students are described at <https://www.uregina.ca/gradstudies/current-students/scholarships/index.html>. Like Graduate Teaching Assistantships and Research Assistantships, they are available only to full-time graduate students (those registered for a minimum of 6.0 credit hours in the semester). Specific criteria are explained on the relevant application forms. Each scholarship or award has its own application deadline, posted on the Faculty of Graduate Studies and Research Awards Portal (GAP) system, found at https://banner.uregina.ca/prod_apex/f?p=127:101:18348815948628.

NOTE: Students must submit the **application form** to the **Music Graduate Coordinator**, for forwarding to the MAP Graduate Committee, **two weeks prior to the deadline** posted on the FGSR web site.

Academic Standards

A grade of 70% or more must be achieved in all normally graded course work (at both graduate and undergraduate levels), but if the student has been required to complete a qualifying or probationary period, they may be required to achieve a higher overall average in the required course(s). If the student does not achieve the required grade in a course, they may repeat that course or substitute another course if the academic unit and FGSR agree. For fully qualified students, only one course may be repeated. Supplemental examinations are not an option.

NOTE: Qualifying and probationary students will be discontinued if an unacceptable grade is received in one course; a qualifying student may be allowed to retake a maximum of one course. Following completion of the qualifying or probationary conditions, the student will be notified of a change of status to fully qualified.

Rights and Responsibilities of Graduate Students

These are detailed here: <https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html>

NOTE: Students requiring accommodations should contact UR Accommodated (<https://www.uregina.ca/student/accessibility/>).

Membership of Supervisory Committee

The Supervisory Committee shall consist of at least three members of the Music Department and is coordinated by the supervisor(s) who must be accredited by FGSR. The supervisor is directly responsible for supervision and mentoring of the student and ensuring that the student takes all the courses needed to graduate. The supervisory committee will oversee the student's progress and, if applicable, attend their juries and performances.

The committee to examine a Master of Music (MMus) and Master of Arts (MA) candidate is different from the one above. That examination committee shall always consist of the supervisory committee and an external examiner. The oral examination chair, who represents the Dean of FGSR, is a facilitator of the examination process and does not normally ask questions during the oral examination.

Master of Music in Performance (Orchestral Instruments, Keyboard Instruments, and Voice)

Progression through the Program MMus in Performance (Non-thesis route)

Here is the list of courses to take:

Orchestral Instruments

MAP 800 Seminar in Theory and Methods I	3
MU 813 Directed Studies in Music Literature	3
MU 815 Bibliography and Research Methods	3
MU 871 & 872 or MU 801 & 802 Large ensemble (I, II)	3
MU 881, 882 Chamber Music Ensemble (I, II)	6
MU 902 Research Project	12
Total Credit Hours	30

Keyboard Instruments

MAP 800 Seminar in Theory and Methods I	3
MU 813 Directed Studies in Music Literature	3
MU 815 Bibliography and Research Methods	3
One of: MU 803-809, 811, 816-818, 820, 841	3
MU 881, 882 Chamber Music Ensemble (I, II)	6
MU 902 Research Project	12
Total Credit Hours	30

Voice	
MAP 800 Seminar in Theory and Methods I	3
MU 813 Directed Studies in Music Literature	3
MU 815 Bibliography and Research Methods	3
MU 831, 832 Large ensemble or Chamber Ensemble (I, II)	3
One of: MU 803-809, 811, 817, 818, 820, 821, 841 or GER XXX, FRN XXX, SPAN XXX, MU 860*	3
MU 861 Opera Workshop	3
MU 902 Research Project	12
Total Credit Hours	30

*For students in a specialized study, the Department Head may give permission for this requirement to be filled by, for example, a course in Ukrainian, Hebrew, Korean, Japanese, Mandarin, Cantonese or Cree, Dakota or Salteaux. If Italian (non-credit) is used to fulfill the language requirement, an MU 8XX from the list provided will be required.

Course Information: Visit <https://www.uregina.ca/gradstudies/future-students/programs/music.html> and scroll down to **Course Descriptions**.

The sequence in which course requirements are to be completed will be mapped out by the student and the supervisor(s), in consultation with the Music Graduate Coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

All MMus performance students are required to take MU 813AA-ZZ, Directed Studies in Music Literature. This course will be scheduled in the semester when an instructor is available to teach the course.

If the student is a Performance major in Orchestral instruments or Keyboard, they must **take MU 881 and 882, Chamber Music**. The student must present the equivalent of one full public chamber music recital of about 60 minutes in length as part of these courses. Collaborators will normally be current Department of Music students, and repertoire to be performed will be chosen by the instructor(s) of MU 881 and 882 in consultation with the Department head and/or supervisor(s). The student will prepare brief, scholarly program notes for the chamber music recital(s), under the direction of the course instructor(s).

NOTE: All course work is to be completed no later than the semester in which the student's second MU 902 Solo Recital is performed and the final oral examination is held.

Meetings with Supervisory Committee: The student is expected to meet formally and regularly, that is, at least on an annual basis, with their supervisory committee for discussion of their work. This meeting will be called by the supervisor(s) and may be scheduled with the MU 902 Research Project jury held in non-recital semesters (see below). The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the Research Project. The supervisor is responsible for taking minutes of these committee meetings.

MU 902 Research Project – Juries: All MMus performance students are required to take jury examinations for each semester in which they are enrolled in MU 902 but do not perform a recital. The jury examination should consist of 20 minutes of music. The jury panel consists of the supervisor(s) and the supervisory committee. The jury examination acts as a checkpoint in the student's program; the supervisory committee will make a recommendation to the supervisor(s) as to the student's ability to continue in the program. This recommendation is not binding on the supervisor(s).

MU 902 Research Project – Solo recitals: Two public, solo recitals are to be performed by all MMus Performance students, the first after not more than 6 credit hours of MU 902 study and the second after the remaining credit hours of study. These recitals may repeat any or all repertoire heard at juries of the previous semesters. The repertoire of the two recitals, however, must not overlap. The supervisor(s) and the supervisory committee will be present for solo recital nos. 1 and 2; for solo recital no. 2, they will be joined by the external examiner.

The total number of minutes of music performed for each MU 902 solo recital (not counting intervals between sets or works), should be 60 minutes minimum, and 75 minutes maximum. There will normally be an intermission (not included in the 60–75 minutes).

The supervisor is responsible for approving the recital repertoire for MU 902 solo recitals.

The student may be asked, in advance of the performance of solo recital no.1, to provide scores to be performed for the supervisory committee. Procedures for solo recital no. 2 are outlined below.

MU 902 Research Project – Recital Program Materials

The student will prepare materials that include the recital program, scholarly program notes as well as translations, when applicable, for **both recitals** under the direction of the supervisor(s) in conjunction with the supervisory committee. A style guide and submission deadlines for drafts and the final versions of these documents will be provided by the supervisor(s).

Solo recital no. 2 materials need to reach the external examiner **at least two weeks** prior to performance date. To that end, the **supervisor(s)** will send the final version to the Music Graduate Coordinator **three weeks** before the performance date. The Music Graduate Coordinator will forward them to the external examiner.

MU 902 Research Project – Preliminary Hearing Requirement

A preliminary hearing of solo recital no. 2, attended by all members of the supervisory committee, will take place **at least one month before** the performance date. The supervisor(s) will choose the date of the preliminary hearing in consultation with the student as well as the Music Graduate Coordinator and the supervisory committee.

Prior to the preliminary hearing of solo recital no. 2, the student may be asked to **provide scores of all works on the program and the order in which they will be performed**. When the supervisory committee approves the preliminary hearing, the student may proceed with the MU 902 solo recital no. 2.

MU 902 Project Report – Solo Recital no. 2: The student must prepare a Project Report on the repertoire to be performed. This document is an academic paper based on the student's program notes and includes:

- Brief historical context on the composers, repertoire, and performance practice;
- Brief analyses of the music;
- For singers, the relationship between music and text.

The Project Report should be at least 4000, but no more than 5000 words long and must follow the **MU 902 music-specific style guide** provided by the supervisor(s). This document will provide the basis for material to be discussed in the final oral examination, which follows solo recital no. 2 (normally held the day after the recital).

NOTE: The student is expected to submit several drafts of the Project Report to the supervisor(s) and supervisory committee for feedback to ensure that the final version meets academic standards at the graduate level. Specific due dates will be communicated and enforced by the supervisor(s) once the date for solo recital no. 2 has been set, that is, after Jan. 15 (winter) or Sept. 15 (fall). The final draft of the Project Report must be completed at least three weeks prior to the scheduled recital date at which time the supervisor(s) will send it to the graduate coordinator to be passed on to the external examiner. Since some, if not most of the latter's questions asked during the oral exam will be based on the Project Report, the student must make sure they are intimately familiar with its contents.

All supervisory committee members must sign off on the final version of the Project Report which the student should complete as soon as possible after the oral examination. The supervisor(s) will submit it to the Music Graduate Coordinator who will save it on the T drive in the file "MU 902 Project Reports".

Responsibilities of the Supervisor(s) Prior to the Oral Exam

1. Nomination of External Examiner: MMus in Performance

The external examiner has to be external to the Department but may be a member of the MAP faculty. The external examiner does not need to be accredited by FGSR in the case of project-based theses such as the MU 902 Project Report required in MMus degrees. The supervisor(s) must follow the guidelines on selecting a qualified External Examiner as stipulated in the FGSR guidelines:

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/Selection_External_Examiner.html

The supervisor(s) must complete the External Examiner Nomination Form:

<https://www.uregina.ca/gradstudies/assets/forms/Thesis%20and%20Convocation/E-NominationForm.pdf>

The supervisor(s) will also ask the **external examiner for a recent CV** if they are from outside of the University.

The supervisor(s) will communicate only minimally with the potential external examiner—enough to ascertain whether this person is a good fit for the student's work. After making a recommendation to the Music Graduate Coordinator, the supervisor(s) has no further communication with the external examiner. The Music Graduate Coordinator contacts the suggested external examiner to determine whether they are available to attend solo recital no. 2 and the oral examination.

NOTE: At the time of the oral examination, the external examiner is expected to submit to the chair of the oral examination a brief, written report concerning solo recital no. 2, aka a "Practicum" (Recital) completion form. To that end, the Music Graduate Coordinator will send them a copy of the recital materials (program, scholarly program notes, translations, scores and the MU 902 project report) **at least two weeks prior** to the date chosen for the solo recital no. 2.

2. Arrangement of Dates for Solo Recital no. 2 and Oral Examination

The supervisor(s) will recommend to the Music Graduate Coordinator possible external examiners and dates for the recital and oral examination (see also "Oral Examination Procedures" below). The recital date, in consultation with the supervisory committee, must be selected by January 15 for the Winter semester and September 15 for the fall semester.

3. Arrangement of Chair Person for Oral Examination (FGSR representative) and examination room

By January 15 (winter) or September 15 (fall), the supervisor(s) will arrange for the name of a chair person for the oral examination to be sent to FGSR and book a

suitable room on campus where the examination will be held. For additional deadlines, please see the timeline at the end of this document.

4. Completion of Notice of Oral Defence of Project form:

As soon as an external examiner and a chair person have been secured, the supervisor(s) fills out **A Notice of Oral Defence of Project form**, available at https://www.uregina.ca/gradstudies/current-students/Non_Thesis_Routes/Project_Report_Options.html. It states the date, time, place of the oral examination, and gives the title of the project, that is, "Solo Recital No. 2".

NOTE: The supervisor(s) will **submit the form to the head of the Music Department** who signs it ("Chair" field) and sends the original to FGSR as well as a copy to the supervisor(s) as soon as possible.

5. Submission of Recital Materials to Music Graduate Coordinator

Three weeks prior to the solo recital no. 2 date, the supervisor(s) will send the final version of the recital materials, prepared by the student, to the Music Graduate Coordinator who will forward them to the external examiner.

Oral Examination Procedures: MMus in Performance

Date: The final oral examination will take place as soon as possible after solo recital no. 2, and no later than the final day of the exam period. Normally, it takes place in the afternoon on the day after the student's second MU 902 recital.

On a case-by-case basis, and with prior approval from the entire supervisory committee and the student, the Music Graduate Coordinator may post a notice inviting the department's faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the oral exam.

The student and their supervisor(s) must familiarize themselves, well in advance of the day, with the proceedings of an oral examination. Refer to <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

The supervisor(s) must discuss the oral examination procedures with the student, to ensure they understand how and what to prepare. The student should consult with all members of their supervisory committee to gain more ideas on preparation for the final oral exam.

Scores: The student must bring, to their oral examination, scores for the music they performed in solo recital no. 2 for the supervisory committee. The Music Graduate Coordinator will have provided copies of the scores for the external examiner.

Length: The oral examination will be at least one hour in duration. Near the beginning of the exam, the student will make a **fifteen-minute, prepared, verbal presentation** with a visual aid, based on the MU 902 **Project Report** (solo recital no. 2) described above. For the remainder of the oral examination, the student will be expected to speak about each subject raised by the external examiner and supervisory committee members. As well as displaying knowledge concerning theoretical, stylistic, and historical aspects of the music performed at solo recital no. 2 as detailed in the Project Report, the student will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

NOTE: FGSR—not the supervisor(s) or members of the supervisory committee—prepares the forms necessary for committee validation of the oral examination and gives these to the chair prior to the oral examination. Please consult this link: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/Choosing_Chair_Defense.html

Completion: MMus in Performance

The forms necessary for committee validation of the solo recital no. 2 and oral examination are **signed immediately after the oral examination** and returned to the FGSR by the chair, along with the external examiner’s written report of the recital. They are:

1. The Report of the Examining Committee;
2. Committee Assessment for Post Defense Awards.

For more information, see

<https://www.uregina.ca/search.html?q=Master+of+Music+defense>.

Responsibilities of the Supervisor(s) After the Oral Examination

Non-Thesis Completion Form

A Non-Thesis Program Completion Form is required upon successful completion of the defense after the final grade has been submitted by the supervisor(s) and approved.

The supervisor(s) will do the following:

- 1) The supervisor(s) submits the final grade in MU 902 after FGSR has received the oral defense forms;
- 2) The supervisor(s) and head of the department sign the non-thesis completion form;
- 3) The supervisor(s) or the head of the Music Department forwards the completed form and a copy of the title page of the MU 902 Project Report “Solo Recital No. 2” to the Music Graduate Coordinator;
- 4) The Music Graduate Coordinator forwards the form and the title page to FGSR before the end of the final exam period; a copy is kept on the “T:” drive.

Important Note: A copy of the title page of the MU 902 Project Report “Solo Recital No. 2” must accompany this form. The title page should be structured as per the FGSR

guidelines online for regular theses; see this checklist for details:

<https://www.uregina.ca/gradstudies/assets/docs/pdf/Thesis%20Title%20Page%20Checklist.pdf>.

The section pertaining to “**submitted to**” is to **specify** the name of the academic unit—the **Music Department**—and not FGSR.

For a sample title page, here is the link:

<https://www.uregina.ca/gradstudies/assets/docs/pdf/Title%20Page%20Sample.pdf>

The student has now eligible to graduate. In exceptional cases, this protocol may have to be adjusted with permission of FGSR.

Master of Music in Conducting (Orchestra, Band, or Choral)

Progression through the Program MMus in Conducting (Non-thesis route)

Here is the list of courses to take:

MAP 800 Seminar in Theory and Methods I	3
MU 813 Directed Studies in Music Literature	3
MU 815 Bibliography and Research Methods	3
MU 801 & 802 or 831 & 832 or 871 & 872 Large Ensemble (I, II)	3
One of MU 803-809, 811, 817, 818, 820, 821, 841	3
One of MU 803-809, 811, 817, 820, 821, 841 or GER XXX, FRN XXX, SPAN XXX, MU 860*	3
MU 902 Research Project	12
Total Credit Hours	30

*NOTE: It is recommended for those following the Choral stream to take one language course such as French, German, Spanish or Italian as a non-credit course.

Course Information: Visit <https://www.uregina.ca/gradstudies/future-students/programs/music.html> and scroll down to **Course Descriptions**.

The sequence in which course requirements are to be completed will be mapped out by the student and the supervisor(s), in consultation with the Music Graduate Coordinator

and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

The student must present the equivalent of one full public chamber music recital of about 60 minutes in length as part of these courses. Collaborators will normally be current Department of Music students, and repertoire to be performed will be chosen by the instructor(s) of MU 881 and 882 in consultation with the Department head and/or supervisor(s). The student will prepare brief, scholarly program notes for the chamber music recital(s), under the direction of the course instructor(s).

All MMUS Conducting students are required to **take MU 813AA-ZZ, Directed Studies in Music Literature**. This course will be scheduled in the semester when an instructor is available to teach the course.

NOTE: All course work is to be completed no later than the semester in which the student's MU 902 Research Project, i.e., the conducting concert, is performed and the final oral examination is held.

Meetings with Supervisory Committee: The student is expected to meet formally and regularly, that is, at least on an annual basis, with their supervisory committee for discussion of their work. This meeting will be called by the supervisor(s) and may be scheduled with the MU 902 Research Project jury held in non-recital semesters (see below). The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the Research Project. The supervisor(s) is responsible for taking minutes of these committee meetings

MU 902 Research Project – Juries: All MMus conducting students *may* be required to take jury examinations for each semester in which they are enrolled in MU 902, with the exception of the semester of the conducting concert. This decision will be made by the student in consultation with the supervisor(s). The jury examination is a presentation of 20 minutes of music. The jury panel consists of the supervisor(s) and the other members of the supervisory committee. If an ensemble is not available, two rehearsal pianists will substitute. The jury examination acts as a checkpoint in the student's program; the supervisory committee will make a recommendation to the supervisor(s) as to the student's ability to continue in the program. This recommendation is not binding on the supervisor(s).

MU 902 Research Project: This consists of a wide range of conducting projects and score study, and the conducting of a major work for orchestra, band, or chorus in a public concert (i.e., the "conducting concert"). The concert may repeat any or all repertoire heard at juries of the previous semesters.

The total number of minutes of music performed for each MU 902 conducting concert (not counting intervals between sets or works) should be 60 minutes at minimum, and 75 minutes at maximum. There will normally be an intermission (not included in the 60–

75 minutes). The student must be registered in MU 902 during the semester in which the conducting concert is performed.

The supervisor(s) schedules the public concert performance date (typically at the end of the semester) and is also responsible for approving the repertoire for the MU 902 conducting concert.

NOTE: The conducting concert will be performed before the general public with the entire supervisory committee and the external examiner present.

The student will prepare scholarly program notes for the conducting concert under the direction of the supervisor(s) in conjunction with the supervisory committee. In consultation with the supervisor(s), the student is responsible for arranging the performance and logistical aspects of the concert. The student must also arrange for, and recruit, players and singers, unless other arrangements are made with the University ensemble directors through the supervisor(s).

MU 902 Research Project – Preliminary Hearing Requirement

A preliminary hearing of the conducting concert, attended by all members of the supervisory committee, will take place **at least one month before** the performance date. The supervisor(s) will choose the date of the preliminary hearing in consultation with the student as well as the Music Graduate Coordinator and all members of the supervisory committee.

Prior to the preliminary hearing of the conducting concert, the student may be asked to **provide scores of all works on the program and the order in which they will be performed**. When the supervisory committee approves the preliminary hearing, the student may proceed with the MU 902 Research Project, i.e., the conducting concert.

MU 902 Project Report – Conducting Concert: The student must prepare a Project Report on the repertoire to be performed. This document is an academic paper based on the student's program notes and includes:

- Brief historical context on the composers, repertoire, and performance practice;
- Brief analyses of the music;
- For choral conducting, the relationship between music and text.

The Project Report should be at least 4000, but no more than 5000 words long and must follow the **MU 902 music-specific style guide** provided by the supervisor(s). This document will provide the basis for material to be discussed in the final oral examination, which follows the conducting concert (normally held the day after the concert).

NOTE: The student is expected to submit several drafts of the Project Report to the supervisor(s) and supervisory committee for feedback to ensure that the final version

meets academic standards at the graduate level. Specific due dates will be communicated and enforced by the supervisor(s) once the date for the conducting concert has been set, that is, after Jan. 15 (winter) or Sept. 15 (fall). The final draft of the Project Report must be completed at least three weeks prior to the conducting concert date at which time the supervisor(s) will send it to the graduate coordinator to be passed on to the external examiner. Since some, if not most of the latter's questions asked during the oral exam will be based on the Project Report, the student must make sure they are intimately familiar with its contents.

All supervisory committee members must sign off on the final version of the Project Report which the student should complete as soon as possible after the oral examination. The supervisor(s) will submit it to the Music Graduate Coordinator who will save it on the T drive in the file "MU 902 Project Reports".

Responsibilities of the Supervisor(s) Prior to the Oral Exam

1. Nomination of External Examiner: MMus in Conducting

The external examiner has to be external to the Department but may be a member of the MAP faculty. The external examiner does not need to be accredited by FGSR in the case of project-based theses such as the MU 902 Project Report required in MMus degrees. The supervisor(s) must follow the guidelines on selecting a qualified External Examiner as stipulated in the FGSR guidelines:

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/Selection_External_Examiner.html

The supervisor(s) must complete the External Examiner Nomination Form:

https://www.uregina.ca/gradstudies/assets/forms/Thesis%20and%20Convocation/Nomination%20for%20External%20Examiner_May2018_Fillable.pdf

The supervisor(s) will also ask the **external examiner for a recent CV** if they are from outside of the University.

The supervisor(s) will communicate only minimally with the potential external examiner—enough to ascertain whether this person is a good fit for the student's work. After making a recommendation to the Music Graduate Coordinator, the supervisor(s) has no further communication with the external examiner. The Music Graduate Coordinator contacts the suggested external examiner to determine whether they are available to attend the conducting concert and the oral examination.

NOTE: At the time of the oral examination, the external examiner is expected to submit to the chair of the oral examination a brief, written report concerning the conducting concert, a.k.a. a "Practicum" (Recital) completion form. To that end, the Music Graduate Coordinator will send them a copy of the recital materials (program,

scholarly program notes, translations if needed, scores and the MU 902 project report) **at least two weeks prior** to the date chosen for the conducting concert.

2. Arrangement of Dates for Conducting Concert and Oral Examination

The supervisor(s) will recommend to the Music Graduate Coordinator possible external examiners and dates for the conducting concert and oral examination. The conducting concert date, in consultation with the supervisory committee, must be selected by January 15 for the Winter semester and September 15 for the fall semester (though the concert date will likely be selected much earlier).

3. Arrangement of Chair Person for Oral Examination (FGSR representative) and examination room

By January 15 (winter) or September 15 (fall), the supervisor(s) will arrange for the name of a chair person for the oral examination to be sent to FGSR and book a suitable room on campus where the examination will be held. For additional deadlines, please see the timeline at the end of this document.

4. Completion of Notice of Oral Defence of Project form:

As soon as an external examiner and a chair person have been secured, the supervisor(s) fills out **A Notice of Oral Defence of Project form**, available at https://www.uregina.ca/gradstudies/current-students/Non_Thesis_Routes/Project_Report_Options.html. It states the date, time, place of the oral examination, and gives the title of the project, that is, "Conducting Concert".

NOTE: The supervisor(s) will **submit the form to the head of the Music Department** who signs it ("Chair" field) and sends the original to FGSR as well as a copy to the supervisor(s) as soon as possible.

5. Submission of Recital Materials to Music Graduate Coordinator

Three weeks prior to the conducting concert date, the supervisor(s) will send the final version of the concert materials, prepared by the student, to the Music Graduate Coordinator who will forward them to the external examiner.

Oral Examination Procedures: MMus in Conducting

Date: The final oral examination will take place as soon as possible after the conducting concert, and no later than the final day of the exam period. Normally, it takes place in the afternoon on the day after the conducting concert.

On a case-by-case basis, and with prior approval from the entire supervisory committee and the student, the graduate coordinator may post a notice inviting the department's

faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the oral exam.

The student and their supervisor(s) must familiarize themselves, well in advance of the day, with the proceedings of an oral examination. Refer to <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

The supervisor(s) must discuss the oral examination procedures with the student, to ensure they understand how and what to prepare. The student should consult with each and every member of their supervisory committee to gain more ideas on preparation for the final oral exam.

Scores: The student must bring, to their oral examination, scores for the music they performed in the conducting concert for the supervisory committee. The Music Graduate Coordinator will have provided copies of the scores for the external examiner.

Length: The oral examination will be at least one hour in duration. Near the beginning of the exam, the student will make a **fifteen-minute, prepared, verbal presentation** with a visual aid, based on the MU 902 **Project Report** (conducting concert) described above. For the remainder of the oral examination, the student will be expected to speak about each subject raised by the external examiner and supervisory committee members. As well as displaying knowledge concerning theoretical, stylistic, and historical aspects of the music performed at the conducting concert as detailed in the Project Report, the student will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

NOTE: FGSR—not the supervisor(s) or members of the supervisory committee—prepares the forms necessary for committee validation of the oral examination and gives these to the chair prior to the oral examination. Please consult this link: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/Choosing_Chair_Defense.html

Completion: MMus in Conducting

The forms necessary for committee validation of the conducting concert and oral examination are **signed immediately after the oral examination** and returned to the FGSR by the chair, along with the external examiner's written report of the recital. They are:

1. The Report of the Examining Committee;
2. Committee Assessment for Post Defense Awards.

For more information, see <https://www.uregina.ca/search.html?q=Master+of+Music+defense>.

Responsibilities of the Supervisor(s) After the Oral Examination

Non-Thesis Completion Form

A Non-Thesis Program Completion Form is required upon successful completion of the defense after the final grade has been submitted by the supervisor(s) and approved.

The supervisor(s) will do the following:

- 1) The supervisor(s) submits the final grade in MU 902 after FGSR has received the oral defense forms;
- 2) The supervisor(s) and head of the department sign the non-thesis completion form;
- 3) The supervisor(s) or the head of the Music Department forwards the completed form and a copy of the title page of the MU 902 Project Report “Conducting Concert” to the Music Graduate Coordinator;
- 4) The Music Graduate Coordinator forwards the form and the title page to FGSR before the end of the final exam period; a copy is kept on the “T:” drive.

Important Note: A copy of the title page of the MU 902 Project Report “Conducting Concert” must accompany this form. The title page should be structured as per the FGSR guidelines online for regular theses; see this checklist for details:

<https://www.uregina.ca/gradstudies/assets/docs/pdf/Thesis%20Title%20Page%20Checklist.pdf>.

The section pertaining to “**submitted to**” is to specify the name of the academic unit—the **Music Department**—and not FGSR.

For a sample title page, here is the link:

<https://www.uregina.ca/gradstudies/assets/docs/pdf/Title%20Page%20Sample.pdf>

The student has now eligible to graduate. In exceptional cases, this protocol may have to be adjusted with permission of FGSR.

Master of Music in Composition

NOTE: The MMus Composition program as outlined in this document has not been updated.

Progression through the Program MMus in Composition (Non-thesis option route)

Here is the list of courses to take:

MAP 800 Seminar in Theory and Methods I	3
MU 811 Analysis of Music Written Since 1900 or MU 817 Analysis	3
MU 815 Bibliography and Research Methods	3
MU 816 History of Music Theory	3
One of: MU 803-809, 811, 817, 818, 820, 821, 841	3
MU 902 Research Project	15
Total Credit Hours	30

Course Information: Visit <https://www.uregina.ca/gradstudies/future-students/programs/music.html> and scroll down to Course Descriptions. The sequence in which course requirements are to be completed will be mapped out by the student and the supervisor(s), in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

A supervisor(s) is directly responsible for supervision and mentoring of the student, and ensuring that the student takes all the courses needed in order to graduate. In addition, the supervisor(s) will coordinate a committee, normally three faculty members of the Music Department, who will oversee the student's progress and will attend any performances of the student's work. The student will be expected to meet formally and regularly, on an annual basis, with their committee for discussion of their work. This meeting will be called by the supervisor. The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the Research Project. The supervisor(s) is responsible for taking minutes of these committee meetings. All course work is to be completed no later than the semester in which the student's MU 902 research project is presented and the oral examination is held.

MU 902 Research Project: A composition project ("portfolio") containing a collection of works scored for a variety of performing mediums, totalling 45 minutes in duration, and

including one major work of at least 12 minutes, as well as written analytic commentary on each work and an audio recording of each work.

NOTE: The time between finishing the composition project and scheduling the oral examination may be considerable. The student should take this into consideration when planning for completion of all degree requirements and convocation. See <https://www.uregina.ca/gradstudies/current-students/grad-convocation/index.html>

Project Report (MAP 903): The student must prepare a Project Report on the collection of compositions in the MU 902 Research Project. This document is an academic paper based on the collection of compositions and it includes discussion of:

- the theoretical, aesthetic, and stylistic aspects of the student's compositions
- the relevant historical antecedents to the student's compositions

This document should be 4000-5000 words long and should follow the MAP 903 music-specific style guide provided by the supervisor. The document must also conform to FGSR guidelines and the student and supervisor(s) are advised to review "A Guide for Theses Preparation for Graduate Theses" before beginning to prepare the document. See https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html

This document will provide the basis for material to be discussed in the final oral examination.

Preliminary Presentation:

Once the student and supervisor(s) are satisfied that all elements of the MU 902 composition project are acceptable in form and content, the student will present them to the supervisory committee. The student has the right to timely feedback (within approximately one month) on all academic material presented for evaluation. The supervisor(s) will choose the date of the preliminary presentation in consultation with the student as well as the graduate coordinator and all members of the supervisory committee. Prior to the preliminary presentation, the student will be asked to **provide scores of all works in the composition project**. When the supervisory committee is satisfied with the composition project, the project can be sent to an external examiner. The supervisor(s) must follow the steps outlined below (see page 16).

Responsibilities of the Supervisor(s) Prior to the Oral Exam

Nomination and Role of the External Examiner: MMus in Composition

The supervisor(s) must refer to the Nomination Form: External Examiner (see link on page 11) for guidelines and for the documentation needed when recommending persons to serve as external examiner. The supervisor(s) must follow the guidelines on selecting a qualified External Examiner as stipulated in the FGSR guidelines: https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/Selection_External_Examiner.html

Dates

The supervisor(s) recommends to the graduate coordinator possible external examiners and a date for the oral examination. One month prior to the oral exam, the supervisor(s) will arrange a chair for the oral exam to be sent to FGSR. For additional deadlines please see the timeline table at the end of this document.

External Examiner

The supervisor(s) will communicate only minimally with the potential external examiner—enough to ascertain whether this person is a good fit for the student's work. After making a recommendation to the graduate coordinator, the supervisor(s) has no further communication with the external examiner. The graduate coordinator contacts the suggested external examiner to determine whether they are available to examine the composition project and attend the oral examination.

External examiners have a minimum of ten working days to review the master's composition project before their report is due. If the external examiner recommends to FGSR that the composition project is ready for examination, FGSR informs the graduate coordinator and the supervisor. If the external examiner deems that the project is not ready, the project materials are returned to the Dean of FGSR, who will then discuss the external examiner's comments with the graduate coordinator, the department head, and the supervisor(s) so as to decide whether the project has failed or whether the student is to be provided an opportunity of revising the composition project.

The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner to the FGSR in advance of the day may be posed by the chair of the oral exam.

Oral Examination Procedures: MMus in Composition

The oral examination will take place no later than the final day of the exam period.

On a case-by-case basis, and with prior approval from the entire supervisory committee and the student, the graduate coordinator may post a notice inviting the department's faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the oral exam.

The student and their supervisor(s) must familiarize themselves, well in advance of the day, with the proceedings of an oral examination. Refer to <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

The supervisor(s) must discuss the oral examination procedures with the student, to ensure they understand how and what to prepare. The student should consult with each and every member of their supervisory committee to gain more ideas on preparation for the final oral exam.

The student must bring, to their oral exam, scores for the music they composed. The graduate coordinator will have provided copies of the scores for the external examiner.

The oral examination will be at least one hour in duration. Near the beginning of the exam, the student will make a fifteen-minute, prepared, verbal presentation with a visual aid, based on the Project Report described above. For the remainder of the oral exam, the student will be expected to speak about each subject raised by the external examiner and supervisory committee members. As well as displaying knowledge concerning theoretical, aesthetic, and stylistic aspects of both the composition project and the historical antecedents.

NOTE: FGSR prepares the forms necessary for committee validation of the oral examination and gives these, with a copy of materials comprising the composition project, to the chair prior to the oral examination. Please consult this link:

[https://www.uregina.ca/gradstudies/current-students/Thesis and Defense/Pre-Defense Procedures/Choosing Chair Defense.html](https://www.uregina.ca/gradstudies/current-students/Thesis%20and%20Defense/Pre-Defense%20Procedures/Choosing%20Chair%20Defense.html)

Completion: MMus in Composition

The forms necessary for committee validation of the oral examination are signed immediately subsequent to the oral examination and returned to the FGSR by the chair.

After a successful examination, the student may be asked to make minor revisions to the thesis project. The student has no more than four months (or less for those attempting to meet convocation deadlines) within which to submit the final corrected copy electronically as a pdf document to the FGSR at Grad.Thesis@uregina.ca. The student is also expected to give a bound copy to the supervisor(s) if the supervisor(s) has made this a requirement.

The University of Regina FGSR *Certification of Thesis Form*, is normally signed at the same time, and returned to the FGSR Convocation & Thesis office by the graduate coordinator. See

<https://www.uregina.ca/gradstudies/assets/docs/pdf/InstructionsforChairAug2017.pdf>

Steps to Follow: Oral Exam for MMus in Composition:

The principal supervisor(s) then takes the following steps:

1. Sets a mutually agreeable time for the final oral examination that is no less than five working days after the external examiner's reply, and informs the graduate coordinator, of this day and time;
2. The principal supervisor(s) finds an interested and qualified (FGSR accreditation category C or D) faculty member from outside the department to chair the final oral examination of the candidate.
3. The graduate coordinator then sends out the *Notice of Oral Defense of Thesis* (see <https://www.uregina.ca/gradstudies/forms.html#Thesis>) to all required to attend. As well as sent to FGSR, this form should be copied to the following persons: the chair person, all members of the supervisory committee and, as a courtesy, the Head of Music.

On a case-by-case basis, and with prior approval of your entire supervisory committee, the graduate coordinator may post a notice inviting the department's faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the final oral exam.

When the supervisory committee is satisfied that the composition project is ready to be sent to an external examiner, proceed with the following steps:

1. All members of the supervisory committee and the graduate coordinator sign the *Thesis Release Form*.

2. The supervisor(s) is responsible for recommending to the graduate coordinator possible external examiners for the candidate from outside the department.

3. The supervisor(s) completes the *Checklist for the Submission of a Thesis*.

All these forms are available at <https://www.uregina.ca/gradstudies/forms.html#Thesis>

4. The student supplies to the graduate coordinator two copies (hard copies in the case of items that can be printed) of all materials making up the composition project.

The graduate coordinator provides the FGSR Convocation & Thesis office with one copy of all materials making up the composition project, including all these forms and one copy of the printed material of your thesis document.

Note that approval by the FGSR will take more time when the document for the research project is submitted shortly before the deadline than when it is submitted well ahead of the deadline.

The Office of the Dean of the FGSR reviews the printed document for adherence to the FGSR requirements. This set of all materials is retained by FGSR to give to the FGSR designate who will chair the oral examination.

When written approval of the printed document, and the choice of external examiner, have been received by the graduate coordinator from the FGSR, the graduate coordinator sends the second set of all materials comprising the composition project to the external examiner.

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

Progression through the Program: MA (thesis option route)

Here is the list of courses to take:

Musicology

MAP 800 Seminar in Theory and Methods I	3
MU 819 Bibliography and Research Methods in Musicology	3
Two of: MU 803-809	6
One of: MU 811, 816-818, 820	3

MU 901 Thesis Research	15
Total Credit Hours	30

Music Theory

MAP 800 Seminar in Theory and Methods I	3
MU 815 Bibliography and Research Methods	3
MU 817 Analysis	3
One of: MU 811, 816, 818, 820	3
One of: MU 803-809, 841	3
MU 901 Thesis Research	15
Total Credit Hours	30

Visit <https://www.uregina.ca/gradstudies/future-students/programs/music.html> and scroll down to Course Descriptions. The sequence in which course requirements are to be completed will be mapped out by the student and the supervisor, in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

The supervisor(s) is directly responsible for supervision and mentoring and ensures that the student takes all the courses they need in order to graduate. The supervisory committee for students in the MA program will consist of the thesis supervisor(s) and two other members of the Music Department; these two persons are suggested by the thesis supervisor. They will oversee the student's progress. The student is expected to meet formally and regularly, that is, on an annual basis, with the supervisory committee for discussion of their work. The supervisory committee may recommend changes and additions to the student's program of courses, and changes in the research project. The supervisor(s) is responsible for taking minutes of these committee meetings.

The student must demonstrate language facility in French or German. The language requirement will be deemed satisfied when one of the following two conditions has been met: 1) a two-semester course in French for reading knowledge or German for reading knowledge; or 2) a French or German reading comprehension examination set by the Music Department. The reading comprehension examination for either of the above consists of a short passage of prose on a musical subject (approximately the length of CD liner notes). The student is expected to provide a rough translation with the aid of a printed dictionary; online aids are not allowed. The translation should show

comprehension of the ideas in the passage; it does not need to be a word-for-word, professional translation. The language requirement must be successfully completed before beginning thesis work.

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

The supervisory committee for a student in the MA in Music Theory program or the MA in Musicology program is assembled by the thesis supervisor(s), in consultation with the Music Department head and the Music Graduate Coordinator, during the first semester of MU 901 study, or no later than the beginning of the semester the thesis is to be presented to the supervisory committee.

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

The student will prepare a thesis proposal with oversight by the supervisor. It should be presented under the following headings:

Proposed Title Justification: This section of the proposal will present the research question or problem. It will put the question or problem into the context of related research up to the present day. It will also provide clear the reason(s) why this problem is important. A literature survey, or summary of other scholars' viewpoints, may be appropriate in this section.

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

Tentative Table of Contents: An outline of chapters, with titles.

Methodology and Organization: This section details the organization of the thesis by summarizing the contents of the chapters. The research methodology will be presented either in the context of the chapter summaries or in a separate section.

Sources, Selected Bibliography: If the research is dependent upon primary sources, these will be described here. All secondary sources are to be cited in full. When the supervisor(s) and supervisory committee are satisfied with the proposal, the Music Department's *Approval of M.A. Thesis Proposal* form is completed and circulated for signature by the supervisor, the designated second reader, one other member of the supervisory committee, and the Music Graduate Coordinator (who may also serve in one of the first three roles, in which case a designate will sign for the graduate coordinator). This form is available in the Music Department General Office.

Format of Thesis: MA in Music Theory; MA in Musicology

The MU 901 document must conform to FGSR guidelines. The student and the supervisor(s) are advised to review "A Guide for Thesis Preparation for Graduate Theses" *before* you begin to prepare the document. See

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html

Musical examples will ordinarily be produced by means of music-notation computer software and must not be written by hand. Musical examples copied from previously published scores must be clearly legible and identified as such. In all cases, appropriate copyright permissions must be obtained by the student prior to submission of the thesis.

The supervisory committee will read and sign off on the final version of the thesis being acceptable for defense. The supervisory committee members need to have at least two weeks to read that final version.

Submission of Thesis: MA in Music Theory; MA in Musicology

The time lag between finishing a thesis and scheduling of the oral examination may be considerable, and students and their supervisors should take this into consideration when planning for completion of all degree requirements and convocation. See <https://www.uregina.ca/gradstudies/current-students/grad-convocation/index.html>

When the supervisory committee is satisfied that the student's project is ready to be sent to an external examiner, the supervisor(s) must proceed with the following steps (see also https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/index.html):

1. All members of the supervisory committee and the Music Graduate Coordinator sign the *Thesis Release Form*.
2. The supervisor(s) is responsible for recommending to the Music Graduate Coordinator possible external examiners for the candidate from outside the department.
3. The supervisor(s) completes the *Checklist for the Submission of a Thesis*. All these forms are available at <https://www.uregina.ca/gradstudies/forms.html#Thesis>.
4. The student supplies the Music Graduate Coordinator with two hard copies or, in the case of an external examiner who prefers electronic copy, one hard copy and one electronic copy of the thesis.

The Music Graduate Coordinator provides the FGSR Convocation & Thesis office with one copy of all materials making up the thesis project, including all these forms and one copy of the printed material of the student's thesis document.

NOTE: Approval by the FGSR will take more time when the document for the research project is submitted shortly before the deadline than when it is submitted well ahead of the deadline.

The Office of the Dean of the FGSR reviews the printed document for adherence to the FGSR requirements. This set of all materials is retained by FGSR to give to the FGSR designate who will chair the oral examination.

When written approval of the printed document, and the choice of external examiner, have been received by the Music Graduate Coordinator from the FGSR, the Music

Graduate Coordinator sends the second set of all materials comprising the thesis project to the external examiner.

Nomination and Role of the External Examiner: MA in Theory, MA in Musicology

The supervisor(s) should refer to the Nomination Form: External (found under https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Pre-Defense_Procedures/index.html) for guidelines and for the documentation needed when recommending persons to serve as external examiner.

The supervisor(s) recommends to the graduate coordinator possible external examiners and likely dates for the final oral examination. The supervisor(s) will communicate only minimally with the potential external examiners—enough to ascertain that this person or these persons recommended is/are a good fit for the student's work. After making (a) recommendation(s), the supervisor(s) has no communication with the external examiner. The Music Graduate Coordinator contacts the suggested external examiners to determine if anyone is available to read the student's thesis and attend the oral examination.

The external examiner is expected to be present at the oral examination. If necessary, the external examiner's presence at the oral examination may be via conference call or via live video streaming, arranged by the Music Graduate Coordinator. When it is feasible neither for the external examiner to be present at the oral examination, nor to set up a conference call or live video streaming, the external examiner submits to FGSR, along with the formal report, a slate of prospective questions, to be asked by the oral examination chair.

External examiners have a minimum of ten working days to review the student's thesis project before the report is due. After the external examiner has studied the thesis, it is expected that s/he will respond in writing, no later than five working days before the projected date of the oral examination, as to whether s/he considers the project to be ready for examination.

If the external examiner deems that the project is not ready, the document and related materials are returned to the Dean of FGSR, who will then discuss the external examiner's comments with the department head and the supervisor(s) so as to decide whether the student's project has failed or whether they are to be provided an opportunity of doing more research and re-writing of their thesis project.

If the external examiner recommends to FGSR that the thesis is ready for examination, FGSR informs the graduate coordinator and the principal supervisor.

The supervisor(s) then takes the following steps:

1. Sets a mutually agreeable time for the oral examination that is no less than five working days after the external examiner's reply;
2. Informs the Music Graduate Coordinator of this day and time;

3. Finds an interested and qualified (FGSR accreditation category C or D) faculty member from outside the Music Department to chair the oral examination; and
4. Books a suitable room on campus where the oral examination will be held.

The Music Graduate Coordinator then sends out the *Notice of Oral Defense of Thesis* (see <https://www.uregina.ca/gradstudies/forms.html#Thesis>) to all required to attend. As well as being sent to FGSR, this form should be copied to the following persons: the chair of the oral examination, all members of the supervisory committee, the Music Graduate Coordinator, and, as a courtesy, the Head of Music.

On a case-by-case basis, and with prior approval of the supervisory committee, the Music Graduate Coordinator may post a notice inviting the department's faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the oral examination.

Oral Examination Procedures MA in Music Theory; MA in Musicology

The student and the supervisor(s) must familiarize themselves with the proceedings of an oral examination for the MMus degree. Again, see <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

When the FGSR thesis and convocation office has approved the choice of a chair for the oral examination, it prepares the forms necessary for committee validation of the thesis and the oral examination, and gives these, with a copy of materials comprising the thesis project, to the chair.

The committee to examine a MA thesis will consist of the supervisor(s), the supervisory committee, and the external examiner. The oral examination chair, who represents the Dean of FGSR, is a facilitator of the examination process and normally does not ask questions during the examination. The external examiner, if not within reasonable driving distance of the University, will normally be present via conference call or live video streaming. In situations where it is not feasible to set up a conference call or live video streaming, questions submitted by the external examiner to the FGSR in advance of the day may be posed by the chair of the oral exam.

The oral examination will be between one and two hours in duration. Near the beginning of the exam, the student will make a 20-30 minute prepared verbal presentation with online aids. For the remainder of the examination, the student will be expected to speak at length on each subject raised by the external examiner and other members of the examining committee.

Completion: MA in Musicology; MA in Music Theory

After a successful examination, the student may be asked to make minor revisions. The student will have no more than four months (or less for those attempting to meet convocation deadlines) within which to submit the final corrected copy electronically as a PDF document to the Faculty of Graduate Studies and Research at

Grad.Thesis@uregina.ca. The student is also expected to give a bound copy to the supervisor, except if the supervisor(s) does not require this.

See https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Post_Defense/index.html for more information.

CONGRATULATIONS!

We are always thrilled when graduate students reach their full potential and complete their projects. Receive your graduate degree with pride. We wish you all the best for your future, and we hope you will visit us again as an esteemed alumnus/alumna of the Faculty of Media, Art, and Performance at the University of Regina.

Timeline Table

MMus in Performance (Orchestral Instruments, Keyboard Instruments, and Voice)

1. January 15 OR September 15:

- The supervisor(s), supervisory committee, and student must **select the solo-recital no. 2 date by January 15 (Winter) OR September 15 (Fall)** and communicate it to the Music Graduate Coordinator. The performance must take place at the latest on the penultimate day of the respective final exam period to facilitate the oral examination date.
- The supervisor(s) arranges for an **external examiner, oral examination chair, and examination room**. The supervisor(s) also asks the **external examiner for a recent CV**, in case FGSR requires that information.
- Once all of these have been secured, the supervisor(s) completes a **Notice of Oral Defence form** and sends it to the head of the Music Department.
- The **head signs it** and forwards it to FGSR and provides the supervisor(s) with a copy.

2. Jan. 31 (for Spring Convocation) OR July 31 (for Fall Convocation):

In order to graduate, **the student must apply for graduation** via UR Self-Service, regardless of their intent to attend the convocation ceremony. A table that provides all related deadlines, including completion of program, can be found here:

<https://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html>.

3. One month before the Solo Recital no. 2 date:

- The supervisor(s) schedules the **preliminary hearing**.
- The supervisor(s) and supervisory committee offer helpful comments to the student at this time.

4. Two weeks before the Solo Recital no. 2 date:

- The supervisor(s) submits the **final version of the recital materials, a copy of the student's CV, the Project Report, and scores to the Music Graduate Coordinator** who forwards them to the external examiner.

- **NOTE:** Deadlines for drafts of the recital materials to be sent by the student to the supervisor(s) and the supervisory committee will be communicated by the supervisor(s) early in the semester. They will also provide the student a specific style guide to that end.

5. On the Day of the Oral Examination:

- The external examiner provides the chair of the oral examination with their written report.
- The chair of the oral examination handles all forms that need to be signed immediately following the oral examination and forwards them to FGSR.

6. After the Oral examination – MU 902 Project report:

- The supervisor(s) submits a grade for MU 902 online;

MMus in Conducting (Orchestra, Band, and/or Choral)

1. The **same deadlines and task lists** indicated for the **MMus in Performance** apply.
2. However, the **conducting concert takes place during the semester**, not during the final exam period. The date is chosen by the supervisor(s) who communicates it to the student and the Music Graduate Coordinator by January 15 (winter) or September 15 (fall).

MMus in Composition

Please see the deadlines and task lists outlined in the respective section above.

MA in Musicology and Theory

Please see the deadlines and tasks lists outlined in the respective section above.

APPENDIX A



Faculty of Media, Art, and Performance



LETTER OF UNDERSTANDING BETWEEN MAP STUDENT AND SUPERVISOR

SUPERVISOR: _____

CO-SUPERVISOR: (As applicable) _____

STUDENT AND NUMBER: _____

This Letter of Understanding follows national standards and documents responsibilities and expectations identified after a conversation between student and supervisor(s). The responsibilities below are common ones but student and supervisor should add, modify, etc. according to the conversation and discussion of the [CAGS document](#). In case of co-supervision, we recommend adding a section detailing the activities of the co-supervisor.

This letter should be signed by the student and supervisor by the end of the student's first semester (December 1, April 30, or August 31, as applicable), and copied to the Associate Dean Graduate and Research in MAP, and the student's area administrator.

The FGSR regulations on supervisor and committee structures and processes is found here:

https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Before_You_Start/Supervisor%20and%20Committee.html

As a student, I will:

___ Arrange and attend regular meetings with supervisor(s) to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, journal articles, etc.

___ Arrange and attend term meetings with the supervisor to discuss coursework, research, schedules for work completion, funding, and all matters pertaining to support of the student's studies, including personal matters if necessary.

___ Be up to date in matters related to deadlines, calendar, schedule, policies, regulations and registration, pertaining to academic and non-academic matters, at all university levels (department or unit, faculties (home faculty and FGSR), university).

___ Develop the skills, learning approaches, and background knowledge necessary to carry out

graduate work. This may include participation in department seminars, workshops and specific training, after discussion with supervisor.

___ Carry out academic activities with rigor and intellectual honesty.

___ Make timely progress towards completion of degree and spend the required number of hours carrying out research activities and course work (FGSR recommends a semester-by-semester study plan be set when a student begins their degree).

___ Read [FGSR's policy on Intellectual Property](#) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

___ Follow and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) in the classroom, residence, laboratory, and campus at large.

As a Supervisor, I will:

___ Meet with the student to discuss details of course selection, research/project and financial support as appropriate.

___ Have a meeting with the student to discuss intellectual property, copyright, and data sharing.

___ Arrange and attend regular meetings with the student to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, term papers, journal articles, etc.

___ Arrange and attend term meetings to discuss course work, research, schedule for work completion, funding, and all matters pertaining to support of the student's studies, including personal matters if necessary.

___ Make sure that the student's research/project has an appropriate research question(s) and achievable goals, can be finished within the given time and aligns with the program structure.

___ Provide the student with the resources (equipment, space, etc.) necessary to conduct research/work, guide the formation of the supervisory committee and the identification of the external examiner.

___ Provide timely feedback that is also constructive, honest and fair on assignments, essays, reports, presentations, project, thesis drafts and other documents pertaining to the student's graduate work (FGSR recommends returning feedback to students in 2-3 weeks).

___ Inform and update the student on policies and procedures at all university levels related to all aspects of student's graduate studies including course work, research/project development, safety, wellbeing, etc.

___ Make the necessary arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

___ Read [FGSR's policy on Intellectual Property](#) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

___ Evaluate, assess, communicate, follow, and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) to make sure all students and personnel under my supervision in the classroom, office, and laboratory, are safe.

As a Co-supervisor, I will (select from above, as applicable):

Student and supervisor change:

Changes in research interests, and/or conflicts may occasionally arise between students and supervisors. FGSR has outlined a formal process to deal with and resolve such conflicts:

<https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html>

In the Faculty of MAP, should a student or a supervisor, and/or co-supervisor, experience a conflict, the first step is to discuss it together in a professional and transparent manner. If the conflict cannot be resolved, an informal conversation alone, or among the parties, with the Associate Dean Graduate and Research in MAP, may be requested by either party. Ideally, both parties will agree to the solution; however, some situations may be irreconcilable. If a supervisory change is determined to be in order, the student must find a willing faculty member to serve, and proceed to submit a Change of Graduate Supervisor Form.

<hr/>		<hr/>	
Student	Date	Supervisor	Date
<hr/>			
MAP Associate Dean Graduate and Research			Date

TERMS OF REFERENCE:

Template and guidelines for writing a Letter of Understanding between a graduate student and supervisor

We aspire to provide the highest quality of graduate student supervision experience at the University of Regina. Key to this is clarifying the graduate student supervisor relationship and aligning supervisor and graduate student expectations. Following national best practices, this Letter of Understanding (LoU) template aims to facilitate a conversation between supervisor and student that will help build a respectful and fruitful relationship of mutual benefit. It is highly recommended that students and supervisors review this LoU at the beginning of the student's program and revise and adjust it as the graduate program progresses (if needed).

Instructions:

1. Student and supervisor(s) should read the supporting information for the creation of a Letter of Understanding by the Canadian Association of Graduate Studies (CAGS) (you can access it through this link <https://cags.ca/cags-publications/> select Best Practices and then Creating a letter of Understanding for Advisors/supervisors and Graduate Students.
2. Student and supervisor(s) should meet to discuss the document and identify each person's main responsibilities.
3. Supervisor(s) should read the LoU
4. Student and supervisor(s) should initial to indicate acceptance of their responsibilities
5. Student and supervisor(s) will keep a copy of an initialed LoU
6. Student and supervisor(s) will forward a copy to the MAP Administrative Hub and the Associate Dean Grad and Research in MAP

Other resources:

- [Students rights and responsibilities](https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html)
<https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html>
- [Registration](https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html)
<https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html>
- [Theses and Defense](https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.htm)
https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.htm
- [Working with a Supervisor](https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html)
<https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html>
- [Intellectual Property Policy](https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html)
<https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html>
- [Conflict of Interest](#)

<https://www.uregina.ca/gradstudies/current-students/Rights%20/conflict-of-interest.html>

- Academic Misconduct

https://www.uregina.ca/gradstudies/current-students/Rights%20/Academic_Misconduct.html

- Appeals Guide for Students

<https://www.uregina.ca/gradstudies/assets/docs/pdf/StudentAppeals.pdf>

- Travel and Fieldwork Safety

<https://www.uregina.ca/hr/hsw/travel-fieldwork/index.html>

- Workers Compensation

<https://www.uregina.ca/gradstudies/current-students/Rights%20/workers-compensation.html>

- Student Accessibility

<https://www.uregina.ca/student/accessibility/>

- Student Advocate

<https://www.ursu.ca/advocacy/>

- Convocation

<https://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html>

Inquiries: grad.studies@uregina.ca

REV. November 8, 2024

Faculty of Media Art & Performance Graduate Student Program Tracking Form

Date:	
Graduate Program:	
Student Name:	Student ID #:
Program Entry Date:	
Telephone:	Email:
Program Supervisor(s):	

Requirements	Semester	Professor	Credit Hours	Grade	Credits Earned
MAP 800			3		

<u>Total Credit</u> <u>Hours/Total</u> <u>Credit Earned</u>					

** use Table formulas to calculate Credit Hours and Credits Earned*

Student Name: _____ **Graduate Program:** _____

Graduate Program Requirements

___ TOTAL CREDIT HOURS	
Course Name:	Credit Hours:
THESIS/RESEARCH PROJECT:	TOTAL:

FUNDING:

SSHRC Funding:

FGSR Funding:

Graduate Student Scholarship (GSS):

Graduate Teaching Assistantships (GTA):

Graduate Teaching Fellowship (GTF):

Other FGSR Funding (Line Faculty Scholarship, Travel, etc.):

University Teaching Fellowship (UTF) – (with either GTF or UTF, TDC accreditation is required)

Graduate Committee Members:

External Examiner:

Projected Defense Date: