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1. Entrance Requirements

1.1 Application deadline: January 15 for Fall semester.

1.2 Entrance Requirements: Master of Music Programs

• Students entering the Master of Music (MMus) degree program will ordinarily hold a music degree comparable to the degree Bachelor of Music offered by the University of Regina. University of Regina Bachelor of Music Education graduates accepted to the MMus program are normally required to complete additional undergraduate music courses, and to do so by the end of the first semester of graduate study.

• Applicants for the MMus in Performance degree program (instrumental or vocal) will ordinarily perform an in-person audition arranged through the department head. International applicants, and Canadian applicants who are not within driving distance of Regina, will be considered on the basis of a video recording (an audio recording alone is not acceptable) and are to submit the recording in one of the following ways: uploaded to a video website with links provided or on a DVD or on a USB thumb drive. The video recording should be of an entire senior undergraduate recital or equivalent. Vocalists are to demonstrate acceptable singing ability in French, Italian, and German as well as English. Applicants who audition in person should be prepared to perform at the audition the equivalent of an entire senior undergraduate recital, from which the audition panel will choose selections of at least one-half hour in duration.

• Applicants for the MMus in Composition degree program are to submit recent compositions for evaluation.
• Applicants for the MMus in Conducting degree program are to submit a video recording in one of the following ways: uploaded to a video website with links provided or on a DVD or on a USB thumb drive. The video will be approximately 30 to 45 minutes of unedited rehearsal and performance, including at least 20 minutes of consecutive rehearsal. The camera should be positioned to show the upper body from a frontal view. An audio recording alone is not acceptable.
• For all programs, written diagnostic examinations in music theory and history are required prior to beginning the program. Entering students scoring below a certain level will be required to do remedial work. Remedial work of more than two semesters is not permitted.

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

• Students entering the Master of Arts degree program must hold a music degree comparable to the Bachelor of Arts (Honours) in Media, Art, and Performance (Music) offered by the University of Regina or the Bachelor of Music offered by the University of Regina.

• Applicants to the MA in Music Theory program or MA in Musicology program are to submit a portfolio of recent samples of their scholarly writing, drawing from senior research projects, as part of their application.

• A written diagnostic examination in music theory and history is required prior to beginning the MA program. Entering students scoring below a certain level will be required to do remedial work. Remedial work of more than two semesters is not permitted.

2. Classification of Graduate Students

2.1 Fully-Qualified Student: a student who has an honours baccalaureate or a four-year degree with a minimum grade-point average of 70%, or its equivalent from this or another accredited university, who intends to take graduate studies in a field closely related to the baccalaureate, and whose audition or portfolio is considered acceptable by the Music Department Graduate Committee, is fully qualified to proceed directly into a graduate program. Applicants with an overall average below the minimum may be considered for this category if their average over the last two complete years is 75% or more. Only fully-qualified students are eligible to hold funding provided by FGSR.
2.2 **Qualifying Student:** a student with an acceptable undergraduate grade point average, but with less than the equivalent of a four-year degree in the field in which graduate training is sought; or a student with a four-year undergraduate degree who needs additional undergraduate courses in the area of specialization for the master’s degree. This category will not be used for a student with a poor academic record or for former University of Regina students who have earned less than a four-year degree. *It is expected that the required qualifying courses will be completed within one calendar year.* A student may take graduate courses in parallel with the required undergraduate courses if the graduate course prerequisites have been satisfied. Qualifying courses may not be credited towards graduate degree programs at the University of Regina.

2.3 **Full-time Master’s Student:** a student pursuing a master’s degree is “full-time” when registered during a semester for a minimum of 6.0 credit hours.

3. **Registration Regulations and Procedures**

3.1 Students will normally register in the first academic session following admission, but offers of admission are valid for one year unless specified otherwise. If necessary, a revised deadline date can be sought by the student through the head of the Department of Music.

3.2 Registrations must be in accordance with the student’s approved (or officially amended) degree program and must be for a minimum of 3.0 credit hours for students who are accessing university resources in any given semester. Maximum load is 12.0 credit hours per semester.

3.3 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.
4. Residence Requirement; Time Limit; Request for Program Changes or Leave of Absence

4.1 Residence Requirement

- The University of Regina Faculty of Graduate Studies and Research has not set residency requirements for master’s degree programs. Nevertheless, the Department of Music suggests that, in order to complete the degree program, an **MMus Performance** or **MMus Conducting** student should be in residence for at least **four** semesters, including regular or spring/summer; an **MA in Music Theory**, **MA in Musicology**, or **MMus in Composition** student should be in residence for at least **two** regular (fall or winter) semesters and one six-week spring/summer session.

4.2 Time Limit for Completion

Students in an **MMus** degree program have a maximum **six** years from first registration to complete all requirements. Students in an **MA** degree program are expected to work with reasonable continuity and complete their program in a timely manner, but have up to **five** years to do so from the time of first registration. Should the student need an extension of the program time limit, s/he should submit their portion of the online form.

4.3 Request for extension of program time limit. The form for making this request is online and available to the student by signing in to UR Self-Service. The student is required to fill in their portion of the online form, and submit it online, after which “workflow” will forward the form for approval by the principal supervisor, graduate coordinator, and FGSR, in turn.

4.4 Change to Program Requirements, Leave of Absence and Progress Reporting.

Forms for each of these purposes are online and available to a graduate student by signing in to UR Self-Service. In all cases, the student is required to fill in their portion of

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1 Throughout this document, “graduate coordinator” should be read as “graduate coordinator for Music.” Please note that the Head of the Department of Music is the default “graduate coordinator for Music.” Depending upon circumstances, there may be times when another member of the Music Department fulfills the role of graduate coordinator for Music. During periods in which the Head of Music has not assumed the role of graduate coordinator, department head (italicized) in this document marks an action that requires department head action, in place of, or in addition to, graduate coordinator action.
the online form, and submit it online, after which “workflow” will forward the form for approval to the principal supervisor, graduate coordinator, and FGSR, in turn and as appropriate.

• **Request for change of program requirements.** In unusual circumstances, a student may request a change to degree program requirements using the form available through UR Self-Service. In such a case, the student will have already discussed this with his/her principal supervisor.

• **Request for Leave of Absence.** A master’s student in a music program will normally be registered for two semesters per academic year, whether fall and winter, winter and spring/summer, or spring/summer and fall. In order to maintain status, no more than two semesters may elapse between registrations. A Leave of Absence is granted for a maximum of one year. A request for Leave of Absence from a master’s program is to be made at least **one month prior to the end of the semester preceding the Leave of Absence**, using the form available through UR Self-Service. A student may return to his/her program at any time during the year. Only one leave will be granted to a student during the tenure of his/her graduate program. An additional absence must take the form of a **voluntary withdrawal.**

• **Request for voluntary withdrawal from the program**
If circumstances occur where a student will be absent from his or her program for a time period exceeding one year, the student 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.

• **Progress report.** A master’s student who is a Tri-Council scholarship recipient (e.g., SSHRC grant recipient), and any special-case doctoral student, is required, every year, to complete and submit their portion of the FGSR Progress Report form available through UR Self-Service.
5. Scholarships, Awards and Other Funding
The various categories of scholarships and awards for graduate students are described at http://www.uregina.ca/gradstudies/scholarships/index.html and, like Graduate Teaching Assistantships and Research Assistantships, are available only to full-time graduate students (those registered for a minimum of 6.0 credit hours in the semester) who are employed in other work for no more than an average of 12 hours per week during the semester the scholarship or award is held. Specific criteria are explained on the relevant application forms. Go to http://www.uregina.ca/gradstudies/forms.html > Financial Aid Forms.

Application deadlines: Each scholarship or award has its own application deadline, posted on the Faculty of Graduate Studies and Research web site. Nonetheless, the date by which a student must submit the application form to the Music Department graduate coordinator, for forwarding to the Faculty of Media, Art, and Performance Graduate Committee, is TWO weeks prior to the deadline posted on the FGSR web site.

6. Academic Standards
A grade of 70% or more must be achieved in all normally graded course work (at both graduate and undergraduate levels), but students subject to a qualifying or probationary period may be required to achieve a higher overall average in the required course(s). Students who do not achieve the required grade in a course 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.

7. Rights and Responsibilities of Graduate Students
These are outlined under www.uregina.ca > Faculty of Graduate Studies and Research > Policies and Procedures.
8. Master of Music in Performance (Orchestral Instrument, Keyboard Instrument, or Voice)

8.1 Progression through the Program MMus in Performance

• **Required and elective courses** are listed on the FGSR web site. Go to:
  www.uregina.ca > Faculty of Graduate Studies and Research > Programs > Music
  > Scroll down to **Program Requirements / Master of Music, Performance Concentration**.  Also scroll down to **Course Descriptions**.  The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the graduate coordinator and the head of the Music Department, using the Faculty of Media, Art, and Performance Graduate Student Tracking form (see Appendix), in advance of the first semester of study, and kept in the student’s file in the Music General Office. Should adjustments be needed to the order and semesters in which courses will be taken, the graduate coordinator and the student’s file in the Music General Office will be kept up to date.

• The supervisor is directly responsible for the supervision and mentoring of the student. On the subject of mentorship, see
  The supervisor is also to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the Faculty of Media, Art, and Performance, Department of Music, and the Faculty of Graduate Studies and Research.

• **All course work** is to be completed no later than the semester in which the second MU 902 solo recital is performed and the final oral examination is held.

• The **supervisory committee** for a student in the MMus, Performance program is assembled by the principal supervisor, in consultation with the graduate coordinator and the department head, during the first semester of MU 902 study. A minimum of two faculty members other than the principal supervisor will serve on this committee.

• All graduate students in Performance are required to take **jury examinations** for each semester in which they are enrolled in Music 902 but do not perform a recital. The jury examination should consist of twenty (20) minutes of music. The jury panel consists of the principal supervisor, the other members of the supervisory committee, and the graduate coordinator. The jury examination acts as a checkpoint in the student’s program; the supervisory committee will make a recommendation to the supervisor as to the candidate’s ability to continue in the program. This recommendation is not binding on the principal supervisor.

• **Annual monitoring of progress.** The supervisory committee and student are expected
to meet formally and regularly, on an annual basis, for discussion of the work. This meeting may be scheduled with the jury held in non-recital semesters. The supervisory committee may recommend changes and additions to the student’s program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student.

FGSR requires an official, annual Progress Report to be submitted by doctoral students and by those master’s students who are Tri-Council scholarship recipients, e.g., a master’s student who is a SSHRC recipient. The Progress Report form is available to the student through UR Self-Service. Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR ever require them.

• **Scholarly and Pedagogical Requirements** The required course MU 813AA-ZZ, Directed Studies in Music Literature, concerns the student’s performing medium and may be taken during any semester that an instructor is available to direct these studies. In advance of the semester in which this course is to be taught, unless MU 813 for the student’s performing medium has already been created for a previous student, the course instructor must provide to the administrative assistant of the unit that is to schedule the course (Department of Music or Luther College) a course description that answers all questions on the Graduate New and Variable Content Inventory Form. The course cannot otherwise be made available for registration.

The final oral examination of the candidate for the degree will require the candidate to speak knowledgeably about, and answer questions concerning, the theoretical, stylistic and historical aspects of the music of solo recital #2. The candidate will also be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium.

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

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

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

If much of the repertoire is, technically, at the highest possible level or uses twentieth-century idiom—for example, extended techniques—the total length will tend towards the shorter time, whereas if all or most of the program were confined to repertoire of standard difficulty, the total length would tend towards the longer time. The principal supervisor solely is responsible for approving the recital repertoire for MU 902 recitals.

- Supervisory committee members may request from the student, in advance of the performance of solo recital #1, copies of music to be performed.
- The candidate will prepare scholarly program notes for both recitals under the direction of the principal supervisor.

### 8.2 Solo Recital #2: MMus in Performance (Orchestral Instruments, Keyboard Instruments, Voice)

A preliminary hearing of solo recital #2, attended by all members of the supervisory committee and the graduate coordinator, will take place at least one month before the performance date. The supervisor will choose the date of the preliminary hearing in consultation with the candidate, the graduate coordinator, and all members of the supervisory committee. The candidate, in consultation with the supervisor, is responsible for all other arrangements for the preliminary hearing, in accordance with current procedures of the department for the scheduling of student recitals and dress rehearsals.

Prior to the preliminary hearing of solo recital #2, the candidate must provide, to all supervisory committee members, scores of all works on the program, the order in which they will be performed, and draft program notes.

- When the supervisory committee is satisfied that the student is prepared and competent to proceed with the MU 902 solo recital #2, the following steps are taken:
1. The principal supervisor, all supervisory committee members, and the graduate coordinator sign the *Supervisory Committee Release form for Performance and Conducting* (see below).

2. **The principal supervisor** recommends to the graduate coordinator possible external examiners for the candidate from outside the department (see below: *Nomination of External Examiner*).

3. **The principal supervisor** 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 after attending the candidate’s recital; for assistance in making the choice, go to [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Thesis, Non-Thesis, and Defense > Defense > Choosing a Chair for the Defense > Chairs for Defense.

4. The student supplies to the graduate coordinator one additional set of all scores, two copies of the recital program, and two copies of revised program notes.

5. When both an external examiner and a chairperson for the oral examination are secured, the graduate coordinator provides to the FGSR Convocation & Thesis office the following four completed and signed forms. The first three forms are at [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music:

   (i) *Supervisory Committee Release form for Performance and Conducting.*

   (ii) *Notice of Recital and Oral Defense,* which must include the name of the person who has agreed to represent the Dean of FGSR by chairing the final oral examination.  

   (iii) *Checklist for MMus Performance and Conducting,* with a copy of the program for the conducting concert, including program notes, attached. [Form to be added to www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music.]

   The fourth form is at [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis/Project forms >

   (iv) *Nomination Form: External Examiner.*

   • Once the choice of external examiner has been approved by the FGSR, the graduate

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2 As well as sent to FGSR, this form should be copied to the following persons: the faculty member from another department who has agreed to chair the final oral examination, all members of the supervisory committee and, as a courtesy, the Head of Music.
coordinator forwards to the external examiner the additional set of scores and a copy of
the program and program notes.
• Once the choice of chair of the final oral examination has been approved by the FGSR,
the graduate coordinator forwards to the designated chairperson the document
Instructions for the Chair of Master of Music Defenses:
www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar
> Forms > Music.
• Solo recital #2 will be performed before the entire supervisory committee, the external
examiner, the FGSR representative chosen to chair the final oral examination, the
graduate coordinator, and the general public.

8.3 Nomination and Role of the External Examiner: MMus in Performance
• The principal supervisor should refer to the Nomination Form: External Examiner.
www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar
> Forms > Thesis/Project forms for guidelines and for the documentation needed when
recommending persons to serve as external examiner. The supervisor recommends to the
graduate coordinator possible external examiners and likely dates for the recital and oral
examination. The supervisor will communicate only minimally with the potential external
examiners—enough to ascertain that this person or these persons to be recommended
is/are a good fit for the work of the particular student. After making (a)
recommendation(s) to the graduate coordinator, the supervisor has no further
communication with the external examiner. The graduate coordinator contacts the
suggested external examiners to determine whether any is available to attend solo recital
#2 and the oral examination.

The external examiner is expected to submit to the FGSR a brief, written report
concerning the recital and also to be present at the final oral examination of the candidate,
normally held the day following solo recital #2.

8.4 Oral Examination Procedures: MMus in Performance (Orchestral Instruments,
Keyboard Instruments, Voice)
• The final oral examination will take place as soon as possible after solo recital #2, and
no later than the end of the same semester as the concert.
• On a case-by-case basis, and with prior approval of the
particular candidate's 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.

• Candidates and supervisors should familiarize themselves, prior to the day, with the proceedings of an oral examination. See:

  www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music > Instructions for the Chair of Master of Music Defenses.

• The committee to examine an MMus candidate shall consist of the external examiner, the principal supervisor, and at least two other members of the supervisory committee. The examination chair, who represents the Dean of FGSR, is a facilitator of the examination process.

• The candidate must bring to the final oral examination his/her scores of music performed at solo recital #2. Examining committee members are expected to bring the copies they received from the candidate prior to the preliminary hearing (in the case of the external examiner, from the graduate coordinator).

• The final oral examination will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, MMus in Performance majors will be expected to speak at length 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 #2, performance majors will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium (see above, under Scholarly and Pedagogical Requirements).

• The Office of the FGSR prepares the forms necessary for committee validation of the oral examination and gives these to the chair prior to the final oral examination.

8.5 Completion: MMus in Performance

• The forms necessary for committee validation of the concert and oral examination are signed immediately subsequent to the oral examination and returned to the FGSR by the chair, along with the external examiner’s written report of the recital. The Completion Form, MMus Performance or MMus Conducting is normally signed at the same time, and returned to the FGSR Convocation & Thesis office by the graduate coordinator. [Form to
9. Master of Music in Conducting (Orchestra, Band or Chorus)

9.1 Progression through the Program MMus in Conducting

- **Required and elective courses** are listed on the FGSR web site. Go to [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Programs > Music > Scroll down to Program Requirements; scroll down to Master of Music, Conducting Concentration. Also scroll down to Course Descriptions.

The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the graduate coordinator and the head of the music department, using the Faculty of Media, Art, and Performance Graduate Student Tracking form (see Appendix), in advance of the first semester of study and kept in the student’s file in the Music General Office. Should adjustments be needed to the order and semesters in which courses will be taken, the graduate coordinator and the student’s file in the Music General Office will be kept up to date.

- The supervisor is directly responsible for the supervision and mentoring of the student. On the subject of mentorship, see [http://www.uregina.ca/gradstudies/assets/docs/pdf/mentorship_handbook.pdf](http://www.uregina.ca/gradstudies/assets/docs/pdf/mentorship_handbook.pdf)

The supervisor is also to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the Faculty of Media, Art, and Performance, Department of Music, and the Faculty of Graduate Studies and Research.

- **All course work** is to be completed *no later than* the semester in which the MU 902 research project (conducting concert) is performed and the final oral examination is held.

- The **supervisory committee** for a student in the MMus in Conducting program is assembled during the first semester of MU 902 (project) study by the principal supervisor, in consultation with the graduate coordinator and the department head. A minimum of two faculty members other than the principal supervisor will serve on this committee.

- **MU 902 (Research Project)** will consist 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.

- All graduate students in conducting *may* be required to take **jury examinations** for any
semester in which they are enrolled in MU 902, with the exception of the semester of the conducting concert. If a jury examination is held, the jury panel will consist of the principal supervisor, the supervisory committee, and the graduate coordinator. If an ensemble is not available, two rehearsal pianists will substitute. The candidate will present to the jury twenty (20) minutes of music. The examination by jury acts as a checkpoint in the student’s progress; jury members will make a recommendation to the supervisor as to the candidate’s ability to continue in the program. This recommendation is not binding on the supervisor.

**Annual monitoring of progress.** The supervisory committee and student are expected to meet formally and regularly, on an annual basis, for discussion of the work. This meeting may be scheduled with the MU 902 jury held in non-conducting-concert semesters. The supervisory committee may recommend changes and additions to the student’s program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student.

FGSR requires an official, annual Progress Report to be submitted by doctoral students and by those master’s students who are Tri-Council scholarship recipients, e.g., a master’s student who is a SSHRC recipient. The Progress Report form is available to the student through UR Self-Service. Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR ever require them.

**Scholarly and Pedagogical Requirements.** The required course MU 813AA-ZZ, Directed Studies in Music Literature, concerns the student’s performing medium and may be taken during any semester that an instructor is available to direct these. In advance of the semester in which this course is to be taught, unless MU 813 for the student’s performing medium has already been created for a previous student, the course instructor must provide to the administrative assistant in the Music Department a course description that answers all questions on the Graduate New and Variable Content Inventory Form. The course cannot otherwise be made available for registration.

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

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

The conducting of a major work for orchestra, band or chorus will be presented in public performance during the last semester of MU 902 (Research Project). The student must be registered for MU 902 during the semester in which the concert is performed. In consultation with their supervisor, the candidate 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 University ensemble directors through the supervisor.  

- The concert may repeat any or all repertoire heard at juries of the previous semesters. The principal supervisor, solely, is responsible for approving the repertoire of the conducting concerts. The total number of minutes of music performed for the MU 902 conducting concert (not counting intervals between sets or works), should be 60 minutes, minimum and 75 minutes, maximum. There will normally be an intermission (not included in the 60–75 minutes).

If much of the repertoire is, technically, at the highest possible level, or uses twentieth-century idioms—for example, extended techniques—the total length will tend towards the shorter time, whereas if all or most of the program were confined to repertoire of standard difficulty, the total length will tend towards the longer time.  

- The candidate will prepare brief scholarly program notes for the conducting concert under the direction of the principal supervisor.

9.2 Conducting Concert: MMus in Conducting

- A preliminary hearing of the conducting concert, attended by all members of the supervisory committee and the graduate coordinator, will take place at least one month before the performance date. The supervisor will choose the date of the preliminary hearing in consultation with the candidate, the graduate coordinator, and all members of the supervisory committee. The candidate, in consultation with the supervisor, is responsible for all other arrangements for the preliminary hearing, in accordance with current procedures of the department for the scheduling of student recitals and dress rehearsals. Prior to the hearing, the candidate must provide to all supervisory committee members scores of all works on the program, the order in which they will be performed, and draft program notes.
• When the supervisory committee is satisfied that the student is prepared and competent to proceed with the MU 902 conducting concert, the following steps are taken:

1. The principal supervisor, all supervisory committee members, and the graduate coordinator sign the *Supervisory Committee Release form for Performance and Conducting* (see below).

2. **The principal supervisor** recommends to the graduate coordinator possible external examiners for the candidate from outside the department (see below: *Nomination of External Examiner*).

3. **The principal supervisor** 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 after attending the candidate’s conducting concert; for assistance in making the choice, go to [www.uregina.ca > Faculty of Graduate Studies and Research > Thesis, Non-Thesis, and Defense > Defense > Choosing a Chair for the Defense > Chairs for Defense.](http://www.uregina.ca)

4. **The student** supplies to the graduate coordinator **one additional** set of all scores, **two copies** of the recital program, and **two copies of revised** program notes.

5. When both an external examiner and a chairperson for the oral examination are secured, the graduate coordinator provides the FGSR Convocation & Thesis office with the following, **four** completed and signed forms. The first three forms are at [www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music:](http://www.uregina.ca)

   (i) *Supervisory Committee Release form for Performance and Conducting.*

   (ii) *Notice of Recital and Oral Defense,* which must include the name of the person who has agreed to represent the Dean of FGSR by chairing the final oral examination, after attending the conducting concert.³

   (iii) *Checklist for MMus Performance and Conducting,* with a copy of the program for the conducting concert, including program notes, attached. [Form to be added to [www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music.](http://www.uregina.ca)]

The fourth form is at [www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis/Project forms >](http://www.uregina.ca)

³ 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, to the Head of Music.
(iv) **Nomination Form: External Examiner.**

- Once the choice of external examiner has been approved by the FGSR, the graduate coordinator forwards to the external examiner the additional set of scores and a copy of the program and program notes.
- Once the choice of chair of the final oral examination has been approved by the FGSR, the graduate coordinator forwards to the designated chairperson the document *Instructions for the Chair of Master of Music Defenses:*
  
  [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music.

- The conducting concert will be performed before the entire supervisory committee, the external examiner, the FGSR representative chosen to chair the final oral examination, the graduate coordinator, and the general public.

**9.3 Nomination of and Role of the External Examiner: MMus in Conducting**

- The principal supervisor should refer to the *Nomination Form: External Examiner:*
  
  [www.uregina.ca](http://www.uregina.ca) > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis/Project forms for guidelines and for the documentation needed when recommending candidates to serve as external examiner. The supervisor recommends to the graduate coordinator possible external examiners and likely dates for the conducting concert and final oral examination. The supervisor 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 work of the particular student. After making a recommendation(s), the supervisor has no communication with the external examiner. The graduate coordinator contacts the suggested external examiners to determine whether any is available to attend the conducting concert and the oral examination.

  The external examiner is expected to submit a written report concerning the conducting concert and also to be present at the final oral examination of the candidate, normally held the day after the conducting concert.

**9.4 Oral Examination Procedures: MMus in Conducting**

- The final oral examination will take place as soon as possible after the conducting concert and no later than the end of the same semester as the concert.
• On a case-by-case basis, and with prior approval of the particular candidate's 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.
• Candidates and supervisors should familiarize themselves, prior to the day, with the proceedings of an oral examination. See: www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music > Instructions for the Chair of Master of Music Defenses.
• The committee to examine an MMus candidate shall consist of the external examiner, at least two other members of the supervisory committee, and the principal supervisor. The examination chair, who represents the Dean of FGSR, is a facilitator of the examination process.
• The candidate must bring to the oral examination his/her scores of music performed at the concert. Examining committee members are expected to bring the copies they received from the candidate prior to the preliminary hearing (in the case of the external examiner, received from the graduate coordinator).
• The final oral examination will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, MMus in Conducting majors will be expected to speak at length about each subject raised by the external examiner and other members of the examining committee. As well as displaying knowledge concerning theoretical, stylistic and historical aspects of the music performed at solo recital #2, and knowledge of stylistic and historical aspects of the music performed at solo recital #1, performance majors will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of their performance medium (see above, under Scholarly and Pedagogical Requirements).
• The Office of the FGSR prepares the form(s) necessary for committee validation of the oral examination and gives these to the chair prior to the final oral examination.

9.5 Completion: MMus in Conducting
• The forms necessary for committee validation of the concert and oral examination are signed immediately subsequent to the oral examination and returned to the FGSR along with the external examiner’s brief written report of the conducting concert, by the chair.
The Completion Form, MMus Performance or MMus Conducting is normally signed at the same time, and returned to the FGSR Convocation & Thesis office by the graduate coordinator. [Form to be added to the FGSR web site: www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music > Completion Form, MMus Performance or MMus Conducting.]

10. Master of Music in Composition

10.1 Progression Through the Program MMus in Composition

• Required and elective courses are listed on the FGSR web site. Go to www.uregina.ca > Faculty of Graduate Studies and Research > Programs > Music > Scroll down to Program Requirements; scroll down to Master of Music, Composition Concentration. Also scroll down to Course Descriptions.

The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the graduate coordinator and the head of the music department, using the Faculty of Media, Art, and Performance Graduate Student Tracking form (see Appendix), in advance of the first semester of study and kept in the student’s file in the Music General Office. Should adjustments be needed to the order and semesters in which courses will be taken, the graduate coordinator and the student’s file in the Music General Office will be kept up to date.

• The supervisor is directly responsible for the supervision and mentoring of the student. On the subject of mentorship, see http://www.uregina.ca/gradstudies/assets/docs/pdf/mentorship_handbook.pdf

The supervisor is also to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the Faculty of Media, Art, and Performance, Department of Music, and the Faculty of Graduate Studies and Research.

• All course work is to be completed no later than the semester in which the MU 902 research project is presented and the final oral examination is held.

• The supervisory committee for a student in the MMus, Composition program is assembled near the beginning of the student’s program. The committee is assembled by the principal supervisor, in consultation with the department head and the graduate
coordinator. A minimum of two faculty members other than the principal supervisor will serve on this committee.

- The committee and student are expected to meet formally and regularly, on a semi-annual basis, for discussion of the work. The supervisory committee may recommend changes and additions to the student’s program of courses, and changes in the research project. The supervisor is responsible for taking minutes of the committee meetings concerning the student. FGSR will only require an official annual Progress Report to be submitted by doctoral students and by those master’s students who are Tri-Council scholarship recipients, e.g., a master’s student who is a SSHRC recipient. The Progress Report form is available to the student through UR Self-Service. Minutes from annual doctoral committee meetings are to be kept on file in the department office, should FGSR ever require them.

**MU 902, Research Project:** To be presented as the research project are: a collection of compositions scored for a variety of performing mediums, totaling forty-five (45) minutes duration, including one major work of at least twelve (12) minutes; written analytic commentary on each work; and an audio recording of each work.

**Scholarly requirements:** At the final oral examination, MMus in Composition candidates will be expected to speak knowledgeably about, and answer questions concerning, the theoretical, aesthetic and stylistic aspects of the thesis compositions and their historical antecedents. The principal supervisor is to provide to the student, in writing, a more detailed list of expectations they s/he regards as pertinent to an MMus in Composition degree, and to do so during the first semester of the program. In addition, the student is encouraged to take the initiative to consult, at length, with each and every member of his/her supervisory committee, from the beginning of the degree program, concerning each member’s expectations of the student at the final oral examination.

10.3 Submission of Research Project: MMus in Composition

• The time lag between finishing the composition project and scheduling of the oral examination may be considerable, and students should take this into consideration when planning for completion of all degree requirements and convocation. See www.uregina.ca > Faculty of Graduate Studies and Research > Convocation and Graduation > Deadlines.

• Once the student and the principal supervisor are satisfied that all elements of the MU 902 composition project are acceptable in form and content, they are presented to the supervisory committee. Graduate students have the right to timely feedback (within approximately one month) on all academic products presented for evaluation.

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

  1. All members of the supervisory committee and the graduate coordinator sign the Supervisory Committee Release form for Composition (see below).

  2. The principal supervisor is responsible for recommending to the graduate coordinator possible external examiners for the candidate from outside the department (see below: Nomination of External Examiner).

  3. The candidate 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.

  4. The graduate coordinator provides the FGSR Convocation & Thesis office with one copy of all materials making up the composition project, and the following, three completed and signed forms:

     (i) Supervisory Committee Release form for Composition found at www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music.

     For the following two forms, go to www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis and Project Forms:

     (ii) Nomination Form: External Examiner (see below: Nomination of External Examiner).


• 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.

10.4 Nomination and Role of the External Examiner: MMus in Composition

- The principal supervisor should refer to the Nomination Form: External Examiner. www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis/Project forms for guidelines and for the documentation needed when recommending candidates to serve as external examiner. The supervisor recommends possible external examiners to the graduate coordinator. The supervisor 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 work of the particular student. After making a recommendation(s), the supervisor has no further communication with the external examiner. The graduate coordinator contacts the suggested external examiners to determine whether any is available to attend the conducting concert and the oral examination.

The external examiner is expected to submit a written report concerning the MU 902 composition project, within ten working days of receiving it, and also to be present at the final oral examination of the candidate. If necessary, the external examiner’s presence at the final oral examination may be via conference call or via live video streaming, arranged by the graduate coordinator. When it is feasible neither for the external examiner to be present at the final oral examination, nor to set up a conference call or live video streaming, the external examiner submits to FGSR, along with his/her formal report, a slate of prospective questions, to be asked by the examination chair.
- External examiners have a minimum of ten working days to review the master’s composition project before his/her report is due. After the external examiner has studied the composition project, 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 not, 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 so as to decide whether the project has failed or whether the student is to be provided an opportunity of revising the composition project.

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

• The principal supervisor 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. 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, and informs the graduate coordinator of this choice; for assistance in making the choice, go to www.uregina.ca > Faculty of Graduate Studies and Research > Thesis, Non-Thesis, and Defense > Defense > Choosing a Chair for the Defense > Chairs for Defense.

• The graduate coordinator then sends out the Notice of Oral Defense of Thesis (www.uregina.ca > Faculty of Graduate Studies and Research > Forms > Thesis/Project Forms) to all required to attend.4 This form is to include the name of the faculty member from another department who, upon request of the principal supervisor, has agreed to represent the Dean of FGSR by chairing the final oral examination.

• On a case-by-case basis, and with prior approval of the particular candidate's 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.

10.5 Oral Examination Procedures: MMus in Composition

• Candidates and supervisors should familiarize themselves with the proceedings of an oral examination for the MMus degree. See:

  www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Music > Instructions for the Chair of Master of Music Defenses.

  4 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.
• When the FGSR thesis and convocation office has approved the choice of chairperson 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 composition project, to the chair person.
• The committee to examine an MMus Composition candidate shall consist of the external examiner, members of the supervisory committee, and the principal supervisor. The examination chair, who represents the Dean of FGSR, is a facilitator of the examination process. 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 final oral examination for the MMus, Composition degree will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, the candidate will be expected to speak at length on each subject raised by the external examiner and other members of the examining committee, demonstrating knowledge concerning theoretical, aesthetic and stylistic aspects of both the thesis compositions and their historical antecedents.

10.6 Completion: MMus in Composition
• After a successful examination the student has no more than four months (or less for those attempting to meet convocation deadlines) within which to submit 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 does not require this.

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

11.1 Progression through the MA Program:
• Required and elective courses are listed on the FGSR web site. Go to www.uregina.ca > Faculty of Graduate Studies and Research > Programs > Music > Scroll down to Program Requirements; scroll down to Master of Arts, Music
Theory or Master of Arts, Musicology. Also scroll down to Course Descriptions. The sequence in which course requirements are to be completed will be mapped out by the supervisor and student in consultation with the department head and the graduate coordinator, using the Faculty of Media, Art, and Performance Graduate Student Tracking form (see Appendix), in advance of the first semester of study and kept on file in the Music Department office. Should adjustments be needed to the order and semesters in which courses will be taken, the graduate coordinator and the student’s file in the Music General Office will be kept up to date.

• The supervisor is directly responsible for the supervision and mentoring of the student. On the subject of mentorship, see http://www.uregina.ca/gradstudies/assets/docs/pdf/mentorship_handbook.pdf The supervisor is also to ensure that the student is aware of, and understands, all program requirements, degree regulations, and general regulations of the Faculty of Media, Art, and Performance, the Department of Music, and the Faculty of Graduate Studies and Research.

• The student is to demonstrate language facility in French or German. The language requirement will be deemed satisfied when one of the following two conditions has been met: a two-semester course in French for reading knowledge or German for reading knowledge; or 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 a CD booklet program note). The student is expected to provide a rough translation with the aid of a dictionary. The translation should show comprehension of the ideas in the passage; it does not need to be a word-for-word, professional translation.

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

• All course work is to be completed no later than the semester in which the thesis is presented and the 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 principal thesis supervisor, in consultation with the department head and the 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 committee. The supervisory committee for students in the MA
program will consist of the principal thesis supervisor and two other members of the
Music Department (these two persons suggested by the principal thesis supervisor).
• The committee and student are expected to meet formally and regularly, on a semi-
annual basis, for discussion of the work. The supervisory committee may recommend
changes and additions to the student’s program of courses, and changes in the research
project. The supervisor is responsible for taking minutes of the committee meetings
concerning the student. FGSR will require an official annual Progress Report to be
submitted by PhD students and by those master’s students who are Tri-Council
scholarship recipients, e.g., a master’s student who is a SSHRC recipient. The Progress
Report form is available to the student through UR Self-Service. Minutes from annual
doctoral committee meetings are to be kept on file in the department office, should FGSR
ever require them.

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

• The thesis proposal is prepared by the student with oversight by the principal
supervisor. It should be presented under the following headings:

   Proposed Title

   Justification

   This section of the proposal will present the research question or problem. It will put the
   question or problem into the context of related research up to the present day.
   It will also make clear the reason(s) why this problem is important.

   A literature survey, or summary of previous writers’ viewpoints, may be appropriate in
   this section.
   In conjunction with explaining why the research problem is important, this section may
   conclude by making a claim—that is, stating the thesis that the candidate expects to fully support
   when the research is completed.

   Tentative Table of Contents

   An outline of chapters, with titles.

   Methodology and Organization

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

   Sources

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

   Selected Bibliography
   All of the student’s secondary sources are to be listed.
• When the supervisor and supervisory committee are satisfied with the proposal, the Music Department’s Approval of M.A. Thesis Proposal form is completed and circulated for signature by the thesis supervisor, the designated second reader, one other member of the supervisory, and the graduate coordinator (who may also serve in one of the first three roles, in which case a designate signs for the graduate coordinator). This form is available in the Music Department General Office.

11.3 Format of Thesis: MA in Music Theory; MA in Musicology
• Musical examples will ordinarily be produced by means of music-notation computer software, and are not to be written by hand. Musical examples photocopied from previously published scores must be clearly legible. In all cases, appropriate copyright permissions must be obtained by the student prior to submission of the thesis.

10.4 Submission of Thesis: MA in Music Theory; MA in Musicology
• The time lag between finishing the thesis and scheduling of the final oral examination may be considerable, and students should take this into consideration when planning for completion of all degree requirements and convocation. See www.uregina.ca > Faculty of Graduate Studies and Research > Convocation and Graduation > Deadlines.
• Once the student and the principal thesis supervisor are satisfied that the thesis (MU 901 document) is acceptable in form and content, it is presented to the supervisory committee. Graduate students have the right to timely feedback (within approximately one month) on all academic products presented for evaluation.
• When all supervisory committee members are satisfied that the thesis meets the general standards of the department, the following steps are taken:
  1. All members of the supervisory committee and the graduate coordinator sign the Thesis Committee Release form (see below).
  2. The principal supervisor recommends to the graduate coordinator possible external
examiners for the candidate from outside the department (see below: Nomination of External Examiner).

3. The candidate supplies to the graduate coordinator 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.

4. The graduate coordinator provides the FGSR Convocation & Thesis office with the following, three completed and signed forms:

   www.uregina.ca > Faculty of Graduate Studies and Research > Forms >

   Thesis/Project Forms:
   (i) Thesis Committee Release form.
   (ii) Nomination Form: External Examiner (see below: Nomination of External Examiner);

   • Approval by the FGSR will take more time when the thesis is submitted shortly before the deadline than when it is submitted well ahead of the deadline.
   • The Office of the Dean of the FGSR reviews the thesis for adherence to the faculty’s requirements set forth in “A Guide for Thesis Preparation for Graduate Theses.” This copy is retained to give to the FGSR designate who will chair the oral examination.
   • When written approval of the thesis, and the choice of external examiner, have been received by the graduate coordinator from the FGSR, the graduate coordinator sends to the external examiner the thesis, in hard copy or electronic, as preferred by the examiner.

11.5 Nomination and Role of the External Examiner: MA in Music Theory; MA in Musicology

• The principal supervisor should refer to the Nomination Form: External Examiner.

www.uregina.ca > Faculty of Graduate Studies and Research > Graduate Calendar > Forms > Thesis/Project forms for guidelines and for the documentation needed when recommending candidates to serve as external examiner. The supervisor recommends possible external examiners to the graduate coordinator. The supervisor 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 work of the particular student. After making a recommendation(s), the supervisor has no further communication with the external examiner. The graduate coordinator contacts the suggested external examiners to determine whether any is available to read the thesis and
attend the oral examination.

- External examiners have a minimum of ten working days to review master's theses before his/her report is due. After the external examiner has read the thesis, it is expected that s/he will respond in writing, no later than five working days before the projected date of the oral examination, as to whether s/he considers the thesis to be ready for examination. If not, the thesis is returned to the Dean, who will then discuss the external examiner’s comments with the graduate coordinator and the supervisor so as to decide whether the thesis has failed or whether the student is to be provided an opportunity to do more research or rewriting.

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

- The following steps are then taken:

  1. The principal supervisor sets a mutually agreeable time for the final oral examination (defense) that is no less than five working days after the external examiner’s response, and informs the graduate coordinator of this day and time.

  2. The principal supervisor 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, and informs the graduate coordinator of this choice; for assistance in making the choice, go to www.uregina.ca > Faculty of Graduate Studies and Research > Thesis, Non-Thesis, and Defense > Defense > Choosing a Chair for the Defense > Chairs for Defense.

- The graduate coordinator then sends out the Notice of Oral Defense of Thesis (www.uregina.ca > Faculty of Graduate Studies and Research > Forms > Thesis/Project Forms) to all required to attend. This form is to include the name of the faculty member from another department who, upon request of the principal supervisor, has agreed to represent the Dean of FGSR by chairing the final oral examination.

11.6 Oral Examination Procedures MA in Music Theory; MA in Musicology

- On a case-by-case basis, and with prior approval of the particular candidate's entire supervisory committee, the graduate coordinator may post a

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5 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.
notice inviting the department's faculty members, and its graduate and undergraduate students, to attend as non-participating observers of the final oral exam.

• Candidates and supervisors should familiarize themselves with the proceedings of an oral examination. See:
  

• When the FGSR thesis and convocation office has approved the choice of chairperson 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 the thesis, to the chair person.

• The committee to examine a Master of Arts candidate will consist of the external examiner, members of the supervisory committee, and the principal supervisor. The examination chair, who represents the Dean of GSR, is a facilitator of the examination process.

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

• The Office of the Dean of the FGSR prepares the forms necessary for committee validation of the thesis and examination.

• The final oral examination for the MA in Musicology or MA in Music Theory degree will be between one and two hours in duration. Near the start of the exam, the candidate will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, the candidate will be expected to speak at length on each subject raised by the external examiner and other members of the examining committee.

11.7 Completion: MA in Musicology; MA in Music Theory

• After a successful examination, the student has no more than four months (or less for those attempting to meet convocation deadlines) within which to submit 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 does not require this.
Faculty of Media Art & Performance  
Graduate Student Program Tracking Form  
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<table>
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<th>Requirements</th>
<th>Semester</th>
<th>Professor</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Credits Earned</th>
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Total Credit Hours/ Total Credits Earned

* use Table formulas to calculate Credit Hours and Credits Earned
Graduate Program Requirements

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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: