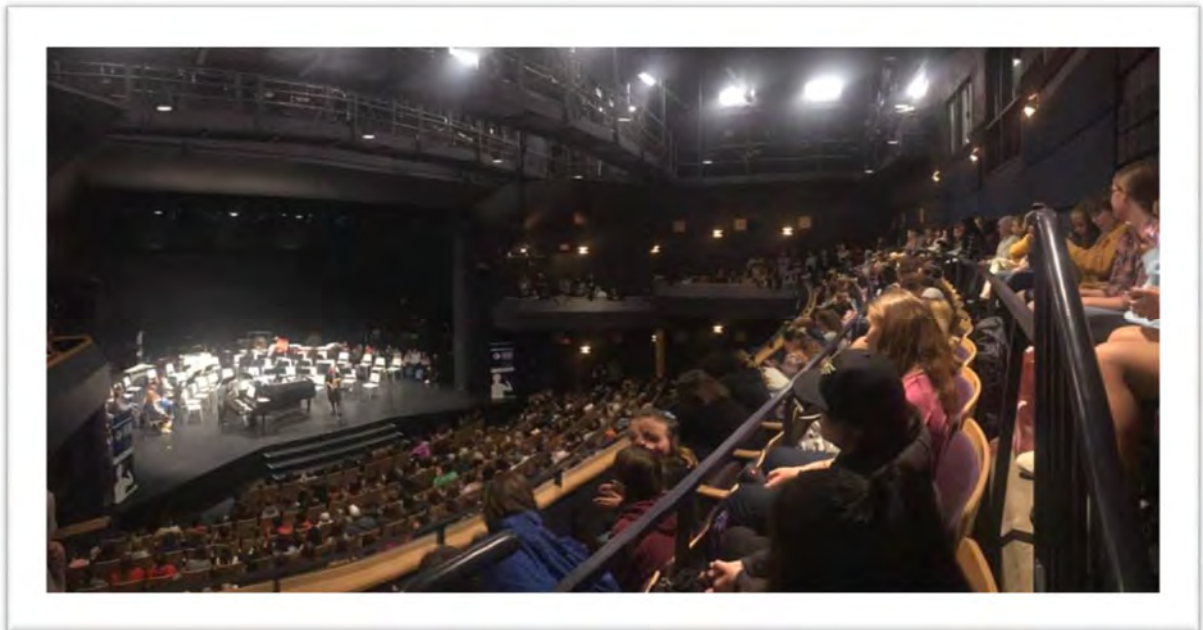




FACULTY OF  
MEDIA+ART+  
PERFORMANCE

DEPARTMENT OF MUSIC  
GRADUATE STUDIES HANDBOOK



*Students await a performance in the University Theatre. Photo courtesy of Brent Ghiglione*

*revised October 2019*

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## **WELCOME**

Thank you for choosing the Department of Music in Media, Art, and Performance at the University of Regina for your graduate program. Welcome, and good luck with your study and performances.

Graduate programs in Music are designed to further your knowledge and skills in the rich world of musical study, be it a degree in performance, composition, or in the fields of theory or musicology. Our dedicated faculty will do all it can to provide you with academic and performance opportunities, so that by the time you have completed your degree you are ready to be an arts maker and an arts builder, wherever you live. While the focus of our faculty is in the Western Classical tradition, we encourage you to expand your horizons and explore other musics as well.

Graduate study in Music is the time to delve intensively into the world of music, and to ask questions. What technical and artistic skills do you want to develop? What areas of music study do you want to explore further? What theories and methods does your research encourage you to explore? What challenges need to be addressed through your practice and study? These are questions that we will ask you, and you should ask yourself, during your time here. These questions will also help you to prepare for your final oral examination.

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

### **Current Music Graduate Coordinator Contact Information:**

Dr. Helen Pridmore

Email: [helen.pridmore@uregina.ca](mailto:helen.pridmore@uregina.ca)

Phone: (306) 585-5540

Office: RC 256.9 (Riddell Centre, second floor)

### **Other Contact Information:**

**Faculty of Graduate Studies & Research:**

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

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

**Electronic depository of graduate theses:** <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](mailto:GradDocs@uregina.ca)

For current students and general inquiries: [grad.studies@uregina.ca](mailto:grad.studies@uregina.ca)

For MAP graduate students: [grad.map@uregina.ca](mailto:grad.map@uregina.ca)

**MAP Faculty**

**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 *peya aski kikaniwaw*. 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**

You will normally register in the first academic session following admission, but you can seek a revised deadline if you need to delay the start of your program. Requests for a new deadline can be made through the Music Department Office. Your initial acceptance/admission lasts for one year.

Maximum load is 12.0 credit hours per semester. You 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 or MA program must be in residence for at least two regular semesters and one six-week spring/summer session. Students in MMus Performance or MMus Conducting program must be in residence for a least four semesters, regular or spring/summer. 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.

Forms for extending the time limit of your program; for a change in your program; or for a leave of absence are available online and available at UR Self-Service ([https://banner.uregina.ca/prod/sct/twbkwbis.P\\_WWWLogin](https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin;);). Once submitted online, relevant faculty and supervisors will be informed. If you require any of these changes to your program, you should consult with your supervisor(s) before submitting the form(s).

If circumstances occur where you must be absent from your program for a time period exceeding one year, you 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 you are a Tri-Council scholarship recipient (e.g., SSHRC grant recipient), or a special-case doctoral student, you are required, every year, to complete and submit your 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> 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.

Each scholarship or award has its own application deadline, posted on the Faculty of Graduate Studies and Research Awards Portal system, found at [https://banner.uregina.ca/prod\\_apex/f?p=127:101:18348815948628](https://banner.uregina.ca/prod_apex/f?p=127:101:18348815948628). You must submit the application form to the Music Department 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 you have been required to complete a qualifying or probationary period, you may be required to achieve a higher overall average in the required course(s). If you do not achieve the required grade in a course, you 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**

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

## Master of Music in Performance Instrument, Piano, or Voice)

### Progression through the Program MMus in Performance

Here is the list of courses to take:

| <b>Orchestral Instruments</b>                       |           |
|---|-----------|
| FA 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        |
| FA 903 Project Report Course                        | 0         |
| <b>Total Credit Hours</b>                           | <b>30</b> |

| <b>Keyboard Instruments</b>                 |           |
|---|-----------|
| FA 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        |
| FA 903 Project Report Course                | 0         |
| <b>Total Credit Hours</b>                   | <b>30</b> |

| <b>Voice</b>                           |   |
|--|---|
| FA 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   |           |
| MU 902 Research Project   | 12        |
| FA 903 Project Report Course  | 0         |
| <b>Total Credit Hours</b>   | <b>30</b> |

\*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 you and your supervisor, in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

Your supervisor is directly responsible for your supervision and mentoring, and ensuring that you take all the courses you need in order to graduate. In addition, your supervisor will coordinate a committee, normally three faculty members of the Music Department, who will oversee your progress and will attend your juries and performances. You will be expected to meet formally and regularly, on an annual basis, with your committee for discussion of your work. This meeting may be scheduled with the MU 902 jury held in non-recital semesters. The supervisory committee may recommend changes and additions to your program of courses, and changes in the research project. The supervisor is responsible for taking minutes of these committee meetings.

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

If you are a Performance major in Orchestral instruments or Keyboard, you must ensure you take MU 881 and 882, Chamber Music. You must present the equivalent of one full public chamber music recital of about 60 minutes in length as part of these courses. Collaborators 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 principal supervisor, and will normally be current



Department of Music students. You will prepare brief, scholarly program notes for the recital(s), under the direction of the course instructor(s).

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.

**Juries:** All MMus performance students are required to take jury examinations for each semester in which you are enrolled in Music 902 but do not perform a recital. The jury examination should consist of 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 your program; the supervisory committee will make a recommendation to the supervisor as to your ability to continue in the program. This recommendation is not binding on the principal supervisor.

**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 performed 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).

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

You may be asked, in advance of the performance of solo recital no. 1, to provide copies of music to be performed for your supervisory committee.

You will prepare scholarly program notes for both recitals under the direction of the principal supervisor.

**Project Report:** For solo recital no. 2, you must prepare a Project Report on the repertoire to be performed. This document should include an overview of the program, with brief historical notes on the composers and repertoire; it should also include brief analyses of the music and, for singers, musico-textual relationships. 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).

A preliminary hearing of solo recital no. 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 you as well as the graduate coordinator and all members of the supervisory committee. Prior to the preliminary hearing of solo recital #2, you may be asked to provide 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 you are prepared and competent to proceed with the MU 902 solo recital no. 2, your supervisor must follow the steps outlined below (see page 16).

Solo recital no. 2 will be performed before the entire supervisory committee, the external examiner, the chair for the oral exam, the graduate coordinator, and the general public.

### **Nomination and Role of the External Examiner: MMus in Performance**

The principal supervisor should 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 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 your work. 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 no. 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 your final oral examination, normally held the day following solo recital no. 2.

### **Oral Examination Procedures: MMus in Performance**

The final oral examination will take place as soon as possible after solo recital no. 2, and no later than the end of the same semester as the concert. Normally, it takes place on the day after your second MU 902 recital.

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.

You and your supervisor should familiarize yourselves, prior to the day, with the proceedings of an oral examination. Refer to <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

Your supervisor should discuss the final oral examination procedures with you, to ensure you understand how and what to prepare. You should consult with each and every member of your supervisory committee to gain more ideas on preparation for the final exam.

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 and does not normally ask questions during the exam.

You must bring to your final oral exam scores for the music you performed at solo recital no. 2. Examining committee members are expected to bring the copies they received from the candidate prior to the preliminary hearing. (The graduate coordinator will have provided copies of the scores for the external examiner).

The final oral examination will be between one and two hours in duration. Near the beginning of the exam, you will make a fifteen-minute, prepared, verbal presentation, based on the Project Report described above. For the remainder of the exam, you 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 no. 2, you will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of your performance medium.

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.

### **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 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>

## Master of Music in Conducting (Orchestra, Band, or Chorus)

### Progression through the Program MMus in Conducting

Here is the list of courses to take:

|   |    |
|---|----|
| FA 800 Seminar in Theory and Methods I  |    |
| 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 |
| FA 903 Project Report Course  | 0  |
| Total Credit Hours  | 30 |

\*Please note it is recommended for those following the Choral stream to take one language course, a language facility examination, or Italian (non-credit).

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 you and your supervisor, in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

Your supervisor is directly responsible for your supervision and mentoring, and ensuring that you take all the courses you need in order to graduate. In addition, your supervisor will coordinate a committee, normally three faculty members of the Music Department, who will oversee your progress and will attend your performances. You will be expected to meet formally and regularly, on an annual basis, with your committee for discussion of your 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 your program of courses, and changes in the research project. The supervisor is responsible for taking minutes of these committee meetings.

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.

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.

**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. This decision will be made in consultation with your supervisor. 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. You would present to the jury 20 minutes of music. The jury acts as a checkpoint in your progress: jury members will make a recommendation to the supervisor as to your ability to continue in the program. This recommendation is not binding on the supervisor.

**Project Report:** For your conducting concert, you must prepare a Project Report on the repertoire to be presented. This document should include an overview of the program, with brief historical notes on the composers and repertoire; it should also include brief analyses of the music. This document will provide the basis for material to be discussed in the final oral examination, which follows your conducting concert (normally held the day after the recital).

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

To help you prepare for your final oral exam, your supervisor should put in writing a more detailed list of the types of knowledge you will need to have at hand for the exam, and should give this written list to you in the first semester of the program. In addition, you are encouraged to take the initiative to consult, at length, with each and every member of your supervisory committee, from the first semester of the degree program, concerning their expectations of you for the final oral examination.

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). You must be registered for MU 902 during the semester in which the concert is performed. In consultation with your supervisor, you are responsible for arranging the performance and logistical aspects of the concert. You 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. Your principal supervisor 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).

You will prepare brief scholarly program notes for the conducting concert under the direction of your principal supervisor.

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 you as well as the graduate coordinator and all members of the supervisory committee. You are responsible for all other arrangements for the preliminary hearing, in consultation with your supervisor. Prior to the hearing, you 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 you are prepared and competent to proceed with the MU 902 conducting concert, your supervisor must follow the steps outlined below, on page 16.

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

The principal supervisor should refer to the Nomination Form: External Examiner (see link above) 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 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 your work. 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.

## Oral Examination Procedures: MMus in Conducting

The final oral examination will take place as soon as possible after your conducting concert and no later than the end of the same semester as the concert. Normally, it takes place on the day after your conducting concert.

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.

You and your supervisor should familiarize yourselves, prior to the day, with the proceedings of an oral examination. Refer to <https://www.uregina.ca/gradstudies/forms.html#Thesis> for more information.

Your supervisor should discuss the final oral examination procedures with you, to ensure you understand how and what to prepare. You should consult with each and every member of your supervisory committee to gain more ideas on preparation for the final exam.

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 and does not normally ask questions during the exam.

You must bring to your final oral exam scores for the music you presented at your conducting concert. Examining committee members are expected to bring the copies they received from you prior to the preliminary hearing. (The graduate coordinator will have provided copies of the scores for the external examiner).

The final oral examination will be between one and two hours in duration. Near the beginning of the exam, you will make a fifteen-minute, prepared, verbal presentation, based on the **Project Report** described above. For the remainder of the exam, you 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 your conducting concert, you will be expected to be conversant with the literature as a whole, performance practice, history, and pedagogy of conducting.

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.

## **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.

### **STEPS TO FOLLOW WHEN PREPARING FOR THE FINAL ORAL EXAM FOR MMUS CANDIDATES IN PERFORMANCE OR CONDUCTING**

- The principal supervisor, all supervisory committee members, and the graduate coordinator sign the *Thesis Committee Release Form*.
- The principal supervisor recommends to the graduate coordinator possible external examiners for the candidate from outside the department.
- 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.
- You supply to the graduate coordinator one additional set of all scores, two copies of the recital/conducting concert program, and two copies of revised program notes.

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 five completed and signed forms:

**(i)** Thesis Committee Release Form

**(ii)** Notice of Oral Defense, which must include the name of the U of Regina faculty member who has agreed to chair the final oral examination. (As well as FGSR, this form should be sent to the faculty chair from another department; all members of the supervisory committee; and, as a courtesy, the head of Music.)

**(iii)** Checklist for The Submission of a Thesis, with a copy of the program for the recital or conducting concert, including program notes, attached.

**(iv)** Nomination Form: External Examiner

**(v)** External Examiner Conflict of Interest Form

See <https://www.uregina.ca/gradstudies/forms.html#Thesis> for these forms.

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 FGSR, the graduate coordinator forwards to the designated chairperson the document Instructions for the Chair of Master of Music Oral Examinations. See <https://www.uregina.ca/gradstudies/forms.html#Thesis>



## Master of Music in Composition

Here is the list of courses to take:

|  |           |
|--|-----------|
| FA 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        |
| FA 903 Project Report Course                                   | 0         |
| <b>Total Credit Hours</b>                                      | <b>30</b> |

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 you and your supervisor, in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

Your supervisor is directly responsible for your supervision and mentoring, and ensuring that you take all the courses you need in order to graduate. In addition, your supervisor will coordinate a committee, normally three faculty members of the Music Department, who will oversee your progress and will attend any performances of your work. You will be expected to meet formally and regularly, on an annual basis, with your committee for discussion of your work. The supervisory committee may recommend changes and additions to your program of courses, and changes in the research project. The supervisor is responsible for taking minutes of these committee meetings.

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.

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

At your final oral examination, you will be expected to speak knowledgeably about, and answer questions concerning, the theoretical, aesthetic, and stylistic aspects of your thesis compositions and their historical antecedents. The principal supervisor should provide to you, in writing, a more detailed list of

expectations regarded as pertinent to an MMus in Composition degree, and to do so during the first semester of the program. In addition, you are encouraged to take the initiative to consult, at length, with each and every member of your supervisory committee, from the beginning of the degree program, concerning each member's expectations of you at the final oral examination.

**Format of Document for the Research Project:** The MU 902 document must conform to FGSR guidelines. You and your supervisor 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](https://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/Writing/index.html)

### **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 you 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>

Once you and your principal supervisor are satisfied that all elements of the MU 902 composition project are acceptable in form and content, you will present them to the supervisory committee. You 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, your supervisor must proceed with the following steps:

1. All members of the supervisory committee and the graduate coordinator sign the *Thesis Release Form*.
2. Your principal supervisor is responsible for recommending to the graduate coordinator possible external examiners for the candidate from outside the department.
3. Your supervisor completes the *Checklist for the Submission of a Thesis*.

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

4. You supply 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.

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

The principal supervisor should refer to the Nomination Form: External Examiner (see link above) 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 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 examine your composition project and attend 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 your final oral examination. 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 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 so as to decide whether

your project has failed or whether you are 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. 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.
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.

### **Oral Examination Procedures: MMus in Composition**

You and your supervisor should familiarize yourselves 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 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.

Your committee will 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 and normally does not ask questions during the exam. 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.

Your final oral exam will be between one and two hours in duration. Near the beginning of the exam, you will make a fifteen-minute, prepared, verbal presentation. For the remainder of the exam, you 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.

### **Completion: MMus in Composition**

After a successful examination, you may be asked to make minor revisions to your thesis project. You 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](mailto:Grad.Thesis@uregina.ca). You are also expected to give a bound copy to the supervisor, except if the supervisor does not require this.

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

Here is the list of courses to take:

#### **Musicology**

|  |           |
|--|-----------|
| FA 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        |
| <b>Total Credit Hours</b>                              | <b>30</b> |

#### **Music Theory**

|  |           |
|--|-----------|
| FA 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        |
| <b>Total Credit Hours</b>                | <b>30</b> |

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 you and your supervisor, in consultation with the graduate coordinator and the head of the Music Department, using the MAP Graduate Student Tracking form (see Appendix).

Your supervisor is directly responsible for your supervision and mentoring, and ensuring that you take all the courses you need in order to graduate. In addition, your supervisor will coordinate a committee, normally three faculty members of the Music Department, who will oversee your progress and will attend your performances. You will be expected to meet formally and regularly, on an annual basis, with your committee for discussion of your work. The supervisory committee may recommend changes and additions to your program of courses, and changes in the research project. The supervisor is responsible for taking minutes of these committee meetings.

You 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 a CD booklet program note). You would be 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 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 are suggested by the principal thesis supervisor).

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

You will prepare a thesis proposal with oversight by your 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 you expect to support when your 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, Selected Bibliography: If the research is dependent upon primary sources, these will be described here. All your secondary sources are to be cited in full.

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 committee, 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.

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

The MU 901 document must conform to FGSR guidelines. You and your supervisor 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](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 should 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.

**Submission of Thesis: MA in Music Theory; MA in Musicology** The time lag between finishing your thesis and scheduling of the oral examination may be considerable, and you 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 your project is ready to be sent to an external examiner, your supervisor must proceed with the following steps:

1. All members of the supervisory committee and the graduate coordinator sign the *Thesis Release Form*.
2. Your principal supervisor is responsible for recommending to the graduate coordinator possible external examiners for the candidate from outside the department.
3. Your supervisor completes the *Checklist for the Submission of a Thesis*.

All these forms are available at

<https://www.uregina.ca/gradstudies/forms.html#Thesis>

4. You supply 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.

The 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 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 thesis project to the external examiner.



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

The principal supervisor should refer to the Nomination Form: External Examiner (see link above) 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 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 your work. After making (a) recommendation(s), the supervisor has no communication with the external examiner. The graduate coordinator contacts the suggested external examiners to determine if anyone is available to read your thesis and attend the oral examination.

The external examiner is expected to submit a written report concerning the 901 thesis project, within ten working days of receiving it, and also to be present at your final oral examination. 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 your thesis project before his/her report is due. After the external examiner has studied your 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 so as to decide whether your project has failed or whether you are to be provided an opportunity of doing more research and re-writing of your 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 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. 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.

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 examination.

### **Oral Examination Procedures MA in Music Theory; MA in Musicology**

You and your supervisor should familiarize yourselves 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 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 thesis project, to the chair person.

Your committee will 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 and normally does not ask questions during the exam. 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.

Your final oral exam will be between one and two hours in duration. Near the beginning of the exam, you will make a 20-30 minute, prepared, verbal presentation. For the remainder of the exam, you 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, you may be asked to make minor revisions. You 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](mailto:Grad.Thesis@uregina.ca). You are also expected to give a bound copy to the supervisor, except if the supervisor does not require this.

See [https://www.uregina.ca/gradstudies/current-students/Thesis\\_and\\_Defense/Post\\_Defense/index.html](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.

## APPENDIX

### Faculty of Media Art & Performance Graduate Student Program Tracking Form



|                              |                      |
|------------------------------|----------------------|
| <b>Date:</b>                 |                      |
| <b>Graduate Program:</b>     |                      |
| <b>Student Name:</b>         | <b>Student ID #:</b> |
| <b>Program Entry Date:</b>   |                      |
| <b>Telephone:</b>            | <b>Email:</b>        |
| <b>Program Supervisor(s)</b> |                      |

| Requirements   | Semester | Professor | Credit Hours | Grade | Credits Earned |
|--|----------|-----------|--------------|-------|----------------|
| FA 800   |          |           | 3            |       |                |
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|  |          |           |              |       |                |
| <b><u>Total Credit Hours/Total Credit Earned</u></b> |          |           |              |       |                |

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



**CONGRATULATIONS, GRADUATE!**



*Recent Graduate Students with clarinet instructor Hyonsuk Kim, 2018  
Photo courtesy of Hyonsuk Kim*