Graduate Studies Student Handbook

Master of Arts Music (MA) and PhD
Introduction

This handbook contains current information pertinent to the MA in music. It does not replace the [Graduate and Postdoctoral Studies Academic Regulations](#). It is intended to guide students and faculty through the administrative procedures specific to the School of Music.

**General contact information**

**Director of Graduate Studies**  
Dir.Etud.Sup.Musique-Music.Grad.Dir@uottawa.ca

**Music Academic Assistant**  
artsgrad@uottawa.ca

**Graduate Academic Secretariat - Faculty of Arts**  
Desmarais Building, 55 Laurier Ave. East, 8th Floor  
613-562-5439  
artsgrad@uottawa.ca

**Graduate Students’ Association of the University of Ottawa (GSAÉD)**  
info@gsaed.ca

**Music Secretariat**  
music@uottawa.ca
Expectations of graduate students in the MA in Music program:

**Thesis option:**
- To regularly consult with your supervisor regarding courses, thesis and scholarships as these may vary from year-to-year and on a case-by-case basis.
- To take initiative and independently look into internal and external scholarships through the uOttawa website.
- To successfully complete degree in 2 years (6 terms).

**Research Paper or Course option:**
- To regularly consult with your supervisor regarding courses, research paper or major capstone project (if applicable) and scholarships as these may vary from year-to-year and on a case-by-case basis.
- To take initiative and independently look into internal and external scholarships through the uOttawa website.
- To successfully complete degree in 1 year (3 terms).

Expectations of graduate students in the PhD program:

- To regularly consult with your supervisor and Thesis Advisory Committee regarding courses, thesis and scholarships as these may vary from year-to-year and on a case-by-case basis.
- To take initiative and independently look into internal and external scholarships through the uOttawa website.
- To take initiative to make your work visible to a larger community of scholars through conference presentation and publication.
- To successfully complete the degree in 4 years (12 terms).
Master of Arts in Music
Thesis option
2 years (6 terms) program

Master of Arts Music < uOttawa

15 course units + Thesis Proposal + Master’s Thesis

Suggested Course Sequence (version 1)

Please consult your supervisor regarding specific suggested elective courses and sequence, as this may vary on a case-by-case basis.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring / Summer Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
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<tr>
<td>Two Courses 1</td>
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<tr>
<td>MUSxxxx (3 units)</td>
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<tr>
<td>MUSxxxx (3 units)</td>
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<tr>
<td>Additional Requirements:</td>
<td>Confirm supervisor &amp; thesis area 2</td>
<td>Additional Requirements:</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Second Year</th>
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<tr>
<td>One Course</td>
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<td></td>
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<tr>
<td>MUSxxxx (3 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THM7999 Master’s Thesis 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Requirement:</td>
<td>Progress Report 5</td>
<td></td>
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</tbody>
</table>

|                     |                 |                          |
|                     |                 |                          |
| Additional Requirement: |                   |                          |
| THM7999 Master’s Thesis 4 |               |                          |

This chart constitutes a general model – it is the student’s responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.

1 3 units must be from 1 of the following compulsory courses:
   - MUS5901 Proseminar in Music Theory and Analysis (3 units)
   - MUS5903 Proseminar in Musicology (3 units)
   - MUS5904 Research Methodologies in Music Pedagogy (3 units)

2 Students must select their thesis supervisor and confirm their general thesis area via a service request before the end of their third semester. Students who fail to confirm these will be denied enrollment for their fourth semester.

4 MUS7902 – Thesis proposal and THM7999 – Master’s Thesis are continuous activities. Students must register each term until completed.

5 Students must submit their progress report before the end of the fall semester of their second year (fourth session after first enrolment).
Master of Arts in Music  
Thesis option  
2 years (6 terms) program  
[Master of Arts Music < uOttawa](https://example.com)

15 course units + Thesis Proposal + Master’s Thesis  

*Suggested Course Sequence (version 2)*

Please consult your supervisor regarding specific suggested elective courses and sequence, as this may vary on a case-by-case basis.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring / Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>Two Courses 1</td>
<td>One Course</td>
<td></td>
</tr>
<tr>
<td>MUSxxxx (3 units)</td>
<td>MUSxxxx (3 units)</td>
<td>MUS7902 Thesis Proposal 4</td>
</tr>
<tr>
<td>MUSxxxx (3 units)</td>
<td>THM7999 Master’s Thesis 4</td>
<td>THM7999 Master’s Thesis 4</td>
</tr>
</tbody>
</table>

This chart constitutes a general model – it is the student’s responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.

1 3 units must be from 1 of the following compulsory courses:
   - MUS5901 Proseminar in Music Theory and Analysis (3 units)
   - MUS5903 Proseminar in Musicology (3 units)
   - MUS5904 Research Methodologies in Music Pedagogy (3 units)

2 Students must select their thesis supervisor and confirm their thesis topic via service request before the end of their third semester. Students who fail to confirm these will be denied enrollment for their fourth semester.

4 MUS7902 – Thesis proposal and THM7999 – Master’s Thesis are continuous activities. Students must register each term until completed.

5 Students must submit their progress report before the end of the fall semester of their second year (fourth session after first enrolment).
Master of Arts in Music
Research paper
1 year (3 terms) program
Master of Arts Music < uOttawa
18 course units + Memoire/Major Capstone Project (6 credits)

Suggested Course Sequence
Please consult your supervisor regarding specific suggested elective courses and sequence, as this may vary on a case-by-case basis.

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring / Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Three Courses ¹</td>
<td>Three Courses ¹</td>
<td>MUS 6099 Research paper/Project (6 units) ³</td>
</tr>
<tr>
<td></td>
<td>MUSxxxx (3 units)</td>
<td>MUSxxxx (3 units)</td>
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<td>MUSxxxx (3 units)</td>
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<td>MUSxxxx (3 units)</td>
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<tr>
<td></td>
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<td>MUSxxxx (3 units)</td>
<td></td>
</tr>
</tbody>
</table>

This chart constitutes a general model – it is the student’s responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.

¹ 3 units must be from 1 of the following compulsory courses:
  • MUS5901 Proseminar in Music Theory and Analysis (3 units)
  • MUS5903 Proseminar in Musicology (3 units)
  • MUS5904 Research Methodologies in Music Pedagogy (3 units)

³ MUS6099 – Research paper/Project is a continuous activity. Students must register each term until completed.
Master of Arts in Music
Course option
1 year (3 terms) program
Master of Arts Music < uOttawa
24 course units

Suggested Course Sequence
Please consult your supervisor regarding specific suggested elective courses and sequence, as this may vary on a case-by-case basis.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring / Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Three Courses ¹</td>
<td>Three Courses ¹</td>
<td>Two among:</td>
</tr>
<tr>
<td></td>
<td>MUSxxxx (3 units)</td>
<td>MUSxxxx (3 units)</td>
<td>MUS 6994 Independent Studies in Musical Pedagogy</td>
</tr>
<tr>
<td></td>
<td>MUSxxxx (3 units)</td>
<td>MUSxxxx (3 units)</td>
<td>MUS 6995 Directed Readings in Musical Pedagogy</td>
</tr>
<tr>
<td></td>
<td>MUSxxxx (3 units)</td>
<td>MUSxxxx (3 units)</td>
<td>MUS5902 Practicum</td>
</tr>
</tbody>
</table>

This chart constitutes a general model – it is the student’s responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.

¹ 3 credits must be from 1 of the following compulsory courses:
- MUS5901 Proseminar in Music Theory and Analysis (3 units)
- MUS5903 Proseminar in Musicology (3 units)
- MUS5904 Research Methodologies in Music Pedagogy (3 units)
Interdisciplinary Research in Music, PhD
4 years (12 terms) program
Doctorate in Philosophy Interdisciplinary Research in Music < uOttawa

21 course units+ PhD Thesis

**Suggested Course Sequence**

Please consult your supervisor regarding specific suggested elective courses and sequence, as this may vary on a case-by-case basis.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring / Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Year</strong></td>
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</tr>
<tr>
<td>Two Courses¹</td>
<td>Two Courses¹</td>
<td>MUS9998 – Comprehensive Exam (6 units)²</td>
</tr>
<tr>
<td>MUS8101 (1.5 units)</td>
<td>MUS8102 (1.5 units)</td>
<td></td>
</tr>
<tr>
<td>1 course (3 units)</td>
<td>1 course (3 units)</td>
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<tr>
<td>Supplemental courses if required</td>
<td>Supplemental courses if required</td>
<td></td>
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<tr>
<td>Additional Requirements:</td>
<td>Additional Requirements:</td>
<td></td>
</tr>
<tr>
<td>Creation of TAC²</td>
<td>Progress Report ³</td>
<td></td>
</tr>
<tr>
<td><strong>2nd Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS9998 (cont.)</td>
<td>MUS9997 – Thesis Proposal (cont.)</td>
<td>THD 9999</td>
</tr>
<tr>
<td>MUS9997 - Thesis Proposal (6 units)</td>
<td>Additional Requirements:</td>
<td>THD 9999</td>
</tr>
<tr>
<td>Additional Requirements:</td>
<td>Progress Report ³</td>
<td></td>
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<tr>
<td><strong>3rd Year</strong></td>
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<tr>
<td>THD 9999</td>
<td>THD 9999</td>
<td>THD 9999</td>
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<tr>
<td>Additional Requirements:</td>
<td>Additional Requirements:</td>
<td></td>
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<tr>
<td>Progress Report ³</td>
<td>Progress Report ³</td>
<td></td>
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<tr>
<td><strong>4th Year</strong></td>
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<tr>
<td>THD 9999</td>
<td>THD 9999</td>
<td>THD 9999</td>
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<tr>
<td>Additional Requirements:</td>
<td>Additional Requirements:</td>
<td></td>
</tr>
<tr>
<td>Progress Report ³</td>
<td>Progress Report ³</td>
<td></td>
</tr>
</tbody>
</table>

This chart constitutes a general model – it is the student’s responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.

¹ A combination of courses in music and in a secondary discipline in order to deepen knowledge and acquire skills relating to a student’s specific needs. Courses and seminars taken outside of the School of Music should be approved and/or recommended by the student's supervisor and/or TAC.
² Students, in consultation with their primary supervisor, should establish a TAC consisting of at least one member representing a secondary discipline before the end of the first semester.
³ Students must submit their progress report before the end of each winter semester.
⁴ MUS9997, MUS9998, and THD9999 are continuous activities. Students must register each term until completed.
**Research Paper/Project (M.A)**

**Preparation of Research paper/Project**
- Must be written or created under the guidance of a supervisor.
- For written documents the length should be approximately 30-50 pages.

**Evaluation of Research paper/Project**
- The supervisor will select the second reader/evaluator.
- The final version of the Research Paper/Project must receive the grade of "S" (satisfactory) from both the professor who supervised its preparation and from a second reader/evaluator.

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**MUS 5902 – Practicum**

**Requirements before registering to the Practicum**
- A detailed proposal describing the aims of the Practicum, its relation to the student’s program of studies, and the outcomes upon which the student will be evaluated and by whom (1.5 to 2 pages)
- A provisional calendar detailing
  o the dates when the student will be in residence at the host organization
  o the dates when the student will meet with and brief the supervising professor at the University of Ottawa
  o the date or dates when the course will end formally and by which all tasks, including final evaluation, must be completed
  o the date when a final grade will be submitted to the University
- Approval by the supervisor and the Director of Graduate Studies and Chair of the School of Music
- Proposals should be submitted at least one month before the commencement of the Practicum
- The appropriate form is available by request from the Director of Graduate Studies.

**Final report**
- Written by the student and submitted to the supervising professor, it should describe the outcomes of the Practicum.
- It should be submitted within two weeks of the end of the Practicum.
Thesis Requirements (M.A)

Thesis Proposal (MUS7902)
The thesis proposal should normally:
- Present the subject and goal of the thesis.
- Introduce the theoretical framework and/or methodology.
- Include a bibliography.

The length of the thesis proposal, excluding references, should be no longer than 25 pages.

The student is responsible for submitting a copy of the thesis proposal to each examiner including the supervisor.

The supervisor will schedule the oral presentation and defence.

Oral defence:
- Consists of the student and members of the Thesis Advisory Committee.
- Usually lasts about 45 minutes.
- A student has the option of doing a 5-to-10-minute presentation.

Evaluation:
- Based on the written proposal.
- Grade given will be S/NS (Satisfactory or Non-Satisfactory).
- Evaluating the student’s knowledge of his/her subject matter, including methodology and work of other researchers.
- Thesis Advisory Committee approves the research plan of the student (with or without modifications).
- Thesis Advisory Committee may ask to review the document before a final approval.

Ethics approval
- Students whose research project requires ethics approval must prepare an ethics application and submit it for approval by the Research Ethics Board. For information: Home | Office of Research Ethics and Integrity | University of Ottawa (uottawa.ca)
Thesis Writing (MUS7999 and THD9999)

The thesis may be written:
- In traditional monograph format or,
- In article format (the number of articles will be determined by the Thesis Advisory Committee, usually one or two for the M.A., more for the PhD).

A traditional monograph thesis normally consists of the following:
- A bilingual abstract
- Context and objectives
- Review of Literature
- Explanation of theoretical frameworks
- Explanation of methodology
- Body of thesis
- Conclusions
- Bibliography

An article format thesis normally consists of:
- Part I: review of literature and/or a theoretical framework.
- Part II: feature articles
  - each article must be ready to be submitted for publication to a peer-review journal.
  - the format of each article can follow the specific requirements of the selected refereed journal.
- Part III: a discussion as well as a conclusion that integrates the material previously addressed in the article(s).
- Part IV: a statement of contribution of collaborators detailing the student’s contribution to the articles as well as that of the other authors (if appropriate).
- Part V: a list of references based on the whole thesis.

Thesis Defence (MUS7999)

The oral thesis defence takes place in front of the Thesis Advisory Committee and is open to the general public:
- Usually lasts between 60-75 minutes.
- A student has the option of doing a 10-minute presentation.

Once evaluation forms have been received from all examiners, one of three verdicts is determined:
- The thesis is accepted for the oral defence.
- The thesis cannot be accepted for the oral defence and must undergo extensive revisions before an oral defence is considered.
- The thesis fails to meet the standards required for the degree.

The examiners will determine what modifications are needed to make the thesis acceptable.
Comprehensive Exams (MUS9998)

A syllabus outlining the organization and expectations of the Comprehensive Exams is available from the office of the Director of Graduate Studies. Information about these examinations will be provided during the compulsory doctoral seminars, MUS 8101 and MUS 8102.

Thesis Proposal (MUS9997)

Information about the PhD Thesis Proposal is available from the student's Thesis Advisory Committee and the Director of Graduate Studies.
**Forms**

All necessary forms are available through artsgrad@uottawa.ca
Appointment of supervisor, registration of thesis area, and annual reports all require a service request through UOZone.
Forms for requesting Practicums and Independent Studies are shared below for convenience.

Director of Graduate Studies, September 2021.
REGISTRATION FORM FOR
MUS 5902 - PRACTICUM

Instructions: This request and a proposal of the project must be submitted to the Director of Graduate Studies for approval, AT LEAST ONE MONTH BEFORE THE REGISTRATION DEADLINE. INCOMPLETE REQUESTS WILL NOT BE PROCESSED. Please note that it is the responsibility of the student to ensure that the project is approved with all signatures and returned to the Academic Assistant BEFORE THE GIVEN DEADLINE. The Chair’s acceptance of the project does not constitute an official registration to the course.

Student’s Name: ___________________________ Student #: _______________________

Host Organization: ____________________________________________________________

Name of person supervising the student during the practicum: _________________________

Dates of residence: _____________________________________________________________

The title of the project: _________________________________________________________

Attach a copy of the proposal, at least 1.5 to 2 pages in length (typed, double spaced), that describe the aims of the practicum, its relation to the students program of studies and the outcomes upon which the student will be evaluated.

Provide a calendar detailing:

- The dates when the student will be in residence at the host organization
- The dates when the student will meet with and brief the supervising professor at the University of Ottawa
- The dates or dates when the course will formally end and by which all tasks, including final evaluation, must be completed
- The date when a final grade will be submitted to the University

The following professor(s) has (have) agreed to direct the student through the length of the project:

__________________________________________________________________________

Project supervisor: ___________________________ Date: _______________________

Director of Graduate Studies: ___________________________ Date: __________________

Chair: ___________________________ Date: _______________________

50, rue Université 50 University Street
Ottawa (Ontario) K1N 6N5 Canada Ottawa, Ontario K1N 6N5 Canada
1 + (613) 562-5733 • Télé./Fax (613) 562-5140
REGISTRATION FORM FOR INDEPENDENT STUDIES/DIRECTED READINGS

Instructions: This request and a proposal of the project must be submitted to the Director of Graduate Studies for his or her approval, at least one month before the registration deadline. Incomplete requests will not be processed. Please note that it is the responsibility of the student to ensure that the project is approved with all signatures and returned to the Academic Assistant before the given deadline. The Chair’s acceptance of the project does not constitute an official registration to the course.

Student’s Name: ___________________________ Student #: ___________________________

I am registered with:


I wish to register to:

_____ MUS 6994 Independent Studies in Musical Pedagogy
_____ MUS 6995 Directed Readings in Musical Pedagogy
_____ MUS 6996 Independent Studies in Performance
_____ MUS 6997 Directed Readings in Theory
_____ MUS 6998 Directed Readings in Musicology

The title of the project I wish to undertake is: _______________________________________

________________________________________________________________________________

I have enclosed a copy of my proposal, at least two pages in length (typed, double spaced), with an appended bibliography (where appropriate). This proposal describes the nature of my research, the specific questions I wish to address, and my reasons for doing so. It describes the research methodology, what I have accomplished to date, and what final shape the project will take (for example, a paper or a lecture demonstration).

Name of the project supervisor(s): ____________________________________________

Approved by:

Project supervisor: ___________________________ Date: ___________________________

Director of Graduate Studies: ___________________________ Date: ___________________________

Chair: ___________________________ Date: ___________________________

Dean of the Faculty of Arts: ___________________________ Date: ___________________________

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