

# Student Handbook

Master of Music (MMus)

School of Music  
Graduate Studies



uOttawa

**N.B.: Use of the masculine gender in the generic sense should be taken to include women as well as men in this guide.**

Table of contents:

Introduction	3
Introduction to the School of Music	3
Master in Music (MMus)	3
Administrative staff	4
Professorial staff	5
Academic information	6
Program requirements – Master’s in Music	6
Language requirement	6
Residency requirement	6
Suggested course sequence	7
Registration procedures	7
Registration rule regarding continuous activities	8
Important academic dates and deadlines	8
Rules and regulations governing graduate students	8
Rules and regulations governing Recitals and Recital Defence	9
Recital evaluation policy	9
Recital booking procedures	9
Official deferral	10
Recital postponement	10
Performance management	10
Recital Defence	11
Service requests	12
International students	15
Language rights of students	16
Academic Fraud and Research Ethics	16
Work-Study Program	16
Awards and Scholarships	16
School of Music Scholarships	16
Financial Aid	17
Teaching and research assistantships, part time teaching	17
10-hour rule	17
Graduate Music Student’s Association	19
Email list	19
GMSA Symposium	19
Student Services	19
Collaborative Pianists	19
Concerto Competition	19
Masterclasses	20
Lecture series	20
Useful links	20
Responsibilities of the students	21

## **Introduction**

The purpose of this handbook is to support and enhance the student experience at the University of Ottawa's School of Music. This document contains information destined to students pursuing graduate studies in performance, whether they are admitted to the Graduate Diploma in Orchestral Studies or the Masters in Music program. It acts as a reference point for every step of the Graduate student's program. Information about admission, registration, program requirements will be useful throughout students' programs as will the important details about general rules and regulations.

Students can access pertinent information quickly and easily.

## **School of Music**

The School of Music at the University of Ottawa is one of the country's leading music schools. It's the ideal place to nurture your passion for all things musical and to pursue the rigorous training needed for an active and successful career in the field. We maintain close ties with renowned institutions such as the Ottawa Symphony Orchestra and the National Arts Centre (NAC). Our program boasts state-of-the-art music facilities and internationally recognized professors who perform around the globe and publish in leading academic journals. We are a full-service music school offering programs in performance, composition, education, piano pedagogy, musicology and theory.

## **Master of Music - Performance**

The Master of Music (MMus) is an intensive program dedicated to the development of the emerging artist. Students enjoy private lessons and coaching with prestigious faculty members. There are many performance opportunities, including solo and collaborative performances, orchestral playing, as well as workshops and master classes with world-renowned guest artists.

## **Administrative staff**

Persons listed below can be reached by dialing 613-562-5800 followed by the extension number.

<b>Name and title</b>	<b>Email</b>	<b>Extension</b>
Director of the School of Music Lori Burns	<a href="mailto:laburns@uOttawa.ca">laburns@uOttawa.ca</a>	3435
Administrative Assistant Lise Desjardins	<a href="mailto:lidesjar@uottawa.ca">lidesjar@uottawa.ca</a>	3610
Secretariat	<a href="mailto:music@uottawa.ca">music@uottawa.ca</a>	613-562-5733
Director of Graduate Studies Gilles Comeau	<a href="mailto:gcomeau@uottawa.ca">gcomeau@uottawa.ca</a>	3568
Director of Performance Studies Daniel Gress	<a href="mailto:dgress@uottawa.ca">dgress@uottawa.ca</a>	3340
Academic Assistant, Graduate Studies	<a href="mailto:artsgrad@uottawa.ca">artsgrad@uottawa.ca</a>	3825
Graduate Academic Secretariat Faculty of Arts Desmarais Building 55, Laurier Av. East Room 8159	<a href="mailto:artsgrad@uottawa.ca">artsgrad@uottawa.ca</a>	613-562-5439
Cultural Activities Coordinator Hali Krawchuk	<a href="mailto:hkraw@uottawa.ca">hkraw@uottawa.ca</a>	3569
Technologist James Law	<a href="mailto:jlaw@uottawa.ca">jlaw@uottawa.ca</a>	3810
Faculty of Graduate and Postdoctoral Studies	<a href="mailto:grad.info@uOttawa.ca">grad.info@uOttawa.ca</a>	613-562-5742
Graduate Students' Association of the University of Ottawa (GSAÉD)	<a href="mailto:info@gsaed.ca">info@gsaed.ca</a>	613-562-5935

**Professorial staff**

Persons listed below can be reached by dialing 613-562-5800 followed by the extension number.

<b>Name</b>	<b>Office number</b>	<b>Email</b>	<b>Extention</b>
Yehonatan Berick	PRZ 410	yberick@uOttawa.ca	3987
Lori Burns	PRZ 315	laburns@uOttawa.ca	3435
David Currie	PRZ 423	dlcurrie@uOttawa.ca	3334
Murray Dineen	PRZ 311	pdineen@uOttawa.ca	3818
Laurence Ewashko	PRZ 314	lewashko@uOttawa.ca	3821
David Jalbert	PRZ 406	djalbert@uOttawa.ca	3418
Paul Marleyn	PRZ 425	pmarleyn@uOttawa.ca	3327
Christopher Moore	PRZ 312	christopher.moore@uOttawa.ca	3568
Dillon Parmer	PRZ 305	dparmer@uOttawa.ca	3531
Julie Pedneault-Deslauriers	PRZ 304	jpgedneau@uOttawa.ca	1408
Roxane Prevost	PRZ 313	rprevost@uOttawa.ca	3455
Christiane Riel	PRZ 402A	criel@uOttawa.ca	3423
Andrew Tunis	PRZ 405	atunis@uOttawa.ca	3357
Michael van der Sloot	PRZ 424	mvanders@uOttawa.ca	3812

## **Academic Information**

### **Program requirements - Masters in Music - performance**

Upon admission to our programs, students are held by the program requirements that are in place for the year in which they have been admitted. See the link below for the program requirements for MMus students:

<http://catalogue.uottawa.ca/en/graduate/master-music/>

### **Language Requirement**

Within their first year of study, MMus students must demonstrate proficiency in their second official language. Language proficiency can be demonstrated in one of the following ways:

- Successful completion of one ESL or FLS course at their level as evaluated by the Official Languages and Bilingualism Institute's online Placement Test. International students who speak neither French nor English as their first language, and who have never studied the second official language must register for FLS1510 (students studying in the English stream) or ESL1112 (students studying in the French stream).
- A score of 50% or better on the University of Ottawa Language Proficiency Test.
- Previous academic experience in the second language, defined as one of the following:
  - ✓ Successful completion (grade of B or better) of ESL2112 or FLS2512, or a higher-level course, at the University of Ottawa
  - ✓ Successful completion (grade B or better) of a course deemed equivalent to ESL2112 or FLS2512, or a higher-level course, at another University
  - ✓ The course must have been completed in the last eight years to be used to demonstrate proficiency.
  - ✓ Requests for exemptions can be made by completing and submitting the online exemption request form at: <https://web5.uottawa.ca/www3/ilob/forms/SchoolOfMusic/Testexceptionrequestform.php>

### **Residency Requirement**

Residence is defined as the period in which the student is registered full-time at the University of Ottawa. See the requirements of full-time graduate student status (section C – 1.) in the General Regulations of the Faculty of Graduate and Postdoctoral Studies at <http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=2&session=20155>. The residency is completed at the beginning of the program. All exceptions must be approved by the FGPS.

The residence requirements for the master's program are three sessions.

## **Suggested Course sequence**

Based on the program requirements, the standard sequence of courses for MMus students is as follows:

	<b>Fall Semester</b>	<b>Winter Semester</b>	<b>Spring / Summer</b>
<b>First Year</b>	<b>Compulsory Courses</b> <b>MUS5900</b> (Introduction to Musical Research)  <b>MUS6900</b> (Applied Music I)  <b>Elective Courses</b> <b>MUSxxxx</b> (elective)	<b>Compulsory Courses</b> <b>MUS6901</b> (Applied Music II) <b>Compulsory Optional Course</b> <b>MUSxxxx</b>  <b>MUS7996</b> (Recital I) <b>MUS7998</b> (Recital Defence)  <b>Elective Courses</b> <b>MUSxxxx</b> (elective)	Leave of Absence
<b>Second Year</b>	<b>Compulsory Courses</b> <b>MUS6902</b> (Applied Music III)  <b>Elective Courses</b> <b>MUSxxxx</b> (elective)	<b>Compulsory Courses</b> <b>MUS6903</b> (Applied Music IV)  <b>MUS7997</b> (Recital II)  <b>Elective Courses</b> <b>MUSxxxx</b> (elective)	
<p><b>** This document only constitutes a general model; it is the student's responsibility to be aware of the academic requirements, procedures and regulations that pertain to them.</b> Academic Regulations are available online at: <a href="http://www.grad.uottawa.ca/Default.aspx?tabid=1807">http://www.grad.uottawa.ca/Default.aspx?tabid=1807</a> . Program requirements are available online at: <a href="http://www.grad.uottawa.ca/Default.aspx?tabid=4813&amp;page=SubjectDetails&amp;Kind=M&amp;SubjectId=196&amp;Archive=2015">http://www.grad.uottawa.ca/Default.aspx?tabid=4813&amp;page=SubjectDetails&amp;Kind=M&amp;SubjectId=196&amp;Archive=2015</a></p>			

## **Registration procedures**

Please visit: <https://www.uottawa.ca/graduate-studies/students/enrollment>

## **Registration rule regarding continuous activities**

Through the course of their program, MMus students are required to complete 2 recitals and a Recital Defence. These courses are continuous activities, which require students to maintain their registration to these activities, for each term, until they have met the requirements (until students have completed the recital or recital defence).

The School of Music does not offer courses during the summer term. Students, who have not successfully completed their Recital I (MUS7996), Recital II (MUS7997) and/or Recital Defence (MUS7998) by the end of the winter term, must request a leave of absence for the summer term.

A leave of absence must be requested as a "service request" (see section on Service requests, below).

Failure to complete a leave of absence form for the summer term (if the student has not completed the requirements for which they are registered) will result in their file being closed by the Faculty of Graduate and Postdoctoral Studies.

### **Important academic dates and deadlines**

Please consult the following link for specific deadlines regarding registration, tuition fee payment, services, etc.

<http://www.registrar.uottawa.ca/Default.aspx?tabid=2671>

### **Rules and Regulations governing graduate students**

The following sections of this guide outline the rules and regulations that apply to students registered in a graduate program. A series of links are intended to offer clear and concise information pertaining to the following:

- a. your status;
- b. registration (requirements, procedures);
- c. finances (tuition fees and scholarships);
- d. time limits;
- e. grades (grading system, appeals, deferrals);
- f. withdrawal;
- g. graduation

It is important that students be aware of these rules and regulations as they will be applied throughout their program. The general regulations can be found at the following link:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=3&session=20155>

Should any information be unclear or should you have any questions about these regulations, please feel free to consult the academic assistant for graduate students for the School of Music at [artsgrad@uottawa.ca](mailto:artsgrad@uottawa.ca)

### **Rules and Regulations governing Recital and Recital Defence**

Students must complete two recitals (MUS 7996 and MUS 7997) as part of their degree requirements. The repertoire will be chosen by the teacher in consultation with the student. The sector coordinator in consultation with the teacher is responsible to find members for the recital juries. Recitals will be evaluated as “Satisfactory” or “Not Satisfactory”

### **Recital Evaluation Policy**

- a) For Recital I or Recital II, a mark of 75% or above is considered to be a Pass (S), and the student will be considered to have met the recital requirements of the MMUS curriculum without any restrictions.



- b) For Recital I, a mark of 65% to 74% will be considered to have passed, but the student will not be allowed to continue in the second year of graduate study. The student may appeal this decision and ask for a second hearing. The jury will then defer evaluation of that performance and will submit a request for a second hearing date to be determined in consultation with the Student, the Teacher and the Director of Performance Studies. The jury will make a recommendation to the Director of Performance Studies as to whether the repertoire should be repeated or replaced. Final decision will be made by the Director of Performance Studies in consultation with the Teacher and the Student. Whenever possible, the jury for the second hearing should be the same as the jury for the first hearing. Should the second hearing be deemed satisfactory as described in article “a”, the student will be allowed to continue in the program without restrictions. Any additional costs related to the preparation of the second attempt that are incurred by the student will be the sole responsibility of the student. If a second hearing must take place, it is the student’s responsibility to ensure proper registration to the term at which the second hearing will take place.
- c) For Recital II, a student receiving a mark of 65% to 74% will be entitled to the same appeal process as described in article “b” above. Should the second hearing be deemed satisfactory as described in article “a”, the student will be considered to have successfully completed the recital requirement.
- d) For Recital I or Recital II, a mark below 65% will be considered as Non-Satisfactory (NS). The recital requirement will not have been met, and there will be no second hearing.
- e) In all cases, the Chair of the recital jury will forward the marks (S/NS/%) to the Graduate Academic Assistant and the relevant applied music teacher who will share the marks with the student.

### **Recital booking procedure**

To ensure the availability of recital halls and jury members, blocks of suitable recital dates and times are coordinated by the various Sector Coordinators in consultation with the Coordinator of Cultural Activities. Then the Sector Coordinator responsible for each instrument group will allocate the recital slots as deemed appropriate in the sector. This will vary from sector to sector and may involve a sign-up sheet for students or the assignment of dates to them. Once dates are assigned (the process is normally completed before the end of the first semester), students are invited to meet with one of the Recital Assistants to confirm the recital details and to discuss any special needs or question that may arise.

For printed programmes, the student is responsible to send the appropriate request form to the office of the Coordinator of Cultural Activities. Forms are available via e-mail or at the School’s main office. These forms must be received by the Coordinator of Cultural Activities at least three weeks prior to

the recital for translation and printing. If a program is not received by the three week deadline, students then become responsible for producing their own programs in sufficient quantities for the recital.

It is the responsibility of the student to obtain keys for rooms and pianos if dress rehearsals are scheduled for weekends or when the office is closed.

## **Recital Deferrals and postponement**

### **Official Deferral**

Any deferrals of a recital will be based on the Faculty of Graduate and Postdoctoral Studies General Regulations Section E – 10:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msld=6&session=20155>

### **Recital Postponement Policy**

Once the recital date has been determined, if the student's applied professor believes that exceptional circumstances necessitate a postponement, this professor will be required to submit and sign a letter outlining the particular circumstances to the Director of Performance Studies. After consulting with the applied professor, the Director of Performance Studies will render a decision on a date by which the postponed recital must be performed. That date will be agreed upon by the teacher and the student. Students should note that they must register and pay the necessary fees for the semester in which the postponed recital takes place.

### **Performance Management**

When a student enters the MMUS Performance program, it is with the understanding that Performance Anxiety is a concern for all performers. The School of Music will not make any special accommodations for unsatisfactory results due to performance anxiety. Coping with performance anxiety is an integral and important part of the learning process.

### **Recital Defence**

The recital defence (MUS 7998) will consist of an oral presentation on one of the student's recital programs. This presentation will be given in sessions held around or during the exam period in the fall and winter semesters, and will be evaluated by the Director of Performance and two additional faculty members. The student will be required to present research on topics related to their recital program (whether or not it has already been performed), as one would when addressing an audience of educated musicians attending the recital. The presentations will be 10 minutes in length and may focus on any aspect of the music the student chooses to highlight, whether historical, analytical, or having to do with instrumental or vocal characteristics. The presentation may cover the entire program or focus on only one or a few pieces. Presentations will be evaluated on both content and delivery. Following the oral presentation, there will be a 5-minute question period. If, based on the quality of the content and of the delivery, the presentation is deemed successful by the committee; the student will receive a grade of "Pass" for MUS 7998. If not, he/she will be required to redefend at the following examination period and re-register for the following terms. Students should complete

the defence requirement by April of their first year of study. The Director of Performance Studies will schedule the recital defences.

### **Service Requests**

Service requests are electronic requests submitted via VirtuO by graduate students to their supervisors or faculty.

There are currently nineteen (19) types of service requests. The following table displays the 19 different types of service requests, their purposes, when they are submitted and what form needs to be added as an attachment as part of the process.

<b>Service Request types</b>
<p><b>1. Add a new supervisor*</b></p> <p><b>Purpose:</b> Add a new supervisor to oversee the thesis and research.</p> <p><b>When to submit:</b></p> <ul style="list-style-type: none"> <li>• <b>Master's:</b> At the end of the second term</li> <li>• <b>PhD:</b> At the end of the third term</li> </ul> <p><b>Form to attach:</b> N/A</p> <p><b>Important:</b> This Service Request should be the first that the student completes. It is important to select the <b>Primary</b> checkbox when adding the primary supervisor in order for him or her to receive future service requests, and to complete the <b>Reg. supervisor confirmation</b> Service Request after completing this request.</p> <p>* This Service Request must be submitted through the <b>Candidate Center</b>. See the Candidate Center application and tutorial on the uoZone Application tab.</p>
<p><b>2. Reg. supervisor confirmation</b></p> <p><b>Purpose:</b> Confirm the supervisor who will oversee the thesis and research.</p> <p><b>When to submit:</b> After the <u>Add a new supervisor</u> Service Request.</p> <p><b>Form to attach:</b> N/A</p> <p><b>Important:</b> This Service Request must be completed after the <b>Add a new supervisor</b> service request in order for the supervisor to confirm.</p>
<p><b>3. Modify or delete a supervisor</b></p> <p><b>Purpose:</b> Remove a supervisor or modify information for an existing one.</p> <p><b>When to submit:</b> N/A</p> <p><b>Form to attach:</b> N/A</p> <p><b>Important:</b> Use the Comment box of the Service Request to specify what modification you would like to make.</p>

<b>Service Request types</b>
<p><b>4. Progress report</b></p> <p><b>Purpose:</b> Update progress on the thesis/research.</p> <p><b>When to submit:</b> End of second semester of enrolment.</p> <p><b>Form to attach:</b> <a href="#">Annual Research Progress Report</a> (PDF)</p>
<p><b>5. Plan of study</b></p> <p><b>Purpose:</b> Submit if required by your department or faculty.</p> <p><b>When to submit:</b> As required by milestone.</p> <p><b>Form to attach:</b> N/A</p>
<p><b>6. Milestones and objectives</b></p> <p><b>Purpose:</b> Monitor progress in between progress reports.</p> <p><b>When to submit:</b> As required by professor.</p> <p><b>Form to attach:</b> N/A</p> <p><b>Important:</b> Use the Comment box of the Service Request to specify the objective you are completing.</p>
<p><b>7. Exception 10-hour rule</b></p> <p><b>Purpose:</b> Request approval to work outside of the University for more than 10 hours a week.</p> <p><b>When to submit:</b> As required.</p> <p><b>Form to attach:</b> <a href="#">Request for an Exception to the 10-Hour Rule</a> (PDF)</p>
<p><b>8. Add a thesis title*</b></p> <p><b>Purpose:</b> Add thesis title/research topic.</p> <p><b>When to submit:</b></p> <ul style="list-style-type: none"> <li>• <b>Master's:</b> At the end of the second term</li> <li>• <b>PhD:</b> At the end of the third term</li> </ul> <p><b>Form to attach:</b> N/A</p> <p>* This Service Request must be submitted through the <b>Candidate Center</b>. See the Candidate Center application and tutorial on the uoZone Application tab.</p>
<p><b>9. Modify a thesis title*</b></p> <p><b>Purpose:</b> Change thesis title/subject.</p> <p><b>When to submit:</b> As required.</p>

<b>Service Request types</b>
<p><b>Form to attach:</b> N/A</p> <p>* This service request must be submitted through the <b>Candidate Center</b>. See to the Candidate Center application and tutorial on the uoZone Application tab.</p>
<p><b>10. List of exam. for thesis eval.</b></p> <p><b>Purpose:</b> Submit list of examiners for thesis evaluation and defence.</p> <p><b>When to submit:</b> One month prior to submitting thesis.</p> <p><b>Form to attach:</b> <a href="#">List of Examiners for the Evaluation of the Thesis</a> (PDF)</p>
<p><b>11. Submission of thesis for eval.</b></p> <p><b>Purpose:</b> Submit the thesis for evaluation.</p> <p><b>When to submit:</b> When thesis is ready to be submitted.</p> <p><b>Form to attach:</b> N/A</p>
<p><b>12. Decision to proceed to defence</b></p> <p><b>Purpose:</b> Confirms decision to proceed to defence.</p> <p><b>When to submit:</b> Within five days of receipt of the evaluation report.</p> <p><b>Form to attach:</b> N/A</p>
<p><b>13. Decision not to proceed to defence</b></p> <p><b>Purpose:</b> Confirms decision to not proceed to defence.</p> <p><b>When to submit:</b> Within five days of receipt of the evaluation report.</p> <p><b>Form to attach:</b> N/A</p>
<p><b>14. Appr. final version of thesis</b></p> <p><b>Purpose:</b> Confirm the corrections to the thesis have been made and that the thesis is ready to be submitted to the library.</p> <p><b>When to submit:</b> After thesis defence, by the deadlines prescribed in the regulation.</p> <p><b>Form to attach:</b> N/A</p>
<p><b>15. Submission of contract TTBE</b></p> <p><b>Purpose:</b> When the thesis is considered confidential.</p> <p><b>When to submit:</b> At the same time as <b>Submission of thesis for eval.</b></p> <p><b>Form to attach:</b> Visit <a href="http://research.uOttawa.ca">research.uOttawa.ca</a>.</p>
<p><b>16. Leave of absence</b></p>

Service Request types
<p><b>Purpose:</b> Request a leave of absence (LOA) from the program.</p> <p><b>When to submit:</b> As required.</p> <p><b>Form to attach:</b> <a href="#">Request for Leave of Absence</a> (PDF)</p>
<p><b>17. Deferred mark</b></p> <p><b>Purpose:</b> To obtain an extension for submission of a final grade.</p> <p><b>When to submit:</b> As required.</p> <p><b>Form to attach:</b> <a href="#">Request for a Deferred Mark</a> (PDF)</p>
<p><b>18. Extension of the time limit</b></p> <p><b>Purpose:</b> Extend the time limit to complete the program.</p> <p><b>When to submit:</b> At least one month before the student's time limit.</p> <p><b>Form to attach:</b> <a href="#">Request for Extension of the Time Limit to Complete the Requirements of a Graduate Degree</a> (PDF)</p>
<p><b>19. Modification or cancellation of registration</b></p> <p><b>Purpose:</b> Change the Academic Program/Plan, change the classification (part-time/full-time) or withdraw from the program.</p> <p><b>When to submit:</b> As required.</p> <p><b>Form to attach:</b> <a href="#">Modification/Cancellation of Registration (Graduate Studies)</a></p>

For assistance, contact [artsgrad@uottawa.ca](mailto:artsgrad@uottawa.ca)

### **International Students**

The International Office is located at 538 King Edward Avenue, tel. 613-562-5847.

For student services, see:

<https://international.uottawa.ca/en/study-at-uottawa/current-students/student-services>

For official dates and regulations, see:

<https://international.uottawa.ca/en/study-at-uottawa/current-students/dates-regulations>

For documents (Government, including Revenue Canada, permits, visas, health services, etc) see:

<https://international.uottawa.ca/en/study-at-uottawa/current-students/obtain-permits-visas>

### **Language rights of students**

- a) All students have the right to use French or English in their dealings with the central administration and the general services of the University, as well as with the administration of the faculty or school in which they are registered.
- b) All students have the right to require that a course in which they are registered shall be given in the language used to describe the course in the current calendar.
- c) Except in language courses and courses in Français and English, all students have the right to produce their work and to answer examination questions in the official language of their choice.
- d) The faculty recognizes that, for academic reasons, students may be required to read some of their course material in French in a course given in English, and vice-versa.
- e) Except in cases justified by the nature of the course, students must produce their work and answer examination questions either in English or in French, this being an essential component of education at the University of Ottawa.

### **Academic fraud and research ethics**

On research ethics and intellectual property see:  
[www.etudesup.uOttawa.ca/Default.aspx?tabid=1378](http://www.etudesup.uOttawa.ca/Default.aspx?tabid=1378)

### **Work-Study Program**

You may also be interested in participating in the **Work-Study** program. Participants must be Canadian citizens or permanent residents; a limited number of positions are also available to international students subject to the availability of funds. More information about the work-study program can be found at:

<http://www.registrar.uottawa.ca/Default.aspx?tabid=2654>

### **Awards and scholarships**

The best way to find the scholarships for which you may be eligible is to build a personal profile with the Financial Aid and Awards office. Click on the link mentioned below, and choose "*Online Scholarships and Bursaries*". The search engine will screen the system and pull out the list of scholarships for which you qualify given your particular profile.

<http://www.grad.uottawa.ca/Default.aspx?tabid=1458>

The FGPS has prepared an excellent presentation about awards. We strongly urge all of you to attend one of these very informative sessions. Please consult their website at the link mentioned above to find out about the schedule of these sessions for the upcoming year.

### **School of Music Scholarships**

Please consult the School of Music's Financial Aid and Awards page for more funding opportunities offered by the School of Music. Please note that the application process is done through the 'Online

Scholarships and Bursaries' portal in the 'Finance' section of your uoZone account. The application steps are clearly outlined in the scholarship navigator you will find in this portal:

<http://www.music.uottawa.ca/financial-aid/index.html>

### **Financial Aid**

Financial Aid and Awards Service at the University: 55 Laurier Ave East, Room 3156. For details see: [www.loansandawards.uOttawa.ca/Default.aspx?tabid=2654](http://www.loansandawards.uOttawa.ca/Default.aspx?tabid=2654)

For online application for scholarships and bursaries see:

<https://web3.uOttawa.ca/bel/en/BELv2Main.jsp>

The Graduate Students Association of the University of Ottawa (GSAÉD) offers two different types of financial support programs: some are directed towards individual students, while others are directed towards special projects led by graduate student groups. Click on the appropriate link for more details or visit the GSAED website: [www.gsaed.ca](http://www.gsaed.ca)

CUPE 2626 represents all teaching assistants, research assistant, markers, lab demonstrators, proctors, and soft funded research bursary holders. Financial assistance details may be found at <http://2626.cupe.ca/rights/financial-aid-fund/>

The Association of Part-time Professors of the University of Ottawa (APTPUO) offers awards, bursaries, conference travel grants, publication grants. See

<http://www.aptpuo.ca/en/faq/grants/student-bursaries>

### **Teaching and research assistantships, part-time teaching:**

Although priority is given to University of Ottawa admission scholarship holders, some academic units may nevertheless award assistantships to other full-time students based on the availability of funds.

Students who are employed as teaching assistants, research assistants, markers, proctors, lab monitors, and demonstrators are represented by CUPE (Canadian Union of Public Employees, Local 2626) and are governed by the regulations set out in their Collective Agreement and/or by the Association of Part time Professors of the University of Ottawa. [www.cupe2626.ca](http://www.cupe2626.ca) and/or <http://www.aptpuo.ca/en>

### **The 10-hour rule**

Please note that the FGPS considers that a full-time graduate student should not work more than 10 hours per week (both inside and outside the university). Please refer to the General Regulations of FGPS C 1.3 **Full time status and paid employment** for details:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msId=3&session=20155>

This is in agreement with the OCGS official policy on employment for full-time graduate students:

<http://cou.on.ca/policy-advocacy/graduate-education/policy>

This applies to paid work that is not related to the thesis. No student will be permitted to work beyond the 10 hour limit without the express written permission of the Dean of the FGPS.



However, the 10 hour rule does not apply to Soft Funded Scholarships or Soft Funded Research Bursaries.

See Policy 110a:

[web5.uOttawa.ca/admingov/policy\\_110a.html](http://web5.uOttawa.ca/admingov/policy_110a.html)

The 10 hour rule also applies to those cases where a promise for a TA or RA position was made to a student as part of the admission package. If the student already has a part-time job outside the university, the academic unit cannot give a RA or TA position that would lead to violation of the 10-hour rule; if the student chooses to keep his/her part-time external job, the academic unit promises are considered satisfied since the external revenues of the student become de facto the matching contribution.

If the work (outside or inside the university) is directly or indirectly related to the thesis, please refer to the FGPS regulation C.1.4:

[www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription](http://www.grad.uOttawa.ca/Default.aspx?tabid=1807&monControl=Inscription)

In such cases, the Dean of the FGPS can allow a student to exceed the 10 hour limit. Even full-time jobs outside the university may be allowed in exceptional cases (however, please note that in this case, no RA or TA will be allowed since the student already has a full-time job).

Article 31.1 also provides that

“Except in exceptional circumstances, no Employee shall be required to work more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks.”

This article does not supersede the average 10 hours a week maximum average. Therefore in determining the total number of hours of each assignment, departments should be careful that:

- sufficient hours are provided and remain at the end of the term for purposes of correction;
- the hours allocated will not exceed more than twenty-five (25) hours in a single week, and no Employee shall be required to work more than a total of forty (40) hours in any period of two consecutive weeks for the period required to correct assignments or exams;
- departments may need to re-evaluate the total number of hours to be allocated in contracts in order to ensure that sufficient resources remain to provide correction contracts for the hours that would exceed either the 25 hours a week or the 40 hours over two weeks provision of the collective agreement.

Should you need to discuss further, please contact Academic Labour Relations at extension 1552 or by email at [hracad@uOttawa.ca](mailto:hracad@uOttawa.ca).

Below, you will find the procedure to request an exception to the 10-hour rule:

<http://www.grad.uottawa.ca/Default.aspx?tabid=4830>

## **Student associations**

Students are automatically members of the Graduate Students' Association (GSAED), which is composed of the graduate associations of the various academic units at the University of Ottawa. Among the benefits of membership in the GSAED are access to health and dental insurances plans, a free International Student Identity Card, and conference travel grants. Complete details about the GSAED's services and benefits may be found at: [www.uottawa.ca/gsaed](http://www.uottawa.ca/gsaed).

## **Insurance**

Full-time graduate students are automatically included in the GSAÉD health and dental insurance plan. Part-time students may join the plan, and all students may purchase additional coverage for a spouse and family members by filling out the opt-in form. Further information on the benefits can be found on the GSA website.

<http://www.uottawa.ca/gsaed/eng/insurance.htm/>

## **Graduate Music Student's Association (GMSA):**

Graduate music students share an office space in Pérez 213 (ext. 3608). Students may obtain a key at the main office.

## **E-Mail List**

Graduate students should send a message to the address below to subscribe to the graduate music student list. This list provides a forum to send information relevant to graduate students.  
[gmsa.aedm@gmail.com](mailto:gmsa.aedm@gmail.com)

## **Graduate Music Student Association Symposium**

The Graduate Music Student Association organises a symposium in the winter semester as a forum for current graduate music students to promote and share their research. A call for submissions is sent to the GMSA list in the fall semester.

## **Student services**

For the complete range of student services available, including associations, athletics, clubs, parking, health, housing, bookstore, see: [www.uOttawa.ca/students/](http://www.uOttawa.ca/students/)

## **Collaborative Pianists**

The School of Music does not provide collaborative pianists for lessons, recitals, studio classes or juries. The costs associated with a collaborative pianist are the responsibility of the student. Please see a suggested list of some accompanists recommended by the School of Music:

<http://arts.uottawa.ca/music/programs/performance/strings>

## **Concerto Competition**

All full-time students of the School of Music are eligible to compete in the annual Concerto Competition. Winners of the competition are ineligible to compete again during a given degree

program. Competitors will be judged on the basis of performance excellence. Consideration will be given to those who prepare and present a complete work, and to those performing from memory. The comparative difficulty between works presented may be a factor in the jury's decision

### **Masterclass Series**

Each year, the School of Music holds masterclasses for undergraduate and graduate students. These events are free to students in the School. One pager with the schedule of masterclasses are available at the main office.

### **Lecture Series**

Each year, the School of Music holds a lecture series where leading music scholars in the fields of musicology, music theory, and piano pedagogy research are invited to present their current research. These events are free to the public. One pager with the schedule of lectures are available at the main office.

### **Useful Web links**

ACADEMIC WRITING HELP CENTRE (GRADUATE STUDENTS)

<http://www.sass.uottawa.ca/writing/graduates.php>

FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

<http://www.grad.uottawa.ca/Default.aspx?tabid=1406>

GRADUATE STUDENT ASSOCIATION

<http://www.uottawa.ca/gsaed/index.html>

MUSIC SOCIETIES

American Musicological Society (AMS)

<http://www.ams-net.org/>

Canadian University Music Society

<http://www.cums-smuc.ca/>

International Association for the Study of Popular Music (IASPM)

<http://www.iaspm.net/>

Society for Music Theory (SMT)

<http://www.societymusictheory.org/>

TEACHING AND LEARNING SUPPORT SERVICE

<http://www.tlss.uottawa.ca/index.php?lang=en>

*SERVICE D'APPUI À L'ENSEIGNEMENT ET L'APPRENTISSAGE*

[http://www.saea.uottawa.ca/index.php?lang=fr\\_FR](http://www.saea.uottawa.ca/index.php?lang=fr_FR)

## **Responsibilities of the student**

The University of Ottawa is committed to assisting students achieve their goals in regards to academic success. To this end, the University has put into place a support network to help throughout a student's studies; however, students must assume certain responsibilities. They must

- choose a program of study best suited to their personal goals and plan course selections that will satisfy the requirements of their chosen program;
- register, re-register, or withdraw prior to the published closing dates.
- pay, within the prescribed deadlines, any fees associated with their program of study. The fees accruing from registration remain due unless the student withdraws in writing by the deadline.
- attend classes;
- understand what constitutes academic fraud and plagiarism;
- consult academic advisors, whose role is to help students reach their academic goals and to provide guidance in the interpretation of academic regulations and program requirements;
- become familiar with, and respect sessional dates, academic regulations, and procedures;
- be familiar with the regulations of their program and of the applicable regulations of the Faculty of Graduate and Postdoctoral Studies.
- be aware of and meet deadlines for assignments, scholarship applications, and all other important deadlines.
- maintain clear lines of communication with the administration of the program and keep frequently in touch with the thesis supervisor(s).
- convey any change of status (e.g. illness, withdrawal, etc) to the proper authority (e.g. chair or program director) as soon as possible.
- adhere to the 10-hour rule concerning employment (see Item 28, above);
- apply for Teaching Assistant positions; they are not automatically considered for them;
- CUPE: <https://erp-forms.uottawa.ca/uohmsweb/cupe.aspx?lang=en>
- APTPUO: <https://web30.uottawa.ca/v3/uohmsweb/aptpuo.aspx?lang=en>
- comply with instructions from individuals of the University concerning safety and security in certain classes and laboratories;
- regularly consult InfoWeb to confirm registration, final grades and grade reports produced at the end of each session;
- respect the policy on computer and network use;
- regularly consult their e-mail at the address assigned (@uOttawa.ca), which the University will use in all communications with students;
- consult with Access Services in order to make any necessary accommodations for special needs based on established policies;
- conduct themselves in a manner that respects the rights of other members of the University community, the regulations and protocol of the University, and the laws of Canada

**SCHOOL OF MUSIC  
GRADUATE STUDIES  
50 University Private  
Ottawa, Ontario K1N  
6N5**

**613-562-5733**

**Fax: 613-562-5140**

**[www.music.uottawa.ca](http://www.music.uottawa.ca)**

**Office of Graduate Studies, Faculty of Arts  
55 Laurier Avenue East, 8<sup>th</sup> floor  
Ottawa, Ontario  
613-562-5439**

**Academic Assistant for Graduate Studies, School of Music:  
[artsgrad@uottawa.ca](mailto:artsgrad@uottawa.ca)**