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

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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.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of the School of Music</td>
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<td>3435</td>
</tr>
<tr>
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<td>3610</td>
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<tr>
<td>Lise Desjardins</td>
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<td>613-562-5733</td>
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<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Room 8159</td>
<td></td>
<td></td>
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<tr>
<td>Hali Krawchuk</td>
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<td></td>
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<td>3810</td>
</tr>
<tr>
<td>James Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Graduate and Postdoctoral Studies</td>
<td><a href="mailto:grad.info@uOttawa.ca">grad.info@uOttawa.ca</a></td>
<td>613-562-5742</td>
</tr>
<tr>
<td>Graduate Students’ Association of the University of Ottawa (GSAÉD)</td>
<td><a href="mailto:info@gsaed.ca">info@gsaed.ca</a></td>
<td>613-562-5935</td>
</tr>
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</table>
**Professorial Staff**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Office number</th>
<th>Email</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
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</tr>
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<td>Julie Pedneault-Deslauriers</td>
<td>PRZ 304</td>
<td><a href="mailto:jpedneau@uOttawa.ca">jpedneau@uOttawa.ca</a></td>
<td>1408</td>
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<tr>
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<td>PRZ 313</td>
<td><a href="mailto:rprevost@uOttawa.ca">rprevost@uOttawa.ca</a></td>
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<tr>
<td>Christiane Riel</td>
<td>PRZ 402A</td>
<td><a href="mailto:criel@uOttawa.ca">criel@uOttawa.ca</a></td>
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<tr>
<td>Andrew Tunis</td>
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<td><a href="mailto:atunis@uOttawa.ca">atunis@uOttawa.ca</a></td>
<td>3357</td>
</tr>
</tbody>
</table>
Academic Information

Program Requirements - Master of 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:

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
  - Successful completion of a content course in the second language
  - 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:

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&msId=2&session=2015. 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:

<table>
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<th>Winter Semester</th>
<th>Spring / Summer</th>
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<tr>
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<td>Compulsory Courses</td>
<td>Compulsory Courses</td>
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<tr>
<td></td>
<td>MUS5900 (Introduction to Musical Research)</td>
<td>MUS6901 (Applied Music II)</td>
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<td>MUS6900 (Applied Music I)</td>
<td>Compulsory Optional Course</td>
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<tr>
<td>Elective Courses</td>
<td>MUSxxxx (elective)</td>
<td>MUSxxxxx</td>
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<td></td>
<td>MUS7996 (Recital I)</td>
<td>MUS7998 (Recital Defence)</td>
<td></td>
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<tr>
<td></td>
<td>MUSxxxx (elective)</td>
<td>Elective Courses</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td>Compulsory Courses</td>
<td>Compulsory Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUS6902 (Applied Music III)</td>
<td>MUS6903 (Applied Music IV)</td>
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<tr>
<td>Elective Courses</td>
<td>MUSxxxx (elective)</td>
<td>MUS7997 (Recital II)</td>
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<tr>
<td></td>
<td>MUSxxxx (elective)</td>
<td>Elective Courses</td>
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**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.** Academic Regulations are available online at: [http://www.grad.uottawa.ca/Default.aspx?tabid=1807](http://www.grad.uottawa.ca/Default.aspx?tabid=1807). Program requirements are available online at: [http://www.grad.uottawa.ca/Default.aspx?tabid=4813&page=SubjectDetails&Kind=M&SubjectId=196&Archive=2015](http://www.grad.uottawa.ca/Default.aspx?tabid=4813&page=SubjectDetails&Kind=M&SubjectId=196&Archive=2015)

**Registration Procedures**

Students are required to complete their registration, using Rabaska, the online registration tool. *It is the students’ responsibility to be aware of their program requirements and to register to the appropriate courses.*

In order to better assist students in completing registration, a Step by Step Registration Guide for Graduate Students is available at: [http://www.grad.uottawa.ca/Default.aspx?tabid=3316](http://www.grad.uottawa.ca/Default.aspx?tabid=3316)


Any special requests for course selection must be submitted at least 2 months prior to the start of the term. Please consult the academic assistant at artsgrad@uottawa.ca for further details.

Students can consult the timetable for a complete listing of all available courses at the following: [https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx](https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx)
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.

The leave of absence form can be found at the following:

http://www.grad.uottawa.ca/Portals/29/forms/esup5222_E.PDF

The document must be signed by your Applied Music professor, the Director of Performance Studies as well as the Director of Graduate Studies and must be submitted to the Academic Assistant before the end of the winter term. In the “Reason for interruption of studies” section, it should be noted that no courses are offered during the summer term for MMus students.

It will be the student’s responsibility to register to the course for the fall term.

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.


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 master's program. The general regulations can be found at the following link:

http://www.grad.uottawa.ca/Default.aspx?tabid=1807&msId=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

**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:

**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 defense (MUS 7998) will consist of an oral presentation related to 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 Studies and two additional faculty members.

Before beginning the defence, the recitalist will submit three (3) copies of the outline of the presentation to the panel. The student will be required to list the recital repertoire (whether or not it has already been performed) as one would when addressing an audience of educated musicians attending the recital. The presentation will be no less than 10 but not more than 15 minutes in length and may focus on any aspect of the music one 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 of the pieces. Presentations will be evaluated on both content and delivery. Handouts of musical examples and score availability during the defence are highly recommended to further strengthen the presentation.

Topical approaches would include, but not be limited to, the following examples:

- Explanation/justification of the theme for the recital, if there is one.
- Structural or paradigmatic analysis of one of the works.
- Explanation of the process used in the selection of material and whether there was a specific goal, like focusing on a new (to the student) composer, style or era.
- Discussion of techniques/special effects required in the music that are outside of the norm; of their notation; of the difficulties involved in learning these techniques; of the musical impact of these effects.
- Discussion of the relationship between the theme of the recital (or a piece on the recital) and the composer’s personal life.
- Possible interrelationship of life experiences between the composers represented on the recital program; how this is reflected in the compositions?
- In the case of early music, discussion/justification of the decisions related to performance practice.

Following the oral presentation, there will be a question period of approximately 5 minutes during which the committee will ask questions arising from the presentation. If the presentation and question period are deemed successful by the committee, based on the quality of the content and delivery, the student will receive a grade of “Pass” for MUS 7998. If it is deemed to not be successful by the committee, the student will be required to redefend at a later date.
It is crucial that the student continue to register for the Recital Defence until such time as they receive a “Pass”. Therefore, it is recommended that the student should complete the defence requirement by April of their first year of study.

The Director of Performance Studies will schedule the recital defences in consultation with the students and relevant applied music teachers.

**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](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](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](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**


**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:

**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.

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:

**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

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

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](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:


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](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:


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.

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


Insurance

Full-time graduate students are automatically included in the GSAED 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/

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.

Graduate Music Students’ 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

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/

**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 pagers 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 pagers 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

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

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

**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;
• 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

**List of Forms**

Click on the titles to access the forms:

- Annual research progress report
- Course attendance form
- Graduate registration
- Letter of permission for transfer of credits
- Modification / Cancellation of registration
- Registration of thesis topic and/or Appointment of research/thesis supervisor
- Request for a deferred mark
- Request for diploma and registration for degree
- Request for exception to the 10-hour rule
- Request for extension of the time limit to complete the requirements of a graduate degree
- Request for leave of absence
SCHOOL OF MUSIC
GRADUATE STUDIES
50 University Private
Ottawa, Ontario
K1N 6N5
613-562-5733
Fax: 613-562-5140
www.music.uottawa.ca

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

Academic Assistant for Graduate Studies, School of Music: artsgrad@uottawa.ca