

Graduate Studies Handbook for Students and Supervisors

MASTER OF MUSIC (MMUS)

School of Music



uOttawa

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INTRODUCTION

This handbook contains current information pertinent to the MMus in music. It does not replace the calendar of the Faculty of Graduate and Postdoctoral Studies. 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

Director of Performance

dparmer@uottawa.ca

Music Academic Officer

artsgrad@uottawa.ca

Graduate Academic Secretariat - Faculty of Arts

Desmarais Building, 55 Laurier Ave. East, 8th Floor

613-562-5439

Graduate Students' Association of the University of Ottawa (GSAÉD)

613-562-5935

info@gsaed.ca

DEGREE REQUIREMENTS – MMUS (PERFORMANCE)

PROGRAMME REQUIREMENTS

See <https://catalogue.uottawa.ca/en/graduate/master-music/#Requirementstext>

RULES AND REGULATIONS GOVERNING RECITAL AND RECITAL DEFENSE

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 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 (MUS7998)

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 defenses.

PROPOSED TIMELINE

PERFORMANCE

Suggested Course Sequence**

30 credits + 2 Recitals and Recital Defence

	Fall	Winter	Spring / Summer
First Year	Compulsory Courses MUS5900 Introduction to Musical Research (3 credits) MUS6900 Applied Music I (3 credits) Elective Courses¹ MUSXXXX (3 credits) Optional Course² MUSXXXX (3 credits)	Compulsory Courses MUS6901 Applied Music II (3 credits) MUS7996 Recital I MUS7998 Recital Defence Elective Courses MUSXXXX (3 credits)	Leave of Absence
Second Year	Compulsory Courses MUS6902 Applied Music III (3 credits) Elective courses MUSXXXX (3 credits) MUSXXXX (3 credits)	Compulsory Courses MUS6903 Applied Music IV (3 credits) MUS7997 (Recital II)	

**** This document only constitutes a general model; it is the student's responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.**

For any additional information, please contact the Academic Officer at artsgrad@uottawa.ca

¹ Students are allowed to take a 3-unit course in music (MUS) at the 4000 level among [MUS 4158](#), [MUS 4159](#), [MUS 4301](#), [MUS 4302](#), [MUS 4308](#), [MUS 4310](#), [MUS 4311](#), [MUS 4374](#), [MUS 4558](#), [MUS 4559](#), [MUS 4701](#), [MUS 4702](#), [MUS 4708](#), [MUS 4710](#), [MUS 4711](#), [MUS 4774](#).

² Students must choose one optional course from the following list:
MUS5901 Proseminar in Music Theory and Analysis; **MUS5903** Proseminar in Musicology; **MUS5904** Research Methodologies in Music Pedagogy; **MUS5921** Analysis and Analytical Method: Tonal Music; **MUS5923** Analysis and Analytical Method: Post-Tonal Music; **MUS6370** Topics in Musicology; **MUS6930** Seminar in Theory and Analysis; **MUS6931** Topics in Musical Pedagogy; **MUS6932** Topics in Piano Pedagogy; **MUS6950** Seminar in Musicology.

COMPOSITION

Suggested Course Sequence**

	Fall	Winter	Spring / Summer
First Year	Compulsory Courses MUS5900 Introduction to Musical Research (3 credits) ³ MUS6900 Applied Music I (3 credits) Elective courses ⁴ MUSXXXX (3 credits) Optional course ⁵ MUSXXXX (3 credits)	Compulsory Courses MUS6901 Applied Music II (3 credits) MUS7993 Composition Recital Elective courses MUSXXXX (3 credits)	Leave of Absence
Second Year	Compulsory Courses MUS6902 Applied Music III (3 credits) MUS7994 Major Composition Elective courses MUSXXXX (3 credits) MUSXXXX (3 credits)	Compulsory Courses MUS6903 Applied Music IV (3 credits) MUS7995 Composition Portfolio Defence	

**** This document only constitutes a general model; it is the student's responsibility to consult the official program requirements, procedures and academic regulations that pertain to them.**

For any additional information, please contact the Academic Officer at artsgrad@uottawa.ca

³ With permission of the Director of Graduate Studies, students enrolled in the MMus (composition) may replace the required course MUS5900 by MUS5901.

⁴ Students are allowed to take a 3 unit course units in music (MUS) at the 4000 level among [MUS 4158](#), [MUS 4159](#), [MUS 4301](#), [MUS 4302](#), [MUS 4308](#), [MUS 4310](#), [MUS 4311](#), [MUS 4374](#), [MUS 4558](#), [MUS 4559](#), [MUS 4701](#), [MUS 4702](#), [MUS 4708](#), [MUS 4710](#), [MUS 4711](#), [MUS 4774](#).

⁵ Students must choose one optional course from the following list:

MUS5901 Proseminar in Music Theory and Analysis; **MUS5903** Proseminar in Musicology; **MUS5904** Research Methodologies in Music Pedagogy; **MUS5921** Analysis and Analytical Method: Tonal Music; **MUS5923** Analysis and Analytical Method: Post-Tonal Music; **MUS6370** Topics in Musicology; **MUS6930** Seminar in Theory and Analysis; **MUS6931** Topics in Musical Pedagogy; **MUS6932** Topics in Piano Pedagogy; **MUS6950** Seminar in Musicology.

LANGUAGE RIGHTS

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. 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. 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. 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. 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.

COURSE SPECIFICATIONS

DIRECTED READINGS

Students are strongly encouraged to take the seminars that are offered; however in exceptional cases (e.g., if the program cannot be completed in time), the Vice-Dean of the Faculty of Graduate and Postdoctoral Studies might approve requests for directed readings. Directed readings can only be supervised by regular professors in the School of Music. Students should contact the academic advisor for a copy of the form that needs to be completed to request directed readings.

STUDENT STATUS

FULL TIME STUDENT

Full-time students must:

- a. have been admitted to a graduate program as full-time students;
- b. be pursuing their studies on a full-time basis;
- c. be designated by the University as full-time graduate students;
- d. be considered full-time graduate students by their program and their thesis supervisor (if applicable);
- e. be registered and pay full-time fees; and
- f. be geographically proximate to and regularly present on campus.

Without forfeiting their full-time status, graduate students under the supervision of a research supervisor may be absent from the University (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided they are absent for less than four weeks in any one term or the absence has been approved by the director of graduate studies for their program.

THE 10-HOUR RULE

The University requires that full-time students devote the majority of their time to their studies. Full-time students shall not engage in paid employment that is not directly related to their studies for more than an average of ten hours per week, or a maximum of 170 hours per term. These numbers include the total time spent in connection with such employment (e.g., in the case of students employed as research or teaching assistants, correctors, demonstrators or part-time professors, hours worked include all time spent on class preparation, grading, meeting students, or other related activities). Thesis-related research work for which students receive a soft-funded research bursary is not included in calculations of paid employment.

PART TIME STUDENTS

Part-time students must:

- a. have been admitted to a graduate program as part-time students;
- b. be enrolled and pay fees for part-time students; and
- c. be enrolled in six course units or less per term, unless otherwise specified in specific program regulations.

Requests to transfer from full-time to part-time status must be submitted for approval to the Vice-Provost, Graduate and Postdoctoral Studies, whose decision on such requests shall be final.

STUDENT AND PROFESSOR GUIDELINES

REGULATIONS GOVERNING GRADUATE STUDENTS

It is important that students be aware of the general rules and regulations governing graduate students 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

STUDENT RESPONSIBILITIES

The recitals and the recital defence must be planned in consultation with the professor concerned.

IMPORTANT LINKS AND RESOURCES

REGISTRATION

In order to view classes offered, consult the [course timetable](#). Once your enrolment period has begun, go to the **Applications** menu in [uoZone](#) and click on **Enrol**. For detailed instructions, please refer to the **How to enrol in a class** tutorial found in the Student Enrolment Guide, on the **Enrol** application page. Don't hesitate to ask for help. Our [enrolment support](#) team can answer your questions and guide you through the enrolment process.

FINANCIAL RESOURCES

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 Graduate Studies Office of the Faculty of Arts 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>

USEFUL EXTERNAL SCHOLARSHIPS – FALL DEADLINES

- [Ontario Graduate Scholarship](#)
- [Social Sciences and Humanities Research](#)
- [Fonds québécois de recherche sur la société et la culture](#)

FINANCIAL AID

Financial Aid and Awards Service at the University: 55 Laurier Ave East, Room 3156. For details see: <https://www.uottawa.ca/financial-aid-awards/>

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>

GRADUATE MUSIC STUDENT'S ASSOCIATION

Graduate music students share an office space in Pérez 213 (ext. 3608). Students may obtain a key at the main office. Graduate students should send a message to gmsa.aedm@gmail.com to subscribe to the graduate music student list. This list provides a forum to send information relevant to graduate students. The Graduate Music Student Association organizes 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.

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 and/or www.aptpuo.ca

SERVICE REQUESTS

Service requests are electronic requests submitted by graduate students to their supervisors or faculty. Service requests may be found in the application menu of uOzone.

There are currently nineteen (19) types of service requests and they cover a variety of administrative tasks including the registration of the thesis topic, leaves of absence, etc. See below for the complete list and descriptions 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.

Service Request types

1. Add a new supervisor*

Purpose: Add a new supervisor to oversee the thesis and research.

When to submit:

- **Master's:** At the end of the second term
- **PhD:** At the end of the third term

Form to attach: N/A

Important: This Service Request should be the first that the student completes. It is important to select the **Primary** checkbox when adding the primary supervisor in order for him or her to receive future service requests, and to complete the **Reg. supervisor confirmation** Service Request after completing this request.

* This Service Request must be submitted through the **Candidate Center**. See the Candidate Center application and tutorial on the uoZone Application tab.

2. Reg. supervisor confirmation

Purpose: Confirm the supervisor who will oversee the thesis and research.

When to submit: After the Add a new supervisor Service Request.

Form to attach: N/A

Important: This Service Request must be completed after the **Add a new supervisor** service request in order for the supervisor to confirm.

3. Modify or delete a supervisor

Purpose: Remove a supervisor or modify information for an existing one.

When to submit: N/A

Form to attach: N/A

Important: Use the Comment box of the Service Request to specify what modification you would like to make.

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

<p>11. Submission of thesis for eval.</p> <p>Purpose: Submit the thesis for evaluation. When to submit: When thesis is ready to be submitted. Form to attach: N/A</p>
<p>12. Decision to proceed to defence</p> <p>Purpose: Confirms decision to proceed to defence. When to submit: Within five days of receipt of the evaluation report. Form to attach: N/A</p>
<p>13. Decision not to proceed to defence</p> <p>Purpose: Confirms decision to not proceed to defence. When to submit: Within five days of receipt of the evaluation report. Form to attach: N/A</p>
<p>14. Appr. final version of thesis</p> <p>Purpose: Confirm the corrections to the thesis have been made and that the thesis is ready to be submitted to the library. When to submit: After thesis defence, by the deadlines prescribed in the regulation. Form to attach: N/A</p>
<p>15. Submission of contract TTBE</p> <p>Purpose: When the thesis is considered confidential. When to submit: At the same time as Submission of thesis for eval. Form to attach: Visit research.uOttawa.ca</p>
<p>16. Leave of absence</p> <p>Purpose: Request a leave of absence (LOA) from the program. When to submit: As required. Form to attach: Request for Leave of Absence (PDF)</p>
<p>17. Deferred mark</p> <p>Purpose: To obtain an extension for submission of a final grade. When to submit: As required. Form to attach: Request for a Deferred Mark (PDF)</p>
<p>18. Extension of the time limit</p> <p>Purpose: Extend the time limit to complete the program. When to submit: At least one month before the student's time limit. Form to Attach: Request for Extension (PDF)</p>

For assistance about Service Requests, contact the graduate assistant at artsgrad@uottawa.ca