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MESSAGE FROM THE DEAN

On June 30, outgoing Dean Dr. Edmund Dawe retired, and our incoming Dean Dr. Edward Jurkowski will begin his tenure on January 1, 2019. I am honoured to accept the role of Acting Dean for the next six months. It is a great privilege to serve the Faculty at this time, between the tenures of these two outstanding musicians and deans.

I have been a professor at this faculty since 2002, and love being surrounded by this community of faculty and students who are so passionate about music. Our students’ successes are broad and diverse – students and alumni perform in Opera houses, Symphonies, Jazz clubs, and recitals here at home and abroad; they conduct choirs and participate in community-based music making; they research and teach; and, perhaps most importantly, they inspire young musicians in private studios and music classes, reflecting the passion and dedication of everyone in this faculty. It is my goal to create an atmosphere where students and faculty are empowered to delve deeply into the music they are studying and performing.

These are exciting times of great growth for the Faculty. We are getting settled in our new, beautiful building, where we are actively looking for ways to reach out to communities across the province and country. We are carefully examining our relationships in the Faculty and the larger University Community through a newly written report on the Respectful Work and Learning Environment. We are implementing changes and committed to the new possibilities that these areas of improvement and growth allow us.

And so we move into the future with vision and excitement, building on the strong foundation that has been created over the last 54 years. In the midst of the work ahead of us this year, it is important that we never forget how essential music is – our voices matter, and are necessary now more than ever. All of our work and dedication will give us the ability to make music honestly and fearlessly. Together, we can and will make a positive difference in the world.

I look forward to seeing you in the Desautels Faculty this year!

Yours truly,

Laura Loewen, DMA
Acting Dean

MISSION

To provide a broad range of opportunity for music study and to produce creative and scholarly work which is of local, national and international significance, and to inspire a love of music and a recognition of its importance in defining and ennobling human experience.

VISION

The Faculty of Music is a provincial, national and international centre of excellence in academic programs, music performance and for commitment to community involvement. The Faculty of Music consists of a team of inspired and forward thinking individuals cooperating with one another to achieve unity and flow within the many disciplines of music.
# STAFF CONTACT LIST

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office</td>
<td>204-474-9310</td>
<td><a href="mailto:music@umanitoba.ca">music@umanitoba.ca</a></td>
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<tr>
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<tr>
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<tr>
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<td><a href="mailto:Amanda.Wiebe@umanitoba.ca">Amanda.Wiebe@umanitoba.ca</a></td>
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<tr>
<td>TBA- Communications</td>
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# Collaborative Pianists

<table>
<thead>
<tr>
<th>Collaborative Pianist</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Cary Denby</td>
<td>204-889-4950</td>
<td><a href="mailto:Cdenby@mts.net">Cdenby@mts.net</a></td>
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<td>204-998-5590</td>
<td><a href="mailto:Deenagrier@gmail.com">Deenagrier@gmail.com</a></td>
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<td><a href="mailto:Melkoop@hotmail.com">Melkoop@hotmail.com</a></td>
</tr>
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<td>Lisa Rumpel</td>
<td>204-390-5121</td>
<td><a href="mailto:Rumpell@myumanitoba.ca">Rumpell@myumanitoba.ca</a></td>
</tr>
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Respectful Work and Learning Environment (RWLE)
http://umanitoba.ca/human_rights/rwle/index.html

Vision for the University Community
The University wishes to promote and support a community which embraces diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people. Members of the University Community, including every student and employee, are entitled to a respectful work and learning environment that is:

1. Free from Discrimination and provides for Reasonable Accommodation;
2. Free from Harassment and Sexual Assault; and
3. Collegial and conducive to early resolution of conflict between members of the University Community.

The University recognizes that we live in a richly diverse society in Manitoba, as well as beyond, and that we have a duty to act in a manner consistent with existing legislation regarding human rights and workplace health and safety. We have a commitment to academic freedom and freedom of thought, inquiry, and expression among its members which may result in respectful disagreements regarding beliefs or principles.

Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits harassment and discriminatory practices.

The University of Manitoba does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities. Therefore, the University of Manitoba is committed to an inclusive and respectful work and learning environment. The following policies and procedures establish the University’s approach to maintaining a climate of respect and safety within this community and to address any situations in which respect is lacking or safety is compromised:

- Respectful Work and Learning Environment (RWLE) Policy
- Sexual Assault Policy
- RWLE and Sexual Assault Procedure

Scent-free policy & smoking on campus
- The Desautels Faculty of Music is a scent-sensitive environment. Please refrain from using any scented products.
- Smoking is prohibited within eight (8) meters or twenty-five (25) feet of any building entrance on the Fort Garry campus.
Security Services
The University’s Security Program is administered by Security Services located in the Welcome Centre, 423 University Crescent. Officers are on duty 24 hours a day, 7 days a week. The department provides service to students, staff and all users of the Fort Garry Campus.

All instances of theft should be reported to Campus Security. Any suspicious activity should also be reported.

Some of the services provided by Campus Security include:

- Safewalk
- Emergency Phones
- Emergency Response Plan

For more information or ask questions about any of these programs. See: http://umanitoba.ca/campus/security/

Emergency Contact Numbers
- 555 from any university phone
- #555 from MTS or Rogers Wireless
- 204-474-9341 from all other phones
- Any emergency phone on campus

Photo Identification Cards
Your student photo identification (Photo ID) card is your access key to all student services:

- It is your Library Card
- You will use it to access the 4th floor practice rooms
- You will be asked to show it when you sit for examinations

- It is your Bus Pass, along with your Peggo card
- You will use it to access the Active Living Centre
- You will use it to access your food service meal plan

Carry your Photo ID card with you at all times. It is issued when you first attend and is permanent throughout your stay at the University of Manitoba.

How to activate your Photo ID
Card access will be activated by Music Office staff. To maintain card access, all Music students must attend Fire and Safety training at the beginning of each Fall term. Cards are usually activated within 1-2 days.

Facilities and Equipment
- Desautels Faculty of Music facilities and equipment are reserved for credit-related activities only. All non-credit use is prohibited without the express consent of the Facilities & Events Coordinator.

- In the event of any loss or theft of, or damage to, any equipment or facilities, you will be responsible for all repair and/or replacement costs as assessed by the Desautels Faculty of Music.

- The Desautels Faculty of Music facilities are not to be used for any private lesson teaching unrelated to University of Manitoba teaching activities. All teaching of private lessons in our facilities must be to students registered in Major Practical Study on that instrument with that teacher, or must be arranged through the Division of Preparatory Studies.

- All users of facilities and equipment are fully financially responsible for any and all damage to or loss of said facilities and equipment, including instruments, laptop and desktop computers, pianos, sound equipment, etc. Please take appropriate steps to ensure the safety and security of Desautels Faculty of Music equipment.
• If you are requesting keys to Desautels Faculty of Music facilities, permission is requested through the general office and is subject to a separate form and policy, including a **security deposit of $25.00 per key** (cash, cheque, Visa/MC). The Facilities & Events Coordinator must directly approve all requests for keys. Your active student swipe card will provide access to practice rooms and Taché Arts Complex after hours.

• All equipment and facilities will be inspected and inventoried regularly by a Desautels Faculty of Music academic or administrative staff member, and users will be held responsible for any loss, theft, or damage.

A copy of the complete Facilities & Equipment Use Policy is available from the Facilities & Events Coordinator.

**Practice Rooms**
All Music students are allowed to reserve time in practice rooms. Sign-up sheets will be posted in T312 in early September.

<table>
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<th><strong>Allotted Times</strong></th>
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<tr>
<td>Graduate students</td>
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<td>Post-Baccalaureate</td>
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<td>Post-Baccalaureate</td>
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**Undergraduate student (Performance)**

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<tr>
<td>Fourth year Performance</td>
<td>2 hours/day if registered for Major Practical Study 4 <strong>AND</strong> Recital 2</td>
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<tr>
<td>Fourth year Performance</td>
<td>1 hour/day if registered for Major Practical Study 4 <strong>OR</strong> Recital 2</td>
</tr>
<tr>
<td>Third year Performance</td>
<td>1.5 hours/day if registered for Major Practical Study 3 <strong>AND</strong> Recital 1</td>
</tr>
<tr>
<td>Third Year Performance</td>
<td>1 hour/day if registered in Major Practical Study 3 <strong>OR</strong> Recital 1</td>
</tr>
</tbody>
</table>

**Undergraduate student (Music Ed, General, Composition)**

| All years | 1 hour/day if registered for Major Practical Study |

**Terms and Conditions:**

1. The student shall use the practice rooms for their intended purpose of musical development and study.
2. Students shall not allow non-Faculty of Music students to access the practice rooms for any reason. Access to practice rooms is at the discretion of the administration and violation of this term can result in termination of the student’s own privileges to practice rooms.
3. Propping open doors or tampering with the security swipe system is strictly prohibited.
4. The cleanliness of a practice room is the responsibility of the occupying student, all practice rooms must be kept clean and tidy.
5. Portholes on practice room doors are not to be obstructed in any way.
6. The student is responsible for the musical instruments in the practice room they are occupying and are liable for damages which occur during their occupation of the room.
7. No food or drink are permitted in the practice rooms.
8. No equipment is to be moved from any of the practice rooms.
10. The Faculty of Music building is open from 6:00 AM – 11:00 PM. All students must vacate the building by 11:00 PM.

Failure to adhere to these policies may result in consequences ranging from a written notice to a $90 charge for piano tuning or suspension of practice room privileges.

**Booking Space for Dress Rehearsals, Special Events, Recording sessions & Non-Credit Recitals**

For all booking requests, email Sue.StoneScott@umanitoba.ca with your booking request.

Please note: With the exception of Eva Clare Hall, our faculty's facilities and equipment are used only for credit-related activities

Masters, Post-Baccalaureate and fourth year students may book a maximum of four hours for dress rehearsal in the hall prior to a credit recital. Third year students may book a maximum of two hours of dress rehearsal in the hall.

**Booking Eva Clare Hall for Midday Recitals**

The hall is available one hour before the Mid-day recital time on Mondays, Wednesdays and Fridays for on-stage sound checks.

To book a Midday, use the Midday Recital Request form, available from the General Office or online at: [http://umanitoba.ca/faculties/music/media/Midday_Booking.pdf](http://umanitoba.ca/faculties/music/media/Midday_Booking.pdf)

The piano used at Midday recitals will be either the 7’ Yamaha or the 7’ Kawai. These pianos will be used on a rotating basis, user preference cannot be accommodated for Midday recitals.

Food and drinks are allowed in the seating area of Eva Clare Hall during Middays. Please pick up garbage and containers left on the floor or on seats when you are leaving the hall.

**Booking Eva Clare Hall for Credit Recitals and Pre-Recitals**

See “Credit Recitals” for details about reserving a date for a recital/and or pre-recital.

**Recording Session Information**

Student recording sessions in Eva Clare Hall can be booked free of charge Monday to Friday, between 8:30 am and 4:30 pm, excluding holidays, if you do not require a technician or access to the Recording Booth.

For recording sessions outside of these hours, or if a technician and/or booth access is required, students will be required to pay $20.00 per hour.

Indicate your requirements on the Facility Booking Form: [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)

**Equipment Loans**

Please note that all students are expected to acquire their own instruments prior to study, or within the first year of study at the Desautels Faculty of Music.

**Percussionists**

While the Faculty provides percussion equipment, it is expected that Percussion Majors also begin purchasing certain pieces of equipment: During Year 1 – a snare drum; During Year 2 – tambourine, triangle and beaters. Percussionists are also expected to purchase mallets on a regular basis. Performance majors will be expected to
purchase additional equipment. For other purchase recommendations, speak with your Major Practical Study instructor.

If you borrow an instrument from the Faculty, the loan period follows the academic terms September to December, January to April with an optional extension for the summer term May to middle of August. The summer loan term is only available to returning students. All instruments must be returned for inspection by the Facilities & Events Coordinator before the end of April, even if the loan is going to be renewed for the summer term. The Faculty reserves the right to recall the instrument at any time.

If the instrument is not returned by the specified date, a hold will be placed on your University of Manitoba account, preventing you from using the libraries, registering for courses, etc.,

Any questions should be directed to the Facilities & Events Coordinator 204-474-9408 or Sue.StoneScott@umanitoba.ca

The maintenance fee is $50.00 per term. Payment in full is required at the time of the loan.

Instrument insurance is **not** required but highly recommended, either as a rider on your house insurance, or as a separate insurance policy.

**Occasional Equipment Loan Policy**
No equipment may be removed from the Faculty of Music Facilities without completing the “Equipment Loan Agreement”.

The Loanee agrees to accept liability for any and all loss or damages that occur to the Equipment and/or case during the period of loan. Any and all restitution for loss or damages will be payable to the University of Manitoba. Be prepared to present valid ID (student card or driver’s license).

Contact the Facilities & Events Coordinator at Sue.StoneScott@umanitoba.ca to make arrangements. A minimum of 48 hours is required.

**Instrument Techniques Courses – Instrument Loan Guidelines**
In addition to our own inventory, many of our techniques course instruments are provided to us free of charge by local music businesses. It is the condition of our agreement with them that the instruments are in exceptional condition upon their return at the end of the academic year. Additional instruments owned by the Desautels Faculty of Music must be treated with the same care in order to be in good condition for future students.

Each student who is enrolled in a Techniques course who requires the temporary loan of student-quality instrument(s) must sign a University of Manitoba Equipment Loan Agreement for each instrument. This does not apply to the Percussion Techniques course unless instruments are to be removed from the teaching area at any time.

This agreement states that the student agrees to accept liability for any and all loss or damage occurring to the instrument during the loan period. Upon completion of the courses the student will be released from the terms of the agreement only after the equipment is properly returned and inspected and deemed in good condition by the Facilities & Events Coordinator.

The Faculty of Music will supply consumable materials such as reeds, drum pads, and sticks **at a cost to the students**.

The student is financially responsible for any repairs needed due to damage deemed excessive by the Facilities &
Events Coordinator.

A Music Equipment Hold will be placed on your University of Manitoba account, preventing you from using the libraries, registering for courses, etc. if the following conditions are not met:

- The instrument(s) must be returned in good order to the satisfaction of the Facilities & Events Coordinator
- Any assessed damage or replacement costs are fully paid for by the student, to the satisfaction of the Facilities & Events Coordinator

**Computer Facilities**
The Desautels Faculty of Music has a computer music studio for composition located in Room T2-275, Taché Hall Addition, called Studio FLAT. Studio FLAT is in a purposely designed room with playback facilities for 8.1 Surround Sound. All sound processing is based on Macintosh computers, with hardware such as a mixer console, control surfaces and sensors. Software for sound sequencing (Digital Performer and Logic), live interaction (Max/msp/jitter) and programming (PWGL, LispWorks) are used in the studio. Courses in computer music are offered annually for Composition Concentration students, and others who receive permission from the instructor.

Additional computers are available in the music library, which also provides printing at nominal rates. Other computer facilities are available on campus, including the Engineering and Agricultural Buildings and Dafoe Library.

**Lockers**
**Instrument Storage Lockers**
There are Instrument Storage lockers for student use in Rooms 128 and 142, Taché Hall accessible by student ID swipe card only. Lockers are provided at no cost, selected according to instrument size. Students provide their own locks.

These storage lockers are intended for instruments only and are not to be used for personal belongings.

**Book & Outerwear Lockers**
Lockers are allocated by the Faculty of Music Students’ Association (FMSA) Council during the first two weeks of classes. Students must provide their own locks.

Locker fees are $15.00 to rent alone and $20.00 to share a locker. (September-May 1)

Collected fees go toward the FMSA Council program budget.

**Division of Preparatory Studies**
The Desautels Faculty of Music includes a Division of Preparatory Studies, which annually enrols over 400 students of all ages to take private lessons, theory, and special programs. While lessons take place throughout the city students also take lessons within the Music buildings. Students in their later years of study at the Desautels Faculty of Music may apply to teach with Prep Studies. Please note that practice rooms are not to be used by students to give private lessons.

**Student Employment Opportunities**
There are a variety of part-time positions available in the Faculty for full-time students (registered for 9 Credit Hours for Fall term and 9 Credit Hours for Winter term) who are legally able to work in Canada:
- All Grader/Marker positions are posted through the "UM Careers" postings system. Official applications are submitted through this system.
- Recording Technician and Student Office Assistant positions are posted within the faculty as they become available, along with application instructions.
- Research Assistant positions are filled internally as needed—please speak to your academic supervisor to find out if there are any positions available in your area of study.

Once you have been officially hired, additional documents are required by Human Resources. Please see the Finance/Human Resources Assistant for copies of these forms.

Eckhardt-Gramatté Music Library
Please visit us if you need help! The primary responsibility of all our staff is to assist you in using library materials for your coursework, ensembles, and major practical study.

Online Resource Guide:  https://libguides.lib.umanitoba.ca/music
Activate your library account:  https://libguides.lib.umanitoba.ca/musicguide/libacct

<table>
<thead>
<tr>
<th>Library Hours:</th>
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</thead>
<tbody>
<tr>
<td>Monday - Thursday 8:30 am – 10:00 pm (no service* 6-10 pm)</td>
</tr>
<tr>
<td>Friday 8:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday 9:30 am – 5:00 pm (no service*)</td>
</tr>
<tr>
<td>Sunday Closed</td>
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</tbody>
</table>

*Library staff available:
Mon-Thurs 8:30 am - 6:00 pm
Fri 8:30 am - 4:30 pm

We send all library notices (e.g. overdue and recalls) to your @myumanitoba email account, so please check it regularly. This is our primary mode of contact with you!

Loan Periods:
- Books and scores semester-long loan
- Periodicals 7 days
- VHS/DVD 14 days
- Music CDs 3 days
- Other materials Consult staff

Note: Material may be recalled if another patron needs the item while you have it out.

Fines
The University of Manitoba Libraries does not charge overdue fines.
EXCEPTIONS: course reserves, recalled items, and damaged/lost items.

Library Card
Your student ID card is your library card. Use this card to borrow material from all UM libraries as well as for photocopying and printing in UM libraries.

Computer Facilities & Printing/Copying
You may use computers in all UM libraries. Music Library computers (Windows & Mac) are equipped with Microsoft Office, Adobe Reader, MacGamut and Finale.
Black/White printing/photocopying - $0.10/page; colour printing - $1.00/page. Scanning also available.

Program Notes Workshop for Graduate Students
Beginning in November, Katherine Penner (our music librarian) will be running a monthly workshop for graduate students writing program notes for credit recitals. The 5-session series will run from November-March. Keep an eye on your email for dates and times.
**Writing tutor:** An Academic Learning Centre writing tutor will be available in the Eckhardt-Gramatté Music Library two hours a week beginning in September. This is a completely free service to students, funded in part by the Faculty of Music. Appointment booking available online at: http://umanitoba.ca/student/academiclearning/

**Professor/Course Evaluations**
At the end of each term students in all courses and ensembles with more than six registrants complete an evaluation of the professor and the course. These SEEQ evaluations are forwarded directly to central data processing, which produces summaries for the entire university. Evaluations are compiled and placed in each campus library where they are available for anyone to peruse. The individual sheets plus the summaries are returned to the Director and then to the individual instructor.

**Academic Dishonesty**
According to the University of Manitoba Undergraduate Calendar, (online) under General Academic Regulations, Academic Integrity:

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam personation. (Please see Exam Personation, found in the Examination Regulations section of the General Academic Regulations). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one’s own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources.

To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can constitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.

An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course. When in doubt about any practice, ask your professor or instructor.

*The Student Advocacy Office, 519 University Centre, 474-7423, is a resource available to students dealing with Academic Integrity matters.*

The Desautels Faculty of Music views plagiarism as a very serious academic offence. Students found guilty of plagiarism in any course will receive a failing grade for that course. If a second offence should occur, the student
Copyright Regulations
Copyright regulations require that performers be in possession of original scores of music to be performed on the stage of Eva Clare Hall. While you may perform from copies, you must show the originals to your teacher when you submit your program. You may use a borrowed score. If you plan to use out-of-print music, you are required to show a letter or e-mail of permission from the publisher.

SECTION 2 – GRADUATE STUDIES

Supplementary Regulations
This handbook is for general information purposes. All graduate students are enrolled in the Faculty of Graduate Studies and are governed by their regulations. Music graduate students are expected to be familiar with the policies, procedures, regulations and deadlines that govern their academic progress, and are therefore strongly encouraged to review the Faculty of Graduate Studies Calendar and the FGS Supplementary Regulations for Music, which contain the detailed and official requirements for the M.Mus. Program. (In case of any discrepancy between this handbook and the Faculty of Music Supplementary Regulations, the Supplementary Regulations take precedence.)

Music Graduate Students Supplementary Regulations
http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html

Academic Progress in the Faculty of Graduate Studies
Students must maintain a G.P.A. of 3.0 throughout their studies or they may be required to withdraw from the program. In addition, graduate students in the Desautels Faculty of Music must receive no grade lower than a B+ in their graduate Major Practical Study courses. Students must complete the Progress Report together with their Advisory Committee at least once per year of study, before they are able to re-register for subsequent years of study.

Performance not related to Course Work
Our objective is to have a program that fosters excellence, with the emphasis upon full professional preparation in a strong academic context.

The Desautels Faculty of Music is committed to the idea that the study and performance of a broad historical and stylistic range of music, including the music of one’s own time, is an essential aspect of graduate study in music. To this end, it is expected that works chosen for the thesis/practicum recital, and other performance/conducting work during the student’s degree program will reflect this breadth. The specifics of the nature, style and quantity of such work are to be decided in consultation between the student, his/her Advisor and his/her Advisory Committee, and may take the form of recital repertoire, chamber music, performance of student compositions, and/or ensemble work.

The Desautels Faculty of Music is committed to the idea that the qualifications for a M.Mus. degree include more than the successful completion of course and thesis/practicum requirements. Our students are expected to demonstrate their professional commitment and their intellectual curiosity by, among other things:

- Keeping abreast of contemporary repertoire, literature, ideas, and developments in the field of music.
- Continually expanding their knowledge of and perspective on the history of music.
- Being actively involved in the musical life of the local and broader communities.
- Attending concerts.
- Attending master classes and workshops.
- Developing a broadening perspective of the place of music in our intellectual and emotional lives, in its relationships with other art forms, and in its place in our society and culture.

Performance in these areas will be assessed as follows:

Over the course of their degree program at the Desautels Faculty of Music, the student shall be required to compile a dossier of their professional activities. This dossier shall be reviewed by the Advisor and Advisory Committee at the end of each year in the program prior to the final year (as a part of the Progress Report), and in the final year of the program (as a part of approval process for the Thesis/Practicum Proposal).

The Advisor and Advisory Committee shall consider performance in this area as a part of their reviews, and may make specific comments about perceived deficiencies, and specific requirements for improvements, with such requirements to be met prior to final approval for graduation.

Advisory Process
The program of study for each graduate student is guided by an Advisor and Advisory Committee according to the regulations established by the Faculty of Graduate Studies and the FGS Supplemental Regulations for Music, approved February 2012.

In the Faculty of Music the Advisor will normally be the Major Practical Study teacher. While candidates may request a specific Major Practical Study teacher, a different teacher may be assigned after acceptance. The Dean ultimately makes teaching assignments based on a number of factors, including teaching loads and financial implications.

The graduate student and their Advisor will complete the Advisor/Student Guidelines submission together. The intent of the ASG is to clearly articulate the expectations of both the student and the advisor, thereby enhancing the graduate experience. The ASG is required for all students in thesis and practicum routes. It is to be completed for all new students prior to completing their first Progress Report. The ASG can be found within the FGS tab in JUMP, on the right-hand side of the page.

The Advisor is the Chair of the Advisory Committee and is responsible for:

1. Recommending internal and external committee members to the Dean.
2. Ensuring that the student’s thesis/practicum proposal and recital program(s) are well defined, realistic, and manageable within the allocated time frame for successful completion of the program.
3. Ensuring that within the first term, the student has: i) an Advisory Committee; ii) the program of study approved by the Advisory Committee with respect to FGS requirements (the number and type of courses); iii) a research/study plan, as appropriate.
4. Scheduling regular meetings with the student to monitor progress.
5. Completing and obtaining all necessary signatures on Progress Reports, final reports.
6. Ensuring that all academic requirements are fulfilled, including any remedial work required as a result of the diagnostic exam.
7. Ensuring that deadlines for the Faculty of Graduate Studies and Faculty of Music requirements are
met. The Advisor will be the primary resource for shaping the student’s recital program and/or written work. Early and frequent consultation with the Advisor and Advisory Committee is recommended to ensure agreement at the outset on such matters as recital program content and balance, and appropriate topics and resources for written work, including program notes.

Students pay the program fee for the required 24 credit hours. If they choose to take more credit hours, they will be assessed an additional fee on a per-course basis. It is a policy of the Faculty of Graduate Studies that students may not be required to take more than 24 credit hours, but they may take additional electives as auxiliary courses, to a maximum of 12 hours.

**Advisory Committee**
Each student must have an Advisory Committee, normally made up of the Advisor and two or three additional members. The specific composition is to be either of the following:

Option A – If the Advisor/Major Practical Study teacher is a member of the Faculty of Graduate Studies (FGS) one additional FGS member and a third member are required.

OR

Option B – If the Advisor/Major Practical Study teacher is not a member of FGS (this would normally be the case with a sessional instructor), two additional FGS members and a fourth member are required.

The Advisory Committee is appointed by the Dean, upon recommendation of the Advisor. The Advisory Committee is to be appointed during the first term of the first year of study, using the Desautels Faculty of Music Advisory Committee Appointment Form. Students will not be permitted to register for their second term in the program if this form is not submitted during the first term of their enrolment.

The Dean may also join any Advisory Committee as needed.

The Desautels Faculty of Music requires that the Advisory Committee meet with the student a minimum of once a year, and will track these meetings through the Progress Report, which is available through the Faculty of Graduate Studies, and must be returned to the Music Graduate Student Advisor by the specified deadline (usually the end of May). Students will not be permitted to re-register for the subsequent year in the program until this form is submitted.

In addition to functioning in an advisory capacity, the Advisory Committee shall:

1. Be familiar with, review and make recommendations regarding the student’s thesis/practicum proposal.

2. Be available for meeting with the Advisor and the student for preparing the Progress Report or as deemed essential.

3. Be reasonably available for consultation with the student in addition to regular meetings.

4. Read and provide comments to any written material (thesis, program notes, etc.) submitted by the student in a timely manner (two to four weeks, depending on the length of the document).

5. Hold meetings with the student once a year, or more often as required, to discuss research progress and future courses of action. Ideally, these meetings are to be held at the beginning of the student’s program and within the first year.
6. Attend and review the student’s Pre-Recital Hearing.

7. Serve (along with the External Member as specified below) as the Examining Committee for the student’s recital.

In all written work, the Advisory Committee will ensure quality control to a publishable/professional level, and is the principal guide in this process. Students should consult with their Advisory Committee well in advance about the scheduling of Pre-Recital Hearings and recital dates in order to ensure availability of all members at these events.

**Examining Committee**

An Examining Committee is struck to review the student’s Thesis (if applicable), and Recital(s). The Examining Committee for each graduate student will normally consist of the Advisory Committee plus the External Member. Additional members may be recommended at the discretion of the Advisor. These members are to be specialists in the area of study, and may be sessional instructors.

The External Member is to be appointed to the committee a minimum of two months prior to the final recital. This member must be someone external to the Desautels Faculty of Music. This person could be from another faculty or from the community. The external member is to be invited to attend the pre-recital hearing for the final recital, but is not obliged to do so, and is obliged to attend the final recital. In the case of the two-recital option, the external member of the Examining Committee is not obliged to attend the first recital or either pre-recital hearing.

The External member is appointed using the Faculty of Graduate Studies “Master’s Thesis/Practicum Title and Appointment of Examiners” form.

**Thesis/Practicum**

The Desautels Faculty of Music offers the Thesis/Practicum Route to the M.Mus. degree. Depending on the area of concentration within the program, graduate students in the Faculty may have certain options for their thesis/practicum.

All students entering the Graduate program in the Desautels Faculty of Music and registered in MUSC 7400 will receive 1.5 hours of instruction per week. Students registered in MUSC 7410 have two options. Students choosing the one-recital/paper option for the Thesis/Practicum requirement will receive one hour of instruction/week (Option 1). Students choosing the two recital option for the Thesis/Practicum requirement (Option 2), will receive 1.5 hours of instruction per week.

**Performance:**

Option 1 – Thesis and one recital*

Option 2 – Two recitals

The performance thesis shall normally consist of a significant analytical or musicological paper, which demonstrates creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field.

The performance recital shall normally consist of the preparation and performance, on a public recital, of 60-75 minutes of solo/ensemble music. The repertoire for the recital is to be developed in consultation with the Advisory Committee.

*N.B. Collaborative Piano majors are required to present two recitals, both of which are to include instrumental and vocal ensemble repertoire.
Students are responsible for printing their own recital programs, and ensuring that audience copies are available at the performance venue. An on-line (Word document) program template is available at: http://umanitoba.ca/faculties/music/forms/224.html

Proposal Process for Performance

A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by the end of the first year in the program.

A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. In assessing the proposed program the Advisory Committee shall consider the goal of historical and stylistic balance, including the Faculty of Music’s belief that the performance of the music of one’s own time is an essential aspect of graduate study.

The student is to write program notes for the recital. These are to be submitted to the student’s entire Advisory Committee for approval one week prior to the pre-recital date. The approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) at least one full working day prior to the pre-recital so the program notes can be included in the pre-recital information provided to the committee at the pre-recital.

After the pre-recital, if further revisions are required by the Advisory Committee the final approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) a minimum of two weeks prior to the recital date.

Composition:
Thesis and one recital

The composition thesis shall consist of an original musical composition (or collection of compositions) accompanied by a significant analytical study of the piece(s). Topics to be covered in the study are, as appropriate:

- Formal structure
- Rhythmic, melodic, harmonic language
- Timbral/textural elements
- Aesthetic issues
- Extramusical relations
- Technological issues/considerations
- Compositional process

Both the composition and the accompanying paper are expected to demonstrate creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field.

The composition recital shall normally consist of the composition, preparation and presentation, on a public recital, of 60-75 minutes of original musical compositions. All works on the recital are to have been composed during the student’s M.Mus. degree program at the University of Manitoba. The composition used for the composition thesis discussed above will normally be performed on this recital.

Large ensemble works that are impractical for the recital, but that receive performance elsewhere during the student’s degree candidacy, may, at the discretion (and with the pre-approval) of the Advisory Committee, count toward the composition recital time requirement. The composition recital may not be reduced through such activities to less than 50 minutes of music.

Proposal Process for Composition

A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by
the end of the first year in the program.
The repertoire for the recital is to be developed in consultation with the Advisory Committee. A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. The Advisory Committee will consider the extent of the required performing forces, the proposed duration, and the technical requirements of the body of work in adjudicating appropriateness.

The student is to write program notes for the recital. These are to be submitted to the student’s entire Advisory Committee for approval one week prior to the pre-recital date. The approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) at least one full working day prior to the pre-recital so the program notes can be included in the pre-recital information provided to the committee at the pre-recital. After the pre-recital, if further revisions are required by the Advisory Committee the final approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) a minimum of two weeks prior to the recital date.

**Conducting:**
Option 1 – Thesis and one recital
Option 2 – Two recitals

The conducting thesis shall normally consist of a significant analytical or musicological paper, normally discussing a piece or pieces from their recital, which demonstrates creativity, originality, expertise, and an awareness of contemporary and historical ideas and developments in the chosen field. Topics to be discussed should include:

- Background of the composer
- Historical context of the piece(s)
- Formal analysis
- Harmonic, melodic, rhythmic, timbral analysis
- Conducting analysis — phrase shapes, tension/release, cadences, considerations of colour and balance, character of the music, technical considerations for the players, technical considerations for the conductor.

The conducting recital shall normally consist of the selection, rehearsal, scheduling and conducting, on a public recital, of 45-60 minutes of music. The repertoire for the recital is to be developed in consultation with the Advisory Committee.

Students who have conducted large ensemble works that are impractical for the recital, but that receive performance elsewhere during the student’s degree candidacy, may, at the discretion (and with the pre-approval) of the Advisory Committee, count this experience toward the conducting recital time requirement. The conducting recital may not be reduced through such activities to less than 50 minutes of music.

**Proposal Process for Conducting.**
A formal written proposal for the thesis topic must be submitted to and approved by the Advisory Committee by the end of the first year in the program.

A formal written proposal for the recital program content must be submitted to and approved by the Advisory Committee a minimum of two months prior to the proposed recital date. In assessing the proposed program the Advisory Committee shall consider the goal of historical and stylistic balance, including the Faculty of Music’s belief that the performance of the music of one’s own time is an essential aspect of graduate study.
The student is to write program notes for the recital. These are to be submitted to the student’s entire Advisory Committee for approval one week prior to the pre-recital date. The approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) at least one full working day prior to the pre-recital so the program notes can be included in the pre-recital information provided to the committee at the pre-recital. After the pre-recital, if further revisions are required by the Advisory Committee the final approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) a minimum of two weeks prior to the recital date.

All Students
The student, in consultation with the Advisor, must have the Thesis/Practicum (Recital program) proposal approved by the Advisory Committee and on file in the Marcel A. Desautels Faculty of Music office a minimum of two months prior to the proposed recital date.

Pre-Recital Hearing
There will be a Pre-Recital Hearing at least one month before the scheduled recital. The purpose of the Pre-Recital Hearing is to assess whether or not the student has attained the level of preparation necessary to meet the expected standards of the program. Normally all Advisory Committee members are required to be present at this Hearing.

The student is to write program notes for the recital. These are to be submitted to the student’s entire Advisory Committee for approval one week prior to the pre-recital date. The approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) at least one full working day prior to the pre-recital so the program notes can be included in the pre-recital information provided to the committee at the pre-recital. After the pre-recital, if further revisions are required by the Advisory Committee the final approved program notes are to be emailed to the Student Advisor as a Word document (unformatted) a minimum of two weeks prior to the recital date.

Pre-Recital Hearing: Specific Requirements by Discipline:

Performance
The student should arrive at the Hearing prepared to perform the entire program; the Advisory Committee shall determine at that time which portions of the program will be heard.

Composition
The student is to present printed and bound scores (for instrumental/vocal works) or recordings (for electroacoustic works) for all of the pieces to be heard at the proposed recital. No more than one piece may be presented in incomplete form, as a work-in-progress. Normally instrumental/vocal scores must be accompanied by concert, rehearsal, or studio recordings; MIDI recordings are not acceptable.

Conducting
The student is to present the scores of all works to be conducted on the recital (photocopies are not acceptable). The committee may ask questions of the student to determine the depth of their knowledge and understanding of the music that they will be conducting on their recital.

In addition, the student must present two concert DVD’s/videos and one rehearsal DVD/video of themselves conducting. These three recordings must be of at least two different works, and they must have been made during the student’s time in the M.Mus. degree program. Each of the DVD/video segments shall be no less than 10 minutes in length.
All Students
Following completion of the Hearing, the Committee shall take one of the following actions:

a) Grant final approval to proceed with the recital as scheduled, with no stipulations.

Or

b) Grant provisional approval to proceed with the recital as scheduled, with stipulated changes/improvements. In this case the Committee shall determine the nature of and procedures for approval of such changes/improvements that will be required prior to the granting of final approval. Final approval to proceed with the recital may be obtained up to, but no later than, two weeks before the proposed recital date. The Advisor is normally responsible for ensuring that the stipulated changes/improvements are made according to the instructions from the Advisory Committee.

Or

c) Decide that the student is not prepared to perform the recital at the required level, and that it must be rescheduled. In this case another recital date and Pre-Recital Hearing date are to be scheduled, such dates to be decided as a result of consultation between the student and the Advisor.

In all cases the student will be verbally notified of the outcome of the Pre-Recital Hearing as soon as possible, and in writing as soon as practical thereafter (normally within one week). Such notifications shall include the details of any stipulated changes/improvements.

Ensembles
All Master’s Students will be placed in ensemble activity appropriate to the student’s professional development as determined through discussion between the student’s Advisor (major practical study teacher), the student, and the Advisory Committee. The 3 credit hour ensemble requirement for the Master’s degree will be fulfilled through participation in one or more ensembles over the course of the student’s program.

Recommended Ensemble Activities:

Performance:

Strings: University Orchestra, Chamber Music, and with special permission, the Winnipeg Symphony Orchestra, Manitoba Chamber Orchestra

Voice: Cantata Singers, Opera Theatre, Manitoba Opera Association or other approved professional organizations, University Singers, eXperimental Improv Ensemble (XIE)

Collaborative Piano: Sonata Duo, Chamber Music

Other Performance Concentrations: Consult with Advisor

Conducting:

Instrumental: Participation as a performer in any one of the following University of Manitoba Ensembles: Orchestra, Wind Ensemble, Concert Band

Choral: Participation as a performer in any University of Manitoba Choral Ensemble

Composition: No ensemble requirement
Diagnostic Tests
Students will be given a diagnostic examination to evaluate their knowledge of the theoretical aspects of tonal and post-tonal music. This diagnostic examination will normally be given during the week preceding the first week of classes in the Fall. The material on these examinations will correspond to that studied in the Faculty’s undergraduate courses in music theory. Details of suitable review materials will be sent to all incoming graduate students, and may be found on the Desautels Faculty of Music’s website.

Incoming graduate students who do not achieve satisfactory results on any portion of these tests may be required to do remedial work as a co-requisite or pre-requisite to their graduate program; such work, in the form of course or other requirements, will not count for credit toward the Master of Music degree.

Graduate Theory Diagnostic Test: Process for Remediation
After writing the graduate theory diagnostic test, students will be informed about their results and advised about next steps.

**Complete Pass:** If a student passes all sections of the theory diagnostic test, the student may register in the graduate level theory course.

**Remediation Required:** If a student does not pass all sections of the theory diagnostic test, the student must complete remedial work under the tutelage of the theory department. While this remedial work is being completed, the student may register in the graduate level theory course under the following conditions:

1. that within 3 working days of receiving the theory diagnostic test results, the student must contact the designated full time theory faculty member to arrange for remedial work in the specific area(s) where a pass was not achieved, and
2. that the student must meet with the designated full time theory faculty member for remedial sessions in theory until such time that the theory department is satisfied that the student's understanding of the subject meets the required standard, and
3. that this remedial work must be completed early in the term, normally by the end of September in the first year of study.

PLEASE NOTE: If the above conditions are not met by the VW date, the theory department may require the student to withdraw from the graduate theory seminar. Re-enrolment for this course would be permitted for a later term/year, provided that the remedial requirement has been fulfilled.

Second Language Requirement
Reading knowledge of one language other than English is required of all students in the Master of Music program. The language required will normally be French, German or Italian. Other languages may be accepted at the discretion of the Advisory Committee if deemed by them to be more appropriate to the student’s program. The specific requirement will be determined in consultation with the Advisory Committee.

The “Faculty of Music Second-Language Requirement Form” must normally be completed and submitted to the Music Office by June 1 of the student’s first year in the program. The second-language requirement must normally be met before the student will be allowed to proceed to the final recital.

This requirement may be met through one of the following methods:

1. Evidence of the completion of an undergraduate language course at the 1000 level or above, with a grade of B (3.0) or better, in the five years preceding acceptance into the program.
2. Successful completion of a language exam administered by the Desautels Faculty of Music. This exam shall consist of a timed, proctored translation of a passage in the chosen language, using a dictionary.

3. Completion of a University of Manitoba language course at the 1000 level or above, with a grade of B (3.0) or better, after registration in the Masters degree program.

4. Determination by the Graduate Committee, upon recommendation of the student’s Advisory Committee, that the requirement has been met through previous education and/or experience.

**Travel Code of Conduct**

The Desautels Faculty of Music has always had excellent experiences on our off-campus trips and the Faculty maintains a good reputation throughout the national community. Before participating in ensemble trips, students will sign a travel waiver as well as a *Code of Conduct* to clarify that they understand what is expected of them while they are ambassadors for the Faculty. The code consists of the following regulations:

- for trips requiring overnight lodging, musicians are required to stay in rooms or areas assigned by the faculty in charge, or his/her designee.
- appropriate curfews will be established on each trip by the faculty in charge, or his/her designee, as necessary.
- indiscreet, destructive, or disrespectful behaviour, or any other behaviour considered to be detrimental to the Desautels Faculty of Music will not be tolerated.

If a Desautels Faculty of Music musician breaks any one of these rules, one of the following actions may be taken:

- The musician may be withdrawn from the competition/performance.
- The musician may be sent home at his/her expense.
- The musician may lose all program privileges including all travel expense monies paid for the trip.
- The musician may not be allowed to participate in future trips.
GRADUATE PROGRAM PLAN
Master of Music (Composition)

Name __________________________________________
Student Number ____________________________________
Year started Program ______________________________

Theory Diagnostic
Date written ______________________________________
Results __________________________________________
Required follow-up __________________________________

Graduate Committee Members _____________________________
Examining Committee Members __________________________
External Examiner ______________________________________
Language Requirement _________________________________
Supplemental Regulations ________________________________
Dossier _______________________________________________

Major Practical Study B+ ________
Ensemble credit ___________________________
1st Recital pre-recital _______________________
1st Recital _________________
2nd Recital pre-recital ______________
2nd Recital _______________
Thesis ________________
Program Notes ______
Student/Advisor Agreement ______
Academic Integrity GRAD 7500 ______
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<td>MUSC 7050  Bib &amp; Research</td>
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<td>MUSC 7110  Theory</td>
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<td>MUSC 7400  MPS 1</td>
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<td>MUSC 7410  MPS 2</td>
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<td>MUSC 7600  Advanced Orchestration</td>
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| Additional Courses               |            |              |       |
| Auxiliary                        |            |              |       |
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| Audited Course                   |            |              |       |
| Audited Course                   |            |              |       |
| Additional Course                |            |              |       |
| Additional Course                |            |              |       |

| Re-registration                  |            |              |       |
| Re-registration                  |            |              |       |
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| Re-registration                  |            |              |       |
| 1st Pre Recital                  |            |              |       |
| 1st Recital                      |            |              |       |
| 2nd Pre Recital                  |            |              |       |
| Practicum                        |            |              |       |

| Advising Meetings               |            |              |       |
GRADUATE PROGRAM PLAN
Master of Music - Conducting

Name ________________________________________________
Student Number ______________________________________
Year started Program ______________________________________

Theory Diagnostic

Date written ____________________________________________
Results _________________________________________________

Required follow-up ______________________________________

Graduate Committee Members ________________________________
Examinining Committee Members ______________________________
External Examiner __________________________________________
Language Requirement ______________________________________
Supplemental Regulations ____________________________________
Dossier __________________________________________________

Major Practical Study B+ _________
Ensemble credit __________________________
1st Recital pre-recital ________________
1st Recital ________________
2nd Recital pre-recital ________________
2nd Recital ________________
Thesis ________________
Program Notes ______
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<td>2nd Pre Recital</td>
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**Advising Meetings**
GRADUATE PROGRAM PLAN
Master of Music - Performance

Name ________________________________________________________________

Student Number ______________________________________________________

Year started Program __________________________________________________

Theory Diagnostic

Date written __________________________________________________________

Results ______________________________________________________________________________________

Required follow-up ________________________________________________________________________________

Graduate Committee Members ____________________________________________

Examining Committee Members ____________________________________________

External Examiner _______________________________________________________

Language Requirement __________________________________________________

Supplemental Regulations __________________________________________________________________________

Dossier _________________________________________________________________________________________

Major Practical Study B+________

Ensemble credit _________________________________________________________

1st Recital pre-recital _________________________

1st Recital ___________________________

2nd Recital pre-recital _________________

2nd Recital ___________________________

Thesis ___________________________

Program Notes ______

Student/Advisor Agreement _____

Academic Integrity GRAD 7500 _____
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**Advising Meetings**
Graduate Recital Timeline

Choose a recital date and book it with the Faculty of Music using the Graduate Recital and Pre-Recital form, which also provides guidelines for formatting the student’s program and for venue and reception policies. Students are responsible for formatting their recital programs correctly and for submitting them to the Faculty of Music’s registrar for duplication.

These forms and templates are available on the Faculty of Music’s website under the heading “Forms for Students” (http://umanitoba.ca/faculties/music/forms224.html)

N.B. This is intended as a guideline to aid in recital planning. All Faculty of Music graduate students must adhere to the Faculty of Graduate Studies Supplemental Regulations for Music, which should be considered authoritative. These are available on the FGS website and via the following link: http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html