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I. Introduction

VISION
The Desautels Faculty of Music is a provincial, national and international centre of excellence in academic programs, music performance and for commitment to community involvement. The Desautels 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.

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 enabling human experience.

MESSAGE FROM THE DEAN
Welcome to the Desautels Faculty of Music at the University of Manitoba. We have a full-time resident faculty of 32 outstanding and internationally recognized performers, composers, scholars, and researchers who are dedicated to our diverse student body, whether that teaching occurs in private lessons, masterclasses, large or small ensembles, or in the classroom. Our students also have access to internationally recognized visiting artists and scholars through master classes, lectures, and special performances.

Our faculty is pleased to be a vital component of the Winnipeg arts community. Our city boasts an exceptional symphony, opera company, ballet company, several chamber orchestras, both early and new music groups, an extremely active jazz scene, and vibrant art galleries and professional theatres. With such diversity, Winnipeg is one of the most inspiring centres for the arts in Canada. Our students are enriched by the countless opportunities to which they are exposed—both as musicians and as audience members.

These are stimulating times of great development for the faculty. Thanks to the generous and visionary leadership of our benefactor, Dr. Marcel Desautels, along with the support from generous donors to the Tache Arts Project, we are expanding our presence in our new, beautiful building located behind Tache Hall. Although we are the province’s largest university, it is a cornerstone of our program that our faculty and staff provides the individual care and attention for each individual student. We are committed to sustaining a safe and nurturing environment for all our students, faculty, and staff.

Invest some time to learn more about the Desautels Faculty of Music as you explore this website, speak with us about our various programs, and visit us on campus to see our state-of-the-art facilities and experience the talents of our students, ensembles and faculty in performance.

Edward Jurkowski, Ph.D.
Dean, Desautels Faculty of Music
MESSAGE FROM THE FMSA COUNCIL

The mission of the Desautels Faculty of Music Students' Association Council (FMSA) is to foster a unified student and staff community within our faculty, and advocate for the rights and better education of our students. Through planning of social events, relaying student concerns to the administration and, when appropriate, relaying administrative concerns to the student body we hope to foster a professional, positive, healthy and supportive community within the Desautels Faculty of Music.

There are many ways for you to get involved in your FMSA:

1. Every year we seek volunteers to round out Council as non-voting Representatives from different years and areas of study, so that all students' voices can be more easily heard.
2. We organize and host a number of social events throughout the year, including Free Pancake Mondays, Kris Kringle, the spring BBQ, and most importantly, our annual Black & White Swing Thing social.
3. We run the DFoM Radio show on 101.5 UMFM, which aims to highlight and broadcast student accomplishments and advertise both musical and social events to a wider audience. If you have an interest in being on the show either as a speaker or to have some of your music played, do not hesitate to contact us.

You can connect with us in several ways.

Facebook: Marcel A. Desautels Faculty of Music Students' Association
Twitter: @UofMFMSA
Email: fmsa.council@gmail.com

FMSA Members for the current academic year can be found at: http://umanitoba.ca/faculties/music/current/index.html.

Our office is located on the first floor of Taché Hall room T115. Please contact us any time with any questions, comments or concerns you may have; we are here for you!

All our best for this academic year,

Desautels Faculty of Music Students’ Association
RESPECTFUL WORK AND LEARNING ENVIRONMENT
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:

a) Free from Discrimination and provides for Reasonable Accommodation;
b) Free from Harassment and Sexual Assault; and
c) 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 or vaping tobacco or cannabis is prohibited on campus, including within all residences. Students with a prescription for marijuana will be accommodated through an allowance within the guidelines of the Clean Air policy that permits smoking at least 25 feet or 8 metres from an outside entrance. The growing of cannabis is prohibited on campus, as is its sale.
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/

RESPECT FOR 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.

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

REGISTRATION AND FEES
Registration is completed using the Aurora system. This system can be accessed by internet only; students who live in areas without internet access should contact the Desautels Faculty of Music Student Advisor.

Registration for Fall and Winter term courses occurs in July and August.

Fee payment deadlines are given in "Important Dates" on http://umanitoba.ca/student/records/deadlines/

RESIDENCY REQUIREMENTS
Minimum required periods of residency at University of Manitoba:

Bachelor of Music or Bachelor of Jazz Studies degree - two years with a minimum of 63 credit hours.
Post Baccalaureate degree - one year with a minimum of 15 credit hours.

PART-TIME STUDY
Part-time study is available to music students. It is strongly advised to consult with the Student Advisor before choosing this option.

A part-time student may normally register for, and retain registration in, a Major or Minor Practical Study course only if they are currently enrolled in more than 50% of that year’s regular credit hours, excluding the Major Practical Study (MPS).

Special and Visiting Students may not normally register for Major or Minor Practical Study courses.

TRANSFER CREDIT
Students who have attended another accredited university or college may request that courses taken at those institutions be credited as Advanced Standing in music; in such cases the student may be asked to demonstrate competencies equivalent to Desautels Faculty of Music courses for which such credit is claimed. Advanced Standing is not automatically accorded.

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 you PEG-GO card
- You will use it to access the Active Living Centre
- You will use it to access you 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.

LOCKERS

Instrument Storage Lockers
There are Instrument Storage lockers for student use in Rooms T128 and T142 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 Desautels 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.

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

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<tr>
<th>Allotted Time:</th>
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<tbody>
<tr>
<td>Graduate students</td>
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<tr>
<td>Post-Baccalaureate</td>
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<tr>
<td>Post-Baccalaureate</td>
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Undergraduate student (Performance)

| Fourth year Performance | 2 hours/day if registered for Major Practical Study 4 AND Recital 2 |
| Fourth year Performance | 1 hour/day if registered for Major Practical Study 4 OR Recital 2 |
| Third year Performance | 1.5 hours/day if registered for Major Practical Study 3 AND Recital 1 |
| Third Year Performance | 1 hour/day if registered in Major Practical Study 3 OR Recital 1 |

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-Desautels 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 Desautels 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.

STUDENT SUPPORT SERVICES

Accessibility Services: contact the Student Accessibilities services and inform your professor as soon as possible of regarding any special accommodations needed for your learning environment. http://umanitoba.ca/student/saa/accessibility/index.html

Student Advocacy: To get questions answered about rights and responsibilities as a student you can contact Student Advocacy: 520 University Centre, https://umanitoba.ca/student/advocacy/

Respectful Work and Learning Environment: To ensure a positive educational experience for everyone the university has a policy outlining expectations for students and professors: http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student Discipline: Policies and procedures regarding disciplinary action can be found here: http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html

Violent or Threatening Behaviour: http://umanitoba.ca/admin/governance/governing_documents/community/669.html

Sexual Assault: If you are anyone you know is experiences sexual assault information and guidance can be found here: http://umanitoba.ca/admin/governance/governing_documents/community/230.html

More information and resources can be found by reviewing the Sexual Assault site: http://umanitoba.ca/student/sexual-assault/

Student Counseling Centre: deals with any aspect of your mental health and wellbeing, including stress, relationships, anxiety, depression, etc. http://umanitoba.ca/student/counselling/index.html 474 University Centre or S207 Medical Services (204) 474-8592

For 24/7 Mental Health Support, the Mobile Crisis Service can be reached at 204-940-1781
**University Health Service**: Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. http://umanitoba.ca/student/health/104 University Centre, Fort Garry Campus, (204) 474-8411 (Business hours or after hours/urgent calls)

**Student Support Case Management Team**: is available for consultation, workshops, and referrals, at: http://umanitoba.ca/student/case-manager/index.html, 520 University Centre (204) 474-7423

**Health and Wellness Educator**: http://umanitoba.ca/student/health-wellness/welcome.htmlKatie.Kutryk@umanitoba.ca 469 University Centre, (204) 295-9032

**Live Well @ UofM**: http://umanitoba.ca/student/livewell/index.html

**Student Academic Integrity, and Understanding Definitions of Misconduct, Cheating, Plagiarism**: http://umanitoba.ca/academicintegrity/

**Intellectual Property**
http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf

**STUDENT ASSOCIATION – Office 115**
Incoming students will be introduced to members of the Desautels Faculty of Music Students’ Association (FMSA) Council during Orientation sessions.

The FMSA Council offers a tutorial service for assistance with specific courses. Information or questions for the FMSA Council can be sent to fmsa.council@gmail.com.

**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

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

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

**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 Desautels Faculty of Music. Appointment booking available online at: http://umanitoba.ca/student/academiclearning/

**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.

**SCHOLARSHIPS AND BURSARIES**
Support based on financial need is offered through the BURSARY program at the Desautels Faculty of Music and the University of Manitoba. Applications for bursaries are made on "Aurora Student" and the deadline for submission is **October 1, 2018.**

The Desautels Faculty of Music offers generous financial support through merit awards and renewable scholarships. These awards are given in the Winter term and are based on accomplishments. There is no application for these awards.
DESAUTELS FACULTY OF MUSIC ENDOWMENT FUND

The endowment fund consists of funds donated by private donors and students. All Desautels Faculty of Music students contribute to the fund, as decided through a referendum process. A portion of the endowment fund goes toward continuing scholarships for students.

Individual and group applications for projects and travel grants are made to the committee and are due on March 29th, 2019.

The application form is available at:  http://umanitoba.ca/faculties/music/forms/224.html

The endowment committee is separate from the scholarship committee and consists of:
- Chair – to be appointed by and from the Committee
- 2 full-time faculty members – elected by Desautels Faculty of Music Council
- FMSA Senior Stick or delegate
- 1 student from the undergraduate program – appointed by the Music Students’ Association
- Desautels Faculty of Music Student Advisor
- 1 alumnus of the Faculty – appointed by Desautels Faculty of Music Council
- 1 representative of the general public - appointed by Desautels Faculty of Music Council
- Dean of the Faculty (ex officio, non voting)

STAFF CONTACT LIST

<table>
<thead>
<tr>
<th>General Office</th>
<th>204-474-9310</th>
<th><a href="mailto:music@umanitoba.ca">music@umanitoba.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Jurkowski, Dean</td>
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</tr>
<tr>
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<td><a href="mailto:Sarah.rout@umanitoba.ca">Sarah.rout@umanitoba.ca</a></td>
</tr>
<tr>
<td>Soon Kong, Student Advisor</td>
<td>204-474-9133</td>
<td><a href="mailto:Soon.Kong@umanitoba.ca">Soon.Kong@umanitoba.ca</a></td>
</tr>
<tr>
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<td><a href="mailto:Louella.Yambot@umanitoba.ca">Louella.Yambot@umanitoba.ca</a></td>
</tr>
<tr>
<td>Sue Stone Scott, Facilities &amp; Events Coordinator</td>
<td>204-474-9408</td>
<td><a href="mailto:Sue.stoneScott@umanitoba.ca">Sue.stoneScott@umanitoba.ca</a></td>
</tr>
<tr>
<td>Paula Stimpson, Finance Assistant</td>
<td>204-474-8062</td>
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</tr>
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</tr>
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<td><a href="mailto:Sarah.Boumphrey@umanitoba.ca">Sarah.Boumphrey@umanitoba.ca</a></td>
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<tr>
<td>Collaborative Pianists</td>
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<tr>
<td>Cary Denby</td>
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<td>Megan Dufrat</td>
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</tr>
<tr>
<td>Deena Grier</td>
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<td><a href="mailto:Deenagrier@gmail.com">Deenagrier@gmail.com</a></td>
</tr>
<tr>
<td>Melody Koop</td>
<td>204-654-1425</td>
<td><a href="mailto:Melkoop@hotmail.com">Melkoop@hotmail.com</a></td>
</tr>
<tr>
<td>Lisa Rumpel</td>
<td>204-390-5121</td>
<td><a href="mailto:Rumpell@myumanitoba.ca">Rumpell@myumanitoba.ca</a></td>
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<th>IMPORTANT DATES</th>
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<tr>
<td>July - August</td>
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<td>Course Registration</td>
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<td>Aug.29 – Sept. 5</td>
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<td>Ensemble Auditions</td>
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<td>Sept.4</td>
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<td>Orientation for first-year students</td>
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<td>Sept.5</td>
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<td>First day of classes</td>
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<td>Sept.10-14</td>
<td></td>
<td>Practice Room Sign-ups</td>
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<tr>
<td>Sept.14, 21, 28</td>
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<td>Midday - Wellness Fridays</td>
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<td>Sept.18</td>
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<td>Last day to drop courses with refund</td>
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<td>Sept.19</td>
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<td>Last day to add courses in Fall term</td>
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<td>Oct.1</td>
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<td>Application deadline for Bursaries</td>
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<td><a href="http://umanitoba.ca/faculties/music/prospective/index.html">http://umanitoba.ca/faculties/music/prospective/index.html</a></td>
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<td>Oct.3</td>
<td></td>
<td>Fall Term Fee deadline</td>
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<td>Oct.8</td>
<td></td>
<td>Thanksgiving. University closed</td>
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<td>Oct.18</td>
<td></td>
<td>Application deadline for Concerto Competition</td>
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<td>Prelims: Nov. 1</td>
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<td><a href="http://umanitoba.ca/faculties/music/current/564.html">http://umanitoba.ca/faculties/music/current/564.html</a></td>
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<td>Oct.9</td>
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<td>Tempo Conference, MBCI</td>
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<td>Nov.13-16</td>
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<td>Fall term break</td>
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<tr>
<td>Nov.19</td>
<td></td>
<td>Voluntary Withdrawal (VW) deadline for Fall Term classes</td>
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<tr>
<td>Dec.7</td>
<td></td>
<td>Last day of classes for Fall Term</td>
</tr>
<tr>
<td>Dec.10-21</td>
<td></td>
<td>Fall Term Exam period</td>
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<tr>
<td>Jan.7</td>
<td></td>
<td>First day of classes for Winter Term</td>
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<tr>
<td>Jan.7</td>
<td></td>
<td>Application deadline for Genser Competition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prelims: Jan. 19</td>
</tr>
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<td></td>
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<td><a href="http://umanitoba.ca/faculties/music/current/564.html">http://umanitoba.ca/faculties/music/current/564.html</a></td>
</tr>
<tr>
<td>Jan.18</td>
<td></td>
<td>Last day to drop spanned courses with refund</td>
</tr>
<tr>
<td>Jan.21</td>
<td></td>
<td>Last day to add course in Winter term</td>
</tr>
<tr>
<td>Feb.5</td>
<td></td>
<td>Winter Term Fee deadline</td>
</tr>
</tbody>
</table>
### II. Academic Progress and Policies

#### DEAN’S HONOUR LIST
Bachelor of Music/Bachelor of Jazz Studies students who achieve a sessional (September – April) grade point average of 3.5 and are registered in a minimum of 80% of a full-time program in both fall and winter terms will be eligible for the Dean’s Honour List.

Students who are granted incomplete or deferral status in any course will not be eligible for the Dean’s Honour List.

#### University Gold Medal
The Music University Gold Medal shall be awarded to the graduating student who has achieved the highest degree grade point average for the entire four-year program, including non-Music electives. The program must be completed within the normal four years, and may include any work taken during summer and intersession; all work must be done in residence at the University of Manitoba.

Regulations for students in the Integrated Bachelor of Music/Bachelor of Education Program:
   a) The medal is normally awarded at the time of graduation, presumably at the end of the fifth year; and
   b) The computation of grade point average will not include courses taken in the Faculty of Education.

#### Music Program Medals
- Desautels Faculty of Music Medal in Jazz Studies
- Desautels Faculty of Music Medal in Performance
- Desautels Faculty of Music Medal in Music Education/Music
- Desautels Faculty of Music Medal in Composition
- Desautels Faculty of Music Medal in History
- Desautels Faculty of Music Medal in General Studies

The Desautels Faculty of Music Program Medal shall be awarded to the graduating student in each music program who has achieved the highest degree grade point average for the entire four-year program,
including non-Music electives. The program must be completed within the normal four years, and may include any work taken during summer and intersession; all work must be done in residence at the University of Manitoba.

Regulations for students in the Integrated Bachelor of Music/Bachelor of Education Program:
   a) The medal is normally awarded at the time of graduation, presumably at the end of the fifth year; and
   b) The computation of grade point average will not include courses taken in the Faculty of Education.

**Tie-Breaking Mechanism**
In the event of a tie based upon the criteria described above, the following mechanism will be used to break the tie:
   1. the degree grade point average is to be calculated to the fourth decimal place
   2. preference is to be given to the student who has a higher proportion of “A+” and “A” grades in a total program
   3. preference is to be given to students who have taken the largest number of credit hours.
   4. If the tie still persists, the Desautels Faculty of Music Scholarship and Awards Committee, along with any others appointed by the Dean, will meet to select the recipient.

**SCHOLASTIC PROGRESS**
All questions concerning academic regulations should be directed to the Associate Dean. The Student Advisor serves as academic advisor for all undergraduate students in the Desautels Faculty of Music.

Within the first week of the term, students will receive course syllabi for all academic courses, ensembles, and lessons.

A grade of “C” or better is required in each Music course throughout the Bachelor of Music/Bachelor of Jazz Studies program except where the Desautels Faculty of Music Handbook states otherwise. Please see your professor, the Student Advisor, the Associate Dean, or the student council tutors if you think you are in difficulty. The aforementioned people are there to assist you, but it is your responsibility to seek help.

A sessional (September – April) grade point average of less than 2.0 (C) or failure to achieve a grade of “C” or better in two Music courses will result in a student being placed on probation. While on probation, the student remains in the program but is subject to a set of conditions that are established by the Desautels Faculty of Music. A student failing to meet these conditions may be placed on suspension.

Supplemental examinations are not given in the Desautels Faculty of Music, with the following exception: where a jury mark of “D” has been assigned in Major Practical Study, the juried examination may be reheard prior to the next registration.

Each student is permitted a maximum of 21 credit hours of failed Music courses in the Bachelor of Music or Bachelor of Jazz Studies program. Students will not be permitted to register for a required music course more than twice without the permission of the Associate Dean.

**Repeat Rule**
Subject to faculty or school regulations, required courses graded “F” or “D” must be repeated, usually at the next opportunity. Elective courses graded “F” may either be repeated or another elective substituted.
Bachelor of Music and Bachelor of Jazz Studies students may not register for Third Year Major Practical Study or Recital I until all required first year music courses have been successfully completed, nor for Fourth Year Major Practical Study or Recital II until all second year music courses have been successfully completed, except by consent of the Associate Dean.

Interrupted Major Practical Study
Students who do not enroll in Major Practical Study or Credit Recital for a period longer than one term will be required to re-audition for placement in Major Practical Study. Contact your instrument area coordinator for repertoire information, as well as the Admissions Coordinator to make arrangements for the re-audition.

Attendance
UNEXCUSED ABSENCES:
Regular attendance is expected of students in all courses. Any unexcused absences from ensemble or practical study courses, or three hours of unexcused absences from any other music course, may result in the student being required to withdraw from the course or ensemble, or may result in a failing grade being assigned. Students who will be absent from class should, as a matter of courtesy, inform the professor.

ILLNESS:
Students absent from a class for three or more consecutive meetings due to illness may be required to present a certificate from a physician. Prior approval for extended absences from class, for reasons other than illness, must be obtained from the Instructor and the Associate Dean. Unexcused absence from a class test may result in a grade of zero for any tests taken in that class period. Make-up tests will be allowed only in special circumstances.

ENSEMBLE TRIP ABSENCES:
Students will be issued a letter from their ensemble director prior to an ensemble trip. Students are responsible to get this letter signed by all professors whose courses they will miss as a result of an ensemble trip, and return it to the ensemble director at least one week prior to departure. Students are responsible to find out what work they will miss and what they will be expected to do to make up this work. Students must also sign a waiver form before leaving for a school trip (see Travel Code of Conduct).

Attendance at Masterclasses and studio class is an important part of your studies. Attendance requirements will be set by each instrument/voice area, as will regulations about accompanists.

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 will be placed on academic suspension.

UNDERGRADUATE GRADE APPEALS AT THE DESAUTELS FACULTY OF MUSIC
The Desautels Faculty of Music follows the appeal process outlined in the University of Manitoba Regulations. Below is a summary of the key points. For full details see the University of Manitoba policy at: http://umanitoba.ca/student/resource/student_advocacy/final_grade_appeal.html and http://umanitoba.ca/student/resource/student_advocacy/1784.html

Appeal of FINAL GRADE
1. A student questioning a final grade has the right to appeal that grade.
2. Before making an appeal, the student should first discuss the matter with the instructor who assigned the grade. The instructor will determine if a mechanical error such as an addition error has been made and will explain to the student the reasons for the grade.
3. If the student is not satisfied with the answer, he or she may submit an appeal through the University of Manitoba Registrar’s Office, 400 University Centre. The appeal should include:
   • the completed Final Grade Appeal form: http://umanitoba.ca/student/records/grades/691.html
   • a cheque for the appropriate fee (will be refunded if the appeal results in a change of grade)
   • a letter explaining the reasons why the final grade should be changed
   • any supporting material (for example the final exam)

The appeal must be submitted by the following deadlines:
• on a 1st term grade (fall) the deadline is 15 working days from when the University reopens in January
• on a 2nd term grade (winter) the deadline is 15 working days after Victoria Day
4. The Registrar's Office will forward the appeal to the Desautels Faculty of Music Appeals Committee that will take the necessary steps to assess the appeal. This might include the re-evaluation of the grade in consultation with at least one other instructor in the same or related field. If the Committee feels that it is necessary, the student may be called in person to the Committee before the decision is final. It may also seek information from the instructor, who may also be called in person to the Committee.
5. The Desautels Faculty of Music Appeals Committee will submit the results of the appeal to the Registrar's Office within 30 days (exceptionally 60 days) of the deadline for the student to submit the appeal.
6. The Registrar's Office will inform the student of the result of the appeal.
7. If, after these steps, the student is not satisfied, he or she has the right to bring the matter to the Senate Committee on Appeals.

Appeal of TERM WORK
1. A student questioning a grade received for an assignment, paper or examination has the right to appeal that grade.
2. Before making an appeal, the student should first discuss the matter with the instructor who assigned the grade. The instructor will determine if a mechanical error, such as an addition error, has been made and explain to the student the reasons for the grade.
3. If the student is not satisfied by the answer, he or she may submit an appeal through the University of Manitoba Registrar's Office, 400 University Centre. The appeal should include:
   • the completed Term Work Appeal form: http://umanitoba.ca/student/records/forms.html
   • a cheque for $35 (the appeals fee will be refunded if the appeal results in a change of grade)
   • a letter that clearly outlines the reasons for the appeal
   • any supporting material (for example the paper)
   The appeal must be submitted within 10 working days after the grade was made available to the student.
4. The Registrar's Office will forward the appeal to the Desautels Faculty of Music Appeals Committee that will take the necessary steps to assess the appeal. This might include the re-evaluation of the Term Work in consultation with at least one other instructor in the same or related field. If the Committee feels that it is necessary, the student may be called in person to the Committee before the decision is final. It may also seek information from the instructor, who may also be called in person to the Committee.
5. The Desautels Faculty of Music Appeals Committee will submit the results of the appeal to the Registrar's Office within 15 days (exceptionally 30 days) after the formal appeal was filed.
6. The Registrar's Office will inform the student of the result of the appeal.
7. If, after these steps, the student is not satisfied, he or she has the right to bring the matter to the Senate Committee on Appeals.
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 Dean and then to the individual instructor.

III. Programs and Performances

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 essential to every musician's training.

Details of course requirements for the Bachelor of Music, Bachelor of Jazz Studies, the Post Baccalaureate degree are available on the Desautels Faculty of Music website.

ADMISSION TO BACHELOR OF MUSIC PROGRAM SPECIALIZED CONCENTRATIONS
At the conclusion of the second year of study - or with permission of the Associate Dean at the end of their third year - students may apply for admission to the concentration of their choice, subject to the following limitations.

Composition
Qualifications: Satisfactory standing in accordance with the academic regulations of the Desautels Faculty of Music, grades of “B” or better in Theory courses MUSC 1110, MUSC 1120, MUSC 2110 and MUSC 2120, and Musicianship courses MUSC 1384, MUSC 1394, MUSC 2384 and MUSC 2394. A grade below “B” in one of these courses will necessitate repeating the course if the student is to gain/retain a position in the Composition Concentration. In cases where Composition has been the major or minor practical study for the first two years of the program (including MUSC 1404, MUSC 1414), these grades must also be “B” or better. The student must have a cumulative grade point average of at least 2.5 (with 60 credit hours completed and no more than 2 VWs while registered in the Desautels Faculty of Music). The student must submit a portfolio of compositions for the approval of a jury and must have the written recommendation of the instructor of one of the classes specified above.

History
Qualifications: Satisfactory standing in accordance with the academic regulations of the Desautels Faculty of Music, grades of “B+” or better in MUSC 1004, MUSC 1014, and two Music History electives, and the written recommendation of the instructor of one of these classes. The student must have a cumulative grade point average of at least 2.5 (with 60 credit hours completed and no more than 2 VWs while registered in the Desautels Faculty of Music).

Performance
Qualifications: Satisfactory standing in accordance with the academic regulations of the Desautels Faculty of Music, completion of all year 1 and year 2 required Music courses, and the recommendation of the panel that hears the juried examination at the completion of MUSC 2400. This second year jury thus acts as an audition for the performance concentration. This performance audition jury will be 30 minutes long and will be held in April. Please note that a half-jury is not allowed when auditioning for the
Performance Concentration.

Music Education
Successful completion of all first and second year courses in the Bachelor of Music general program including MUSC 2100 and MUSC 2460 and at least 3 credit hours in a second teachable subject area. See the Faculty of Education Admissions Guide on the U of M website for details on the requirements for various second teachables. Students apply to enter the music education concentration in second year to begin specialized course work in third and fourth years. Students will fill out the required paperwork to apply at the end of MUSC 2100 or can make an appointment with the student advisor.

General Program
Admission to the General Program requires satisfactory standing in accordance with the academic regulations of the Desautels Faculty of Music.

MAJOR PRACTICAL STUDY: BACHELOR OF MUSIC & POST-BACCALAUREATE (CLASSICAL)
Courses MUSC 1400, MUSC 2400, MUSC 3470, MUSC 4160, MUSC 4470, MUSC 5400

Lesson Format
Each student taking Major Practical Study will receive one hour of private instruction each week for the entire academic year for a total of 26 hours, with the exception of MUSC 4160, which has a total of 13 hours. 48 hours' notice is required to cancel a lesson. It is at the discretion of the instructor when or if the lesson will be made up.

It is expected that each student will prepare an average of two to three hours per day for a total of 14 to 21 hours per week. Each student will discuss with his/her professor the goals for the year in terms of technical achievement and repertoire development.

Accompanists
Students are responsible for arranging their own accompanists for recitals and juries. You may refer to the list of accompanists provided in this handbook.

Jury Examinations
All students in the Bachelor of Music Program: General Concentration, History Concentration, and the Music Education program are required to perform a Jury Examination as part of their Major Practical Study courses.

Students in the Bachelor of Music Composition are required to prepare and submit scores and recordings for presentation at the Jury Examination, as part of their Major Practical Study courses.

Students in the Bachelor of Music: Performance Concentration and students in the Bachelor of Jazz Studies Program are NOT required to perform a jury for Major Practical Study courses MUSC 3470 and MUSC 4470 if they are registered in a credit recital that year.

When performing a jury examination the student will perform for a jury panel consisting of faculty members, normally at the end of term in April. The student’s instructor is present at the jury, but does not participate in the jury mark. Members of the jury give marks independently without consultation. To arrive at the final jury mark, the Desautels Faculty of Music office averages the jurors’ marks. Students
should be aware that the quality of the instrument may affect their progress on that instrument, but it should not be considered a crucial element of the grading process.

The student is expected to perform a balanced repertoire, and to prepare as though it were a public performance. While it is expected that the majority of the music performed on the Major Practical Study examination will be solo literature, one ensemble work in which the student plays a prominent part may be included. Sight-reading is normally required in jury examinations. Juries and recitals for Post-Baccalaureate Students will demonstrate a quality that represents progress beyond the fourth year level.

Jury and Recital repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean’s Office.

Jury examinations for Major Practical Study will normally take place during the exam period of the academic year for which the student is registered. When unavoidable circumstances arise (e.g. illness or other issues of a critical nature), deferred juries may be allowed with the permission of the Associate Dean. A deferred jury is considered an incomplete in the course and this (incomplete) will constitute the grade submitted until the deferred exam is taken.

Bachelor of Music and Bachelor of Jazz Studies students may not register for the next level of Major Practical Study until the deferred jury examination has been successfully completed.

### Jury Length

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>MUSC 1400</td>
<td>15-17 minutes of music</td>
</tr>
<tr>
<td>MUSC 2400</td>
<td>15-17 minutes of music for students <strong>not auditioning</strong> for Performance</td>
</tr>
<tr>
<td></td>
<td>25 minutes of music for students <strong>are auditioning</strong> for Performance</td>
</tr>
<tr>
<td>MUSC 3470</td>
<td>25 minutes of music</td>
</tr>
<tr>
<td>MUSC 4470</td>
<td>25 minutes of music</td>
</tr>
<tr>
<td>MUSC 4160</td>
<td>12-14 minutes of music</td>
</tr>
<tr>
<td>MUSC 5400</td>
<td>25 minutes of music if NOT registered for Post- Bacc. Recital in the same academic year</td>
</tr>
</tbody>
</table>

**Half-juries**

A student or their instructor may request that the student perform two half-juries instead of one full jury. In that case, the two half juries will be half the length of the full jury. e.g. If the full jury length is 30 minutes, then each half-jury will be 15 minutes. A half-jury is not allowed when auditioning for the Performance Concentration.

**MAJOR PRACTICAL STUDY GRADING: BACHELOR OF MUSIC & POST-BACCALAUREATE (CLASSICAL)**

Final grades in Major Practical Study are determined as follows:

- 60% determined by the student’s Major Practical Study instructor
- 40% Average of the Jury Panel’s Grades
NOTE: Students in MUSC 3470, 4470, and 5400 who are registered for a credit recital in the same academic year will not perform a jury – 100% will be determined by the student’s Major Practical Study instructor

Further Major Practical Study Grading Policies

1. A term grade of “D” (60-69) or “F” (59 or below) from the instructor will constitute the final grade for the course and will not be added to a jury grade. The student is then not eligible to take a jury examination.

2. A jury grade of “D” (60-69) will result in a grade of “D-incomplete” and a jury grade of “F” (59 or below) will result in a final grade of “F-incomplete” for the entire course. The student will have no longer than six months from the day of the failed jury to repeat the jury. The same repertoire may be performed. A grade of “C” or higher on this second jury will be averaged with the instructor’s grade to determine the final grade. A grade of “D” or “F” on the second jury will become the final grade for the course.

Repertoire Booklets
Students are responsible to create and maintain their own repertoire booklets. A template is available at http://umanitoba.ca/faculties/music/forms/224.html

Each repertoire booklet should contain a list of all the repertoire that has been prepared for the examination and repertoire that has been studied throughout the year. The Major Practical Study instructor must sign the repertoire booklet prior to the jury.

Students must bring their repertoire booklets to their juries and are responsible for retrieving the books after their jury exams are complete.

MINOR PRACTICAL STUDY: BACHELOR OF MUSIC, BACHELOR OF JAZZ STUDIES & POST-BACCALAUREATE
Minor practical study is available to students in all four years of the Bachelor of Music and Bachelor of Jazz Studies program with the written permission of the Associate Dean. There is a limit on the number of students who are allowed to elect these courses, as well as on the subject areas available for study. Students who would like further information are encouraged to speak with the Student Advisor.

MAJOR PRACTICAL STUDY: BACHELOR OF JAZZ STUDIES & POST-BACCALAUREATE (JAZZ)
Courses MUSC 1400, MUSC 2400, MUSC 3470, MUSC 4470, MUSC 5400

Lesson Format
Each student taking Major Practical Study will receive one hour of private instruction each week for the entire academic year for a total of 26 hours. 48 hours’ notice is required to cancel a lesson. It is at the discretion of the instructor when or if the lesson will be made up.

It is expected that each student will prepare an average of two to three hours per day for a total of 14 to 21 hours per week. Each student will discuss with his/her professor the goals for the year in terms of technical achievement and repertoire development.
Masterclasses
There will be a Jazz Masterclass every Friday from 2:30 pm – 4:30 pm. It is required that every Jazz student attend this Masterclass each week as part of their Major Practical Study credit.

Jury Examinations
Students in years 1 and 2 of the Bachelor of Jazz Studies Program are required to perform a Jury Examination as part of their Major Practical Study courses MUSC 1400 and MUSC 2400.

Students in years 3 and 4 of the Bachelor of Jazz Studies Program are NOT required to perform a jury for Major Practical Study courses MUSC 3470 and MUSC 4470 if they are registered in a credit recital that year.

When playing a jury examination the student will perform for a jury panel consisting of faculty members, normally at the end of term in April. The student’s instructor is present at the jury, but does not participate in the jury mark. Members of the jury give marks independently without consultation. To arrive at the final jury mark, the Desautels Faculty of Music office averages the jurors’ marks. Students should be aware that the quality of the instrument may affect their progress on that instrument, but it should not be considered a crucial element of the grading process.

Jury examinations for Major Practical Study will normally take place during the exam period of the academic year for which the student is registered. When unavoidable circumstances arise (e.g. illness or other issues of a critical nature), deferred juries may be allowed with the permission of the Associate Dean. Bachelor of Jazz Studies students may not register for the next level of Major Practical Study until the deferred jury examination has been successfully completed.

Jury Ensemble Requirements
The student’s jury ensemble must, at minimum, consist of bass, drums, and guitar or piano for at least a portion of the jury unless otherwise advised by their MPS instructor. Accompanying musicians may be students, professionals, or community musicians. U of M Faculty and sessional instructors are excluded. Students are responsible for assembling and rehearsing their own ensemble.

Jury Length

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>MUSC 1400</td>
<td>20 minutes</td>
</tr>
<tr>
<td>MUSC 2400</td>
<td>20 minutes</td>
</tr>
<tr>
<td>MUSC 3470</td>
<td>20 minutes if not registered for Recital in the same academic year</td>
</tr>
<tr>
<td>MUSC 4470</td>
<td>20 minutes if not registered for Recital in the same academic year</td>
</tr>
<tr>
<td>MUSC 5400</td>
<td>20 minutes if NOT registered for Post- Bacc. Recital in the same academic year</td>
</tr>
</tbody>
</table>

Jury Components
There are two components to each Jury:

1. 3 Contrasting Arranged Pieces
Each student is to prepare three contrasting pieces rooted firmly in the jazz idiom to perform with their jury ensemble. The pieces do not need to have elaborate arrangements, but should include the following components:

- Introduction and ending
- Head in and head out
- 1-2 chorus solo by the person whose jury it is (no other musicians should solo)

Each of these three pieces should have a clearly prepared chart using music notation software that accurately reflects the arrangement. One copy of each of the three charts must be submitted to the jury panel at the start of your jury.

2. List of 7 Additional Pieces
Each student is to provide a list of 7 additional tunes they are prepared to play the melody to unaccompanied. This list should be typed and one copy should be presented to the jury panel at the start of the jury. Student may be asked to play any number of the tunes on this list as determined by the jury panel. For vocalists, these 7 tunes are to come from the provided repertoire list for your year of study.

All repertoire is to be chosen in collaboration with your MPS instructor.

The student is responsible for assembling and rehearsing his or her ensemble.

Half-Juries
A student or their instructor may request that the student perform two half-juries instead of one full jury. In that case, the two half-juries will be half the length of the full jury. e.g. If the full jury length is 30 minutes, then each half-jury will be 15 minutes.

MAJOR PRACTICAL STUDY GRADING: BACHELOR OF JAZZ STUDIES & POST-BACCALAUREATE (JAZZ)

Final grades in Major Practical Study are determined as follows:
- 60% determined by the student’s Major Practical Study instructor
- 40% Average of the Jury Panel’s Grades

NOTE: Students in MUSC 3470, 4470, and 5400 who are registered for a credit recital in the same academic year will not perform a jury – 100% will be determined by the student’s Major Practical Study instructor

Further Major Practical Study Grading Policies
1. A term grade of “D” (60-69) or “F” (59 or below) from the instructor will constitute the final grade for the course and will not be added to a jury grade. The student is then not eligible to take a jury examination.

2. A jury grade of “D” (60-69) will result in a grade of “D-incomplete” and a jury grade of “F” (59 or below) will result in a final grade of “F-incomplete” for the entire course. The student will have no longer than six months from the day of the failed jury to repeat the jury. The same repertoire may be performed. A grade of “C” or higher on this second jury will be averaged with the instructor’s
grade to determine the final grade. A grade of “D” or “F” on the second jury will become the final grade for the course.

**Jury Marking**
Juries make up 40% of a student’s MPS grade.

Juries will be marked on a number of components which will include elements such as:

- Technical command of the instrument
- Musical expressiveness
- Ability to improvise
- Knowledge of melody
- Preparation
- Clarity of charts
- Organization

**Jury Repertoire and Repertoire Booklets**
The student must provide the jury panel with charts for three compositions that they have prepared for the jury examination. The student must write these charts; photocopies from fake books are not acceptable. The charts will be graded on the clarity of the musical structure and legibility. The jury will do an evaluation of the charts.

Students are responsible to create and maintain their own repertoire booklets. A template is available at [http://umanitoba.ca/faculties/music/forms/224.html](http://umanitoba.ca/faculties/music/forms/224.html)

Each repertoire booklet should contain a list of ten compositions that have been prepared for the examination: three contrasting compositions that the student plans to perform with supporting musicians, plus an additional seven that the jury may ask to be performed solo. Students must bring their repertoire booklets to their juries and are responsible for retrieving the books after their jury exams are complete.

For students registered in MUSC 5400, one of the three required compositions must be an original. As students progress through the program, they must be prepared to perform any tune listed in the repertoire book at the jury as a solo.

The Major Practical Study instructor must sign the repertoire booklet prior to the jury.

**CONCERT ATTENDANCE POLICY FOR THE 2018-2019 ACADEMIC YEAR**

**Bachelor of Music & Bachelor of Jazz Studies Students**
Frequent attendance at formal and informal concerts is an important element of music education of students at the Desautels Faculty of Music. Students are required to attend a **minimum of 30 concerts** per academic year (September – April) designated for Concert Attendance Credit.
Students do not receive Concert Attendance Credit for concerts in which they perform, with the sole exception of the Midday Recitals. Students who perform in the Midday recital series will receive concert credit, unless their performance is for credit in another course.

**Concert tickets for the 2018-19 year must be submitted by Thursday, April 18, 2019.**

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<th>Internal Concerts (Minimum of 20 Concerts)</th>
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*Concert attendance is taken at the door before the Midday recitals, student credit recitals and any un-ticketed University of Manitoba ensemble performance.*

Note: Three of the 10 external Concert Credits can come from attending any music concert.

Failure to achieve the required level of attendance will result in a student’s Major Practical Study final grade being lowered by **one full letter grade** (for example, a B+ would become a C+).

For ALL external concerts **ticket stubs are required.** In addition, as noted above attending a University of Manitoba Ensemble Performance requires a ticket stub. Programs or video footage of the event will not be accepted as proof of attendance.
CREDIT RECITALS
Courses MUSC 3550, MUSC 3554, MUSC 4560, MUSC 4562, MUSC 5560

Bachelor of Music students in the Performance Concentration and Bachelor of Jazz Studies students are required to present two credit recitals, while Post-Baccalaureate students are required to present one credit recital. These courses may be open to other students with the advice of faculty and the explicit permission of the Dean.

Lesson Format for Recitals
Students registered for MUSC 3550 (Recital 1), MUSC 4560 (Recital 2), MUSC 5560 (Recital), MUSC 3554 (Jazz Recital 1) and MUSC 4562 (Jazz Recital 2) will receive 0.5 hours of instruction per week (13 hours of instruction per academic year.)

The instructor, in consultation with the student, will schedule this instruction as regular additional lessons, as coaching time in preparation for the recital, or as a combination of the two.

48 hours’ notice is required to cancel a lesson. It is at the discretion of the instructor when or if the lesson will be made up.

Recital Times and Formats
To book the recital date, please submit the Undergraduate Credit Recital Booking Form a minimum of two months before the credit recital. Please note that January 31 is the final date for booking of credit recitals, even if the recital occurs more than two months past that date.

The Recital Approval Form must be submitted to the Student Advisor a minimum of one month before the credit recital.

Finalized recital programs are to be emailed to music@umanitoba.ca in “Word” format a minimum of one week before the credit recital. The program must follow the Recital Program Template provided online at Quick Links at: student forms.

Please consult the Recital Formatting Guide for instructions on how to use the template, formatting content, etc.

NOTE: The Desautels Faculty of Music office will print 30 copies of the recital programs.

CREDIT RECITALS FOR MUSC 4560, 4562, 5560 AND MUSC 3550 FOR COMPOSITION STUDENTS:
• Monday-Saturday at 8:00 pm. A reception may follow these recitals.

• The MUSC 4560, MUSC 4562 and MUSC 5560 recitals will contain 65-70 minutes of repertoire depending on the instrument or voice. This should include all pauses, and will have a ten-minute intermission and not exceed 90 minutes in length.

• For MUSC 3550 for composition majors, the public recital shall normally consist of the composition, preparation and presentation, of 42-45 minutes of original music. All works on the recital are to have been composed during the student’s B.Mus. degree program at the University of Manitoba. Large ensemble works, or works that are otherwise impractical for inclusion on the recital, but that receive performance elsewhere during the student’s program prior to the recital
date, may count toward the composition recital time requirement. Only works for which good quality audio and/or video recordings are available will be considered. All such inclusions are at the discretion of, and with the pre-approval of, the recital instructor. The duration of the composition recital may not be reduced through such activities to less than 30 minutes of music.

CREDIT RECITALS FOR MUSC 3550 AND MUSC 3554:

- Monday- Friday at 5:30 pm. No reception is allowed after these recitals.
- The recital for MUSC 3550/MUSC 3554 will contain 42-45 minutes of repertoire with the total length of the recital including all pauses (no intermission) not exceeding 60 minutes.

The noon-hour recital is exclusively for non-credit recitals. A time slot between 3:00 pm - 5:00 pm weekdays may be reserved for credit recital dress rehearsals.

Credit recitals should be treated as professional engagements. You are fully responsible for all organization. Start early! Book the hall only after confirming the date with any musicians who will be assisting you. The date may not be changed except with a doctor’s note.

Plan any assistance you will need to help your recital run smoothly well ahead of time. Please remember that moving certain instruments, such as the harpsichord, requires several people. Those students who use Eva Clare Hall are responsible for ensuring that it is in order when they leave, including the clearance of all chairs and stands on stage, any debris, and the return of the piano to the rear of stage left, post down. Leaving a piano or harpsichord in front of the window in the Artist’s Room will result in a tuning fee of $90.00.

Any formal booking of Eva Clare Hall requires a $100 non-refundable, non-transferable recording technician fee. Failure to return the Hall and Artist Room to good order, or failure to clear equipment and personal belongings immediately after the recital will result in additional charges. When using a venue other than Eva Clare Hall, it is the student’s responsibility to provide a recording of the recital for the Music library archives.

Recital Grading

A recital panel (which has been approved by the Desautels Faculty of Music) will assign grades for credit recitals.

The members of the panel will meet after the recital and determine a single letter grade. A comment sheet from each of the panel members will be returned to the student within two weeks of the performance. Comments are written so that the mark given is reflective of the weight of the comments.

For students in the Performance Concentration, Bachelor of Jazz Studies and Post-Baccalaureate Diploma Program, a minimum mark of “B” is required to fulfill the recital requirement. As in all Desautels Faculty of Music courses, a mark of “C” or “C+” is a passing mark. A recital course that receives this mark, while not meeting the standard in the Performance Concentration, may be used as an elective credit in other concentrations.

Your recital grade will, in part, reflect the quality of your printed recital program.
Recital Repertoire for Bachelor of Music & Bachelor of Jazz Studies

Programs must be balanced historically and stylistically. If the time constraints of the MUSC 3550/MUSC 3554 recital do not allow coverage of all relevant stylistic eras, this balance must be achieved by the repertoire of the MUSC 4560/MUSC 4562 recital.

For MUSC 3550/MUSC 4560, the majority of the music performed on the recital should be solo literature with or without accompaniment as appropriate to the medium. Chamber music in which the recitalist plays a prominent part may be included in the MUSC 3550 recital and will normally be included in the MUSC 4560 recital.

Jury and Recital repertoire should be distinct and not overlapping, except in unusual circumstances approved in advance by the Dean’s Office.

Recital Repertoire for Post-Baccalaureate

Post-Baccalaureate recitals will be composed of solo and/or chamber repertoire as determined by the Major Practical Study teacher. Juries and recitals for Post-Baccalaureate students will demonstrate a quality which represents progress beyond the fourth year level.

The MUSC 5560 recital will contain 65-70 minutes of repertoire depending on the instrument or voice, while total recital length should not exceed 90 minutes. This should include all pauses, and will have a ten minute intermission. The timing of the recital is one of the jury’s considerations when grading. It must fit into the time allotted.

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.

NON-CREDIT RECITALS

Students enrolled in Major Practical Study are expected to perform a portion of their Major Practical Study repertoire at a public recital at least once in each academic year. Students may choose to perform at a noon hour recital (Music at Midday) or any other venue deemed suitable by the student and their Major Practical Study instructor. The obligation to ensure that such performances take place rests with the student and the student’s Major Practical Study instructor.

Certain time slots in Eva Clare Hall, including the Midday Recital, are reserved for non-credit recitals. Regular noon-hour recitals take place between 12:30 pm and 1:20 pm Mondays, Wednesdays, and Fridays. Recitals may also take place from 12:00 pm to 1:00 pm on Tuesdays and Thursdays by special arrangement only. Eva Clare Hall is also available for full-length non-credit recitals during the evenings.

Non-Credit recital request forms must be submitted to the Facilities & Events Coordinator. The forms are available on the website: http://umanitoba.ca/faculties/music/forms/224.html
ENSEMBLES

Ensemble Placement
The Desautels Faculty of Music offers a wide variety of opportunities for participation in ensembles including the following:

- Chamber Ensembles
- Musicum
- Concert Choir
- Jazz Ensembles
- Jazz Orchestra
- Musical Theatre
- Opera Theatre
- Percussion Ensemble
- University Concert Band
- University Singers
- University Symphony Orchestra Collegium
- University Wind Ensemble
- Women's Choir
- XIE (eXperimental Improv Ensemble)

Bachelor of Music students are required to participate in two ensembles each year for four years. Bachelor of Jazz Studies students are required to participate in at least one ensemble each year for four years. The ensemble committee determines placement in credit ensembles; such participation will normally be in ensembles relevant to the student’s major practical study area. Students from other faculties and non-university musicians are welcome to participate as space and instrumental balance allow, but all participation is at the discretion of the conductor or coach of the ensemble.

Ensemble auditions take place the last week of August or early September just prior to the start of Fall term classes. Placements are finalized after auditions, and results are posted. Some adjustment in the student’s registration may be required after the results are posted, due to the fact that students register for their ensemble lecture section prior to auditions. For example, if a student registered for University Singers but through the audition process was placed in Women’s Choir, the student is required to make the adjustment through the registration system before the end of the revision period in the fall term. Switching lecture sections will not result in any extra costs. If you experience difficulty with the registration switch, please consult with the Student Advisor.

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 designate.
- appropriate curfews will be established on each trip by the faculty in charge, or his/her designate, as necessary.
- discreet, 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.
IV. Facilities and Equipment

BOOKING EVA CLARE HALL

Dress Rehearsals, Special Events, Recording sessions & Non-Credit Recitals
To book Eva Clare Hall, 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.

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

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.

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

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 musicfac@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.

INSTRUMENT TECHNIQUES COURSES – INSTRUMENT LOAN GUIDELINES
Students enrolled in a Techniques course who require 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.

The Desautels 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.