



Desautels
FACULTY of MUSIC

Desautels Faculty of Music Graduate Student Handbook

2020-2021

umanitoba.ca/music

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Revised October 2020

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Throughout this document you will find COVID specific guidelines highlighted in yellow. Please take note of these unique circumstances for Fall 2020. Policies used in previous years will be italicized.

Section 1 - Desautels Faculty of Music

1. Introduction

Vision Statement:

To be the destination of inspiring musical activity, through a commitment to transformative research/creative works and teaching and learning. These endeavours are uniquely strengthened by interdisciplinary knowledge and diverse perspectives, including those of Canada's Indigenous peoples. We aspire to offer innovative programs of the highest quality at all levels of music study.

Mission Statement:

To create, preserve, communicate, and apply knowledge in composition, musicology/theory, music education, and music performance, in respectful engagement with our students, contributing to the cultural, social, and economic well-being of local, national, and global communities.

Values:

- Excellence
- Collaboration and collegiality
- Community engagement
- Local, national and global impact
- Equity and inclusion
- Respectful Workplace and Learning Environment

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 masterclasses, 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 Taché Arts Project, we are expanding our presence in our new, beautiful building located behind Taché 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

Staff Contact List

General Office	204-474-9310	music@umanitoba.ca
Edward Jurkowski, Dean	204-474-7380	Edward.Jurkowski@umanitoba.ca
Laura Loewen, Associate Dean (Undergraduate)	204-474-9547	Laura.Loewen@umanitoba.ca
James Maiello, Associate Dean (Graduate and Research)	204-474-6017	James.Maiello@umanitoba.ca
Kanchana Sankaranarayanan, Business Manager	204-474-7240	Kanchana.Sankaranarayanan@umanitoba.ca
Vanessa Perinot, Executive Assistant to the Dean	204-474-9164	DFoM.ExecutiveAssistant@umanitoba.ca
Sarah Rout, HR Officer	204-474-8951	Sarah.Rout@umanitoba.ca
Jennifer Wang, Student Advisor	204-474-9133	Jennifer.Wang@umanitoba.ca
Louella Yambot, Admissions Coordinator & Recruitment Lead	204-474-9915	Louella.Yambot@umanitoba.ca
Sue Stone Scott, Facilities & Events Coordinator	204-474-9408	Sue.StoneScott@umanitoba.ca
Daniel Song, Financial Administrator	204-474-8062	Daniel.Song@umanitoba.ca
Carlos Dimawala, Financial Assistant	204-474-7801	Carlos.Dimawala@umanitoba.ca
Amanda Wiebe, Front Office Assistant	204-474-9310	Amanda.Wiebe@umanitoba.ca
Sarah Boumphrey, Communications Assistant	204-474-6728	Sarah.Boumphrey@umanitoba.ca
Adam Mlodzinski, Recording Studio Technician		Kenneth.Mlodzinski@umanitoba.ca
Donnalynn Grills, Program Coordinator, Prep Studies	204-474-9403	Donnalynn.Grills@umanitoba.ca

Snapshot of Admin Roles and Responsibilities

Dean, Edward Jurkowski

- Contact Vanessa Perinot at DFoM.ExecutiveAssistant@umanitoba.ca if you would like to make an appointment to share any feedback on the student experience at the Desautels Faculty of Music

Associate Dean (Undergraduate), Laura Loewen

Laura.Loewen@umanitoba.ca

- Academic standing
- Feedback on student experience at the Desautels Faculty of Music
- Contact DFoM.ExecutiveAssistant@umanitoba.ca if you would like to make an appointment

Associate Dean (Graduate and Research), James Maiello

James.Maiello@umanitoba.ca

- Contact DFoM.ExecutiveAssistant@umanitoba.ca if you would like to make an appointment

Business Manager, Kanchana Sankaranarayanan

Kanchana.Sankaranarayanan@umanitoba.ca

- Provides overall guidance and strategic direction on all Finance, Administrative and Facilities matters for both the Desautels Faculty of Music and School of Art

Executive Assistant to the Dean, Vanessa Perinot

DFOM.ExecutiveAssistant@umanitoba.ca

- Meeting requests for the Dean and/or Associate Deans

HR Officer, Sarah Rout

Sarah.Rout@umanitoba.ca

- Research Assistant hiring
- TA, Grader/Marker hiring

Student Advisor, Jennifer Wang

Jennifer.Wang@myumanitoba.ca

- Academic standings
- Degree requirements for B.Mus., B. Jazz Studies, Post Bacc.
- Course Registration
- Important deadlines: voluntary withdrawal, add/drop deadline, etc.
- Independent Study information
- Final exam conflicts
- Jury exam process
- Credit Recital Exam Process
- Major Practical Study requirements
- Music Minor Program
- Bachelor of Music (Music Education)

Admissions Coordinator & Recruitment Lead, Louella Yambot

Louella.Yambot@umanitoba.ca

- Applications
- Ensemble Auditions
- Music Theory Entrance exam
- Desautels Faculty of Music scholarships, awards, endowment, and bursaries

Facilities and Events Coordinator, Sue Stone Scott

Sue.StoneScott@umanitoba.ca

- Room bookings (during and after office hours)
- Midday recital booking
- Event booking
- Maintenance and caretaking concerns
- 4th floor access
- Student Tech Supervisor
- Key loans and requests
- Equipment/instrument loans
- Equipment maintenance
- Credit recital equipment requests

Financial Assistant, Daniel Song

Daniel.Song@umanitoba.ca

- Member of the Student Initiatives Fund Committee

Financial Administrator, Carlos Dimawala

Carlos.Dimawala@umanitoba.ca

- Payroll for student employees

Front Office Assistant, Amanda Wiebe

Amanda.Wiebe@umanitoba.ca

- Competition applications and deadlines
- Sessional room bookings
- Student and faculty forms
- Concert Credits
- Credit Recital programs
- Ensemble performance tickets
- Master's of Music Program requirements
- Forms for Faculty of Graduate Studies
- Key loans

Communications Assistant, Sarah Boumphrey

Sarah.Boumphrey@umanitoba.ca

- Changes/additions/corrections to the website
- News stories/events to advertise
- Weekly events poster
- Ensemble performance programs and posters
- Social media

Recording Studio Technician, Adam Mlodzinski

Kenneth.Mlodzinski@umanitoba.ca

- Recording requests in the Desautels Faculty of Music Recording Studio

Preparatory Studies Coordinator, Donnalynn Grills

Donnalynn.Grills@umanitoba.ca

- Individual Lesson Registration
- Group Classes Registration (Early Childhood, Musical Theatre)
- Desautels Faculty of Music Theory Prep Class Registration (TEEP Sessions 1 & 2) – required for admission into Desautels Faculty of Music
- Student Teaching Positions – Individual Lessons

Area Heads

Area	Name	Contact Info
Bands	Jacque Dawson	204-272-1663 Jacqueline.Dawson@umanitoba.ca
Brass	Richard Gillis	204-474-6215 Richard.Gillis@umanitoba.ca
Choir	Elroy Friesen	204-474-6016 Elroy.Friesen@umanitoba.ca
Collaborative Piano	Judy Kehler Siebert	204-474-8564 Judy.KehlerSiebert@umanitoba.ca
Composition	Orjan Sandred Gordon Fitzell	204-474-9721 Orjan.Sandred@umanitoba.ca 204-474-7281 Gordon.Fitzell@umanitoba.ca
Education	Jody Stark	204-474-6194 Jody.Stark@umanitoba.ca

Music Theory & Musicology	David Byrne	204-474-6015 David.Byrne@umanitoba.ca
Jazz	Will Bonness	204-474-9430 William.Bonness@umanitoba.ca
Percussion	Victoria Sparks	204-474-7521 Victoria.Sparks@umanitoba.ca
Piano	David Moroz	204-474-9595 David.Moroz@umanitoba.ca
Strings	Oleg Pokhanovski	204-474-8637 Oleg.Pokhanovski@umanitoba.ca
Voice	Mel Braun	204-474-8774 Mel.Braun@umanitoba.ca
Woodwinds	Allen Harrington	204-474-7359 Allen.Harrington@umanitoba.ca

Collaborative Pianist

Students are responsible for arranging their own Collaborative Pianist for Credit Recitals and Jury Examinations. Please use the contact information below to connect with a Collaborative Pianist:

Megan Dufrat	204-391-5507	MeganBeth.Dufrat@umanitoba.ca
Deena Grier	204-998-5590	Deena.grier@gmail.com
Lisa Rumpel	204-390-5121	Lisa.Rumpel@umanitoba.ca

2. General Information

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 (204-474-9133). 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/> or see page 5 in this handbook.

Important Dates

July-August	Course Registration
Aug. 26 – Sept. 4	Ensemble Auditions
Sept. 4	Graduate Music Theory Diagnostic Exam
Sept 4	Virtual Orientation for new graduate students
Sept 9	First day of classes
Sept 9-13	Practice Room Sign-ups
Sept 22	Last date to drop fall term and fall/winter term spanning courses with refunds
Sept 23	Last date to ADD course in revision period, Fall term and Fall/Winter term spanning courses
Oct 1	Application deadline for Bursaries
Oct. 6	Fall term tuition fee payment deadline
Oct 12	Thanksgiving, University closed
Nov. 9 -13	Fall Term Break
Nov 11	Remembrance Day, University closed
Nov 23	Voluntary Withdrawal (VW) deadline Fall term classes
Dec 2-5	Practice Room Sign-ups for Winter term

Dec 11	Last day of classes
Dec 12-23	Fall Term examination and test dates
Dec 24, 2020 – Jan 4, 2021	Winter holiday, University closed
Jan 5-15	Fall Term Labs
Jan 18	First day of classes, Winter term
Jan 29	Fall/Winter term spanning courses Voluntary Withdrawal deadline with Winter term refund
Jan 29	Last date to drop Winter Term and Winter/Summer Term spanning courses with refunds
Jan 31	Last day to book recitals
Feb 1	Last date to ADD course in revision period, Winter and Winter/Summer Term spanning courses
Feb 9	Graduation Date for Students Graduating in February 2021
Feb 15	Louis Riel Day, University closed
Feb 16 – 19	Winter Term break
Feb 17	Winter term tuition fee payment deadline
Mar 31	Winter Term Voluntary Withdrawal (VW) deadline
Apr 2	Good Friday, University closed
Apr 16	Last day of classes for Winter Term
Apr 19 – May 1	Winter Term Final Exam period

Student Photo Identification Card

Student photo identification (Student ID) card is your access key to all student services:

- Library Card
- Access to the 4th floor practice rooms
- Access to instrument storage lockers
- Students will be asked to show it when you sit for examinations
- Bus Pass, along with your PEG-GO card
- Access the Active Living Centre
- Access for food service meal plan

Students can obtain a Student ID at the Registrar's Office, 400 University Centre. Please check the Registrar's Office website at http://umanitoba.ca/student/records/pii/photo_id.html for detailed information regarding the aforementioned services.

Please carry your Student ID card with you at all times.

How to activate your Photo ID

Access to the Desautels Faculty of Music facilities, including 4th floor practice rooms will be activated by the Facilities and Events Coordinator. **New students must make an appointment with Sue.StoneScott@umanitoba.ca to activate their cards.** The cards are usually activated within 1-2 business days. To maintain card access, all Desautels Faculty of Music students must attend Fire and Safety training at the beginning of each Fall term. Returning Student ID cards will remain active, unless the Fire and Safety Training Midday is not attended.

Activate UM Net ID

The University of Manitoba offers students access to a variety of online services including U of M email, campus wireless internet, UM Learn, Jump and more. If you are having trouble with any of these services [chat with IST here](#). (IST Service Desk: Monday – Friday 8:00 am to 8:00 pm. Phone: 204-474-8600 123 Fletcher Argue

The University of Manitoba email address (@myumanitoba.ca) given to each student is how the Desautels Faculty of Music staff and faculty communicates with students. Please be sure to check it regularly for information on important deadlines, competition dates, etc.

Practice Rooms

All music students registered in Major Practical Study are allowed to reserve time in practice rooms. *Signup sheets will be posted in T312 in early September and early December.*

Because of limited access in Fall 2020, only students without access to practice facilities outside the university are allowed to use the DFOM practice rooms. Please contact Laura.Loewen@umanitoba.ca for more information.

Caretaking Standards Desautels Faculty of Music Fourth Floor

- Masks must be worn in all common areas and hallways at all times.
- Only approved students for use of fourth floor will have swipe access.
- Students will sign in upon arrival to the fourth floor and sign out upon exit.
- Under no circumstance are students allowed to let anyone into the fourth floor.
- Practice rooms to be single person use only.
- Students must wipe down chair and stand upon start of rehearsal.
- Wind and brass instruments must use bell covers and have their own receptacle for spit which must be removed after rehearsal.
- If using the piano, you will wipe down piano keys, bench, lid and stick before and after each individual rehearsal. The piano shall be left in closed position with lid down and keys covered.
- Rehearsals must end 5 minutes before the end of the practice session, to accommodate cleaning before caretaking arrives.
- You will wipe down chair(s) and music stand(s) and leave neatly against a wall once done.
- You are responsible for in-room garbage removal to the nearest garbage receptacle. Hallway garbage bins will be emptied daily.
- Once you have finished you will vacate the room and leave the door open.
- Caretaking will wipe all common touched surfaces EI: light switches, door handles, mirrors, desks. Floors will be washed on a weekly basis.

Do not use a room that you have not signed up for. Do not use rooms with doors that are open. If you are found in a room that you have not signed up for or during airing-out time, you will be asked to leave the fourth floor immediately. If a second such infraction occurs, fourth-level access will be taken away for the remainder of the term.

Allotted Times

Graduate students	2 hours/day if registered for Major Practical Study 1 OR 2
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Terms and Conditions

- Students will use the practice rooms for their intended purpose of musical development and study.
- Students will 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.
- Propping open doors or tampering with the security swipe system is strictly prohibited.
- The cleanliness of a practice room is the responsibility of the occupying student, all practice rooms must be kept clean and tidy.
- Portholes on practice room doors are not to be obstructed in any way.
- Posters, music, etc. are not to be posted on the walls, unless you have received permission from the Facilities and Events Coordinator, Sue.StoneScott@umanitoba.ca.
- 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.
- No food or drink are permitted in the practice rooms.
- Yellow music stands have the room number written on them, and should not be removed from that practice room.

- Students may not teach lessons in practice rooms.
- 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.

Policy previous to COVID-19: If a practice room is empty please feel free to use it, however, if another student arrives and has booked the room, please respect their booking and let them use the room. Due to COVID-19, practice rooms may only be entered if booked and confirmed with the [Associate Dean \(Undergraduate\)](#).

Practice Room Sign Up Procedure:

Due to COVID-19, practice rooms will be reserved by contacting the [Associate Dean \(Undergraduate\)](#)

During the first week of Fall term and at the end of Fall term an email will be circulated to all students noting the start of practice room sign up. Students are required to note their first and last name on the sign up sheets.

1. *On the first day Piano majors only can sign up for practice room use:*
 - a. *From 8:30 am – 1 pm Masters, Post-Baccalaureate, Pre-Masters, and third- and fourth-year Piano majors can sign up.*
 - b. *From 1 – 4:30 pm first- and second-year Piano majors can sign up.*
2. *On the second day all Post-Baccalaureate, Masters, and Pre-Masters students can sign up.*
3. *On the third day all third- and fourth-year students can sign up.*
4. *On the fourth day all first- and second-year students can sign up.*
5. *The Facilities and Events Coordinator will review these sign up sheets to ensure all Desautels Faculty of Music policies have been adhered to.*

Professor Course Evaluations

Student Rating of Instruction (SRI) and Internal Desautels Faculty of Music 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. The SRI is available via your UM Learn course homepage and replaces the former SEEQ/eSEEQ tool for student feedback for degree-credit courses. The SRI has been added to every UM Learn course (this includes non-credit courses).

Respectful Work and Learning Environment (RWLE)

http://umanitoba.ca/human_rights/rwle/index.html

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:

- Free from Discrimination and provides for Reasonable Accommodation;
- Free from Harassment and Sexual Assault; and
- 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
http://umanitoba.ca/human_rights/rwle/index.html
- Sexual Assault Policy https://umanitoba.ca/admin/governance/media/Sexual_Assault_Policy_-_2016_09_01.pdf
- RWLE and Sexual Assault Procedure
https://umanitoba.ca/admin/governance/media/Respectful_Work_and_Learning_Environment_RWLE_and_Sexual_Assault_Procedures_-_2016_09_01.pdf

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.
- Smoking or vaping cannabis is prohibited on campus, including within all residences. Students who can present a valid prescription for cannabis will be accommodated through an allowance within the guidelines of the Clean Air policy that permits smoking at least 25 feet from an outside entrance. Additional information can be found at the Health and Wellness website at <http://umanitoba.ca/student/health-wellness/cannabis.html>

Security Services

The University's Security Program is administered by Security Services located in the Welcome Centre, 423 University Crescent open Monday through Friday 8:00 am to 4:30 pm. 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.

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

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/>

3. Desautels Faculty of Music Student Association (FMSA)

Incoming students will be introduced to members of the Desautels Faculty of Music Students' Association (FMSA) Council during Orientation sessions. Students can contact senior.stick.fmsa@gmail.com with any concerns at any time.

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 to advocate for the rights and better education of our students. Through planning social events and student initiatives, 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 the Council as Non-Voting Representatives from different years and areas of study, so that all students' voices can be more easily heard.
2. Typically, we organize and host a number of social events throughout the year, including free Pancake Mondays, holiday events, the First Year Bonfire, and most importantly, our annual Black & White Swing Thing social. Our events will look different this year due to COVID-19, however we still are committed to bringing fun events to our students as safely as we can.
3. We run the Desautels Faculty of Music Radio show on 101.5 UMFH, 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

Instagram: @fmsauofm

Email: senior.stick.fmsa@gmail.com

4. All are welcome to attend our meetings! Our meetings will be held digitally for the foreseeable future. Information on how to access these meetings can be found on our social media, or by contacting any council member via email.

A list of FMSA Council members and their contacts for the current academic year, as well as, the most recent version of the FMSA Constitution can be found at <http://umanitoba.ca/faculties/music/current/index.html>.

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

Instrument Storage Lockers

Due to COVID-19, Instrument Storage Lockers are not available for 2020-2021 school year.

Policy previous to COVID-19:

There are instrument storage lockers for student use in Rooms T128 and T142, accessible by student ID swipe card only. These storage lockers are intended for instruments only and are not to be used for personal belongings. Rental for the year is a cash deposit of \$20 that will be returned at the end of the academic year, provided that the locker is emptied. Students are responsible for providing their own locks. Students should select a locker appropriate for the size of their instrument to ensure the availability of adequate-sized lockers for all instrumentalists. To rent a locker, please contact a member of FMSA council via email or by stopping by the council office, located on the first floor of Taché Arts Complex (T115)

Book & Outerwear Lockers

Due to COVID-19, lockers are not available for 2020-2021 school year.

Policy previous to COVID-19:

Hallway lockers are located on the first floor of Taché Arts Complex. Rental for the year is \$15 cash or credit, non-refundable. Students must provide their own locks and ensure that their lockers are cleaned out by the end of the academic year, or else their lock will be cut. To rent a locker, please contact a member of FMSA council via email or by stopping by the council office, located on the first floor of Taché Arts Complex (T115).

Kitchenette Facilities

Due to COVID-19, kitchenette facilities are not available for 2020-2021 school year.

Policy previous to COVID-19:

The Desautels Faculty of Music has three kitchenettes for student use, located in rooms T110, T480, and T2-168. Each kitchenette is equipped with refrigerators, microwaves, and other kitchen essentials. All students are responsible for keeping the kitchenettes clean and useable. Students are expected to throw away old food, wash their own dishes, clean up spills, etc. A more detailed kitchenette policy is outlined below.

Plastic cutlery can be purchased in the FMSA Council office (T115) for a minimum donation of 10 cents per utensil. These donations are used to ensure that free cutlery is available for our Pancake Mondays every month.

FMSA Kitchenette Policy

We are very fortunate to have access to these facilities. These are shared spaces and therefore we must all do our part to keep them clean. Please abide by these rules to keep our kitchenettes functional and inviting:

- If you are leaving food in the refrigerator, please **label your food with your name and the date that it was placed in the fridge**. Tape and markers will be available in the kitchenette. If you cannot find them, please visit the FMSA office (T115).*

- Food can be left overnight, but please refrain from keeping food in the fridge for extended periods of time. Council aims to remove old food biweekly. **Food that is older than two weeks old will be thrown out along with its container.***

- Please avoid keeping empty containers, large containers with small amounts of food, or lunch bags in the fridge for an extended period of time.*

- **Do not take food that does not belong to you!***

- The kettle, microwave, and Keurig are available for your use. **Please clean up any spills or other messes in the microwave, in the fridge, or on the counters.***

- Plastic cutlery is available in the FMSA office for a small donation of 10 cents or more.*

- **Please wash your dishes!***

- Please remember to take your dishes/containers home with you.*

If you have any questions or comments, feel free to contact the FMSA Council in person, by email (senior.stick.fmsa@gmail.com) or by leaving a suggestion in our Suggestion Box located on top of the microwave in the first floor kitchenette (T110).

4. Eckhardt-Gramatté Music Library

Due COVID-19, the Music Library is closed until further notice. You can search and place requests for print scores through the library catalogue, access online resources (scores, research materials, and recordings). See information here: <https://libguides.lib.umanitoba.ca/musicguide>

The primary responsibility of all our staff is to assist students in using library materials for coursework, ensembles and Major Practical Study.

Online Resource Guide: <https://libguides.lib.umanitoba.ca/musicguide>

Activate your library account: <https://libguides.lib.umanitoba.ca/musicguide/libacct>

Contact info: <https://libguides.lib.umanitoba.ca/musicguide/library>

Policy previous to COVID-19:

Library Hours:

Monday-Thursday	8:30 am – 10:00 pm (no service* 6-10 pm)
Friday	8:30 am – 4:30 pm
Saturday	9:30 am – 5:00 pm (no service*)
Sunday	Closed

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

Loan Periods:

Item	Loan Period
Books and scores	Semester-long
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.

All library notices (e.g. overdue and recalls) are sent to @myumanitoba email accounts, so please check it regularly. This is our primary mode of contact with students!

Fines

The University of Manitoba Libraries does not charge overdue fines.

EXCEPTIONS: course reserves, recalled items, and damaged/lost items.

Library Card

The student ID card is the library card. Use this card to borrow material from all UM libraries, as well as, for photocopying and printing in UM libraries. For more information on how to load money onto the library card please talk to one of the Library staff members.

Computer Facilities & Printing/Copying

There will be no access to printing facilities in the Libraries this year, but computer labs are open for students at the Dafoe Library.

Students 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 workshops for graduate students writing program notes for credit recitals. The sessions will run over Zoom beginning in November. Keep an eye on your email for information.

Writing tutor

This is a completely free, very useful service for all students. Appointment bookings and more information are available online at: <http://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring>

5. Credit Recitals and Pre-Recitals

Credit Recital Booking

Although reasonable efforts will be made to adhere as closely as possible to the FGS Supplemental Regulations for Music as written, it may be necessary to adjust the nature of and policies governing the thesis/practicum due to the COVID-19 pandemic (subject to FGS approval). Students and advisors will be informed via email as early as possible of changes, restrictions, and other adjustments to the thesis/practicum. DFOM policies and procedures are subject to change without notice; they will reflect the most current university policies and directives and public health recommendations at a given time.

To book the Credit Recital date, please submit the Graduate Credit Recital Booking Form (<http://umanitoba.ca/faculties/music/forms/224.html>) to the Facilities and Events Coordinator (Sue.StoneScott@umanitoba.ca) a **minimum of two months before the Credit Recital. Payment must be received before the booking is confirmed.** Please note that January 31 is the final date for booking of Credit Recital, even if the Credit Recital occurs more than two months later. A late fee of \$75 will apply after January 31st.

Finalized Credit 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: <http://umanitoba.ca/faculties/music/forms/224.html>

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.

Recital Completion Checklist

- Work with the Advisor of Record and Advisory Committee to set a Pre-Recital and Recital date. Note: Pre-Recital must be at least four weeks before the Recital.
- Find a Collaborative Pianist if needed and confirm their availability.
- For Jazz students only, confirm availability of all musicians involved.
- Complete the Recital Booking Form at least two months prior to the date of Recital.
- Book the venue with Sue Stone Scott (Sue.StoneScott@umanitoba.ca).
- Pay the \$100 fee at the Reception Office.
- A minimum of eight weeks prior to the Recital have the formal proposal & Recital program approved by the Advisory Committee.
- A minimum of six weeks prior to the Recital submit the program notes to Advisory Committee for approval.
- Consider booking a dress rehearsal with Sue Stone Scott (Sue.StoneScott@umanitoba.ca)
- Format your Recital Program with this form: <https://umanitoba.ca/faculties/music/forms/224.html>
- Submit the Final Recital Program to music@umanitoba.ca at least one week prior to the recital date.
- Pick up printed programs in the Reception Office prior to the Credit Recital. The office is open from 8:30am – 4:30pm, Monday to Friday.

6. Facilities and Equipment

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.
- **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, Sue Stone Scott (Sue.StoneScott@umanitoba.ca).

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

Graduate students may book a maximum of four hours for dress rehearsal in the hall prior to a credit recital.

Midday Recitals

Due to COVID-19, Middays will be cancelled until further notice.

The Desautels Faculty of Music reserves the time slot from 12:30 pm to 1:20 pm on Monday, Wednesday and Friday for "Midday Recitals". The primary function of the "Midday Recital" is to provide students with 30 an opportunity to gain experience in performance, as both presenters and as audience. Student performances will generally be 10 minutes in length, with each program comprising a mix of solo and chamber/combo works. The "Midday Recital" time will also include programs by faculty members and visiting artists and scholars, as well as some events dedicated to "Wellness" programs.

Most programs will take place in Eva Clare Hall; it is available one hour before the Midday recital time 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.

Recording Session Information

Due to COVID-19, the Recording Studio is closed.

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.

For more information regarding Recording Sessions please contact the Facilities and Events Coordinator (Sue.StoneScott@umanitoba.ca).

Equipment Loans

With some exceptions, 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. Should you require an equipment loan, contact the Facilities and Events Coordinator at Sue.StoneScott@umanitoba.ca.

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 by request and approval from

the Facilities and Events Coordinator. 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 Desautels 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

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.

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 Ableton Live), 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.

7. Division of Preparatory Studies

The Desautels Faculty of Music includes a Division of Preparatory Studies, which annually enrolls 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.

8. 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:**

http://umanitoba.ca/admin/human_resources/employment/employment_opportunities.html

All Grader/Marker positions are posted and applied to through UM Careers, found here:

(<https://viprecprod.ad.umanitoba.ca/default.aspx>).

Student Technician and Student Office Assistant positions are available upon discussion with the Facilities and Events Coordinator, Sue Stone Scott (Sue.StoneScott@umanitoba.ca). Check Career Services at <http://umanitoba.ca/student/careerservices/about-us/index.html> for other employment opportunities.

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.

9. Student Support Services

Accessibility Services: contact the Student Accessibilities services and inform your professor as soon as possible regarding any special accommodations needed for your learning environment.

<https://umanitoba.ca/student/accessibility/index.html>

Location: Room 520 University Centre. Phone: 204-474-7423

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

Academic Learning Centre: serves students with a writing or study skills tutor, and /or attend workshops in order to further develop academic strengths and skills in writing, learning and research.

<http://umanitoba.ca/student/academiclearning/services/services.html> 201 Tier Building. Phone: 204-480-1481.

Career Services: assists all University of Manitoba students with career planning and job search questions.

<http://umanitoba.ca/student/careerservices/index.html> 474 University Centre. Phone: 204-474-9456.

Cs.receptionist@umanitoba.ca

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/human_rights/rwle/index.html

Sexual Violence Support & Education

<http://umanitoba.ca/sexual-violence/>

Room 208 Administration Building. Phone: 204-275-1160

Student Counseling Centre: deals with any aspect of your mental health and wellbeing, including stress, relationships, anxiety, depression, etc. Website: <http://umanitoba.ca/student/counselling/> Room 474 University Centre. Phone: 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/>, 520 University Centre (204) 474-7423

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

All of the Desautels Faculty of Music forms, and related policies, can be found here:
<http://umanitoba.ca/faculties/music/forms/224.html>

10. 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. Effective September 2015, all Graduate Students are required to complete the Academic Integrity Course – GRAD 7500. Refer to Section 2.4 of the online Graduate Academic Calendar.

11. Copyright Regulations

Copyright regulations require that performers be in possession of original scores of music to be performed. While a student may perform from copies, students must show the originals to their Major Practical Study instructor when submitting a program. Students may use a borrowed score. If out-of-print music is used, a letter or e-mail of permission from the publisher is to be provided to the Classical Jury Examination and Credit Recital Coordinator when submitting the Recital Program Approval Form. The Eckhardt-Gramatté Music Library is a good source for scores

Section 2 - Faculty of Graduate Studies

1. 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 Desautels 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

2. 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.

3. 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.

4. 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 Desautels 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 Desautels 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.

5. Advisory Committee

Each student must have an Advisory Committee, normally made up of the Advisor and two or three additional members. The Advisor of record and at least one other member of the Advisory Committee must be a member of the Faculty of Graduate Studies.

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.

6. Examining Committee

An Examining Committee is struck to review the student's Thesis (if applicable), and Recital(s). Normally, the Advisory Committee serves as the Examining Committee. An external examiner with demonstrated expertise in the content area may be invited to join the Examining Committee. The external examiner must meet FGS guidelines and be appointed

using the FGS "Master's Thesis/Practicum Title and Appointment of Examiners" form. The external examiner must be appointed no less than two months prior to the final recital and is obliged to attend the final recital (if applicable).

7. 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 Desautels 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 Desautels 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.

8. 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.

9. 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.

10. 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. Graduate students will fulfill the 3 CRH course MUSC 7180 by participation in one or more Desautels Faculty of Music ensembles; students must complete all ensembles successfully to receive credit for the course. Normally, students will participate in ensembles during all semesters in which they are enrolled in Major Practical Study, receiving a grade of "continuing enrolment" (CO) until they have completed this course. Ensemble assignments will vary according to the student's program and applied medium and are assigned as a result of ensemble auditions and in consultation with the student's Advisory Committee. Upon successful completion of each ensemble, the director of said ensemble will notify the student's Advisor of Record. When the student has completed MUSC 7180, the Advisor of Record will notify the Desautels Faculty of Music registrar, who will remove the continuing enrolment designation (CO) and enter a final grade for MUSC 7180. "Ensemble assignments may not exceed 2 ensembles per term."

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

Composition: No ensemble requirement

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

11. Diagnostic Test

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.

12. 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:

- a) 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
- b) 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
- c) 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.

13. 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 “Desautels 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 Master’s 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.

14. 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.
- 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.

15. Graduate Program Plans

GRADUATE PROGRAM PLAN Master of Music (Performance)

Name:		Student #
Instrument	Instructor	Admit Year
Previous Degree	Advisor of Record	

Theory Diagnostic

Date Written:	Results:	Follow up Required:
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Supervisory Committee

Graduate Committee Members 1. 2. 3.	External Examiner (not required) 1.
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Recital 1

Date of pre-recital	Results
Date of Recital 1	Program Notes

Recital 2/Thesis*

Date of pre-recital	Results
Date of Recital 2/Thesis	Program Notes

* N.B. Collaborative Piano majors are required to present two recitals, both of which are to include instrumental and vocal ensemble repertoire.

Requirements

Language Requirement	Student/Advisor Agreement
Supplemental Regulations	GRAD 7500 Academic Integrity (complete in first semester)
Dossier	Practicum/ Thesis GRAD 7030 – Must register to graduate
MPS (Minimum Grade required: B+)	GRAD 7300 Research Integrity (must complete in first year)

<u>Masters Re-registration</u>	<u>GRAD 7020</u>
Summer	
Fall	
Winter	

<u>Required Courses</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
MUSC 7000	Music History Seminar	3			
MUSC 7050	Bibliography & Research Methods	3			
MUSC 7110	Music Theory Seminar	3			
MUSC 7180	Ensemble	3			

MUSC 7400	MPS 1	3			
MUSC 7410	MPS 2	3			
Elective		3			
Elective		3			
Total CRH		24			

Additional Courses (max of 12 crh before incurred fees)

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
Auxiliary					
Occasional Course Fee incurred					
Occasional Course Fee incurred					
Audited Course					
Audited Course					

**GRADUATE PROGRAM PLAN
Master of Music (Composition)**

Name:		Student #
Instrument	Instructor	Admit Year
Previous Degree	Advisor of Record	

Theory Diagnostic

Date Written:	Results:	Follow up Required:
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Supervisory Committee

Graduate Committee Members 1. 2. 3.	External Examiner (not required) 1.
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Recital 1

Date of pre-recital	Results
Date of Recital 1	Program Notes

Thesis

Thesis Proposal	Results
Thesis Submission	

Requirements

Language Requirement	Student/Advisor Agreement
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Supplemental Regulations	Grad 7500 Academic Integrity (complete in first semester)
Dossier	Practicum/ Thesis Grad 7030 – Must register to graduate
MPS (Minimum Grade required: B)	GRAD 7300 Research Integrity (complete in first year)
<u>Masters Re-registration</u>	<u>GRAD 7020</u>
Summer	
Fall	
Winter	

<u>Required Courses</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
MUSC 7000	Music History Seminar	3			
MUSC 7050	Bibliography & Research Methods	3			
MUSC 7110	Music Theory Seminar	3			
MUSC 7400	MPS 1	3			
MUSC 7410	MPS 2	3			
MUSC 7600	Advanced Orchestration	3			
MUSC 7810	Electroacoustic Music	3			
Elective		3			
Total CRH		24			

Additional Courses (max of 12 crh before incurred fees)

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
Auxiliary					
Occasional Course Fee incurred					
Occasional Course Fee incurred					
Audited Course					
Audited Course					

**GRADUATE PROGRAM PLAN
Master of Music - Conducting**

Name:	Student #
Instructor	Admit Year
Previous Degree	Advisor of Record

Theory Diagnostic

Date Written:	Results:	Follow up Required:
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Supervisory Committee

Graduate Committee Members 1. 2. 3.	External Examiner (not required) 1.
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Recital 1

Date of pre-recital	Results
Date of Recital 1	Program Notes

Recital 2/Thesis

Date of pre-recital	Results
Date of Recital 2/Thesis	Program Notes

Requirements

Language Requirement	Student/Advisor Agreement
Supplemental Regulations	GRAD 7500 Academic Integrity (complete in first semester)
Dossier	Practicum/ Thesis GRAD 7030 – Must register to graduate
MPS (Minimum Grade required: B+)	GRAD 7300 Research Integrity (complete in first year)

<u>Masters Re-registration</u>	<u>GRAD 7020</u>
Summer	
Fall	
Winter	

<u>Required Courses</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
MUSC 7000	Music History Seminar	3			
MUSC 7050	Bibliography & Research Methods	3			
MUSC 7110	Music Theory Seminar	3			
MUSC 7180	Ensemble	3			
MUSC 7400	MPS 1	3			
MUSC 7410	MPS 2	3			
Elective		3			
Elective		3			
Total CRH		24			

Additional Courses (max of 12 crh before incurred fees)

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Term</u>	<u>Grade</u>	<u>Comments</u>
Auxiliary					
Occasional Course Fee incurred					
Occasional Course Fee incurred					
Audited Course					
Audited Course					

16. Graduate Recital Timeline

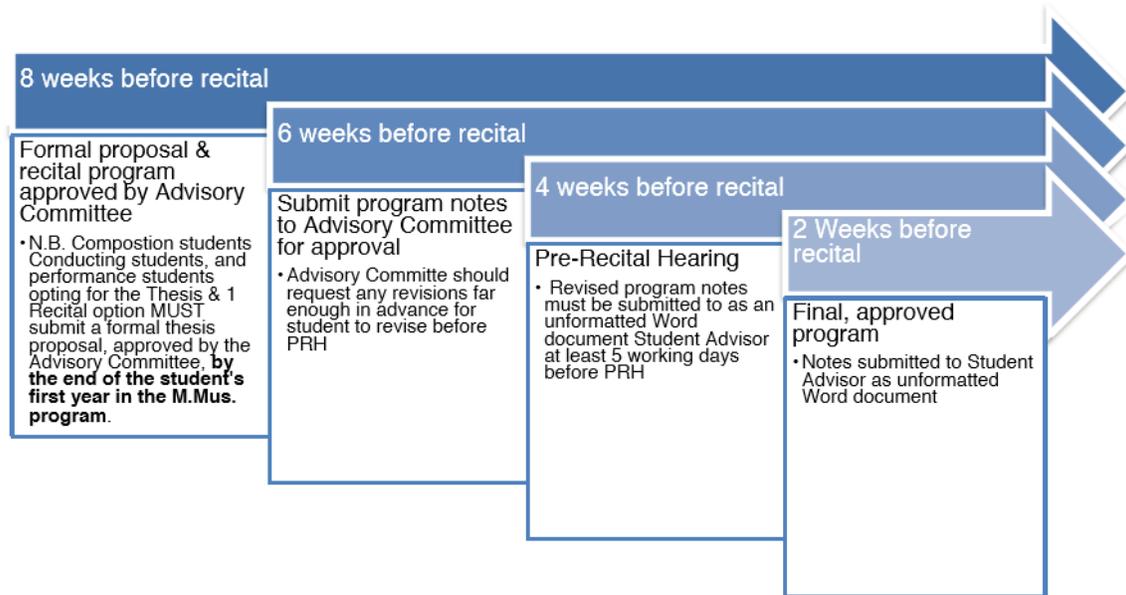
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Rev. 09/2017

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/forms/224.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