



University of Victoria  
School of Music

# Graduate Handbook

2021-22



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# 1. Applying to and matriculating at UVic

Many of the most daunting questions arise when students have been accepted but are not yet present on campus, such as how to register, how scholarship funding works, and other such important issues. Because this information changes frequently, the following sections provide links to online data and resources for all students to explore at their leisure.

## 1.1. Applying to UVic

The School of Music of the University of Victoria offers programs leading to the degrees of Master of Music in Performance, Composition, and Music Technology, as well as Master of Arts in Musicology and Musicology (with Performance). We also offer a Doctor of Philosophy in Musicology.

All applicants must first apply to the UVic Faculty of Graduate Studies, which means they must also meet that Faculty's requirements. This includes the following [base requirements](#) as well as UVic's [basic language requirements](#).

**Additional application requirements for all School of Music graduate degrees are listed on the School of Music website under "Graduate"**

Applicants to the master's programs must also hold a BMus or BA in music from a recognized university, with at least a B+ or 6.0 average in the work performed in the last two years (or last 30 units) of undergraduate study. Similarly, applicants must maintain a strong GPA while enrolled: a grade of B- or below (72% or below) automatically initiates an audit and a registration hold for any student.

Tuition and Fees can be found [here](#).

Students are only eligible for UVic funding if they hold a 6.0 GPA or above on the UVic Grading Scale. Even then, students can only receive full funding consideration if they hold a 7.0 or above. The School of Music strives to provide full tuition to all qualified applicants whenever possible. See "[Calculating GPA for admission](#)". Even then, students can only receive full funding consideration if they hold a 7.0 or above.

In addition, the School also provides Teaching Assistant awards to most students valued from \$1-5,000 per annum. (See "Teaching Assistantships" in Section 5.)

All applicants should submit a one to two-page statement outlining their background, their goals as a musician and/or scholar, and their reasons for wishing to pursue their graduate degree at the University of Victoria.

Most applicants must also supply supplementary materials such as an audition (Performance), a composition portfolio (Composition), or at least two seminar papers on musicological topics (Musicology). For specific requirements, see the School of Music website, under "Admissions".

## 1.2. Preparing for arrival at UVic

Upon acceptance, students matriculate in Winter Term 1, usually in late August or early September. Directions on how to prepare for arrival on campus are provided by the Faculty of Graduate Studies, including how to **register for classes**.

[General information for new students](#)

[Tuition and fees](#)

[Registration](#)

International students are advised to consult [the following FGS information](#).

## 2. Getting started

Welcome to UVic! At the School of Music, we feel strongly that music is an innate part of the human experience. For this reason, we pride ourselves on setting the highest standards for collegiality, fostering an inclusive and collaborative environment in which all approaches and experiences of music are respected and appreciated by our students and faculty. As a graduate student and potential Teaching Assistant, it is your responsibility to not only embody this perspective, but to serve as leaders for your peers across the school.

As a graduate student, you determine your own path to success. While all of our degrees have various program requirements, it is your responsibility as a student to complete these requirements in a timely manner and to motivate yourself to reach your fullest potential. Our faculty, staff, and advisors are all here to support you in your endeavours; however, you must take responsibility for all aspects of your education, funding, and program requirements. Often, this means familiarizing yourself with your program, course requirements, project requirements, funding opportunities, and other learning opportunities and services offered across UVic. This handbook is designed to guide you in discovering all of the requirements and resources most essential to your experience at UVic.

### 2.1 The Faculty of Graduate Studies

All School of Music students are members of the Faculty of Graduate Studies (FGS), and as such, they must meet and maintain all of the minimum requirements of the Faculty of Graduate Studies for admission to the school. Similarly, all financial awards based on FGS funding must also meet the minimum standards set by UVic. All of this information is easily accessed on the FGS website and in the Academic Calendar. [It is your responsibility to familiarize yourself with these policies.](#) Most of these appear under the “General Information” and “Faculty of Graduate Studies” tabs of the Graduate Calendar

In addition, the FGS provides [additional guidance and services](#) for students that cover EVERY aspect of your time at UVic, from libraries and thesis guidelines to campus life and mental health.

### 3. Our programs

*\*Students are reminded that the most up-to-date information about graduate programs and requirements is found in the current version of the [University Academic Calendar](#).*

#### 3.1. Program terms and definitions

All programs share a few key terms and definitions. These are essential for understanding any of our program requirements.

<b>Faculty of Graduate Studies (FGS)</b> ALL graduate	students are actually members of this Faculty. This means all rules, regulations, services, funding, and other questions and concerns are often found on the <a href="#">FGS website</a> , not the School of Music site
<b>Academic Calendar</b>	<u>This is the most official university document for you as a student.</u> It includes all UVic services, rules, regulations, AND all School of Music degrees, requirements, and courses.
<b>Graduate Secretary</b>	The primary contact for specific queries regarding registration and degree completion paperwork. The Graduate Secretary works in the main administrative office of the School of Music.
<b>Primary Supervisor</b>	The primary contact for any graduate student. The faculty supervisor is always the first contact for any advising issue. <u>The faculty supervisor must be declared by the end of term 1.</u>
<b>Supervisory Committee</b>	A group of two or more faculty that includes the primary supervisor. Committees are <b>required</b> for graduating projects and are <u>formed by students by the end of year 1 and reported to the Graduate Secretary.</u>
<b>Graduate Advisor</b>	The primary faculty contact for <u>discussing</u> faculty-specific issues or program-specific changes beyond the supervisor's expertise. The graduate "advisor" is not a "supervisor," but rather an administrator.
<b>Academic Term</b>	A semester. All master's students must enrol in at least 5 consecutive terms, <u>including the summer following year 1.</u>
<b>Project/Thesis</b>	A substantial research/creative work, usually consisting of a full-length graduating recital, substantial research paper(s), or a substantial entrepreneurial endeavour. The precise nature of these works is defined by program and designed in direct consultation with the Primary Supervisor. See Appendix 7.3 for more information.

<b>Thesis Proposal</b>	All theses require an approved proposal. The proposal is usually ten pages in length and includes an extended bibliography on the thesis topic; it must be approved by the entire supervisory committee. The draft proposal is usually circulated by the end of year 1, as part of MUS 533. See Appendix 7.2 for more.
<b>Oral Defense</b>	A 1.5-hour meeting of the student and his/her supervisory committee. This meeting takes place after the completion of the graduating project and includes a 20-minute presentation by the student on the project/recital, followed by questions by the supervisory committee. Students must pass the oral defense to graduate. See Appendix 7.1 for more details.
<b>First-Year Review</b>	ALL students have some form of first-year review with their supervisors. Often, these reviews include a discussion of the courses taken, the student's performance in these courses, and specific outcomes of any first-year projects, such as MUS 588 (recital) or a jury.
<b>Dean of Graduate Studies</b>	on all matters pertaining to graduate studies at UVic. The dean accepts students, approves Supervisory Committees, approves programs, sets examining committees, and recommends all graduate students for program completion (graduation).
<b>Associate Deans of Graduate Studies</b>	These faculty function as liaisons between the Office of the Dean of Graduate Studies and the School of Music Graduate Advisor and Secretary. The Associate Deans – and <i>not</i> the school – hold the power to review and approve all special arrangements, forms, leaves of absence, course substitutions, et al., on the Dean's behalf.
The final arbiter	
<b>FGS Offices</b>	The FGS has its own offices pertaining to graduate records, funding, and other matters relating to program completion. In most cases, if there is a problem or issue with your academic program or progress, the resolution is ultimately supplied by the FGS, and not the School of Music.

### 3.2. The UVic grading scale

The [UVic grading scale](#) varies from some other institutions, particularly other international universities. At UVic, graduate students are required to maintain a GPA of at least 5.0 for each term; in addition, any grade below a B- (4.0, or 72%) triggers an automatic audit and registration hold. Of special note is the reality that grades 90 and above are A+, and that this represents “technically flawless” work. For this reason, it is normal for students to receive grades in the 70-80s in recognition of very good to excellent academic achievement.



### 3.3 Program requirements for all students

- All degrees require 5 consecutive terms of enrolment, usually including terms 1 and 2 (year 1), term 3 (summer), and terms 4 and 5 (year 2). Students usually enrol in their Project/Thesis requirement only for term 3 (MUS 598 or 599).
- All degrees require a Project or a Thesis, as well as an oral defense of the Project or Thesis. In addition, all defenses require a supervisory committee, usually consisting of the primary instructor and at least one other qualified faculty member. The student is responsible for forming the committee by the end of year 1 and reporting this to the Graduate Secretary.
- All degrees require **MUS 598[x] or MUS 599** (the suffix depends on the degree), in terms 3-5.
- All students are responsible for forming their supervisory committee by the end of term 2, and for scheduling ALL events during year 2: i.e., the recital or presentation of the project *and* the oral defense.
- For performance degrees, the project is a graduating recital; for other degrees, it is an academic research project that is formalized as a written research paper and presented to the committee as a formal presentation at the oral defense. In most cases, the length, design, and other requirements of any project is determined by the supervisory committee, but these must always meet broader FGS/UVic standards. See the section on "projects" below.

### 3.4 Program outlines/Courses by degree

Appendix 7.8 provides a summary outline of all programs and requirements by term. Remember that the Graduate Calendar supersedes the Appendices.

## 4. Financial awards

The FGS and the School of Music have routine and special awards for students. The following subsections first describe some of our more routine awards; specialized donor awards are described in later sections. All of the following information can also be explored on the [FGS website](#).

### 4.1. FGS funding for the School of Music

The School of Music receives annual funding to be distributed to qualified graduate students. To qualify for funding, students must be enrolled full-time and must meet high academic standards, usually based on GPA. GPA calculations are based on UVic's own scale and can be found under the "Calculating GPA for admission" tab [on this page](#).

### 4.2. FGS award types

These are the most common UVic awards. These awards are normally renewable, but renewal depends on student performance and the availability of department funds:

- University Fellowships: Minimum GPA is 7.0/9.0 for domestic students, or "first class" standing for international students.
- University Graduate Awards, Tier 1: Minimum GPA is 7.00/9.0 for domestic students, or "first class" standing for international students.
- University Graduate Awards, Tier 2: Minimum GPA is 6.0/9.0 for domestic students, case-by-case for international students. Maximum award is \$5,000.
- Graduate Entrance Award: Minimum GPA 7.0/9.0 for domestic students, or "first class" standing for international students.
- President's Research Scholarships: These bonus awards are only available to students who hold a federal research council scholarship (SSHRC, NSERC, CIHR).

#### **Making Exceptions to GPA Requirements**

Students who do not meet the minimum GPA requirements for UVic Fellowships or UVic Graduate Awards can be considered under one or more of the following circumstances:

- Student has one or more peer-reviewed publications (or the equivalent in their area);
- Student holds one or more patents;
- Student has presented research at a conference significant in their area of study;
- Student received exceptionally high recommendations from previous supervisor; a copy of the reference letter must be provided to FGS Scholarship Officer;
- Student or a close family member has experienced a significant health or personal crisis which negatively affected the student's grades for the related period of time.

No exceptions will be made for UVic Graduate Entrance Awards or President's Research Scholarships.

**No exceptions** will be approved for domestic students with a GPA below 6.0.

International students with a GPA below "first class" standing will be reviewed case-by-case due to the varying GPA ranges.

#### 4.3. Payment schedules for FGS funding

Payment schedules depend on the amount of funding received by a given student:

- \$1,000 – \$3,499 – Paid in one instalment at the start of the term
- \$3,500 – \$5,499 – Paid in two instalments at the start of two consecutive terms
- \$5,500 – \$10,499 – Paid in three instalments at the start of each term
- \$10,500 and over will be paid in monthly instalments
- Federal research council awards and any other externally funded awards will be paid in monthly instalments—**this includes any "foundation" awards below.**

#### 4.4. Additional awards and financial aid

In addition to standard FGS funding, UVic provides financial aid to students in the form of [bursaries and alternative forms of funding](#).

The School of Music may also nominate students for donor awards. These awards are divided into two categories: A and B. Category A awards do not generally require an application and are primarily for School of Music students; Category B awards are university-wide and generally require an application (and nomination by the School).

Nominations for these awards generally occur during the summer, usually in preparation for a student's second year of study. Students are strongly encouraged to discuss these awards with their supervisors if they believe they may qualify for an award.

All of these awards can be found under the two types of "donor awards" on [this FGS page](#).

The following two sections highlight the more common awards for graduate students in the School of Music.

#### 4.4.1. Partial list of Category A awards (for School of Music students only)

These are mostly intended for School of Music students only. Several of these awards are shared with undergraduates. They include:

**Adaskin String Scholarship** - One to four awards are made annually to a graduate or undergraduate student in violin, viola, or cello who has demonstrated excellence in the area of string chamber music. In the case of an undergraduate student, selection will be made by the senate committee on awards upon the recommendation of the School of Music. In the case of a graduate student, selection of the recipient will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Ainsworth-Carter Scholarship** - One or more scholarships will be awarded to academically outstanding undergraduate students entering their third or fourth year or graduate students in the School of Music. Preference is given to students studying piano or violin. In the case of a graduate student, the recipients will be selected by the Graduate Awards Committee upon the recommendation of the School of Music.

**Joan Backus Scholarship in Music** - One or more scholarships are awarded to outstanding full-time undergraduate or graduate students entering or continuing in the School of Music. Selection of the recipient(s) will be made by the senate committee on awards or the Graduate Awards committee upon the recommendation of the School of Music.

**Dr. David Cook Memorial Scholarship** - A scholarship of \$1200 is awarded to an outstanding graduate student in the School of Music who shows potential in performance. Preference will be given to a student who maintains employment while at the University of Victoria or who has dependents. Financial need may also be a consideration. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the School of Music.

**L.E. Frances Druce Scholarship in Music** - One or more scholarships are awarded to academically outstanding full-time undergraduate or graduate students entering the School of Music. Preference will be given to women students. Selection of the recipients will be made by Student Awards and Financial Aid or the Graduate Awards Committee upon the recommendation of the School of Music.

**L.E. Frances Druce Student Travel Award** - One or more awards are made to academically outstanding full-time undergraduate or graduate students in the School of Music for the enhancement of the student learning experience through travel, in support of research/creative activity and may include field schools, exhibitions, performances or presentations. Preference will be given to women students. Selection of the recipients will be made by Student Awards and Financial Aid or the Graduate Awards Committee upon the recommendation of the School of Music.

**L.E. Frances Druce Collaborative Piano Prize** - One or more prizes are awarded to academically outstanding full-time undergraduate or graduate students in the School of Music. The prize is intended to enhance student learning by providing the financial support to work with a professional collaborative pianist. Preference will be given to women students. The selection of the recipients will be made by Student Awards and Financial Aid or the Graduate Awards Committee upon the recommendation of the School of Music.

**Noel & Margaret Gantly Scholarship** - A scholarship is awarded to an academically outstanding undergraduate or graduate student studying elementary or secondary music education in the School of Music. Selection of the undergraduate recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Music. Selection of the graduate recipient will be made by the

Graduate Awards Committee upon the recommendation of the School of Music

**William Ross Holm Scholarship in Music** - A scholarship is awarded to an undergraduate or graduate student in music composition in the School of Music. In the case of an undergraduate student, selection will be made by the senate committee on awards upon the recommendation of the School of Music. In the case of a graduate student, selection of the recipient will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Kutzschan Graduate Scholarship in Music** - One or more scholarships are awarded to academically outstanding graduate students in the School of Music. Selection of recipients will be made by the Graduate Awards Committee, upon the recommendation of the School of Music.

**Mary Marjorie Horan Scholarship** - One or more scholarships are awarded to academically outstanding entering or continuing students in an undergraduate or graduate program in the School of Music. Selection of the recipients will be made by Student Awards and Financial Aid or the Graduate Awards Committee upon the recommendation of the School of Music.

**The Evelyn Marchant Maclaurin Memorial Scholarships in Music** - One or more scholarships of at least \$800 each are awarded to outstanding students pursuing a degree in music. Preference will be given to newly admitted students entering the School of Music. In the case of an undergraduate award, selection of the recipient(s) will be made by the senate committee on awards upon the recommendation of the School of Music. In the case of a graduate award, selection of the recipient(s) will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Olive, Mary and Claude McGregor Scholarships in Music** - One or more scholarships are awarded to academically outstanding entering or continuing undergraduate or graduate students in the School of Music. Preference will be given to a citizen of the United States of America. Selection of the undergraduate recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music. In the case of graduate students, selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the School of Music.

**Gilbert and Marie Alice Peart Scholarship in Music** - One or more scholarships are awarded to academically outstanding undergraduate or graduate students entering or continuing in the School of Music.

**The Wilhelm Rieder Scholarship** - An award will be given in each term of the winter session to a graduate student who is pursuing a master's degree in piano or voice. Preference will be given to a single parent, an international student or a First Nations student. Selection will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Janos Sandor Scholarship** - A scholarship is awarded to an academically outstanding undergraduate or graduate student in the School of Music who is a member of the UVic chorus or orchestra. In the case of a graduate student, selection of the recipient will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**The Herbert and Eva Schaefer String Scholarship** - One or more tuition scholarships are awarded to outstanding students of violin, viola, cello, or double bass, entering or continuing in the music program at either the undergraduate or graduate level. Selection will be made by either the senate committee on awards or the Graduate Awards committee upon the recommendation of the School of Music.

**School of Music Women's Choral Scholarship** - A scholarship of \$1,000 is awarded to an academically outstanding undergraduate or graduate woman student enrolled in the University Women's Choir, the UVic Chamber Singers or the UVic Chorus who is pursuing a major in music. Preference will be given to music education students. Selection of the recipients will be made by Student Awards and Financial Aid or the Graduate Awards Committee upon the recommendation of the School of Music

**The Bea Scott Scholarship in Voice** - One or more scholarships are awarded to undergraduate or graduate students in the music program whose principal instrument is voice. Selection of the recipient(s) will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Marie E. Vertine Scholarship** – One or more scholarships are awarded to outstanding full-time or part-time graduate students doing research in the School of Music. Selection of the recipient(s) will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Victoria Chamber Orchestra Scholarship** - One or more scholarships are awarded to students entering or continuing in an undergraduate or graduate program in the School of Music and whose principal instrument is violin, viola, cello or double bass. In the case of a graduate award, selection will be made by the Graduate Awards committee upon the recommendation of the School of Music

**Claire Watson Fellowship** - Up to four fellowships in the range of \$10,000-\$15,000 are awarded to academically outstanding graduate students entering the School of Music. Preference will be given to students entering the Master in Music Performance – Emphasis in String Quartet program. The fellowship may be renewed for a second year if an outstanding GPA is maintained. Selection of the recipients will be made by the Graduate Awards Committee upon recommendation of the School of Music.

**Dr. John S. Willis Memorial Scholarship** - One or more scholarships are awarded to undergraduate and graduate students entering or continuing in the School of Music who are studying the violin, viola or cello. Selection of the recipient of an undergraduate student is made by the senate committee on awards upon the recommendation of the School of Music. Selection of the recipient of a graduate student is made by the Graduate Awards committee upon the recommendation of the School of Music.

**Don Wright Graduate Scholarship** - A scholarship is awarded to a full-time graduate student in an MA/ME or PhD program in music education in the Faculty of Education. Students registered in only the summer graduate program are not eligible. Selection of the recipient will be made by the Graduate Awards committee upon the recommendation of the Department of Curriculum and Instruction.

**Don Wright Graduate Summer Program Scholarship** - Two scholarships are awarded to students in the summer graduate program in music education in the Faculty of Education.

**Brian Money and Nancy Dyer Accordion Scholarship in Music** - One or more scholarships are awarded to academically outstanding entering or continuing undergraduate or graduate students in the School of Music whose principal instrument is accordion. Preference is for graduate students. Approval of the recipients will be made by either the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee, upon the recommendation of the School of Music.

**Gail O'Riordan Memorial Graduate Award for Cello** – Up to two awards will be given to graduate students in the School of Music whose principal instrument is cello. The award(s) will be renewable for a second year if funds permit and the student(s), in the opinion of the academic unit, are making good progress in their degree. Students with a GPA of 6.0 or higher will be considered. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Award Committee upon the recommendation of the School of Music.

## Category B awards (one nomination per department/school)

These are open to all students across UVic and, as such, are highly competitive and are selected by the Graduate Awards Committee based on application materials. Again, students may discuss these awards with their supervisors, but the School will only ever nominate one student for any given award in any given year. In addition:

- All Category B nominees must have a GPA of at least 7.0, or in the case of new international students, a first-class GPA.
- All Category B award nominations must include the following:
  - Completed nomination form signed by the Graduate Advisor
  - Copy of the student's unofficial/administrative transcripts
  - 1 page reference letter from the student's supervisor
  - Maximum 1 page list of publications, patents, conference presentations, creative works and/or performances, other significant awards or academic accomplishments

These awards include:

**General Graduate Scholarship** - One or more scholarships are awarded to outstanding graduate students entering or continuing in the Faculty of Graduate Studies. Selection of the recipients will be made by the Graduate Awards Committee.

**Richard and Margaret Beck Student Research Travel Award** - One award of up to \$6,000 is given to an undergraduate or graduate student in Humanities, Social Sciences or Fine Arts to travel to Iceland for the purpose of research or course work related to Icelandic language and literature. Preference will be given to applicants who have already completed a course or are undertaking a significant research project that is related to Icelandic language and literature. If no eligible applicants apply from the Humanities or Social Sciences or Fine Arts, the award may be given to an undergraduate or graduate student in any faculty. Applications must be submitted to the Dean of Humanities by December 15th. In the case of an undergraduate award, selection will be made by the Senate Committee on Awards upon the recommendation of the Associate Dean Academic of Humanities. In the case of a graduate award, selection will be made by the Graduate Awards Committee upon the recommendation of the Associate Dean Research of Humanities.

**Chair in Transgender Studies Master's Degree Research Scholarship for Trans, Non-Binary, and Two-Spirit Students** – Two or more \$1,000 scholarships will be awarded to current or entering academically outstanding master's degree students who self-identify as trans, non-binary, or Two-Spirit and who are pursuing research in any field, including creative or performative activity. Preference will be given to students who demonstrate financial need. Applications and information on applying can be found in [Scholarships & Fellowships within Chair in Transgender Studies](#) and must be submitted to the Faculty of Graduate Studies, University Centre Building Room A207, no later than 4 pm on March 31st. All applicants will be notified of the results.

**Chair in Transgender Studies Doctoral Degree Research Scholarship for Trans, Non-binary, and Two-Spirit Students** - One or more \$5,000 scholarships will be awarded to current or entering academically outstanding doctoral degree students who self-identify as trans, non-binary, or Two-Spirit and who are pursuing research in any field, including creative or performative activity. Preference will be given to students who demonstrate financial need. Applications and information on applying can be found in [Scholarships & Fellowships within Chair in Transgender Studies](#) and must be submitted to the Faculty of Graduate Studies, University Centre Building Room A207, no later than 4 pm on March 31st. All applicants will be notified of the results.

**Chair in Transgender Studies Master's Degree Research Scholarship** - Two or more \$1,000 scholarships will be awarded to current or entering academically outstanding master's students pursuing trans-related research in any field, including creative or performative activity. Priority will be given to students who self-identify as trans, non-binary, or Two-Spirit and further preference will be given to students who demonstrate financial need. Applications and information on applying can be found in [Scholarships & Fellowships within Chair in Transgender Studies](#) and must be submitted to the Faculty of Graduate Studies, University Centre Building Room A207, no later than 4 pm on March 31st. All applicants will be notified of the results.

**Chair in Transgender Studies Doctoral Degree Research Scholarship** - One or more \$5,000 scholarships will be awarded to current or entering academically outstanding doctoral degree students pursuing trans-related research in any field, including creative or performative activity. Priority will be given to students who self-identify as trans, non-binary, or Two-Spirit and further preference will be given to students who demonstrate financial need. Applications and information on applying can be found in [Scholarships & Fellowships within Chair in Transgender Studies](#) and must be submitted to the Faculty of Graduate Studies, University Centre Building Room A207, no later than 4 pm on March 31st. All applicants will be notified of the results.



**Albert Hung Chao Hong Scholarship** - One or more scholarships based on academic excellence are awarded to undergraduate and graduate students attending UVic who are citizens of Hong Kong or Mainland China.

**Frank Hori Foundation Scholarship** - Two scholarships of \$5,000 each are awarded to one female and one male academically outstanding undergraduate or graduate student of Japanese ancestry entering or continuing at the University of Victoria. Entering undergraduate students can be from a secondary school in Canada or transferring from any Canadian college. Applicants must show evidence of [financial need](#). Undergraduate students must apply online by May 31st. Graduate students must submit an [application](#) form to the Dean's Office, Faculty of Graduate Studies by June 15th, to the attention of the Scholarship Officer.

**Dean's Award for Indigenous Graduate Students** – One master's award and two doctoral awards of \$6000 each are offered annually to outstanding Canadian Aboriginal (First Nations, Metis or Inuit) students registered full-time in the Faculty of Graduate Studies. [Applications](#) must be submitted through the Office of Indigenous Academic and Community Engagement (IACE) in July of each year.

**The Leslie and Kaye Jowett Graduate Scholarship** - An award will be made to a graduate student with a physical disability as defined by the 1975 UNESCO declaration. Candidates must [apply](#) to the office of the dean of Graduate Studies. Applications must be received by September 15th of the year of application, together with a support letter from a physician and the names of two referees who are able to support the academic record of the student. Selection will be made by the Graduate Awards committee

**Martlet General Graduate Scholarship** - A scholarship to the value of \$400 will be awarded to a woman student with high standing who is entering the second year of a Master's program.

**Dr. Peter Montgomery Graduate Scholarship** - One or more scholarships are awarded to academically outstanding graduate students entering or continuing at the University of Victoria with [demonstrated financial need](#). Preference will be given to Roman Catholic students. Selection of the recipient(s) will be made by the Graduate Awards Committee. **Please note**, FGS will now be accepting [applications](#) for this award.

**Howard E. Petch and David F. Strong Research Scholarships** - Seven (7) Howard E. Petch Research Scholarships and one (1) David F. Strong Scholarship of \$7500 each will be awarded to graduate students who currently hold a University of Victoria Fellowship valued between \$15,000 and \$20,000 or a Canadian Federal Research Council award valued between \$17,500 and \$35,000. These awards are tenable for one year only.

**William Petrie Graduate Student Library Scholarship** - A scholarship is awarded to an academically outstanding graduate student in any discipline who can show how he or she has utilized library resources - be they print archival, music, multimedia, digital, etc. - for a class project, assignment or research paper. Eligible students must complete a 500 word essay explaining their use of library resources in an [application](#). Graduate students must submit an application form to the University Librarian's Office by May 31st, to the attention of the Grants and Awards Librarian. Selection will be made by the Graduate Awards Committee upon the recommendation of the University Librarian's Office.

**Gavin Quincy Residence Life Leadership Scholarship** - One or more scholarships are awarded to academically outstanding undergraduate or graduate students who currently reside in a residence and are residence life student leaders. The scholarship recognizes a student(s) who has gone above and beyond normal expectations, contributing significantly through a body of work and/or specific outstanding achievement as a residence life student leader. Award recipients will be nominated by the Director, Residence Services. Applications are available from Residence Services. The deadline is April 30th. Preference will be given to a residence life leader who will be returning in the following year.

**Cassels Shaw Graduate Fellowship** - One or more fellowships each year will be awarded to outstanding graduate students, entering or continuing in the Faculty of Graduate Studies. The recipient will be selected on the basis of high academic achievement and demonstrated financial need. Students must be nominated by their academic department, and complete a budget assessment form. Selection of the recipient will be made by the Graduate Awards Committee of the Faculty of Graduate Studies. **Students must complete the Financial Need Assessment form associated with this award, and it must be included with the nomination.**

**Sto:lo Ethnohistory Legacy Scholarship** - One scholarship of \$5,000 is awarded to a registered member of any Stó:lō First Nation (i.e. any First Nation located along the Fraser River and its tributaries between Langley and Yale) enrolled in a certificate, diploma, or a degree program (undergraduate, graduate or post-doc) at the University of Victoria. Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership, and two letters of reference. Applications must be submitted to the Department of History, att: Dr. John Lutz, by May 31st. In the case of an undergraduate award, selection will be made by the Senate Committee on Awards, upon the recommendation of the Department of History. In the case of a graduate award, selection will be made by the Graduate Awards Committee, upon the recommendation of the Department of History. In the case of a post-doc, selection will be approved by the Office of Research Services, upon the recommendation of the Department of History.

**Johann Strauss Foundation Scholarships** - Two scholarships, one for \$3,500 and one for \$2,500, are awarded to assist undergraduate or graduate students registered in the School of Music to study music in Austria. At least one of these two annual scholarships must be for study at the Mozarteum in Salzburg. Applicants must be Canadian citizens or landed immigrants and must provide documentation demonstrating the applicant's registration at an acceptable institution. An audition is required. Graduating students are also eligible for this award. Details of criteria and application forms are available at the School of Music. Applications must be submitted to the School of Music by December 1st of the academic year preceding the proposed study in Austria. In the case of an undergraduate student, selection of the recipient will be made by the senate committee on awards upon the recommendation of the School of Music. In the case of a graduate student, selection of the recipient will be made by the Graduate Awards committee upon the recommendation of the School of Music.

**Thea Vakil Scholarship** – One or more Scholarships are awarded to academically outstanding graduate students interested in a career in the public service (e.g., government, charitable sector or community development). Applications may be obtained from the School of Public Administration and must be submitted by June 15th. Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the School of Public Administration.

## 5. Teaching assistantships

As a graduate student, you are eligible to apply for a teaching assistant position. These positions are competitive, but we are usually able to accommodate virtually all applications to some degree. All positions receive the same hourly wage, but each position is weighted based on hours per week, per term, meaning some positions are worth far less (i.e., fewer hours per week) than others. It is important to note that the hours per week are set for each position, meaning that you do not fill out a time card and you are not able to work "overtime" for any position.

**ALL students, including returning students, must re-apply for a TA position each year.**

- Applications are distributed and received by the Graduate Secretary (Linda Sheldon), and positions are determined by the Graduate Advisor in consultation with the Graduate Advisory Committee and other relevant parties, as needed.
- Students receive notices each year via email about applying for TA positions.

All current TAs must fill out the [CUPE TA checklist](#) with their teaching supervisors each term.

- TAs are responsible for keeping track of their hours to ensure they do not go over the designated hours per position.
- Problems with TA assignments and workloads should be discussed directly with the teaching supervisor first, then with the Graduate Advisor.
- [The Centre for Learning and Teaching](#) provides continuous support for TAs.

All TA positions are also supported by the CUPE, or [UVic's Educational Employees' Union](#).

The Union also has its own [website](#) with up-to-date materials.

### 5.1. The Teaching Assistant Consultant (TAC)

TACs are typically graduate students with teaching experience and leadership. TACs report to Cynthia Korpan, LTC Professional Development Programs and TA Training Manager, and are responsible for providing a discipline-specific TA workshop series, teaching observations, one-on-one mentoring, and referrals to appropriate campus resources. Cynthia provides all TACs

with training, support, and resources. You can find [more details here](#).

## 6. Staying sane: FAQ and UVic services

Being a graduate student is often very – even extremely – stressful. Most students balance multiple forms of employment, full course loads, and dynamic relationships all at once—and in Victoria, they must also balance a competitive rental market, longer public transit times, additional parking expenses and parking limitations, and access on and off the island. Despite a supportive community and a beautiful landscape and climate, these are **serious stressors**, and it is important for all students to acknowledge how often they affect academic performance, even if they seem “manageable” most of the time.

Thankfully, UVic and your support staff at the School of Music are both aware of and sympathetic to these challenges (we face many of them ourselves!). While we strive to accommodate student needs, it is also important to acknowledge that these are often personal issues, ones which each student must handle in his or her own way using UVic’s many services listed below.

The following FAQs and listed services are not related to our degrees, but to some basic aspects of student life. Your graduate advisor and primary supervisor are always appropriate people to talk to when the going gets rough—indeed, it is important to let your teachers and peers know when you need a bit of extra support. At the same time, it is rarely the case that anyone at the School of Music holds the ability, training, or responsibility to actually assist you in solving many of the more personal issues that arise for students. For this reason, faculty and staff may direct you to the following professional services available to all members of UVic.

### 6.1. Frequently asked questions

- **I’m a new student. How do I get good advice from other students on anything? Everything?**  
Try the GSS (Graduate Student Society) or the UVSS (University of Victoria Student Society)  
—and don’t forget to check out all of their social media feeds. You can also always look for UVic websites related to “new students,” “incoming students,” and “resources for students.”
- **What is my degree plan? When and how do I register? What classes should I take?**  
All of these questions (and more!) are discussed throughout this handbook; furthermore, you should discuss them regularly with your primary supervisor. As a graduate student, it is important to get into the habit of reading things carefully and seeking out the appropriate sources for information. Case in point: the very first section of this handbook contains information and links about getting started at UVic, and the entire third section is on our programs and requirements. None of these answers can be distilled down to a single answer to a single question, so read up!
- **Is there a student orientation for graduate students? Do I wait to do things until then?**  
Yes! No! The graduate student orientation welcomes you to campus and introduces you to all of the details. But BEFORE orientation, you have a long checklist of things to do: find a place, register for classes, get to Victoria, sort out your funding, etc. A good place to start is [this website](#), which has links to dozens of others.

The School of Music also has a checklist of things to do before your arrival. See our website for details.

- **Is this normal? Have others experienced this?**

The answer is almost always yes. If you ever feel marginalized or like the odd one out, remember you are not: from daily struggles with coursework, to confusion over registration, to even finding the right forum for assisting with identity politics or personal injury...UVic has dedicated services to help. See the services mentioned in the next section (below), but also remember that your graduate advisor and other faculty are there to offer support and direct you to appropriate assistance on campus: little you can say or do will benefit us, and we know how to respect your privacy.

- **How to I find a place to live?**

Victoria has one of the lowest vacancy rates in all of Canada; indeed in all of North America. This makes it very challenging to find a place. At the same time, Victoria is a destination campus and rentals often come up at every point of the year as other students come and go. British Columbia also now has some of the toughest laws to protect renters. If you struggle to find or keep housing, you are not alone, and the laws are there to help you. At the same time, you can always ask other students or check out UVic's sites to find the best places to find accommodation. Two popular websites are [Used Victoria](#) and [Kijiji](#). You can also try [UVic sites like this one](#).

- **How can I live in Victoria without going broke?**

Ask friends! Victoria has many "normal" stores and shops that are *extraordinarily* expensive, just as it has housing that runs the ranges from pricey to out-of-this-world. That doesn't mean *everything* is expensive. Many students, faculty, and staff have tips for places to go to save money, whether it is to eat, shop, transit, or just have fun. Like any city, there are plenty of ways to balance the budget.

- **UVic's website is confusing. How do I get the most out of it?**

Always start with the [FGS website](#). Next, always focus first on the menus on the left side of the screen. Much of the most important, quick-access information that you need about forms, student life, and regulations and requirements can be found quickly through the side menu. And finally, always look for more detailed information by focusing on the obvious words: registration, funding, Academic Calendar, and the like.

## 6.2. Useful (and often free!) UVic services

UVic supports a large number of offices devoted to helping students manage both sides of the work-life balance. Always remember that these offices are filled with specialists who respect your privacy and value your time. From needing a food bank or emergency loan to dealing with depression, anxiety, or abuse, no problem is too big, too small, or too personal to avoid seeking help.

- [Office of Student Life](#)

- [Wellness and Safety](#)
- [Centre for Accessible Learning](#) (and accommodations)
- [Centre for Academic Communication](#)
  - Don't be fooled: this centre provides writing, reading, editing, and presentation skill development at all levels, including for graduate students. They also provide free workshops for writing and research groups where you can meet other graduate students. The "free services" link provides a schedule for the entire coming year, including the summer.
- [Office of the Ombudsperson](#)
  - The ombuds office is an independent, impartial, and confidential resource for students. The office is devoted to resolving student problems or disputes with other members of UVic, including helping students understand their rights and responsibilities in any given conflict situation.
- [Health Services](#)
- [Student Mental Health](#)
- [Counselling Services](#)
  - The Office of Counselling Services offers dozens of specific topics, from career counselling to helping with grief, depression, sexualized violence, daily stress, and even just completing your project or thesis.
- [UVSS](#) (UVic Student Society)
- [GSS](#) (Graduate Student Society)
- [Family Housing](#)
- [Career Services](#)
- [Recreation Facilities](#)
- [UVic Pride](#)
- [Society for Students with a Disability](#)



## 7. Appendices

### 7.1. Scheduling recitals, oral defenses, etc.

It is the student's responsibility to form the Supervisory Committee and to schedule rooms and times for all graduating events.

Recitals are booked through the Concert Manager:

[concert@uvic.ca](mailto:concert@uvic.ca)

Rooms for related events are [requested online](#).

All SoM concerts (excluding non-degree recitals) are recorded and many are live-streamed. Most recorded concerts are then made available at School of Music [Audio Archive](#).

#### 7.1.1. Degree recitals

Student recital times are limited to the pre-designated times and must be scheduled directly with the [Concert Manager](#). Students with degree recitals will be contacted directly by the Concert Manager via email in the spring before their final year.

*All recitals are scheduled on a first-come, first serve basis. Students must have the approval of their primary instructor before requesting a date.*

**Graduating recitals** (undergraduate and graduate) are scheduled on Monday and Wednesday evenings throughout each term.

**588 graduate recitals** are scheduled on select Tuesdays and Wednesdays at 12:30pm and must not exceed 50 minutes in duration.

Please visit our [student handbook](#) for information on organizing your degree recital, program templates, and our [degree recital checklist](#).

### 7.2. Oral defenses

Oral Defenses are designed to test the depth and breadth of your knowledge on your project or recital program. They are a requirement for all of our master's degrees. In general, oral defenses always take place *after* the submission or performance of one's major research paper/project/recital.

#### **MMus Performance**

These defenses usually take place *after* the graduating recital, usually within a week of the recital itself. Students are responsible for discussing all aspects of preparation, including research related to program notes, translations, and repertoire choices; students must also be able to demonstrate knowledge of historical time periods, related styles, and alternative repertoire possibilities for each aspect of their project/recital. The defense usually begins with a 10-20

minute presentation by the student on repertoire choices, their stylistic contexts, and their related musical challenges.

### **MMus Composition**

An oral defense will be administered by the supervisory committee a short time after the performance of the candidate's graduate composition(s). The student is required to demonstrate knowledge of the repertoire and major trends in contemporary music composition.

### **MMus MTech**

These defenses normally take place after the submitted, "paper version" of the project has already been approved for consideration by the supervisory committee. They often begin with a 30-minute conference-style presentation of one's research project, followed by 45-75 minutes of questions related to both the written and oral versions of the project, for a total duration of approximately two hours.

### **MA Musicology (and MA Musicology with Performance)**

There are two types of musicology defenses. Both normally take place after the submitted, "paper version" of the project has already been approved for consideration by the supervisory committee. Thesis defenses usually begin with a 10-20 minute presentation by the candidate that summarizes the content of the thesis. Project-based degrees begin with a 30-minute conference-style presentation of one's research project. Both are followed by 45-75 minutes of questions related to both the written and oral versions of the project, for a total duration of approximately two hours.

## **7.3. Format requirements for composition written projects**

Candidates in composition are required to complete one or more extensive original compositions. These works will normally be performed during the final year of graduate study. The candidate will also submit an analysis paper in addition to the graduate composition. The candidate's academic supervisor will approve the topic of the analysis paper and the graduating composition.

## **7.4. Format requirements for MTech written projects**

MTech written projects must follow [UVic formatting guidelines](#). As MTech projects vary, all guidelines should be discussed directly with the head of the program.

## **7.5. Format requirements for musicology projects**

Musicology written projects must follow [UVic thesis guidelines](#).

### **7.5.1. Musicology project or lecture recital (Musicology with Performance)**

Musicology written projects must follow [UVic formatting guidelines](#).

Musicology projects require only an informal proposal, but it is assumed that the student must receive approval of the project from his or her primary supervisor before beginning any dedicated research and enrolling in MUS 599 or MUS 598M.

Unlike the thesis, the project option usually consists of a shorter research paper(s) that receive additional attention or expansion in other ways than length. Some examples include:

- A research paper that leads to a professional conference paper fit for a national or international, "peer-reviewed" conference; the conference paper would serve as the presentation at the student's oral defense;
- Two revised research papers from earlier seminars that include expanded bibliographies; this would also require a conference-style presentation on both topics as part of the oral defense;
- Two versions of a major grant proposal for submission to two different organizations, both related to the same large-scale research or community project in the arts; this would also require a 30-minute professional presentation of the project as part of the oral defense;
- A substantial paper (with approved bibliography) that results from a lecture-recital.

### 7.5.2. Musicology thesis

Musicology theses must follow [UVic formatting guidelines](#).

The thesis is preceded by a thesis proposal.

The thesis proposal is developed within the context of MUS 503 and MUS 533, after which it is distributed for committee approval. It is normally 10 pages in length, with a substantial bibliography that resembles at least half of the projected works cited list of the thesis. It should provide the projected structure, methodology, content, and conclusions of the thesis project, as well as at least one or two major musical examples or pieces of documentary evidence that will support the central argumentative claim.

The thesis itself can take the form of an article-length paper suitable for publication, a similarly rigorous project that has been tailored for presentation at a national or international conference, or a specialized research project approved by the student's primary supervisor and the head of musicology as meeting the rigours of thesis research.

The typical MA thesis is a substantial research document of publishable length and quality. Most thesis projects will vary from 6500-10,000 words, including footnotes but not including the bibliography or examples/captions. For reference, a double-spaced page of typed text in a

standard font is usually about 315 words. The bibliography for such a project will vary depending on the type of sources, but most will include 20-50 cited works in the main text. UVic has strict standards for how a thesis should be formatted for official submission on the FGS website (see above).

## 7.6. Musicology language requirement

The MA in Musicology (and Musicology with Performance) both require a language component. This component is scheduled independently with the primary supervisor. Usually, it involves translating a passage from a relevant source for the thesis research from another language into English. Certain levels of achievement can also substitute for a written exam, such as certain levels of standardized test certification or, in the case of less common languages, limited coursework to achieve certain reading ability alongside established work with the language. Language requirements are usually completed by the start of Term 3.

## 7.7. FGS graduate supervision policy

[This policy](#) defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, graduate advisors, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies. It is essentially the "FGS Handbook" and provides further information to everything found in this handbook.

## 7.8. School of Music graduate degrees by term

The following links list the courses and credits required for each of our graduate stream programs.

[Performance](#) (including links for Conducting and Emphasis in String Quartet)

[Composition](#)

[Music Technology](#)

[Musicology](#)

[Musicology with Performance](#)

[Musicology PhD](#)



