

University of Victoria  
School of Music

**Graduate Handbook**

For 2023-24 Terms

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## **1. Applying to and Matriculating at UVic**

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

**Please Note: UVic's graduate funding comes from two sources, the Faculty of Graduate Studies and Donor Awards. These awards are released at different times. FGS awards are distributed at the start of terms, but Donor awards do not often arrive until December. This means some students with entrance funding will not receive their first award until after Term 1 tuition is due.**

## 1.1. Applying to UVic

<https://www.uvic.ca/graduate/admissions/how-to-apply/index.php>

<https://www.uvic.ca/finearts/music/graduate/index.php>

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

Applicants to the master's programs normally 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.

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:

<https://www.uvic.ca/graduate/admissions/admission-requirements/index.php>

As well as UVic's basic language requirements:

<https://www.uvic.ca/graduate/admissions/language-proficiency/index.php>

**All applicants** should prepare and 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 "Graduate": <https://www.uvic.ca/finearts/music/graduate/index.php>

Tuition and Fees can be found here:

<https://www.uvic.ca/graduate/finances/tuition-costs/index.php>

**Students are only eligible for UVic funding if they hold an A- or above on their last two years of undergraduate coursework; for current UVic students, most scholarships require a 6.0 GPA on the UVic 9.0 scale.** The School of Music strives to provide full tuition to all qualified applicants whenever possible.

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 below.)

## 2. Getting Started

Welcome to UVic! At the School of Music, we feel strongly that music is an innate part of the human experience. We pride ourselves on setting the highest standards of collegiality. We foster 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 attitude, but to serve as leaders for your peers across the School.

As a graduate student, you determine your own path to success. Our faculty, staff, and advisors are all here to support you; 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. 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:

**Information for New Graduate Students** (from accepting your offer to setting up accounts and registering for classes):

<https://www.uvic.ca/students/graduate/new-graduate-students/index.php>

**Special Information for International Students:**

<https://www.uvic.ca/students/info-for/international-students/index.php>

**UVic Graduate Student Society and Student Society:**

<http://gss.uvic.ca/>

[https://www.facebook.com/UVICGSS/about/?ref=page\\_internal](https://www.facebook.com/UVICGSS/about/?ref=page_internal)

<https://uvss.ca/>

**Housing:**

<https://www.uvic.ca/graduate/campus/housing-dining/index.php>

**Tuition and Fees:**

<https://www.uvic.ca/graduate/finances/tuition-costs/index.php>

**Funding:**

<https://www.uvic.ca/graduate/finances/funding-employment/index.php>

**Registration:**

<https://www.uvic.ca/students/graduate/registration/index.php>

### 2.2 The Faculty of Graduate Studies

All School of Music students are first and foremost members of the Faculty of Graduate Studies (FGS), and only secondarily members of the School of Music. Students 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 and the Calendar.

Academic Calendar:

<https://www.uvic.ca/calendar/future/grad/index.php#/home>

School of Music Calendar program entries (be aware that UVic policies and SoM courses are listed elsewhere in the Calendar):

MMus MTech:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/rkkapXCfV?bc=true&bcCurrent=Music%20Technology&bcltemType=programs>

Musicology MA:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HJa2pXAMN?bc=true&bcCurrent=Musicology&bcltemType=programs>

Musicology with Performance MA:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HkC3pQAzN?bc=true&bcCurrent=Musicology%20with%20Performance&bcltemType=programs>

Musicology PhD:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HklppXCGN?bc=true&bcCurrent=Musicology&bcltemType=programs>

MMus Performance (String Quartet, Conducting, and Staged Voice streams at bottom):

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HJAhamAzV?bc=true&bcCurrent=Performance&bcltemType=programs>

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.

Student Services:

<https://www.uvic.ca/graduate/campus/student-services/index.php>

Student Resources:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/index.php>

### 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:

<https://www.uvic.ca/calendar/future/grad/index.php#/home>

#### 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 members of FGS. Its rules, regulations, services, funding, and other questions and concerns are often found on the FGS website, not the School of Music site: <a href="http://www.uvic.ca/graduatestudies/">www.uvic.ca/graduatestudies/</a>
<b>Academic Calendar</b>	<a href="https://www.uvic.ca/calendar/future/grad/index.php#/home">https://www.uvic.ca/calendar/future/grad/index.php#/home</a> This is the official university document for you as a student. It includes all UVic policies, rules, regulations, program requirements, and courses.
<b>Graduate Secretary</b>	<a href="mailto:musi@uvic.ca">musi@uvic.ca</a> This is the primary contact for specific queries regarding paperwork, such as documentation to the School or FGS regarding courses and program completion. This is <b>not</b> the primary contact regarding advising, policies questions, or program requirements.
<b>Primary Supervisor</b>	Your primary contact for program-specific questions, usually the head of your unit or individual instructor upon entry. The faculty supervisor is always the first contact for any advising issue.
<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>Supervision Policy</b>	<a href="https://www.uvic.ca/graduatestudies/assets/docs/graduate-supervision-policy.pdf">https://www.uvic.ca/graduatestudies/assets/docs/graduate-supervision-policy.pdf</a> FGS has a rigorous supervision policy. Students should familiarize themselves with this policy and hold their primary supervisor to its standards.
<b>Graduate Advisor</b>	The primary contact for policy and program questions, teaching assistant questions, and “problems.” The graduate advisor is an administrator, <b>not</b> a “supervisor” or “advisor” for your program. Their job is to direct you to sources of information or to clarify policies.
<b>Academic Term</b>	A semester. All master’s students must enroll in at least 5 consecutive terms, <u>including the summer following year 1.</u>
<b>Project/Thesis</b>	A substantial research/creative project, usually consisting of a recital, substantial research paper(s), or a substantial entrepreneurial endeavour. The precise nature of projects and theses are 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 1.5-2-hour meeting of the student and their supervisory committee. This meeting takes place after the completion of the graduating project and includes a 10-20 minute presentation by the student on the project/recital, followed by 30-45 minutes of questions by the supervisory committee. All defenses must have a full Supervisory Committee and a Chair (for all MMus degrees, this is at least two School faculty plus a chair, usually from the School; for MA and PhD degrees, the requirements are different). 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).
<b>Dean of Graduate Studies</b>	The final arbiter on all matters pertaining to graduate studies at UVic. The dean accepts students, approves and extension or academic concession, approves

**Associate Deans of Graduate Studies**

Supervisory Committees, approves programs, sets examining committees, and recommends all graduate students for program completion (graduation). 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 *not* 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.

**FGS Offices**

The FGS and the Graduate Registrar have their own offices in the Jamie Cassels Centre 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.

Faculty of Graduate Studies- Grading Scale				
Grade	Grade Point Value	Percentage *	Description	Achievement of Assignment Objectives
A+	9	90 – 100	Exceptional Work	Technically flawless and original work demonstrating insight, understanding and independent application or extension of course expectations; often publishable.
A	8	85 – 89	Outstanding Work	Demonstrates a very high level of integration of material demonstrating insight, understanding and independent application or extension of course expectations.
A-	7	80 – 84	Excellent Work	Represents a high level of integration, comprehensiveness and complexity, as well as mastery of relevant techniques/concepts.
B+	6	77 – 79	Very good work	Represents a satisfactory level of integration, comprehensiveness, and complexity; demonstrates a sound level of analysis with no major weaknesses.
B	5	73 – 76	Acceptable work that fulfills the expectations of the course	Represents a satisfactory level of integration of key concepts/procedures. However, comprehensiveness or technical skills may be lacking.
B-	4	70 – 72	Unacceptable work revealing some deficiencies in knowledge, understanding or techniques	Represents an unacceptable level of integration, comprehensiveness and complexity. Mastery of some relevant techniques or concepts lacking. Every grade of 4.0 (B-) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.
C+	3	65 – 69		
C	2	60 – 64		
D	1	50 – 59		
F	0	0 – 49	Failing grade	Unsatisfactory performance. Wrote final examination and completed course requirements.
CTN	Excluded Grade	N/A	Continuing	Denotes the first half of a full-year course.
FNC	Excluded Grade	0-100 <sup>†</sup>	For No Credit	Denotes a 100-299 level undergraduate course for no credit in the Faculty of Graduate Studies.
<p>Students in the Faculty of Graduate Studies must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Individual departments or schools may set higher standards. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by their supervisory committee and continuation in the Faculty of Graduate Studies is approved by the Dean. Some academic units may employ a percentage system for evaluating student’s work.</p> <p><sup>†</sup>FNC will produce a grade on the transcript</p>				

### 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). Regardless of when you complete your coursework, you must pay for five full terms to graduate.
- **Students usually enroll in their Project/Thesis requirement (MUS 598 or 599) starting in their first summer** (usually term 3). **These courses have no classroom component, but they do require a tuition payment.** They provide all students with access to UVic resources during the summer, including study permits, visas, and other important things. **Students continue to enroll in these courses until the completion of their project/program.**
- All degrees require **a Project or a Thesis, as well as an oral defense.** For performance degrees, the project is a graduating recital; for other degrees, it is a written or recorded project that usually includes a written paper presented to the committee at the oral defense.
- All degrees require a **supervisory committee**, usually consisting of the primary supervisory and at least one other qualified faculty member plus a committee chair (minimum three members total). The student is responsible for forming the committee by the end of year 1 and reporting this to the Graduate Secretary by the end of term 2. Rules and regulations for committees are different for projects (all MMus degrees) and theses (some MA degrees): <https://www.uvic.ca/calendar/future/grad/index.php#/policy/BJZ9esMOV?q=supervisory%20committees&&limit=20&skip=0&bc=true&bcCurrent=17%20-%20Graduate%20Studies%20Committees%2C%20Advisers%2C%20and%20Supervisors&bcltemType=policies>
- All programs require **you to schedule your own events.** This includes scheduling any recitals, committee, and oral defenses, usually several months in advance. Contacts for this varies; details are listed in the appendix.

### 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.

MMus MTech:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/rkkapXCfV?bc=true&bcCurrent=Music%20Technology&bcltemType=programs>

Musicology MA:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HJa2pXAMN?bc=true&bcCurrent=Musicology&bcltemType=programs>

Musicology with Performance MA:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HkC3pQAzN?bc=true&bcCurrent=Musicology%20with%20Performance&bcltemType=programs>

Musicology PhD:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HklppXCGN?bc=true&bcCurrent=Musicology&bcltemType=programs>

MMus Performance (including String Quartet, Conducting, and Staged Voice streams at bottom):

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HJAhamAzV?bc=true&bcCurrent=Performance&bcltemType=programs>

### 3.5. Registration



Students are expected to manage their own registrations based on the program requirements listed in the calendar (see links immediately above), and in consultation with their primary supervisor.

Directions on how to register can be found here: <https://www.uvic.ca/students/graduate/registration/index.php>

## 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:

<https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

**Please Note: UVic's graduate funding comes from two sources, the Faculty of Graduate Studies and Donor Awards. These awards are released at different times. FGS awards are distributed at the start of terms, but Donor awards do not often arrive until December. This means some students with entrance funding will not receive their first award until after Term 1 tuition is due.**

### 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. (Students following part-time enrolment strategies are funded according to FGS regulations.)

### 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 6.0/9.0.
- Graduate Entrance Award (GEA): Minimum GPA 7.0/9.0 for domestic students, or "first class" standing for international students. Standard award is \$5,000.
- President's Research Scholarships: These bonus awards are only available to students who hold a federal research council scholarship (SSHRC, NSERC, CIHR) and vary in amount.

### 4.3. Payment Schedules for FGS Funding

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

- \$1,000 – \$3,000 – Paid in one instalment at the start of the term
- \$3,500 – \$5,500 – Paid in two instalments at the start of two consecutive terms
- \$6,000 – \$10,000 – Paid in three instalments at the start of each term (incl. summer)
- \$10,500 or more will be paid in monthly instalments from September to August
- Federal research council awards and any other externally funded awards will be paid in monthly instalments.

**\*Note that Personal Leaves will forfeit the balance of any FGS funded scholarships, including renewable ones. Students taking a Compassionate, Parental, or Medical Leave will have the balance of their funding deferred until they are again registered with the required number of units.**

### 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 for Canadian citizens or Permanent Residents (see bottom of page):

[https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/?utm\\_medium=redirect&utm\\_source=/graduatestudies/finances/financialaid/uvicawards/index.php&utm\\_campaign=redirect-usage](https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/?utm_medium=redirect&utm_source=/graduatestudies/finances/financialaid/uvicawards/index.php&utm_campaign=redirect-usage)

**The School of Music also has its own list of additional awards.** Nominations for these awards generally occur during the summer, sometimes 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:

<https://www.uvic.ca/graduatestudies/finances/search-funding/index.php>

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.

**Erna Beltsheva Graduate Scholarship in Music** - One or more scholarships are awarded to academically outstanding graduate students in the School of Music. Approval of the recipient(s) is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

**Martin Bonham and Lloyd Howard Travel to Italy Award** - One or more awards are given to undergraduate or graduate students in the School of Music who are travelling to Italy to broaden their knowledge of western classical music. This activity may include, but is not limited to, travel, accommodation, admission fees, archival research, galleries, language training, and/or participation in exhibitions, courses, performances, workshops, conferences or presentations. Preference is for students using the funding to directly support travel costs. Applicants must include a brief description (50-100 words) of their reason for travel. Undergraduate students apply through the on-line application via Online Tools under Student Awards and Financial Aid. Graduate students must submit an application to the School of Music Office by September 15. Approval of the recipient(s) 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.

**Henry, Annie and Harry Cathcart Award** - One or more awards are given to graduate or undergraduate students in the School of Music. Preference will be given to students in descending order of priority: a) entering undergraduate or graduate students; b) undergraduate or graduate students entering their second or third year of study. 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.

**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.

**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.

**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.

**Nancy Lamb Scholarship in Piano** - A scholarship is awarded to an academically outstanding graduate student in the School of Music whose principal instrument is the piano. Approval of the recipient will be made by the Faculty of Graduate Studies 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.

**Evelyn Marchant MacLaurin Memorial Scholarship in Music** - One or more scholarships of at least \$800 each are awarded to outstanding students pursuing a degree in Music. Preference is given to newly admitted students entering the School of Music. In the case of an undergraduate scholarship, approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the School of Music. In the case of a graduate scholarship, approval of the recipient is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

**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 (97355)** - 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.

**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.

**Dr. Marion Porath Memorial Graduate Scholarship in Voice** - Two scholarships of \$2,500 each are awarded to academically outstanding graduate students in the School of Music Voice Program, with preference for students who are actively engaged in the study and performance of operatic repertoire. Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of 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.

**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, approval will be made by the Senate Committee on Awards upon the recommendation of the School of Music. In the case of a graduate student, approval of the recipient will be made by the Faculty of Graduate Studies, 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.

**Bea Scott Scholarship in Voice** – One or more scholarships are awarded to undergraduate or graduate students in the music program and whose principal instrument is voice. Approval of the recipient(s) will be made by the Faculty of Graduate Studies, 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

**Erich Schwandt Graduate Scholarship in Music** - One or more scholarships are awarded to academically outstanding graduate students in the School of Music. Approval of recipients will be made by the Faculty of Graduate Studies 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.

**Johann Strauss Foundation - Joseph & Melitta Kandler Scholarship** - Supplemental scholarships may be awarded to the undergraduate or graduate recipients of the Johann Strauss Foundation Scholarships.

**Johann Strauss Foundation Scholarship** - Two scholarships, one of \$3,500 and one of \$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 a graduate student, approval will be made by the Faculty of Graduate Studies, 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/MEd 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.

#### 4.4.2. 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.

**Audrey St. Denys & M. E. Johnson Scholarship** - One or more scholarships are awarded to undergraduate or graduate students in the Faculty of Fine Arts. Approval of graduate recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Fine Arts.



**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.**

**Stó:lō 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.

**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.

#### 4.5. Financial Aid

The FGS also provides information on a few additional funding sources – including bursaries and national awards – for all students. These resources can be found here:

[https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/?utm\\_medium=redirect&utm\\_source=/graduatestudies/finances/financialaid/uvicawards/index.php&utm\\_campaign=redirect-usage#ipn-uvic-scholarships-awards](https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/?utm_medium=redirect&utm_source=/graduatestudies/finances/financialaid/uvicawards/index.php&utm_campaign=redirect-usage#ipn-uvic-scholarships-awards)

<https://www.uvic.ca/graduatestudies/finances/search-funding/index.php>

## 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 all applications to some degree. All positions receive the same hourly wage, but each position is weighted based on hours per week and term, meaning some positions are worth far less (i.e., fewer hours per week or fewer terms) 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 automatically distributed and received by the Graduate Secretary each spring.
- Positions are determined by the Graduate Advisor in consultation with others (as needed).

### Important information for Teaching Assistants:

- All current TAs must fill out the CUPE TA checklist with their teaching supervisors every term (see Appendix 7.9).
- 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 (as per your contract), then with the Graduate Advisor.
- The Centre for Learning and Teaching provides continuous support for TAs:  
<https://www.uvic.ca/learningandteaching/ta/index.php>

All TA positions are also supported by the CUPE, or UVic’s Educational Employees’ Union:  
<https://www.uvic.ca/bargaining/cupe-4163-1-2/>

The Union also has its own website with up-to-date materials: <https://4163.cupe.ca>

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

The School of Music sometimes has a Teaching Assistant Consultant. TACs are typically graduate students with teaching experience and leadership. TACs report to the LTSI 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. The LTSI provides all TACs with training, support, and resources. You can find more details here:

<https://www.uvic.ca/learningandteaching/ta/pro-d/programs/tac/index.php>

## 6. Staying Sane: FAQ and UVic Services

Being a graduate student is often stressful. Most students balance multiple forms of employment, full course loads, and dynamic relationships all at once. In Victoria, they must also balance a competitive rental market, longer public transit times, additional parking expenses and parking limitations. Despite a supportive community and a beautiful landscape and climate, it is important for all students to acknowledge how often these stressors affect academic performance and mental health.

The following FAQs and listed services are related 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—your supervisor is **not** a qualified therapist or mental health consultant. For this reason, we 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,” such as this page:  
<https://www.uvic.ca/graduatestudies/resourcesfor/students/index.php>

- **What is my degree plan? When and how do I register? What classes should I take?**

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: answers to these questions all appear earlier in the Handbook!

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!

For more general introductory information, check here:

<https://www.uvic.ca/students/graduate/new-graduate-students/index.php>

- **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:

<https://www.uvic.ca/students/graduate/new-graduate-students/index.php>

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

The answer is almost always yes. If you ever feel marginalized, 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. Remember that your graduate advisor and other faculty are there to offer support and direct you to appropriate assistance on campus rather than trying to help you manage your life on their own. If you feel otherwise, it is likely a miscommunication and not a personal vendetta. When in doubt, always communicate your issues to the Graduate Advisor: the more we know, the more we can help you. Note all of these resources to help:

<https://www.uvic.ca/graduate/campus/student-services/index.php>

[https://www.uvic.ca/students/?utm\\_medium=redirect&utm\\_source=/graduatestudies/resourcesfor/students/index.php&utm\\_campaign=redirect-usage](https://www.uvic.ca/students/?utm_medium=redirect&utm_source=/graduatestudies/resourcesfor/students/index.php&utm_campaign=redirect-usage)

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

Victoria has one of the lowest vacancy rates 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** (<http://www.usedvictoria.com/classifieds/real-estate-rentals>) and **Kijiji** (<https://www.kijiji.ca/b-apartments-condos/victoria-bc/c3711700173>). You can also try UVic sites like this one: <https://www.uvic.ca/residence/home/home/off-campus/>

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

Ask friends! Victoria has many "normal" stores and shops that are *extraordinarily* expensive, but that doesn't mean *everything* is expensive. Many students, faculty, and staff have tips for places to go to save money. And if the going gets rough, no one is above asking for free assistance: The Faculty of Fine Arts and the various Student Societies have food programs and a free store to help students in need. <https://uvss.ca/foodbank/>

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

Always start with the FGS site: <https://www.uvic.ca/graduatestudies/> or the graduate calendar: <https://www.uvic.ca/calendar/future/grad/index.php#/home>

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: <https://www.uvic.ca/services/studentlife/>
- Wellness and Safety: <https://www.uvic.ca/residence/parents-guardians/wellness-and-safety/index.php>
- Centre for Accessible Learning (and accommodations): <https://www.uvic.ca/services/cal/>
- Centre for Academic Communication: <https://www.uvic.ca/learningandteaching/cac/index.php>

**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: <https://uvicombudsperson.ca>

**The ombuds office is an independent, impartial, and confidential resource for students with faculty or institutional conflicts.** 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.

- Student Wellness (Mental and Physical Health): <https://www.uvic.ca/student-wellness/>
- Health Appointments: <https://www.uvic.ca/student-wellness/book-an-appointment/index.php>
- Mental Health Appointments: <https://www.uvic.ca/student-wellness/wellness-resources/mental-health/>

The Student Wellness Centre 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. <https://www.uvic.ca/search/maps-buildings/buildings/health-wellness.php>

- UVSS (UVic Student Society): <https://uvss.ca>
- GSS (Graduate Student Society): <http://gss.uvic.ca>
- Family Housing: <https://www.uvic.ca/residence/family/>
- Career Services: <https://www.uvic.ca/coopandcareer/career/index.php>
- Recreation Facilities: [http://vikesrec.ca/sports/2015/4/19/facilities\\_0419151301.aspx](http://vikesrec.ca/sports/2015/4/19/facilities_0419151301.aspx)
- Society for Students with a Disability: <https://www.uvicssd.com>

## 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:

<https://www.uvic.ca/finearts/music/resources/book-room/index.php>

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, found [here](#), or the event calendar:

<https://finearts.uvic.ca/music/calendar/events/month/>

#### 7.1.1. Degree Recital Checklist

**Graduating recitals** are scheduled on Monday and Wednesday evenings throughout each term.

- Programs:** You **must prepare and print your own program**. The Concert Manager has templates that fulfill program requirements. Extra information such as acknowledgements are permissible at the supervisor's discretion.  
Your program **must** be delivered to the ushers at least 30 minutes prior to your recital.  
You **must** submit a copy of the recital program to the [Concert Manger](#) for archival purposes one week before the recital date.
- Logistics:** MUS 588 recitals must not exceed 50 minutes.  
The School provides two ushers, a stage manager, a recording technician, and a tuned piano on the day of your recital.  
You may provide a reception. Individual students are responsible for all event set-up and clean-up, and alcohol is NOT allowed according to university policy unless provided by [Degrees Catering](#).
- Recording/Streaming:** All degree recitals are automatically recorded and made available for listening and download from the [SoM Audio Archive](#) and on the [events calendar](#)  
If you desire your recital to be streamed, you must fill out an application [https://www.uvic.ca/finearts/music/assets/docs/live\\_streaming\\_request.pdf](https://www.uvic.ca/finearts/music/assets/docs/live_streaming_request.pdf)

## 7.1.2. Non-degree Recital Checklist

**588 recitals** (“First Year” recitals) are scheduled for Wednesdays at 12:30 and must not exceed 50 minutes in length.

- Programs:** You **must** prepare and print your own programs (see [FORMS](#) for templates).
- Logistics:** Recitals must not exceed 70 minutes in length  
All organizational aspects for non-degree recitals are to be carried out by the student.  
You **must** arrange for your own stage manager. Email the [Concert Manager](#) for a list of staff. The cost for all hired staff (BC minimum wage/hr.) **must** be paid directly to the staff person on the day of your recital.  
You **must** check out a key from the main office on the morning of your recital (or on Friday if your concert falls on a weekend); A \$20 deposit is required.  
You may provide a reception, but you **must Error! Hyperlink reference not valid.** Individual students are responsible for all event set-up and clean-up, and alcohol is NOT allowed according to [university policy](#) unless provided by [Degrees Catering](#).
- Recording/Streaming:** Non-degree recitals are not recorded unless requested and paid for by the student. To request a recording, contact the Concert Manager at least ten days in advance of your recital. You must also be prepared to pay for the cost of the recording (BC minimum wage/hr.) directly to the technician on the day of your recital.  
If you desire your recital to be streamed, you must fill out an application:  
[https://www.uvic.ca/finearts/music/assets/docs/live\\_streaming\\_request.pdf](https://www.uvic.ca/finearts/music/assets/docs/live_streaming_request.pdf)

## 7.2. Oral Defenses

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

**ALL DEFENSES REQUIRE A MINIMUM TIME BLOCK OF TWO HOURS AND MUST FOLLOW THE RULES REGARDING SUPERVISORY COMMITTEES AND CHAIRS.** Note that these vary depending on type of degree (MMus, MA, PhD and “project” versus “thesis”).

<https://www.uvic.ca/calendar/future/grad/index.php#/policy/BJZ9esMOV>

Oral defenses and all project revisions must be completed, with all paperwork signed, well in advance of end-of-term deadlines (31 December, 30 April, 31 August).

### MMus Performance

These defenses usually take place *after* the graduating recital, usually within two weeks of the recital itself. The defense usually begins with a 10-20 minute presentation by the student on repertoire choices, their stylistic contexts, and their related musical challenges. Students are then responsible for answering questions on all aspects of recital 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.

### MMus Composition

#### Structure

1. Presentation: The candidate is expected to give a 15 to 20-minute presentation, succinctly summarizing the key elements of their project and how their work contributes to the field of music composition. Audio / Visual elements may be used.
2. Question period: Two rounds of questions from the committee follow the presentation. The candidate is expected to defend their work by engaging the committee member in discussion.

### *Committee*

Candidates are responsible for forming their committee by asking relevant professors. The committee is made up of the supervisor, and one or more additional examiners. A separate committee chair must also be chosen.

### *Schedule*

The candidate is responsible for scheduling the examination date based on the availability of the committee. The oral examination will normally be scheduled after the performance. Documentation of the master's project, including the musical score (if applicable) and analytical paper must be delivered to the committee at least 20 business days before the defence. Failure to do so will result in rescheduling the defence date.

### *Assessment*

While there are many elements which factor into the assessment of a master's project, the pass or fail of a master's project will be adjudicated per the following categories:

- 1) Originality – How did you develop a personal compositional voice or approach?
- 2) Research – Does the work investigate a certain compositional problem? To what extent was the proposed research carried out in a successful manner? How does the research contribute to the field of music composition?
- 3) Growth – Does the work demonstrate risk and a willingness to extend beyond your comfort zone?
- 4) Craft – This includes, but is not limited to, the deployment of compositional parameters, audio production technique, and professional notation standards.

### **MMus MTech**

These defenses normally take place after the completion of the project and the submission of a written report or research paper (the requirements for these vary by project and supervisor). They often begin with a 20-30-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 project has already been approved for consideration by the supervisory committee.

**Thesis defenses** include an external member and an external, FGS-appointed chair and begin with a 10-20-minute presentation by the candidate that summarizes the content of the thesis; these require that the completed thesis be circulated a minimum of 20 business days before the oral defense.

**Project-based** degrees include only the supervisory committee and an internal chair begin with a 20-minute conference-style presentation of one's research project.

## **7.3. Project Requirements for Composition: Written Projects**

### **Master's Project**

There are 4 required components to the master's project for graduate composers:

1. Project work and Documentation (Score, recording, video, etc.)
2. Analytical Paper
3. Performance / Presentation
4. Oral Examination

### **Project work**

In consultation with their supervisor, graduate composers must write a **substantial work in scope, technique, and intellectual / aesthetic thought**. There are no duration limitations. Examples include, but are not limited to:

- An orchestral work
- A portfolio of compositions grouped under a specific research theme.
- A string quartet with multimedia elements
- An electronic video opera



- An extensive solo work for cello
- A full-length album of original songs

The piece(s) must be performed, either in a composer concert (usually in the spring), by a formal school ensemble, or in a concert organized by the graduate student. Off campus performances are encouraged.

The project must be documented and may come in diverse forms including:

- Professionally notated scores
- Graphical listening scores
- Technical instructions to reproduce the work
- A physical album
- Visual documentation of an installation

### **Analytical Paper**

Accompanying the composition should be a ±5000-word paper that addresses the historical, theoretical, and compositional aspects of the composition. While the student is free to format their text in any manner they see fit, clarity of thought and organization is valued.

Required components of the text:

- 1) A comprehensive bibliography of related works, theoretical / musicological sources, and relevant literature on associated genres / styles.
- 2) A discussion of historical considerations in connection to your aesthetic and conceptual approach.
- 3) A concise analysis of your craft and method in the composition. Describe how you deployed dimensions of tone, time, form, and texture etc. Provide concrete examples.

## **7.4. Project Requirements for MTech**

MTech students often complete some combination of a functional project (a program, technology, practitioner's research, etc.) along with a written report of varying length. As MTech projects vary, all guidelines should be discussed directly with the head of the program. Written projects must follow UVic formatting guidelines:

<https://www.uvic.ca/graduatestudies/forms-policies/data/etdsubmissionsteps.pdf>

## **7.5. Project Requirements for the Musicology Project Option**

Musicology projects must conform to the project degree requirements listed in the Academic Calendar:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HJa2pXAMN?bc=true&bcCurrent=Musicology&bcltemType=programs>

Musicology written projects must also follow UVic formatting guidelines:

<https://www.uvic.ca/graduatestudies/forms-policies/data/etdsubmissionsteps.pdf>

Unlike the thesis, the project option usually consists of a shorter research paper that receives additional attention or expansion in ways other 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.

### 7.5.1. Project Requirements for Musicology with Performance Project Option

Musicology with Performance is a unique degree. Students complete both a lecture recital and a written project. The written project is usually a research paper that forms the basis for the lecture component of the recital. Students must receive approval of the project from his or her primary supervisor before beginning any dedicated research and enrolling in MUS 598M.

Musicology projects must conform to the requirements listed in the Academic Calendar:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs/HkC3pQAzN?bc=true&bcCurrent=Musicology%20with%20Performance&bcltemType=programs>

Musicology written projects must follow UVic formatting guidelines:

<https://www.uvic.ca/graduatestudies/forms-policies/data/etdsubmissionsteps.pdf>

As with the Musicology Project Option, this degree allows for alternate formats to the standard research paper. 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. Requirements for the Musicology Thesis Option

Musicology theses must follow UVic formatting guidelines:

<https://www.uvic.ca/graduatestudies/forms-policies/data/etdsubmissionsteps.pdf>

Musicology theses must also follow unique oral exam guidelines:

<https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php>

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 approved by the primary supervisor. The proposal 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 (usually 8000 words), or a conventional thesis featuring multiple chapters with a total of fewer than 30,000 words.

A 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, with a minimum of 30-40 top-quality sources drawn from a broader bibliographic engagement.

Others choose to write a more traditional thesis which is longer in length (under 30,000 words), consists of multiple chapters, and not suitable for publication—these generally have the same level of research depth and the same number of sources as the format above (30-40 top-quality sources drawn from a broader bibliographic engagement).

For reference, a double-spaced page of typed text in a standard font is usually about 315 words. UVic has strict standards for how a thesis should be formatted for official submission on the FGS website (see above):

<https://www.uvic.ca/graduatestudies/forms-policies/data/etdsubmissionsteps.pdf>

### 7.6. Musicology Language Requirement

The MA in Musicology Thesis Option requires 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.

<https://www.uvic.ca/graduatestudies/assets/docs/graduate-supervision-policy.pdf>

## 7.8. Course Permissions, Academic Concessions, and Leaves of Absence

Graduate Students are required to follow their program as it appears in the Academic Calendar. **Any adjustment to program requirements or residency** requires the student to file special paperwork, usually under the heading of an “**academic concession**” or a “**leave of absence**.”

[https://www.uvic.ca/graduatestudies/forms-policies/?utm\\_medium=redirect&utm\\_source=docs&utm\\_campaign=redirect-usage](https://www.uvic.ca/graduatestudies/forms-policies/?utm_medium=redirect&utm_source=docs&utm_campaign=redirect-usage)

### Course-related issues

Most academic concessions relate to course issues (needing to **withdraw** from a course, make a **grade adjustment**, and so on). These requests should go through the Graduate Secretary, as they always require special forms and outside approval.

### Leaves of Absence

<https://www.uvic.ca/graduatestudies/forms-policies/data/graduate-academic-concession-form.pdf>

Remember that all leaves should be discussed with your supervisor before you take any official steps. Although you can choose to leave UVic at any time, you must announce your leave and - in most cases - it must be approved by FGS. The academic calendar provides information on leaves:

<https://www.uvic.ca/calendar/future/grad/index.php#/policy/ByGu4jQWU?bc=true&bcCurrent=19%20-%20Leaves%20of%20Absence%20with%20Permission%20and%20Withdrawal%20from%20Graduate%20Programs&bcltemType=policies>

## 7.9. School of Music Graduate Degrees by Term

Students need to be familiar with their program requirements as they are listed in the Academic Calendar:

<https://www.uvic.ca/calendar/future/grad/index.php#/programs?searchTerm=music>

No one in the School, including the Graduate Advisor, Director, or any Supervisor or faculty member, can single-handedly alter program requirements. Any changes to your program or requirements must be formally requested to the Graduate Advisor, at which point they are evaluated and submitted to FGS for approval.

## 7.10. FGS Checklists for Master's and PhD Students

[https://www.uvic.ca/graduatestudies/forms-policies/data/checklist-for-master\\_phd.pdf](https://www.uvic.ca/graduatestudies/forms-policies/data/checklist-for-master_phd.pdf)