

**GRADUATE STUDIES  
IN MUSIC**

**HANDBOOK  
2025-2026**



**Western  
Music**

Don Wright Faculty of Music

## *Welcome!*

On behalf of the Don Wright Faculty of Music and the School of Graduate and Postdoctoral Studies, we extend a warm welcome! Whether you are a new graduate student in Music, continuing your studies, or are a faculty member, we hope this handbook will be useful to you.

The handbook provides general information about academic and practical matters relevant to graduate studies in Music. Additional information can be found on the [Graduate Studies in Music](#) web page.

If you have any questions, please reach out to Kevin Mooney or Audrey Yardley-Jones.

We wish you a rewarding and productive year at Western!

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# 1. Academic Matters

## *Academic Integrity Module*

At Western University, we support innovative scholarship, quality teaching, and respect for ourselves, our work, and the work of our colleagues. Academic integrity reflects and supports these principles and values and is a cornerstone of scholarly work.

The School of Graduate and Postdoctoral Studies (SGPS) has developed an online, mandatory Academic Integrity Module for incoming graduate students. This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offences.

The module covers the basics of academic integrity and academic dishonesty, details specific scholastic offences, and explains the ways that Western University detects and deals with offences. It also presents case studies for you to consider. When you are finished with the module, you will be required to complete a 10-question quiz designed to evaluate your knowledge of academic integrity.

Eligible students can access the module in the [Graduate Student Web Services Portal](#). Instructions regarding access and how to complete the quiz will be emailed to students the first week of their first term.

## *Research Ethics (TCPS 2: CORE-2022)*

New doctoral students in Music are required to complete the TCPS 2: CORE-2022 (Course on Research Ethics) in their first term.

The *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* ([TCPS 2](#)) is a joint policy of Canada's three federal research agencies: CIHR, NSERC, and SSHRC. This policy is a Canadian guideline for the ethical conduct of research involving human participants.

[TCPS 2: CORE-2022](#) is an online, self-paced course consisting of exercises and examples from each of the three agencies that help to familiarize researchers with the TCPS 2 guidelines. The course consists of nine modules and a knowledge consolidation exercise.

While not all research in Music requires ethics approval, it is increasingly clear that all students need to understand at the outset of research whether ethics approval is required. To register for TCPS 2: CORE-2022, please go to <https://tpps2core.ca/register>. The course takes approximately four hours to complete but can be spread over multiple sessions at your own pace. Once you have finished the nine modules and successfully completed the knowledge consolidation exercise, you will receive a CORE-2022 Certificate of Completion. You will forward this to the Graduate Program Assistant who will then enter the milestone in your academic record.

## ***Pathfinder***

Pathfinder is a reporting tool that tracks graduate degree progress (including coursework, grades, and milestone completion) as well as non-degree elements such as conference or workshop presentations, publications, non-credit performances, and professional development.

Doctoral students in Music are required to submit a complete Pathfinder portfolio once a year. When a portfolio is submitted, the student's supervisory committee is notified and asked to review it. The reviewed portfolio is then sent to the Associate Dean, Graduate Studies for further evaluation.

Information about Pathfinder, including instructions on how to submit a portfolio, may be found at <https://grad.uwo.ca/academics/pathfinder.html>

## ***Code of Student Conduct***

Western maintains and enforces a Code of Student Conduct. The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behavior that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the complaint procedures that the University will follow.

The complete Code of Student Conduct may be found at:  
<https://www.uwo.ca/univsec/pdf/board/code.pdf>

## ***Full-time Registration***

Graduate students must maintain continuous registration in the SGPS in each successive term from initial registration until all requirements for the degree are completed. To be registered as a full-time student, a student must meet the following criteria:

- Make satisfactory progress toward degree completion in alignment with full-time program expectations and requirements. Failure to meet progression requirements may result in being required to withdraw for the program.
- Be present on campus as required by their program.
- Have paid, or made arrangements to pay, full-time tuition fees.

Requests for Leaves of Absence may be submitted online via the [Graduate Student Web Services Portal](#). If a leave of absence is taken during a period when a student is eligible for funding, the period of funding eligibility is extended by the duration of the period of the leave.

## ***Course Information***

### **Assignments**

Each course outline should include information about learning objectives, course requirements, the method of evaluation, and due dates of assignments.

Assignments must be submitted by the due date unless the student has made prior arrangements with the instructor. Speak immediately with your instructor if you have a serious issue that will affect your ability to submit an assignment by the due date.

If you fall ill or have some other emergency that will affect your ability to submit required work in multiple courses, please contact the Graduate Program Assistant, after contacting each instructor.

Academic accommodation is available to students with disabilities who register with Accessible Education at Western. Information for students seeking accommodation is available [HERE](#).

### **Grading Scale**

Graduate programs submit grades as numerical marks according to the following scale:

<b>A</b>	80 – 100%
<b>B</b>	70 – 79%
<b>C</b>	60 – 69%
<b>F</b>	00 – 59%

### **Incompletes**

Students are expected to complete the requirements for each course by the end of the term in which the course is offered. Incomplete (INC) grades are never automatically given when course requirements are not complete by the end of the term. If INC standing has not been granted by the instructor and approved by the Associate Dean, and the student has not completed the coursework required, the missing assignment(s) will be assigned a failing grade and the course grade will be adjusted accordingly.

INC standing for incomplete coursework may be recommended by the course instructor in exceptional circumstances. If INC standing is granted, a grade of INC will appear on the student's transcript. The INC will be changed to a numerical grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final.

## **Progression Requirements**

SGPS policy states that students may be required to withdraw if they fail to meet the following standards:

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.
- Students must make satisfactory progress towards their degree according to the milestones set by the program.

The Don Wright Faculty of Music upholds the following additional standards:

- Students may not obtain more than one grade below 70%. Students receiving more than one grade below 70% may be asked to withdraw from the program.
- To remain in good academic standing in the program, students must maintain an overall average of at least 75%.
- To maintain funding, an MMus or MA student must maintain a cumulative average of at least 78% calculated each term over all courses taken for credit, with no course below 60%.

## **Graduate Courses from other Departments**

Students may take graduate courses offered outside their home program with the approval of the program and the instructor offering the course. A [request form](#) must be completed and submitted to the Graduate Program Assistant.

## **Undergraduate Course Enrollment**

Graduate students may take undergraduate courses without additional charge only if the course is needed for their degree requirements and with the approval of the Associate Dean and SGPS. Graduate students taking undergraduate courses must follow the undergraduate regulations, as stipulated in the undergraduate calendar under “add/drop” deadlines.

Undergraduate courses, or combined courses in which undergraduate students predominate, must be less than one-third of the student’s total course requirement for the graduate degree. Graduate students in Music may not take an undergraduate course at a Western-affiliated University College. To register in an undergraduate course, you must complete the [Undergraduate Course Form for Graduate Students](#). Once you have gathered the necessary signatures, please email the form to the Graduate Program Assistant.

## **Auditing a Graduate Course**

Students must declare an intention to audit a graduate course by the enrolment deadline for the term, using the [Graduate Course Audit Form](#). The student must have the instructor's signed approval to audit the course, as well as approval from the program advisor and the Associate Dean. An audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request.

After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

## **Recognition for Prior Equivalent Work (Transfer Credit)**

Students may obtain credit for a maximum of two one-term graduate courses completed at Western or another university while enrolled in a Western degree program.

Recognition for prior work:

- is normally granted upon entry into a degree program.
- can be granted based upon academic and non-academic work completed at Western or outside of Western.
- is granted at the discretion of the graduate program at Western.

## **2. Faculty Resources**

### ***Access to Music Building and Talbot College Building***

The Don Wright Faculty of Music is housed in two buildings: the Music Building (MB) and Talbot College (TC). Both buildings are unlocked 7am–11pm every day. Outside of these hours you will need your Western ONECard to gain access. Note that access for new students will be activated by mid-September.

Floor plans and accessibility maps can be found by logging in [HERE](#):

### ***Computers and Printing***

The grad computer lab in TC 302 is available to all Music graduate students and is equipped with computers and a photocopier that can be used for copying, printing, and scanning. Each student has a quota of 1000 free copies per academic year.

Graduate Teaching Assistants are assigned a copy code to access the photocopiers in TC 210a for TA-related copying.

Contact [ayardley@uwo.ca](mailto:ayardley@uwo.ca) after September 5 for your TA and personal copy codes and the codes for the secure doors to TC 302 and 210a.

## ***Lockers***

Locker rental is managed by the undergraduate Faculty of Music Student Council (FoMSC). In 2024 the cost was \$40, and payment was made through the USC Storefront. For information about 2025 rentals, check out the [FoMSC Facebook site](#) or email the FoMSC president: [fomsc.president@uwo.ca](mailto:fomsc.president@uwo.ca).

## ***TA Offices***

All Graduate Teaching Assistants (GTAs) or Graduate Student Assistants (GSAs) are assigned office space. These office allocations will be communicated during the first week of September. Students will make an online key request (see below).

### **Use of Offices**

Office space is limited, and usually 2–3 students share an office. Offices are intended to support GTA/GSA duties, including meeting with students, and for study. TA offices are not practice rooms. Please be mindful of surrounding offices and use the practice rooms in the Music Building to practice music. Playing is permitted in the TA offices equipped with NX1 hybrid pianos, but headphones must be worn when using these instruments.

TA offices are not residences. Living in your office (cooking or staying overnight) is not allowed and is a serious safety and security concern.

Mice and cockroaches live in our buildings and are attracted to food and food waste. Keep food secure and remove any waste from your office daily, using the hallway garbage and recycling bins.

### **Key Requests**

Once you have been assigned an office, you will need to request a key. The login link and instructions for requesting a key from the Client Services Office can be found here:

[https://uwo.ca/fm/client\\_services/keys.html](https://uwo.ca/fm/client_services/keys.html)

You will receive an email from Client Services once your request has been approved. You pick up your key from the Keys Office (Support Services Building, Rm. 115) and will need to present your Western ONECard.

When you have completed your program or no longer have a TA office, you must return your key to the Keys Office.

## ***Music Library***

The Music Library is located on the second floor (TC 234) of Talbot College and offers world-renowned collections, knowledgeable staff, study spaces, copier/printing facilities, and a variety of equipment for loan or use in the library. For more details, see the [Music Library web page](#).

## ***Concerts***

The Don Wright Faculty of Music offers an impressive array of concerts and recitals by students, faculty, and visiting artists throughout the year. Check out the events calendar regularly [HERE](#).

## ***Graduate Colloquium Series***

[The Graduate Colloquium and Workshop Series](#) is held on selected Friday afternoons at 3:30. The speakers include distinguished invited guests, alumni, and Western faculty members. All graduate students are encouraged to attend on a regular basis. Your attendance signals your engagement with advanced research and creative activity in music and demonstrates your engagement in our scholarly community.

## ***Conference Travel Support***

Funding of up to \$500.00 for travel to present at a conference or comparable event is available to graduate students. These funds are limited, so please apply as soon as possible after receiving confirmation of participation in the event.

Participation in a conference or comparable event must come through acceptance of a proposal in response to a public Call for Papers (or equivalent). If participation is by special invitation, it should come from an institution with which the student has not previously been affiliated as a student. Consult with the Associate Dean (Graduate Studies) if you are unsure about your eligibility.

Students may not receive support more than once for the same paper and will not normally be funded for more than one event per academic year.

To apply you must complete the [Graduate Student Travel Support](#) application prior to the event. The application must include information about the event, an itemized budget of anticipated expenses (including quotes), and confirmation of acceptance of the proposal. Once the application is approved and after you have completed the travel, you must submit original receipts to the Graduate Program Assistant, who will assist with completion of the online travel claim.

## 3. University Resources

### *Academic and Professional Development*

#### **Accessible Education**

Accessible Education provides supports and services to students with disabilities. The team works with students to create a plan for accessibility in their degree program. The first step is to register online and provide documentation. Full details about how to register and about services provided are available [HERE](#).

#### **The Centre for Teaching and Learning (CTL)**

The CTL offers workshops, programs, and modules on various topics ranging from teaching, TA training, publishing, and navigating graduate school. A list of all programs, courses, and workshops offered by CTL is available [HERE](#).

#### **The Writing Support Centre**

The Writing Support Centre, located in the Western Student Services Building, room 4100, helps students meet the expectations of graduate-level writing. The Writing Support Centre offers a variety of workshops, seminars, and retreats throughout the year that are designed to help students meet the demands of academic and professional writing. Students can also book one-on-one appointments with a writing advisor. For more information, see [HERE](#).

#### **Own Your Future**

*Own Your Future* is a self-directed and individualized professional development program that complements doctoral students' formal academic preparation and enables them to find fulfilling, meaningful career paths. This program, which is offered by SGPS in collaboration with campus partners, empowers students to navigate new and emerging career opportunities. Participants explore how their academic skills and strengths translate to diverse career paths to harness the full value of their degree. Through innovative career and professional development workshops, participants cultivate self-awareness and lifelong learning skills that foster lasting professional success. To learn more about this innovative program, please visit [Own Your Future](#).

### *Health and Wellness Services*

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides numerous health-related services on campus to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. Links to many resources relating to health and wellness, including physical health, mental health, and wellness and equity education, may be found [HERE](#).

## Clinic

Health & Wellness offers an appointment-based medical clinic located in Thames Hall, room 2170, for all part-time and full-time students at Western. For a list of available physical and mental health services as well as details for how to book an appointment, see [HERE](#).

## Crisis Contact Information

If you need immediate assistance, there are multiple on-campus and London resources: <https://www.uwo.ca/health/crisis.html>

## Student Support and Case Management

The [Office of Student Support & Case Management](#) helps students who are experiencing challenges get back to thriving by facilitating a coordinated response at both the individual and community level. The office supports students in navigating resources and making informed decisions. Case Management is a supportive process that provides students who are experiencing distress, demonstrating disruptive behaviors, or facing other challenges with support, education, and coordination of resources.

## *SGPS and Student Organizations*

### **School of Graduate and Postdoctoral Studies (SGPS)**

SGPS manages all administrative aspects of the graduate student experience throughout a student's time at Western. These services include admissions, deferrals, changes in registration, course enrolment, degree progression, thesis examination, and scholarship competitions.

Their web pages are sources of essential information regarding policies and regulations pertaining to graduate programs. A few highlights are:

- [Thesis Guide](#): information about everything thesis-related including deadlines, formatting, and how to submit a thesis for defense.
- [Leave of Absence](#): if you need to apply for a leave of absence due to medical, compassionate, or pregnancy/parental grounds.
- [Applying to Graduate](#): if you are in the final term of your program, you are required to apply to graduate.
- [Course Registration](#): if you wish to register for a courses outside your program or for an undergraduate course.
- [External Funding Competitions](#): to learn about external funding, including CGRS-D, CGRS-M, and OGS.

## **Society of Graduate Students (SOGS)**

The [Society of Graduate Students](#) (SOGS) provides information, assistance, and services to help graduate students at Western successfully complete their goals. All graduate students are automatically members of SOGS.

As a not-for-profit organization, SOGS negotiates and operates core services, such as the graduate student health and dental plan and bus pass program. While not a labour union in its own right, SOGS collects membership dues from close to 7,000 graduate students each year, advocating for and representing the interests of thousands of Master's and PhD students at Western University.

SOGS endeavors to represent graduate students' interests on campus and create a safe, supportive, and active community for *all* members. In order to bring graduate students together from diverse academic and cultural backgrounds, SOGS hosts many subsidized social events throughout the year, often at the [Grad Club](#).

## **Graduate Teaching Assistants Union**

The GTA Union works to ensure that all GTAs are aware of their rights under the [GTA Collective Agreement](#) and that the terms of this agreement are honoured by the employer. Please visit the [PSAC 610 website](#) for more information.

## **Society of Graduate Students in Music (SOGSIM)**

The [Society of Graduate Students in Music](#) is a satellite of the Society of Graduate Students and is dedicated to representing the interests of graduate students in Music. SOGSIM supports its membership with a variety of initiatives, through representation on Faculty and campus-wide committees, and by encouraging a supportive social and academic community.

A long-standing initiative of SOGSIM is WUGSOM, the [Western University Graduate Symposium on Music](#). This annual symposium brings together graduate students in all areas of research in music from Canada and abroad. The professional caliber of this event attests to the high quality of our graduate students and programs in music at Western.

## ***Western Technology Services (WTS)***

WTS offers a wide range of information technology services and supports to the campus community. Information about email, OWL Brightspace, Microsoft Office 365, Zoom, Western identity (User ID and password), and related matters can be found here: <https://wts.uwo.ca/>

For assistance by phone or by ticket, contact the [WTS Helpdesk](#).

## **OWL Brightspace**

Online Western Learning (OWL) is now powered by Brightspace, a learning management system with the capacity to host audiovisual and other instructional materials.

Support is available on the [OWL Brightspace Help](#) page. Alternatively, you can contact the [WTS Helpdesk](#) online or by phone at 519-661-3800 for technical support. Current versions of all popular browsers support OWL Brightspace. Please update your browser to ensure it is current and enable JavaScript and cookies.

## Wi-Fi

For information about Western's wireless network (uwosecure-v2) and how to connect to it, see [HERE](#).

# 4. Practical Matters

## *Finances*

### Tuition

Tuition and fees are billed at the beginning of each term: September 1, January 1, May 1. Payment is due within five business days. Graduate students have the option of paying half their tuition and fees by this first due date and paying the balance five weeks later.

Tuition and fee schedules are posted before each term here:

[https://registrar.uwo.ca/student\\_finances/fees\\_refunds/fee\\_refund\\_schedules.html](https://registrar.uwo.ca/student_finances/fees_refunds/fee_refund_schedules.html)

To find out how much tuition and fees you owe, access the [Student Centre](#) and select "Detailed Statement of Account" within the Finances section. If your offer of admission included funding, this will appear before the start of term as "pending financial aid."

### How to Pay for Tuition

If you are receiving funding or an external scholarship, this will be disbursed towards your tuition the first business day of each new term (e.g., September 1 for Fall term). Any credit remaining will be issued to you by Electronic Fund Transfer (EFT). Make sure to set up EFT by providing your direct deposit banking information to Western's Human Resources office. For more information please visit: [https://grad.uwo.ca/finances/receiving\\_payment/index.html](https://grad.uwo.ca/finances/receiving_payment/index.html)

If you are not receiving funding or if the cost of your tuition and fees is not fully covered by funding, there are different fee payment methods, but online banking through a Canadian bank account is the most common method. For further information including how to pay from outside of Canada, please see:

[https://www.registrar.uwo.ca/student\\_finances/fees\\_refunds/fee\\_payment\\_methods/index.html](https://www.registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/index.html)

## **GTA/GSA Salary**

If you have a GTA position, contracts are issued online before the beginning of each term. You will receive an automated email message with a login link to view and accept your contract. Note that if you have a full-year GTA assignment, two contracts will be issued to you: one in Fall and one in Winter term.

Graduate Student Assistant (GSA) contracts are issued by the Dean's Office and emailed before the beginning of term.

The salary for GTA or GSA positions is paid monthly, by direct deposit, on the second last business day of the month. Make sure to set up Electronic Fund Transfer (ETF) with Western's Human Resources office as soon as possible.

## ***Western ONECard***

Your student card can be used as an identification card and [bus pass](#). It is your [library card](#), can be used for your [meal plan](#), can be used for door access and vending machine purchases. It is also required to access [Campus Recreation](#) and to pick up a [parking permit](#) or [keys](#).

Once your admission conditions are cleared and you've been activated for registration, [upload your photo and government issued ID \(passport\)](#).

Find further information about the Western ONECard, including where and when to pick it up, see [HERE](#).

## ***Parking and Transportation***

### **Parking Permits**

Students can purchase parking permits which allow parking in green zone, peripheral lots. Parking permits sell out quickly but a waitlist is maintained. For more information, see: <https://www.uwo.ca/parking/permits/students/index.html>

### **Complimentary Parking**

Free parking is available Friday at 4:00 pm to Monday at 6:00 am only in the Talbot parking lot (across from Talbot College building), and Friday at 5:00 pm to Monday at 6:00 am in these lots: Springett Student, Springett Staff, Medway lot behind Elgin Hall Residence, Huron Flats.

### **Visitor Parking**

There is no free parking on campus Monday to Friday, 7 am to 5 pm. Visitors can park in available visitor attended lots, Honk Mobile areas, or Pay & Display metered areas.

### **Campus Parking Map**

<https://www.uwo.ca/parking/find/map.html>

## **Bike Parking**

Bike racks are located outside of Talbot College and the Music Building, and most other buildings on campus. Secured bike parking is available at Alumni Thompson Parking Lot (5-minute walk from Talbot College/Music Building) and Thames Hall, for details see: [https://www.uwo.ca/parking/services/secured\\_bike\\_shelters.html](https://www.uwo.ca/parking/services/secured_bike_shelters.html)

## **Bus Pass**

Your Western OneCard is also a bus pass and is covered by your ancillary fees. Tap your card on London Transit buses. For information about bus routes and schedules, see: <https://www.londontransit.ca/> Note that you cannot opt out of the bus pass fee.

## ***Health Insurance***

### **Ontario Health Insurance Plan (OHIP)**

Canadian citizens and Permanent Residents who live in Ontario are eligible to apply for [OHIP coverage](#). OHIP provides coverage for all doctor and hospital services in Ontario. It is the primary health care coverage for all residents of Ontario.

### **University Health Insurance Plan (UHIP)**

UHIP is mandatory for all international students and their family members (spouse and children) who are in Ontario. Students are automatically enrolled, and this is your main health insurance plan if you need to see a doctor. See [iesc.uwo.ca/uhip](https://iesc.uwo.ca/uhip) for complete details.

Check your Western email for your UHIP card. Students who are in Ontario while enrolled in online classes are still required to have UHIP. Enroll your family members within 30 days of arriving.

### **Society of Graduate Students (SOGS) Extended Health Plan**

Full-time international and domestic graduate students are enrolled in an extended health insurance plan through SOGS, which covers some medical expenses related to prescriptions, physiotherapy, dentist, eye care, etc. Visit the [SOGS Health & Dental Coverage](#) page for details.

Only graduate students who already have an equivalent extended health and dental insurance policy can opt out of the SOGS Extended Health Plan. UHIP and OHIP (or any other provincial insurance policy) do not qualify as equivalent health plans. For deadlines and the link to apply to opt out, see: <https://sogs.ca/healthplan/>

## PSAC Local 610 Extended Health Plan

Full-time registered graduate students who hold a GTA position and other members of the Public Service Alliance of Canada Local 610 (PSAC 610) at Western have access to the union's Extended Health Plan (EHP). Members receive health benefits that are not offered through UHIP and the SOGS health plans. This plan is a supplement to a GTA's existing health insurance coverage (e.g., UHIP, SOGS Health & Dental Plan, private insurance). The Extended Health Plan acts as a rebate system that covers both physical and mental health costs up to \$1,000 per year. Visit <https://www.pfac610.ca/teaching-assistant-benefits> for full details.

### *Directory*

Dean of Faculty of Music:	Dr. Michael Kim (TC 211) <a href="mailto:mkim866@uwo.ca">mkim866@uwo.ca</a>
Associate Dean (Graduate):	Dr. Kevin Mooney (TC 215) <a href="mailto:kmooney@uwo.ca">kmooney@uwo.ca</a>
Associate Dean (Undergraduate):	Dr. John Cuciurean (TC 210) <a href="mailto:jcuciure@uwo.ca">jcuciure@uwo.ca</a>
Assistant Dean (Research):	Dr. Emily Ansari (TC 222) <a href="mailto:emily.ansari@uwo.ca">emily.ansari@uwo.ca</a>
Graduate Program Assistant:	Ms. Audrey Yardley-Jones (TC 216) <a href="mailto:ayardley@uwo.ca">ayardley@uwo.ca</a>
Chair Music Education:	Dr. Kevin Watson (TC 116) <a href="mailto:kwatso54@uwo.ca">kwatso54@uwo.ca</a>
Chair Music Performance Studies:	Dr. Sophie Roland (TC 221) <a href="mailto:sroland2@uwo.ca">sroland2@uwo.ca</a>
Chair Music Research and Composition:	Dr. Peter Franck (TC 338) <a href="mailto:pfranck@uwo.ca">pfranck@uwo.ca</a>
Division Coordinator Piano:	Dr. Kyung Kim (MB 320) <a href="mailto:kkim487@uwo.ca">kkim487@uwo.ca</a>
Division Coordinator Voice:	Dr. Todd Wiczorek (MB 207) <a href="mailto:twiczor@uwo.ca">twiczor@uwo.ca</a>
Division Coordinator Strings:	Prof. Annette-Barbara Vogel (TC 110) <a href="mailto:avogel@uwo.ca">avogel@uwo.ca</a>
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## ***Important Dates***

### **First term**

September 2	Grad Orientation Day (reception @ 3:00 in Grad Club)
September 4	Fall term classes begin
September 30	National Day for Truth and Reconciliation (no classes)
October 13	Thanksgiving (official holiday)
November 3–9	Fall Reading Week (no classes)
December 9	Fall term classes end
December 10	Study day
December 11–22	Exam period

### **Second term**

January 5	Winter term classes begin
February 14–22	Spring Reading Week (no classes)
February 16	Family Day (official holiday)
April 3	Good Friday (official holiday)
April 9	Winter term classes end
April 10–11	Study days
April 12–30	Exam period