

GRADUATE STUDIES IN MUSIC

HANDBOOK

2021-2022



**Western
Music**

Don Wright Faculty of Music



**Western
Graduate &
Postdoctoral Studies**

Welcome

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

This handbook is intended to provide general information on academic matters and resources for all graduate students in Music.

Information on specific program requirements for our graduate programs is available online. Please reach out to Kevin Mooney or Audrey Yardley-Jones if you have questions.

Graduate students in Music have access to an OWL site ([Graduate Studies in Music](#)) where much additional detail about program requirements, guidelines, and further resources specific to our graduate programs is available.

We wish every one of you the best in your graduate experience at Western.

Kevin Mooney, PhD
Associate Dean (Graduate Studies)

kmooney@uwo.ca

Audrey Yardley-Jones
Graduate Program Assistant

ayardley@uwo.ca

Last revised July 23, 2021

Table of Contents

General Information	4
Academic Integrity	4
Research Ethics (TCPS 2: CORE)	4
Health and Wellness	5
Code of Student Conduct	5
Academic Matters	5
Full-time Registration.....	5
Maximum Time to Completion.....	6
Course Information.....	6
Assignments	6
Grading Scale.....	6
Incompletes	6
Progression Requirements.....	7
Graduate Courses from other Departments	7
Undergraduate Course Enrollment.....	7
Graduate Course Audit.....	8
External Courses (Transfer of Academic Credit).....	8
Resources.....	9
Academic and Professional Development	9
Centre for Teaching and Learning	9
Own Your Future.....	9
Graduate Colloquium Series	9
Other	9
Conference Travel Support	10
Doctoral Research Fund	10
Computers and Printing	10
Graduate Student Organizations	11

General Information

Academic Integrity

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)

Effective September 2021, new doctoral students in Music are required to complete the TCPS 2: CORE (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](#) is an online, self-paced tutorial featuring interactive exercises and examples from each of the three agencies that help to familiarize researchers with the TCPS 2 guidelines. The course consists of eight interactive modules.

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, please go to <https://tcps2core.ca/register>. The course takes approximately three hours to complete but can be spread over multiple sessions at your own pace. Once you have finished all eight modules, you will receive a Certificate of Completion. You will forward this to the Graduate Program Assistant who will then enter the milestone in your academic record.

Health and Wellness

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 regarding health- and wellness-related services, including physical health, wellness education, and mental health may be found at <https://www.uwo.ca/health/>.

Code of Student Conduct

Western is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. The University seeks to provide an environment of free and creative inquiry within which critical thinking, humane values, and practical skills are cultivated and sustained.

Upon registration, students assume the rights and responsibilities associated with membership in the University's academic and social community. Students are responsible for observing a standard of conduct that will support an environment conducive to the intellectual and personal growth of all who study, work, and live here. This responsibility includes respecting the rights, property, and well-being of other members of the University community and visitors to the campus. The academic and social privileges granted to each student are conditional upon the fulfillment of this responsibility, and students must familiarize themselves with the University regulations and the conduct expected of them while studying at the University.

More detail about the Code of Student Conduct may be found at:

https://studentexperience.uwo.ca/student_experience/studentconduct.html.

Academic Matters

Full-time Registration

All graduate students must maintain continuous registration in each successive term (Fall/Winter/Summer) from initial registration until all requirements for the degree are completed. Approximately one month prior to the upcoming term, new and continuing students are activated for that term. Your activation prepares your student record for course registration, funding, fees, and various other activities and resources related to your attendance at Western as a graduate student. (SGPS Regulation 4.03a)

Any requests to change your status should be submitted before term activation – that is, approximately one month prior to the upcoming term. Requests for Leaves of Absence (SGPS Regulation 4.06) and Voluntary Withdrawal (SGPS Regulation 4.07) 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.

Maximum Time to Completion

The maximum registration period for completing a Master's degree is three calendar years from initial registration and, in the case of a Doctoral degree, six calendar years from initial registration. (SGPS Regulation 4.03b)

Course Information

Assignments

Each course outline should include information about the course objectives, course requirements, evaluation (including relative weights of evaluated course requirements), due dates, etc.

Assignments must be submitted by the due date unless the student has made prior arrangements with the instructor. Do not hesitate to speak with the instructor if you have a serious issue that would affect your ability to submit an assignment by the due date.

If you fall ill or have some other emergency situation that would 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 is available at

http://academicsupport.uwo.ca/accessible_education/academic_accomodation.html.

Grading Scale

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

A	80 – 100%
B	70 – 79%
C	60 – 69%
F	00 – 59%

Incompletes

All full-time graduate students are expected to complete the requirements for each course by the end of the semester 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 for a particular course (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 final course grade will be adjusted accordingly.

INC standing for incomplete coursework may be recommended by the course instructor, but only in exceptional circumstances such as severe illness, death in the family or other comparable personal tragedies. If INC standing is granted, a grade of INC will appear on the student's

transcript. The INC grade will be changed to a numerical grade once the work is completed. If the work is not completed by the date specified by the instructor, the INC becomes a failure.

Important note: A grade of INC must be replaced by a numerical grade by the grade submission deadline for the term following the one in which the INC was awarded; otherwise, the INC becomes a failure.

Progression Requirements

SGPS regulations require students to maintain a cumulative average of at least 70%, with no grade less than 60%. Students who fail to meet those standards may be asked to withdraw from the program. (SGPS Regulation 3)

In addition, the Don Wright Faculty of Music has imposed the following additional regulations:

- 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, a student must maintain a minimum average of 78% averaged over all courses in each term, with no course below 60%.
- Graduate students are expected to demonstrate continued progress toward completing program milestones. Students who are not meeting program milestones in a reasonably timely manner may be required to withdraw from the program.

Graduate Courses from other Departments

Students may take graduate courses offered by other departments at Western with the approval of their program and the instructor of 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 their program and the School of Graduate and Postdoctoral Studies. An example would be students who take an undergraduate language course to fulfill their program's language requirement. Graduate students taking undergraduate courses are subject to the regulations set forth in the undergraduate calendar and will not be added to undergraduate courses until undergraduate students have completed their registration.

To register in an undergraduate course, the student must complete the [Undergraduate Course Form for Graduate Students](#). Once you have a signature from the course instructor, the

department offering the course, and from your program advisor, please bring it to the Graduate Program Assistant for processing.

Graduate Course Audit

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/supervisor and from the Associate Dean (Graduate Studies). 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.

External Courses (Transfer of Academic Credit)

Students may obtain transfer of credit for a maximum of two one-term external graduate courses taken at another university while enrolled in a Western program.

- Courses at another Ontario university

With the approval of their program and of SGPS, students may take courses at other Ontario universities under the Ontario Visiting Graduate Student program without paying additional tuition. Courses taken under this agreement must be required for the student's degree program and must be taken for credit. For students in course-based programs, no more than two half courses may be taken at another institution. (SGPS Regulation 7.01) Here is a link to the Application Form: https://grad.uwo.ca/doc/academic_services/visiting_exchange/Ovgs%20Form%202016.pdf

- Courses at a Canadian university outside Ontario

Western is a member of CAGS (Canadian Association for Graduate Studies). With the approval of their program and SGPS, students registered in a program at a CAGS member university (the home institution) may take courses for credit at another CAGS member institution (the host institution). The only documentation required is a single-page request form that is completed by the Deans and Graduate Chairs of the host and home institutions. For students in course-based programs, no more than two half courses may be taken at another institution. (SGPS Regulation 7.01) Here is a link to the Request Form: https://grad.uwo.ca/doc/academic_services/visiting_exchange/CUGTA_form.pdf

- Credit courses at non-partner universities

Western students may take courses for Western credit at a university that is not covered by an exchange or transfer agreement. This requires the approval of the program and of SGPS and an offer of admission to the non-partner university. In this case, the student pays tuition to the non-partner university.

Resources

Academic and Professional Development

Centre for Teaching and Learning

The Centre for Teaching and Learning is recognized nationally and internationally for its research-based practice, comprehensive teaching assistant and international graduate student programs, and its support of the University's teaching and learning mission by providing orientation, training, and more. Please explore the resources of the CTL that will assist you in your academic and professional development at: <https://teaching.uwo.ca/>.

Own Your Future

Own Your Future is Western's doctoral professional development program offered by the School of Graduate and Postdoctoral Studies in collaboration with several units across campus. It is a four-year curriculum-based program that facilitates doctoral student self-directed professional development learning, and supports doctoral student engagement in maximizing the value and applicability of their doctoral degree for career preparation and development. To learn more about Western's innovative Own Your Future program, please visit: https://grad.uwo.ca/career_development/own_your_future/index.html.

Graduate Colloquium Series

[The Graduate Colloquium Series](#) is a lecture series held on selected Friday afternoons at 3:30. The speakers include distinguished invited guests, alumni, and Western faculty members.

All graduate students, and doctoral students in particular, are encouraged to attend on a regular basis. Attendance at the Colloquium lectures signals students' engagement with advanced scholarship and creative activity in music, and demonstrates their engagement in our scholarly community.

Other

Other events and workshops intended for the academic and professional development of our graduate students include the Society of Graduate Students in Music Lunchtime Research Forum, workshops on external scholarship applications, workshops on doctoral program milestones, and more.

Conference Travel Support

Funding of up to \$500.00 for travel to present a paper (or equivalent) at a conference (or comparable event such as a professional workshop) is available to graduate students. The funds are limited, so be sure to apply as soon as possible after receiving confirmation of participation in the event.

Participation in the conference or comparable event must come through acceptance of a proposal in response to a public Call for Papers (or equivalent). The work to be presented must be completed in the context of a program at Western. Alternatively, 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 uncertain about whether your invitation meets these requirements.

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, please complete the [Graduate Student Travel Support application](#) prior to the event. The application must include pertinent information about the event, a budget of anticipated expenses (including quotes), and confirmation of acceptance of the proposal. Once the application is approved and after the student has completed the travel, the student must submit original receipts to the Graduate Program Assistant, who will assist the student in completing the online travel claim.

Doctoral Research Fund

Senior doctoral (PhD or DMA) students may apply to the Doctoral Research Fund to support research toward a PhD dissertation or development of the DMA research-creation portfolio. The student's dissertation, monograph, or research paper proposal need not have received formal approval at the time of application, but applicants must make clear how the proposed project will contribute to the PhD dissertation or DMA research-creation portfolio. Normally, students may receive funding from this resource once during their program.

To apply, please complete the [Doctoral Research Fund application](#). The application must include pertinent information about the research project to be executed, a budget of anticipated expenses, and a rationale for the project, including the significance of this research support for the PhD dissertation or DMA research-creation portfolio. Once the application is approved and after the student has completed the travel or other components explained in the application, the student must submit original receipts for reimbursement to the Graduate Program Assistant, who will assist the student in completing the online claim.

Computers and Printing

There is a computer lab in Talbot College (TC) 302 equipped with Mac and PCs as well as a photocopier that can be used for copying, printing, and scanning. Each registered Music graduate

student will be assigned a code to access the photocopier and a quota for free copying/printing for the year. These codes as well as the keypad code for the door can be obtained from the Graduate Program Assistant in TC 216. Additional printers and photocopiers are available for a fee in the Music Library.

Each Graduate Teaching Assistant will be assigned a copy code to access the photocopiers in the Music main office (TC 210) for TA-related copying.

Graduate Student Organizations

- Society of Graduate Students (SOGS)

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

SOGS provides members with benefits and services including health and dental coverage, bus passes, financial assistance, and advocacy on behalf of students at the university, local, provincial, and national levels.

With financial support from the Graduate Teaching Assistants Union, SOGS administers academic programs that promote graduate student research and recognize the contributions graduate students make as teachers. These programs include:

- GSTA – Graduate Student Teaching Awards
- Joint Fund for Support of Graduate Research and Scholarship
- WRF – Western Research Forum
- WJGR – Western Journal of Graduate Research

The Society of Graduate Students and the Grad Club offer a variety of programs designed to help students financially. Membership fees and Grad Club profits fund these programs. Please visit the SOGS website for further information at: <http://sogs.ca/>.

- 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 website at: <https://www.psac610.ca/>.

- 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. Please visit:
<http://sogsim.com/>.

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 across North America. The professional caliber of this event attests to the high quality of our graduate students and programs in music at Western.