ETHNOMUSICOLOGY HANDBOOK (2023-2024)
Graduate Studies for the Master of Arts and PhD Degrees
Memorial University of Newfoundland
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GENERAL INFORMATION

Registration Procedures and Course Offerings

Registration for the semester begins in early August. Registration procedures and course offerings can be found on the School of Graduate Studies (SGS) website:
For new students: https://mun.ca/sgs/new-students/step8/
For current students: https://www.mun.ca/sgs/current/registrationprocedures/

All graduate students must register for Ethnomusicology 9000 (general program registration). Students must remain registered in their program, and continue to pay fees, until their status indicates "program completed."

All students should make an appointment to see the Graduate Program Officer, Dr. Meghan Forsyth (mforsyth@mun.ca), at the start of the year for a degree progress check.

MUN Campus Card

Pick up your campus card at the St. John's Bookstore (University Centre, Room 2006). You must have a government ID and your student number to pick up your card.
You can request your campus card at the bookstore in-person or online. Learn how here:
http://www.mun.ca/ancillary/campuscard/GetYourCampusCard.php

MUN Safe App

MUN Safe is an app that lets Memorial University students, staff, faculty and visitors quickly access campus resources 24/7 such as emergency push notifications, emergency procedures, incident reporting and more. The MUN Safe app is your direct line to a safer Memorial University. Go to the Memorial Apps Store for the MUN Safe app as well as other useful Memorial University apps.

Study and Classroom Space

Ethnomusicology graduate students will be offered a study carrel at the Research Centre for the Study of Music, Media and Place (MMaP) for two years (MA) or four years (PhD). MMaP also houses a small library, a gallery for lectures and performances, a kitchenette, and an audio-video studio.

Please email MMaP's Digital Audio Studio Coordinator, Spencer Crewe (spencerc@mun.ca) to get your keys. Please take an early opportunity to drop by and introduce yourself to Dr. Annalise Smith (project coordinator) as well! MMaP is located at the back of the main floor, Arts and Culture Centre, on the corner of Prince Philip Drive and Allandale Road. www.mun.ca/mmap

Ethnomusicology students will attend courses in various facilities across campus – the MMaP library, the School of Music, as well as the G. A. Hickman (Education) building for Folklore courses. An archive of interest to many Ethnomusicology students is the Memorial University of Newfoundland Folklore and Language Archive (MUNFLA) https://www.mun.ca/munfla/

Musical scores and recordings are housed in the Music Resource Centre (MRC) in the School of Music (MU2026). Music librarian Becky Smith (becky.smith@mun.ca) is a great resource for tips on doing music research. The Queen Elizabeth II Library houses books and journals related to music.

Photocopying

Graduate students are allocated a specific annual allowance and these are not increased during the year. Once the student uses up their allocation, they must make arrangements to copy in the library or elsewhere. Graduate Student accounts cannot be topped up. The graduate student account is solely for the use of the student's own research and course work and should not be used for courses they teach. Graduate students who also teach should be allocated separate accounts through the School of Music office (MU2000).

Ethnomusicology graduate students have printing privileges at MMaP (Xerox Machine in MMaP Library) and the Department of Folklore.

At MMaP: New students should see Spencer Crewe (Rm 150, MMaP) for their Xerox code for MMaP. Students have 350 free copies per student per year. You may request a transfer of your allocation to be used for printing from USB by emailing Spencer Crewe (spencerc@mun.ca). The printer/photocopier is located in the MMaP Library.

At the Department of Folklore: Ethnomusicology graduate students also have a printing allocation of 250 copies from Folklore. Please visit the Secretary in the Department of Folklore (4th floor, Education building) for your code for that machine.

QEII Library has photocopy/scanning self-service available, using Smart Card and sometimes cash. Please check out this link for current information: http://www.library.mun.ca/qeii/printingtechnology/photocopyingscanning/

Paying Tuition

How to pay tuition: https://www.mun.ca/finance/sections/cashiers_office/mun_swg_students.php For payroll deduction, fill out a form at School of Graduate Studies (IIC-2012). Payroll deductions for current graduate students can be completed now through Self-Service; new graduate students will be able to do this on the first day of classes. See this Payroll Deduction Form **This must be done at the beginning of each semester**: See also "Getting Paid," below.

Getting Paid

To receive your funding, you must set up a payroll account. New students must submit a copy of their Social Insurance Number (SIN) and study permit (if applicable) to the Graduate Program Secretary, in person or by email to tpoholko@mun.ca, in the School of Music office (MU-2000), **as soon as you arrive on campus.**

All students must complete an application form for direct deposit. You may also pick up a hard copy of this form from the School of Music office (MU2000).

Once the form has been completed, please return it to the Graduate Program Secretary, in the School of Music office (MU2000).

IMPORTANT: Your funding is spread over 12 months so that you are paid during all three semesters: Fall, Winter, Spring/Summer. Students receiving SGS baseline funding (most students) are only allowed to spend a maximum of 24 hours a week working for additional funds. If you exceed this limit, you risk losing your SGS funding. **Please note that the University Senate approved an amendment to this regulation Fall 2020. Full-time students wishing to work more than 24 hours per week must first seek approval from their supervisor and Dean of the School of Music, as well as the AVPA and Dean of Graduate Studies. Please see https://www.mun.ca/sgs/current/resources.php for more details.**

International Students

Before you arrive: Visit the Internationalization Office website and complete the checklist: http://www.mun.ca/international/students/beforearrival/

After you arrive: Register with the Internationalization Office, Corte Real Building, Room CA-2004, 57 Allandale Road (Burton's Pond), attend a Group Session, and complete the checklist: https://www.mun.ca/international/new-students/

IMPORTANT: In order to set up your payroll account, you will need to get a Social Insurance Number (SIN) at the St. John's Service Canada Centre. You will also need to get an MCP card at the Newfoundland & Labrador Medical Care Plan Facility for your healthcare. Both of these need to be done at the beginning of the semester. Refer to the International Student Handbook for instructions: https://www.mun.ca/international/students/

Interdisciplinary Advisory Committee (IAC)

The Ethnomusicology Program is administered by the School of Music in consultation with the Department of Folklore; it works in response to recommendations from an Interdisciplinary Advisory Committee (IAC) with representation from both academic units, and is chaired by the Graduate Program Officer. Present faculty committee members are:

- **Harris Berger**, School of Music/Dept. of Folklore
- **Jillian Gould**, Dept. of Folklore
- **Meghan Forsyth**, School of Music, Graduate Program Officer, Chair of IAC
- **Mariya Lesiv**, Dept. of Folklore
- **Kati Szego**, School of Music
- **TBA**, Graduate student representative

The IAC has a graduate student representative who serves a one-year term. An email is sent to all graduate students each September to ask for expressions of interest in serving on the IAC and other School of Music committees.

University Diary

The link to the 2023-2024 University Diary can be downloaded here.
Students should pay special attention to the drop dates for courses.

Lecture and Performance Series

Each year, MMaP holds the Music and Culture Lecture Series which features public presentations, often by internationally renowned ethnomusicologists. Several times a year, such visiting scholars spend a week at MMaP both giving talks and working with students. **All ethnomusicology students are expected to attend these talks and seminars which are organized for the benefit of our community.** The schedule will be posted at http://www.mun.ca/mmap/events/mus_cul_lecture_series/

Music at Memorial is a concert series presented by the School of Music each year. From recitals, concerts and master classes to our annual Newfound Music Festival celebrating contemporary musical arts – we are dedicated to presenting both variety and excellence in musical performance. **Students are able to purchase a concert pass each semester for a nominal fee.**

Contact the School of Music main office (music@mun.ca) for details. Faculty artists, local, national and international guests, and our crack student ensembles bring you dynamic concerts of classical, jazz and world music. Details can be found on the events calendar at
http://www.mun.ca/music/

The Department of Folklore holds a lunchtime seminar series. Details for this can be found at
http://www.mun.ca/folklore/about/seminar.php

Other events or announcements on campus will be listed on the main MUN website:
https://gazette.mun.ca/events/

RESEARCH ETHICS

All research with human participants in Canada is governed by regulations from the so-called "Tri-Councils" (national research councils on health CIHR, science NSERC, and arts and social sciences SSHRC).

- **<u>Before</u>** any fieldwork (e.g., interviews) takes place you must receive an ethics certificate from the Interdisciplinary Committee on Ethics in Human Research (ICEHR) at Memorial. https://www.mun.ca/research/ethics/humans/icehr/ The application process is complex and will involve quite a bit of consultation. It often takes students several weeks to write and it can take up to 8 weeks for the committee to issue the certificate (they often require revisions). <u>Consult with your supervisor and leave plenty of time for this process.</u>

- You must take the self-guided 8-module course on research ethics (at your own convenience – *students enrolled in MUS7001 will complete this as part of their coursework*) in order to get your TCPS2 CORE Certification which you will need before you are allowed to do any fieldwork. https://tcps2core.ca/login

FUNDING

SGS Fellowships

Financial aid from the university normally consists of a School of Graduate Studies (SGS) Fellowship: MA students (2 years), PhD students (4 years). To maintain your SGS funding you must be registered as a full-time student and work no more than 24 hours a week at another job. You must also achieve at least 75% in each course or maintain an overall average of at least 80% for all program courses attempted. If you win a SSHRC Fellowship or other external fellowship/award, your SGS Fellowship will be discontinued for the duration of the external

award. This does not include, however, other awards from SGS such as the Dean's Doctoral Award and PDSIF which may be retained even if a student holds an external award.

SSHRC Fellowships

Canadian students are strongly encouraged to apply for a fellowship from the [Social Sciences and Humanities Research Council](#) **(SSHRC)** in Fall Semester. Workshops and information sessions will be held campus-wide and within the department to aid in this process. In October, the Ethnomusicology Program will organize its own SSHRC application mentorship program for Canadian graduate students. International students who are ineligible for SSHRC funding are encouraged to attend the Ethnomusicology mentoring sessions since they are helpful for developing research proposals.

NOTE: Both Canadian and International students are eligible for the Vanier Canada Graduate Scholarship which has a very early deadline in **September** for submission to the School of Graduate Studies. http://www.vanier.gc.ca/en/home-accueil.html

Applications are made online through a common research portal and using the Common CV. The applicants themselves are required to upload *official* transcripts. Note: the Common CV is very time consuming, so it's best to get an early start!

SGS lists grant deadlines and grant writing workshops at https://www.mun.ca/sgs/current/funding/fundinginfo.php

Ethnomusicology Award for Field Research

This fund has been established by Beverley Diamond and Clifford Crawley to advance research in ethnomusicology in Canada on the occasion of the beginning of graduate studies in the field at Memorial University of Newfoundland. One or more awards, valued at a portion of the income on the investment, will be awarded annually to full-time graduate ethnomusicology students in clear academic standing who wish to pursue field research. Selection will be made on the basis of a submitted research proposal. Application forms and guidelines are available from and should be submitted to the School of Music. **The deadline date for submissions of applications to the Graduate Program Secretary is March 15**. If there are no suitable candidates in a given year the awards will not be awarded. The awards will be awarded by the Dean, School of Graduate Studies, on the recommendation of the School of Music's Scholarships and Awards Committee in consultation with the IAC.

James and Muriel Martin Award in Music

The James and Muriel Martin Award was established through a generous gift to the School of Music by Mrs. Helen MacLeod, on behalf of her parents. James and Muriel Martin, lifelong residents of St. John's, Newfoundland, were enthusiastic participants in the local music scene in the early half of the twentieth century. The award, valued at a portion of the income on the investment, will be given annually to a full-time graduate student (MA or PhD) enrolled in the Ethnomusicology program, with preference to a student whose focus is on the research, collection or preservation of music in Newfoundland and Labrador. It will be granted by the Dean, School of Graduate Studies on the recommendation of the Dean, School of Music. (No need to apply for this award)

For information on other scholarships available through MUN check out: www.mun.ca/sgs/current/scholarships/#search

GradSWEP

The Graduate Student Work Experience Program (GradSWEP) is designed to provide leveraged support for graduate student outreach projects that partner with community agencies. Memorial faculty and staff collaborate with external community agency members to provide employment opportunities to current Memorial graduate students.

Positions for GradSWEP are posted on the MUN website at the beginning of each semester. For more information check out the GradSWEP website.

Graduate Assistantships

The School of Music typically has three different kinds of graduate course assistant positions available. They are subject to the terms of the TAUMUN collective agreement and budgetary considerations. One month before the start of each term the available positions for the coming term are distributed to all graduate students in the School of Music and posted on our website at www.mun.ca/music. **Students apply by sending their short resume and expression of interest to the Dean.**

1. **Teaching assistants** are responsible for guided delivery of some content (such as meeting smaller sections, taking responsibility for all or part of a class – including lecturing or conducting – and guiding group work); they may also be allocated marking. The course instructor will determine the precise responsibilities. Teaching assistants are always graduate students. A student who is taking partial responsibility for conducting an ensemble will be considered a teaching assistant.

2.   **Marking assistants** are responsible for grading one or more course assignments. Under no circumstances will a marking assistant be asked to grade a final examination. Marking assistants may be graduate or undergraduate students.

3.   **Ensemble assistants** act as section leaders in a large ensemble. They play all rehearsals and concerts with the ensemble. Ensemble assistants are graduate students.

The School of Music also has a limited number of course instructor positions available each term that are allocated according to need at the discretion of the Dean.

Graduate Research Assistantships

MMaP frequently has research related jobs for ethnomusicology students. For more information, contact MMaP's Project Coordinator, Dr. Annalise Smith (mmap@mun.ca).

Conference Travel Funding

Limited travel funding is available to ethnomusicology graduate students to present a paper at a conference. Students should use a "Graduate Student Request for Travel Assistance" form, which can be obtained from the main office or online using the link above.

IMPORTANT: please review the travel and funding policies at the following links:

School of Graduate Studies
http://www.mun.ca/sgs/current/funding/travel.php

Graduate Students' Union (GSU)
https://gsumun.ca/gsu-funding/

Teacher Assistants' Union of Memorial University of Newfoundland (TAUMUN)
https://www.mun.ca/taumun/funding/travel-funding/

NOTE: 1.   The Graduate Student Request for Travel Assistance form **MUST** be completed **BEFORE** the travel begins.
2.   The signatures on the form should be obtained in order. This is the student's responsibility.
3.   Once you have obtained all signatures, you should hold on to the Request for Travel Assistance form and then submit it, along with all receipts and the completed Travel Claim "A" form to the Administrative Staff Specialist in the School of Music, MU2000C. A copy of the Travel Claim "A" form, also known as the Travel Expense Claim form, can be obtained from the main office or online at https://www.mun.ca/finance/online-forms/

ICTM Legacy Fund

Travel funds are also available through the ICTM Legacy Fund for Ethnomusicology students. Masters students may apply to this fund once during their degree program; PhD students may apply twice during their degree program. Students must provide proof that they have been accepted to present at a conference. Students may apply for up to $1,750 for an international conference and up to $1,250 for a conference in North America. Only a limited number of awards will be made in a given year and other sources (see above) must be exhausted first. To apply for this funding please send a letter of request, with a tentative budget, and attach confirmation that you have been accepted to give a paper at the conference, to the Dean **before** you travel.

MA PROGRAM IN ETHNOMUSICOLOGY

Program Overview

The course-based MA program in Ethnomusicology is designed to be six consecutive semesters of full-time study in duration. During that period, the following is required:

i.   completion of 8 graduate courses (24 credit hours)
ii.   preparation of a research proposal
iii.   receive ethics clearance before fieldwork is started
iv.   completion of fieldwork
v.   completion of the MA Major Research Project (or MRP – Music 7002)

In special circumstances, a student may apply to complete the degree by completing course work and a thesis. Demonstration of competence in a language other than English may be required if warranted by the research proposed by the student.

IMPORTANT: it is strongly recommended that students choose a focused topic for their MRP by the winter semester of their first year. Normally, students will conduct fieldwork for their MRP during the summer semester of their first year.

Course Requirements

i.   Music 7001, Folklore 6030*;
ii.   Folklore 6100;
iii.   One area or genre studies course (3 credit hours) relevant to the research of the student;
iv.   Twelve credit hours to be selected from the Music and Folklore courses (see Calendar); one elective (3 credit hours) may be a relevant course offered in another discipline (with the approval of the IAC).
v.   Music 7002 (MRP)

*Folklore 6030 (normally taken in the student's first fall semester) and Folklore 6010 will not be starting until the first week of October in order to accommodate Folklore students attending Field School in September.

A List of Regulations and Courses Applicable to the M.A. in Ethnomusicology may be found in the University Calendar: https://www.mun.ca/regoff/calendar/sectionNo=GRAD-6114

Masters Route: Course Work and Major Research Paper (MRP)

Students should take 2 or 3 courses in each of semesters 1, 2, and 4 in order to complete the degree in a timely way. The MRP route is the normal route for MA students. Students wishing to apply for the thesis route must do so by April 15 of their first year. Only students who can demonstrate appropriate academic strength and whose research truly requires the larger scope of a thesis will be approved for that route. Note that the MRP route also entails research design, fieldwork, and writing. The thesis route entails writing a much larger document and undergoing an oral defense. MRP route = 8 courses + MRP; Thesis route = 7 courses + thesis. See below for more information.

Year 1
Courses & Fieldwork

Semester 1 (Fall) Courses	Semester 2 (Winter) Courses	Semester 3 (Spring) Fieldwork
Apply for SSHRC funding if applicable Supervisor assigned at end of term.	Develop MRP research topic; complete TCPS2 CORE ethics certificate; submit ethics protocol to ICEHR.	

Year 2
Courses & Major Research Paper

Semester 4 (Fall) Courses; Transcribe interviews from fieldwork	Semester 5 (Winter) Course (if necessary) MRP writing	Semester 6 (Spring) MRP writing and editing
		Register for MRP course: Music 7002 only in the semester it is submitted for grading

Course Offerings and Registration Procedures

Course offerings and registrations procedures can be located at the following link - https://www.mun.ca/sgs/current/registrationprocedures/

Supervisor

Each student will be assigned a supervisor by the IAC, normally by the end of the first semester of the program. The supervisor will be appointed in consultation with the student, the Graduate Program Officer, and the potential supervisor(s).

Fieldwork

The fieldwork process provides an opportunity for the student to develop professional research skills and work on topics that have the potential to make a valuable contribution to the field of ethnomusicology and to the broader research community.

Most students conduct fieldwork during spring/summer of their first year; this timeline is highly recommended so that students can complete the MA in a timely manner. **Fieldwork may only commence after ethics approval has been received.** It is also expected that some time will be spent carrying out additional library and archival research in support of the project.

While the students are able to consult frequently with their supervisor(s) during the research period, the work is conducted independently and consists of a process of intellectual and personal self-discovery.

Distinction between "Coursework with Major Research Paper" and "Coursework with Thesis" Streams in the Ethnomusicology MA Program

The standard program for MA students in Ethnomusicology at Memorial University is the "**Coursework with Major Research Paper**" stream. The Major Research Paper (MRP) is a document of 50-80 pages in length. It should report on original research that will usually involve fieldwork. In some cases, it might be based solely on archival and library resources. Like a thesis, a major research paper

- presents a well-articulated objective (a question or an issue),
- outlines the scope and methods of research,
- discusses the theoretical orientation and methodology,
- carefully situates the work in terms of relevant literature,
- describes and interprets new data, demonstrating how the latter help fulfill the objectives or answer the central question, and
- includes select bibliography with separate entries for primary and secondary sources

A MRP must be <u>carefully delimited, both with regard to the scope and the issues explored</u>. If fieldwork is involved, that work should normally be completed within two or three months, usually during the summer after the first year of coursework. It is acceptable for a MRP to be a preliminary or pilot study for a larger program of research (for example, an eventual PhD thesis).

We regard the "Coursework with Major Research Paper" as the preferred route for the MA program because (1) the rigorous and clear delimitation of the research develops valuable intellectual discipline and focus; (2) the amount of writing is appropriate, given the writing experience of most MA students. Those who are accustomed to writing 25-page term papers generally need an opportunity to write a paper of this dimension before considering a full-scale book-length project; (3) This program stream generally ensures that students complete their degree without delay. Timely completion is often regarded as important in the review of PhD applications, grant applications,[1] and, in some cases, job applications.

The MRP will be graded by the supervisor and a reader appointed from either within or outside the School of Music/Department of Folklore, both of whose suggestions will be considered by the Graduate Program Officer for Ethnomusicology in determining a final mark.

Following the grading of the MRP and its return to the student, one (1) final clean copy of the paper should be deposited with the Graduate Program Officer.

A thesis stream is available to students, upon successful application, in special circumstances. Approval is only granted when special circumstances are conclusively demonstrated.

Under special circumstances, MA students may avail themselves of the "**Coursework with Thesis**" stream. A thesis is a somewhat longer document (100-120 pages) relative to the MRP. Like the MRP, a thesis reports on original research that is usually based on fieldwork, and/or archival, as well as library research. Like a MRP, a thesis

- presents a well-articulated objective (a question or an issue),
- outlines the scope and methods of research,
- discusses the theoretical orientation,
- situates the work in terms of relevant literature, and
- describes and interprets new data demonstrating how the latter help fulfill the objectives or answer the central question.

A thesis must be carefully delimited but the scope will be somewhat broader than that of a MRP. It may have several stages or components and it may deal with several sub-issues relevant to the central question or issue. It usually involves a somewhat longer fieldwork period and, consequently, thesis research usually considers a bigger quantity of data. A thesis stream may be

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[1] SSHRC's Master's fellowships program treats a "thesis, major research paper, or research project" as equivalent.

the preferable one if (1) the research you propose will have to be conducted over a period of time greater than 3 months; (2) the data you will consider is multi-dimensional and/or copious, thus demanding more time for analysis and more space in the written document.

Guidelines for Applying for the "Coursework with Thesis" Stream of the Ethnomusicology MA Program

The "Coursework with Major Research Paper" stream is the default program for the MA in Ethnomusicology at Memorial University. The thesis stream is regarded as a special option allowable in special circumstances and available upon application with the approval of the IAC.

Students who wish to take the thesis stream must apply to the IAC no later than **April 15** of their first year in the MA program. Their application should:

- outline the project they hope to do (a SSHRC proposal is an acceptable outline).
- explain why this project will take longer than the time usually allotted for a MRP.
- provide a timeline, indicating when and where field work, other research and writing would be done,[2]
- include a statement of support from a faculty member who would be willing to supervise the project. Where the student would reside outside of St. John's for part or all of the research and writing period, there should also be indication of the plan for maintaining regular contact with the supervisor.

The IAC will consider applications, with attention paid to the academic record (particularly grades in 1st-year MA courses), writing ability, and the strength of the application. We assess the likelihood of the thesis delaying completion of the degree and advise the student in this regard before a final decision is taken.

Applying to Graduate

The Application for Graduation is available through Memorial Self Service upon selection of the 'Graduation' link on the Main Menu. The following application deadlines apply:

Spring Graduation / Convocation (May): January 15
Fall Graduation / Convocation (October): July 15

Note: Applications received after the deadline will be processed as time and resources permit.
For more information see https://www.mun.ca/regoff/graduation/

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[2] Students should note that no funding packages extend beyond the sixth term of M.A. study.

Leaves of Absence and Extensions to Programs

The maximum period for any program is seven years. Under exceptional circumstances the limit may be extended; applications for review are dealt with individually by the Academic Council of Graduate Studies. Also, under exceptional circumstances, a student may apply for a leave of absence during which no fees are assessed and the time of the leave (maximum of 12 months) is not counted in the maximum time period permitted for the graduate program. The information and form for completion can be found here.

PHD PROGRAM IN ETHNOMUSICOLOGY

Program Overview

The PhD in Ethnomusicology is designed to be completed in 4-5 years duration; SGS provides base fellowship funding for 4 years only. During that period, the following is required:

i.   completion of 7 graduate courses (21 credit hours)
ii.   demonstration of second language competency
iii.   completion of comprehensive exams
iv.   preparation and approval of ethics proposal
v.   fieldwork
vi.   preparation and approval of thesis research proposal
vii.   completion of PhD thesis
viii.   thesis defense

Course Requirements

i.   Music 8001; Folklore 6030* or Folklore 6070 or other social theory course approved the IAC; and Folklore 7100
ii.   Music 7001 (Research Problems and Methods in Ethnomusicology) is <u>required</u> for PhD students who have not previously taken a graduate-level ethnomusicology methods course. As of Fall 2018, Music 7001 no longer counts as an elective in the PhD program.
iii.   12 credit hours of electives selected from courses listed below or from relevant courses offered in another discipline (with the approval of the IAC). PhD students may take up to two courses (6 credit hours) in a cognate discipline with permission from the IAC.
iv.   Reading proficiency in one language other than English, relevant to the research area, demonstrated to the satisfaction of the IAC. The choice of language must be approved by the IAC. The language exam should normally be completed before the comprehensive exams.
v.   Further courses beyond the minimum number may be required, depending on the background and needs of the student.

*Folklore 6030 will not start until the first week of October in order to accommodate Folklore students attending Field School in September.

A List of Regulations and Courses Applicable to the PhD in Ethnomusicology may be found in the University Calendar: https://www.mun.ca/regoff/calendar/sectionNo=GRAD-0387

PhD Route (Sample timetable only – student progress varies. This route imagines 2 courses in each of semesters 1, 2, and 4. It is possible to take 3 courses in a semester. Two possibilities for writing the comprehensive examination are listed here, in Semester 6 or 7. In practice, virtually all students take at least 5 years to complete the degree due to fieldwork and thesis writing.)

Year 1
Courses & Thesis project design

Semester 1 (Fall)	Semester 2 (Winter)	Semester 3 (Spring)
Courses	Courses	Begin developing topics for comprehensive exam in consultation with supervisor; complete TCPS2 CORE ethics certificate
Apply for SSHRC funding if applicable	Language requirement (can be taken in Year 2)	

Year 2
Courses & Comprehensive Exam

Semester 4 (Fall)	Semester 5 (Winter)	Semester 6 (Spring)
Courses; finalize comps topics and prepare draft bibliographies	Course; Study for comps exam	Comps exam in April; submit ethics protocol to ICEHR

Year 3
Comprehensive Exam & Fieldwork

Semester 7 (Fall)	Semester 8 (Winter)	Semester 9 (Spring)
Alternative time to write comps exam; ethics prop.	Fieldwork	Fieldwork

Year 4   Thesis
Thesis Defense

Semester 10 (Fall)	Semester 11 (Winter)	Semester 12 (Spring)
Thesis prop; Research & Thesis	Research & Thesis	Thesis Defense

Course Offerings and Registration Procedures

Course offerings and registrations procedures can be located at the following link - https://www.mun.ca/sgs/current/registrationprocedures/

Second Language Requirement

Reading knowledge of a second language is required of all candidates. Reading knowledge is defined as a minimum B grade in a second-year language course taken within the previous five years, a passing grade in an approved second-language course for graduate students, or performance satisfactory to the department in an arranged reading proficiency test (in which a dictionary may be used).

In order for the student to meet the language proficiency requirement, it is expected that students will pass a reading comprehension exam before the end of their second year, which demonstrates that they have a working knowledge of a language other than English, relevant to the research area. The choice of language must be approved by the IAC. The successful completion of an approved university level course in the second language may be taken as a substitute for the reading comprehension exam. The language exam should normally be completed before the comprehensive exams.

Supervisor and Supervisory Committee

Each student must have a supervisor normally by the end of the second semester of the program. The student establishes their committee (after discussion with the Graduate Program Coordinator) and these members will also serve on the comprehensive exam committee:

o Supervisor
o Two faculty members (may be from Music, Folklore or another department, if they have expertise in the subject area)

The Committee must meet the approval of the Deans of the School of Music and the School of Graduate Studies.

Comprehensive Examination

Candidates shall normally take the comprehensive examination no later than the end of the **seventh semester** in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the candidate's program.

The comprehensive examination consists of three areas:
Major area (three sub-topics)
Minor area (two sub-topics)
Theoretical/interdisciplinary area (two sub-topics)

A component of the comprehensive examination may test knowledge of audio-visual material. Bibliographies and discographies for several focussed topics will be developed by the student in consultation with their supervisory committee and will be the basis of the examination questions.

The comprehensive examination will normally be written at two set times of the year, in late April and early September. Students wishing to write the comprehensive examination must submit their draft bibliographies/discographies to the Graduate Program Officer no later than December 15 for April exams and May 15 for September exams. The Graduate Program Officer will send the draft bibliographies/discographies to the members of the supervisory committee for comments and will subsequently provide feedback to the student.

After receiving this feedback, the student is required to prepare brief annotations of about 300 words for each entry of the final bibliography/discography. These annotations will be a valuable aid to preparation for the exam and will also serve to better inform committee members about your work. The annotated bibliography will be circulated to the comprehensive examination committee one month before the scheduled examination.

Comprehensive exams in ethnomusicology will take place over **4 days** and students will be given **3.5 hours** to complete each question. The timeline will be as follows:

- On day 1, 3, and 4 – questions pertaining to two topics will be sent to the student at 9:00 am and will be due at 5:00 pm. This allows for a one-hour break between questions. Day 1 will consist of the first two topics of the Major area. Day 3 is the minor area and Day 4 is the theory/interdisciplinary area.
- On day 2 (1 topic) the questions for the third topic of the Major area will be sent at 9:00 am and will be due at 12:30 pm.
- Students will be allowed to write the exams at home. If a student wishes to write the exam at MMaP, they will be accommodated in semi-private space in the media room.
- Exam questions will be sent electronically by the Graduate Secretary (or in her absence, Maureen Houston) from the School of Music.
- *If a student wishes to write from a different time zone they MUST get permission from the Graduate Program Officer in advance and be prepared to make the necessary time adjustments to accommodate regular office hours at Memorial.*

You are required to answer ONE out of TWO questions in each of the seven exam segments. That is, there is choice in each area.

This is an open book exam on the literature you have compiled in your annotated bibliographies. The answer should be written in the form of an essay; however, no footnotes or page references are required. Write clear and direct answers that show the examining committee how you think and what you have learned from reading in each area. <u>That said, you are expected to work on your own without consulting any other person</u>. The questions are designed to test your knowledge of a body of literature and especially your ability to analyse, synthesize and evaluate

information in response to the questions. You should not create prefabricate text to cut and paste into your answers during the exam.

The Ethnomusicology Program has prepared two documents to aid students in preparing the comprehensive examination: Comprehensive Exam Guide and Comprehensive Exam Procedures.

Comprehensive Exam Committee

The comprehensive examination shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the candidate's Supervisor, and at least three other members, the total voting members to be an odd number. All members of the Committee including the Chairperson shall be voting members.

We recommend that when you approach people to be members of your Supervisory Committee that you let them know they will also be expected to serve on your Comprehensive Exam Committee.

Timetable for April Comprehensive Exam	
December 15	Following close consultation with supervisor, submit draft bibliography to Graduate Program Officer for distribution to PhD supervisory committee
Mid-January	Student will receive comments from exam committee via Graduate Program Officer
February	Two months before exam, set dates with Graduate Program Officer and have appropriate form with signatures completed.
March	One month before exam – submit revised and annotated bibliographies to Graduate Program Officer for distribution to exam committee.

Timetable for September Comprehensive Exam	
May 15	Submit draft bibliography to Graduate Program Officer mforsyth@mun.ca for distribution to PhD supervisory committee
Mid-June	Student will receive comments from committee via Graduate Program Officer
July	Two months before exam, set dates with Graduate Program Officer and have appropriate form and signatures.
August	One month before exam – submit revised and annotated bibliographies to Graduate Program Officer for distribution to exam committee.

Meeting after Comprehensive Exam

The committee will normally meet with the student to provide feedback within 4 weeks of the examination. This is not an oral examination but rather an opportunity for discussion of your work.

Comprehensive Examination Results

Students will be officially notified of the exam results in writing from the Dean of the School of Graduate Studies.

Candidates are graded "pass," "re-examination," or "fail."

The procedures for students who receive a grade of "re-examination" or "fail" are outlined in the university calendar. http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024#GRAD-0778

Fieldwork

During the third and/or fourth years of the program, students are expected to carry out an extended period of ethnographic fieldwork. It is also expected that some part of this period will be spent carrying out additional library and archival research in support of the project. The fieldwork process provides an opportunity for the student to develop professional research skills and work on topics that have the potential to make a valuable contribution to the field of Ethnomusicology and to the broader research community.

Thesis Proposal

Within 12-14 months of receiving ICEHR approval, students must submit a thesis proposal to the Graduate Program Officer who will present it to the IAC for approval.

The student's supervisory committee will first approve the thesis proposal before the IAC sees it. The IAC will then judge it as "pass" or "resubmit." If the proposal has to be resubmitted, the student will have two months to do so.

The objectives of the thesis proposal are several: to present and justify the selection of a thesis topic; to demonstrate the candidate's familiarity with relevant bodies of literature; to discuss the theoretical, methodological and ethical implications of data collection; and to outline a research schedule and budgetary considerations.

The proposal should include a working title, the student's name, and membership of the supervisory committee. The thesis proposal should be no more than **5000 words in length** and include the following: statement of purpose and research scope, outline of the theoretical and methodological approach, working plan, and preliminary bibliography and discography.

Once the proposal has been approved by the IAC, a copy of the proposal is submitted to the Dean of the School of Music.

Students must obtain written approval from the university's [Interdisciplinary Committee on Ethics in Human Research](#) (ICEHR) **before** their research commences.

Thesis

The thesis should be completed within one to two years following the completion of fieldwork. In order to ensure that this goal is achieved, students should develop a timetable of work with their supervisor(s).

Theses, including bibliography and appendices, are typically between 75,000 and 80,000 words in length, with a maximum length of 100,000 words.

More information about thesis submission and defence procedures can be obtained from the School of Graduate Studies website. http://www.mun.ca/sgs/go/guid_policies/theses.php

The university regulations concerning the examination of the doctoral thesis and the thesis defence are in the university calendar under the "School of Graduate Studies – General Regulations" in the section entitled "Evaluation of Ph.D. Theses." http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0026

The Thesis Examining Board has four members.

- the candidate's supervisor (a non-voting member)
- two internal examiners
- one external examiner (a specialist in the discipline from outside Memorial University)

With the exception of the supervisor, no one who has been involved in the preparation of the thesis is allowed to serve on the Thesis Examining Board. (Members of the Comprehensive

Examination Committee who have not been directly involved in the preparation of the thesis are eligible to serve on the Thesis Examining Board.)

As the thesis nears completion, the supervisor or the supervisory committee make recommendations to the Graduate Program Officer. The Graduate Program Officer will consider the recommendations made by the supervisory committee, prepare a proposed list of examiners, and make preliminary inquiries concerning the potential examiners' willingness and ability to serve. The proposed list is then forwarded by the head to the Dean of Graduate Studies, who approves the composition of the Thesis Examining Board and issues the official invitations to serve.

When the supervisor approves the thesis for submission, it goes to the examiners for reading. If the examiners approve the thesis for oral examination, a date for the public oral defence is set by the Dean of Graduate Studies.

Applying to Graduate

The Application for Graduation is available through Memorial Self Service upon selection of the 'Graduation' link on the Main Menu. The following application deadlines apply:

Spring Graduation / Convocation (May): January 15
Fall Graduation / Convocation (October): July 15

Note: Applications received after the deadline will be processed as time and resources permit. **For more information see** https://www.mun.ca/regoff/graduation/

Leaves of Absence and Extensions to Programs

The maximum period for any program is seven years. Under exceptional circumstances the limit may be extended; applications for review are dealt with individually by the Academic Council of Graduate Studies. Also, under exceptional circumstances, a student may apply for a leave of absence during which no fees are assessed and the time of the leave (maximum of 12 months) is not counted in the maximum time period permitted for the graduate program. The information and form for completion can be found here.

Graduate Program in Ethnomusicology – MA

Name: _____

Date Entered Program: _____

2 Core Courses

Course	Credit Hours	Semester Completed	Grade
Music 7001			
Folklore 6030			

Folklore 6100

Course	Credit Hours	Semester Completed	Grade

1 Area/Genre studies course

Course	Credit Hours	Semester Completed	Grade

4 Elective Courses

Course	Credit Hours	Semester Completed	Grade

Music 7002 (MRP)

Course	Credit Hours	Semester Completed	Grade

Supervisor Appointed: _____

Research Proposal Completed: _____

Ethics Proposal Completed and Approved: _____

Graduate Program in Ethnomusicology - PhD

Name: _____

Date Entered Program: _____

3 Core Courses

Course	Credit Hours	Semester Completed	Grade
Music 8001			
Folklore 6030*			
Folklore 7100			

*see University Calendar for alternative course options

4 Elective Courses

Course	Credit Hours	Semester Completed	Grade

Remedial Course

Course	Credit Hours	Semester Completed	Grade
Music 7001 (if needed)			

Supervisory Committee Appointed: _____

Second Language Requirement completed: _____

Comprehensive Bibliographies sent to Program Coordinator for Approval: _____

Comprehensive Exam Committee Set and Exam Dates Confirmed: _____

Thesis Research Proposal Completed: _____

Ethics Proposal Completed and Approved: _____