

## **GENERAL POLICIES and PROCEDURES FOR GRADUATE STUDY and PREPARATION OF THE THESIS/DISSERTATION IN MUSIC**

This information is prepared as a supplement to Music Department graduate curriculum, which may be found in the UCSD General Catalog, on the UCSD and Music Department websites and in the Graduate Brochure.

### **Graduate Advisory Examinations**

During Welcome Week (preceding the start of Fall quarter), all entering graduate students must take Music Department advisory examinations. This is given to assess students' general preparation for graduate study. Students with deficiencies may enroll in tutorials with peer tutors in winter and spring quarters or in other courses throughout the year.

### **Graduate Advisors and Committees**

Following the advisory examination, the student is assigned an interim advisor who will advise on courses, activities and necessary remedial work during the first year of graduate study. At the end of the third quarter in residence, the student is asked to submit a list of three faculty members to be considered for Chair of the degree committee. The Department Chair will review student preferences with the Graduate Advisor and, considering faculty workloads, sabbaticals, etc., will assign a faculty member to serve as advisor and degree Committee Chair. Beginning in the Fall quarter of the second year, the assigned Committee Chair will assist the student in forming the remainder of the committee who will work with the student in preparation for the doctoral qualifying examination and development of the dissertation (or the thesis for MA students). It is the Music Department's policy that the student's major teacher serves on the committee, but not necessarily as Chair.

All graduate students should make an appointment with the department Graduate Advisor for regular degree checks. MA students must have a degree check no later than Winter quarter of the second year, at which time required coursework is officially confirmed and the complete MA committee is constituted. PhD/DMA students should schedule degree checks prior to Winter quarter of the second year, again prior to advancement to candidacy, and again prior to final quarter of degree completion. PhD/DMA students may not schedule qualifying exams until all course work is completed, and either the publishable paper is submitted or recital plan is approved by faculty.

The MA thesis committee consists of three members; all three from the Music Department faculty, or two members from music faculty plus one tenured faculty member from another campus department. Prior to advancement to MA candidacy, all required courses must be completed or in progress. Application for MA candidacy must be completed not later than the first two weeks of the quarter in which the MA degree is to be conferred, normally Spring of the second year. Appointment of the thesis committee requires filing the *Application to Candidacy for the Thesis or Comprehensive Exam* form, which is signed by the student's advisor and the Department Chair, and forwarded to OGSR (Office of Graduate Studies and Research). The Graduate Dean approves the committee, sending formal notification to the appointed members.

Appointment of a five-member PhD/DMA committee requires filing the *Appointment of the Doctoral Committee for the Degree of Doctor of Philosophy form*. This must be signed by the Department Chair, and forwarded to OGSR for approval by the Dean of Graduate Studies, who may, if necessary, suggest changes in nominations. The Dean then sends formal committee notification to all committee members. The doctoral committee supervises preparation for and conducts the qualifying examination, supervises and passes upon the dissertation and administers the student's final defense. Normally the doctoral committee is nominated before completion of the student's fourth quarter in residence. Doctoral committees are composed of at least three music faculty and two faculty members from other UCSD Departments. At least one of the music faculty and one outside member must be tenured. General UCSD specifications for committee eligibility follow. However, committee eligibility should be discussed with the department Graduate Advisor prior to confirmation with faculty.

1. The in-residence series is considered non-tenured.
2. Clinical series may only be approved as a sixth member.
3. Senior Lecturers and Lecturers with Security of Employment (LSOE) may not serve as Chairs or as the tenured outside member.
4. Assistant Professors and faculty from other UC campuses may serve but not as the tenured outside member.
  
- S. Individuals in the Professional Research series at the level of Researcher, Associate Researcher/Lecturer appointment may chair doctoral committees; faculty at the Assistant Research level may serve as co-chair.
  
6. Those with the Research Associate/Lecturer title may serve as a sixth member only.

### **Tentative Statement of the Thesis/Dissertation**

For MA candidates, it is desirable during the 4th quarter of residence that the student presents for approval a written statement to the Chair of the thesis committee regarding the specific nature of the thesis. This statement should include types of compositions (for composition students), the program of the lecture-recital (for performance students), the topic of the extended research paper (for CS/EP students), and the nature of the computer music project (for computer music students).

For PhD/DMA candidates, during the 6th quarter of residence the student should state in writing a dissertation topic or problem to be researched and submit it with an outline to the Chair of the doctoral committee. This outline should contain the following:

- a) the subject of the proposed dissertation
- b) the development of the plan for treating the subject
- c) the research materials which the student knows to be available
- d) the research methods which are expected to be employed
- e) a statement of background of experience and study as it relates to the proposed dissertation.

Background statements should include a list of courses and research methods likely to be of value in carrying out the proposed study. Any deficiencies found, in light of the student's topic, may necessitate a reconsideration of the student's curricular program, additional study, or the topic itself. Approval of the tentative statement of the topic by the PhD/DMA dissertation committee will suffice for approval of the dissertation subject.

## **Spring Evaluation**

In addition to course grades, all doctoral students, both pre-candidacy and in-candidacy must be evaluated by the faculty annually each spring. In-candidacy students must write a brief report of work accomplished during the year and intentions for completing the degree. This report is circulated to the student's doctoral committee, after which the Committee Chair writes a brief progress review that is signed by the Music committee members. The student also signs spring Evaluations and the departments Chair, are forwarded to OGSR, and become part of the student's permanent file.

## **Three MA Research Papers**

For MA candidates, the student's committee prior to approval of the thesis must accept a folio of three research papers in professional format, normally written in conjunction with the student's coursework. Final versions must be submitted for approval not later than four weeks before the end of the final quarter in the degree program. One copy of the final papers must be submitted to the Graduate office. These are catalogued and kept for the reference of faculty and graduate students.

## **The Publishable Paper**

For PhD students, one research paper must be judged to be of publishable quality by the student's committee. The publishable paper and all coursework must be completed prior to the qualifying examination. The subject of the publishable paper should be proposed during the Spring (6th) quarter of the second year. When the paper is acceptable, a date for the qualifying exam may be set. Students should obtain the *Suggested Guidelines for PhD Publishable Paper* from the Graduate Advisor. The committee and department chair sign off on the *Committee Approval for the Publishable Paper or DMA Recitals* form. One copy of the final paper is submitted to the Graduate office, then forwarded to the Music Library. Although it is not required, it is suggested that when preparing the final copy, students refer to the *Instructions for Preparation and Submission of Doctoral Dissertations and Master's Theses* (the "blue book"), a manual available from OGSR or at the OGSR website.

## **Qualifying Examination and Advancement to Candidacy (PhD/DMA)**

After the doctoral committee is officially appointed it is desirable that students meet at least twice with the three music members in order to outline the general qualifying areas for which the student is to be held responsible. The student should then submit a tentative reading list for these areas. The student is free to submit three areas of investigation embracing areas of expertise and broad knowledge of the musical field. The committee will set the three areas; one committee member supervises each area. The three areas constitute the framework upon which the qualifying exam will be based.

The qualifying exam, administered by the student's committee, consists of written and oral sections. Generally, the written portion consists of three questions, one from each of the music faculty members on the committee, on predetermined areas of research interest and general study. These questions are addressed additionally at the oral exam. In addition, the student may be tested on significant aspects of coursework taken during the PhD/DMA program at the oral exam. All FIVE committee members must be present at the oral exam.

The student and the committee should plan the timetable for the qualifying examination well in advance. Students should meet with the Graduate Advisor for a second-year degree check to plan the exam and obtain a *Qualifying Examination/Advancement to Candidacy Planner &*

*Checklist.* The timeline includes the following:

1. date questions are to be submitted to the department,
2. date and time questions are to be received by the student,
3. date and time answers are to be submitted to each committee member (students will receive 12 days to prepare answers: 3 days per question and 3 additional days for typing/duplicating) ,
4. date, time, and location of oral exam.

The student prepares FIVE copies of the written qualifying exam answers, one for each committee member. An additional copy is submitted to the Graduate office, after which it will be catalogued in special reserve at the Central University Library.

Following the qualifying examination the *Report On Qualifying Examinations and Advancement to Candidacy for the Degree of Doctor of Philosophy* form is filed the Office of Graduate Studies. The university assesses a \$90 candidacy fee. When the qualifying exam is passed, the student "advances to candidacy." After certification and approval, the Dean of Graduate Studies acknowledging advancement to candidacy sends a formal letter to the student. In addition, a Normative Time Calculation is sent to the student and the department indicating accrued time in graduate status.

### **Academic Residency**

after completion of the qualifying exam and advancement to candidacy, the student must be registered at UCSD for at least three quarters before presentation and defense of the dissertation and award of the doctoral degree. PhD/DMA students who have advanced to candidacy are eligible to receive dissertation research grants not to exceed two grants of \$600 (one per year), contingent on continued availability of funding, to help cover certain costs related to the dissertation. Applications are normally considered on a first-come, first-served basis. Students may obtain information and application from the department Graduate Advisor.

### **Dissertation Prospectus**

Students are responsible for obtaining a copy of the UCSD *Instructions for the Preparation and Submission of Doctoral Dissertations and Master's Theses*, available at no cost from OGS's website, and normally sent automatically to the student following advancement to candidacy, and for following the technical procedures described therein. After advancement to PhD/DMA candidacy, the candidate will submit a prospectus to his committee Chair for approval. The prospectus must be more detailed than the tentative statement and should contain the following:

### **Integrative Studies (IS).**

1. A statement of the problem to be investigated or the questions for which the dissertation will seek answers,
2. a discussion of the need for the proposed study,
3. a statement of the scope of the proposed investigation,
4. an indication of the sources of data and the possible means for securing research information,
5. an explanation of how the data will be treated,
6. a statement of conclusions, if any, the student expects to make,

7. a statement of the first-hand experimental experience and/or original speculative thought present within the research project.

### **Composition**

A written statement about the major composition project(s) to be undertaken describing in detail its instrumentation, its projected length, its research components, its creative aims.

### **Computer Music and Performance**

Students meet with their Committee Chair and other Music members to determine prospectus requirements and specified deliverables appropriate to their research as outlined in the curriculum.

After approval of the prospectus by the Committee Chair, the student should submit the prospectus to the full committee. It is the student's responsibility to deliver a copy of the prospectus to each member of the committee, and, after allowing sufficient time for study, to call for it, making certain that if approval is granted, the committee member initials his copy of the prospectus. If one or more committee members do not grant approval, it shall be the student's responsibility to make any necessary changes, making certain that all committee members agree.

### **Detailed Plan of Procedure**

Periodic detailed plans of procedure will constitute research progress reports and should contain:

1. a statement of the assumptions basic to the investigation,
2. restatements or revisions of earlier work in light of further progress, including any additions or revisions as suggested by the committee,
3. a statement of the approximate and ultimate objectives of the research,
4. an annotated bibliography of the more important and recent writings which bear on the problems,
5. a calendar including projected dates of presentation of the written work and/or creative project.

Only one copy of the detailed plan of procedure is necessary. The student is responsible for circulating it to all committee members and for securing written approval from each. A space for this approval on the copy of the detailed plan of procedure is suggested. Only after committee approval should the candidate go forward with collection of the data or work on the composition project(s) described. This ensures that each member of the committee will be kept up to date on the student's progress. It is advisable that all members meet in a pre-defense session to ensure that all are advised on and of accord on the final status of the dissertation/ composition project.

## **Collection, Classification. and Treatment of Data**

Following the approval of the detailed plan of procedure, the student may proceed to:

1. collect final data pertinent to the study,
2. organize the research material,
3. draw conclusions,
4. make final preparation for actual writing and/or scoring, recording, etc. of the dissertation.

The Committee Chair should approve each step before the actual writing is begun. A full and unqualified approval at this point will make it more certain that the finished dissertation is accepted, provided that the mechanics of research documentation and writing are satisfactory. Approval at this point should serve to fix the content of the dissertation.

## **Degree Completion: Final MA Thesis Approval and Defense of the Dissertation.**

Students meet individually with Graduate Advisor for thesis/dissertation degree check and receive *Music Department Thesis/Dissertation Guidelines* and review completion procedures. After the thesis/dissertation has been completed and reviewed by all members of the committee, candidates must complete and submit the Degree and Diploma Application form. MA candidates must file the *\*Final Report of the Thesis or Comprehensive Examination* form, to be signed by all committee members and the department Chair.

PhD candidates must arrange a public defense of the dissertation (scheduling to be planned well in advance with the Graduate Advisor). All committee members must be present and advance notice to this open event must be given to the general public. If the defense is acceptable to the committee, the student files the *Report of the Final Examination and Filing of Dissertation for Degree of Doctor of Philosophy* form, signed by all members of the committee and by the Department Chair. All committee members must sign the thesis or dissertation signature page, and two copies of the entire project are to be submitted to the Central University Library Special Collections Department following final inspection and approval by the Office of Graduate Studies and Research. One copy is for the library's archive and other for circulation.

## PhD/DMA Approximate Timetable and Time Limit Policy for the Doctoral Degree

<u>Year</u>	<u>Quarter</u>	<u>Activity</u>
1- 2	F-W-S	All required courses completed
1	S	Committee Chair appointed
2	F	Identify 3 music members of Committee Three research areas tentatively identified
2	S	Draft of publishable paper
3	F-W-S	Prepare three areas for qualifying exams (Music 298) Complete PhD/DMA committee appointment Final version of publishable paper
3	S	Qualifying exams/advancement to candidacy Submit dissertation outline to Committee Chair
4	F-W-S	Write dissertation (Music 299)
4	S	Public defense; submit all degree materials Normative time for completion of the doctoral degree

**Pre-Candidacy Time Limit:** The registered time by which a student must advance to PhD/DMA candidacy. Students who have not advanced to candidacy within the pre-candidacy time limit will no longer be permitted to register for classes. Educational fee grants are provided to students within normative time after advancement to candidacy and until accrued time in graduate status exceeds the normative time.

4 years: Students entering the PhD/DMA program with a master's degree from another institution.

6 years: Students continuing into the PhD/DMA program with a master's degree from UCSD. Time limit is calculated from the beginning of the MA program (ie., 2 years for MA program plus 4 years for PhD/DMA).

**Support Time Limit:** The registered time during which a doctoral student is *eligible* for support.

6 years: Students entering the PhD/DMA program with a master's degree from another institution.

7 years: Students continuing into the PhD/DMA program with a master's degree from UCSD. Time limit is calculated from the beginning of the MA program.

**Total Registered Time Limit:** The registered time by which a student must complete all doctoral requirements. Students who have not completed all doctoral requirements within the maximum total registered time will no longer be permitted to register for classes.

6 years: Students entering the PhD/DMA program with a master's degree from another institution.

8 years: Students continuing into the PhD/DMA program with a master's degree from UCSD. Time limit is calculated from the beginning of the MA program.