



**Music Graduate Program
Doctoral Candidacy Requirements
Music Education**

The University of Calgary Doctoral Candidacy Regulations (“the Regulations”) govern the conduct of admission to doctoral candidacy at the University of Calgary. This document establishes program-specific requirements associated with the conduct of admission to graduate candidacy in Music Education under those Regulations.

Statement of Purpose

Admission to candidacy for the doctoral degree is a judgement by the faculty members in the graduate program that the student is prepared to successfully complete the requirements of the doctoral degree program. Subject to any extension allowances, doctoral students must complete all candidacy requirements within 28 months of first registration.

Admission requires that: 1) students have the ability to conceptualize, interpret, critique and synthesize comprehensive and substantive knowledge that is relevant to their particular discipline and practice; 2) students possess developed creative and technological skills relevant to their particular discipline and practice; 3) students have a well-developed plan for their thesis research, a sound proposal with a well-developed research question, and potential to pursue and complete original independent research at the doctoral level.

Admission to Candidacy in Music Education, is made up of five components:

- 1) Completion of all course requirements;**
- 2) Field of Study written examinations;**
- 3) Field of Study oral examination;**
- 4) A written Thesis Proposal;**
- 5) The Oral Examination of the Thesis Proposal**

All doctoral students in Music Education must successfully complete the first four components before they are granted permission to take the Oral Examination of the Thesis Proposal. Students are strongly encouraged to complete their course requirements during the first 16 months of entering the program, so that they can concentrate on preparation for the Field of Study examinations and the Thesis Proposal during the ensuing 12 months. Extensions may be requested; see below for more information.

Timeline leading up to the Oral Examination of the Thesis Proposal

1. Within 16 months of entering the program, the student must have completed the course requirements. During this period, the student is responsible for ensuring adequate preparation for all requirements leading up to and including the Oral Examination of the Thesis Proposal under the guidance of the Supervisor. Within 28 months of entering program, the student will

have completed the Field of Study Written and Oral Examinations, the Thesis Proposal and the Oral Examination of the Thesis Proposal.

2. Two months before the planned date of the Oral Examination of the Thesis Proposal, the student must submit the Thesis Proposal to the Supervisory Committee for approval. The committee must approve the thesis proposal before the Field of Study Examinations and the Oral Examination of the Thesis Proposal may proceed.
3. Within two months of the planned date of the Oral Examination of the Thesis Proposal, the Oral Examination of the Thesis Proposal Committee must be struck.
4. The Field of Study Examinations are held at least one month before the Oral Examination of the Thesis Proposal.
5. The student's Thesis Proposal must be made available to members of the Oral Examination Committee of the Thesis Proposal no less than three weeks before the date of the Oral Examination of the Thesis Proposal.

1. Completion of All Course Requirements

Course requirements

The Supervisor will ascertain that the student has successfully completed all required course work as stated in the Graduate Calendar entry (see: <http://www.ucalgary.ca/pubs/calendar/grad/current/music-musi.html>) and will inform the GPA.

2. Field of Study Examinations

The purpose of the Field of Study Written Examinations is to determine that the student has broad, comprehensive knowledge in those areas of music that have been specified for the examination. It will test the student's skill in terms of their ability to synthesise information and to think critically and construct compelling arguments within a limited period of time.

Doctoral students in Music Education will complete three (3) Field of Study components over a four-week period. To prepare for two written essays, the student will first put together and have approved by their supervisory committee two bibliographies of approximately 20 items each. These items will include books and scholarly articles related to the student's research topic. The supervisory committee will have one week to review the list and recommend changes. Changes to the list must be approved by all members of the supervisory committee. The student will have a total of 2 weeks between the approval of the bibliography and receipt of the questions for the written field of studies exams.

On the basis of the items in the bibliographies, the supervisory committee will draft a total of 6 questions. The student chooses two questions for which they will write two research essays. They will receive the questions from the graduate program administrator and will have 1 week to answer the first question and subsequently one week to answer the second question. They will submit their responses to the GPA, who will share them with the examining committee. The examining committee will have 1 week to evaluate both of the responses.

An oral examination at the end of the fourth week will test the student's knowledge of the topic area of the bibliographies. The oral Field of Study Component is on-site with an examining committee and has a duration of 2 hours. All three components (2 essays, oral exam) must be successfully completed before the student proceeds to the Oral Examination of the Thesis Proposal.

Composition of the Field of Study Examinations Evaluation Committee

The Field of Study Examinations Evaluation Committee consists of the Supervisory Committee plus two additional members. The additional members of the committee include one other faculty member from the Music Division of the School of Creative and Performing Arts and one faculty member external to the Music Division. The two additional members will be chosen by the Chair of the Music Division. The oral examination is chaired by a Neutral Chair chosen from the Music Division.

Schedule for the Field of Study Examinations

Approximately one month before the Oral Examination of the Thesis Proposal, the student will complete the Field of Study (FoS) Examinations as per the schedule below. The Field of Study Examinations are to be completed over a three-week period. The essays completed for each of the two written FoS components must be returned to the GPA by 9 pm on the Monday of Week 1 and Week 3 of the FoS exam period. The third oral examination component is scheduled at the end of the fourth week of the examination period.

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Month 17 – 20: Discussion and formulation of the Thesis Proposal with the Supervisor

Month 21-22: submission of Thesis Proposal to the Supervisory Committee with subsequent revisions as per suggestions from the Committee

Month 23: Approval of Thesis Proposal

Month 23: Compilation of two annotated Research Bibliographies in preparation for FoS examinations with guidance from the Supervisory Committee

Month 24: Approval of two Research Bibliographies by the Supervisory Committee; formulation of 6 research questions by Supervisory Committee based on the two Research Bibliographies; student chooses two of the questions for the FoS examinations.

Month 25 Week 1: FoS 1 Research Essay 1

Month 25 Week 2: Evaluation of Research Essay 1 by Field of Studies Examination Evaluation Committee

Month 25 Week 3: FoS 2 Research Essay 2

Month 25 Week 4: Evaluation of Research Essay 1 by Field of Studies Examination Evaluation Committee

Month 25 Week 4: FoS 3 Oral Examination

Month 26: Oral Examination of the Thesis Proposal

It is the student's responsibility to submit their written answers and to all Field of Study Written Components in Music Education to the GPA according to the schedule established by the Supervisory Committee. The usual university regulations concerning illness or grave family problems apply. In cases such as these, the GPA can allow extensions.

Defining the Body of Knowledge and the Procedure of the Field of Study Examinations

The Supervisory Committee is responsible for establishing the content of the Field of Study Examinations in accordance with the following procedures.

The Field of Study (FoS) Examinations in Music Education are based on two Research Bibliographies compiled by the student prior to the beginning of the examinations. The examinations include two Research Essays and an Oral Examination that evaluate the student's knowledge of relevant and current topics in the field.

In Month 23 of the program, the student prepares two annotated bibliographies of approximately 20 sources each based on research areas relevant to the student's research topic. The student has

approximately 1 month to complete this component. The Supervisory Committee has one month to review and approve the two annotated bibliographies and suggest additions and revisions. Once the two bibliographies are approved by the Supervisory Committee, the Supervisory Committee formulates and provides the student with a list of 6 essay research questions based on the sources listed in the two Research Bibliographies. The student chooses two of these research questions for the FoS examinations which may then proceed.

FoS Component 1: The first Field of Study Examination component consists of the writing of a Research Essay based on the first chosen question and compiled bibliography. The student writes a research essay on the chosen question in journal article format with an approximate maximum length of 15 pages (12 pt font, double-spaced). The student has one week to complete the component. The Field of Studies Examination Evaluation Committee will provide an evaluation of the FoS 1 Component after the two Research Essays have been completed and provide a ruling of Pass or Fail on FoS 1 and 2 separately.

FoS Component 2: The second Field of Study Examination component consists of the writing of a Research Essay based on the second chosen question and prepared bibliography. The student writes a research essay on the chosen question in journal article format with an approximate maximum length of 15 pages (12 pt font, double-spaced). The student has one week to complete the component. The Field of Studies Examination Evaluation Committee will provide an evaluation of the FoS 2 Component after the two Research Essays have been completed and provide a ruling of Pass or Fail on FoS 1 and 2 separately.

FoS Component 3: At the end of the fourth week of the FoS period, the Field of Studies Examination Evaluation Committee meets with the student at an assigned time. The meeting is chaired by a Neutral Chair assigned by the Chair of the Music Division. The meeting has a duration of no more than two hours. The oral examination involves a series of questions to further evaluate the student's knowledge of the Research Bibliographies. The Field of Studies Examination Evaluation Committee deliberates immediately following the Oral Examination and renders a decision of Pass or Fail

Assessment of the Field of Study Examinations

The assessment of the Field of Study Written Components and the Oral Examination is on a Pass/Fail basis.

For the written components, each member of the Field of Study Examinations Evaluation Committee will evaluate each essay individually and submit their written evaluation to the GPA. The Committee will have one week to evaluate the written components. The GPA will forward the committee's evaluation of the written components to the Graduate Program Director, who will convey the outcome to the student. If at most only one evaluator indicates a fail on either written essay, the student will pass. If two or more evaluators indicate a fail, the student will be required to retake the failed component(s)

For the Oral Examination component, the Field of Study Examinations Evaluation Committee will deliberate and come to a decision at the end of the examination. The outcome of the Oral Examination is conveyed verbally to the student by the Neutral Chair after the committee's decision and in writing to the Graduate Program Director. If at most only one evaluator indicates a fail on the oral examination, the student will pass. If two or more evaluators indicate a fail on the oral examination, the student will be required to retake it.

A recommendation of fail requires that, within five working days:

- each examiner submits a confidential written report to the Graduate Program Director, copied to the Supervisor, detailing the reasons for their vote.
- the Neutral Chair music also submit a written report of the examination procedures to the Graduate Program Director.

Evaluation Criteria to Pass the Field of Study Examinations

The criteria for a pass on the three Field of Study components in Music Education are the following:

FoS Component 1 and 2 (Research Essays) The research essays must demonstrate a thorough comprehension of the particular essay topic area, a capability to respond to broader debates that are positioned within the topic, and the ability to critically analyze and evaluate current research in the relevant areas and the reporting of research that impacts the ongoing discourse in the topic area.

FoS Component 3 (Oral Examination) In response to questions from members of the examining committee, the student must demonstrate that they possess foundational knowledge regarding the two Research Bibliographies as well as in the broader discipline/field, to undertake research at an advanced level and contribute to the development of academic and professional skills, techniques, tools, practices, ideas, theories, and approaches. The student must demonstrate original and individual observations and arguments.

Failed Field of Study Examinations

The student will be allowed one retake of each failed Field of Study component. The Supervisory Committee will specify remedial action to help the student retake the Field of Study Examination(s). The Supervisory Committee may suggest further reading and preparation in specific areas, will provide an action plan, and will set a retake and resubmission date in consultation with the GPD. The retake examination(s) will be two new questions based on the two previously prepared Research Bibliographies. This may take place no sooner than 2 months and must be completed no later than 6 months from the date of the first examination. The student will be required to withdraw from the program upon a second failure of the Field of Study component(s). According to FGS regulations, a second failure on any candidacy component requires the student to withdraw from the program. The graduate program must send the *Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress* to gpoform@ucalgary.ca.

Appeal of a Failed Field of Study Examination

If the outcome of any component of the Candidacy Requirements relating to the Thesis Proposal or the Field of Study is a fail, the student has the right to appeal the decision to the Faculty of Graduate Studies. For this reason, it is essential that students receive clear written feedback on their failed examinations. Procedures for appeal are described in the Graduate Calendar under [Appeals](#).

3. Thesis Proposal

The Thesis Proposal will be prepared by the student with guidance from the Supervisory Committee. The student must submit the Thesis Proposal to their Supervisory Committee for approval in Month 21-22, approximately three months before the planned date of the Oral Examination of the Thesis Proposal. The Supervisory Committee will have four weeks to approve the Thesis Proposal. During that time, committee members may continue to suggest changes or improvements to the proposal in order to achieve a workable doctoral research plan.

The Supervisor assists the student in formulating the Thesis Proposal. Once a draft of the Thesis Proposal is prepared, the Supervisory Committee reviews the proposal and meets with the student to suggest revisions to content, structure, and references. When the Thesis Proposal has been revised under the guidance of the supervisor according to the Supervisory Committee's suggestions, the final version is circulated to all Supervisory Committee members for final approval.

The Supervisory Committee is strongly encouraged to come to a consensual evaluation of the Thesis Proposal. However, if at most one member refuses to approve the proposal, it will be considered approved. If more than one member refuses to approve the proposal, the student will continue working on the proposal.

The Oral Examination of the Thesis Proposal will be scheduled after the Supervisory Committee has approved the Thesis Proposal and has agreed that the student is sufficiently prepared to take the Oral Examination of the Thesis Proposal. The student cannot proceed to the Oral Examination of the Thesis Proposal until the Thesis Proposal meets the Supervisory Committee's approval and the student has passed all other candidacy requirements. The Thesis Proposal must be accepted by the Supervisory Committee and the Oral Examination of the Thesis Proposal successfully completed and passed no later than 28 months from the beginning of the student's program. (See Extension to Candidacy Requirement Deadline below.)

Format of the Thesis Proposal

The Thesis Proposal consists of a concise overview in scholarly format of the research project that will provide the basis for writing the thesis. The proposal should be eight to twelve pages (single spaced at 12 pts) and be followed by an extensive bibliography providing tangible evidence that the project is well-grounded in the current literature. The proposal should refer liberally to these sources and should be structured using the following categories: 1. research statement/question/problematic; 2. theoretical criteria and contextual/historical background, including a review of relevant literature; 3. methodology and timeline; 4. proposed research outcomes.

Criteria for approval of the Thesis Proposal

The criteria for approval of the Thesis Proposal are:

- the proposal should present a concise statement of the goals or purpose of the research project;
- the primary objects of study should be clearly identified and justified;
- the research project must be set in a clear theoretical framework and must be well-grounded in current literature;
- the project is feasible and that the thesis can be completed by the student within the time frame identified by the Faculty of Graduate Studies.

If the Thesis Proposal does not meet the above criteria, it will not be approved and revisions or changes will be required. The Supervisor and Supervisory Committee assist the student in addressing suggestions for improvement. If, after three revisions and submissions of the Thesis Proposal (not to exceed 28 months from the beginning of the student's program), the Supervisory Committee has not achieved a consensus that the Thesis Proposal can be approved, the student will be required to withdraw from the program.

4. The Oral Examination of the Thesis Proposal

The Oral Examination of the Thesis Proposal lasts no more than two hours, not including post examination deliberations. It is the Supervisor's responsibility to ensure that the final version of the approved Thesis Proposal is available to all examination committee members at least three weeks before the Oral Examination.

Composition of the Oral Examination of the Thesis Proposal Committee

The Oral Examination of the Thesis Proposal Committee consists of the Supervisory Committee plus two additional members and is chaired by a Neutral Chair. The additional members of the committee include one other faculty member from the Music Division of the School of Creative and Performing Arts and one faculty member external to the Music Division. The two additional members will be chosen by the Chair of the Music Division. The oral examination will be chaired by a Neutral Chair.

Process of the Oral Examination of the Thesis Proposal

It is the Supervisor's responsibility to explain the purpose of the Oral Examination of the Thesis Proposal to the student, to provide information about the procedure to the student and the examination committee members, and to arrange a convenient time and place for the examination. The examination normally commences with a 15-minute presentation of the Thesis Proposal by the student. The examination continues with rounds of questions on the Thesis Proposal from the examination committee to the student. Only members of the examination committee are permitted to question the student. All examiners will be given an opportunity to question the student. The Neutral Chair will ensure that the examination proceeds fairly and efficiently.

Questions to the student should be clear and succinct. The student should be given reasonable time to answer. If the student has understood the question and cannot answer, the examiner should pass to another question and not attempt to extract an answer by prolonged interrogation, or by leading the student. The Neutral Chair should guard against any tendency of examiners to interact with each other instead of concentrating on the examination of the student.

At the end of the examination, the student will be asked to withdraw from the room while the committee deliberates on the student's performance. Before any discussion of the student's performance, each examiner must give their preliminary recommendation of Pass or Fail by secret ballot. This provides the committee with a frame of opinion upon which to base a full discussion of the student's performance during which each examiner may provide their input on the student's performance. Upon a final vote, each examiner must declare a recommendation of Pass or Fail on the student's performance and decide if the student has passed the Oral Examination of the Thesis Proposal. The Supervisor is a voting member. The Neutral Chair is a non-voting member. Every effort should be made to reach a unanimous recommendation.

Assessment of the Oral Examination of the Thesis Proposal

A successful Oral Examination of the Thesis Proposal is one in which the student is capable of clearly demonstrating, through their oral answers, mastery over the subject matter on which they have been questioned and in the fundamental areas that underpin the thesis proposal. If the student's oral responses do not meet these criteria, they will earn a fail on the Oral Examination of the Thesis Proposal.

Immediately following the Oral Examination of the Thesis Proposal, the Neutral Chair will inform the student if they have received a:

- a) PASS — The student’s oral performance is evaluated as demonstrating that they are ready to proceed to a thesis. Should the outcome of the final vote include no more than one negative vote, the student will pass.
- b) FAIL — Should the outcome include two or more negative votes, the committee’s Recommendation to the Graduate Program Director will be a fail for the Oral Examination of the Thesis Proposal. The GPD can uphold the fail in the case of a clear fail or refer to FGS for decision in the case of an unclear fail. The student will be allowed one retake of the Oral Examination of the Thesis Proposal. This may take place no sooner than 2 months and must be completed no later than 6 months from the date of the first examination. A student will be required to withdraw from the program upon a second failure.

A recommendation of fail requires that, within five working days:

- each examiner submits a confidential written report to the Graduate Program Director, copied to the Supervisor, detailing the reasons for their vote.
- the Neutral Chair must also submit a written report of the examination procedures to the Graduate Program Director.

Appeal of Oral Examination

If the outcome of any component of the Candidacy Requirements relating to the Thesis Proposal or the Field of Study is a fail, the student has the right to appeal the decision to the Faculty of Graduate Studies. Procedures for appeal are described in the Graduate Calendar under [Appeals](#).

Extension to Candidacy Requirement Deadline

Students who will not complete their candidacy requirements by the end of their 28th month in the program must have an extension request approved by FGS. When requesting an extension, the student and Supervisor should discuss an approximate date of the Oral Examination of the Thesis Proposal and plan the extension request around that date. Once a date has been decided, the extension request form (http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/r_extension_request.pdf) should be completed with an explanation of the reasons for the delay. A detailed timeline for successful completion of the requirements should be submitted with the extension request. It must be signed by the Supervisor and the GPD. The completed and signed form should be submitted to the GPA to be sent to FGS for approval. Please note that the form should be submitted by the end of the 27th month in the program to allow time for processing.