**2020-21 Orientation summary and links**

**REGISTRATION** (<https://www.ualberta.ca/registrar/registration-and-courses/course-registration>)

* Please register for courses on Bear Tracks in consultation with your supervisor or your interim supervisor.
* **September 15: add/drop deadline**
* Major dates and deadlines – Academic Schedule:
  + Critical Dates, Department of Music Website:
    - <https://www.ualberta.ca/music/student-resources/all-students/critical-dates>
  + Academic Schedule, University Calendar: <https://calendar.ualberta.ca/content.php?catoid=33&navoid=10011>
* Full-time status means you are registered for 9\* per term in Fall and Winter; 6\* in Spring/Summer. (Please see THESIS CREDITS below)
* If you are admitted to your program as a full-time student, you must remain full-time for the duration of the program.
* Students admitted to thesis-based programs cannot switch from full-time to part-time in mid-program.

**NB**: For courses and program requirements, please consult with your supervisor. For additional information, please see:

* The University of Alberta Calendar https://calendar.ualberta.ca/
* The Department of Music Graduate Handbook [**NB:** revision/clarification of the Handbook is currently underway] <https://cloudfront.ualberta.ca/-/media/arts/departments-institutes-and-centres/music/student-resources-and-admissions-documents/student-resources/graduate-resources/graduate-downloads-menu/2017-18/graduateprogrammanualmusic2018-08-15.pdf>
* The Department of Music website:
  + <https://www.ualberta.ca/music/index.html>

**THESIS CREDITS**

* THESIS Credits are administrative credits, or stand-ins that enable us to maintain your full-time status during the periods when you are preparing your thesis and/or recital work.
* If you have completed your coursework, you must register for THESIS Credits‡ in order to maintain fulltime status:
  + THES 903 (3 credits)
  + THES 906 (6 credits)
  + THES 909 (9 credits)
* Depending on where you are in your program, you can register for a combination of courses and THESIS Credits.
  + For example
    - If you are taking two 3-credit courses (i.e. 6 credits) in a given semester, you would register, in addition to these two courses, in THES 903 to meet the 9-credit total required for maintaining full-time status.
    - THESIS Credits can be adjusted to ensure you meet 9\* full-time status (903–909)
* If you have completed your coursework, you must register for THESIS Credits (in this case THES 909) in order to maintain fulltime status:
  + Students can register for THESIS Credits as many times as necessary until completion of the program.
* THESIS Credits appear as IN or incomplete on your transcript until you complete your program either by depositing your successfully defended thesis/dissertation or by completing all the requirements of the performance and composition degrees and depositing the related documents, scores, and audio-visual materials. After depositing the final documents, the grade will be changed from IN to CR.
* Graduate students are automatically enrolled in THESIS Credits during the Spring and Summer semesters by the Faculty of Graduate Studies and Research (FGSR). This is a condition of full-time registration and is non-negotiable. It relates to the way your program fees (tuition) are rolled out. (There are not many, if any, graduate courses scheduled during the Spring/Summer terms.)

**‡NB**: Registration for thesis credits in BearTracks is not under Music, but under THESIS.

Since the **Course-based MA** has requirements that are different from the Thesis-based program, course-based students cannot enroll in Thesis credits.

<https://www.ualberta.ca/music/student-resources/graduate-resources/thesis-credits>

* For special circumstances, please consult with your supervisor and/or the Graduate Chair or Graduate Administrator.

**CALCULATION OF FEES FOR THESIS-BASED PROGRAMS ONLY:**

Fees for all students in thesis-based programs are assessed according to an overall program fee rather than a per-course fee-charge.

* Your overall fee assessment will be available on Bear Tracks once you register.

**TUITION AND FEES, PAYMENT AND DUE-DATES:**

* Program fees:
  + Fall Semester: 1/3rd of tuition + majority of non-instructional fees‡
  + Winter Semester: 1/3rd of tuition
  + Spring Semester: 1/6 of tuition
  + Summer Semester: 1/6 of tuition
* Tuition payment deadlines:
  + For the Fall semester: September 30.
  + For the Winter semester: January 29
  + For the Spring and Summer semesters: May 6 and approximately July 11 respectively
* Fees:
  + If you pay Fall and Winter fees separately, this will add $40 to your Winter assessment.
  + If you pay Spring and Summer separately, this will add $40 to you Summer assessment.

**‡NB:** Non-instructional fees include U-Pass, health and dental plan, GSA fees, etc. For more information, please see https://www.ualberta.ca/admissions/undergraduate/tuition-and-scholarships/tuition-and-fees.html?

‡‡**NB:** The University’s payroll system automatically deducts outstanding tuition and fees from the pay cheques of all graduate students covered under the GSA Collective Agreement (GTAs, PIs, GRAs).

Students cannot exempt themselves from this payroll deduction. Full tuition for the Fall, Winter, Spring and Summer terms must be paid by the respective term deadlines in order to have no fees deducted from the pay cheques.

Any Fall tuition owing as of October 1 will be deducted from your October, November and December semi-monthly pay cheques in six installments.

Any Winter tuition owing as of February 1 will be deducted from your February, March and April semi-monthly pay cheques in six installments.

<https://www.ualberta.ca/graduate-studies/current-students/tuition-and-fees/payroll-deductions>

* Questions about fees can be addressed to [gradfees@ualberta.ca](mailto:gradfees@ualberta.ca)

**SCHOLARSHIP DISBURSEMENTS**

**TEACHING ASSISTANTSHIPS**

* All TAs have been assigned for the current academic year
  + Appointments are based on available jobs; strong academic GPA; suitability towards job; good work ethic; budget.
* All TAs must meet with their Assistantship Supervisor within the first week of classes, and complete a TA Time Use Form.
* GSA Collective Agreement Be familiar with your rights.
  + <https://cloudfront.ualberta.ca/-/media/gsa/collectiveagreement/20162018ca20172018rates.pdf>

**GETTING PAID**

* All payments are by direct deposit
* Banking information can be added to your profile in BearTracks or via an electronic form found on the HRS website.
* International students: see SIN (Social Insurance Number) instructions. **The department must have a copy of your study permit and SIN in order to release payment**.

<https://www.canada.ca/en/employment-social-development/services/sin.html>

* The first paycheck will be September 25 for work performed Sept 1-15; the second is October 10 for work performed Sept 16-30. All payroll follows this schedule..
* If tuition has not been paid by September 30, it will automatically be deducted from your TA pay.
* **Scholarship disbursement:** This depends on the award and there are dates throughout the year where certain scholarships are released. However, most inter-departmental and departmental awards are disbursed at the end of September. (Those who are still overseas due to COVID travel restrictions will have their awards disbursed in January.) More information on awards is below.

**FACILITIES**

The University of Alberta remains largely closed to the public and university community due to COVID-19. Certain areas will be open to students and include residence, Student's Union and the Van Vilet centre (with guidelines). The Fine Arts Building and Old Arts Building remain closed and access via swipe card or key will be approved on an individual basis for those who can demonstrate necessity of access. This might include in-person classes, TA or RA duties, or approved application to use the practice space. We encourage all students to consider the risks of utilizing public space and equipment and take the necessary precautions, including making arrangements to practice at home whenever possible. Please note: in order to access FAB, you will require a ONEcard so that the general office may encode it appropriately.

Request for practice room approval: <https://forms.gle/p8Bund4YoGBvd7127>

We also request all students take the following 5-minute training course which outlines safety considerations for COVID-19: <https://training.ehs.ualberta.ca/login/index.php>

* Building access: Campus building hours <https://www.ualberta.ca/vice-president-facilities-operations/service-catalogue/buildings-grounds-and-environmental-services/buildings/building-hours.html>

**GRADUATE SUPERVISION**

* All graduate students must have a supervisor
* Graduate supervision is governed by the Faculty of Graduate Studies and Research (FGSR) and the Department of Music.
* Incoming students have a provisional supervisor for the first year of the program.
* MMus/DMus students: the supervisor is usually, but not always the same as your instrumental instructor.
* DMus/PhD students: must have in place a principal supervisor and a supervisory committee by the end of the first year. As much as possible, the supervisory committee should be tailored to the specific interests and objectives of the student.

**COMPLETION DEADLINES**

* MA-thesis based: 4 years (normally takes 2 years)
* MA-course-based: 6 years (can be completed in 2 years)
* MMus: 4 years: (normally takes 2 years)
* DMus: 6 years (normally takes 4 years)
* PhD: 6 years (normally takes 4 years)

**NB:** For doctoral students: Candidacy and all other degree requirements should be completed by the end of the third year. Extensions are possible but must be formally requested.

**SUPERVISOR RESPONSIBILITIES**

* Assist in planning of the program of studies;
* Ensure the student is aware of all program requirements, degree regulations, department and FGSR general regulations;
* Provide counsel on all aspects of the program of studies;
* Stay informed about the student’s research activities and progress;
* Arrange for and attend all supervisory committee meetings and examinations ensuring these are scheduled and held in accordance with FGSR regulations;
* Review the thesis in both draft and final forms;
* Provide appropriate guidance on the nature of the research to be conducted and the standards of expectations throughout the program of studies.
* Be accessible, give advice and constructive feedback.

**GRADUATE STUDENT RESPONSIBILITIES**

Graduate students are ultimately responsible for their own programs including:

* Program requirements
  + Professional Development Requirement

<https://www.ualberta.ca/music/resources/graduate-resources/professional-development-requirement.html>

**NB: please stay tuned for a special session on the PD requirement, TBA**

* + Ethics Requirement [see below]

<https://www.ualberta.ca/music/student-resources/graduate-resources/ethics-training>

* + Language Requirement (<https://www.ualberta.ca/music/student-resources/graduate-resources/language-program-requirements>)
* Compliance with University and Department deadlines
  + Add/Drop
  + Application deadlines
  + Thesis submission deadlines, etc.
* Registration
* Meeting the terms of their funding agreements where applicable
  + Registration status
  + Academic performance
  + Award renewal

**PROGRAM REQUIREMENTS**

* The link below provides general information about course requirements for the MA, MMus, PhD, and DMus programs:
  + <https://www.ualberta.ca/music/our-programs/graduate-programs/master-of-arts>
* The Graduate Program Manual describes the programs in greater detail:
  + <https://www.ualberta.ca/music/media-library/student-resources-and-admissions-documents/student-resources/graduate-resources/graduate-downloads-menu/2017-18/graduateprogrammanualmusic2018-08-15.pdf>
* You can see some of our graduate course offerings for 2020-21.
  + <https://www.ualberta.ca/music/courses/graduate-courses-2020-2021.html>
* Information on ensembles (Instrumental, New Music, Vocal, World Music) as well as auditions:
  + <https://www.ualberta.ca/music/our-programs/ensembles/instrumental-ensembles/index.html>

**ETHICS**

* All graduate students are required to complete Ethics training, which has two components:
  + GET (Graduate Ethics Training) is an online module found on the FGSR website;
    - <https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>
  + And the Department of Music component found on the Department of Music Website.
    - <https://cloudfront.ualberta.ca/-/media/arts/departments-institutes-and-centres/music/student-resources-and-admissions-documents/student-resources/graduate-resources/graduate-downloads-menu/2017-18/updated-ethics-links-april-2017.pdf>
* The ethics requirement should be completed in your first year.
* FGSR offers courses on Ethics; these are recommended, but usually cannot replace the Department of Music Ethics component.

**LANGUAGE REQUIREMENT** (<https://www.ualberta.ca/music/student-resources/graduate-resources/language-program-requirements>)

* Courses taken for the fulfillment of the language requirement are considered extra to degree.
* Language testing for graduate students is available through Modern Languages and Cultural Studies (MLCS), but at very specific and limited times of the year (see MLCS website for further details).
  + <https://www.ualberta.ca/modern-languages-and-cultural-studies/graduate-program-information/graduate-language-proficiency-exam.html>
* It is in your best interest to meet this requirement early in your program.

**PROFESSIONAL DEVELOPMENT (PD) REQUIREMENT:**

* PD session: TBA, usually in early October. Attendance is mandatory.
* FGSR PD website: <https://www.ualberta.ca/graduate-studies/professional-development>
* The PD requirement is fulfilled through a total of eight hours of training in topics related to career development. Besides FGSR offerings (stated on the website, and to be elaborated in detail in the dedicated PD session), the department will consider alternative opportunities for professional development, which can include:
  + Internships
  + Editorships
  + Organization of conferences and lecture series
  + Participation in workshops offered by the department
* FGSR lists, as activities that ***cannot*** be used for the PD requirement:
  + Sessions also used towards ethics
  + Attending a conference or society meeting
  + Presenting a talk or poster
  + Giving a performance/concert
  + Information sessions about resources or programs
  + Sessions required for a student to conduct their research
  + Industry mixers, networking sessions

Please check with your supervisor and the Graduate Chair for other proposed activities that might fulfill the PD requirement.

**CODE OF STUDENT BEHAVIOUR**

<https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/code-of-student-behaviour.html>

The Code of Student Behaviour outlines what actions are classified as wrongdoings by students against people and property:

* Discrimination, harassment, disruptions
* Unauthorized use of equipment, unauthorized entry
* Inappropriate academic behaviour, including plagiarism, cheating, misuse of confidential materials, misrepresentation of facts, research and scholarship misconduct.

**NB:** Infringements against the Code of Student Behaviour will result in the pursuit of disciplinary action.

**PLAGIARISM**

The most common infringement of the Code of Student Behaviour is plagiarism. In many cases, it is unintentional, and is the product of a student not ensuring that they are informed. If you have questions about plagiarism, please consult

* University of Alberta Library Guidelines
  + <https://www.library.ualberta.ca/tutorials/foundational/citing>
  + <https://guides.library.ualberta.ca/music>
* Enrollment in a writing session at Student Success Centre
  + <https://myualberta.ualberta.ca/student_services/_/student_success_centre>
  + <https://www.ualberta.ca/current-students/academic-success-centre>
* Ask your supervisor or course instructor
* Music Librarian: Lucinda Johnston ([lucinda.johnston@ualberta.ca](mailto:lucinda.johnston@ualberta.ca)) 780-492-4373.

**FUNDING SUMMARY** <https://www.ualberta.ca/graduate-studies/awards-and-funding>

* FGSR – Department of Music awards;
* FGSR – Inter-departmental and University Scholarships and Awards;
* Awards from external agencies: FGSR Major Scholarships and Awards (Tri-Council Canada Graduate Scholarships)
  + SSHRC (Social Sciences and Humanities Research Council of Canada): Departmental deadlines will be forthcoming; **SSHRC information session TBA**.
    - SSHRC national deadlines are
      * CGS-M (MA SSHRC): Dec. 1, 2020
      * CGS-D (Doctoral SSHRC): October 17, 2020
    - Departmental deadlines will be much earlier, so that we have a chance to read and suggest revisions. **Please stay tuned.**
  + SSHRC website: <http://www.sshrc-crsh.gc.ca/default.htm>
  + Andrew Stewart and Killam Trust, and Vanier Scholarship application due-dates will be communicated in due course.

**OTHER BUSINESS**

* Concert Passes: available at Department office.
* Proximity ONEcard Access Form for New Students:

Please review instructions for the prox card access in FAB after-hours and weekends

<https://forms.gle/GWP7uPJd6WBnHjAu9>

* Mailboxes (in 3-82 FAB, collective mailbox sorted by alphabet)
* Photocopying: free scanning; TAs have a set number of pages; please ask Satoko Nemoto.
* Music Notes list serv:
  + Please read list serve emails for grants, job opportunities, important dates.
* Learning and Professional Development: FGSR (<https://www.ualberta.ca/graduate-studies/current-students>), Centre for Teaching and Learning (<https://www.ualberta.ca/centre-for-teaching-and-learning>), and Student Success Centre (<https://www.ualberta.ca/current-students/academic-success-centre>).
* Beartracks user guide (<https://www.ualberta.ca/registrar/registration-and-courses/bear-tracks-resources>)
* CCID (<https://ist.ualberta.ca/services/ccid-passwords/campus-computing-id>)
* Information on health insurance coverage available through your student plan: (<http://www.studentcare.ca>)
* International students (<https://www.ualberta.ca/why-ualberta/international/>)
* U-Pass (<https://www.ualberta.ca/current-students/upass>)
* ETS schedule (<https://www.edmonton.ca/edmonton-transit-system-ets.aspx>)

**STUDENT HEALTH AND COUNSELLING SERVICES**

* **24/7 Distress Line**[**(780-482-4357**](about:blank)**)** - provides support at any time of the day to those in distress or considering suicide. Also [online crisis support](http://edmonton.cmha.ca/programs_services/online-crisis-chat/#.VuhnwuIrLX4).
* **Graduate Student Assistance Program:** https://www.ualberta.ca/human-resource-services/index.html: 780-428-7587 - provides a wide variety of free services such as counselling and advice, crisis support, legal services, financial services, lifestyle services (personal trainer, nutritional counselling, smoking cessation). Students will need to specify they are a graduate student at the U of A and provide their One Card # to receive free services.
* **Counselling and Clinical Services**: <https://www.ualberta.ca/current-students/counselling/index.html> provides high quality, accessible and compassionate psychological and psychiatric services to students to improve their personal, social, and academic well-being.  Call-in and in-person drop by may be suspended, but here are the coordinates: telephone [780-492-5205](about:blank), or drop by at 2-600 SUB for an initial consultation (M, R, F 8am-4:30pm and T, W 8am-7pm). Their website also has excellent resources (<https://www.ualberta.ca/current-students/counselling/resources>)
* **The University Health Centre**: <https://www.ualberta.ca/services/health-centre/index.html> provides a wide range of professional, friendly and compassionate medical services to students and staff, including doctor appointments. They offer walk-in service and are located in 2-200 SUB

**SAFETY BASICS UNIVERSITY OF ALBERTA PROTECTIVE SERVICES**

<https://www.ualberta.ca/protective-services/information-safety/basics-for-students>

**Smoke or Fire:**

Evacuate the area, direct your students to evacuate the building, activate the fire alarm, evacuate the building using the stairs, and proceed to your building muster point.

If you have anyone in the class who cannot evacuate, call [780-492-5050](about:blank)

(Muster points can be found here: <http://goo.gl/QmpMxP>)

**Fire Alarms:**

Evacuate the area, direct your students to evacuate the building using the stairs and proceed to your building muster point.

If you have anyone in the class who cannot evacuate call [780-492-5050](about:blank).

**Medical Emergency:**

Render first aid assistance if trained, call 911 and follow instructions.

Any situation that involves respiratory distress or arrest, cardiac arrest, large amount of blood loss, a casualty who cannot be moved, or any loss or change of consciousness should be considered a 911 emergency

**Severe Weather:**

Direct your students to stay indoors, stay away from the windows, and check local media for instructions.

**Water, Power or Heat emergencies:**

Edmonton Campuses: Call Facilities and Operations at 780-492-4855.

Augustana Campus: Call Facilities and Operations at 780-679-1523.

**Large Hazardous Materials Release or Spill:**

Evacuate the area, call 911, direct your students to evacuate the building using the stairs and proceed to your building muster point.

If you have anyone in the class who cannot evacuate call 780-492-5050.



**Suspicious Person, Package, or Unusual Activity:**

Be alert, avoid confrontation, call Protective Services at 780-492-5050, and follow their instructions.