

In this guide

1. Action Items for Incoming Students.....	2
2. FYI & Reminders.....	3
3. The Musicology Graduate Program	
a. Overview of Program Administrative Structure.....	4
b. Two Paths toward the Ph.D.	6
c. Program Requirements – Full Track.....	7
d. Program Requirements – Advanced Track.....	9
4. Year-By-Year Overview.....	11
5. Degree Milestones	
a. Comprehensive M.A. Exam.....	17
b. Foreign Language Requirement.....	19
c. Written Qualifying Exam (Special Field Exam).....	20
d. Constitution of Doctoral Committee.....	22
e. Oral Qualifying Exam (Dissertation Proposal Defense & Advancement to Candidacy).....	23
f. Final Oral Defense & Filing.....	24
6. Timeline to Candidacy.....	25
7. Support and Awards.....	26

Action Items for Incoming Students

Before School Starts

Plan to arrive in Los Angeles by mid-September if you are a *California resident* **OR** September 1 if you are a *non-resident*.

Foreign Language Requirement

You will be required to demonstrate proficiency in a foreign language as the first formal step in the dissertation process. Begin thinking now about what would benefit your studies and how you may want to fulfill this requirement (see details page 19). Since there are different ways to fulfill this, each with their own timelines, it's important to strategize early.

Residency

If you are a U.S. citizen and not a California resident, you must make an appointment to visit the Residency Deputy in 1105 Murphy and/or consult the website: <http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements/Residence-Determination> to prepare to establish California residency. You will need to begin establishing legal ties to California in order to attain residency, and the Residence Deputy will direct you on this process.

Contact Information

When you arrive, make sure you update your mailing address, phone contact, and email address information on your MyUCLA. Our office will use these official contacts as the primary way of communication.

Financial

Set up Bruin Direct to have the balance of your BruinBill account deposited directly into your checking account; see <https://grad.ucla.edu/funding/financial-aid/bruindirect-deposit/>. Check your BruinBill account regularly.

Orientation

You will be asked to attend an orientation meeting with the department's Chair, Director of Graduate Studies (DGS), and the Student Affairs Officer (SAO) a few days before school starts. Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

English as a Foreign Language (ESL)

If you are a non-native English speaker, please review the guidelines for UCLA's English requirements: <https://grad.ucla.edu/admissions/english-requirements/>.

If your graduate admissions checklist states you have to take the ESL Placement Exam (ESLPE), please do so in the fall or winter quarter of your first year. Your graduate admissions checklist can be found in your Graduate Admissions Portal.

In addition, please review the guidelines for the Test of Oral Proficiency (TOP) exam at <http://www.oid.ucla.edu/training/top>. Take the test in the spring quarter of first year to be eligible to TA.

FYI & Reminders

- ✓ Check your Billing and Accounts Receivable (BAR) account every month on BruinBill. Pay bills by the 20th of the month to avoid holds. Typical charges you might see will be Ashe Center charges and library fees.
- ✓ All students who will be TAing for our department are required to take Musicology 495 (Introductory Practicum for Teaching Apprentices), which lays the foundation for our proud history of teaching excellence. Our teaching assistants have won departmental and university-wide awards and gone on to excel in teaching post-graduation.
- ✓ Please note that if you work over 50% on campus, you will need to see your SAO about putting an Authorization to Work over 50% form on file, which must be approved by the Department Chair. You should also be aware that students are limited to 12 quarters of TAing, but may go to 18 quarters with an approved exception through Graduate Division.
- ✓ Remember that you will need to cultivate a relationship with at least one faculty member outside the department who can serve on your doctoral committee, so keep an eye out for relevant seminars outside of musicology. Ask your SAO for more details on doctoral committee regulations.
- ✓ Please be sure to protect your work. If you have any questions about copyrights, licensing, or anything related to the ownership and protection of your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at martinjbrennan@library.ucla.edu or (310) 206-0039.
- ✓ Institutional Review Board (IRB)
Human Subjects
First, determine if the activities meet the federal definition of “research” involving “human subjects”. Any research that involves either the participation of human subjects or the use of human biological specimens, medical charts, or databases with identifying information about humans is considered to be human subject research and requires review.
For information on the application process and University Policy regarding Human Subjects, please visit <http://ohrpp.research.ucla.edu>.

The Musicology Graduate Program

Overview of Graduate Study Administrative Structure

Academic Senate, Graduate Council, and Graduate Division

It is important to understand the overall structure of graduate study at UCLA in order to better understand the program and the resources available to you.

The UCLA Academic Senate operates as a legislative body and a system of appointed, faculty-run committees for UCLA, one of which is the Graduate Council.

The Graduate Council creates policy for all graduate education at UCLA and comprises twenty faculty members, four graduate student representatives (appointed by the Graduate Student Association), Graduate Division deans, directors, and principal staff. This council recommends changing or creating degree programs and periodically reviews and evaluates all graduate programs of study.

The Graduate Division is responsible for executing the policy set by the Graduate Council and for the overall quality and progress of graduate education on campus. This includes the program requirements on the following pages. Throughout your time here, you will interact with the Graduate Division on funding, degree milestones, and the awarding of your degree. You've already worked with them through the admissions process.

Our Musicology program requirements are crafted by the department and formalized through Graduate Division and the Graduate Council. As a result, our program is subject to the Graduate Division's Standards & Procedures, which are available on their website: <https://grad.ucla.edu>

As a graduate student at UCLA, you may regard the program requirements and the Graduate Division's S&P as your contract with the university.

Director of Graduate Studies

The Director of Graduate Studies (DGS) oversees the department's graduate program. In particular, the DGS, with the Student Affairs Officer (SAO), tracks graduate students' degree progress, encouraging timely progress, counseling students on when and how to schedule exams, and advising them in matters of professional development. The DGS guides students in their preparation for the M.A. exam and pays particular attention to the scheduling of and preparation for the Special Field Exam and the Dissertation Proposal Defense, the timing of which varies according to students' topics and previous preparation. The DGS serves as graduate students' primary faculty advisor, periodically holding individual meetings with them, until an advising relationship is officially established with the dissertation advisor. The DGS also participates with the Chair in the fall orientation meeting for new students, sends end-of-year progress letters or participates in end-of-year meetings, and periodic Town Hall meetings, and is responsible for ensuring the offering of Musicology 495 (the Introductory Practicum for Teaching Apprentices). The DGS is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

The Musicology Graduate Program

Overview of Graduate Study Administrative Structure

Chair of the Department

The Chair of the department oversees all academic and funding aspects of the department. The Chair works closely with the Director of Graduate Studies (DGS) and faculty in the active recruitment of graduate students and participates in the new student orientation at the beginning of fall quarter. They also work closely with the DGS and SAO to determine students' academic and professional progress including reviewing all annual progress reports. All Graduate Division academic and funding petitions and exceptions must be reviewed and approved by the Chair.

Student Affairs Officer (SAO)

The Student Affairs Officer (SAO) advises students on academic requirements and administrative processes. You may schedule an appointment with your SAO by sending an email (*subject: appointment request*) to OSSfrontdesk@schoolofmusic.ucla.edu. Office hours for the Office of Student Services and Enrollment Management are M-F 8:30am-4:30pm (excluding holidays); SAOs are also available during walk-in hours. SAOs work closely with Graduate Division, the DGS, and the departmental Graduate Committee and should be able to help answer academic questions.

The Musicology Graduate Program

Two Paths toward the Ph.D.

It is assumed that all students will take the Comprehensive M.A. exam in their second year; this is the default, or “full” path toward the Ph.D.

However, students who enter the program with a Master’s degree in musicology or a closely related field, or have the equivalent of this preparation, may be permitted to take an “advanced” path. Such students would take their Master’s exam during their first year in the program.

Please note that:

1. All students entering our program must take 200ABC.
2. Students who enter our program with an M.A. in Musicology or a closely related field will need to take (and pass) our M.A. Exam in order to move on to the Ph.D., but cannot be awarded an M.A. in Musicology. UC rules prohibit us from awarding a specific degree already earned elsewhere.

The Musicology Graduate Program

Program Checklists

Full Ph.D.Track

Coursework – 15 Courses Required

Introductory Sequence	Units
MUSCLG 200A: Introduction to Music Scholarship	6
MUSCLG 200B: Critical, Cultural, and Social Theory	6
MUSCLG 200C: Music Aesthetics, Analysis, and Philosophy	6

MASTER'S COURSEWORK

Graduate-Level Seminars	Units
MUSCLG 245: Seminar in Analytical/Repertoire Topics	4
MUSCLG 250: Seminar in Theoretical Topics OR ETHNMUSC 206: Integrating Theory w Ethnography	4
MUSCLG 255: Seminar in Historical Topics	4

Graduate-Level Seminars

Musicology 245-261 courses (except 246, 251, and 256). Students may substitute up to 1 seminar from Ethnomusicology, and up to 2 approved courses from outside the department.

Units

- 1.
- 2.
- 3.

DOCTORAL COURSEWORK

Graduate-Level Seminars	Units
MUSCLG 245: Seminar in Analytical/Repertoire Topics	4
MUSCLG 250: Seminar in Theoretical Topics OR ETHNMUSC 206: Integrating Theory w Ethnography	4
MUSCLG 255: Seminar in Historical Topics	4

Graduate-Level Seminars

Musicology 245-261 courses (except 246, 251, and 256). Students may substitute up to 1 seminar from Ethnomusicology, and up to 2 approved courses from outside the department. If students receive approval from the faculty, 4 units of Musicology 596 may be substituted.

Units

- 1.
- 2.
- 3.

The Musicology Graduate Program

Program Checklists

Full Ph.D.Track (continued)

Degree Milestones

M.A. in Musicology

M.A. Coursework

Master's Advancement to Candidacy (due Friday of Week 2 every quarter)

Comprehensive M.A. Exam

Ph.D. in Musicology

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam (Special Field Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

The Musicology Graduate Program

Program Checklists

Advanced Ph.D. Track

Coursework – 11 Courses Required

Introductory Sequence	Units
MUSCLG 200A: Introduction to Music Scholarship	6
MUSCLG 200B: Critical, Cultural, and Social Theory	6
MUSCLG 200C: Music Aesthetics, Analysis, and Philosophy	6

Graduate-Level Seminars	Units
MUSCLG 245: Seminar in Analytical/Repertoire Topics	4
MUSCLG 250: Seminar in Theoretical Topics OR ETHNMUSC 206: Integrating Theory w Ethnography	4
MUSCLG 255: Seminar in Historical Topics	4

Graduate-Level Seminars	Units
Musicology 245-261 courses (except 246, 251, and 256). Students may substitute up to 1 seminar from Ethnomusicology, and up to 2 approved courses from outside the department.	
1.	
2.	
3.	
4.	
5.	

The Musicology Graduate Program

Program Checklists

Advanced Ph.D.Track (continued)

Degree Milestones

Master's-Level Milestones

Comprehensive M.A. Exam

Ph.D. in Musicology

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam (Special Field Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

Year-By-Year Overview

The following pages provide a bird's-eye view of what to expect as you move through our program. Please keep in mind that every student's path is different.

First Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline". If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: End of Week 2

To Do

- **Required Courses.** You are expected to pursue full-time coursework of at least 3 seminars and 200ABC this year. To fill your 12 units, you may take additional seminars, join ensembles across the school, take directed or individual studies with faculty, or start foreign language coursework if you have no background.
- **Non-Native English Speakers.** If your admissions checklist states you have to take ESL Placement Exam (ESLPE), please do so in fall or winter quarter of your first year. In addition, please review guidelines for the TOP exam in order to be eligible to TA during your second year.

Plan Ahead

- **M.A. Comprehensive Exam.** Students entering with an M.A. in Musicology should expect to follow the "advanced" track, which entails taking their M.A. exam late in the winter quarter. If you elect to take the M.A. exam your first year, you will be required to submit 2 revised final seminar papers in late March. The questions will be made available by the end of the fall quarter. For more information about the exam, see the M.A. Comprehensive Exam section of this guide.
- **Career Planning.** Assume an active role in your career development now by attending departmental career planning events and seeking out resources across campus.

WINTER

Study List Deadline: End of Week 2

To Do:

- **M.A. Comprehensive Exam.** If you are taking your M.A. exam this year, you will submit two revised final papers from UCLA Musicology seminars in late March. Near the end of winter quarter, you will take a proctored 6-hour sit-down exam.

Plan Ahead

- **Funding.** You should consider applying for any and all fellowships for which you are eligible.

SPRING

Study List Deadline: End of Week 2

To Do:

- **TAs.** If you will TA next year, the **495 Introductory Practicum for TAs in Musicology** is required. This will give you 4 units towards your 12-unit Study List.
- **Residency.** Begin to apply for California Residency (if you're eligible to do so) by contacting the Residence Deputy in 1113 Murphy Hall, 310-825-3447, residence deputy@registrar.ucla.edu

Plan Ahead

- **Foreign Language Requirement.** You should begin thinking about the foreign language requirement for your Ph.D. progress. For example, you may want to start coursework in Fall if you choose to satisfy with coursework. There are several ways to fulfill this as outlined on page 19, so speak with your SAO if you have any questions.

Second Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: End of Week 2

To Do

- **TAs.** You're required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.
- **Residency.** If you are not already a California Resident, contact the Residence Deputy to check application or apply: 1113 Murphy Hall, 310-825-3447, residencedeputy@registrar.ucla.edu

Plan Ahead

- **M.A. Comprehensive Exam.** You will be required to submit 2 revised final seminar papers in late March. The questions for the sit-down proctored portion of the exam will be made available by the end of the fall quarter.

WINTER

Study List Deadline: End of Week 2

To Do

- **M.A. Comprehensive Exam.** You will submit two revised final papers from UCLA Musicology seminars. Near the end of winter quarter, you will take the proctored 6-hour sit-down exam.

Plan Ahead

- **Funding.** You are encouraged to apply for yearlong GRMs through Graduate Division for your third or, possibly, fourth year. Please refer to Graduate Division's website for more information: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-research-mentorship-program/>

SPRING

Study List Deadline: End of Week 2

Plan Ahead

- **Travel and Work.** If you are interested in presenting a paper at a conference, you have three funding options: Graduate Division's Doctoral Travel Grant, the Herb Alpert School of Music's Student Opportunity Fund, and the departmental conference funds. Details can be found in this guide on page 27.
- **Committees.** Begin cultivating a relationship with a faculty member who might act as your primary advisor, and a non-Musicology faculty member to serve as an “outside” member on your doctoral committee.

Third Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: **End of Week 2**

To Do

- **TAs.** You're required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.
- **Contact Info.** Update any contact information that's changed on your MyUCLA.

Plan Ahead

- **Qualifying Exams.** You should arrange to take the Written Exam (Special Field Exam) during winter or spring. Now is a good time to start developing expertise in your chosen area of specialization. You may sign up for 597 units to prepare. More details on the Special Field Exam on page 20.

WINTER

Study List Deadline: **End of Week 2**

To Do

- **Qualifying Exams.** You may take your exams this quarter beginning with the Written Exam (Special Field Exam). You should also begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense).

SPRING

Study List Deadline: **End of Week 2**

To Do

- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exam (Special Field Exam). You should also begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense).

Plan Ahead

- **University Oral Qualifying Exam.** This is also referred to as the “Dissertation Proposal Defense” within the department. There is more information in this guide on page 23.
 - Though it may be different from your SFE committee, you should have an idea of whom you will ask to serve on your Doctoral Committee for your University Oral Qualifying Exam. You are encouraged to take the University Oral Qualifying Exam in fall of your fourth year, and you must constitute your committee at least one month prior. More information regarding committees on page 23.
 - You must submit your advisor-approved proposal to your committee members at least 2 weeks prior to the exam. Practically speaking, plan to have this ready by the 6th week of fall quarter in order to avoid deferring the exam to the next quarter.

Fourth Year

You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL

Study List Deadline: End of Week 2

To Do

- **TAs.** You're required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.
- **Constitution of Doctoral Committee.** You must appoint your committee before moving on to your University Oral Qualifying Exams.
- **University Oral Qualifying Exam.** Enroll in 597 units as you prepare for the University Oral Qualifying Exam. At this point, your Doctoral Committee should be officially approved by Graduate Division. Ideally, you will take this exam during the fall quarter so as to be eligible for the Dissertation Year Fellowship nomination. You must be officially advanced to candidacy to be eligible for this nomination, which is due in March.

Plan Ahead

- **Dissertation Funding.** In the event you do not receive the DYF to fund you through filing, you should research and apply for other funding sources as you are required to be a registered student in order to file.

WINTER & SPRING

Study List Deadline: End of Week 2

To Do

- **Candidacy.** Once you have advanced to candidacy, you will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Writing and Planning.** Work with your Dissertation Committee Chair to develop a realistic plan for writing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

Plan Ahead

- **Final Oral Defense and Filing.** It's very important to keep in mind Graduate Division's most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources. Please refer to their website: <https://grad.ucla.edu>

Fifth Year – Final Oral Defense & Filing

EVEN NOW, you must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee. You are required to be registered in order to defend and file.

FALL & WINTER

Study List Deadline: **End of Week 2**

To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** You're required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting. Also, be aware that you can only work as a TA for 12 quarters (or 18 with an approved exception from Graduate Division).
- **Writing and Planning.** Continue working with your committee chair to maintain a realistic plan for completing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

Plan Ahead

- **Final Oral Defense and Filing.**
 - It's very important to keep in mind Graduate Division's most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources.
 - You should also work with your Doctoral Committee to begin the scheduling process for your final defense. Only one member may participate remotely (never a chair or co-chair) with written approval from your Dissertation Committee Chair and Graduate Division, so you want to allow plenty of time to schedule around faculty plans for travel, research, and sabbaticals. Don't underestimate how tricky this can be!

SPRING

Study List Deadline: **End of Week 2**

To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Final Oral Defense.** When you and your Dissertation Committee Chair agree that the work is ready for defense, you will confirm the scheduling with your committee. There is more information on the defense process on page 23.
- **Filing.** When your committee determines you have successfully defended your dissertation, you will move forward with Graduate Division's filing procedures. There is more information on the filing process on page 23.

CONGRATULATIONS!

Degree Milestones

Comprehensive M.A. Exam

Part One

In March of their second year, M.A. candidates will submit two revised final papers from UCLA Musicology seminars. The revised papers will be read by a faculty Graduate Curriculum Committee, appointed by the Chair at the beginning of each year.

Part Two

On a single day toward the end of Winter Quarter, (day to be designated at the beginning of each academic year), all M.A. candidates for that year will take a proctored 6-hour sit-down exam.

- a) Questions for this exam will be written by the end of Spring Quarter for the coming year by a special meeting of the faculty at large. Each faculty member will contribute one question, amounting to at least 9 questions in total. The committee will edit and amend the questions as necessary over the summer, consulting with their authors when necessary, in order to present a finished slate of M.A. exam questions by the beginning of Fall Quarter.
- b) In recognition of the faculty's differing views on the scope and focus of a Master's exam, no particular attempt will be made beforehand to determine the methodological, critical, or historical scope of these questions, beyond a reasonable assurance that they represent material that we actually offer in our graduate courses. However, the charge of the committee is to present a slate of questions every year that answers to the official name of this exam ("Comprehensive") in a manner acceptable to the faculty as a whole.
- c) Over the summer, the committee will revise and edit the questions in dialogue with the faculty, making sure they do not overlap and that no major area of musicological knowledge generally deemed important is overlooked.
- d) All 9 questions will be made available to M.A. candidates for study by the end of Fall Quarter preceding the exams.
- e) The Committee will select 5 of the 9 original questions to appear in the sit-down exam. In the exam itself, each student will choose to answer 3 of them.

Degree Milestones

Comprehensive M.A. Exam

Part Three

An oral exam up to 2 hours with the committee.

During the first two weeks of Spring Quarter, each M.A. candidate will schedule an oral exam in which their revised seminar papers and sit-down essays will be discussed, including possibilities and strategies for publication of seminar papers where warranted.

Possible Outcomes of the Exam

Pass, Pass with Revision, Terminal Pass, and Fail.

A **Pass** means you would continue on through the Doctoral program and receive your master's degree (if you don't already have an M.A. in musicology or closely related field).

A **Pass with Revision** shall be defined as follows: one of the three revised seminar papers is unsatisfactory and/or 1-2 of the 3 sit-down essays is/are unsatisfactory. In this case, the student will be asked to re-revise the seminar paper in question, and/or to answer (a) sit-down essay question(s) in lieu of the one(s) that was (were) not acceptable. This revision process shall be completed before the end of Spring quarter.

A **Terminal Pass** will award the M.A. degree, but will not recommend that the student continue on into the doctoral program.

A **Fail** shall be defined as follows: more than one of the revised seminar papers, and more than one of the sit-down essays are unsatisfactory; OR one of the two revised seminar papers is unsatisfactory and all three of the sit-down essay questions are unsatisfactory. In this case, the student is given one opportunity to re-take the entire M.A. Exam the following year. This outcome, which will seriously affect time to degree and funding, should also trigger discussions with the student about the viability of continuing on to the doctoral phase of the program.

In the case of any determination other than Pass (regarding a seminar paper), the committee will proceed in consultation with the professor in whose seminar the original paper was written.

Degree Milestones

Foreign Language Requirement

Students are normally required to master a language other than English as part of their doctoral studies. Students are informed of the language requirement upon admission to the program, and should designate their language as soon as they know their areas of specialization and choose their doctoral committee. If the student is working on a topic that does not evidently require foreign language skills, the student should speak with their doctoral committee and the department chair about the language most suitable to their program. The three members of the student's doctoral committee from this department determine the level and by what methods language proficiency must be demonstrated. If the committee cannot all agree on this matter, it will be brought to the department chair.

The methods for fulfilling the requirement may include, but are not limited to: (1) completion of an appropriate level of language instruction; (2) passing a departmental language examination; or (3) demonstration of previously acquired language skills through documentation or an examination.

Language proficiency must be demonstrated at the time of the scheduling of the University Oral Qualifying Examination for the doctoral degree, which in this department consists of a defense of the dissertation proposal. Students are required to include texts in the foreign language they have designated on their dissertation proposal, and be ready to discuss them in the proposal defense.

Degree Milestones

Written Qualifying Exam (Special Field Exam)

In accordance with Graduate Division's requirement that all doctoral students complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy, the department has developed the Special Field Exam to correspond to the written portion of qualifying exams. The Special Field Exam has both a written and oral component, which are separate from the university oral qualifying exam.

Soon after or during completion of their doctoral coursework, usually during the winter or spring of the third year, students take the Special Field Examination. By this time, the student must have decided upon an area of specialization and secured the agreement of three qualified faculty members to serve on the committee. The special field is developed in negotiation with the committee (or Dissertation Committee Chair, if decided), and is defined more broadly than the planned dissertation topic. It may be thought of as the area of scholarship to which the dissertation will be making its contribution, or, alternately, as the kind of specialization requested in academic job postings. The student should secure the agreement of the individual members to serve on their committee, in consultation with the student's Dissertation Committee Chair (if decided).

Part One

Three months before the examination, the student submits to the committee members a reading and repertoire list related to the area of specialization. Typically, this consists of a formal bibliography in the general area of the dissertation research and a list of relevant musical works, together totaling no more than fifty items. The lists have tended to be 70-80% scholarly or critical writings with the remainder musical examples (recordings or scores). The written sources are inevitably a more comprehensive representation of the special field; the musical examples are just that, illustrative selections. Sometimes journal articles are included if they are deemed sufficiently important. Some students have usefully divided their lists into categories such as history, cultural theory, gender studies, etc., but this is not required. The normal procedure is to draft a list and discuss it with the Dissertation Committee Chair (if decided) and/or committee, who will recommend changes. The list should include the student's name and a title that clearly indicates the scope of the special field; in some cases, a paragraph-long rationale is advisable.

Degree Milestones

Written Qualifying Exam (Special Field Exam) continued

Part Two

The members of the examining committee (in consultation with one another to avoid duplication) each formulate one or more questions relating to the topic, repertoire, and methods thus staked out by the student. The student is allowed one week to address these topics using any desired research materials. Each essay should begin by stating the question it is addressing and typically consist of no more than 15 pages.

Part Three

After the completed written examination has been distributed to the examiners, a one and a half hour oral examination is scheduled. At this time, the committee may discuss the results of the written examination with the student and ask further questions related to the area of the dissertation research. Students should be prepared to discuss the significance of any of the items on the fifty-item list and defend their choices and omissions. For example: “Why did you choose this book rather than X? With whom or what ideas was this author arguing? What useful tools or ideas have you taken from this book? What is the historical significance of this musical example? How might one talk about its meanings?” In preparing for the exam, you may consult past lists and exam questions in the department.

Possible Outcomes of the Exam

If a majority of the committee determines that the written and oral examinations have been **passed**, the student begins preparation for the second stage, the University Oral Qualifying Examination (also called the “defense” of the dissertation proposal).

If the committee determines that the written and oral examinations have **not been passed**, the student may retake the Special Field Examination after six months of further preparation. More than one such attempt may be granted at the discretion of the faculty.

Degree Milestones

Constitution of Doctoral Committee

The student should be thinking early on about whom they want to ask to serve on their doctoral committee, especially regarding whom they might want to chair and whom they might ask to serve as an outside member. In many cases, the Special Fields committee will continue as the departmental segment of the doctoral committee, but that is not a requirement. Recently, Graduate Division loosened its requirements for doctoral committees, requiring that each department develop its own criteria. Musicology's department rules now allow combinations other than the traditional configuration of three departmental members and one outside member.

All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

1. The Chair (or one of the Co-Chairs) must come from the home department (this is the new minimum set by the Graduate Council). The Chair always must hold a current Academic Senate faculty appointment.
2. At least one of the other member of the committee must be "inside" but with respect to this member's affiliation, "inside" can mean belonging to any of the three departments in the UCLA Herb Alpert School of Music.
3. At least one of the members of the committee must be "outside," but with respect to this member's affiliation, those holding a 0% appointment in the department will be considered "outside."
4. The fourth member (and any additional members) of the committee may be either inside or outside.

Graduate students play a major role in deciding the composition of their committee, usually in consultation with their prospective chair. Within the committee composition guidelines created by Graduate Division, and with a reasonable expectation of consultation with their prospective chair, the department of Musicology supports its students in nominating faculty members of their choice to discuss the possibility of their forming part of the dissertation committee.

Degree Milestones

University Oral Qualifying Exam (Dissertation Proposal Defense & Advancement to Candidacy)

The University Oral Qualifying Examination is a defense of the dissertation proposal (also known as the dissertation prospectus). All other requirements must be satisfied before this examination can be scheduled. Once the doctoral committee is constituted and the Dissertation Committee Chair has determined that the proposal is ready to be shared, it is distributed to the committee at least two weeks before the scheduled defense. Practically speaking, this may mean having the proposal ready by the sixth week of a quarter or even earlier, if the exam is not to be deferred until the next quarter.

The proposal must be a substantially researched overview of the proposed dissertation that demonstrates that the student is prepared to undertake the dissertation project. Students are encouraged to consult with the members of their committee before the examination, which concentrates on the feasibility and significance of the project and the student's preparation for it. The proposal should be no longer than twenty pages, plus a bibliography and a one-paragraph abstract of the dissertation project. Students who are writing their dissertation proposal are encouraged to enroll in the Dissertation Seminar.

If the defense is unsatisfactory, the candidate may repeat the examination once, at the discretion of the faculty. After passing this examination, the student is advanced to candidacy and begins to write the dissertation. Candidates are encouraged to enroll in or audit seminars in their field whenever they are offered. If enrolled, candidates may satisfy course requirements through work connected to the dissertation.

Degree Milestones

Final Oral Defense & Filing

Final Oral Defense

The oral defense of the dissertation is scheduled when the Dissertation Committee Chair and the candidate agree that the work is ready for defense. Complete copies of the dissertation must be delivered (or emailed if member states this is acceptable) to each member of the committee at least three weeks in advance of the defense. Please note that the university requires that all able members of the dissertation committee physically attend the defense. An exception can be made for up to one member to video conference in to the meeting, but this must be approved by the Graduate Division in advance. Allow plenty of time to schedule the oral examination, and be aware that faculty members tend to plan travel, research, and sabbatical leaves months, even years in advance.

Filing

For advice on preparing and filing your dissertation, see the Graduate Division website:
<https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>

You are strongly encouraged to attend one of the quarterly Dissertation Filing Workshops:
<https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>

Be aware that you are not required to obtain any copyright permissions in order to file your dissertation. Even for later publication of your work as a book, Fair Use protects most uses of copyrighted materials provided that they are reproduced only in part, for academic purposes of commentary or criticism, so long as such use does not harm the economic value of the copyright. But in any case, university policy explicitly states that no copyright permissions of any kind are required in order to file the dissertation.

If you have any questions regarding copyright and/or embargoes for your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at martinjbrennan@library.ucla.edu or (310) 206-0039

For further information on Fair Use, see also the American Musicology Society's statement on Fair Use, available at http://www.ams-net.org/AMS_Fair_Use_Statement.pdf

Timeline To Candidacy

This chart models optimal progress through the program.* Students entering with a M.A. in Musicology (or closely related field) typically conflate the first and second years as described here. Satisfactory progress through the program is one of the requirements for continuing graduate student financial support.

Year 1

- Full-time coursework (at least 6 courses)
- Fall: Teaching practicum (495)

Year 2

- Full-time coursework (5-6 courses)
- Late Winter: Comprehensive (M.A) Exam

Year 3

- Coursework leading towards specialization (3-6 courses, 375 for 4 units if 50% or 2 units if 25% if TA)
- Winter or Spring: Language Requirement for Ph.D., then Written Qualifying Exam

Year 4

- Fall: University Oral Qualifying Exam
- Dissertation research and writing; Dissertation Seminar

Years 5-6

- Dissertation research and writing; Dissertation Seminar
- Final Oral Defense and Filing

*Average time-to-degree is closer to six years than to five, though some students entering with an M.A. have completed the Ph.D. in four years. Time will legitimately vary according to students' backgrounds, chosen topics, development of special language skills, etc.

Support and Awards

Travel

For those interested in presenting a paper or attending a conference, there are funding resources available. Please apply for this funding opportunities in this order:

The Graduate Division now offers the **Doctoral Travel Grant**, which will reimburse up to \$1000 related to conference participation through the student's 7th year in the doctoral program. More information here:

<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

The Herb Alpert School of Music also provides a **Student Opportunity Fund** for reimbursement of expenses related to travel for research, performances, classes, camps, and conferences up to \$800 per academic year. More information here:

<https://www.schoolofmusic.ucla.edu/ucla-herb-alpert-school-of-music-student-opportunity-fund-application>

The Musicology department may provide up to \$300 per academic year for expenses to present at a conference. To apply, request the Departmental Conference Fund application from your SAO.

Departmental

Departmental Teaching Award

Each spring, the faculty presents a departmental Distinguished Teaching Award to a graduate student, based on teaching evaluations and short statements from the those receiving the top scores. In addition to assisting the faculty in selecting an awardee, the statements are meant to give TAs practice writing teaching statements in preparation for applying for academic jobs. Statements should be no more than one page each, and they should contain a TA's qualitative assessment of her or his teaching over the evaluated period, rather than a teaching philosophy statement.

The Professor Ciro Zoppo Graduate Student Award in Musicology

The \$3,000 fellowship will be awarded to a Ph.D. candidate in the Department of Musicology to support research and travel in connection with a research project that will culminate in a public presentation and concert. Applicants must submit the following:

- a 500 word essay that describes how the Professor Ciro Zoppo Graduate Student Award will enhance a clearly defined research project, and includes a plan for the performance
- a detailed budget that includes the concert and recording as well as travel and research expenses
- a detailed resume or curriculum vita

Applicants must possess a grade point average of 3.5 or higher. The award will be given only to students who are conducting research on non-canonical composers, prior to 1950, who have limited or no publication. Research should include the use of, but is not restricted to, church records, library holdings, or personal interviews.

The recipient of the award will give a public presentation on the research project, in the academic year after the award was presented. The public presentation must include a concert, not necessarily by the recipient, along with a report of the research findings; the concert should be presented as such, and not as a lecture-demonstration. A DVD and/or sound recording must be made of the performance.

For more information, visit the department page with full award description: <https://www.musicology.ucla.edu/zoppo-guidelines>

Support and Awards

University Awards

CUTF: Collegium of University Teaching Fellows

The Collegium of University Teaching Fellows (CUTF) is an innovative program that creates unique learning opportunities for both graduate teaching fellows and undergraduate students on campus. Through the program, some of UCLA's very best advanced graduate students have the opportunity to develop and teach a lower division seminar in their field of specialization on a one-time only basis. This experience serves as a "capstone" to the teaching apprenticeship, preparing them for the academic job market and their role as future faculty. At the same time, undergraduates enrolled in CUTF seminars have the chance to take courses that are at the cutting edge of a discipline and to experience the benefits of participating in a small-seminar environment.

For more information, visit the CUTF website: <http://www.oid.ucla.edu/training/cutf>

Graduate Division Awards

A detailed list of awards can be found in the Graduate Student Financial Support for Continuing Students: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>. The SAO will also send out a fellowship calendar in early winter quarter with a list of deadlines for Graduate Division awards and other well known fellowships/ awards.

Students are encouraged to apply for Graduate Research Mentorships (GRMs) in their second or third year. For information on this and other sources of continuing support, see the Graduate Division continuing support webpage, <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>.

Academic Senate's Distinguished Teaching Award

The Academic Senate Committee on Teaching names five TAs per year to receive the Distinguished Teaching Award, which provides \$2,500 to each TA and a \$20,000 Dissertation Year Fellowship to those who are eligible.

The department is allowed to nominate one TA for this award. While the winner of the department's own Distinguished Teaching Award is not automatically the nominee, the selection process for that award will inform the faculty's discussion of whom to nominate for the Academic Senate's award, along with other relevant factors, such as how far along in the program candidates may be, and other dimensions of their teaching profile that may position them well to win the Academic Senate's Award.

For more information, visit the Academic Senate website:

<http://www.senate.ucla.edu/DTAAwardCategories.htm>

Summer Support

The department and the university may provide a number of opportunities for graduate student teaching experience and financial support during the summer.

For information on Graduate Summer Research Mentorships (GSRM), see <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-summer-research-mentorship-program/awardee-information/>

Most graduate students will at some point teach a summer class. Requests for summer teaching appointments are solicited in the fall, and appointments are based on seniority, degree progress, previous teaching experience, and expertise in the particular subject matter of the course. Graduate students who teach in the summer will be assigned faculty mentors who will assist in the preparation of the course.

Other Support

There may also be opportunities for additional support through appointments as an Academic Student Employee (ASE) or Graduate Student Researcher (GSR). ASE appointments include TAships as well as Readers, Special Readers, and Tutors.

For more information, please visit Graduate Division's page on Working at UCLA:

<https://grad.ucla.edu/funding/working-at-ucla/>