

UCLA Herb Alpert School of Music
Department of Ethnomusicology

Program Guide for Graduate Students 2021-2022



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Practical Issues for Incoming Students

Before The Academic Year Begins

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

Residency

If you are a U.S. Citizen or Permanent Resident 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** account. 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://www.finance.ucla.edu/payroll/faculty-staff-info/choosing-direct-deposit](https://www.finance.ucla.edu/payroll/faculty-staff-info/choosing-direct-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 Officers (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 on your admission portal states you have to take the ESL Placement Exam (ESLPE), please do so in the fall or winter quarter of your first year. 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 in fall of your second year.

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 or delinquent fees. Typical charges you might see will be Ashe Center charges and library fees.
- ✓ Please note that if you work over 50% time on campus, you will need to see your Student Affairs Officer (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 serving as a Teaching Assistant (TAing), but this may be extended to 18 quarters with an approved exception through Graduate Division.
- ✓ Students are encouraged to apply for Research Mentorships in their second and third years. 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/](https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/).
- ✓ For those interested in presenting a paper or attending a conference, funding is 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](https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/). For more information, see: <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. For more information, see: <https://www.schoolofmusic.ucla.edu/ucla-herb-alpert-school-of-music-student-opportunity-fund-application>

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The Ethnomusicology Graduate Program

The Academic Senate, Graduate Council, and Graduate Division, and the Department

It is important to be aware of the overall structure of graduate programs 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 administering the policy set by the Graduate Council and for ensuring the overall success of graduate education on campus. This includes enforcing the program requirements on the following pages. Throughout your time here, you will be in contact with the Graduate Division regarding funding, degree milestones, and the awarding of your degree. You've already worked with them through the admissions process.

Our ethnomusicology program requirements are established by the department, vetted and approved by the Graduate Council, and administered through Graduate Division: <https://grad.ucla.edu/programs/herb-alpert-school-of-music/ethnomusicology/>. As a result, our program is subject to the Graduate Division's Standards & Procedures, which are available on their website: <https://grad.ucla.edu>

*The program requirements and the Graduate Division's **Standards & Procedures**: <https://grad.ucla.edu/gasaa/library/spfgs.pdf> are considered contracts between you and the university.*

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 recruiting of graduate students and participates in the new student orientation at the beginning of fall quarter. She or he also works closely with the DGS and SAO to monitor 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 Graduate Studies Committee, of which the Chair of the Department is an ex-officio member.

The Ethnomusicology Graduate Program (continued)

The Director of Graduate Studies (DGS) oversees the department's graduate program, and chairs the Graduate Studies Committee. In particular, the DGS and Student Affairs Officer (SAO) monitor graduate students' degree progress to ensure that students are advancing in a timely manner. The DGS serves as graduate students' initial faculty advisor until an advising relationship is established with the student's chosen advisor, usually in the second year. The DGS also participates with the Chair in the fall orientation meeting for new students, sends end-of-year progress letters, participates in end-of-year meetings and periodic luncheon meetings, and is responsible for ensuring the offering of Ethnomusicology 495 (the Introductory Practicum for Teaching Apprentices).

The Faculty Advisor is a member of the faculty chosen by the student who supervises the writing of the M.A. paper, advises the student regarding courses to be taken, and monitors the student degree progress. The advising relationship may continue beyond the M.A. comprehensive exam to the Ph.D. level. The chair(s) of the student's dissertation committee also serve(s) as the student's advisor(s). Students may choose their advisor for a variety of reasons based on area(s) of specialization, theoretical interests, or the rapport between the student and the faculty member, for example.

The Student Affairs Officer (SAO) The primary functions of the Office of Student Affairs are to recruit, matriculate, retain, and graduate undergraduate and graduate students at The UCLA Herb Alpert School of Music. The Office of Student Affairs accomplishes these functions as part of the University's learning and teaching mission by creating an inclusive space that provides comprehensive academic advising, support services, and co-curricular opportunities to foster student success. As a member of the Office of Student Affairs, the Ethnomusicology Graduate Student Affairs Officer (SAO) provides guidance and support to Ethnomusicology Graduate students in areas such as monitoring degree progress, funding, and academic advising. The SAO is also the liaison between students and the Graduate Committee. The SAO is responsible for bringing student petitions to the Graduate Committee for approval, as well as meeting with the Graduate Faculty Advisor to discuss students' academic progress.

The Ethnomusicology Graduate Program

Program Checklists

M.A./Ph.D.*

CORE COURSEWORK (four courses required)

Course	Title	Units
ETHNMUS 215A:	Ethnomusicological Perspectives and Paradigms I: Late 19th Century to 1980s	4
ETHNMUS 215B:	Ethnomusicological Perspectives and Paradigms II: 1960s to Present	4
ETHNMUS 216A:	Ethnomusicological Methods I	4
ETHNMUS 216B:	Ethnomusicological Methods II	4
ETHNMUS 185 (recommended):	Information Literacy and Research Skills	1

MASTER'S COURSEWORK (eight courses and six ensembles required)

Course	Title	Units
SERIES I Elective:	1. 2.	
SERIES II Elective:	1. 2.	
Elective:	1. 2. 3. 4.	
Performance Ensemble:	1. 2. 3. 4. 5. 6.	

DOCTORAL COURSEWORK (six courses required)

Course	Title	Units
SERIES I Elective:	1. 2.	
Elective:	1. 2. 3. 4.	

The Ethnomusicology Graduate Program

Program Checklists

Music & Anthropology specialization (M.A./Ph.D.)*

CORE COURSEWORK (four courses required)

Course	Title	Units
ETHNMUS 215A:	Ethnomusicological Perspectives and Paradigms I: Late 19th Century to 1980s	4
ETHNMUS 215B:	Ethnomusicological Perspectives and Paradigms II: 1960s to Present	4
ETHNMUS 216A:	Ethnomusicological Methods I	4
ETHNMUS 216B:	Ethnomusicological Methods II	4
ETHNMUS 185: (recommended)	Information Literacy and Research Skills	1

MASTER'S COURSEWORK (eight courses & six ensembles required)

Course	Title	Units
ANTHRO 203A:	Historical and Philosophical Foundations of Anthropology	4
ANTHRO 203B:	Sociocultural Systems and Ethnography, Anthropology at Mid-Century	4
ANTHRO 203C:	Scientific and Interpretive Frameworks in Contemporary Anthropology	4
SERIES I Elective:	1.	
SERIES II Elective:	1.	
ANTHRO Elective:	1.	
Elective:	1. 2.	
Performance Ensemble:	1. 2. 3. 4. 5. 6.	

DOCTORAL COURSEWORK (six courses required)

Course	Title	Units
SERIES I Elective:	1. 2.	
Elective:	1. 2. 3. 4.	

The Ethnomusicology Graduate Program

Program Checklists

Music & Anthropology specialization (M.A./Ph.D.) cont.

* Students required to take the M.A. examination who have successfully passed may petition the faculty to continue in the Ph.D. program (Form I). A petition that is approved allows the student to continue in the Ph.D. program. A petition that is denied by a majority of the ladder faculty can be appealed once for further consideration by the faculty. If a majority of the faculty votes to deny the petition again, that decision is final.

Ethnomusicology Ph.D.

CORE COURSEWORK (six courses required)

Students admitted directly into the PhD program without having first done the UCLA M.A. in ethnomusicology, who hold an M.A. degree in ethnomusicology or a related field from another university, or an M.A. degree in a related field from UCLA, may be required to take additional course work to make up deficiencies. Such students may be required to take one or more of the core seminars in the M.A. ethnomusicology program or world music/theory courses. These courses do not apply toward fulfilling the Ph.D. course requirements. Students will not be required to take courses that are considered to duplicate courses taken elsewhere comparable to the department's offerings. The Graduate Studies Committee will decide which, if any, courses such students will be required to take.

Course	Title	Units
SERIES I Elective:	1. 2.	
Elective	1. 2. 3. 4.	

The Ethnomusicology Graduate Program

Ethnomusicology and Ethnomusicology, Music & Anthropology specialization

DEGREE MILESTONES (see p 18-21 for detailed explanations of these)

M.A.

M.A. Coursework

Foreign Language Requirement

Master's Advancement to Candidacy

Comprehensive M.A. Exam

Ph.D.

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Prospectus Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

First Year (M.A./Ph.D.)

NOTE: Students entering directly on the Ph.D. program should turn to the third year of the M.A./Ph.D. program, page 13.

You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. 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 required to pursue full-time coursework of at least 3 seminars. To fill your 12 units, you may enroll in additional seminars, join ensembles across the school, enroll in 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

- **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.** Meet with the DGS or your MA exam advisor to ensure you are on track and to explore possible research topics.

Plan Ahead

- **Funding.** You should apply for all fellowships for which you are eligible, especially the Graduate Summer Research Mentorship (GSRM) fellowship, which will enable you to receive faculty guidance and conduct ethnographic research for the M.A. paper.

SPRING

Study List Deadline: End of Week 2

To Do:

- **Enroll in ETHNO or MUSICOLOGY 495.** First year students should take Ethnomusicology or Musicology 495 in Spring of their first year to be eligible to hold a TA position in their second year. Ethnomusicology and Musicology alternate housing 495 for both departments- check the Schedule of Classes for details.
- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 22.
- **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, residenceputy@registrar.ucla.edu

Plan Ahead

- **Foreign Language Requirement.** You should begin planning for fulfilling the foreign language requirement for your M.A. degree. For example, you may want to start coursework in Fall if you choose to satisfy the language requirement through coursework. There are several ways to fulfill this, please speak with your SAO for more information.
- **M.A. Comprehensive Exam.** Start thinking about your M.A. paper proposal with your faculty advisor. The M.A. topic proposal is due in fall of the second year.

Second Year (M.A./Ph.D.)

You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. 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

- **T.As.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Classes begin on a Thursday in Fall Quarter. 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, residence deputy@registrar.ucla.edu
- **M.A. Comprehensive Exam.** Submit M.A. paper proposal (250-500 words) to your SAO by the end of fifth week.

Plan Ahead

- **M.A. Comprehensive Exam.** Your M.A. Exam paper will be due in Spring Quarter. More information about M.A. exams on page 19.
- **Foreign Language.** You must complete language requirement for the MA by the end of spring Quarter.

WINTER

Study List Deadline: End of Week 2

To Do

- **M.A. Advancement to Candidacy.** Once your topic proposal is approved by the department, you must submit a Master’s Advancement to Candidacy request to your SAO to submit to Graduate Division. <https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/>

Plan Ahead

- **Funding.** You are encouraged to apply for the yearlong Research Mentorships through the Graduate Division for your third or, ideally (because of fieldwork considerations), 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

To Do

- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 22.

Plan Ahead

- **Travel and Work.** If you are interested in presenting a paper at a conference, you have two funding options: Graduate Division’s Doctoral Travel Grant and the Herb Alpert School of Music’s Student Opportunity Fund. Details can be found in this guide on page 3.
- **Committees.** If you expect to continue to the PhD program, you should begin cultivating a relationship with a faculty member who might act as your primary advisor if you have not already done so. You should also begin cultivating a relationship with a non-ethnomusicology faculty member to serve as an “outside” member on your doctoral committee.

Third Year (M.A./Ph.D.)

You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. 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 must pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 unit requirement, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.
- **TAs.** You are 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.

WINTER

Study List Deadline: End of Week 2

To Do

- **Required Courses.** You are required to pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 units, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.
- **TAs.** You are 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.

SPRING

Study List Deadline: End of Week 2

To Do

- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 22.
- **Required Courses.** You are required to pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 units, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.
- **TAs.** You are 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.

Plan Ahead

Funding. You are encouraged to apply for the Graduate Division fellowships. 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>

Written and Oral Qualifying Exams. You should begin preparations to begin your Written and Oral Qualifying Exams in your fourth year. More information can be found on page 19.

Though it may be different from your written exam committee, you should have an idea of whom you will ask to serve on your Doctoral Committee for your Oral Qualifying Exam. More information regarding committees on page 17.

Fourth Year (M.A./Ph.D.)

EVEN NOW, You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline" to avoid additional fees. 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 & WINTER

Study List Deadline: End of Week 2

To Do

- **TAs.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, remember that 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 Committees.** You must petition to have your Written Exam and Oral Exam/Dissertation/Doctoral committees appointed before proceeding with your respective exams.
- **Contact Info.** Update any contact information that's changed on your MyUCLA.

Plan Ahead

- **Written Qualifying Exams.** You should arrange to take the Written Exams during winter or spring. You may sign up for 597 units to prepare. More details on the Ph.D. written and oral qualifying exams are on page 19.
- **Oral Qualifying Exam.** As soon as you have passed your Written Qualifying Exams and your Doctoral Committee has been officially nominated, you will take your Oral Qualifying Exam. Ideally, you will take this exam by the Fall Quarter of year 5 latest so as to be eligible for the Dissertation Year Fellowship nomination for your final year. You must be officially advanced to candidacy to be eligible for this nomination, which is due in March.
- **Funding.** You are encouraged to apply for the Graduate Division fellowships and extra-mural awards. 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> Note, most grant deadlines are in fall and winter.

WINTER

Study List Deadline: End of Week 2

To Do

- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exams. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). You may take the Oral Exam this quarter, or latest, Fall of year five.

SPRING

Study List Deadline: End of Week 2

To Do

- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 22.
- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exam. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). You may take the Oral Exam this quarter, or latest, Fall of year five.

Plan Ahead

- **In-Absentia.** File In-Absentia through Graduate Division if you plan on completing fieldwork outside California during your fifth year.
- **Candidacy.** Once you have advanced to candidacy following completion of the written and oral qualifying exams, you must enroll in 599 "dissertation preparation units" to meet your 12-unit Study List minimum. If you are away doing fieldwork it may be possible to file for in-absentia if you are not receiving funding from the university.

Fifth Year (M.A./Ph.D.)

EVEN NOW, You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. 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

- **In-Absentia.** File In-Absentia through Graduate Division if you plan on completing fieldwork outside of California during your fifth year.
- **Candidacy.** You must enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, remember the first day of the quarter is earlier than the first day of instruction (normally a Thursday). Plan to be available to help your supervising professor at least three weekdays before the first class meeting.

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

- **Writing and Planning.** Work with your advisor to develop a realistic plan for writing, revising, and defending your dissertation.
- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 22.

Plan Ahead

- **Final Oral Defense and Filing.** You should be aware of the Graduate Division’s most up-to-date protocols and deadlines for filing your dissertation in order to plan your timeline and effectively guide your use of resources: <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>
- **Funding.** You are encouraged to apply for the Graduate Division fellowships (specifically the Dissertation Year Fellowship), as well as extra-mural grants to support your write-up of the dissertation in your 6th 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>.

Sixth Year (M.A./Ph.D.)

EVEN NOW, You must register for at least 12 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. 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 & WINTER

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

To Do

- **Candidacy.** You must enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** You are 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 exception from Graduate Division).
- **Writing and Planning.** Continue working with your advisor 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 is important to keep in mind the 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.

SPRING

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

To Do

- **Candidacy.** You must enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Final Oral Defense.** When you and your advisor agree that the work is ready for defense, you must confirm the scheduling with your committee. There is more information on the defense process on page 20.
- **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 21.

Student Status Comparison

Full-Time

Three courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status. Graduate students holding special fellowships or receiving fee remissions through an ASE appointment must be enrolled in at least twelve units, both before and after advancement to candidacy.

In Absentia

When a full-time registered student who has an academic need to conduct research outside of California, they may register in absentia.

To be eligible, students must be registered and enrolled in 8 units (12 units if receiving any fellowship/funding) and in good academic standing (3.0 GPA). They must have advanced to candidacy by the time the in absentia status would begin. Students can utilize in absentia status for up to two years (6 quarters). Applications must be submitted to Graduate Division no later than one week prior to the start of the quarter.

Students shall be assessed the following fees while registered in absentia: 15% of the combined tuition and student services fee, full health insurance fee, and nonresident supplemental tuition, if applicable. Students do not pay campus based fees. Students who are registered in absentia are eligible to receive fellowships, hold GSR appointments, have access to all benefits associated with their student health insurance plans, and maintain library borrowing privileges. Students cannot hold TA, Reader, or Tutor positions while on in absentia status. Eligibility for student housing may be affected.

Leave of Absence

A student may request a leave of absence for the following reasons: Outside employment, Medical, Parental obligations, Other family obligations, Military, Emergency, Financial hardship. To be eligible, students must have completed at least one quarter of academic residence and be in good academic standing (3.0 GPA). Leaves are approved for a maximum of 3 quarters (additional quarters by exception). Students on leave of absence may not use more than 12 hours of university time and may not be actively working toward degree requirements. The LOA petition must be submitted no later than the end of the 2nd week of class in the academic term for which leave is requested

Filing Fee

Graduate students can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements except for filing their dissertation. While on Filing Fee status, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services. Students are not eligible for UC-SHIP.

Students must have been registered in the previous academic term to be eligible. Students must have advanced to candidacy at least one quarter prior to the term of Filing Fee usage. If eligible, students will complete an online form that will then be circulated around their committee for approval. Once approved or denied, the student and the student's department will be emailed. In some circumstances, students will need to instead complete a paper form. The same process will apply. The deadline to apply is Tuesday of Week 1.

Upon approval, the fee will be posted to a student's Bruin Bill. The fee is \$188, in lieu of full tuition and fees. Students must complete their limited remaining degree requirements during the filing fee period. If the student fails to do so, the student must apply for readmission for the following academic term.

Degree Milestones: Foreign Language Requirement and Constitution of Committees

Foreign Language Requirement

A reading knowledge of one language other than English relevant to the student's research is required. Students are encouraged to acquire competence in their field language as soon as possible. Students may satisfy the language requirement by (1) passing an examination administered by the department or a language department of the university; (2) completing the fifth quarter in the language with a minimum grade of B; or (3) demonstrating literacy through submission of transcripts or other documents that show course work or experience in the language. The choice of language and the method of satisfying the requirement must be approved by the Graduate Advisory Committee.

M.A. Comprehensive Examination Committee

The M.A. comprehensive examination committee will consist of the student's principal MA advisor plus two faculty members who are not advising any MA students. The committee is selected by the Chair in consultation with the DGS. The same two faculty members serve on every M.A. committee that year; the Department will announce the committee at the end of fifth week of fall quarter. As research and writing progress, the student should meet regularly not only with their principal advisor, but also with the other members of the committee.

Doctoral Qualifying Exams Committee

The four written qualifying exams must be administered by at least three people; a maximum of two exams may be administered by any one professor.

Ph.D. Doctoral Committee

Within the department, this is usually referred to as the “dissertation committee.” The doctoral committee must be constituted of at least four members. Three of the four doctoral committee members must hold appointments at UCLA in the Department of Ethnomusicology, or otherwise by petition; and one of the four doctoral committee members must hold an appointment at UCLA in a department “outside” the student’s major department. (Faculty who hold multiple appointments count as “inside ” if one of those appointments is in Ethnomusicology.)

The Chair (or one of the co-Chairs) must be a member of the department. At least two members of the committee must be tenured faculty. This committee must be officially constituted at least a month before the scheduled defense.

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 the Department of Ethnomusicology, and with a reasonable expectation of consultation with their prospective chair, the Department of Ethnomusicology supports its students in nominating faculty members of their choice to discuss the possibility of their forming part of the [dissertation committee](#). [All committee nominations and reconstitutions adhere to the Minimum Standards for Doctoral Committee Constitution](#).

Degree Milestones: Examinations

M.A. Comprehensive Exam/Advancement to Candidacy for the Master's Degree (MATC)

Students who enter at the M.A. level are required to take an examination that is essentially a take-home paper, followed by an oral examination on the paper and how it draws on the history, theory, and method of the field of ethnomusicology.

[The relative brevity of the paper is designed to focus the student's attention on](#) producing a high-quality document. The paper is an aspect of professional training in the field and should help the student understand professional standards for publication.

For the M.A. paper, most students extend, deepen, and polish a paper written for a seminar during the first year, though the paper can be based on new research pursued in the summer following the first year.

Three key features of the paper are: (1) it must be based on a significant amount of ethnographic research; (2) it must be positioned in the field of ethnomusicology and other disciplines consulted, and in relation to existing literature in the geographical or cultural area of study; and (3) it must include musical description and analysis if relevant.

Information on content expectations and formatting may be found in [Appendix I](#).

Students must obtain IRB approval for their M.A. paper topic BEFORE conducting fieldwork for it.

Normal Timeline

Fall of 2nd year. Students should inform the department of their intended MA Exam advisor prior to the start of Fall quarter. Students should enroll in 597 under their MA Advisor. By the end of Week 5, the department will announce the MA Exam Committee for the year. By the end of Week 6, the student should submit a brief 250-500 word proposal stating the themes of the paper, signed by the paper's principal advisor. If IRB clearance is needed, this should also be submitted now.

Winter of 2nd year. Students should enroll in 597 under their MA Advisor. The SAO will notify the student of the committee's approval of their proposal. Students should submit the Masters Advancement to Candidacy Form (MATC Form) by Friday of Week 5. <https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/>

Spring of 2nd year. Students should enroll in 597 under their MA Advisor. The student will submit their availability for their oral defense by Friday of Week 2 (will be held in Weeks 6-8). The SAO will notify the students of their time slots by Friday of Week 3. The student will submit their exam paper to the SAO and committee by Friday of Week 5. Students will complete their oral defense in Weeks 6 through 8.

The oral examination focuses on questions and comments arising from the paper, as perceived by the faculty committee, including issues the student may not have directly addressed. In preparation, students are advised to keep up with reading in the field on their own and to review readings from both core and elective courses taken over the last two years.

Degree Milestones: Examinations

(continued)

Ph.D. Written and Oral Qualifying Exams/Advancement to Candidacy (ATC)

The Ph.D. examinations consist of four written exams plus the submission of an extended proposal for the Ph.D. research, which must be defended in an oral exam conducted by all members of the dissertation committee. (Note: qualifying exams differ somewhat for specializations within the department.)

The examination topics are:

1. History, theory, and method of ethnomusicology;
2. Music cultures of the world;
3. A cultural/geographical area or theoretical approach in ethnomusicology or a topic or discipline outside of ethnomusicology;
4. A second area of emphasis, for example a theoretical approach in ethnomusicology, a secondary cultural/geographical area, or a topic drawing from a discipline outside of ethnomusicology.

Some of the examinations may be take-home examinations, while others may be written during a prescribed period. The type of exam given is negotiated by students with their examiners. The examination subjects and the professors must be approved in advance by petition to the Graduate Advisory Committee.

The administering professor will grade their respective exams and notify the SAO within two weeks of the test on whether the student passed or failed. If a student fails any exam, they may retake it only once, on a specified date and time during the next regular quarter.

Once the SAO determines that all the written examinations have been passed, they notify the student and the student's doctoral committee, and the student is free to set a date for the Oral Qualifying Examination (the oral defense of the dissertation proposal).

The doctoral dissertation proposal is a document of roughly 30-40 pages, including references, which presents the dissertation topic and problem(s) to be investigated and the theoretical literature(s) to be employed. The dissertation proposal should situate the dissertation's research and arguments within the existing ethnomusicological and related literatures with a thorough literature review. There should also be an in-depth discussion of the research methodology to be employed. It is also common to offer a summary of each chapter in dissertation proposals. See [Appendix II](#) for a more detailed structure.

Evidence should be given that Institutional Review Board (IRB) clearance or an exemption has been granted or is underway. More information about IRB clearance can be found on page 22.

The University Oral Qualifying Examination is primarily a defense of the doctoral dissertation proposal. Students will advance to candidacy (ATC) the day the oral qualifying form is turned in to the Graduate Division.

Degree Milestones: Final oral defense and filing

Final Oral Defense

The oral defense of the dissertation is scheduled when the advisor and the candidate agree that the work is ready for defense. Complete copies of the dissertation must be delivered to each member of the committee at least two weeks in advance of the defense. This may be by email if a committee member(s) agrees. 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. The committee Chair (or one of the co-Chairs) must be physically present. 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/>

Copyright: While dissertation authors are responsible for obtaining any necessary permissions to reuse copyrighted material in a dissertation (including in many cases formal permission to reuse articles you have already published), by University policy *you do not need these permissions in place* on the date you file your dissertation, and you will not need to verify these permissions to the University in any way. The Fair Use exception to copyright law can be used to justify most uses of copyrighted materials without permission. However, you must carefully analyze each use of copyrighted material and make your own Fair Use determinations. For those uses that are beyond the bounds of Fair Use, you are advised to secure written permission. These permissions matter most when your dissertation is shared publicly on Scholarship and Proquest; lack of permissions (when necessary) could lead to a complaint by the copyright holder, and lead to a takedown of your dissertation from those public websites. For more information on permissions and/or Fair Use, be sure to read the copyright section on page 16 of the [UCLA Thesis & Dissertation Filing Requirements](#), or contact a UCLA Librarian for consultation by emailing copyright@library.ucla.edu.

For further information on Fair Use, see the Society for Ethnomusicology's Fair Use Statement, available at:

https://cdn.ymaws.com/www.ethnomusicology.org/resource/resmgr/sem_music_and_fair_use_3.1.0.pdf

Institutional Review Board (IRB)

Before conducting ethnographic research (fieldwork) for the M.A. and Ph.D. degrees, students must submit to the Department copies of their approved Human Subjects exemptions or a document explaining why exemptions will not be needed.

For the M.A., Human Subjects material must be submitted along with the proposal for your M.A. paper, which is at the end of the fifth week of the fall quarter of your second year in the program.

For the Ph.D., Human Subjects documentation must be submitted at the same time you request the approval of your topic proposal and dissertation committee.

All researchers need to file for review with the Office of Human Research Protection Program (OHRPP) because of their use of human subjects. An online credential must be obtained, and then a separate form is filed to claim an exemption from review board action, a process often completed quickly. If the study does not meet the requirements for exemption, the application must go forward to the review board, a process that can take many weeks or months.

For information on the application process and University Policy regarding Human Subjects, go to <http://ohrpp.research.ucla.edu>.

Annual Evaluations: Report and Disqualification

Each year, department faculty meet to discuss students' performance and progress toward the degree.

At the beginning of spring quarter, students will receive an email from the DGS asking to submit an updated CV and an annual progress report. The annual progress report is a self-evaluation (up to 250 words) describing the student's achievements during the year (including contributions outside the department) and comments on progress they have made on any weaknesses identified in previous end-of-year evaluations (if applicable).

The annual progress report should also include the name of the student's faculty advisor for the current and upcoming academic year.

In addition to the updated CV and annual progress report, students submitting their M.A. papers should also submit the department's Form I (a form indicating their desire to proceed to the Ph.D. or to leave with a terminal M.A.).

All completed materials must be submitted to the student's SAO by the end of fifth week.

Academic Disqualification

The faculty is committed to having each student complete the program they were admitted to, and works with any given student to try to ensure that decisions about termination of study are mutual and understood to be in the best interest of the student.

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required by the Academic Senate to remain in good standing. Other examples include failure of examinations, lack of progress toward the degree, poor performance in core courses, etc. Students whose cumulative grade point average falls below 3.00 are subject to dismissal upon recommendation by the Department.

University guidelines governing disqualification of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA ["Regulations and Policies: Standard of Scholarship: Academic Disqualification and Appeal of Disqualification"] <https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/>.

NAJ Seminars

The Nazir Ali Jairazbhoy colloquium (NAJ) is a core part of the research culture of the department and the intellectual development of students. Graduate students should attend these talks and events.

Appendix I: Further guidelines on the M.A. Exam

1. Conceptualizing your topic

Your paper should first introduce your topic briefly, tying it to a major issue or issues. You may pose questions and should aim to problematize the topic. In other words, we are not looking for a mere factual survey, but for evidence of issue-based and conceptual thinking in your treatment of your subject. You should contextualize the topic: place it within some conceptual/theoretical framework. You may pose one or more hypotheses and outline the methodology you are using.

2. Tying your topic to the literature

You must use and cite the relevant literature. This will probably fall into the following broad categories:

- Books, articles, and other material related to the topic in broad ways from a variety of disciplines. This is likely to include items dealing with the history, society, politics, religion, etc. of the geocultural region on which you focus.
- Literature with conceptual relevance, i.e., items bearing upon the theoretical issues raised, methodology, research paradigms, modes of musical analysis, etc. Most of this literature is likely to come from the field of ethnomusicology and from the social sciences.
- Literature that deals directly with the subject matter, or with important aspects of the research. For instance, if your topic is video songs in India, this category of literature would include works on video songs in India and neighboring countries, music videos generally, Indian music in general, analogous musical contexts elsewhere, etc.

3. Discussing the music

The musical dimension must be dealt with properly in terms of analysis. You should use the technical terminology and modes of analysis that are standard in the field. We strongly encourage the use of transcription to facilitate analysis. The musical analysis should, however, not be merely an exercise for its own sake; it should tie in to the conceptual interpretations and conclusions of the paper as a whole. Whenever musical instruments are discussed, proper organological descriptions are expected.

4. Originality of ideas

This paper is expected to produce original ideas, interpretations, and conclusions. It should derive from both the standard literature and first-hand sources--e.g., your own interviews, recordings, fieldwork observations, etc. The paper should not be a mere report on secondary sources or simple regurgitation of other people's ideas; personal interpretations of the data are expected.

5. Writing style and layout

The paper must be written in good scholarly style, with accurate grammar, punctuation, and spelling. The system of in-text citations, end-notes, cited references, and headings and subheadings must follow the standard form used in the journal *Ethnomusicology*. The same applies to diagrams, photographs, and other illustrations. Supplementary audio-visual materials (e.g., cassettes, CDs, video) are welcome, but cannot substitute for technical analysis in the text. Last but not least, the paper must have an appropriate title, and your name should appear on the front page.

The text must all be double-spaced, including footnotes and references cited. You should use a consistent type, no smaller than 10-point. The length of the paper may range between 22 and 32 pages. Pages must be numbered.

6. The oral exam

The oral exam is in part to discuss the paper, but you should also expect to be asked about various aspects of your work in the program. This may include the history of the field, its current issues, matters relating to fieldwork, and modes of musical analysis, as well as the issues raised in your paper. Questions dealing directly with the musical structure of your selected genre(s) may also be raised.

Appendix II: Doctoral dissertation proposal

The prospectus should consist of the following, roughly in this order:

- 1. Title of dissertation
- 2. A concise one-paragraph statement of the research question
- 3. A section on background information on the material being studied
- 4. An elaboration of the research question in terms of a set of questions, possibly arranged in a hierarchical order
- 5. Theoretical framework adopted and/or basic assumptions made
- 6. Critical review of the literature that is of central relevance to this research
- 7. Detailing the methodology to be adopted (if different from #5 above)
- 8. Amount of work already done
- 9. Rough timetable for the coming year(s)
- 10. Tentative table of contents/chapter outline
- 11. Bibliography