



# Department of Ethnomusicology Graduate Guidebook

**UCLA**

Herb Alpert  
School of Music

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## Overall Structure of Graduate Programs at UCLA

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 elected and 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), the Graduate Division dean and associate deans, directors, and principal staff. This council approves changing or creating degree programs and regularly reviews and evaluates all graduate programs of study.

**The Division of Graduate Education (DGE)** is responsible for administering the policy set by the Graduate Council and for ensuring the overall success of graduate education on campus. Throughout your time here, you will be in contact with DGE regarding funding, degree milestones, and the awarding of your degree.

Our ethnomusicology program requirements are established by the department, vetted and approved by the Graduate Council, and administered through DGE:

<https://grad.ucla.edu/programs/herb-alpert-school-of-music/ethnomusicology/>.

The Ethnomusicology program requirements and the Division of Graduate Education's Standards & Procedures: <https://grad.ucla.edu/gasaa/library/spfqs.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 graduate students and participates in the new student orientation. They also work 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.

## Overall Structure of Graduate Programs at UCLA

(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)** primary role at The UCLA Herb Alpert School of Music is to advise, matriculate, retain, and graduate both undergraduate and graduate students, while also contributing to recruitment efforts. As a member of the Office of Student Affairs, the Ethnomusicology Graduate SAO provides guidance and support to Ethnomusicology graduate students in areas such as degree progress, funding, and academic advising. The SAO also serves as a liaison between students and the Graduate Studies Committee, presenting student petitions for approval and meeting with the Graduate Faculty Advisor to discuss students' academic progress.

## Reminders 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 with the Residency Deputy in 1105 Murphy and/or consult the [website](#) 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.

### Orientation

You will be asked to attend an orientation meeting with the department's Chair and the Student Affairs Officers (SAO). Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

### English as a Foreign Language

If you are a non-native English speaker, please review the [guidelines](#) for UCLA's English requirements. If your graduate admissions checklist on your admissions portal states that 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). You must take this prior to the start of Fall quarter of your first year.

### Financial

Set up Bruin Direct to have the balance of your BruinBill account deposited directly into your checking account. 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.

<https://www.finance.ucla.edu/student-finance-solutions>

## Reminders for Incoming Students

(Continued...)

### ☑ Applying for Grants

Students are expected to apply for to both internal and external grants.

#### **Internal Grants:**

- [Graduate Summer Research Mentorship \(GSRM\)](#) 2<sup>nd</sup> and 3<sup>rd</sup> Year Students
- [Graduate Research Mentorship \(GRM\)](#) 2<sup>nd</sup> and 3<sup>rd</sup> Year Students
- [Dissertation Year Award \(DYA\)](#):

#### **External Grants:**

- [Fulbright-Hays](#)
- [Graduate and Postdoctoral Extramural Support \(GRAPES\)](#): links to most major funding agencies' websites
- [GRADFELLOWSHIPS-L](#). The list is open to UCLA graduate students, postdoctoral fellows, staff, and faculty.
- Websites for the various area studies centers and ethnic studies centers at UCLA
- Websites of relevant professional organizations

### ☑ Funding Opportunities for Travel

For those interested in presenting a paper or attending a conference, funding opportunities are 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. Click [here](#) for more information.
- 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. To apply, complete the linked [form](#).

### ☑ Careers Advice

The graduate program trains students for various careers, including careers as an academic and public ethnomusicology. The UCLA Career Center is an excellent resource. NAJ colloquium by UCLA Ethnomusicology alumnus on careers outside of academia are also a good resource.

## Reminders for Incoming Students

(Continued...)

### ☑ The NAJ Colloquium

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.

### ☑ ASE Appointments Over 50%

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. This may on occasion be extended to 18 quarters with an approved exception through Graduate Division.

### ☑ Protect Your Work

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](mailto:martinjbrennan@library.ucla.edu) or (310) 206-0039.

### ☑ Communication and Professionalism

Students can expect faculty to respond to emails within two working days and to respond with feedback on a paper or dissertation chapter draft within two weeks. However, there will be times when faculty will not be able to respond quickly and will let students know when they can respond. In addition, faculty may take longer to provide feedback on a large quantity of written work such as a full dissertation draft. Students should read emails concerning their graduate study and TA / GSR work and respond in a timely fashion, two working days being a good norm. Faculty also request that students give them at least two weeks' notice to write a letter of recommendation.

### ☑ Academic Disqualification

The faculty is committed to having each student complete the program to which they were admitted 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"]

## UCLA Campus Assistance Services

### UCLA Financial Wellness Program

This program fosters financial literacy skills through workshops, coaching and online educational efforts. Additionally, we aim to encourage students to know who, when and why to ask for help. Overall, the program centralizes and advocates for student economic support services on campus.

### Student Accounts

UCLA Student Accounts oversees billing and collections for all student and various non-student accounts for the campus. They offer a variety of services, including customer service and support to billing customers via phone, email and in-person; billing and collections for all student registration fees, campus charges including Housing fees; billing and collections for various non-student and sponsorship accounts; disbursement oversight including refunds with approved disbursement amounts by Financial Aid; management of 1098-T tax reporting.

### Volunteer Income Tax Assistance (VITA) at UCLA

VITA at UCLA strives to provide free tax preparation services to the Los Angeles community. VITA services are not only free, they are also a reliable and trusted source for preparing tax returns.

### Economic Crisis Response Team (ECRT)

The ECR TEAM provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA. They aim to efficiently, compassionately and discreetly:

1. Provide a seamless and individualized response to UCLA students in extraordinary financial crisis.
2. Develop proposals for actions to examine (and revise, when appropriate) university policies and office protocols in order to improve students' ability to manage their financial situations and avoid economic crisis.

ECRT can offer students in crisis support with:

- Emergency Housing
- Emergency Short Term Loan
- Emergency Grant
- Meal Vouchers
- Support with navigating campus resources

If you're experiencing a financial crisis and want to request an assessment of additional available resources to assist with your needs, please contact the Economic Crisis Response Team (ECRT) by completing the [ECRT Self Assessment Intake Form](#).



## UCLA Campus Assistance Services for International Students

### Tax

Please note that the tax system in the U.S. may differ vastly from your home country and taxes are unique to each individual based on a number of factors. For these reasons we strongly encourage all International Students to get in touch with the Glacier team for questions or concerns with their taxes.

### Glacier Tax Compliance:

GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant and tax data to UCLA via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data and prepares tax forms and required statements.

### Dashew Center

UCLA is home to more than 12,000 international students and scholars. The Dashew Center serves the international community at UCLA. They are the central hub for resources, support and advocacy for international students and scholars. It is advisable for international students to check in with the Dashew Center on arrival and in advance of each quarter just to check there are no visa concerns.

## Mental and Physical Wellness

### Arthur Ashe Student Health and Wellness Center

The Arthur Ashe Student Health and Wellness Center (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture – all under one roof! Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, our Same-Day Access Plan (ASAP Clinic) is available during business hours. After hours, students can call our 24/7 Nurseline for advice and information or log in to LiveHealth Online for a telemedicine visit on their mobile device.

The Ashe Center is also pleased to offer additional services in the Ackerman Student Union, a full-service optometry center, U See LA Optometry, on Ackerman B-Level and the Bruin Health Pharmacy (Ackerman A-Level). The Ashe Center focuses on student wellbeing by providing ongoing wellness workshops, participating in health-related outreach events on campus. It's no wonder that in Princeton Review's 2011 national survey, students voted UCLA "#1 in Student Health Services!"

### Counseling and Psychological Services (CAPS)

CAPS is here to support your mental health needs as you pursue your academic goals. Their services are designed to foster the development of healthy well-being necessary for success in a complex global environment. CAPS is pleased to offer a variety of services to meet your needs including:

- Crisis counseling available by phone 24 hours a day/7 days a week
- Emergency intervention
- Individual counseling and psychotherapy
- Group therapy
- Psychiatric evaluation and treatment
- Psychoeducational programs and workshops for students, staff and faculty
- Campus mental health and wellness promotion

Take a closer look at the website to learn about [Services](#) and [Beginning Treatment](#).

### Center for Accessible Education (CAE)

The Center for Accessible Education serves thousands of our undergraduate, graduate, and professional students enrolled at UCLA. Students seeking reasonable accommodations or support services from The Center for Accessible Education are required to register with the office as early as possible so that you can work closely with your Disability Specialist and tap into the knowledge and support.

## 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 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>.



# Program Checklists

## Ethnomusicology Grad Guidebook

# Ethnomusicology M.A./Ph.D.

## Core Courses (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.	

## Core Courses (four courses required)

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

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

## Core Courses (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
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.	

Students who are 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 and the student will be notified in their offer of admission letter.

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

## Navigating the Curriculum

### **Core Ethnomusicology courses**

215A, 215B, 216A, 216B. All students entering at the M.A. level are required to take these courses, If they have already taken equivalent courses elsewhere, they may ask to petition out of them. Students entering at the Ph.D. level may need to take some or all of this core.

### **Ethnomusicology Series I and Series II Electives**

Series I electives are theory-based courses; series II electives are area-based courses. Theory-based or area-based courses from other departments may be used to count for series I or II requirements. This is by waiver to Graduate Studies Committee. All Series I and Series II classes can be found online here.

### **General Electives**

Students must take at least two electives from the department of Ethnomusicology. Others can be fulfilled by taking either department of Ethnomusicology courses or other departments in the university. Please note that for students taking the anthropology specialization, one elective must be from that department.

### **590 courses**

These are courses students take with an individual faculty member for an individual study and to prepare for Masters or Ph.D. exams or thesis or dissertation:

- 596 - Directed individual study (for M.A. or Ph.D. students)
- 597 - Preparation for Ph.D. comprehensive exams or M.A. qualifying exams
- 598 - Guidance, M.A. thesis
- 599 - Guidance, Ph.D. dissertation

A maximum of 4 units of 596 or 597 may count towards the graduate studies course requirements (either M.A. or Ph.D. but not both) in lieu of a general elective (but not a series I or II elective). This is done in consultation with the faculty member supervising the 596 or 597 course and by waiver to Graduate Studies Committee.

Generally, 590 courses may be taken to bring the student to the required enrollment each quarter. This is for students who have completed coursework or who are ATC (Advance to Candidacy), and also for M.A. students or those working for Ph.D. exams. In addition, while an M.A. or Ph.D. student doing, for example, a 50% GSR can enroll in 4 credits of 597 with a faculty member and use it to prepare for their qualifying exams. This allows students to meet enrollment requirements while not overloading themselves.





*Vinai*  
photography

# Degree Milestones

# Degree Milestones

## Ethnomusicology and Music & Anthropology Specialization

In the following pages, we will outline and provide detailed explanations of the key milestones below required for completing your degree. Each milestone will be thoroughly discussed to give you a clear understanding of the expectations, timelines, and necessary steps for successful progression through the program.

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### M.A.

M.A. Coursework

Foreign Language Requirement

Master's Advancement to Candidacy

Comprehensive M.A. Exam

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### 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

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# Degree Milestones

## M.A. Degree Milestones Breakdown

### **M.A. Coursework**

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.

To fulfill your 12 unit requirement during your Ph.D., 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.

### **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 a faculty member in ethnomusicology or in another department or an exam administered by the university.
2. Completing the fifth quarter in the language with a minimum grade of B or higher.
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 Curriculum Committee.

### **M.A. Comprehensive Exam & Committee**

Students who enter at the M.A. level are required to take a MA examination that includes a research paper, followed by an oral examination. The examination committee will consist of the student’s principal M.A. advisor plus two faculty members who are not advising any M.A. students.

### **M.A. Advancement to Candidacy (MATC)**

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 The Division of Graduate Education (DGE).

<https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/>

# Degree Milestones

## Ph.D. Degree Milestones Breakdown

### Doctoral Coursework

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.

To fulfill your 12 unit requirement during your Ph.D., 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.

### 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 a faculty member in ethnomusicology or in another department or an exam administered by the university;
- (2) Completing the fifth quarter in the language with a minimum grade of B
- (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 Curriculum Committee.

NOTE: Students who enter at the M.A. level would have completed the foreign language prior to beginning their Ph.D.

### Ph.D. Exams, Committee Constitution, and Filing

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, otherwise known as the University Oral Qualifying Exam. Students will take ETHNMU 598 (4 units each, with members from their committee) to fill their 12 unit requirements through the Oral Qualifying Exam and ETHNMUS 599 (12 units) once the student has Advanced to Candidacy (ATC). Students are required to schedule their dissertation defense with their committee and let the SAO know the scheduled date. Once passed, the student will File their Electronic Thesis or Dissertation (ETD)

# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL 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.
- **Non-Native English Speakers:** If your admissions checklist states you have to take ESL Placement Exam (ESLPE), you must 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.
- **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.

### WINTER 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. See page 29 for full details on the exam timeline.
- **Funding:** Apply for all fellowships for which you are eligible, especially Graduate Summer Research Mentorship (GSRM) fellowship, which will enable you to receive faculty guidance and conduct ethnographic research for the M.A. paper.

### SPRING TO DO:

- **Enroll in ETHNO or MUSICOLOGY 495A:** First year students should take Ethnomusicology or Musicology 495A in Spring of their first year to be eligible to hold a TA position in their second year.
- **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) by contacting the Residence Deputy in 1113 Murphy Hall, 310-825-3447 [residencedeputy@registrar.ucla.edu](mailto:residencedeputy@registrar.ucla.edu)
- **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.

# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL TO DO:

- **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](mailto: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.

### WINTER 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.

### SPRING 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.
- **M.A. Comprehensive Exam:** Students should 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.
- **Travel and Work:** If you are interested in presenting a paper at a conference, you have two funding opportunity 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.

# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL & WINTER 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.

### SPRING TO DO:

- **Annual Evaluation:** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. 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.
- **Funding:** You are encouraged to apply for the Graduate Division fellowships. Please refer to Graduate Division's [website](#) for more information:
- **Written and Oral Qualifying Exams:** You should begin preparing for 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.

# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL & WINTER TO DO:

- **Constitution of Doctoral Committees:** 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 in MyUCLA.
- **Written & Oral 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 20. As soon as you have passed your Written Qualifying Exams and your Doctoral Committee has been officially approved, 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. Note, most grant deadlines are in fall. and winter.

### WINTER TO DO:

- **Qualifying Exams:** You may take your exams this quarter, beginning with the Written Exams. You should also be writing or have written your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). The Oral Exam can be taken no later than the end of the quarter following the one in which you complete your Written Exams.

### SPRING TO DO:

- **Annual Evaluation:** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week.
- **Qualifying Exams.**
- **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.



# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL 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.

### WINTER & SPRING 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. Qualifying Exams: You may take your exams this quarter, beginning with the Written Exams. You should also be writing or have written your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). The Oral Exam can be taken no later than the end of the quarter following the one in which you complete your Written Exams.
- **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:

# Degree Milestones

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

Study List Deadline: End of Week 2

### FALL & WINTER TO DO:

- **Candidacy:** You must enroll in 599 exam units to meet your 12-unit Study List minimum.
- **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.
- **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 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.

## M.A. Examinations Guidelines

### **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 research paper, followed by an oral examination on the paper and how it draws on the history, theory, and method of the field of ethnomusicology.

As an aspect of professional training in the field, the paper must be a high-quality document that will demonstrate that the student understands 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 in relation to existing literature in the geographical or cultural area of study
- (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 M.A. Exam advisor prior to the start of Fall quarter. Students may enroll in 597 under their M.A. Advisor to prepare for the exam. By the end of Week 5, the department will announce the M.A. 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 may enroll in 597 under their M.A. Advisor to prepare for the exam. 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.

**Spring of 2nd year:** Students may enroll in 597 under their M.A. Advisor to prepare for the exam. The student will submit their availability for their oral defense by Friday of Week 2 (which 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.

## M.A. Examinations Guidelines

(Continued...)

### 1. Conceptualizing your topic

Your paper should introduce your topic briefly, tying it to a major issue or issues. You may pose questions and should aim to problematize the topic. Your paper should provide 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 geo-cultural 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

You should use the technical terminology and modes of analysis that are standard in the field, using transcriptions to facilitate analysis as appropriate to support conceptual interpretations and conclusions of the paper. Proper organological descriptions are expected whenever musical instruments are discussed.

### 4. Originality of ideas

This paper should demonstrate original ideas, interpretations, and conclusions based on the standard literature and first-hand sources--e.g., your own interviews, recordings, fieldwork observations, etc.

### 5. Writing style and layout

The paper must be written in 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. The paper must have an appropriate title, and your name should appear on the front page. The text must 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.

## M.A. Examinations Guidelines

(Continued...)

### **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.

## Ph.D. Examinations Guidelines

### 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 written examinations in ethnomusicology consist of:

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.

The written examinations in the music and anthropology specialization are the same except for the fourth exam which is 'A theoretical or historical approach in anthropology'.

For ethnomusicology and the specialization in music and anthropology, some examinations may be take-home examinations or papers. Each of the four exams is administered by a faculty member chosen by the student. The examination subjects and the professors must be approved by petition to the Division of Graduate Education. Each examination is graded by the professor giving the exam. It is permissible for one professor to give two out of these four examinations, but there must be a minimum of three professors giving the four examinations. All four examinations must be successfully completed before the student can take the Oral Qualifying Examination. Students may re-take any failed examination(s) only once on a date specified by the doctoral committee or by the examiner(s), but no later than the end of 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 should 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, the theoretical literature(s) to be employed, and a bibliography. 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 11 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.

## Ph.D. Examinations Guidelines (Continued...)

### **Dissertation Prospectus**

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

### **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 Division of Graduate Education 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.

## Ph.D. Examinations Guidelines (Continued...)

### **Filing:**

For advice on preparing and filing your dissertation, see the [Graduate Division website](#)

You are strongly encouraged to attend one of the quarterly [Dissertation Filing 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](mailto:copyright@library.ucla.edu).

For further information on Fair Use, see the [Society for Ethnomusicology's Fair Use Statement](#)





# Types of Registration Status

# Types of Registration Status



## Types of Registration Status

### 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 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 minimum). 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 minimum). 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

# Types of Registration Status

## Types of Registration Status

(Continued...)

### Filing Fee

Graduate students can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. The 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 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 \$209, 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.

## Graduate Guidebook Closing

As you conclude your review of the graduate guidebook, we encourage you to keep in mind the important reminders, program checklists, degree milestones, and guidelines provided. These resources are designed to help you navigate your academic journey with clarity and confidence. Don't forget to take advantage of the campus assistance services available to support you throughout your time at UCLA.

We wish you every success in your graduate studies and encourage you to reach out to your advisors and faculty members for guidance along the way. Stay engaged, stay organized, and embrace the opportunities ahead.

— Department of Ethnomusicology