

## **Guidelines for Prospective Postgraduate students Department of Music and Theatre Studies**

### *Introduction*

The Department warmly welcomes prospective postgraduate students.

If the student is thinking of taking up postgraduate study, the first thing they should do is talk to one of our staff. If the student knows the subject they want to pursue, it is a good idea to approach a staff member with expertise on that subject. For questions about this, first contact the Postgraduate Coordinator Jennifer Cattermole or Theatre Studies advisor Lisa Warrington, who will discuss student options and put them in touch with a potential supervisor.

It is possible to make a formal application online anytime, but we advise putting together an informal proposal first, with guidance from potential supervisors and/or the Postgraduate Coordinator. The entire process of applying for postgraduate study, at masters or doctoral level, is outlined below:

### *1. Applying for MA, MMus, or MFA in Theatre Studies:*

This is entirely handled by the Department and Humanities Division. The process is:

- Initial informal enquiries with a member of staff from the Department, discussing the topic, possible supervisors etc.
- The formulation of an informal written proposal (see section 3 below), which is considered by the Department's Postgraduate Committee.
- If the proposal is accepted, the student makes a formal application online via e-vision, on the university website. There is a University Masters handbook that provides details of the process:  
<http://www.otago.ac.nz/study/masters/handbook/index.html>  
To apply for an MMus go to the following page:  
<http://www.otago.ac.nz/courses/qualifications/mmus.html>  
Although the nature of the MMus is different to the MA, the application process is similar. We offer an MMus in performance, an MMus in composition, and an MMus in studio production.
- When applying via e-vision, the student has to upload academic transcripts, CVs and other evidence of achievement.
- When the Humanities Division receives the formal online application, it will contact the Department for our recommendation. Following this decision, the student will be contacted and told whether or not they have been admitted into the course.
- At the same time as applying for postgraduate study, the student may apply for a scholarship via e-vision to assist with their study. Students should consult with the Scholarships Office about these:  
[www.otago.ac.nz/study/scholarships](http://www.otago.ac.nz/study/scholarships)
- If the application is accepted, the student enrolls for the course. This can be done through the website ([www.otago.ac.nz/study/enrolment](http://www.otago.ac.nz/study/enrolment)) OR it can be done through e-vision. The student includes a "Thesis

Start Date” when they enrol. Student Records runs a report on this, and the “Thesis Start Date” is entered onto the student’s record.

## 2. *Applying for DMA and PhD:*

This is handled by the Department and the Graduate School (the Doctoral and Scholarships Office). The process is:

- Initial informal enquiries with a member of staff from the Department, discussing the topic, possible supervisors etc.
- The formulation of an informal written proposal (see section 3 below), which is considered by the Department postgraduate committee.
- If the proposal is accepted, the student makes a formal application on e-vision via the university website. See for application: <http://www.otago.ac.nz/courses/qualifications/phd.html>

See for Guidelines:

<http://www.otago.ac.nz/study/phd/index.html>

As part of a PhD or DMA application, the student will need to upload:

- (a) Original or certified copies of all tertiary-level academic transcripts and grading schemes
  - (b) Curriculum Vitae
  - (c) Preliminary research outline or proposal
- The Graduate Research Committee considers the application, and will contact the Department for its recommendation. The student will then be contacted and told whether or not they have been admitted into the course.
  - At the same time as applying for postgraduate study, the student may apply for scholarships via e-vision to assist with their study. Students should consult with the Doctoral and Scholarships Office about these: [www.otago.ac.nz/study/scholarships](http://www.otago.ac.nz/study/scholarships)
  - If the application is accepted, the student enrolls for the course online. The student includes a “Thesis Start Date” when they enrol. Student Records runs a report on this and the “Thesis Start Date” is entered onto the student’s record.

## 3. *Informal written proposal*

Please contact the Postgraduate Coordinator, Jennifer Cattermole, for a copy of the informal proposal to undertake postgraduate research form.

The Postgraduate Committee may also ask for the following:

- CV
- Academic transcript
- Supporting letter(s) of reference
- Previous evidence of academic writing or creative work

A student may be required to revise their proposal if it is not deemed acceptable.

## 4. *Supervision and Support of Postgraduate Students*

- Normally a doctoral student has a primary and a secondary supervisor. Extra advisors are also possible. A masters student may have one or more supervisors.

- Once the Department and a student have settled on the supervisor/s, a Student-Supervisor agreement is signed between the parties, which covers supervision expectations, regularity of meetings, reporting of progress etc.
- The Department allocates space and computer equipment for all postgraduates, and provides access to practice facilities for performance students.
- Contestable funding will be available in relation to the research costs of specific postgraduate projects. This might include things such as international fieldwork, resourcing of a theatre production or music performance, or assistance with interview transcriptions or translations. The student will be required to put together a budget for these expenses, and can apply for a maximum of \$4500 if a doctoral student, \$1000 if a MA student, or \$1500 if a MMus or MFA student. Contact the Department Administrator, Karen O'Neil, for details on how to apply.
- Doctoral students may apply for funding from the Division of Humanities to attend an international conference during their studies. The maximum amount available is \$2500. Information about conference funding can be found on the Humanities website: <http://www.otago.ac.nz/humanities/index.html> (look under *forms and guidelines*)

#### 5. Paper profiles and regulations for MA, MMus, MFA, PhD and DMA

The Department has paper profiles for each postgraduate degree, and these may be obtained by emailing Jennifer Cattermole. These provide more detail on each degree and what is expected of students. Please note that there are also official university regulations for each of these degrees, available in the University of Otago's Calendar (published each year), as well as on the University's website. The Department has a copy of these regulations as well, which can be viewed upon request. Students should make themselves familiar with these before embarking on their studies.

#### 6. Progress Reports

Postgraduate students must undergo progress reports during their studies. These reports are the result of a meeting between students, supervisors and a convener. For doctoral students, these meetings occur after 6 months of study, and then every year. For Masters students, it is recommended that there is a progress report after 6 months or every 6 months if the Masters is spread over more than one year. Students and supervisors receive an email generated by e-vision, signaling that a progress meeting is due. Both parties then go online and complete their respective sections of the report on e-vision. Students are required to upload a self-review, outlining what they have done to date and their plans for the next period of study. The meeting then takes place and a report is signed off by the Head of Department. Progress reports are made available on e-vision, along with Student-Supervisor agreements, and other relevant documents.

#### 7. Other

Information about other issues, such as change to start date, temporary withdrawal from the course, the process of finishing the thesis and

examination etc can be provided by the Department's Postgraduate Coordinator or the Graduate Research School on request. Most of these issues are dealt with online through e-vision.

#### *8. Services for Postgraduates*

The University library provides many very valuable services and resources for postgraduate study. Go to the following site to see the list of services:

<http://www.otago.ac.nz/library/for/postgraduates/index.html>

Alexander Ritchie is the Librarian for Music and Theatre Studies, and is very willing to meet with students to help them access these resources and other services. His contact details are below.

### **Contacts and website information**

Below are some useful web pages and contacts for postgraduate study in the university and within the Music department:

Jennifer Cattermole, Postgraduate Coordinator & chair of the Postgraduate Committee

[jennifer.cattermole@otago.ac.nz](mailto:jennifer.cattermole@otago.ac.nz)

Karen O'Neil, Department Administrator

[karen.oneil@otago.ac.nz](mailto:karen.oneil@otago.ac.nz)

Stuart Young, Head of Department of Music and Theatre Studies

[stuart.young@otago.ac.nz](mailto:stuart.young@otago.ac.nz)

The Graduate Research school (DMA, PhD):

<http://www.otago.ac.nz/postgraduate/otago004145.html>

Doctoral and Scholarships office

[phd@otago.ac.nz](mailto:phd@otago.ac.nz)

[scholarships@otago.ac.nz](mailto:scholarships@otago.ac.nz)

Carol Forbes – Humanities (Masters)

[carol.forbes@otago.ac.nz](mailto:carol.forbes@otago.ac.nz)

Alexander Ritchie, Music and Theatre Studies Liaison Librarian

[alexander.ritchie@otago.ac.nz](mailto:alexander.ritchie@otago.ac.nz)

Admission, enrolment and tuition fees:

<http://www.otago.ac.nz/study/masters/handbook/otago004423.html>

International Admissions Manager: Paula McLeod

[paula.mcleod@otago.ac.nz](mailto:paula.mcleod@otago.ac.nz)

For information on the PhD:

<http://www.otago.ac.nz/study/phd/>

For information on the DMA:

<http://www.otago.ac.nz/courses/qualifications/dma.html>

For information on the MA:

<http://www.otago.ac.nz/courses/qualifications/ma.html>

For information on the MMus:

<http://www.otago.ac.nz/courses/qualifications/mmus.html>

For information on the MFA:

<http://www.otago.ac.nz/humanities/otago060101.pdf>