UCD SCHOOL OF MUSIC

STUDENT HANDBOOK

CONTENTS

WELCOME

WELCOME FROM HEAD OF SCHOOL

We would like to extend a heartfelt welcome to all our incoming and returning students. Embarking upon a degree in a large institution such as UCD can be an intimidating experience. Our School prides itself on being a friendly community whose size allows for a higher than average level of interaction between staff and students. You should familiarise yourself with relevant contacts of those who can assist during your time with us, including programme directors, who are listed below. This handbook is intended to provide essential support, but know that you can always get in touch with one of us if you are in doubt about any aspect of your studies.

The School of Music is a dynamic learning environment, as it is home to a diverse cohort of scholars and practitioners, all of whom are passionate about music and how it impacts upon human society. Many of our students become increasingly involved in our activities as they progress through the various programmes on offer. Sometimes this takes the form of moving from the BA to the BMus programme, and from undergraduate to postgraduate studies, or through engagement with our unequalled contingent of performance ensembles, whether as a participant or an attendee. Along the way, we also like to create opportunities for social interaction, such as our welcome receptions and coffee mornings.

We look forward to meeting each of you, and wish you every success over the coming years as a student in the school.

With all best wishes / Le gach dea-ghuí,

Dr Tomás McAuley
Head of School

SCHOOL OF MUSIC FACULTY

STAFF	CONTACT	
Yuko Conlon / Enya Murray	music@ucd.ie	School Manager
Dr Tomás McAuley	tomas.mcauley@ucd.ie	Head of School Assistant Professor, Historical Musicology
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Dr Peter Moran	peter.moran@ucd.ie	Artistic Director, UCD Composition Ensemble Artistic Director, UCD Gamelan Orchestra
Amy Ryan	amy.ryan@ucd.ie	Artistic Director, UCD Philharmonic Choir
Professor Thérèse Smith	therese.smith@ucd.ie	Professor, Ethnomusicology
Professor Thérèse Timoney	therese.timoney@ucd.ie	Adjunct Professor, Performance Artistic Director, Ad Astra Chamber Orchestra
Professor Harry White	harry.white@ucd.ie	Chair of Music Full Professor, Historical Musicology

POINTS OF CONTACT 2023–24

- School Office: Yuko Conlon or Enya Murray

- Undergraduate Programme Director (BA, BMus, BA Humanities): Jaime Jones

- Graduate Programme Director: Wolfgang Marx

For general programme queries, use the College of Arts & Humanities Connector.

COMMUNICATION IN THE SCHOOL

- Staff members communicate with students via UCD email addresses and through Brightspace. In turn, please write to your lecturers using your UCD email account only. Although lecturers endeavour to respond to messages within a reasonable timeframe, please do not expect communication outside working hours or at weekends.

- Module coordinators often post information about individual modules using the 'Announcements' function in Brightspace so please ensure that you check this regularly as well as your email.

- All communications among staff and students should be respectful in tone, in line with the university's Dignity and Respect Policy.

- If you find yourself struggling with deadlines or workload, the first step is to maintain good communication with your module coordinator. It is possible to apply for an extension to a coursework deadline where there are mitigating circumstances and requests are considered on a case by case basis.

UNDERGRADUATE STUDIES IN MUSIC

Music students in UCD have three programme options at undergraduate level: the BA, the BMus, and the BA Humanities. Please see links below for more details on the programme structures.

BA (Joint Honours with another subject)
Apply through CAO – DN520

First Year BA
BA – Music Joint Major (Stages 2 and 3)

BMus (Single Subject)
Apply through the BA in first year (DN520), transfer either at Stage 2 (minimum GPA of 3.2) OR add a Stage 4 after completing the BA. For more details contact music@ucd.ie.

First Year BA
BMus – (Stages 2 and 3)
BMus – (Stage 4)

BA Humanities — Music Film and Drama Pathway
Apply through CAO – DN530

BA Humanities – Music Film and Drama

Further detailed information: https://www.ucd.ie/music/study/undergraduateprogrammes/

Degree Compliance and the Requirements of the Teaching Council of Ireland

The Teaching Council of Ireland currently requires students wishing to teach music as a school subject to have obtained 80 credits in music, with at least 10 credits in Level 3 modules. Our programme requires students to obtain 70 subject credits in Music to proceed to the BA Degree. However, students wishing to go on to a teaching qualification must obtain an **additional 10 elective credits in music** over three years to meet the Teaching Council's requirements. Furthermore, the degree must cover:

- Instrumental and/or Vocal Performance
- Harmony and Composition
- Aural, Basic Keyboard and Music Technology Skills
- Western Art Music
- Irish Traditional Music

If you are not sure whether your choice of modules will cover the Teaching Council's requirements please contact your stage coordinator!

STUDYING MUSIC AT UCD

DN250 BA & BMus

Students can study music at UCD as a major subject within the BA programme, or focus on music by transferring to the BMus after successful completion of the 1st Year.

STAGE 1

BA: 15 Credits in Music

- **MUS10150** Writing About Music (Autumn)
- **MUS10190** Music Theory 1 (Spring)
- **A) MUS10120** Music, Culture and Society (Spring)
  AND/OR
- **B) MUS10210** Musicianship (Autumn)

A) You must complete this module for your degree. It is strongly recommended you take it in your first year.
B) It is highly recommended for any student who needs to strengthen their skills in reading music notation.

Performance ensemble modules are also available as an elective in 1st Year.

STAGE 2

Students wishing to transfer to the BMus should achieve a GPA of at least 3.2 in music modules.

BA: 25 Credits

- **MUS20400** Early European Music
- **MUS20410** Music History Since 1750
- **MUS20650** Music Theory 2
- **MUS20640** Music Theory 3
- **MUS20030** Studies in Irish Music *OR*
- **MUS20080** Musics of the World

BMus: 50 Credits

- **MUS20030** Studies in Irish Music
- **MUS20080** Musics of the World
- **MUS20390** Bach & the Art of Counterpoint
- **MUS20400** Early European Music
- **MUS20410** Music History Since 1750
- **MUS20650** Music Theory 2
- **MUS20640** Music Theory 3
- Two modules from choice of Performance Ensembles or Traditional Music Practices
- One other Level 2/3 music module

STAGE 3

BA: 25 Credits

- Core: New Ideas in Musicology
- Two 10-credit modules from a list of options

Options including Composition, Popular Music, Jazz, Music and Gender, and Philosophy of Music

You can add a 4th Year BMus after having completed the BA Programme.

BMus: 50 Credits

- Core: New Ideas in Musicology
- Two 10-credit modules from a list of options
- Dissertation OR 3rd-Year Recital
- Two Performance Ensemble Modules
- One other Level 2/3 module worth 5 credits

DN530 BA Humanities Music, Film & Drama

STAGE 1

- **MFD10010** Music, Film and Drama: Making, Doing, Interpreting
- **MFD10020** Adaptation, Transmediality & Intertextuality
- **MUS10120** Music, Culture and Society
- **MUS10150** Writing about Music
- Two modules each from Film and Drama
- Three modules from a list of options + One Elective

In Stage 2, 3 and 4, there are various options from Music, Drama, English, Film and Humanities modules.

In Stage 3, students have opportunities to study abroad and / or take up an internship.

GRADUATE STUDIES IN MUSIC

The School of Music has a lively research community that welcomes new scholars every year. During their postgraduate studies, students can look forward to joining a friendly group of scholars who are fully integrated into the life of the school. The School is proud to support the peer-reviewed postgraduate journal, *The Musicology Review*, a regular seminar series, concerts and other activities throughout the year. We offer both taught and research programmes:

Taught Programme

MMus Music & Culture

If you have enjoyed your undergraduate studies in the School of Music, you may wish to consider our MMus Music and Culture programme. This one-year programme comprises foundation modules in ethnomusicology, historical musicology, and cultural history alongside a range of case study modules based on staff research expertise (for example, 'Music and Philosophy', 'Popular Music in Ireland', and 'Sounding Ireland Onscreen'). The course programme also includes international guest speakers sharing their latest research. This programme develops the skills and knowledge of undergraduate study further, resulting in a master's degree, and also provides an ideal stepping stone for students who may be considering PhD research.

Research Degrees

If you are interested in a career in musical research, the first step is to consult with a member of faculty to discuss your research plans.

The School supports applications for external funding schemes on an annual basis; applications should be submitted with the agreement of a mentor in the School. UCD Research Office provides support in the development of proposals and in the management of funding awards. Please check their website for details of the latest funding calls.

Master of Literature (MLitt)

The MLitt is a two-year research programme, leading to the writing of an original thesis of c.40,000 words. Applicants to the MLitt programme should have achieved a first or a very high 2.1 in their undergraduate and/or postgraduate degrees. Some MLitt students transfer to the PhD programme after completing one year of research.

Doctor of Philosophy (PhD)

The PhD is a research programme, typically three or four years in duration, leading to the writing of a thesis of c.80,000 words that makes a significant original contribution to the field. While there are taught components to this degree, most of the work consists of independent research conducted under the guidance of a supervisor.

We highly recommend that students consider the MMus (taught masters) before taking either the MLitt or the PhD programme. Please be in touch with us if you have any questions about the best degree path for you.

PERFORMING GROUPS AT UCD

Ad Astra Chamber Orchestra was established as a taught module in 2019–20 following a number of chamber orchestra initiatives involving Ad Astra Music Scholars and members of the UCD Symphony Orchestra, in part to create a solo platform for some of our most advanced musicians. The module runs in the Spring Trimester, with its main performance taking place in early March each year. It is directed by the eminent violinist and concertmaster Thérèse Timoney. Entry is strictly by audition.

Contact: ciaran.crilly@ucd.ie

Choral Scholars is a chamber choir of gifted UCD student singers with three critically-acclaimed albums released on the Signum Classics label. Their music is available to hear on Spotify, Apple Music and on YouTube. They have performed around Ireland, Europe, the UK, and in 2019 the group gave a concert to a packed house at Carnegie Hall, New York. All members are auditioned and receive a generous scholarship. Click here for more information on how to apply for a place.

Contact: choralscholars@ucd.ie

UCD Composition Ensemble is a performing group in which students come together to compose and perform their own original compositions. Led by composer Dr Peter Moran, students gain practical experience of all aspects of the composition and performance process, from original concept and development, to ensemble arrangement, notation, rehearsal, and finally, concert performance and/or recording.

Contact: peter.moran@ucd.ie

UCD Gamelan Orchestra is led by Dr Peter Moran and based in the Newman Building at UCD. Gamelan is the ancient classical music of Indonesia, with a history stretching back almost a thousand years. It is an orchestra made up of tuned gongs and other bronze percussion instruments, with a handful of softer instruments such as the bamboo flute (suling), the two-stringed fiddle (rebab) and drums (kendhang). Students joining the UCD Gamelan Orchestra will be taught both traditional Javanese music and modern gamelan works and arrangements.

Contact: gamelan@ucd.ie

UCD Philharmonic Choir is the university's largest choir, comprising around 130 members. Led by Amy Ryan, the "Phil" performs a diverse range of choral music from all genres and regularly collaborates with its sister ensemble the UCD Symphony Orchestra. The choir seeks to achieve the highest standards of choral technique and ensemble by exploring choral repertoire in an intensive and enjoyable environment. Its members receive training in sight-singing, notation and vocal technique, improving their general musicianship skills through weekly rehearsals. Entry is strictly by audition.

Contact: philharmonic@ucd.ie

UCD Symphony Orchestra is a full-size orchestral ensemble that performs a broad repertoire of classical, romantic and twentieth-century works, in addition to staging concerts featuring film and popular music. Led by Dr Ciarán Crilly, Head of the School of Music, the orchestra gives 3 or 4 major performances annually, including one in the National Concert Hall and regularly performs throughout Europe. Entry is strictly by audition and several scholarships are available annually.

Contact: orchestra@ucd.ie

STUDYING ABROAD

The School of Music encourages students finishing Stage 2 to consider going on exchange for a year to a university in another European country (Erasmus programme for the EU/EEA) or further afield (Erasmus+, Universitas 21/International). An exchange year is a wonderful opportunity to live and study in another cultural environment, to grow and develop and to make new friends. Successful completion of an exchange year enables students to graduate with a BA/BMus International at the end of their final year.

Through the EU Erasmus programme we have exchange agreements with various music/musicology departments in European universities. There are also College places open to all students in Arts & Humanities, including Music students. These additional places provide a greater choice of institutions throughout Europe, but demand for these places is competitive.

In addition to Erasmus exchanges, the School has access to exchange places (on a competitive basis) in Universitas 21 institutions and other universities outside Europe, in the Americas, Asia and Australia.

For further information please contact the Erasmus/International Coordinator, Dr Thérèse Smith at therese.smith@ucd.ie.

PRESENTATION OF WRITTEN WORK

Getting Started

Each module will have its own guidance regarding recommended readings, listening, and sources that you can use in preparing written work. In addition to this, students should research relevant scholarship themselves.

The UCD library catalogue is usually the best place to start your search.

- Keyword searches in the 'OneSearch' box will find results from books, chapters, journal articles, newspapers etc.
- Oxford Music Online is a valuable resource that includes the Grove Music Dictionary. OMO is accessible through the 'databases' link on the UCD library website.
- RILM Abstracts of Music Literature is an international music bibliography. Users can search the RILM database using keywords to locate scholarship. Bibliographic records are enhanced by abstracts, providing more information about the source. RILM is accessible through the 'databases' link on the UCD library website.
- JSTOR is a digital library of books, journals, and primary sources. It is possible to browse journals as well as to perform searches for precise terms across a range of journals.
- Search e-journals for relevant print and electronic publications on the chosen topic.

General Guidelines for Structuring Essays

An essay, thesis or dissertation should present a clear, focused, and structured argument (an argument here refers to a connected series of statements or reasons intended to establish a position). An essay argument does the following:

- establishes the basic premise of the essay
- appraises the existing secondary literature, as necessary (sometimes called a 'literature review')
- presents evidence in support of your argument and persuades the reader
- provides conclusions, drawing together the points made in the essay and making further observations if necessary.

Essays should remain centred upon your primary idea throughout. Do not add peripheral or irrelevant information. In an essay on Vivaldi and the string concerto, for example, it is not necessary to start with a biography of the composer ('Vivaldi was born ... . He started playing the violin at the age of ...', and so on) or with generic praise ('Vivaldi is one of the greatest composers of his age). Include only material that is directly relevant to the topic presented in the title.

Formatting Written Work

- lines should be double-spaced, with the exception of long quotations
- margins should be at least 2.54cm/1 inch on both the left and right sides
- pages should be numbered
- each new paragraph should be indented from the left margin using the tab key
- there is no need to place an additional space between paragraphs
- the assessment submission form should be attached to the front of the essay [Click Here]

Referencing

The School of Music requires undergraduate written work to adhere to **Harvard Style** – this means that a short in-text citation is required within the body of a text and a comprehensive list of sources should be included in a reference list at the end.We advise students to get into the habit of good referencing practice at an early stage; careful referencing is an essential part of scholarly writing, showing the reader where materials have been sourced and acknowledging the ideas of others. It is also an opportunity to show off your research and gain credit for it!

Learning to apply Harvard Style is discussed in several level one modules and tutorials. In addition, the library provides an online training guide: Introduction – Harvard Style Guide – LibGuides at UCD Library

While it takes practice to learn Harvard Referencing Style and apply it consistently, it is a valuable discipline to start as you mean to go on. When note-taking during study, you may like to record details of books or articles consulted in Harvard Style — then, when you write your essay, it will already be a learned practice.

PLAGARISM POLICY

Academic integrity is one of the core values of the UCD Education Strategy and includes adherence to the highest ethical and academic standards. Students, researchers and staff achieve academic integrity through sound academic writing, avoiding plagiarism, and use of appropriate referencing and citation. The university plagiarism policy provides detailed guidance.
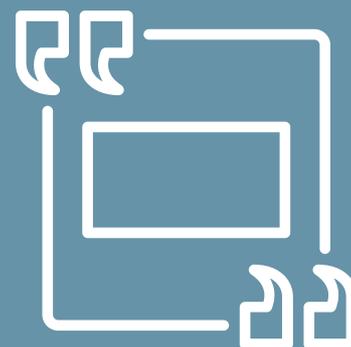
Plagiarism is the inclusion, in any form of assessment, of material without due acknowledgement of its original source.

This includes presenting the ideas of another person without acknowledging the source, quoting or paraphrasing without acknowledging the source, representing collaborative work as yours alone, and self-plagiarism. Self-plagiarism refers to presentation of material in an assessment that has already been presented in another assessment at university.

Plagiarism can be either intentional or unintentional. In both instances it is a serious academic offence and may be subject to University disciplinary procedures.

Plagiarism is investigated in the first instance by the School of Music Plagiarism Committee, chaired by Professor Harry White.

Please remember: Guidance on referencing and correct acknowledgement of sources is included in several modules. Your lecturers and tutors are happy to advise and guide you on matters of correct citation and avoiding plagiarism. Do not hesitate to ask for help if in doubt!

UCD Library provides education about, and promotes University policy on, academic integrity and has a repository of resources on plagiarism and how to avoid it. [Click Here]

UCD MARKING CRITERIA AND LATE SUBMISSIONS

UCD Marking Criteria

UCD employs a letter grade marking system but your final grade will be calculated based on GPA.

Full details of the university marking criteria are available on the Registry webpage:

https://www.ucd.ie/students/exams/gradingandremediation/understandinggrades/

Individual lecturers will outline the expectations for each module and how submitted work is assessed. The School's assessment practice is underpinned by the university marking criteria.

Late Submissions

Late submission of coursework will incur penalties as follows:

- 1 grade point will be deducted if a submission is late by up to, and including, 5 working days.
- 2 grade points will be deducted if a submission is late by more than 5 and up to 10 working days.
- Coursework received more than ten working days after the due date will not be accepted by the School except where there are extenuating circumstances.
- Please contact your module coordinator if you have any concerns about submission.

SUPPORT AT UCD

Student Advisers

The team of student advisers are available to speak with you about personal, social or practical issues that impact on your academic studies. They provide support for students at all stages and liaise with academic and administrative staff too. The Student Advisers in the College of Arts are James Ronan (james.ronan@ucd.ie) and Letitia Vettor (letizia.vettor@ucd.ie).

Student Desk

The student desk is located in the Tierney Building but also contactable by phone, email or instant messaging through their connector. They can advise on a range of issues including registration, fees, and official documentation.

Students Union Welfare Officer

The Welfare Office in the UCD Students Union is a friendly place to discuss any welfare concerns (including financial, personal, social, disability services, and mental health) and to get advice. For example, welfare funds and referrals are available.

UCD Student Health and Counselling Service

The Student Health and Counselling Service provides on-campus medical, psychological and psychiatric care to students. Located above the Students Union office, the service offers routine and urgent GP consultations; counselling services; and a range of clinics (including psychiatric, sexual health, sports, screenings). Consultations are by appointment and contact details are available here.

UCD Chaplaincy

The chaplaincy team offers pastoral care, support, and spiritual guidance to students. They are available to students from all faiths and none. Further information is available here.

Chat with our Students

This online connector enables students to ask questions and advice from peers:
https://www.myucd.ie/chat-with-our-students/