



School of Music Instructions for Formation of a Doctoral Advisory Committee

Your major professor and advisory committee should be formally appointed by the Graduate School during your first year in the program. This will require completion of the "Doctoral Advisory Committee Request" form (see instructions below). Every effort should be made to maintain the same committee composition throughout your tenure as a doctoral student. Should a change be necessary, for example when a committee member leaves the university or retires, a formal request must be made to and approved by the Graduate School. To do this you must complete a "Doctoral Advisory Committee Modification Request" form, which is also available after you log in.

All members of the core committee must be members of the Graduate Faculty of the University of Kentucky, and the majority (including the Chair) must possess Full Graduate Faculty status. If the major professor is an Associate Member of the Graduate Faculty, he/she can serve as Co-chair and another member of the Committee, who is a Full Member of the Graduate Faculty, shall serve as Chair. If the major professor is not a member of the Graduate Faculty, a Full Member of the Graduate Faculty shall serve as Chair; in such cases the major professor shall serve as an additional, non-voting member of the committee.

The minimum number of committee members for the DMA is four, consisting of:

- a. A Full Member of the Graduate Faculty from the student's area (Chair)
- b. One additional Graduate Faculty member in the student's area (indicate if Co-chair) (if DMA in composition, one theorist is required)
- c. One additional School of Music faculty member chosen from either Theory or Musicology/Ethnomusicology (if DMA in composition, the committee must include at least one theorist)
- d. One UK faculty member from outside the School of Music
- e. (optional: if a minor is chosen, a representative of this area)

The minimum number of committee members for the PhD is five, consisting of:

- a. A Full Member of the Graduate Faculty from the student's area (Chair)
- b. Two additional Graduate Faculty members in the student's area (indicate if Co-chair)
- c. One additional School of Music faculty member chosen from either Theory or Musicology/Ethnomusicology but not from the student's area
- d. One UK Graduate Faculty member from outside the School of Music
- e. (optional: if a minor is chosen, a representative of this area)

STEP 1: Consult with your major professor regarding the composition of the committee and ask each prospective member whether they are available and willing to serve.

STEP 2: Register the members of your Advisory Committee with the Graduate School at the following website (see the instructions in "Step 1"):

http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

The committee should meet as soon as possible after its formation and no later than the end of the second semester of study so that they can provide input regarding the student's selection of courses.

STEP 3: Determine the availability of your committee members. One way to do this is to set up a doodle poll and send it to everyone on your committee. The meeting should be scheduled for one hour, so offer a full range of one-hour options. Once you've got consensus on a meeting time, reserve a room for the committee to meet (usually in either the Fine Arts Library or the Fine Arts Building.)

Please note that the committee must meet one year prior to the oral qualifying exam.

When the committee meets they will need to review the items listed below. Prepare one copy of these materials for each member on your committee (organized and in a folder), plus one additional copy to be placed in your graduate file in the DGS office.

1. An unofficial transcript of your doctoral degree.
2. A transcript (unofficial) of your master's program.
3. A current resume.
4. A completed "Academic Checklist for Graduate Students"
<http://finearts.uky.edu/music/graduate-dates-resources>
5. A list of possible research/monograph topics if known.

Minutes of the meeting must be sent to the DGS and all Advisory Committee members by the Chair (use the Outline for Recording Minutes below).

**Initial Advisory Committee Meeting
Outline for Recording Minutes**

Date: _____

Student name/degree: _____

- Committee members: 1. _____ (chair)
2. _____
3. _____
4. _____
5. _____
6. _____

_____ a. Request transfer of one year's residence credit from the master's degree. If this degree is taken elsewhere, the Committee should ascertain (if not previously done by the DGS) whether the core courses as described in the Graduate Bulletin that are being accepted are equal in scope to those at the University of Kentucky, and recommend ways of satisfying these requirements if deficiencies are revealed. Comments: _____

_____ b. Evaluate and allow credit for any post-master's work taken at UK or at an accredited school. Up to 9 hours of transfer credit is allowed, but these hours may not include courses used to satisfy requirements for another degree. Comments: _____

_____ c. Establish guidelines for satisfying the foreign language requirement. See the Graduate Bulletin for acceptable methods. The language requirement will be satisfied by: _____

_____ d. Establish guidelines for satisfying the research methods requirement. The research methods requirement will be satisfied by: _____

_____ e. Approve first year coursework and discuss needed course work, including the minor area if that is elected. Comments: _____

_____ f. Discuss anticipated timeline for qualifying examinations (common exams, area written exams, and the oral exam). Comments: _____

_____ g. Begin to explore research interests and timelines for completion as related to special requirements of the degree (e.g., recitals, lectures, written document). Comments: _____

Minutes of the meeting must be sent to the DGS and all Advisory Committee members by the Chair. Plans for meeting residence requirements should be carefully worked out at the meeting but need not be reported in the minutes.