

Protocol and timeline for the preparation of DMA lecture-recital documents

Students have to select their academic co-supervisor the semester before graduation. Before the end of the semester prior to graduation, the student meets with the academic supervisor to discuss topic and research methodology.

During this meeting the academic supervisor and the student agree on:

1. The lecture-recital date;
2. A minimum number of meetings to be held during the semester of graduation;
3. Deadlines for each stage of the final document preparation.

The academic supervisor provides copies of this timeline to the student and the non-academic supervisor. If deadlines are not met, the academic supervisor reserves the right not to sign the document. The timeline should be determined according to this general scheme:

- Outline and annotated bibliography of document ready **ten** weeks before defense
- First full draft of document ready and sent to the academic supervisor **eight** weeks before defense
- Second draft of document ready and sent to the academic supervisor **six** weeks before defense
- Final draft of document ready and sent to the whole committee **three** weeks before defense
- Lecture recital about one week before defense
- Defense

During the semester of graduation the student should be registered in a MUS 399N course (NONTREATISE LECT/RECITAL DOCUM) under the direction of the academic co-supervisor.