



## **Instructions for the Preparation of the External Examiner's Report: Degree of Doctor of Musical Arts (DMA) in Performance**

We greatly appreciate the time and effort you will invest in reviewing this candidate's DMA thesis. Your expert analysis will be of great value to the other members of the examining committee, and later also to the candidate. Your report will also have a significant influence on the decision about whether the candidate will proceed to final oral defence. The report will be given to the other members of the examining committee before the defence and to the candidate afterwards. In the event that the thesis is nominated for an award your comments may be included as part of the nomination package.

As External Examiner, we seek your assessment principally with respect to the DMA thesis, in connection with the DVD recording of the candidate's lecture-recital, and the readiness of the thesis for final evaluation at the doctoral oral defence.

The final oral defence is a public event. It starts with a 20-30 minute presentation by the candidate, describing the contents of the thesis. This is followed by a question period. The questions posed in your report will be put to the candidate either by the research supervisor or by the exam chair. If you can participate in person or through video conference (and we encourage this), you can ask the questions yourself.

The members of the examining committee present at the defence will evaluate the candidate's presentation and response to questions. Where necessary, the candidate may be required to make final revisions to the thesis on the basis of your report and the findings of the other members of the examining committee.

**We ask that you address the following in your report.**

### **A. Overall academic merit**

The lecture-recital and the thesis together represent the candidate's efforts to research and present, in both oral and written form, a topic that represents a contribution to knowledge in his or her chosen field. The thesis, which is normally 60–100 pages in length, must conform to a high standard of articulate academic writing (including the careful management of citations). Further, it must

- demonstrate a sophisticated grasp of issues at a level significantly beyond what is expected of Masters-level students,
- clearly present its methodology and research findings,
- demonstrate awareness and appreciation of the relevant primary and/or secondary sources, and



- demonstrate awareness and engagement with the literature relevant to the research topic.

The lecture-recital is an opportunity for the candidate to present his or her research to an audience that may include specialists as well as members of the general public. The lecture-recital normally begins with a spoken presentation, which is followed by a performance of the work(s) treated in the thesis, or selections thereof.

## B. Revisions to the thesis

You may consider revisions to the thesis to be necessary. In this case, please gather your recommendations into a separate section of your report. Clear and specific guidance on your expectations will be appreciated by all involved.

## C. Overall Recommendation

Please conclude the body of your report with one of the following four statements:

1. In summary, I recommend that the candidate **proceed** to oral defence. The thesis needs only minor revisions.
2. In summary, I recommend that the candidate **proceed** to oral defence. The thesis needs substantive revisions, but these can be determined in the context of an oral defence and overseen by a few members of the examining committee in the days following the examination.
3. In summary, I recommend that the candidate **not proceed** to oral defence. Major revisions to the thesis are needed before the examination can continue.
4. In summary, I recommend that the candidate **not proceed** to oral defence. The thesis is unacceptable; it is fundamentally flawed and therefore beyond revision.

*In cases where an external examiner chooses statement 3, we normally proceed as follows. The candidate is given a copy of the examiner's report and allowed an opportunity to revise the thesis. The revision is then submitted both to the original external examiner and to one new external examiner. If the revised thesis earns recommendation 1 or 2 from either examiner, an oral examination is held; if both examiners choose 3 or 4, the student fails.*

## D. Questions for oral defence

If you judge the thesis satisfactory to proceed, please provide a short list of questions to be answered by the candidate at the final oral defence.



If you need any further guidance or information, please do not hesitate to contact the  
Doctoral Exams unit: [doctoral@mail.ubc.ca](mailto:doctoral@mail.ubc.ca)

Thank you for the time and wisdom you are contributing to this candidate's  
examination.