

TITLE  
(IN CAPITAL LETTERS)

**PROPOSAL OF PhD DISSERTATION**

By

(Full Name of Student)

Candidate for the Degree

Doctor of Philosophy

Department of  
(\_\_\_\_\_)

Eastman School of Music

of the

University of Rochester

APPROVED BY:

Department Chair: \_\_\_\_\_

Dissertation Advisor: \_\_\_\_\_

Dissertation Reader (within the department): \_\_\_\_\_

Dissertation Reader (outside the department, if known): \_\_\_\_\_

Date of Departmental Approval: \_\_\_\_\_

**THE STUDENT IS RESPONSIBLE FOR SUBMITTING THE SIGNED TITLE PAGE AND PROPOSAL TO THE GRADUATE STUDIES OFFICE, ESM 103.**

**SEE REVERSE SIDE**

## Guidelines for Preparation and Approval of PhD Dissertation Proposals

The dissertation proposal should be prepared in accordance with the policies of the student's individual department. Normally, the dissertation proposal is prepared in consultation with the student's advisor and department chair. Other faculty from the department may be involved as well; this practice varies by department. Dissertation proposals may be submitted only after the student has an approved program of study on file, has fulfilled the language requirement(s), and has passed the qualifying examination. The guidelines for the various departmental approval processes may be found on the Office of Graduate Studies website: <https://www.esm.rochester.edu/grad/current>.

The format required by the individual departments varies somewhat. Composers typically submit proposals for their research paper of ca. 5 pages in length; no proposal is required for the composition. Musicologists, theorists, and music education majors usually submit proposals of ca. 15 pages in length. Proposals should normally consist of the following elements:

1. Title page (following the model on the reverse side of this page, including the faculty signatures) – required of all proposals
2. Prospectus outlining the project, its scope and goals, methodology, and summary of state of research
3. Bibliography
4. Table of contents (optional)

It is important that the dissertation advisor as well as the committee members both within and outside the department endorse the project by the time the proposal is vetted and approved by the department; in some cases (usually involving dissertations in composition), the outside member cannot be identified until later in the process. According to UR policy, dissertation committee members must be full-time faculty with the rank of assistant professor or higher. The dissertation committee members may or may not have regular input into the project from its inception up to the final oral defense.

Upon approval of the dissertation proposal, the student will bring a copy of the signed title page and the complete proposal to the Office of Graduate Studies. The Office of Graduate Studies will notify the student that his/her dissertation proposal has been formally approved, and will keep a copy on file.