

Doctoral Requirements for the Presentation of Creative Work with Program Notes

1. Registration and application

The doctoral candidate is responsible for organizing the required presentation of his/her creative work, including concerts, performances etc. The doctoral candidate is required to register the required concert or performance with both the doctoral secretary (margitvosa@ema.edu.ee) and the Centre of Concerts and Performances (KEK; kontsert@ema.edu.ee). The registration must be done at least **two months** prior to the exam and must be accompanied with a correctly formatted application, the approval of the supervisor (creative part), a program together with a photo and biography of the doctoral candidate. The application must also include the date, time and place of the exam. The text must be with 1.5 line spacing using the Times New Roman font with font size 12.

Composers must also submit five scores of their composition to the secretary.

The supervisor is charged with ensuring that the doctoral concert corresponds to the requirements of the exam. The approval of the supervisor may come in the form of a signature or an email addressed to the secretary. In the event that the doctoral candidate does not have an supervisor, he/she must get approval for the concert from the head of the creative branch, who will ensure that the program is formatted correctly.

2. Concert / performance. Poster

The doctoral candidate is responsible for all organizational aspects of their concert or performance. These could include transport of instruments and equipment, hall rental, contracts, producing programs, designing posters and other promotional materials. The doctoral candidate could choose to use KEK's standard poster format. Otherwise posters must conform to the visual requirements of the EAMT. KEK is available to assist in the printing of posters, and requires that the finalized version be sent at least **two weeks** before the concert. Poster is in Estonian.

3. Technological assistance and recording of creative work

The doctoral candidate is responsible for the recording of the concert or performance. He/she is required to notify the technology department (tammo@ema.edu.ee) of the concert at least **one month** before the event. 1) Equipment will be provided for free, according to availability. 2) If a technical assistant is requested, he/she must be paid from the budget allocated for the concert. 3) If the concert takes place outside the Academy, transportation must be organized by the doctoral candidate and all costs must be paid out of the budget. 4) Audio recording of the concert is compulsory. It is provided free of charge and remuneration of the sound engineer is covered by the Academy. Video recording is required only for conductors, but is available for all doctoral candidates and is provided free of charge. This is limited to a one-camera video recording with no post production.

4. Program notes

The program notes presented to doctoral secretary must have Word-formatting, 1.5 line spacing using the Times New Roman font with font size 12. There is also a pdf-file needed.

The program notes should include the following information:

- 1) Date, time and venue
- 2) Names of the performers with instruments or voice type in parentheses
- 3) Names of the pieces and composers as follows:
 - a. Composers' first and last names, date of birth and death (if applicable)
 - b. Title of the composition in its original language as well as English
 - if that title is a genre name (sonata, suite, concerto, etude etc.) then it is not required in its original language Titles should be in *italics* regardless of language (*A Midsummer Night's Dream* or *Symphonie fantastique*).
 - Italics are not used for genres (sonata, concerto, missa, requiem etc; Beethoven's piano sonatas, Wagner's music dramas, the chamber music of Schumann; Beethoven's Piano Sonata no. 31 in A-flat major; a music drama *Tristan und Isolde* by Wagner).
 - Detailed information about the compositions – tonality, opus or catalogue number (e.g. BWV, KV, D etc.), year of composition
 - For movements of the work use italics for tempo and character markings in foreign languages. Please be mindful that many commonly used Italian musical terms have been adopted into English (such as Allegro, Andante and others) and do not need to be put into italics. When unsure whether to use an English word in italics or not, refer to Grove Music Online (<http://www.oxfordmusiconline.com> – accessible through the EAMT's intraweb).

The program notes may be presented in essay form and should provide an overview of the underlying concept of the concert and how it is tied to the performer's topic of research. The program and the program notes are in English and in Estonian.

5. Program notes for doctoral theatre productions

A printed program for the performance is sufficient. It must include introductory information about the performance along with the doctoral candidate's conceptions about performance.

-It can be in essay form.

-Length: 1 to 2 pages (minimum of approx. 3000 characters including spaces)

If the doctoral candidate has no possibility to provide a printed program, program notes must be prepared with the following information:

-Performance venue (theatre or hall, date of premiere)

-Author(s)

-Name of the work or project

-Performers

-Participants involved in preparing the performance

-Introduction of the work/project and the doctoral candidates ideas and conceptions