Doctoral Requirements for the Presentation of Creative Work with Program Notes

1. Registration and application

The doctoral student is responsible for organizing the presentation of his/her creative work, including concerts, performances etc. The doctoral student is required to register the presentation of the creative work electronically with the doctoral secretary (margit.vosa@eamt.ee). The registration must be done at least **two months** prior to the exam and must be accompanied with an application, the approval of the supervisor (creative part) and a correctly formatted program. The application must also include the date, time and place of the exam. Composers must also submit to the doctoral secretary, together with the application, a link (or links) to the score in electronic form.

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 case that the doctoral student does not have any 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. Doctoral creative work information form

No later than **two weeks after submittin**g the application to the Doctoral Secretary, the doctoral student must fill in a creative work information form (loometöö infovorm) providing information on the publicity (photos, programme, biographies, etc.) and technical needs of the concert or performance**.**

3. Cooperation with the Concert and Performance Office

According to the information provided in the information form for the creative work, the Concert and Performance Office (KEK; kontsert@eamt.ee) will design a promotional visual for the creative work (unless otherwise agreed) and publish it on its regular information channels (website, Facebook, EMTA indoor and outdoor screens, posters), together with an introductory information about the concert or performance, the programme and the performer.

The doctoral student will be responsible for organising the creative work (including transport of instruments, booking or hiring of halls, arrangements with partners and co-performers, preparation of the programme and programme notes, dissemination of information about the concert for promotional purposes or other marketing activities). The doctoral student will use promotional material created by KEK for marketing activities (unless otherwise agreed).

4. Technological assistance and recording of creative work

The doctoral student is responsible for the recording of the concert or performance. He/she is required to notify the Centre of Technology (nikita.shishkov@eamt.ee) of the event at least **one month** before.
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 or performance. 3) If the concert or performance takes place outside the Academy, transportation must be organized by the doctoral student 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 students and is provided free of charge. This is limited to a one-camera video recording with no postproduction.

5. Program and program notes

The program is accompanied by an introduction to the program (program notes).

The program notes are written from the point of view of the proposer of the creative work, outlining his/her concept, explaining the choice of the program and showing the link with the research. Program notes may also take the form of an essay. If the text of the program is in English, it must be accompanied by the program in Estonian.

Program notes shall be sent by the doctoral student to the Doctoral Secretary **at least one month before** the doctoral concert or performance, both electronically as a Word document and as a pdf file. 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. It should be between 1 and 2 pages in length, with a minimum limit of 3000 characters with spaces. The Doctoral Secretary reserves the right to return any non-compliant text. The doctoral student must make the necessary corrections within one week.

The doctoral student prepares the program himself/herself, the KEK may assist with printing. For this purpose, the final version of the program must be sent to the KEK **two weeks before** the presentation of the creative work. Design elements and, where appropriate, logos that are in keeping with the EMTA identity must be used on the program.

Thus:
Application to be submitted **two months before** the presentation of the creative work to the Doctoral Secretary.
The creative work information form must be completed **within two weeks of submission of the application** and sent to the KEK.
One month prior to the concert or performance
      1) send program notes to the Doctoral Secretary,
      2) to inform the Centre of Technology.
Two weeks prior to the concert or performance, send the final version of the program and program notes to the KEK for printing. If necessary, KEK will assist with the layout.

If the concert or performance is organised by another institution, the work must be duly registered (two months in advance) with the Doctoral Secretary, who will send the relevant information to the KEK. The program must include a presentation of the creative work (see below) or, in the absence of such a presentation in the program, the text must be sent as a separate file to the Doctoral Secretary two weeks before the concert or performance.

6. Formatting of the 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 und in Estonian.

7. 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 student'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 student 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 students ideas and conceptions