

READINGS, MATERIALS & EQUIPMENT

All materials for this course will be provided.

ASSESSMENT REQUIREMENTS

Approved assessment regime

The following assessment regime for this paper has been approved by the NZSM Academic Committee:

There are three items of assessment:

- 1. Mid-year recital, of 50-60 minutes' duration. Related to Learning Outcomes 1-4 (30%)*
- 2. End-of-year recital, of 60-70 minutes' duration. Related to Learning Outcomes 1-4 (50%)*
- 3. One public combo recital of 50-60 minutes (the student may request to spread assessment across two recitals of 50-60 minutes' duration, one at the end of each trimester). Related to Learning Outcomes 2-5 (20%)*

Assessment details for this offering

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Mid-year recital	50 -60 minutes	1-4	May 31st	30%
End of year recital	60 - 70 minutes	1-4	Nov 3rd	50%
A public ensemble recital during the year.	50 - 60 minutes	2-5	Sept 27th	20%

PENALTIES

Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

MANDATORY PAPER REQUIREMENTS

Each student must:

- In consultation with their teacher, submit a learning plan by the end of January, which demonstrates a cohesive plan for their year's work in NZSM 412, and includes details such as split of lessons among approved staff teachers, etc. This proposal must be approved by the Programme Leader.
- Submit the assessment specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work).
- Attend at least 80% of lectures, tutorials and workshops related to this course.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 17 November, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

SCALING OF GRADES

To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items in accordance with guidelines set out in the VUW Assessment Handbook:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf

ACADEMIC PROGRESS, NON-ENGAGEMENT & STUDENT LOAN ELIGIBILITY

All NZSM students are bound by the VUW Academic Progress Statute. VUW manages the enrolment of students who are not making satisfactory academic progress by:

- restricting the number of courses that students may enrol in, and/or
- requiring students to meet certain conditions.

Students whose academic progress continues to be unsatisfactory may be suspended for a specified period. Students who return after suspension and whose academic progress remains unsatisfactory may be excluded from the University.

Any student who is enrolled in more than two courses in a trimester and achieves E grades in all courses will be considered "non-engaged". The University can suspend or exclude such students. For full details about restrictions and conditions refer to:

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

Also, please note that students will be required to pass at least half of their courses in order to continue to qualify for a student loan. For more information see:

<http://www.victoria.ac.nz/home/admisenrol/payments/performance-criteria.aspx>

EXPECTED WORKLOAD

A 60-point full-year paper should require at least 600 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend on average 20 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

COMMUNICATION OF ADDITIONAL INFORMATION

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Albany campus. Notices concerning a number of papers will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning, are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the school's learning, teaching and research activities are based. The NZSM's reputation for academic integrity adds value to your qualification.

The NZSM defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the NZSM website: <http://www.nzsm.ac.nz/about/statutes-policies.aspx#plagiarism>

GENERAL NZSM POLICIES AND STATUTES

Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, Staff and Student Conduct. Please see <http://www.nzsm.ac.nz/about/statutes-policies.aspx>

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University Calendar.

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available from the NZSM offices on each campus).

HUMAN ETHICS GUIDELINES

Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at these URLs:

- <http://www.victoria.ac.nz/fgr/current-phd/ethics.aspx>
- <http://www.massey.ac.nz/massey/research/research-ethics/human-ethics/>

WHERE TO FIND MORE DETAILED INFORMATION

As Victoria University of Wellington is the Institute of Enrolment for the NZSM, further detailed information about dates, grades, enrolment procedures and qualification status can be found on their website:

- Student grades, academic profile, academic timetable, campus announcements, etc.:
 - my.vuw.ac.nz
- Key dates, explanations of grades, plagiarism:
 - www.victoria.ac.nz/home/study
- Monitoring of academic progress, and how enrolment can be restricted:
 - www.victoria.ac.nz/home/study/academic-progress
- Course withdrawal, degree planning, credit transfer and academic transcripts:
 - www.victoria.ac.nz/fhss/student-admin/faqs.aspx

EVENTS

Regular events are held during trimesters 1 & 2 at all NZSM campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists.

Events & Marketing Coordinator: Stephen Gibbs

Phone: (04) 801 5799 ext 62119 **Email:** stephen.gibbs@nzsm.ac.nz

Website: <http://www.nzsm.ac.nz/events/>