

to be booked by students as below.

Coaching times/rooms: There are 36 hours of tutorials and lessons to be arranged by individual groups in conjunction with staff. Rooms to be booked through the Kelburn office or on booking sheets.

PAPER PRESCRIPTION

Preparation and presentation of ensemble music at a fully professional level.

COURSE CONTENT & DELIVERY

Students wishing to propose pre-formed chamber groups must submit a Chamber Music Request Form, with details of all students and repertoire to Inbal Megiddo by Friday March 2 for Trimester 1, and Friday July 6 for Trimester 2.

It is expected that all members of the group will be enrolled in either NZSM 413/415: exceptions allowed only by permission of Course Co-ordinator.

Groups will be posted on Blackboard and relevant notice boards by the end of week 2 (Trimester 1) and end of week 1 in Trimester 2. Students are expected to meet and organise rehearsal time as soon as groups are posted, and to begin rehearsals in week 3 of Trimester 1, and week 2 of Trimester 2.

One person from the NZSM413 course in the group will be nominated by the Course Co-ordinator to be the student contact person, with responsibility for making sure the scores are obtained, parts distributed, and for liaising with staff.

A staff member will be assigned to oversee each group, and will be the contact person for any issues that arise. Additional tutors may also be assigned to each group by the Course Co-ordinator.

NZSM413 students are entitled to a total of 36 hours of coachings. All must be scheduled, with at least 3 completed by mid-trimester 1.

A tutorial sheet must be signed by the tutor at each tutorial and handed in before the assessment.

The assigned tutor must be contacted to devise a schedule for all coachings by week 3 of Trimester 1, and week 2 of Trimester 2. If there are difficulties contacting the tutor, the students must contact the Course Co-ordinator.

Before tutorials commence, students are expected to have thoroughly learned their parts, and to have had at least two rehearsals.

Signup sheets for assessments will be posted prior to each assessed performance. It is the responsibility of the groups to ensure that they find a slot.

Students are responsible for:

- Submitting any specific requests for groupings and repertoire by deadline
- Obtaining scores
- Setting up a regular weekly rehearsal time
- Booking rooms for rehearsals and coaching sessions
- Learning own parts thoroughly prior to rehearsals and tutorials
- Contributing to group rehearsals
- Keeping set rehearsal times punctually
- Contacting the designated staff member or course co-ordinator if any problems arise
- Providing written programme notes for assessments at least one week prior to start of small ensemble assessment period
- Signing up for assessment time slot

See course syllabus for more information.

LEARNING OUTCOMES

Students who successfully complete this paper will:

1. Prepare and perform chamber music demonstrating a command of technical and artistic skills.
2. Engage confidently and with artistic integrity in the preparation and presentation of chamber music, both through performance and programme notes.
3. Demonstrate ability to create and present a professional profile.

ASSESSMENT REQUIREMENTS

Approved assessment regime

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

There are 2 items of assessment:

- 1. One full-length recital (duration 70-90 minutes) and programme notes including biographical notes. Related to learning outcomes 1-3. (In special circumstances the student may request to split this in to two recitals (first recital with a maximum of 30 minutes). Written permission from the Director NZSM is required for this by end of week 4). (95%)*
- 2. Professional CV and Viva Voce interview. Related to learning outcome 3. (5%)*

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>
Assessed performance	70-90	1-3	26 October–17 November 2012	95%
CV and Viva Voce		3	Prior to assessed performance	5%

*Some assessments may take place outside this period, subject to course coordinator approval.

For performance papers assessed by recitals, an aegrotat cannot apply. Instead, the student (with the written approval of the teacher) must apply to the Director NZSM to have his/her assessment delayed. Any such delayed assessment must be completed prior to the start of the following trimester.

End-of-year recital: Will be scheduled in Trimester 2 exam period. The time limit of your performance examination will be strictly enforced. If you exceed the maximum duration, your performance may be stopped. *You will be notified of your exact date and time for your recital by 1 October 2012 through Blackboard and the classical performance notice board outside the Gamelan Room, Kelburn.*

Examination Procedures

Three copies of your programme notes, a copy of your CV and one copy of each score to be performed in the recital must be provided for the use of the examination panel. These are to be submitted to the NZSM office in Kelburn no later than one week before the date of your exam. Submission of the above items is a part of your recital assessment and as the mandatory requirements state, you need to complete and pass all components of each assessment. The regulations for submission of written work are outlined below: late submission of any of these items will incur the demerits stated, unless an extension has been granted in writing by the Programme Leader for Classical Performance.

Programme notes are to be set out as outlined in the NZSM Programme Note Style Sheet made available on Blackboard. Instructions for the journal content are also available on Blackboard and outlined in the Student Handbook.

The scores provided for the panel (one copy only of each work) must be in the key and edition you are performing and give the accompaniment where applicable. Original copies are preferred unless these are particularly bulky. If you do not provide originals for the exam panel, for copyright reasons you should still have an original copy of each work present at the exam performance. You can borrow these from the VUW/Massey library or from your teacher.

Students are responsible for the production and duplication of programme notes for the panel and any extra copies they wish to make available for audience members.

The time limits of your performance examination must be adhered to: if you exceed the maximum duration, your performance may be stopped.

Viva Voce: The Viva Voce is a formal assessed dialogue between the student and panel which will

include discussion of various components of their recital e.g. programme/repertoire; testing the student's knowledge of their instrument area and more.

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.

ASSIGNMENT PRESENTATION

Written work should be presented according to the guidelines set out in the **NZSM Guidelines for Academic Work**, which can be downloaded as a PDF document from the NZSM Website <http://www.nzsm.ac.nz/study/programmes.aspx> (in the right-hand column). Five percent (5%) will be deducted for written work that does not conform to these standards.

Notated work must be presented according to the guidelines set down in the **NZSM Composition and Orchestration Style Guide**, available as a PDF document from the NZSM Website: <http://www.nzsm.ac.nz/study/composition.aspx> (in the right-hand column). Five percent (5%) will be deducted for notated work that clearly does not conform to these standards.

MANDATORY PAPER REQUIREMENTS

Each student must:

- a) Complete and pass all components of each item of assessment on or by the specified dates
- b) Have all recital repertoire approved in writing by the Associate Director of Performance by end of Trimester 1
- c) Attend all scheduled rehearsals and tutorials
- d) Demonstrate professionalism

Description of professionalism:

- Obtain scores and parts
- Set-up regular weekly rehearsal times
- Begin rehearsals as soon as ensembles have been organised
- Book rooms for rehearsal and coaching sessions
- Contact allocated tutors to arrange coaching sessions
- Learn own parts thoroughly prior to rehearsals
- Contribute in group rehearsals
- Be punctual for rehearsals

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.

DEPOSIT AND COLLECTION OF ASSESSMENT

Assignments should be deposited in –

- Programme notes should be turned in to Belinda a week prior to start of exam period.
- Students are responsible for signing up for assessment time slots. Signup sheets will be posted prior to exam period.

Marked assignments will be returned to Belinda at the office.

NB: All students are requested to retain all assessment, as this may be required at the end of the course.

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 Kelburn campus. Notices concerning a number of papers will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

STUDENT REPRESENTATIVES

Student representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MAWSA, the Course Coordinator and to each class.

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 programmes 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.

All students are expected to keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing events@nzsm.ac.nz with "subscribe dawn chorus" in the subject line.

Music Forum will take place every Friday from 1:30pm-3:00pm. It will normally take place in Room 209, Kelburn Campus, but will take place on selected Fridays at Mt Cook, location to be announced.

Events & Marketing Coordinator: Stephen Gibbs

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

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