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Office(s) located at: Room 212, Kelburn Campus

Other staff member(s): Donald Maurice (Viola Lecturer)
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Office(s) located at: Room 105, 90 Fairlie Terrace, Kelburn Campus

Class times & rooms: Individual lessons to be arranged directly with teacher and room booked where relevant by student/staff.

String Class, Mondays 3-5pm, 209/ACR
Voice Class, Mondays 3-5pm, ACR/209
Brass Class, Mondays 5-7pm, ACR
Brass Ensemble, Tuesdays 6-8pm, ACR
Guitar Class, Wednesdays 5-7pm, 209/ACR
Clarinet and Saxophone Class, Wednesdays 5-6pm, ACR/209
Flute/Recorder Class, arranged directly with flute teachers
Double Reed Class, arranged directly with double reed teachers
Woodwind Class, Wednesdays 6-7pm, ACR/209
Piano Class, Thursdays 6-8pm, ACR
Percussion Class, arranged directly with percussion teachers
Harp Class, arranged directly with Carolyn Mills
Baroque Workshop, TBC

Workshop times & rooms: Performance Workshop, Fridays 1.30-3pm, ACR (schedule TBC)

PAPER PRESCRIPTION

Development of technical and musical competency and artistic and stylistic insight to perform repertoire of the student's chosen instrument or voice.

TEACHING LEARNING SUMMARY

This course comprises:

- Individual lessons 24 x 1hr
- Classes as described in class times
- Performance Workshop, Fridays 1.30-3pm, ACR (or Concert Hall, Mt Cook as advised on schedule). Attendance required as advised on schedule
- 1 trimester of 10 classes of Musicians' Health (either Pilates, Feldenkrais or Alexander Technique)
- Attendance at 20 concerts during trimesters 1 and 2. Minimum of 10 concerts must be NZSM events as described on a list of events provided by the Classical Performance Programme Administrator. At least 10 attendances must be completed and any external events tickets handed in to the office by the end of trimester 1 (Friday 7 June), and at least 15 by Friday 23 August. All remaining external events tickets must be handed in to the office by start of trimester 2 examination period, Friday 25 October.

FURTHER INFORMATION

Accompanying:

Students enrolled in classical performance papers may request to work with an NZSM accompanist (voice students will be assigned an accompanist at the start of Tri 1). Full details of the NZSM Accompanying Scheme are on Blackboard, either in the Student Handbook or under Course Resources – Accompanists. It is your responsibility to read this information. NB: Not all repertoire can be accommodated within the NZSM accompanying programme; approval is at the discretion of the Accompaniment Coordinator. All music for final recitals must be handed in by 23 August 2013.

Contacts for any queries:

Mark Dorrell – **Accompanying Coordinator** - mark.dorrell@nzsm.ac.nz

See relevant instrument syllabus for more information.

EXPECTED WORKLOAD

A 30-point full-year paper should require at least 300 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 10 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

READINGS, MATERIALS & EQUIPMENT

As defined in the relevant syllabus for your instrument.

LEARNING OBJECTIVES

Students who have successfully completed this paper will:

1. Demonstrate technical competency in approved repertoire (as set-out in individual instrumental syllabi).
2. Demonstrate artistic awareness and musical insight into a range of repertoire.
3. Demonstrate an awareness of style in the repertoire chosen.
4. Demonstrate professional attitude in punctuality, preparation and stage deportment.

ASSESSMENT REQUIREMENTS

Approved assessment regime

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

There are 4 items of assessment:

1. End of year recital including written programme notes - Minimum 15 and maximum 22 minutes. Related to learning outcomes 1-4. (60%)
2. Mid-year performance assessment as described by instrumental syllabi (completed by mid-trimester 2 break). Related to learning outcomes 1-4. (15%)
3. Preparation and progress for weekly lessons including maintenance of performance journal. Related to learning outcomes 1-4. (15%)
4. Fundamental skills assessment. Related to learning outcomes 1-4. (10%)

All assessments are described in the individual instrument syllabi, including dates of assessments.

Assessment details for this offering

End-of-year recital: Will be scheduled in trimester 2 exam period (25 October – 16 November 2013). 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 2013 through blackboard and the classical performance noticeboard outside the Gamelan Room, Kelburn.*

Examination Procedures

Three copies of your programme notes, a copy of your performance journal 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 5 working days 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.

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.

Examination panel:

The examination panel will consist of your teacher (or a nominated representative), an internal examiner and a year's moderator.

Examination Reports:

Examination reports for performance recitals will be available from the Programme Administrator (either via e-mail or from the NZSM office at Kelburn) after grades have been published.

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.

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/student-zone/student-guides> (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/student-zone/student-guides> (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) Submit a performance journal by end of trimester 2 that conforms to the guidelines as defined in the syllabi.
- c) Attend at least 80% of instrumental lessons, classes and required performance workshops related to this course.
- d) Attend 20 concerts by the final teaching day of Trimester 2. Tickets to non-NZSM concerts must be handed into the office by this date.
- e) Attend a 10 lesson course of Musicians' Health classes.

NZSM activities (including all rehearsals, lessons, classes etc) take precedence over external activities (e.g. Wellington Youth Orchestra, Vector Wellington Orchestra, RNZAF Band, and NZSO) unless permission has first been obtained from the Programme Leader and a Request for Leave form is completed in full.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 16 November, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

FURTHER INFORMATION

Lesson attendance:

You are expected to attend all lessons as arranged with your teacher. Lessons missed without 24 hours' notice may not be rescheduled.

Continuing and passing grades:

For entry into PERF230 and PERF330 the minimum grade is a B-.

Musicians' Health:

You will be required to sign up for one trimester of 10 classes – either Pilates, Feldenkrais or Alexander Technique. Priority for sign up will be 300 level, 200 level and then 100 level. The Programme Administrator will make you aware of the sign-up procedure.

Concert attendance:

You must attend 20 concerts throughout trimesters 1 and 2. Minimum of 10 concerts must be NZSM events as described on a list of events provided by the Classical Performance Programme Administrator. At least 10 attendances must be completed and any external events tickets handed in to the office by the end of trimester 1 (Friday 7 June), and at least 15 by Friday 23 August. All remaining external events tickets must be handed in to the office by start of trimester 2 examination period, Friday 25 October. External concerts are approved if they are performed/organised by the NZ Symphony Orchestra, Chamber Music New Zealand, NZ Opera, Wellington Chamber Orchestra, NZ String Quartet, NZ Piano Quartet, National Youth Orchestra, National Youth Choir, Secondary Schools Choir, Wellington Youth Orchestra, Wellington Vector Orchestra.

At NZSM events an NZSM representative will be present and will carry a register of all PERF130/230/330 students. You must be signed on to the register before the concert begins in order for it to be counted as part of your total.

Request for Leave forms:

Unless there are special circumstances to be considered, all applications for leave must be lodged in writing not less than 3 weeks before the period of requested absence. If possible, the leave should take place when assessments are not due. The leave must be for activities clearly related to the programme.

In cases of bereavement students may submit a leave form after the period of leave, to be signed off by the programme leader.

Leave forms are available under course resources on Blackboard, or from the tall grey set of drawers outside the office at Kelburn.

Additional Performance Requirements:

When requested, students are expected to rehearse and perform student compositions in the

Composer Workshop, Wednesdays 3.00-4.30pm, and in other composition/instrumentation classes. If you are unsure about the suitability of a piece to your performing level please check with your teacher.

DEPOSIT AND COLLECTION OF ASSESSMENT

Scores, programme notes etc should be handed in to the Classical Performance Programme Administrator at the reception desk.

Scores to be returned will be left available to be collected from reception.

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>

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/loansandallowances/performance-criteria>

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. You can find out more information on Class Representatives on the VUWSA website (<http://www.vuwsa.org.nz>) or MaWSA website (<http://www.mawsa.org.nz>)

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/student-zone/student-guides>

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/student-zone/student-guides>

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University of Wellington 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>
- <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

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.

Events & Marketing Coordinator: Stephen Gibbs

Phone: (04) 463 4766 **Email:** *stephen.gibbs@nzsm.ac.nz*

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