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Tutors: Details will be posted on Blackboard once groups are finalised.

Rehearsal time/rooms: Regular weekly rehearsals to be arranged by individual groups. Rooms to be booked by students as below.

Coaching times/rooms: To be arranged by individual groups in conjunction with staff. Rooms to be booked through the Kelburn office or on booking sheets.

PAPER PRESCRIPTION

Development of advanced ensemble skills through intensive training in the preparation and presentation of ensemble music.

TEACHING LEARNING SUMMARY

Students wishing to propose pre-formed chamber groups must submit a Chamber Music Request Form, with details of all students and repertoire to Jian Liu by Friday 22 February for Trimester 1, and Friday 5 July for Trimester 2. Only fully formed group requests will be accepted, and all members have to agree to the arrangement for the entire trimester. It is also **NOT** a guarantee that you will be granted with the request, but it will be taken into consideration.

This course requires students to attend one rehearsal technique workshop conducted by NZSQ per trimester. NZSQ will also present one open rehearsal and one masterclass per trimester, and the students are encouraged to attend both events. The dates and times will be announced soon.

It is expected that all members of the group will be enrolled in either PERF 133/233/333/433: 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 in Trimester 1 and end of week 1 in Trimester 2. Students are expected to meet and organise rehearsal times as soon as groups are posted, and to begin rehearsals in week 3 of Trimester 1, and week 2 of Trimester 2.

One member of each 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.

One tutor will be assigned to each group, and will be the contact person for any issues that arise. Additional staff members may also be assigned to each group by the Course Co-ordinator.

The assigned tutor must be contacted to devise a schedule for all 5 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.

IMPORTANT: There are a total of five hours of coachings available per ensemble per trimester. **All five must be scheduled, with at least 2 completed, by the mid-trimester break. The group leader is responsible for emailing this information to the Course Co-ordinator by Friday 19 April (Tri 1) and Friday 23 August (Tri 2).**

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

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

IMPORTANT: There will be four chamber music concerts toward the end of each trimester, and your group will be assigned to perform at one of the concerts each trimester. Those will be your assessed performances. **It is your responsibility to keep those dates and times free.** The dates are the following:

Trimester one:

- Friday 31 May: 8pm – 10pm
- Tuesday 4 June: 7:30pm – 9:30pm
- Wednesday 5 June: 7:30pm – 9:30pm
- Friday 7 June: 7:30pm – 9:30pm

Trimester two:

- Monday 30 September: 7:30pm – 9:30pm
- Wednesday 2 October: 7:30pm – 9:30pm
- Wednesday 9 October: 7:30pm – 9:30pm
- Friday 11 October: 7:30pm – 9:30pm

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
- Attending set rehearsal times punctually
- Contacting the designated staff member or course co-ordinator if any problems arise
- Providing three copies of written programme notes and one copy of score(s) for assessments at least one week prior to start of small ensemble assessment period (by 22 May and 23 September)

See course syllabus for more information.

EXPECTED WORKLOAD

A 15-point full-year paper should require at least 150 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 5 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

LEARNING OBJECTIVES

Students who successfully complete this paper will:

1. Demonstrate advanced collaborative techniques through the study, rehearsal and performance of chamber music.
2. Demonstrate professionalism in all aspects of preparation, rehearsal and performance including punctuality, reliability and personal presentation.

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. Assessed performance 1 - approx 15 mins. Related to learning outcomes 1-2. (40%)
2. Assessed performance 2 - approx 15 mins. Related to learning outcomes 1-2. (40%)
3. Trimester One Coachings Work Grade – combined grade for the five Trimester One coaching sessions. Related to learning outcomes 1-2. (10%)
4. Trimester Two Coachings Work Grade – combined grade for the five Trimester Two coaching sessions. Related to learning outcomes 1-2. (10%)

Assessment details for this offering

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning objective(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Assessed Performance 1	Approx. 15 min.	1&2	May 29 - June 9*	40%
Assessed Performance 2	Approx. 15 min.	1&2	September 30 – October 11*	40%
Trimester One Coachings Work Grade		1&2	Prior to scheduled assessed performance 1	10%
Trimester Two Coachings Work Grade		1&2	Prior to scheduled assessed performance 2	10%

*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.

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 each assessment item, by the dates specified
- b) Provide written programme notes and score(s) for each assessment.
- c) Attend all scheduled coachings and hand in a completed coaching sheet at each coaching.
- d) Two of the five coachings for each trimester must be completed before the mid-trimester break.

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.

DEPOSIT AND COLLECTION OF ASSESSMENT

Assignments should be deposited in

- Programme notes and score(s) should be turned in to the Programme Administrator a week prior to start of small ensemble assessment period (by 22 May and 23 September)
- Tutorial sheets must be signed by the tutor at each coaching session, and completed sheets turned in to the Programme Administrator with the programme notes before assessments.

Marked assignments will be returned to the Programme Administrator at the office.

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/>