# ArtEZ Conservatorium



## **Classical Music – Jazz & Pop – Music**

## **Theatre- Academy of Pop Music –**

## MediaMusic

forming your performing identity

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### 1. Introduction

### General

ArtEZ University of the Arts is one of the leading institutions for art education. This position is due to:

- The quality and breadth of its education
- The social significance of its activities
- The innovative and entrepreneurial nature of its curriculum
- The sheer scope of the university of the arts

ArtEZ offers art education that is recognised as being of a high quality based on national and international standards. This education enables graduates of ArtEZ to function proficiently in professional practice and make substantial contributions to the continuous renewal of the arts but also to the quality of society.

### ArtEZ Master of Music – forming your performing identity

The ArtEZ Master of Music is linked to the Music Bachelor's and offers students an optimally structured follow-up programme.

The Master of Music challenges students to test, examine and hone the image they have of themselves through studies that combine personal artistic development with multidisciplinarity, social orientation (education, entrepreneurship and knowledge of music infrastructure) and research.

Through the formation of an artistic identity, students can opt to further immerse themselves in the same genre or expand their education through links to other genres and disciplines (like dance and theatre).

In short, it's about forming your performing identity.

The ArtEZ School of Music considers the Master's alumni to be the musical pioneers of the future. In addition to artistic growth, the Master of Music programme focuses on the following:

- **Profiling:** As a student, you will develop your own identity and personality as a musician to become a leading musician/creative entrepreneur who creates innovations in music and/or helps shape the musical practice
- **Current developments:** you will be confronted by current developments but will also personally help stimulate innovation in music or the professional field
- **Collaboration:** you will collaborate with others both within and beyond your domain: in the arts with multiple ArtEZ disciplines and within society with the general public, other artists, and businesses. In this, you will assume a leading or innovative role both nationally and internationally.
- Inquisitive attitude: you will become an inquisitive professional so you will be able to practise your musical discipline in a more effective way and can integrate it with your worldview.

The Master of Music is offered in English. This means that every component of the collective curricula is taught in English. Visit <u>www.artez.nl/languagerequirements</u> to read about the language requirements.

Upon completing your degree, you will gain the right to use the internationally recognised Master of Music (MMus) title.

### Master of Music programme

The ArtEZ Master of Music programme comprises five specialisations:

- 1. Classical Music (Zwolle)
- 2. Jazz & Pop (Zwolle and Arnhem)
- 3. Academy of Pop Music (Enschede)
- 4. MediaMusic (Enschede)
- 5. Music Theatre (Arnhem)

The two-year Master of Music programme is structured in the same pattern for each specialisation:

- Three collective learning tracks, namely:
  - Multidisciplinarity
  - Entrepreneurship: current developments, leadership, communication, social orientation, etc.
  - Research
- Individual profiling component, based on a personal course plan (overall conceptualisation)
- Collective curriculum for each specialisation

During the Music Master's, you can gain greater depth as a first-rate musician and/or acquire a broader approach to the professional role(s) of your choice. Examples of professional roles include practicing musician, performer, producer, composer, entrepreneur, teacher, etc. To structure this, you will be given plenty of room to compile your own curriculum in an individual profiling component. You will be free to choose components within the various specialisations of the Master's, provided you satisfy the total number of credits (see Section 7 and Appendix 2 for more information) and that the components match your personal course plan.

All of the specialisations work towards the same competencies, such as artistry, studying and rehearsing, on-stage skills, improvisation, knowledge and understanding with regard to the repertoire and musical material, knowledge and understanding of the context, and general qualifications such as independence, psychological insight, critical awareness and social and communication skills.

The way in which you work toward these competencies may vary per specialisation and relates to your specialisation's profile.

### 2. Master of Music curricula

### 2.1 The specialisations/department-specific curricula

(For specifications per programme: see the subject descriptions of the programmes on the Electronic Learning Environment [ELE] and <u>www.artez.nl</u>, or request these through the location's Education Office.)

### 2.1.1 Classical Music

The Classical Music department is located in Zwolle. It is a topical programme that focuses on the ability to function in today's versatile professional practice. Apart from technique and artistic development, much attention is devoted to project-oriented work, playing in ensembles, multidisciplinarity, entrepreneurship and applied research. Regular cooperation occurs with external partners in terms of projects, festivals, ensembles and choirs. For the collective portion, students work on ArtSEEDZ, an artistic collaboration that begins in September and culminates in a festival in April, whereby students are not only responsible for the on-stage performance but also for the event organisation. Along with your fellow students from the first and second years of the programme, you will be challenged to research new performance techniques and performance opportunities for classical music and to put these into practice. The programme encourages crossovers with other styles and genres as well as working with non-traditional compositions of ensembles. A classical curriculum prepares you for this task: classes are intended to develop artistic skills such as stage awareness, a cross-disciplinary approach, knowledge of art and current trends and reflection on one's own and each other's work. Classes are also offered on entrepreneurial and organisational skills such as production, PR, knowledge of (new) visitor groups, and visual and textual communication.

### 2.1.2 Jazz & Pop

The boundaries between today's musical styles are porous and dynamic. Mutual cross-fertilisation continuously inspires musicians to devise new musical genres and art forms. This dynamic reverberates throughout ArtEZ Jazz & Pop. Here, you will develop both your musical individuality and instrumental techniques. In addition, you will gain practical experience and build a network during projects, festivals and concerts. The Jazz & Pop specialisation is offered in both Zwolle and Arnhem and adheres to the location profiles. Arnhem accommodates strong-minded, experimental individuals, who are frequently performing arts-oriented and international students. Arnhem is ideal for artistic multidisciplinarity due to the variety of art forms concentrated at one location. In comparison, Zwolle is a true student city with an entrepreneurial spirit. This is a small-scale and familiar location; at the same time, Zwolle is known for its attention to craftsmanship and its richness of genres. The School of Music has close ties with regional partners such as venues and festivals, but also in education, business, and the government.

At Jazz & Pop in Arnhem, students work collectively in a number of sessions to create a curriculum of workshops and master classes. A coach leads the group through this process. This collective curriculum covers topics related to both artistic content and business organisation. Under ArtEZ guidance, the students take the organisation of the curriculum into their own hands. In principle, the Jazz & Pop students in Zwolle follow the collective curriculum alongside Classical Music students (ArtSEEDZ), unless students indicate in their course plan that they wish to follow the collective portion in Arnhem.

### 2.1.3 Academy of Pop Music

Under the influence of globalisation and digitisation, music is increasingly viewed as a product and artists as a brand. The newest generation of pop musicians uses the wide range of open source and

social media opportunities to project their work and talent to a large audience. ArtEZ Academy of Pop Music guides students through the entire process: from mastery of instruments, technical knowledge and skills to launching your product onto the market. The curriculum also emphasises band culture, craftsmanship, theoretical awareness and professional practice. With this unique concept of education, the Academy of Pop Music sets itself apart from other pop music programmes in Europe and beyond.

In collaboration with other programmes at the Enschede location, the Academy of Pop Music focuses on the media and entertainment industry, creative services, education, technology and healthcare. This leads to interesting multidisciplinary development and research opportunities, which is in part due to close collaboration with departments like MediaMusic and Music Therapy.

### 1.1.4 MediaMusic

MediaMusic is the specialisation for creative audio/music students who use music technology instruments (such as a studio, laptop, and controllers) to develop a distinct and innovative project and/or product at the Master's level. Examples of products include: song writing, composition, music production, sound design, audio engineering, sound installations, live controllers and performances.

MediaMusic focuses on the media and entertainment industry, creative services, education, technology and healthcare. This leads to interesting multidisciplinary development and research opportunities, which is in part due to close collaboration with departments like the Academy of Pop Music and Music Therapy. MediaMusic boasts a team of both national and international lecturers, along with five unique studios with features like a Foley stage and concert halls. Collaborations also occur in Enschede with institutions like the University of Twente, AKI ArtEZ and Saxion, in addition to other national and international cooperation and networking.

MediaMusic guides students through the overall process, which includes concept development, research and product development (R & D) and enhancing personal knowledge and skills. For this purpose, MediaMusic has created a unique educational concept that includes a personal course plan and partial budget.

### 2.1.5 Music Theatre

Music Theatre is aimed at students who wish to deepen or expand their knowledge and skills in one of two disciplines: theatre or music. It is primarily for students with interdisciplinary interests. This programme is based in Arnhem in a building that houses a number of other disciplines and is intended for anyone interested in exploring crossovers, collaboration and new contemporary work forms at a Master's level.

### 2.2 Collective curriculum

### 2.2.1 Multidisciplinarity

Working with other disciplines is a natural consequence of the dynamic field's ever-changing demands and a constantly shifting professional practice.

As part of the multidisciplinarity learning track, students will collaborate on one or more projects, and can also work on a multidisciplinary research question. In addition, they will be equipped with tools that will enable them to collaborate with colleagues from other music or art disciplines.

The multidisciplinarity learning track is shaped differently by each location and specialisation. The student is free to complete part or all of this learning track through another specialisation. The learning track commences with an introduction to the three locations. Each year, these introductions are designed by second-year Master's students and in consultation with the programme leaders. In

addition to an interesting introduction with all the Master's students, the goal is to present the study programme in all its facets and possibilities and to consequently inspire students and create opportunities for collaboration. Attendance is mandatory on these introductory days.

## 2.2.2 Entrepreneurship: current developments, leadership, communication, social orientation, etc.

ArtEZ educates musicians who work and can continue working in a constantly evolving environment. Aside from an inquisitive approach, an entrepreneurial attitude is also extremely important to have. This component of the collective curriculum covers four topics over a two-year period:

- Project work
- Importance of networking
- International outlook
- Development of a personal business plan

These topics should also be reflected in your personal course plan, in relation to your educational activities.

Each specialisation tackles these topics differently. Be sure to inform yourself to see which interpretation is the best fit for you.

### 2.2.3 Research

The Master's programme trains you to become an inquisitive music professional. Hence, the research activities of both the individual and collective curricula focus on teaching skills that will ultimately enable you to make an innovative contribution to professional practice, while possessing a strong strategic and methodological background.

The general exit qualification for research is described as follows: *the student effectively and convincingly demonstrates that he/she possesses the skills and knowledge related to applied research at the level of a Master's degree in music at a university of applied sciences*<sup>1</sup>. This means that, under personal guidance from a research supervisor, you will learn how to design and conduct a self-selected research project in the field of music and its practice. This may connect to traditions and disciplines, music-related arts, current developments in the work field, product development or other music-related applications.

You will explore specific knowledge about your research topic and will acquire the relevant research skills that you will need as a Master of Music in professional practice. You will complete a research design by the end of your first year. Following its approval, you will conduct your self-designed practical research in your second year and will later compile a report based on your results. This report is normally written and may be supplemented by audio or video material. Personal and artistic choices are encouraged here. Once your report is approved, you will round off your research project with a public presentation. First-year Master's students must attend at least five of these student research presentations.

First-year Master's students commence the programme with two plenary introductory days. You will become acquainted with the concept of research through presentations by alumni and lecturers. These will concern both research itself and the presenters' views on it. These days will also offer you an initial overview about how to set up and conduct your research project. Eight interactive classes will follow during the course of the academic year. These will happen in smaller groups and will cover topics like identifying a research problem, posing a research question, strategy and methodology. This theoretical approach runs parallel to the construction of your own research proposal and your

<sup>&</sup>lt;sup>1</sup> In accordance with the requirements of the Sectoral Qualifications Framework for Music Creation & Musical Creativity, Level 7

subsequent research design. In this way, you will learn to link research in the field of music with Master's level research skills.

Eight interactive classes will also take place in your second year. The topics of these will primarily revolve around the proper collection and processing of data and the preparation of a report. Naturally, attendance is mandatory at these introductory days and interactive classes. If you are frequently absent, you will need to make up for this by completing assignments in consultation with your lecturer.

In research groups, first and second-year students discuss their progress, experiences and themes related to their research. This process occurs under the guidance of a research supervisor. Interactive peer review is hereby the most common working method. Attendance is also mandatory at these sessions: if you are frequently absent, you will need to attend additional research presentations as compensation.

<u>Research reports</u> from previous years are available for online perusal. Furthermore, you will find a manual for conducting research, assessment criteria, and formatting guidelines for the research report on the <u>Electronic Learning Environment (ELE)</u>.

### 2.3 Individual curriculum

#### 2.3.1 Profiling: personal course plan

Based on the study plan you write each year, a curriculum will be agreed upon that will set out your educational components for that year.

The main subject's time division and how this time will be spent must be communicated before 1 July to the Education Offices at the ArtEZ School of Music's locations in Arnhem, Enschede and Zwolle. The number of hours spent with internal lecturers can still be adjusted <u>until 1 October</u> of the current academic year, provided this occurs in consultation with the mentor and is approved by the head of the specialisation. No alterations will be accepted after 1 October.

Either the Education Office, one of the mentors, or the head of your specialisation can help you create your personal course plan. After admission, you will be assigned a mentor who will help monitor the implementation of your study plan. The mentor will play a key role throughout the process and will provide intensive guidance. For the specialisations Jazz & Pop Arnhem and Music Theatre, the study plan is also a topic of conversation during the collective Study Group.

#### 2.3.2 Individual budget

## (For specifications per programme, please see the subject descriptions of the programmes on the ELE or request these through the location's Education Office)

You will attend classes given by internal ArtEZ lecturers but can also take classes with external lecturers. In your personal course plan, you will indicate how you intend to use your budget for the individual main subject classes. First-year students will discuss their course plans during the motivation interview that precedes the entrance audition. Second-year students will discuss their second-year course plans with their personal mentors at the mentor discussions that are held in May or June of the first year.

Each student receives an individual budget of **€3,480.** (Further information about the individual budget is included in Appendix 1.)

### 2.3.3 Individual productions

- Each year, you will complete your own productions, work actively on other people's productions or on productions initiated by the programme. This study component is ideal for personal profiling.
- You will be responsible for the contents of your production study component, but your mentor must approve your choices.
- The minimum requirements for the productions are:
  - Making a personal contribution to the curriculum
    - The production must be consistent with the profiling objectives indicated in your course plan
- The time invested in the production must be in proportion to the number of credits that will be granted.
- Ideally at least one production is multidisciplinary.
- An audio and visual recording should preferably be made of each production.
- A production consists of different phases:
  - Preparation
  - Presentations, such as concerts, studio recording, or performance
  - Evaluation, reflection and report

#### 2.3.4 Studying abroad

The Master of Music programme offers students the opportunity to spend several months abroad as part of their studies. Studying abroad can be a very valuable experience.

ArtEZ is affiliated with the European Erasmus+ exchange programme, through which it has strong contacts with conservatories in other European countries. You can also arrange a European internship through the Erasmus+ programme. Further information about studying and internships abroad is available on the intranet:

<u>http://intranet.artez.nl/studenten/international/Paginas/International.aspx</u> or on the ArtEZ website: <u>https://www.artez.nl/studeren-bij-artez/studeren-in-het-buitenland</u> (in Dutch).

Situations where studying abroad can result in credits must be organised in close consultation with the mentor as well as the head of the specialisation. In this case, you must prove that the activities and classes offered abroad are capable of replacing the ArtEZ curriculum in terms of both content and workload. Hence, with your mentor's support, you should submit an application to the Examination Committee, which must approve the proposal prior to your departure.

Students who secure a study placement or internship abroad through their own efforts or networks, are offered as much help as possible to achieve their plans. However, all internships and study abroad opportunities should be based on a contract.

The International Office must be informed of all study and internship plans in a timely manner (i.e. before the deadline). A registration form is available on the intranet for this purpose.

### 3. Admissions procedure

You can request to have the Programme Guide sent to you along with the formatting guidelines for compiling a portfolio. Your portfolio will consist of a personal course plan which includes your research ideas.

### Personal course plan

After studying the Programme Guide you can start writing your personal course plan using the proper format. Specific attention is asked for your research ideas, and the connection with the rest of your personal study plan. In principle, you will create a plan for a one-year period. At the end of your first year, you will outline the contents of your second academic year. Nonetheless, it is advisable to start thinking about how you would like to proceed over the next two years. Should you have any questions you are unable answer, please get in touch with the organisation contact person at the location where you wish to study. If necessary, she will refer you to the head of the specialisation.

### Research skills

Prospective students must demonstrate that they have sufficient research skills at their disposal, which enable them to conduct Master's-level research during their studies. You have two ways to demonstrate this:

- You can submit a Bachelor's certificate and transcript that shows you passed the research skills component of your undergraduate degree.
- During the motivational interview you discuss and reflect on situations in which you developed or demonstrated your research skills.

### Practical procedure

After you have enrolled through Studielink (see <u>www.artez.nl/en/study-at-artez/apply</u>) you have until **27 May 2016<sup>2</sup>** to e-mail your portfolio to the contact person at the Education Office of the location where you wish to study:

Arnhem:	Karin Addink-Putman	k.addink-putman@artez.nl
Enschede:	Tusa Tuin	t.tuin@artez.nl
Zwolle:	Cynthia van Ommen	<u>c.vanommen@artez.nl</u>

The contact person will forward the portfolio to the members of the assessment committee and the head of the specialisation. She will then arrange a motivation interview with a mentor and a research supervisor along with your practical entrance audition. The portfolio you submit will form the basis of your motivation interview. Your (research)plans and research skills will be discussed in further detail and you will also have an opportunity to ask questions. If necessary, your course plan will be refined and subsequently resubmitted. A brief report of this interview will be submitted to the Education Office and included in your student file.

This interview will be held before you complete the practical entrance audition and you will only be able to attend the audition once your personal course plan has been preliminarily approved.

<sup>&</sup>lt;sup>2</sup> It is already possible to do an entrance audition in February for the 2016-2017 academic year. If you are interested, please get in touch with the contact person at the Education Office of the location where you wish to study.

### 4. Programme supervision

#### Mentor

Every student is assigned a mentor, who will play an important role during the two-year programme. He or she is your first point of contact in the programme, which means that you will be in regular contact. In addition, the mentor is responsible for evaluating your activities during the Individual Productions study component and will also assess your proposals for the audition, performance, integrated assessment and graduation project.

### Coaching discussions

Mentor-student discussions are held at least twice a year and focus on the following subjects:

- Your course plan and any adjustments for the second year
- Your timetable, compulsory subjects and electives
- Study progress, components that still need to be completed, opportunities for retaking failed components and potential alternative assignments
- The student's individual budget
- Any potential problems with the study programme
- Evaluating the programme

The mentor will create a brief report of these discussions that will highlight the key conclusions and agreements. These discussion reports will be sent to the student and Education Office and then stored on the Master of Music ELE.

### 5. Assessment plan

The assessment periods have been established in the ArtEZ School of Music examination periods and re-sits policy (*Beleidsbesluit "tentamenperioden en herkansingen ArtEZ Conservatorium"*). This can be found on the Examination Committee ELE, under the folder *Beleidsbesluiten van de Examencommissie* (Examination Committee policy decisions).

In principle, Education Office staff members will organise the assessments at the location where you are enrolled. However, interim presentations may be held elsewhere.

Final presentations will always take place at the location of your enrolment, unless otherwise agreed upon.

With your mentor, you will discuss your proposal for your presentation, performance, integrated assessment and graduation project. You will then fill in a proposal form that you can download from the ELE. The completed form should then be signed and submitted to the Education Office no later than four weeks before the planned presentation date.

The programme leader assembles the assessment committee, which is placed under the authority of the Examination Committee and led by an examiner.

The assessment committee consists of three people. The chair also serves as the examiner. If desired, one of these people can be an external expert.

As a student, you are personally responsible for any equipment you might need. The stage manager can assist you with this.

Interim and final presentations

- The public interim presentation occurs in accordance with policy regulations.
- For the main subjects in which you must submit a portfolio, this portfolio constitutes part of the interim and final presentations.
- You will only be admitted to the final presentation if you have passed all other course components by 15 March of that academic year.

### 6. Diplomas and certificates

Once you have fulfilled your curriculum obligations for the Master of Music programme, you will receive your Master's diploma with the accompanying academic transcript at the annual graduation ceremony. This will be held at the location where you are enrolled. Upon completing your degree, you gain the right to use the internationally-recognised Master of Music (MMus) title.

If you do not complete the entire Master of Music programme you can still receive a certificate. In this case, you must first send a written request to the Examination Committee. This certificate will only list the study components that you have completed along with the associated credits. The educational organisation at your location of enrolment will prepare the certificate and send it to you.

### 7. Credit granting

The Master of Music programme spans two academic years of 60 ECTS credits, for a total of 120 ECTS credits<sup>3</sup>.

The credit distribution is as follows:

Master of Music curriculum	ECTS
Multidisciplinarity	9
Entrepreneurship	6
Research	12
Profiling	3
Individual profiling component (including individual productions)	70
Department-specific curriculum	20
Total	120

Programme-specific criteria for credit granting are included in Appendix 2.

<sup>&</sup>lt;sup>3</sup> ECTS stands for European Credit Transfer and Accumulation System. Across Europe, higher education works on the basis of the 1999 Bologna Process. This scheme is used to indicate the estimated time investment for a particular educational component. One ECTS credit represents 28 hours.

### 8. Overview of Master of Music staff

#### Interim head of the Music Master's

Annemarie Reitsma (a.reitsma@artez.nl)

#### Associated Faculty Board member

Juul Diteweg (j.diteweg@artez.nl)

### **Programme leaders**

Arnhem	Michiel Braam ( <u>m.braam@artez.nl</u> ) Maarten Verhoef ( <u>ma.verhoef@artez.nl</u> )	Head of Jazz & Pop Head of Music Theatre
Enschede	Peter Leutscher ( <u>p.leutscher@artez.nl</u> ) Davy de Wit ( <u>d.dewit@artez.nl</u> )	Head of MediaMusic Head of Academy of Pop Music
Zwolle	Ati Gottschal ( <u>a.gottschal@artez.nl</u> ) Tilmar Junius ( <u>t.junius@artez.nl</u> )	Head of Classical Music Head of Jazz & Pop
Mentors		
Arnhem	Clemens Horn ( <u>c.horn@artez.nl</u> ) Frans Vermeerssen ( <u>f.vermeerssen@artez.nl</u> ) TBD	Jazz & Pop Jazz & Pop Music Theatre
Enschede	TBD TBD	MediaMusic Academy of Pop Music
Zwolle	Harry van Berne ( <u>h.vanberne@artez.nl</u> ) Stefan Blonk ( <u>s.blonk@artez.nl</u> ) Dick Bolt ( <u>d.bolt@artez.nl</u> ) Peter Marc Dijcks ( <u>p.dijcks@artez.nl</u> ) Jacob Vlijm ( <u>j.vlijm@artez.nl</u> ) Hans Voogt ( <u>h.voogt@artez.nl</u> )	Classical Music Classical Music Classical Music Classical Music Classical Music Jazz & Pop
Research supervisors		
	Jean-Marc Bouyeure (j.bouyeure@artez.nl) Steven Faber (s.faber@artez.nl) Laurens van der Heijden (l.vanderheijden@arte Falk Hübner (fa.hubner@artez.nl) Marjolijn van Roon (m.vanroon@artez.nl) Elwin Rumplmair (e.rumplmair@artez.nl) Esther Schopman (es.schopman@artez.nl) Natascha Weegels (n.weegels@artez.nl)	<u>ez.nl</u> )

Danny Weijermans (d.weijermans@artez.nl)

### 9. Addresses

#### ArtEZ School of Music Arnhem

Utrechtsestraat 85 6811 LW Arnhem *Mailing address:* Postbus 49 6800 AA Arnhem Tel: 026 35 35 643 <u>conservatorium.arnhem@artez.nl</u> www.artez.nl/en/about/institutes/artez-school-of-music

#### ArtEZ School of Music Enschede

Van Essengaarde 10 7511 PN Enschede Tel: 053 48 28 130 <u>conservatorium.enschede@artez.nl</u> www.artez.nl/en/about/institutes/artez-school-of-music

#### ArtEZ School of Music Zwolle

Aan de Stadsmuur 88 8011 VD Zwolle Tel: 038 42 70 530 <u>conservatorium.zwolle@artez.nl</u> www.artez.nl/en/about/institutes/artez-school-of-music

### **Appendix 1: Individual budgets**

Each student receives an individual budget of **€3,480**.

- Internal budget: At least €2,160 should be used for individual main subject classes and other classes relating to your main subject within ArtEZ School of Music. These hours can be divided between various lecturers.
  - Individual main subject classes cost **€60** for each 60-minute class
  - Répétiteurs cost €80 for each 60-minute class
- **External budget** (You can use this budget however you wish, including for extra internal hours)
  - The budget for external expenses is a maximum of €1,320. If you spend more than €2,160 on classes within ArtEZ (internal budget), this will automatically reduce your external budget. Your total individual budget will never surpass €3,480. With your mentor's approval, you can use this money to attend classes offered by external instructors. You will contact the instructor of your choice, and make agreements concerning the number of classes along with their duration and price. If you exceed the total budget, you will be responsible for paying the additional costs.
  - Thus, the actual number of possible class hours will depend on the external instructors' rates.
  - You must ask the external instructor to write a brief report of the classes they give you.
  - The external classes can be declared in three ways:
    - Through an invoice produced by the instructor, provided the instructor concerned satisfies the conditions established by the 'digital helpdesk' (BADS), which can be accessed through the intranet. They must meet the procedural requirements (a Dutch Chamber of Commerce number and/or a VAT number on the invoice, etc.) as well as the most recent regulations for VAT, income tax and identification.
    - Through a temporary appointment of the instructor concerned if he or she cannot satisfy the invoicing conditions established by the 'digital helpdesk' (see above)
    - Through a declaration form that you will complete if you have paid the instructor directly. You can fill in this declaration on the intranet and should attach a scanned copy of the instructor's invoice.

Following your mentor's approval of the expenses, the Education Office, in conjunction with the financial department (FEZ), is responsible for the financial transactions in all cases.

- Declaration forms can be downloaded from the ELE.
- The external budget may not be used for travel or accommodation expenses. You are personally liable for any such costs.
- Your mentor can also approve the reimbursement of attending special concerts/courses/workshops/studio recordings as part of the external budget. The mentor will convey his or her approval to the Education Office.

### **Appendix 2: Programme stipulations for granting credits**

### Master of Music: Classical Music and Jazz & Pop

- Main subject
  - Minimum of 5.5 for the interim presentation
  - Minimum of 5.5 for the final presentation
  - From 13 20 March 2017 a symphonic orchestra project will take place, conducted by Joost Smeets. This project is compulsary for all students strings, winds and percussion. The program consists of repertoire of Nikolaj Rimsky Korsakow and Manuel de Falla. The rehearsal period, internal in the Landesmusikakademie of Heek (just across the border in Germany, very close to Enschede) will be from Monday 13 March Friday 17 March. All students will stay in Heek and it will not be possible to do any other activities in that period. Two concerts will be performed: on Sunday 19 March in the afternoon in Muziekcentrum Enschede and on the evening of Monday 20 March in De Spiegel in Zwolle. To be well prepared for the intensive rehearsal week, a few compulsary group rehearsals with different teachers will be organized in the weeks before 13 March. The dates of these rehearsals can be found in the schedule of the Master of Music.
- Individual productions:
  - o Completing the production in the intended form as discussed with your mentor
  - The mentor's positive evaluation
  - $\circ$   $\;$  A reflection report that meets your mentor's approval and includes documentation.
- Collective curriculum for Classical Music:
  - Attending at least 80% of all sessions that take place in this framework
  - Completing and passing the lecturers' assignments
  - Annually completing a group production as part of the ArtSEEDZ festival during the second semester, which is to be preceded by a public try-out.

Introductory activities take place in September. These will be followed by a number of mandatory class days that will cover various topics directly related to the ArtSEEDZ festival. The work groups will also be assembled at this time.

A portfolio will be compiled from both the production process and the final product and will be stored on the ELE. Guidelines for these productions and the compilation of the portfolio are also on the ELE. This trajectory will conclude once the presentation in the festival, the portfolio, and the portfolio presentation have been completed and evaluated with a passing grade.

- Various coaches will help with this process and each will supervise a work group.
- Collective curriculum for Jazz & Pop
  - Attending at least 80% of all classes
  - Active participation in creating the curriculum both during the introductory activities and thereafter
  - An evaluation of the collective curriculum that meets the lecturer's approval
- Jazz & Pop study group:
  - At least 80% attendance per academic year
  - Active participation, as evidenced by the reflection report approved by the mentor
- Research:
  - o Year 1:
    - Attending the interactive lectures. Absence from lectures will require one or more alternative assignments to be completed.
    - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
    - Attending at least five research presentations made by second-year students

- A positive assessment of the research proposal and research design.
- o Year 2:
  - Attending the interactive lectures. Absence from one or more sessions will require one or more alternative assignments to be completed.
  - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
  - A positive assessment from the examiners regarding the research and its presentation.

### Academy of Pop Music and MediaMusic

Credits are granted for:

- Individual curriculum:
  - Personal course plan: mentor approval based on completeness regarding content and cohesion
  - Digital Work and Learning Environment: mentor approval based on completeness
  - Projects | productions: integrated assessment with the committee (including reflection report and time sheet). See additional education description.
  - Graduation project: integrated assessment with the committee, see additional education description
  - Individual main subject classes and classes related to the main subject: mentor approval based on confirmation of attendance by the lecturer and a reflection report (including an overview of dates and the contents of the classes)
- Collective curriculum:
  - Project coaching: based on an 80% attendance rate
- Research:
  - Year 1:
    - Attending the interactive lectures. Absence from lectures will require one or more alternative assignments to be completed.
    - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
    - Attending at least five research presentations made by second-year students
    - A positive assessment of the research proposal and research design.
  - Year 2:
    - Attending the interactive lectures. Absence from one or more sessions will require one or more alternative assignments to be completed.
    - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
    - A positive assessment from the examiners regarding the research and its presentation.
  - Management: see education description
  - Project weeks: based on an 80% attendance rate, reflection report and timesheet

#### **Music Theatre**

Credits are granted for:

- Main subject
  - A passing grade for the interim presentation
  - A passing grade for the final presentation
- Individual curriculum:
  - A passing grade for the portfolio (including the personal course plan)

- Completion of the projects, products and internship in the intended form and with a satisfactory assessment
- At least an 80% attendance rate for the classes and the relevant lecturer's positive assessment for each class/module
- A satisfactory result for both the first presentation and the final performance
- Collective curriculum:
  - Attending at least 80% of all lectures
- Research:
  - o Year 1:
    - Attending the interactive lectures. Absence from lectures will require one or more alternative assignments to be completed.
    - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
    - Attending at least five research presentations made by second-year students
    - A positive assessment of the research proposal and research design.
  - Year 2:
    - Attending the interactive lectures. Absence from lectures will require one or more alternative assignments to be completed.
    - At least 80% attendance of research group sessions. Insufficient participation will entail the compulsory attendance of one or more additional research presentations.
    - A positive assessment from the examiners regarding the research and its presentation.
  - Management: see education description
  - Project weeks: based on an 80% attendance rate, reflection report and timesheet