

Music Masters for New Audiences and Innovative Practice
Registration and Admission Procedure

July 2009

This procedure is not intended to supersede existing institutional procedures. Responsibility lies with individual institutions to build this procedure into their existing procedures.

Content

- Item 1 – Overview of registration and admission procedures
- Item 2 – Programme specific addendum round one
- Item 3 – Suggested criteria list for round one
- Item 4 - Suggested formats letters selected/rejected round one
- Item 5 - Additional information letter for successful applicants round one
- Item 6 – Suggested criteria list round two
- Item 7 – Suggested formats letters selected/rejected round two

Item 1 – Overview of registration and admission procedures

Please note: most deadlines are now determined per institute. However, in order to make sure that the programme manager is able to keep track of developments, programme manager and programme coordinators per institute are expected to keep each other informed continuously on the state of affairs.

Nr	Activity	Deadline	Who	Instruments	NB
1	Planning admission procedure, especially 2 nd round	<i>[Per institute]</i>	Programme manager/ Programme coordinators		
2	Registration	<i>[Per institute]</i>	Students	Regular registration form per institute plus programme specific addendum (see item 2)	
3	Administrating registrations	<i>[Per institute]</i>	Institute's administration	Institute administration + programme administration	Coordinators per institute send facts to programme manager for general admin.
4	Install examination committee per school	<i>[Per institute]</i>	Institute		
5	Execute 1 st selection round	<i>[Per institute]</i>	Institute	Optional: suggested criteria list for round 1 (see item 3)	
6	Decision 1 st selection round	<i>[Per institute]</i>	Institute		Documentation of considerations and decision (per institute)
7	Inform about decisions 1 st selection round	<i>[Per institute]</i>	Institute	Optional: formats letters selected/rejected round 1 + additional information (see items 4 and 5)	Coordinators per institute send decisions to programme manager for general admin.
8	Arrange auditions 2 nd selection round	<i>[Per institute]</i>	Programme manager/ programme coordinators		
9	Execute auditions 2 nd selection round	<i>[Per institute]</i>	Institute + 1 visiting teacher	Optional: criteria list for round 2 (see item 6)	
10	Decision auditions 2 nd selection round	<i>[Per institute]</i>	Institute + 1 visiting teacher		Coordinators per institute send decisions to programme manager for general admin.
11	Inform about decisions 2 nd selection round	<i>[Per institute]</i>	Institute	Optional: formats letters selected/rejected round 2 (see item 7)	
12	Student accepts or refuses	<i>[Per institute]</i>	Student		
13	When student refuses, contact new student	<i>[Per institute]</i>	Institute		
14	Enrolment procedure	<i>[Per institute]</i>	Institute		Coordinators per institute send facts to programme manager for general admin.
15	If necessary: fine-tuning selection	End of August	Programme manager + representative per institute		

Item 2 – Programme specific addendum round one

This addendum can be used as an appendix to existing institutional application forms. Alternative documents can replace this form, so long as all information contained in the addendum below is obtained.

JOINT MASTERS APPLICATION FORM – SEPTEMBER 2009 ENTRY

Instructions: You should read all of the enclosed Explanatory Notes before completing your application. If your application form is not completed correctly there may be some delay in processing your application. Please complete in CAPITAL LETTERS and in black or blue ink.

0 Data sharing

For effective administration of the joint masters programme, data given in this form will be administered in an administrative file shared by the five participating institutions. By filling in this form you indicate that you do not have any problems with administering the data of this form in this joint administrative file.

1a Personal facts

Name:

Date of Birth:

Nationality:

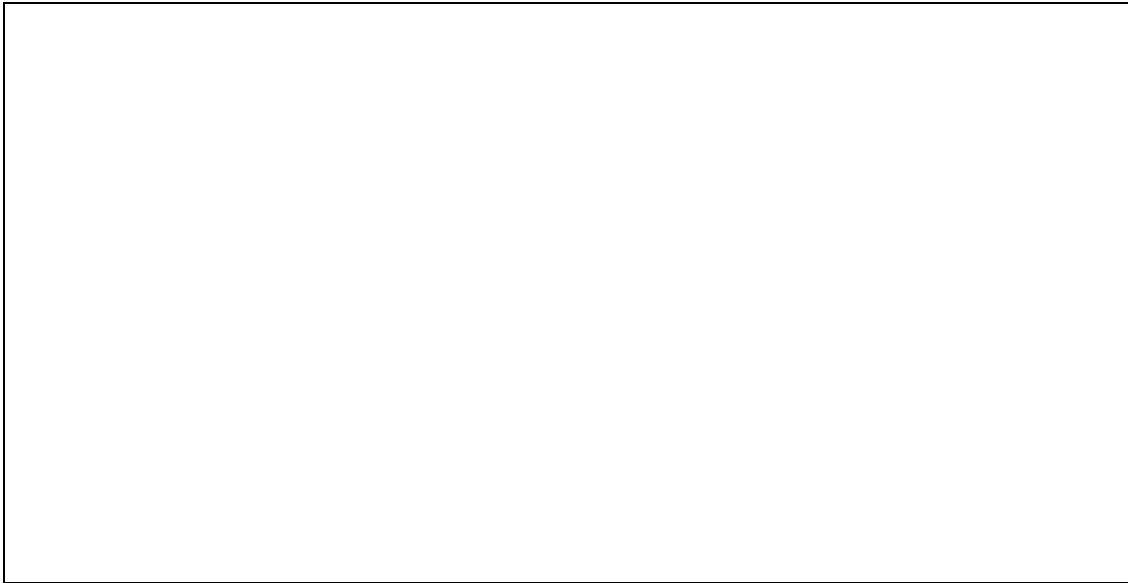
Home town/country:

Instrument(s):

1b. Higher Education

Qualification	Subject	Grade	Actual (A) or Predicted (P)	Date Achieved (Month / Year)


2a. Why are you applying for the course in New Audiences and Innovative Practice?



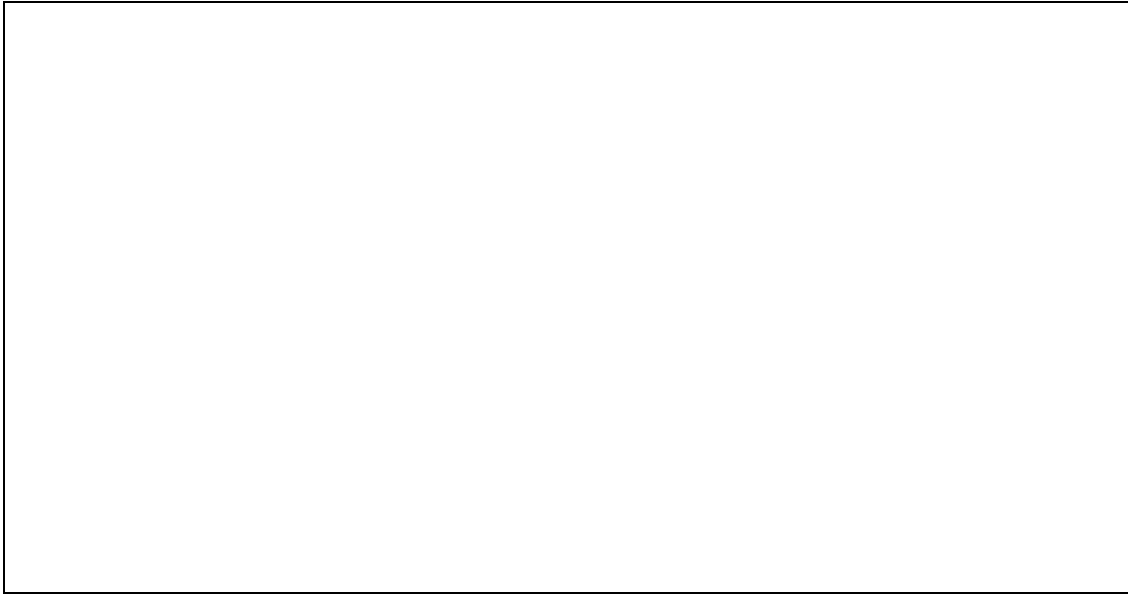
2b. What skills do you already possess that are relevant to the programme?



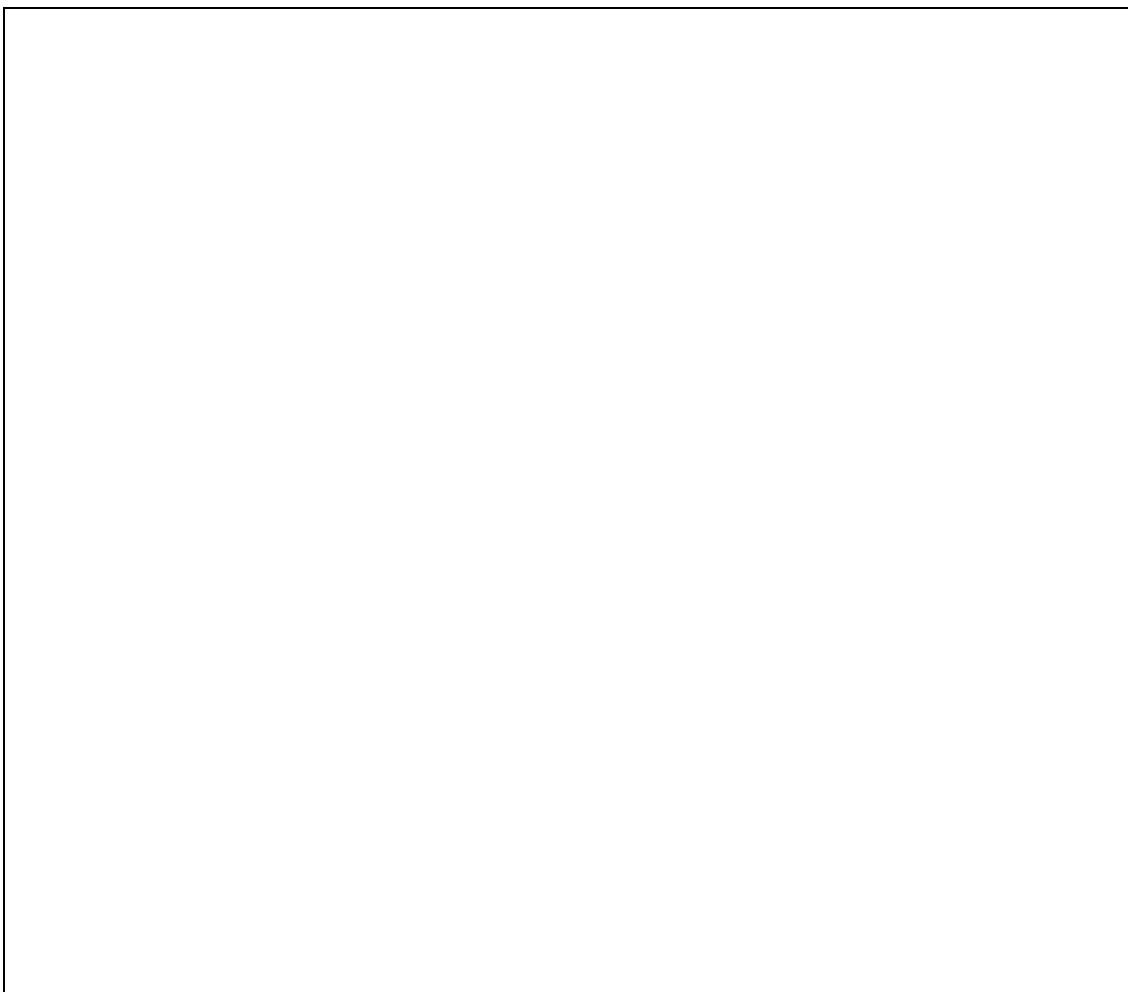
3a. How do you imagine your career in five years time, how will this course will help you to achieve this?



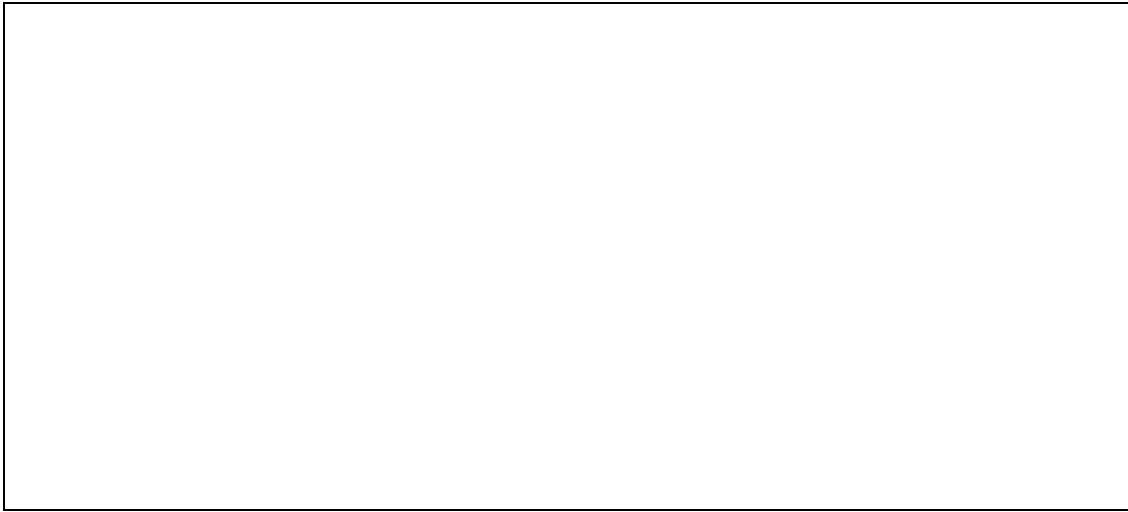
3b. What area(s) would you like to focus on during your studies?



**4. All students create an individual project at the end of the course.
What project would you like to create and what practical things would you need to do for this to happen?**



5. Where would you like to study during the exchange period and why?



6. Presentation on DVD

You should submit a DVD (max 15 minutes) containing examples of your work as a musician. This should include as broad a range as possible of your performances, compositions or examples of your musical leadership.

Item 3 – Suggested criteria list for round one

Criteria Scoring

- 1 – Insufficient, student not suitable / acceptable for the programme
- 2-5 – insufficient in itself but may be balanced by scores in other items
- 6-10 – sufficient to excellent

Motivation – 2a

Applicants motivation could be demonstrated by:

- a clear artistic intent
- experience or a desire to create music or perform music in new and innovative contexts
- an interest in improvisation
- experiences of performing as part of an ensemble
- experience of participating or leading workshops
- knowledge and understanding of repertoire
- understanding of the contemporary context of music
- a desire to be a self-sufficient learner
- self-reflective abilities
- strong presentation skills
- an ability to communicate effectively through the written word

Score (1-10) _____

Additional comments

Previous Experience –2b

Applicants could demonstrate experience of:

- composing or performing in a range of contexts
- performing or creating music in a range of styles
- having developed technical skills in performance or composition
- performing or creating music in collaboration with others
- creating or performing music which involves improvisation

Score (1-10) _____

Additional comments

Demonstration of Skills – 2b

- creative and transformative skills
- knowledge and understanding of context
- independence
- communication skills
- psychological understanding
- critical awareness
- improvisational skills
- ensemble skills
- workshop skills

Score (1-10) _____

Additional comments

Study plan – 3a / 3b / 4 / 5

Applicants should demonstrate their study intentions through:

- a clear direction for study, possibly linked to future career plans
- the student’s intention to work autonomously and engage with reflexive practices
- knowledge and understanding of contexts in which they will engage
- an understanding of their own psychology and that of others will affect their plan
- effective communication and presentation skills

Score (1-10) _____

Additional comments

Presentation on DVD

The presentation DVD may demonstrate:

- a capacity to coherently express artistic intentions through performance or composition
- an ability to communicate through a range of media and in a number of contrasting contexts
- experiences of collaborative practices

Score (1-10) _____

Additional comments

Item 4 - Suggested formats letters selected/rejected round one

Letter of acceptance round 1:

Dear XXXX,

It is my pleasure to inform you that you have been successful in the first application round for the Music Masters of New Audiences and Innovative Practice at the XXXXX.

We hereby invite you to the second round, which takes place on XXXX in XXXX.

Please carefully read the enclosed information and register yourself at the appropriate addresses. Do not forget to enclose the required information.

If you have any questions, do not hesitate to contact me.

Letter of rejection round 1:

Dear XXX,

I regret to inform you that you were unsuccessful in your application for the Music Masters of New Audiences and Innovative Practice at the XXXX. The panel enjoyed the material you sent in and it is appreciated that you will be disappointed, but the competition for places was very intense.

[If needed, add more specific information on the reasons for rejection.]

I wish you well in your future studies and career.

Item 5 - Additional information letter for successful applicants round one

An alternative document can replace this letter, so long as it contains all of the information below.

Dear Applicant,

The audition process divides into a number of activities. They include:

- 10 minute performance on your instrument / or presentation of your compositions
- A creative workshop and collaborative task
- 10 minute presentation of your study plan
- 30 minute interview

Prior to the interview you will need to prepare for your individual performance / presentation of compositions and the presentation of your study plan.

The 10 minute musical performance should represent the breadth of your interests. You may choose to perform pieces from a range of, or single musical tradition. Performances may include elements of improvisation. Where a portfolio of compositions is presented you should be prepared to discuss these in depth.

All applicants will be expected to perform on their principal study instrument during the workshop and creative task. Where additional equipment is required (such as amplifiers) please inform the school about this in advance.

During the 10 minute presentation of the study plan you should include information about:

- The aspects of the programme that particularly interest you
- How your previous experiences are relevant to this programme
- How you will use the exchange period to develop your skills
- The nature the event you intend to create for your Professional Integration Project
- Your future plans and how the course will help you to achieve them

Should you require any additional information about the day, please contact xxxxxxxx on xxxxxxxx.

Yours,

xxxxxxxxxxxxx

Item 6 – Suggested criteria list round two

Performance / Workshop

Communication	Awareness	Craft / structure	Control of resources
Impressive	Impressive	Impressive	Impressive
Convincing	Convincing	Convincing	Convincing
Recognizable	Recognizable	Recognizable	Recognizable
Limited	Limited	Limited	Limited
Insufficient	Insufficient	Insufficient	Insufficient

Circle the appropriate

Additional comments

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Oral presentation annex interview

Quality of oral assessment
Impressive
Convincing
Recognizable
Limited
Insufficient

Circle the appropriate

Additional comments

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Item 7 – Suggested formats letters selected/rejected round two

Letter of acceptance round 2:

Dear XXX,

I am pleased to inform you that you were successful at your recent audition at the XXX. We would like to offer you a place into the first year of the Music Masters of New Audiences and Innovative Practice for the academic year 2009/2010.

[If necessary, insert a remark on the envisaged host institution for the period abroad]

Please let us know as soon as possible if you accept this offer.

Congratulations on your success and I hope you will enjoy the experience of studying with us and our International Partners.

Letter of rejection round 2:

Dear XXXX,

I regret to inform you that you were unsuccessful in your application for the Music Masters of New Audiences and Innovative Practice at the XXXX.

The panel enjoyed meeting you and I hope you found the day you spent at the XXX a worthwhile experience. I wish you well in your future studies and career.

+ either one of the points below:

- It is appreciated that you will be disappointed, but the competition for places was very intense.
- If you would like to know why your application was unsuccessful please request this in writing to the above address.

If needed, add an individual explanation for each applicant (this is best practice but only possible with smaller numbers of applicants).