

Education and Examination Regulations 2020-2021

Master Music | Jazz

This EER is part of one EER with the EER Master Music | Education and the
EER Master Music | Classical

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Reader's guide

The EER starts with a list of definitions, defining the most important matters relating to the educational and examination programmes.

The rest of the EER comprises two parts:

Part 1 lists the rules arising from the Higher Education and Scientific Research Act (WHW), the policy of Zuyd University of Applied Sciences, and the policy of the programme department and the faculty. The contents of part 1 specify how the study programme is structured, list rules concerning examinations and final examinations, and detail what you can expect of the institution in such matters. In each chapter, these rules must answer the following questions:

Chapter 1 General provisions.

- Who does the EER apply to?
- For which purposes and how can you contact the Board of Examiners?
- What can you do if you have an objection or complaint?
- What can you do if you wish to appeal a decision based on the EER?

Chapter 2 The study programme.

- What are you studying to become (educational profile) and which objectives are part of that?
- Where can you read whether you are eligible for the study programme?
- Which tracks and final specializations does the study programme have?
- Which language is used during the study programme?
- Which costs, regular or extra, are related to the study programme and what are your rights if you are unable to pay these costs?

Chapter 3 Education.

- When do the educational activities start?
- Which rules apply to minors, electives, and external assignments?
- What are practical exercises and which rules apply to them?
- What can you do if you have not obtained your propaedeutic certificate, but wish to start the post-propaedeutic phase (Post-first-year phase)?
- What must you do if components from a previous study programme are no longer offered when you have not yet obtained the course credits?
- Which specific rules apply for dual or part-time tracks?

Chapter 4 System of examinations and final examinations.

- How often can you resit an examination and when are you entitled to a resit?
- Which rules apply if you want to sit examinations that are not included in your study programme?
- When does an attendance requirement apply?
- When have you passed an examination and how are assessments determined?
- When can you be granted exemptions and what must you do for them?
- How are examinations scheduled and what are the rules when registering for examinations?
- What are your rights concerning looking at marked examinations?
- What about the storage of examination results?
- When are you entitled to special facilities and what must you do to make use of them?
- What are the rules concerning instances of fraud and irregularities?

- What are considered circumstances beyond students' control?

Chapter 5 Academic guidance counselling, study progress, and notices to terminate or continue studies.

- What has been arranged for academic guidance counselling?
- How is your study progress monitored and how do you view this?
- What are the rules and standards regarding binding and non-binding notice to terminate or continue studies?

Chapter 6 Degree certificates and statement.

- When do you receive degree certificates or statements?
- What is included in a degree certificate or statement?
- When do degree certificates bear the citation 'cum laude'?

Chapter 7 Concluding provisions – adoption & amendment – evaluation.

- What should you do if your interests are disproportionately harmed through the application of the EER or in the event of unforeseen circumstances?
- What are the arrangements concerning determining, changing, and evaluating the EER?

Part 2 sets out the educational and examination programme. Chapter 1 of part 2 provides all information relating to the structure of the teaching and examinations, broken down by variant, final specialization, and block. Part 2 also provides information about the academic year timetable, the block structure, the examination regulations, and the academic guidance counselling.

Term list

Definitions applied in these regulations:

Academic guidance counsellor

A staff member who monitors the academic progress of the student and who mentors the student in this regard.

Academic year

The period commencing on 1 September of any year and ending on 31 August of the following year. [Art. 1.1 WHW]

Assessment

A method or set of methods for grading the competences or standardized procedures that enable assessment of competences.

Bachelor's programme

An HBO (higher vocational education) study programme to Bachelor's degree level. A student who has passed the final examinations will be awarded this degree. For each study programme, the Board of Governors will add such information to the degree title as it decides. [Art. 7.3 and 7.3-a WHW]

Board of Examiners

The Board of Examiners is the body that ensures that those who have passed the final examination possess the knowledge, understanding, and skills as set out in the EER. The Board of Examiners determines whether a student has passed the final examination by investigating whether all corresponding unit examinations have been successfully completed. [Art. 7.8 and 7.10 WHW]

Board of Governors

The Board of Governors is charged with the day-to-day management of the university of applied sciences and has integral final responsibility. The Board of Governors has three members within a collegiate management model with tasks divided into portfolios. The tasks and powers are laid down in the Zuyd University of Applied Sciences Administrative and Management Regulations. [Art. 10.2 WHW]

Certificate of Experience

The certificate stating the competences that a person has demonstrated, as assessed against a specific, nationally recognized standard, the level of those competences, and how the competences have been demonstrated.

CMR

The Central Representative Advisory Council. Staff and students of Zuyd University of Applied Sciences participate in this council in equal numbers. The CMR has the right of initiative, advisory authority, and power of assent with regard to the decisions made by the Board of Governors. For more information, see the 'Regulations for the Central Representative Advisory Council of Zuyd University of Applied Sciences'. [Art. 10.17 WHW].

Contact hour

A scheduled hour during which there is actual contact between a student or a group of students and one or more lecturers. It can also refer to the hours that occur on the basis of agreements between a student or students and a lecturer or lecturers if the EER specifies that this possibility exists. In this case, an 'hour' is understood to be sixty minutes.

Credit

See 'EC'.

CROHO

Central Register of Higher Education Study Programmes containing all study programmes that produce an HBO (higher vocational education) degree certificate with the corresponding degree title for graduates. [Art. 6.13 WHW]

Degree certificate

Documentary evidence issued by a Board of Examiners that the student has passed the propaedeutic examination or the final examination of a study programme. [Art. 7.11 WHW]

Diploma supplement

A standardized addition to the degree certificate/diploma containing relevant details of the study programme. The annex is based on the model developed by the European Commission, the Council of Europe, and CEPES, the educational arm of UNESCO.

Dispute Advice Committee

The Dispute Advice Committee is an official judicial body within Zuyd University of Applied Sciences. Via the Dispute Advice Committee, you can submit an objection to a decision made by a director or by the Board of Governors, for instance regarding your enrolment, the tuition fees/course fees, or the award of a degree. For more information, see the 'Dispute Advice Committee Regulations of Zuyd University of Applied Sciences'. [Art. 7.63-A WHW]

Dual study programme

Study programme whereby one or more periods of study may be exchanged for periods of work experience related to the programme. Such a study programme will therefore contain study and work elements. The work element is a part of the study programme and can therefore qualify for course credits. [Art. 7.7 WHW]

EC

European Credit, a unit that represents an average study load of 28 hours. This study load not only relates to the contact hours but also to unsupervised or partially supervised study activities such as working on a project or independent learning. An EC is the same as a 'credit'. A student who has passed an examination will be awarded the number of ECs corresponding to that study unit as listed in part 2 of this EER. [Art 7.4 lid 1 WHW]

Educational institution

An institution for higher education as referred to in Article 1.1(g) of the WHW.

Elective options

A group of study units from a study programme as chosen by a student to enable him/her to emphasize his/her own competencies within his/her study programme.

Enrolment year

The period of continuous enrolment of a student commencing on the date of enrolment for a study programme and ending twelve months thereafter. In most cases, this will be from 1 September until 31 August of the following year. However, your enrolment can also commence at another time, which means that the end date will also be different, but always at the end of the twelve months following the date of enrolment.

Examination

An examination of the knowledge, understanding, attitude, and skills of the candidate. It also includes an evaluation of the results of that examination. There is a unit examination for each study unit. The results of examinations can be viewed in OSIRIS under the reference 'course result'. An

examination can consist of several partial examinations ('tests' in Osiris).

Examinations Appeals Board

The Examinations Appeals Board is an official appeals authority at Zuyd University of Applied Sciences. You can turn to this Appeals Board if you do not agree with a particular decision made by the Board of Examiners, an examiner, or a director. More information can be found in the Examinations Appeals Board Regulations, Zuyd University of Applied Sciences. [Art. 7.60-63 WHW]

Examiner

A person designated by the Board of Examiners who administers the examinations and documents the results thereof. [Art. 7.12c WHW].

Exemption

Full or partial exemption from the requirement to sit an examination in order to satisfy the enrolment or admission conditions and/or to obtain course credits in respect of sitting propaedeutic (foundation year) or final examination.

External assignment

A request from a legal entity other than the Zuyd University of Applied Sciences to one or more study programmes of the institution oriented towards having a student or group of students perform an assignment. The director has the power to make a binding recommendation for the performance of this assignment, in observance of the authorities of the Board of Examiners.

Extra opportunity

The opportunity to take an extra examination that can be awarded to a student outside the standard scheduled examinations/resits.

Facility

Steps taken by an authorized staff member or body within the institution to provide the student with assistance with the aim of supporting and guiding the student's study progress.

Final examinations

This is the conclusion of a study programme or a part thereof. Bachelor degree programmes have a first-year examination and a final examination. Master degree programmes and Associate degree programmes only have a final examination. 'Final examination' is a formal term in higher education and should not be confused with 'examination' or 'test'.

Final project

Proof or a product that demonstrates that the student has achieved one or more final qualifications. This may be a Bachelor's thesis, internship report, artwork(s), performance, etc. If all final projects have been awarded a pass mark, the student has demonstrated that they have achieved the final attainment level. A final project is always a unit of study.

Final specialization

A course programme decided by the director consisting of a cohesive package of post-propaedeutic (post-foundation year) units of study. The final specialization is specified on the degree certificate.

Language of instruction

The language of a study programme, or parts of a study programme, in which instruction is provided, in which the examination or final examination is held, and in which the teaching materials are provided.

Learning agreement

Agreement between the student and the Board of Examiners in which the relevant educational

institutions set out the agreements regarding the student's educational activities abroad, in accordance with the ECTS system.

Learning path

The units of study in which the student wishes to be examined in order to acquire the competencies relevant to the study programme. The progression of the educational route may be fixed to some extent, although this may not always be the case (e.g. if the student is following a flexible learning path). If you wish to follow a learning path not defined in this EER requires the permission of the Board of Examiners.

Legal Protection Office

This office deals with complaints and appeals.

Master's programme

A study programme, upon completion of which the student is awarded a Master's degree. [Art. 7.3 WHW]

Mentor

See academic guidance counsellor.

Partial examination

A measurement, the grade for which contributes to the grade for the examination of which it is a part. The EER will specify the weighting factor of every partial examination. Partial examinations are referred to as 'tests' in OSIRIS.

Part-time study programme

A study programme designed so that, in addition to studying, the student can carry out other work. This work may qualify for course credits in the form of exemptions. They may also be treated as units of study if they satisfy the conditions imposed by the Board of Examiners.

Post-propaedeutic phase (Post-first-year phase)

The phase of the Bachelor degree programme following the propaedeutic (first-year) phase and which is concluded by the final examination. Associate degree and Master degree programmes are not divided into a propaedeutic phase and post-propaedeutic phase.

Practical exercise

This is an exercise that is geared towards acquiring practical professional skills. It is always a scheduled educational activity that can only take place under the supervision of one or more lecturers. The intended learning effect of a practical exercise can only be achieved if a student participates in the educational activity and must be proven during the session or sessions. This is why attendance may form a prerequisite for participation in the corresponding partial examinations or unit examinations.

Programme department

In this EER, the term 'study programme' always refers to a study programme listed in the Central Register of Higher Education Programmes (CROHO). [Art. 7.3 WHW]

School

An organizational unit within Zuyd University of Applied Sciences, in which one or more teams of employees cooperate on one or more related study programmes.

School Participation Council

The School Participation Council is a participation council at the level of the university of applied sciences and is made up of students and lecturers in equal numbers. The School Participation Council

also executes the tasks and powers of the study programme committee. For more information, see the 'Regulations for the Sub-councils and Service Department Council of Zuyd University of Applied Sciences' and the 'Regulations for Study Programme Committees'. [Art. 10.25 WHW]

Student counsellor

A staff member who advises the student on matters involving study and student life. The student counsellor also assists and mediates in personal problems of any kind, material or otherwise.

Study block

A study block comprises one of the four terms making up an academic year. These blocks have comparable study loads. Before the start of an academic year, the Board of Governors decides upon the dates on which each new study block commences.

Study load

The standardized average load in terms of time for students of every study programme and of every study unit expressed as whole ECs. The study load of study units is set out in the EER. [Art. 7.4 WHW].

Study plan

A progression of units of study agreed between the student and their mentor/academic guidance counsellor in order to be eligible for the final examination. This progression may differ from the sequence of the standard programme.

Study Programme Committee

According to the Higher Education and Scientific Research Act, a study programme committee, consisting of students and lecturers, must be set up for every study programme or group of study programmes. This programme committee is tasked with providing advice on improving and assuring the quality of the study programme. Furthermore, the study programme committee has the right to prior consultation and the right of assent regarding a number of topics related to education, including the EER. There are no separate study programme committees at Zuyd University of Applied Sciences; instead, they form an integral part of the School Participation Councils. [Art.9.18 WHW]

Unit of study

A part of a study programme to which one examination is always linked. Vice versa, an examination is always connected to one unit of study. A unit of study may contain several educational activities. Each unit of study always has a study load that is expressed in European Credits (EC). A unit of study may relate to a practical exercise. At Zuyd University of Applied Sciences, the number of ECs for a unit of study is always expressed in whole numbers. A unit of study is equivalent to the term 'course' in Osiris.

WHW

The Higher Education and Scientific Research Act [Bulletin of Acts and Decrees 1992 no. 593], plus any subsequent amendments and additions.

Work experience agreement

Agreement between a student, the director for the study programme for which he/she is registered, and the organization in which this student undertakes the work experience element of the study programme. The work experience agreement sets out concrete terms regarding external learning activities within the student's learning path for a pre-determined length of time.

Working day

Working days are the days of the week from Monday to Friday. A generally recognized holiday or national holiday designated by the government is not considered to be a working day.

PART 1

1 General Provisions

1.1 Scope

§1

These education and examination regulations apply to all students and external students who were registered for the study programme Master of Music with CROHO study programme code 44739.

§2

No rights can be derived from education and examination regulations (EERs) from previous years. Exceptions to this apply for specific rules and regulations such as those listed in the transitional measures in Article 3.9.

1.2 Board of Examiners, tasks and authorities

§1

The Board of Examiners determines whether you possess the knowledge, insights, and skills as specified in these education and examination regulations (EERs) required to receive the degree that applies to this study programme.

§2

You can contact the Board of Examiners to request the following:

obtain an exemption for one or more examinations;

1. obtain an exemption for participation in practical exercises while retaining permission to take the accompanying examination. The Board of Examiners then has the option to set the following requirements;
2. take an examination for which you do not meet the entry criteria
3. gain admission to tracks/learning paths subject to the approval of the Board of Examiners;
4. extend the period of validity of an examination or partial examination that you have successfully completed;
5. a request to sit an extra resit;
6. facilities and adaptations for students with a disability or chronic disease;
7. study facilities because of students' participation in competitive sports at an elite level;
8. deviating from these Education and Examination regulations, if you can demonstrate that their application would have an unreasonable effect.

§3

The Board of Examiners can be reached via the following e-mail address:

examencommissie.conservatorium@zuyd.nl@zuyd.nl.

1.3 Appeal, objection, and right of complaint

§1

The Zuyd University of Applied Sciences has a Loket Rechtsbescherming (Legal Protection Office). This office can be contacted by sending an e-mail to rechtsbescherming@zuyd.nl. To see the topics you can contact the Legal Protection Office for and what your rights are in such cases, please refer to paragraphs two to five inclusive.

§2

If you do not agree with a decision made by the director or the Board of Examiners based on the EER, you can file an appeal with the Legal Protection Office (see paragraph 1). Your appeal will be reviewed by the Examinations Appeals Board. In such cases, the rules from the Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences apply. You can find these regulations on Zuydnet.

§3

If they have an interest in doing so, incoming students, students, or external students can contact the Legal Protection Office (see paragraph 1) to file with the Dispute Advice Committee an appeal against payment of tuition fees, enrolments, termination of enrolments, award of degree, etc.

§4

You can submit a complaint under the Complaints against Undesirable Conduct Regulations through the complaints office rechtsbescherming@zuyd.nl. These regulations are available on Zuydnet.

§5

You can file complaints such as on other behaviour or procedures originating from or enacted by an employee, a student, or a body of the University of Applied Sciences based on the Zuyd University of Applied Sciences Ombudsman Assistance Regulations. You can do so by contacting the Legal Protection Office (see paragraph 1) at the Ombudsman. The eligible complaints are listed in the Zuyd University of Applied Sciences Ombudsman Assistance Regulations. These regulations are available on Zuydnet.

§6

If students submit an appeal, objection, or complaint based on this article and the regulations noted in such cases, they maintain the right to take examinations for the study programme provided they are enrolled for the study programme in question.

2 Programme

2.1 Objective of the study programme

The Master degree programme with an international team of lecturers, aims to train students to become creative, professional and versatile musicians, capable of developing their own musical ideas and personality.

2.2 Educational profile

The study programme is based on the Dutch National Training Profile for music collectively set out by the Dutch Conservatoires in 2017. This includes learning outcomes for the Bachelor and Master programmes.

2.3 Requirements for practising the profession

Students following a study programme to enter a profession for which statutory requirements have been laid down regarding the acquiring of competencies for practicing such a profession, will be given the opportunity to satisfy such requirements within the nominal study load of the study programme.

2.4 Admission

§1

Requests for admission are to be submitted to the Director via a form that can be found on <https://www.conservatoriummaastricht.nl/en/study-here/apply>. You must address this request to the admissions committee. When submitting this request, you must submit the evidence required to assess whether you are eligible for the Master's study programme. Ultimate responsibility for admission lies with the Dean.

§2

On the www.zuyd.nl website, you can find a referral to your own study programme which lists all information on which requirements you must meet to be admitted to your study programme. It also lists what your possibilities are and what you can do if you do not meet the admission requirements but still want to be admitted to the study programme.

2.5 Variants

§1

You can only follow the full-time educational variant of the study programme.

2.6 Final specializations

§1

Students can follow the following final specialization(s) of the study programme:

- Master of Music, Performing Profile Classical: violin, viola, cello, double bass, flute (including the special subject piccolo), oboe (including the special subject oboe d'amore and cor anglais), clarinet (including the special subject E-flat clarinet and bass clarinet), bassoon, saxophone, trumpet (including the special subject D trumpet/piccolo trumpet), trombone (including the special subject alto and bass trombone), tuba (including the special subject euphonium), horn (including the special subjects Wagner tuba and Bach horn), guitar, organ, piano, harp, percussion, solo singing, opera;
- Master of Music, Performing Profile Classical: choral conducting, orchestral conducting, wind band and brass band conducting ("HAFa");
- Master of Music, Performing Profile Classical: theory of music, composition;
- Master of Music, Performing Profile Classical: chamber music, accompaniment;
- Master of Music Jazz: bass guitar, double bass, drums, guitar, piano, saxophone, trombone, trumpet, singing;
- Master of Music Jazz: composing-arranging-performing, Electronic Music Performance.
- Master of Music, Performing Profile Talent Track;
- Master of Music, Education Profile

Studying two specializations is strongly discouraged because of the study load of the program, since both programs comprise 240 EC's. For students who even though prefer to graduate in two main subjects, we recommend contacting the Dean of CM. With her permission, the students can take further actions towards the Examination Board to see to what extent an educational offer can be realized in two main subjects.

An examination programme containing both specialisations is then created in Osiris. The intra-curricular part of such an examination programme consists of 240 ECs; this is equal to the examination programme of the first specialisation. The extra-curricular part contains the programme components that are geared towards the main subject of the second specialisation, as well as the programme components belonging to the examination programme of the second specialisation which are not included in the intra-curricular part.

§2

Not applicable

§3

Not applicable

2.7 Language of instruction

§1

The language of instruction of the study programme is English. The reason for the use of this language of instruction is to prepare students for an international field of work or career.

§2

In some cases, units of study may be offered in a language other than the study programme's language of instruction as the origins of the lecturer or guest lecturer may necessitate this. If a language other than the language of instruction is used, this will always be noted in the description of the unit of study in this EER together with the reason for the use of this other language.

§3

The code of conduct regarding the language of instruction applies for all education given in languages other than Dutch. This code of conduct is available on Zuydnet.

2.8 Extra costs

§1

For your enrolment as a student, you can only be charged tuition fees.

§2

To follow the study programme, you must be able to purchase the following study necessities. We expect the following costs to be your responsibility:

Year 1

The costs of purchases of musical instruments and materials, depend on the Major.

Approximately €200 for course books and sheet music/readers. This refers to the following course materials and other student needs:

- course books, sheet music, readers;
- purchase of musical instruments, materials;
- costs of participation in masterclasses, allowances available;
- costs of participation in competitions (variable);
- participation in competitions and international masterclasses (not obligatory, costs vary).

Year 2

The costs of purchases of musical instruments and materials, depend on the Major.

Approximately €200 for course books and sheet music/readers. This refers to the following course materials and other student needs:

- course books, sheet music, readers;
- purchase of musical instruments, materials;
- costs of participation in masterclasses, allowances available;
- costs of participation in competitions (variable);
- costs of final concert, e.g. publicity (variable).

If a student cannot afford the purchase of the necessary course materials, an alternative assignment will be discussed.

§3

Educational facilities, such as excursions and work visits, may be part of your study programme and therefore involve costs for you. On Moodle you can find which activities it concerns and what the costs of them are. Students who cannot or do not wish to pay the costs for these activities will be offered an equivalent alternative.

§4

If students can demonstrate that personal and exceptional circumstances apply, which prevent them from being able to bear the costs of study necessities or activities, then they may submit a request in writing to the director for financial assistance or exemption from the payment obligation. The director will make a decision on this within twenty working days. When considering this decision, the director will obtain recommendations from the student counsellor. This decision will be made known to students in writing within twenty working days.

§5

In no eventuality may a fee be charged to students for registration for or participation in examinations and resits of examinations.

3 Teaching

3.1 Start of the study programme

The study programme starts on 1 september 2020.

3.2 Practical exercises and attendance requirement

§1

Within the study programme, one or more units of study may be designated the status of 'practical exercise'. Practical exercises include seminars. Internships are not classed as practical exercises. All practical exercises will be listed as such in part 2, chapter 1. At a practical exercise an examiner can make an evaluation by observing the student in action during the exercise. The director decides which units of study are practical exercises.

§2

In a practical exercise, attendance requirement applies in the following cases:

- the examiner can only come to an assessment by observing the students' learning process or progress of the learning activity;
- the students' learning process or progress of the learning activity relies on the attendance of their fellow students and vice versa.

The attendance requirements will be stipulated in part 2, chapter 1.

§3

If the assessment of a practical exercise is based in part on an attendance requirement, then the attendance requirement will be equivalent to a partial examination.

3.3 External assignment

§1

The director may decide to invite one or more students to carry out an external assignment as an alternative to one or more units of study of the study programme.

§2

The Board of Examiners of your specific study programme will decide whether the external assignment can replace these units of study. In doing so, the Board of Examiners assesses whether the contents, level, scope, and organization of the external assignment give reason to judge the external assignment is an adequate replacement for the proposed programme component.

3.4 Transitional measures

If parts of the curriculum are revised, this is done for the benefit of the student. The starting point is that this must not result in any disadvantages for the student. If necessary, transitional measures will be taken, tailored to the student and the relevant programme component. If students are still inconvenienced by the changes, they can file a complaint with the Board of Examiners.

3.5 Specific clauses governing part-time variant

Not applicable.

3.6 Specific clauses governing dual variant

§ 1

Not applicable.

§ 2

Not applicable.

§ 3

Not applicable.

4 System of testing and examination

4.1 Examinations and partial examinations

An examination may consist of multiple partial examinations. Course credits will only be awarded to students who have completed the entire examination.

4.2 Resits

§1

Per year of enrolment, students may sit at least one resit per examination or partial examination.

§2

The Board of Examiners may make an exception to the rule of paragraph 1 for internship projects and long-term external assignments if it is not possible to redo the internship or assignment in the same year of enrolment.

§3

Students can only sit a resit examination if the first examination or partial examination was not successfully completed.

4.3 Sitting extra examinations outside of regular programme

§1

You are entitled to participate in units of study and sit the corresponding examinations at Zuyd University of Applied Sciences provided that they meet the admission requirements for these units of study and examinations. The admission requirements are set out in the Education and Examination Rules (EER) of which these constitute a part.

§2

An exception to paragraph 1 can only be made by the director who is responsible for a unit of study, if this unit of study and the associated examination form part of:

1. a study programme for which students may be selected or higher tuition fees may be charged
2. a study programme or final specialization for which the student has received a notice to terminate studies,
3. a Master's study programme and the student has not been awarded a Bachelor's degree
4. a study programme subject to an enrolment restriction for which the student has not been accepted. This applies to both a labour market-related quota and to a restriction due to capacity problems.

§3

Passed examinations of units of study that are not part of the 120 ECs study programme can be included in your results overview. The Board of Examiners will decide on this matter and assess whether it contributes to enhancing the practice of your field. To this end, students should submit a request, stating reasons, to the Board of Examiners. The Board of Examiners will make a decision and inform the student of this decision, providing argumentation, within ten working days after receipt.

§4

Examinations passed outside the scope of the student's study programme do not count towards the results that are considered when a student is given a binding notice to terminate or continue studies.

4.4 Assessments

§1
Examination grades will only be given by the examiners on the basis of the Dutch ten-point scale or on the basis of the related quality grading scale. The following conversion table is used by the examiners to compare grades:

Numeric grade / description	Alphanumeric grade	
10 ($\geq 9,5$) Excellent / excellent	EX / EX	A - Excellent – outstanding performance with only minor errors
9 ($8,5 \leq x < 9,5$) Very good / zeer goed	VG / ZG	B - Very good – above the average standard but with some errors
8 ($7,5 \leq x < 8,5$) Good / goed	GO / GO	C - Good – generally sound work with a number of notable errors
7 ($6,5 \leq x < 7,5$) Satisfactory / ruim voldoende	SAT / RV	D - Satisfactory – fair but with significant shortcomings
6 ($5,5 \leq x < 6,5$) Sufficient / voldoende	SUF / VO	E - Sufficient – performance meets the minimum criteria
$0,5 \leq x < 5,5$ Fail / onvoldoende	FAIL / OV	F - Fail – further work is required

§2
A test is passed with a grade of 5.5 or higher; equivalent, in qualitative terms, to at least sufficient or 'voldoende' and above. The term 'voldaan' (pass) is understood to mean 'satisfied the assessment criteria of an examination, with no qualitative judgement such as sufficient or (very) good'.

§3
After students complete one or more resits of examinations for a unit of study, the examiner will register the highest of the results as the final result for this unit of study.

§4
The Board of Examiners will immediately allocate ECs to students when examiners have assessed and registered that students passed an examination or resit of an examination.

§5
Students must pass the examinations of all units of study. It is not possible to compensate a poor score with a good score at the level of examinations; however, a compensation scheme may be applied in the case of partial examinations.

§6
Every student has the right to see the assessment of their examinations and to have an explanation of the way in which the result was determined. This right to see the assessment expires twenty working days after the result awarded is published.

§7

As a rule, the validity of examination results or the granting of exemptions is unlimited.

§8

The Board of Examiners can decide to declare invalid any course credits that were awarded at least 3 years ago based on the results of an examination from a previous examination programme. They can only decide to do so if the knowledge, insight, or skills assessed in the examination prove to be outdated and no longer fulfil the requirements for graduation. The examinations that are no longer valid are recorded each year in part 2 of this EER.

§9

Each examiner is responsible for reporting to the director in due time when the content of an examination for which they are responsible, from a previous examination programme, has become so outdated that the requirements for graduation can no longer be fulfilled. The examiner must also outline the reasons for this. Each year, the director submits these old examinations per study programme, along with the reasons why they have become outdated, to the Board of Examiners for the decision as mentioned in paragraph 8.

§10

The director is responsible for finding alternatives to the examinations for which the period of validity has expired. These alternatives are set out in part 2 of this EER.

§11

In specific cases, the director, in conjunction with the Board of Examiners, may lay down the period of validity for an examination in advance on the basis of substantive arguments. If the period of validity for one or more examinations is limited in advance, this will be stated in chapter 1 of part 2 in reference to the examination in question. The period of validity of the examination will also be stated there.

§12

The examinations from previous examination programmes for which the course credits awarded are no longer valid are specified in chapter 1 of part 2 of this EER. The reasons for their non-validity are also given, alongside the examination that needs to be passed in order to re-earn these course credits.

4.5 Exemptions and provisions concerning validation of prior learning

§1

Exemptions must always be applied for by submitting a written request to the Board of Examiners. Article 1.3 paragraph 4 specifies how you can contact the Board of Examiners, which will decide the units of study you will be granted exemptions for. This request must be motivated in writing. Furthermore, the request must include documentary evidence that shows you meet the requirements of the unit of study in question.

§2

The Board of Examiners may grant exemptions for sitting one or more examinations if the student has already met the requirements of an examination or final examination.

§3

Exemption may be granted based on examinations or final examinations previously passed or on competences acquired outside higher education. The Board of Examiners can grant such exemptions and gives reasons when it grants exemptions.

§4

You cannot be granted an exemption for final projects or final research projects. Final projects/final research projects are defined as:

Main subject; Band/Ensemble; elective modules; Personal Development Plan; Master Research; Master Project; workplacement..

§5

The Board of Examiners will provide students with a written proof of exemption that at least specifies the date the exemption is granted, the relevant examination(s), and the exemption's length of validity.

§6

Exemptions can be granted on the basis of certificates of experience such as:

1. the competences acquired as described in the certificate of experience are at least equal in terms of level and content to the competences of the examinations of the units of study being considered for exemption;
2. the certificate of experience gives evidence of the level and content of each competence
3. the certificate of experience was issued by an organization authorized to evaluate prior competences
4. the certificate of experience was issued no more than five years ago.

4.6 Organization of examinations

§1

Examiners and other parties involved in examinations preserve absolute confidentiality regarding the content of a written examination until the examination paper is handed out to the students.

§2

A written examination is sat under the supervision of at least one examiner or an invigilator appointed to supervise on behalf of the examiner. All other examinations are sat under the supervision of at least one examiner.

§3

To sit for an examination, students must be able to prove their identity by means of one of the following identity documents: a Zuyd student identification card (may be presented digitally via Osiris), a driver's license, an ID card, or a passport. If this is not possible, the student will be immediately excluded from taking the examination and the examiner or invigilator will notify the chairperson of the Board of Examiners accordingly.

§4

Students who sit an examination must follow all instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners. Any breach by students constitutes improper conduct, on which grounds they can be excluded from further participation in the tests.

§5

The examination regulations applicable within the study programme are set out in part 2 of chapter 2. Any breach by students constitutes improper conduct, on which grounds they can be excluded from further participation in the tests.

§6

Students have the right to be notified of the assessment outcomes of the examinations within fifteen working days of completing the examinations. The study programme may exceed this period if there are good reasons for doing so. In such cases, students must be informed as quickly as possible.

§7

The period between the results of an examination and a resit for the same unit of study must be at least five working days. Before the resit, the student must have been offered the opportunity to look at a marked examination or resit of an examination previously taken.

§8

The Board of Examiners can declare the results of an examination or partial examination invalid if it has ascertained that irregularities have occurred with regard to the examination or partial examination concerned.

§9

An examination or resit is always scheduled in such a way that students can appeal before the start of the next academic year.

4.7 Registration for examinations

§1

If students are registered for the corresponding Osiris course, they are automatically registered for the first opportunity to sit for a (partial) examination. It is the students' own responsibility to register for the courses in Osiris. If they want to take part in a resit, registration in Osiris is mandatory. Students will not be admitted to an examination or resit if they are not registered.

§2

Students must register to sit examinations and resits for units of study in the major, in accordance with a registration procedure laid down by the Board of Examiners. This procedure is set out in part 2, chapter 2.

4.8 Retention of examination papers

§1

Written examination work and other documentary evidence are stored for a period of at least 60 working days following the assessment by the Board of Examiners.

§2

The programme department is responsible for retaining the key documents. The method of retention is dependent on the nature of the key document.

§3

For the purposes of the accreditation process of the study programme, key documents will be retained for a period of at least seven years. At the end of the period of storage, the work will be destroyed or returned to students at their own request.

§4

Evidence of the students passing tests will be kept for ten years.

§5

Proof of the award of a degree certificate will be kept by the director for a period of at least 50 years and will specify as a minimum: the student's personal data; the study programme and date on which

the final assessment was successfully completed.

§6

The director will retain documentation for the provision of a statement as referred to in Article 6.4 for a period of at least ten years. This concerns students' personal data, the study programme and the period of enrolment, and an overview of the successfully completed examinations.

4.9 Fraud and Improper conduct

The Fraud Policy specifies what is understood to mean fraud and improper conduct as well as the consequences thereof. The Fraud Policy can be accessed on Zuydnet.

4.10 Special facilities

§1

Students who face extreme personal or extraordinary circumstances can make use of special or extra facilities for sitting examinations or final examinations.

§2

Personal and extraordinary circumstances are defined as:

1. pregnancy or long-term illness
2. disability or chronic illness;
3. exceptional family circumstances such as the care for a blood relative or other close family member who is suffering from long-term sickness; or the existence of a long-term mental and/or social problem whether or not combined with financial problems within the family as a result thereof;
4. membership of the Central Representative Advisory Council (CMR), faculty participation board, student committee, or study programme committee, or other activities as identified by the Board of Governors with which the student is involved within the context of the organization and management of the institution;
5. membership of the board of a foundation aimed at continuing to provide student assistance or such tasks as the Board of Governors considers comparable, with the additional requirements that the student has final management responsibility and that the role occupies a significant part of their time;
6. membership of the board of a student organization that has a direct benefit for the institution and faculties as recognized by the Board of Governors or the director, with the additional requirement of a significant time commitment;
7. an insufficiently achievable study programme;
8. competitive sports by participating in a recognized competitive sport component or a comparable activity at the highest national or international level, as set out in the Zuyd University of Applied Sciences Elite-level Sport scheme;
9. other circumstances regarded by the Board of Governors or the director as exceptional circumstances.

§3

If students want to invoke personal and exceptional circumstances, they can check the Regulations Regarding Studying with a Disability to see how to do so and which rules apply. You can find these regulations on Zuydnet.

§4

In the event of personal and extraordinary circumstances of a permanent or chronic nature, the Board of Examiners may allocate the facilities for the entire period of enrolment of the student for the study programme in question. The provisions in the Regulations Regarding Studying with a Disability also apply in such cases.

4.11 Circumstances beyond the student's control, other personal circumstances

If circumstances beyond students' control or other personal circumstances prevent students from taking part in an examination and they still wish to take it within the current academic year, then they must submit a request to do so to the Board of Examiners as soon as possible. In doing so, students must indicate the nature of the circumstances beyond their control or personal circumstances. The Board of Examiners will then make a decision on this request within fifteen working days.

5 Academic guidance counselling, study progress, and notices to terminate or continue studies

5.1 Academic guidance counselling

The programme department will assign one or more academic guidance counsellors to you. These are employees of the programme department. Part 2 of this EER describes how the programme department's academic guidance counselling is structured.

5.2 Monitoring of academic progress

§1

At least twice per year of enrolment, students can view documentation of their study progress. In doing so, students will also be granted access to an overview of their examination results.

Students' academic progress is permanently available online via Osiris student.

§2

If students are of the opinion that the academic progress report is incorrect or incomplete, they must register an objection in writing to the Board of Examiners within twenty working days.

6 Degree certificates and statement

6.1 Examinations

§1
Students are assessed to have passed the final assessment when they have successfully completed all examinations within it. The Board of Examiners establishes that this is the case.

§2
The Board of Examiners can deviate from paragraphs 1 and 2 and then independently assess a student's knowledge, understanding, and skills.

6.2 Degree certificates

§1
Students who have passed an examination will be given documentation of this by the examiner, or the examiner will enter the result and corresponding assessment into Osiris.

§2
Students who have passed the final assessment will be given a degree certificate of this by the Board of Examiners. This degree certificate will state at least the following: the name of the study programme (as given in CROHO), the concluding examination components, and where relevant any statutory authority related thereto, the degree level, and the date of the most recent accreditation or new study programme review. At least the director and the chairperson of the Board of Examiners will sign this degree certificate.

§3
On behalf of the Board of Governors, the director awards the degree of 'Master of Arts' to a student who has passed the final assessment of a study programme. The subject or professional field for which the degree has been awarded will be added to the certificate.

§4
The degree certificate is to be dated as the date on which the Board of Examiners establishes that the student has passed the final assessment. This date is deemed to be the date of graduation. The Board of Examiners only awards the degree certificate after the director has confirmed it may do so.

§5
The degree certificate will be issued with a Diploma Supplement, a model text of which is set out below.

Diploma Supplement

Zuyd University of Applied Sciences | Nieuw Eyckholt 300 - 6419 DJ Heerlen - The Netherlands

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data in order to improve the international “transparency” and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.) for academic and professional purposes. It is designed to provide a description of the nature, the level, the context, the contents and the status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The supplement does not give any value judgement, statement on equivalence or suggestions as to recognition. Information is provided on all of the eight sections. If this should not be the case, the reason for not including the sections concerned will be given.

1 Information identifying the holder of the qualification

- 1.1 Family name:
- 1.2 Given birth names:
- 1.3 Date of birth:
- 1.4 Place of birth:

2 Information identifying the qualification

- 2.1 Name of qualification and title conferred:
- 2.1 Main field(s) of study for the qualification:
- 2.3 Name and status of awarding institution:
- 2.4 Language(s) of instruction/examination:

3 Information on the level of the qualification

- 3.1 Level of qualification:
- 3.2 Official length of programme:
- 3.3 Access requirement(s):

4 Information on the contents and results gained

- 4.1 Mode of study:
- 4.2 Programme requirements:
- 4.3 Programme details:
- 4.4 Grading scheme:
- 4.5 General degree:
- 4.6 Date of latest accreditation or review:

5 Information on the function of the qualification

- 5.1 Access to further study:
- 5.2 Professional status:

6.3 Cum laude

The degree certificate will bear the designation ‘cum laude’ when the student has received an average grade of at least 8 for the following assessments: Recital 1, Final Recital, Final grade Research/Master Project Year 2, with none of the four grades being below 7,5 and the grade for main subject being at least 9. In addition, the jury in a final recital can decide that the recital qualifies for a distinctive feature, for instance for performing the recital in sold-out venues (distinction for audience outreach), virtuosity, or innovation. Awarding a distinctive feature is not conditional upon a particular grade for the recital. Each member of the jury may propose a distinctive feature. The committee will discuss the appropriateness of a distinction and, if awarded, the wording of the distinction. The distinctive feature will only be granted by unanimity.

6.4 Statement

Students who have passed more than one examination but cannot receive a degree certificate can contact the Board of Examiners to request a written statement listing the examinations that they have passed and indicating the ECs awarded. This written statement will then be issued to such students. Article 1.2 paragraph 3 specifies how you can contact the Board of Examiners.

7 Concluding provisions – drawing up & amendment – evaluation

7.1 Deviation from the EER (the hardship clause)

In the event that the application of this EER disproportionately harms the interests of an individual student during their enrolment, the student may submit a written objection to the Board of Examiners against the regulations being applied to them. The Board of Examiners will reach a decision within fifteen working days and weigh the interests of the student against the interests of the study programme, after which it will inform you in writing.

7.2 Unforeseen circumstances

Cases that these regulations do not provide for and which require an immediate decision will be decided on by the body competent to do so. If the competent body is the Board of Examiners, for instance in the case of examinations and final examinations, this decision may be made by the chairperson.

7.3 Adoption and amendment

§1

This EER is to be adopted by the director before 1 July 2020. The adoption requires the approval of the School Participation Council.

§2

During its period of validity, the EER cannot be amended.

§3

These education and examination regulations enter into force on 1 September 2020 and may be cited as: **EER Master of Music 2020-2021**.

7.4 Evaluation

The director is responsible for regular evaluation of the EER to ensure its quality and to adjust the study load if necessary. During such evaluations the director at least assesses the time commitment of students resulting from this EER.

PART 2

1 Content of the programme and the examination process

1.1 Description of the educational and examination programme

The national Dutch Music Training Profile (2017) and the training qualifications described therein serve to guide and direct the individual programme curricula. The learning outcomes and learning objections of the Master of Music can be found in the appendices.

The specializations of the Master of Music are outlined in the curriculum overviews (see appendix).

The language requirement for the Master of Music is English level B2 (CEFR).

1.1.1 Year plan of units of study

See appendix: Year plan Jazz MOM.

1.1.2 Description of units of study

The overview of educational units can be found in Appendix 'description of educational units'.

1.1.3 Practical exercises

Practical exercises are inherent to the Bachelor of Music. Every unit of study is, or, consists of, a practical exercise. For this, the places are distributed and allocated when the schedules are made. The method of support, what preparation is expected of the student and the assessment standards that are to be applied are written down in the course descriptions on <https://moodle.zuyd.nl>.

1.1.4 Attendance requirement

1. The students' attendance is required in two cases:
 1. for the lecturer or examiner to assess their performance;
 2. students depend on the presence of other students for the progress of their learning activities and vice versa.
2. An attendance requirement of 100%* applies to the participation requirement for projects. When students are assigned to a project, attendance is required, even if this means that students miss other lessons. However, when assessments are scheduled these override the attendance requirements at the project.
3. Practical exercises have the same status as tests. Candidates who have attended fewer than 80% or 100% of their practical exercises will fail.
*Except for provable circumstances or with beforehand permission of the Board of Examiners.
4. If a student does not meet the attendance requirement, in cases where attendance is an assessment, he/she, in consultation with the head of the department and the concerning teacher, will have the following two resit opportunities:
 1. A substitute assignment;
 2. Redo (parts of) the course.

1.1.5 Resits

1. If a candidate fails a test or examination, he is entitled to a resit.
2. If a candidate wishes to exercise the right referred to paragraph 1, he must register in writing (by email) with the education affairs office (bo.conservatoriummaastricht@zuyd.nl), 3 weeks prior to the resit period. This does not apply to the resit in the final week of the academic year, for which the final registration date is 19 June 2021.
3. There are two test opportunities in each academic year: the regular test and the resit. The programme may deviate from this principle for practical and/or educational reasons. The first test opportunity is the regular test; the second opportunity is offered during one of the resit weeks as can be found on Moodle and in the year schedule.
4. For each test, only 1 resit can be taken per academic year. The year plan of units of study in 1.1.1 state in which of the resit weeks each resit can be taken. A global overview of the exam periods is included in the annual calendar which is published at the start of the academic year on Moodle. Students who fail on both occasions in a given academic year have two further test opportunities during the following academic year. Students themselves are responsible for acquiring the necessary information regarding the time, place, and content of the test.
5. In the case of main subject tests and examinations, several teachers and external examiners will be brought in; students and teachers will be notified well in advance of the date and time. The date and time are therefore binding. Main subject tests or examinations can therefore only be altered or postponed with the consent of the head of the department. The student must submit the relevant request to the head of the department, in writing, no later than one month prior to the test or examination. Only in cases of serious force majeure [overmacht] beyond the responsibility of the student may a request for an alteration or postponement be submitted to the head of the department less than one month prior to the test or examination.

1.2 Evaluation of the teaching

The quality assurance system of Conservatorium Maastricht is described in detail in the Quality Assurance Handbook. A brief description of the instruments used to evaluate the education is listed below.

- **Cohort related year evaluations** (online survey)
Every year an online survey is set out to evaluate the study year regarding the following standards: quality of staff, quality of the programme, the learning environment, the learning community, internationalisation, facilities, communication of staff and students and study load. After the survey is filled out, the outcomes will be analysed and the staff, teachers and students will be informed. From thereon will be decided what the follow-up tasks are.
- **Course evaluations** (online survey)
Every three years, or more frequently in case of a new course, a course will be evaluated. After the survey is filled out, the outcomes will be analysed and the staff, teachers and students will be informed. From thereon will be decided what the follow-up tasks are.
- **The National Student Survey (NSE)** (online survey)
- **Visitations** (accreditation)
- **Student council and Academic council**

1.3 Examinations from previous study programmes that no longer apply (where applicable)

Not applicable.

2 Examination regulations

2.1 Types of tests and examinations

1. The tests and examinations for the programme components will be either oral, written or practical. At the student's request, the Board of Examiners may allow a different type of test/examination to be administered.
Test types are described briefly in the EER, 1.1.2.
2. Students with handicaps or chronic diseases can apply for the Regulations regarding studying with a disability, see Zuydnet. This implies for example that disabled students can be permitted to take all or part of the relevant tests and examinations in a form that makes allowance for their disability.

2.2 Absence during a test/examination

If a candidate misses a test/examination without reporting in advance that he will do so and is unable at a later date, in the opinion of the Board of Examiners, to provide a satisfactory explanation for his absence, or if the Board of Examiners believes that he did not have good reason to miss the test/examination, the candidate will be deemed to have failed.

2.3 Right of inspection

1. Students have the right to inspect their tests. This inspection is organised to suit the assessment method. With practical interim and final examinations, the student receives feedback immediately afterwards. For main subject examinations, the assessors write their assessment of the student's performance for each criterion on assessment forms. The student receives a copy of the completed assessment form immediately after the examination, as well as oral feedback. The student doesn't have the right of inspection of the individual assessment forms of each member of the assessment committee.
2. With written exams, students have the right of inspection. Students wishing to inspect their work must put in a request with the relevant lecturer.
3. With papers and other assignments, the student receives oral and/or written feedback.

2.4 Examination and tests of the main subject

2.4.1 Examination procedure

1. Procedures for the practical exams of the main subject are described in protocols for each type of examination of the main subject: propaedeutic exam, end-of-year exams, final exam, see 2.6.2. In addition, assessment forms are used, for the mark and written feedback. The student receives oral feedback and has the opportunity to copy the assessment form, immediately after these exams.

2. Immediately following a practical or oral test/examination, the examiners will meet to discuss the quality of the examination. Their discussion will take place in a separate room and the candidate will not be present. The examiners will be obliged to observe strict confidentiality regarding the substance of their discussion.
3. The examination will consist of the assessment of projects/compositions submitted by the candidate.
4. Examinations will be open to the public, unless, due to special circumstances, the Conservatorium Maastricht or the relevant examiner has determined otherwise.
5. To determine the final mark: if the average includes one of the decimals 0.1 or 0.2 it will be rounded down; if it includes one of the decimals 0.3 or 0.4 it will be rounded up to a half mark; if it includes one of the decimals 0.6 or 0.7 it will be rounded down to a half mark; if it includes one of the decimals 0.8 or 0.9 it will be rounded up. However, 5.1 to 5.4 will be rounded down to 5; 5.5 to 5.9 will be rounded up to 6. The marks represent the following:
1 to 5 = fail
6 to 10 = pass
6. No marks will be awarded for the examination in Composition. The examiners will give their assessment of the examination by writing the words "pass" or "fail" on the examination form.
7. Results of main subject end-of-year and final examinations take place in the next academic year. Students can present a motivated request to the Board of Examiners for a re-examination in the same academic year.

2.4.2 Protocols of main subject exams

2.4.2.1 Assessment protocol Recording 1 Master of Music

At the start of the feedback of the panel:

1. The chair explains the procedure.
2. The chair hands out the individual assessment forms to all examiners and explains what must be completed.
3. The chair sees to it that the procedure is followed during and after the exam.

After the exam:

1. Each examiner awards a mark, either a whole (for example 7) or half (for example 6,5) and values each assessment criterion on the individual assessment form. The mark is based on the exam performance, not on the development of the student.
2. The chair collects the forms and calculates the provisional final mark.

3. The chair asks the examiners for an explanation of their assessment of the criteria and the final mark. The main subject teacher of the candidate is the last one to give his opinion.
4. If the provisional final mark and/or explanation give cause to do so, the examiners award a new mark and/or the assessment of the criteria is adjusted.
5. The examiner calculates the definitive final mark and writes this down on the final assessment form.
6. The Assessment Board decides how the assessment is phrased for each criterion; the chair writes this assessment down in words on the final assessment report. Assessments such as 'good' are inadequate; it must be clear to the student how the final mark was determined. For non-Dutch-speaking students, the assessment is written in English.
7. The final assessment form is signed by all the examiners; the final assessment report is signed by the chair.
8. The chair explains the results orally to the student and gives the student the opportunity to make a photo of the assessment report, so he/she has a copy.
9. The chair hands in all the assessment forms to the Education office.

2.4.2.2 Assessment protocol final exam Master of Music

Before the start of the examination (15 minutes before the start of the first exam):

1. The chair explains the procedure.
2. The chair hands out the individual assessment forms to all examiners and explains what must be completed.
3. The chair sees to it that the procedure is followed during and after the exam.

After the exam:

1. Each examiner awards a mark, either a whole (for example 7) or half (for example 6,5) and values each assessment criterion on the individual assessment form. The mark is based on the exam performance, not on the development of the student.
2. The chair collects the forms and calculates the provisional final mark.
3. The chair asks the examiners for an explanation of their assessment of the criteria and the final mark. The main subject teacher of the candidate is the last one to give his opinion.
4. If the provisional final mark and/or explanation give cause to do so, the examiners award a new mark and/or the assessment of the criteria is adjusted.

5. The examiner calculates the definitive final mark and writes this down on the final assessment form.
6. The Assessment Board decides how the assessment is phrased for each criterion; the chair writes this assessment down in words on the final assessment report. Assessments such as 'good' are inadequate; it must be clear to the student how the final mark was determined. For non-Dutch-speaking students, the assessment is written in English.
7. The final assessment form is signed by all the examiners; the final assessment report is signed by the chair.
8. The chair explains the results orally to the student and gives the student the opportunity to make a photo of the assessment report, so he/she has a copy.
9. The chair hands in all the assessment forms to the Education office.

2.4.2.3 Information for students regarding final examinations main subject Master of Music - Jazz

1. THE FINAL CONCERT

Students graduate by providing a program on a professional stage at an external venue. The final exam expresses the artistic identity of the artist in a total concept of presentation, organization and promotion. It takes into consideration a program of 45-max 60 minutes including presentation, proper structure, fitting venue, good sound, decor & light setup, clothing and personal presentation.

The program reflects the artist's unique identity and is characterized by personal expression, interpretation or arrangements accompanied by a clear groove, sound and approach. The performed pieces can be student's own compositions.

The program is compiled in consultation with the main subject teacher and forms a coherent whole. The band is coached by teachers of the conservatorium Maastricht and optional for master students: external coaches.

Band line-up: as desired.

Deadlines for submitting compositions and arrangements & extra criteria

Candidates sitting the main subject CAP and SCP examination must submit three copies of the following, three weeks prior to the date of the examination: 60 min. program of compositions (and arrangements) for various line-ups, vocal and instrumental, one of which must be for large ensemble or orchestra, in combination with recordings of each composition or arrangement.

Failure to submit the program on time will result in the relevant examination being postponed until the following resit opportunity.

At least 75% of the program should consist of own compositions. Arrangements (max 25% of the program) should reflect personal artistic identity.

1.1 ASSESSMENT CRITERIA:

The assessment panel assesses the student based on assessment criteria derived from the intended learning outcomes of the Bachelor/Master of Music. The student receives oral feedback after the

examination, and written feedback in the form of a completed assessment form.

Instrumental skills (all instrumentalist/vocalists):

- mastery of the instrument under technical aspects
- sound control (touch/breathing/equipment/etc)
- articulation skills
- intonation
- connection body-instrument

Objective musical skills:

- time
- intonation
- swing/rhythmic feel
- impro concept
- use of stylistic language
- harmonic knowledge
- dynamics

Artistic outcome:

- individuality
- concept
- vision
- quality of composition/arrangement

Stage presence:

- Attitude on stage: personal presentation (information about the music, compositions, composer). Appearance of the band/ communication, interaction with the audience/ entrance onto and exit from the stage.
- Group product: band leadership / playing together, interaction.

Personal vision:

- Band concept, program concept, artistic ideas

Criteria composing & arranging technique:

- Effective use of the presented musical idiom(s)
- Effective writing for the rhythm section (if a rhythm section is used)
- Comfort and effectivity in solo schemes
- Effective rhythmical/melodic (motivic) development
- Effective counterpoint
- Effective phrasing and articulation
- Effective use of instruments (instrumentation/orchestration)

Criteria leadership & live performance:

- Effective leading of the band, ensemble or orchestra
- If conducting is required, this should be done properly: the communication should be effective
- Effective organisation of rehearsals and performance
- Effective presentation to the audience, a personal touch is allowed and encouraged
- If the student plays and/or sings, this should be done at a presentable level

Criteria musical concept and personal identity:

- Personal musical idiom and/or style
- Coherence in the student's concept, project and programme
- 360 degree vision surrounding the student's concept, project and programme

MA 1 – Form of Assessment and the Required Level

To pass from year 1 to year 2 of the CAP Master programme, the student needs to be well on their way, in order to achieve the final level by the end of year 2. This means the student needs to show significant growth for all criteria, compared to their entrance level. "Room for improvement" is perfectly fine, you should be about half way, in terms of estimated study time to achieve the final CAP Master of Music level.

The student needs to present a **recording** at the end of the year. Assessment will be done in the form of a reflection report plus a grade, in order to advise and prepare the student for the following year. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient.

MA 2 – Form of Assessment and the Required Level

To pass the year 2 of the CAP Master programme and so to receive the degree the student needs to achieve a final level by the end of year 2. This means the student needs to show significant strength in all criteria to achieve the final CAP Master of Music level.

The student needs to present a **concert** at the end of the year. Assessment will be done in the form of a reflection report plus a grade, in order to advise and prepare the student for their upcoming work in the field of Composing, Arranging and Performing. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient, with the option of additionally using the international terms "with distinction", "with high distinction" and "with highest distinction" for specific achievements.

Assessment Criteria Specialised Composing & Performing (SCP) (equal for both MA 1 and MA 2)

Criteria composing & arranging technique:

- Effective use of the presented (specific) musical idiom
- Effective writing for the rhythm section (if a rhythm section is used)
- Comfort and effectivity in solo schemes
- Effective rhythmical/melodic (motivic) development
- Effective counterpoint
- Effective phrasing and articulation
- Effective use of instruments (instrumentation/orchestration)

Criteria leadership & live performance:

- Effective leading of the band, ensemble or orchestra
- If conducting is required, this should be done properly: the communication should be effective
- Effective organisation of rehearsals and performance
- Effective presentation to the audience, a personal touch is allowed and encouraged

- Effective playing and/or singing in your own project

Criteria musical concept and personal identity:

- Personal musical idiom and/or style
- Coherence in the student's concept, project and programme
- 360 degree vision surrounding the student's concept, project and programme

MA 1 – Form of Assessment and the Required Level

To pass from year 1 to year 2 of the SCP Master programme, the student needs to be well on their way, in order to achieve the final level by the end of year 2. This means the student needs to show significant growth for all criteria, compared to their entrance level. "Room for improvement" is perfectly fine, you should be about half way, in terms of estimated study time to achieve the final SCP Master of Music level.

The student needs to present a **recording** at the end of the year. Assessment will be done in the form of a reflection report plus a grade, in order to advice and prepare the student for the following year. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient.

MA 2 – Form of Assessment and the Required Level

To pass the year 2 of the SCP Master programme and so to receive the degree the student needs to achieve a final level by the end of year 2. This means the student needs to show significant strength in all criteria to achieve the final SCP Master of Music level.

The student needs to present a **concert** at the end of the year. Assessment will be in the form of a reflection report plus a grade, in order to advice and prepare the student for their upcoming work in the field of music – as composer and performer. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient, with the option of additionally using the international terms "with distinction", "with high distinction" and "with highest distinction" for specific achievements.

Assessment Criteria Electronic Music Performance (EMP) (equal for both MA 1 and MA 2)

Criteria composing & arranging technique:

- Effective use of electronic elements in band setting
- Effective use of tools/equipment
- Effective use of the presented sound designs
- Effective use of rhythm section (if a rhythm section is used)
- Comfort and effectivity in solo schemes (if applicable)

Criteria leadership & live performance:

- Effective leading of the band
- Effective organisation of rehearsals and performance
- Effective presentation to the audience, a personal touch is allowed and encouraged
- If the student plays and/or sings, this should be done at a presentable level

Criteria musical concept and personal identity:

- Personal musical sound design and/or style
- Coherence in the student's concept, project and programme
- 360 degree vision surrounding the student's concept, project and programme

Year 1 – Form of Assessment and the Required Level

To pass from year 1 to year 2 of the EMP Master programme, the student needs to be well on their way, in order to achieve the final level by the end of year 2. This means the student needs to show significant growth for all criteria, compared to their entrance level. "Room for improvement" is perfectly fine, you should be about half way, in terms of estimated study time to achieve the final EMP Master of Music level.

The student needs to present a **recording** at the end of the year. Assessment will be done in the form of a reflection report plus a grade, in order to advice and prepare the student for the following year. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient.

Year 2 – Form of Assessment and the Required Level

To pass the year 2 of the EMP Master programme and so to receive the degree the student needs to achieve a final level by the end of year 2. This means the student needs to show significant strength in all criteria to achieve the final EMP Master of Music level.

The student needs to present a **concert** at the end of the year. Assessment will be done in the form of a reflection report plus a grade, in order to advice and prepare the student for their upcoming work in the field of Electronic Music Performance. The grade for it will be a mark between 1 and 10, where 5,5 is the lowest mark for sufficient, with the option of additionally using the international terms "with distinction", "with high distinction" and "with highest distinction" for specific achievements.

1.2. ORGANIZATIONAL TASKS OF THE STUDENT:

- Organizing rehearsals with the band coached by teachers of the Conservatorium Maastricht
- Set a final exam date before end of March with the exam bureau of the Conservatorium Maastricht
- Make a rider for the sound engineer of the venue. Check with booking agent Robert van der Padt how you make a correct rider for a professional venue. Hand in on time to Cécile Vliex
- Make sure you schedule a sound check to check your sound on stage, lighting, stage set-up. Sound Check schedule made by Cécile Vliex
- Organize transport of instruments/backline.

PR:

Promotion of the concert should reflect music industry standards and should consist of the following:

- Exam poster
- Artist Social Media presence on minimum two channels (Facebook, Twitter, Instagram)
- Press release with information about your music, your programme, your band, your biography, provide photographs, a website with recordings of your band.

- Communicate with venue marketing team and with the PR dept of the Conservatorium Maastricht

Audio or video recordings:

It is recommended to have audio or video recordings made of your examination. During most final examinations Conservatorium Maastricht will make video recordings, as these are required for the accreditation of the programme. An accreditation is an assessment of the quality of the programme by an external committee. You can get a copy of this recording by contacting the examinations office.

2.4.3 Deadlines for submitting projects

1. Candidates sitting the main subject CAP and SCP examination must submit three copies of the following, three weeks prior to the date of the examination: 60 min. program of compositions (and arrangements) for various line-ups, vocal and instrumental, one of which must be for large ensemble or orchestra, in combination with recordings of each composition or arrangement.
2. Failure to submit projects, etc. on time will result in the relevant examination being postponed until the following resit opportunity.
3. All examination material as referred to in paragraphs 1 must be handed in to the main subject teacher.

3 Academic guidance counselling

The students' academic progress is monitored by the Head of Department in collaboration with the Head of Academic Affairs and the Academic Affairs staff.

Main subject teachers have an important role in the students' guidance. Their individual lessons and exemplary role make the main subject teacher a natural person for students to contact and confide in. In addition to the guidance of the main subject teacher, the Academy also provides separate academic guidance counseling. The academic guidance counsellor is available for questions and assistance; he notices when students fall behind and then contacts that student and his main subject teacher.

In annual progress meetings, students' progress is discussed with the Head of Department, the Academic Guidance Counsellors and all the lecturers involved.

1. The goals of student counseling are:
 - to improve the student's academic performance and to prevent him falling behind.
 - to guide students with a disability.
2. The tasks of student counseling are:
 - *Safety net*
Students can make an appointment (of their own accord) with the student counsellor. The student counsellor will if necessary refer them to the student dean. Main subject teachers can also refer students to the student counsellor or request the student counsellor to contact students.
 - *Identification and guidance of students who are at risk*
Students with problems will be identified on the basis of Osiris data. The student counsellor will email them and invite them for a talk. A copy of the email will also be sent to the relevant main subject teacher so that he/she is aware that the student is falling behind. The student counsellor will encourage the student to take action; the arrangements agreed on will be set out in writing. A copy of the report of the talk and the arrangements will be sent to the student and to the main subject teacher; a copy will also be added to the files. The student counsellor will if necessary contact the main subject teacher so as to decide on a joint approach.
 - *Information*
Information for first –year students about the student counsellor and about the Education and Examination Regulations.

4 Structure of the year

See appendix: *Structure of the year*

Name	Band semester 1 yr2 (M-MOM-JBAND1-2)		
Learning Goal			
Year of study	2	Contact time in hours	Variabel
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Excercise	Yes
Entry Requirements			
Instructional modes	BC, MC, PT, PJ, SS		
Unit examination / Partial examinations	Test type	Weighing	
Progress evaluation		100	
<hr/>			
Name	Band semester 2 yr2 (M-MOM-JBAND2-2)		
Learning Goal			
Year of study	2	Contact time in hours	Variabel
Number of credits	3	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	BC, MC, PT, PJ, SS		
Unit examination / Partial examinations	Test type	Weighing	
Final exam		100	
<hr/>			
Name	Band yr1 (M-MOM-JBAND-1)		
Learning Goal			
Year of study	1	Contact time in hours	Variabel
Number of credits	5	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	BC, MC, PT, PJ, SS		
Unit examination / Partial examinations	Test type	Weighing	
Progress evaluation		100	
<hr/>			
Name	Current Jazz yr1 (M-MOM-JCJ-1)		
Learning Goal			
Year of study	1	Contact time in hours	60

Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group lesson, assignment, practical		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

Name	Current Jazz yr2 (M-MOM-JCJ-2)		
Learning Goal			
Year of study	2	Contact time in hours	60
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group lesson, assignment, practical		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

Name	Find Your Own Music yr1 (M-MOM-JFYOM-1)		
Learning Goal			
Year of study	1	Contact time in hours	1
Number of credits	2	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Individual coaching and/or band coaching		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

Name	Find Your Own Music yr2 (M-MOM-JFYOM-2)		
Learning Goal			
Year of study	2	Contact time in hours	1
Number of credits	2	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Individual coaching and/or band coaching		
Unit examination / Partial examinations	Test type	Weighing	

examinations

Active participation 100

Name Health and Well-being yr1 (M-MOM-JHAWB-1)

Learning Goal

Year of study	1	Contact time in hours	13
Number of credits	1	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	General		
Unit examination / Partial examinations	Test type	Weighing	
Assignments	100		

Name Health and Well-being yr2 (M-MOM-JHAWB-2)

Learning Goal

Year of study	2	Contact time in hours	13
Number of credits	1	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	General		
Unit examination / Partial examinations	Test type	Weighing	
Assignments	100		

Name Impro Lab yr1 (M-MOM-JIMPRO-1)

Learning Goal

Year of study	1	Contact time in hours	12
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Group workshop, master class, debate		
Unit examination / Partial examinations	Test type	Weighing	
Active participation	100		

Name Impro Lab yr2 (M-MOM-JIMPRO-2)

Learning Goal

Year of study	2	Contact time in hours	12
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group workshop, master class, debate		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	
<hr/>			
Name	Introduction to Studio Recording & Music Production yr1 (M-MOM-JISRMP-1)		
Learning Goal			
Year of study	1	Contact time in hours	12
Number of credits	2	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	WG, BC, IG		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	
<hr/>			
Name	Introduction to Studio Recording & Music Production yr2 (M-MOM-JISRMP-2)		
Learning Goal			
Year of study	2	Contact time in hours	12
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-3	Lab Exercise	Yes
Entry Requirements			
Instructional modes	WG, BC, IG		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	
<hr/>			
Name	Master Research Final Proposal semester 2 yr1 (M-MOM-JRP2-1)		
Learning Goal			
Year of study	1	Contact time in hours	Variabel
Number of credits	5	Presence	Yes

Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Workshop		
Unit examination / Partial examinations	Test type	Weighing	
individual task		100	
<hr/>			
Name	Master Research First Draft Proposal semester 1 yr1 (M-MOM-JRP1-1)		
Learning Goal			
Year of study	1	Contact time in hours	Variabel
Number of credits	0	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Workshop		
Unit examination / Partial examinations	Test type	Weighing	
Master Research Proposal First Draft		100	
<hr/>			
Name	Master Research Process, Product & Presentation yr2 (M-MOM-JRPPP-2)		
Learning Goal			
Year of study	2	Contact time in hours	Variabel
Number of credits	10	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Excercise	No
Entry Requirements			
Instructional modes	Workshop		
Unit examination / Partial examinations	Test type	Weighing	
Master Research Material		100	
<hr/>			
Name	MS Jazz Final Recital semester 2 yr2 (M-MOM-JMS2-2)		
Learning Goal			
Year of study	2	Contact time in hours	20
Number of credits	11	Presence	No
Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			

Instructional modes	Individual		
Unit examination / Partial examinations	Test type	Weighing	
Presentation		100	
<hr/>			
Name	MS Jazz semester 1 yr1 (M-MOM-JMS1-1)		
Learning Goal			
Year of study	1	Contact time in hours	20
Number of credits	13	Presence	No
Block(s)	4X10-1 - 4X10-2	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Individual		
Unit examination / Partial examinations	Test type	Weighing	
Progress Evaluation		100	
<hr/>			
Name	MS Jazz semester 1 yr2 (M-MOM-JMS1-2)		
Learning Goal			
Year of study	2	Contact time in hours	20
Number of credits	11	Presence	No
Block(s)	4X10-1 - 4X10-2	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Individual		
Unit examination / Partial examinations	Test type	Weighing	
Band Presentation		100	
<hr/>			
Name	MS Jazz semester 2 yr1 (M-MOM-JMS2-1)		
Learning Goal			
Year of study	1	Contact time in hours	20
Number of credits	14	Presence	No
Block(s)	4X10-3 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Individual		
Unit examination / Partial examinations	Test type	Weighing	
Band Recording & Progress Evaluation		100	

Name	Music & Society yr1 (M-MOM-JMAS-1)		
Learning Goal			
Year of study	1	Contact time in hours	50
Number of credits	1	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Lecture, debate		
Unit examination / Partial examinations	Test type	Weighing	
Written/spoken paper		100	
Name	Music & Society yr2 (M-MOM-JMAS-2)		
Learning Goal			
Year of study	2	Contact time in hours	50
Number of credits	1	Presence	Yes
Block(s)	4X10-3 - 4X10-4	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Lecture, debate		
Unit examination / Partial examinations	Test type	Weighing	
Paper or presentation		100	
Name	Outreach yr1 (M-MOM-JOUT-1)		
Learning Goal			
Year of study	1	Contact time in hours	83
Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Excercise	Yes
Entry Requirements			
Instructional modes	Group lessons, band coaching		
Unit examination / Partial examinations	Test type	Weighing	
Active participation	Active participation	100	
Name	Outreach yr2 (M-MOM-JOUT-2)		
Learning Goal			
Year of study	2	Contact time in hours	83

Number of credits	2	Presence	Yes
Block(s)	4X10-1 - 4X10-2	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group lessons, band coaching		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

Name Stage Presence yr1 (M-MOM-JSP-1)

Learning Goal

Year of study	1	Contact time in hours	5
Number of credits	1	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group lessons, band coaching		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

Name Stage Presence yr2 (M-MOM-JSP-2)

Learning Goal

Year of study	2	Contact time in hours	5
Number of credits	1	Presence	Yes
Block(s)	4X10-1 - 4X10-4	Lab Exercise	Yes
Entry Requirements			
Instructional modes	Group lessons, band coaching		
Unit examination / Partial examinations	Test type	Weighing	
Active participation		100	

ACADEMIC CALENDAR and ANNUAL TEST SCHEDULE 2020-2021 DEPARTMENT				
	REGULAR OPENING HOURS			
	main building Mon- Fri 08.00 - 22.00			
	main building Sat 09.00 - 16.00, Sun 10.00 - 16.00			
	dependence Mon-Thu 08.00 - 22.00, Fri 08.00 - 18.00			
	dependence Sat. 09.30 - 17.00 during junior jazz, Sat. 10.00 - 16.00 when no junior jazz, Sun 12.00 -17.00			
	HOLIDAYS AND DAYS OFF			
week nr.	datum			week nr.
35	24/8-30/8		RE-EXAMINATION WEEK 2019-/2020 introduction for all new students	35
			introduction international students	
36	31/8-6/9		SEMESTER 1 education period 1, week 1	36
		1/9	start all lessons	
37	7/9-13/9		education period 1, week 2	37
38	14/9-20/9		education period 1, week 3	38
39	21/9-27/9		education period 1, week 4	39
40	28/9-4/10		education period 1, week 5	40
41	5/10-11/10		education period 1, week 6	41
42	12/10-18/10		education period 1, week 7	42
43	19/10-25/10 AUTUMN HALF-TERM main building 19, 20, 21, 22, 23/10 open 08.00 - 18.00 dependence 19, 20, 21, 22, 23/10 open 10.00 - 18.00 main building and dependence closed 24, 25/10			43
44	26/10-1/11		education period 1, week 8	44
45	2/11-8/11		education period 1, week 9	45
46	9/11-15/11		education period 1, week 10	46
47	16/11-22/11		education period 2, week 1	47
48	23/11-29/11		education period 2, week 2	48
49	30/11-6/12		education period 2, week 3	49
50	7/12-13/12		education period 2, week 4	50
51	14/12-20/12		education period 2, week 5	51

*students who start at a higher level will be assessed on a higher level
**it takes more than 1 week in order to assess all students

ACADEMIC CALENDAR and ANNUAL TEST SCHEDULE 2020-2021 DEPARTMENT					
		REGULAR OPENING HOURS			
		main building Mon- Fri 08.00 - 22.00			
		main building Sat 09.00 - 16.00, Sun 10.00 - 16.00			
		dependence Mon-Thu 08.00 - 22.00, Fri 08.00 - 18.00			
		dependence Sat. 09.30 - 17.00 during junior jazz, Sat. 10.00 - 16.00 when no junior jazz, Sun 12.00 -17.00			
		HOLIDAYS AND DAYS OFF			
week nr.	datum				week nr.
52	21/12-27/12 CHRISTMAS HOLIDAYS main building 21, 22, 23/12 open 08.00 - 18.00 dependence 21, 22, 23/12 open 10.00 - 18.00 main building and dependence closed 24, 25, 26, 27/12				52
53	28/12-3/1 CHRISTMAS HOLIDAYS main building and dependence closed				53
		2021			
1	4/1-10/1		education period 2, week 6		1
2	11/1-17/1		education period 2, week 7		2
3	18/1-24/1		education period 2, week 8		3
4	25/1-31/1		education period 2, week 9		4
5	1/2-7/1		education period 2, week 10		5
SEMESTER 2					
6	8/2-14/2 main building closed 13, 14/2 dependence open 13/2 09.30 - 17.00 dependence closed 14/2		education period 3, week 1		6
7	15/1-21/1 SPRING HALF-TERM main building and dependence closed 15, 16/2 main building open 17, 18, 19/2 08.00 - 18.00 dependence open 17, 18, 19/2 10.00 - 18.00 main building open 20/2 09.00 - 16.00 main building open 21/2 10.00 - 16.00 dependence closed 20/2 dependence open 21/2 12.00 - 17.00				7
8	22/2-28/2		education period 3, week 2		8

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**it takes more than 1 week in order to assess all students

ACADEMIC CALENDAR and ANNUAL TEST SCHEDULE 2020-2021 DEPARTMENT

REGULAR OPENING HOURS			
	main building Mon- Fri 08.00 - 22.00		
	main building Sat 09.00 - 16.00, Sun 10.00 - 16.00		
	dependence Mon-Thu 08.00 - 22.00, Fri 08.00 - 18.00		
	dependence Sat. 09.30 - 17.00 during junior jazz, Sat. 10.00 - 16.00 when no junior jazz, Sun 12.00 -17.00		
HOLIDAYS AND DAYS OFF			
week nr.	datum		week nr.
9	1/3-7/3	education period 3, week 3	9
10	8/3-14/3	education period 3, week 4	10
11	15/3-21/3	education period 3, week 5	11
12	22/3-28/3	education period 3, week 6	12
13	29/3-4/4 2/4 Good Friday: main building and dependence closed 2, 3, 4/4: main building and dependence closed (4/4 Easter Sunday)	education period 3, week 7	13
14	5/4-11/4 5/4 Easter Monday: main building and dependence closed	education period 3, week 8	14
15	12/4-18/4	education period 3, week 9	15
16	19/4-25/4	education period 3, week 10	16
17	26/4-2/5 27/4 King's Day: main building and dependence closed	education period 4, week 1	17
18	3/5-9/5 MAY HOLIDAY main building 3, 4, 6, 7/5 open 08.00 - 18.00 dependence 3, 4, 6, 7/5 open 10.00 - 18.00 5/5 Liberation Day: main building and dependence closed 8/5 main building open 09.00 - 1600 8/5 dependence open 10.00 - 16.00 9/5 main building open 10.00 - 16.00 9/5 dependence open 12.00 - 17.00		18

*students who start at a higher level will be assessed on a higher level

**it takes more than 1 week in order te assess all students

ACADEMIC CALENDAR and ANNUAL TEST SCHEDULE 2020-2021 DEPARTMENT

REGULAR OPENING HOURS				
	main building Mon- Fri 08.00 - 22.00			
	main building Sat 09.00 - 16.00, Sun 10.00 - 16.00			
	dependence Mon-Thu 08.00 - 22.00, Fri 08.00 - 18.00			
	dependence Sat. 09.30 - 17.00 during junior jazz, Sat. 10.00 - 16.00 when no junior jazz, Sun 12.00 -17.00			
HOLIDAYS AND DAYS OFF				
week nr.	datum			week nr.
19	10/5-16/5 13/5 Ascension Day: main building and dependence closed 14/5 main building open 08.00 - 18.00 14/5 dependence open 10.00 - 18.00		education period 4, week 2	19
20	17/5-23/5 23/5 Whit Sunday: main building and dependence closed		education period 4, week 3	20
21	24/5-30/5 24/5 Whit Monday: main building and dependence closed		education period 4, week 4	21
22	31/5-6/6		education period 4, week 5	22
23	7/6-13/6		education period 4, week 6	23
24	14/6-20/6		education period 4, week 7	24
25	21/6-27/6		education period 4, week 8	25
26	28/6-4/7 3, 4/7 main building and dependence closed	?	education period 4, week 9 PRESENTATION DIPLOMAS?	26
27	5/7-11/7 5, 6, 7, 8, 9/7 main building and dependence open 08.00 - 18.00 10, 11/7 main building and dependence closed		education period 4, week 10 education free period (reserved for meetings, etc.)	27
28	12/7-18/7 SUMMERHOLIDAYS 12/7-22/8 12, 13, 14, 15, 16/7 main building open 08.00 - 18.00 12, 13, 14, 15, 16/7 dependence closed 17, 18/7 main building and dependence closed			28
29	19/7-25/7			29

*students who start at a higher level will be assessed on a higher level

**it takes more than 1 week in order to assess all students

ACADEMIC CALENDAR and ANNUAL TEST SCHEDULE 2020-2021 DEPARTMENT			
REGULAR OPENING HOURS			
main building Mon- Fri 08.00 - 22.00			
main building Sat 09.00 - 16.00, Sun 10.00 - 16.00			
dependence Mon-Thu 08.00 - 22.00, Fri 08.00 - 18.00			
dependence Sat. 09.30 - 17.00 during junior jazz, Sat. 10.00 - 16.00 when no junior jazz, Sun 12.00 -17.00			
HOLIDAYS AND DAYS OFF			
week nr.	datum		week nr.
	19, 20, 21, 22, 23/7 main building open 08.00 - 18.00		
	19, 20, 21, 22, 23/7 dependence closed		
	24, 15/7 main building and dependence closed		
30	26/7-1/8		30
	main building and dependence closed		
31	2/8-8/8		31
	main building and dependence closed		
32	9/8-15/8		32
	main building and dependence closed		
33	16/8-22/8		33
	16, 17, 18, 19, 20/8 main building open 08.00 - 18.00		
	16, 17, 18, 19, 20/8 dependence to be decided		
34	23/8-29/8	RE-EXAMINATION WEEK 2020/2021	34
35	30/8-5/9		35
	1/9	start academic year 2021/2022	

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Subject	Year	Semester	Assesment format	Notes	Test	Resit
Band	1	2	Progress evaluation		Week 47	Week 26
Band	2	1	Progress evaluation		Week 47	Week 22-25
Band	2	2	Final exam	Reassessment in the same year of study may be granted by the Board of Examiners after a substantiated written request from the student.	Week 22-25	Week 34
Introduction to Studio Recording & Music Production	1	2	Hand in band recording	Resit in consultation with Board of Examiners	Week 26	
			Active participation		n/a	See notes
Introduction to Studio Recording & Music Production	2	1	Hand in band recording	Resit in consultation with Board of Examiners	Week 47	See notes
			Active participation		n/a	See notes
Current Jazz	1	1	Active participation	Resit in consultation with Board of Examiners	n/a	See notes
Current Jazz	2	1	Active participation	Resit in consultation with Board of Examiners	n/a	See notes
Find Your Own Music	1	2	Active participation	Resit in consultation with Board of Examiners	n/a	See notes
Find Your Own Music	2	2	Active participation	Resit in consultation with Board of Examiners	n/a	See notes
Health & Well-being	1	Bandweek	Attendance requirement		Bandweek	Bandweek
Health & Well-being	2	Bandweek	Attendance requirement		Bandweek	Bandweek
Impro Lab	1	1	Active participation	Resit in consultation with Board of Examiners	Week 5	See notes
Impro Lab	2	1	Active participation	Resit in consultation with Board of Examiners	Week 5	See notes
Main Subject	1	1	Progress evaluation		Week 6	Week 26
Main Subject	1	2	Band recording	Reassessment in the same year of study may be granted by the Board	Week 26	Week 34
			Progress evaluation		Week 26	Week 34
Main Subject	2	1	Band presentation		Week 47	Week 51

Main Subject	2	2	Final Recital	Reassessment in the same year of study may be granted by the Board of Examiners after a substantiated written request from the student.	Week 15-26	Week 34
Master Research	1	1	Master Research Proposal First Draft		Week 49	n/a
Master Research	1	2	Master Research Final Proposal		Week 6	Week 17
Master Research	2	2	Master Research Material (process documentation), Product & Presentation		Week 17	Week 26
Music & Society	1	2	Written paper or presentation		Week 16	
			Active participation		n/a	n/a
Music & Society	2	2	Written paper or presentation		Week 16	
			Active participation		n/a	n/a
Outreach Programm	1	1	Oranize workshop		Variable	Variable
			Evaluation of workshop		Variable	Variable
Outreach Programm	2	1	Organize workshop		Variable	Variable
Personal Development Plan	1	1	Hand in PDP		Week 40	Week 8
Personal Development Plan	1	2	Portfolio assessment		Week 19-25	Week 26
			Hand in PDP including reflection		Week 19-25	Week 26
Personal Development Plan	2	2	Portfolio assessment		Week 19	Week 26
			Hand in PDP			
Stage Presence	1	2	Active participation	Resit in consultation with Board of Examiners	n/a	See notes
Stage Presence	2	2	Active participation	Resit in consultation with Board of Examiners	n/a	See notes

Your Art as a Business	1	1	Active participation	If a student has not met the attendance requirements, (s)he can compensate this by a written assignment in week 8		Week 8
			Assignment: artist toolkit	If a student has not met the assignment requirements, (s)he needs to hand in the revised assignments latest week 26.	Week 6	Week 26
			Assignment: presentation		Week 6	Week 26
			Assignment: PDP		Week 22	Week 26
Your Art as a Business	2	1	Active participation	If a student has not met the attendance requirements, (s)he can compensate this by a written assignment in week 8		Week 8
			Assignment: artist toolkit	If a student has not met the assignment requirements, (s)he needs to hand in the revised assignments latest week 26.	Week 6	Week 26
			Assignment: presentation		Week 6	Week 26
			Assignment: PDP		Week 22	Week 26