

ASSESSMENT REQUIREMENTS

Cut and paste from the 2005 CUAP Paper Outline, making sure to include the statement as to whether the paper is internally assessed (they all are, but some academic papers also include a centrally-conducted exam). The CUAP set of tasks must not be changed, unless they contain patent errors, or gaps. Any other changes must reflect the paper prescription and learning outcomes, and they require the approval of Norman Meehan (undergraduate) or Greer Garden (postgraduate).

For academic papers add the due dates for each piece of work. Conclude with the relevant statement from the Paper Outline

e.g. The first assessment item relates to learning outcome 2, the second and third to outcomes 1-3, and the fourth to outcomes 1-4.

Deposit and collection of written work

State where to place assignments and where marked work can be collected from.

Dates assignments are due/ dates of in-class tests

Precise dates must be given for any in-class tests, and for each written assignment. For performance exams, include a statement as to when the exam timetable will be posted on noticeboards.)

Deadlines for written work:

Mention any penalties for late work. The following paragraph should be used verbatim for academic work (Delete sentence re tutorial work if the paper doesn't have tuts and related assignments.)

Written work must be handed in by the due dates. In fairness to other students, unless a medical certificate is produced, work handed in after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for the essay, must apply to the Paper Co-ordinator before the due date. Please note that NO extensions can be granted for tutorial assignments.

Bibliographic Style:

Assignments must be presented according to the guidelines set down in the *NZSM Handbook 2007*. A fuller version entitled *NZSM Guidelines for Academic Work*, can be downloaded as a pdf file from the NZSM Website <http://www.nzsm.ac.nz/Study/Programmes of Study page>. Five percent (5%) will be deducted for written work that does not conform.

MANDATORY PAPER REQUIREMENTS

For papers in performance, detailed requirements should be spelled out concerning attending lessons, workshops, etc.

For academic papers this sentence should be used:

Attending at least 80% of your lectures and tutorials are a mandatory requirement for this paper. If for health reasons you are unable to complete all the work required for assessment purposes by (add here the due dates) you may, on presentation of a medical certificate, have the date for submission extended by the Director of the New Zealand School of Music.

GENERAL NZSM POLICIES AND STATUTES

Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Integrity and Plagiarism, Academic Grievances, and Student Conduct. Please see Statutes and Policies on the NZSM website

(<http://www.nzsm.ac.nz/About/Statutes and Policies>).

Information about Student Services, including Academic Mentoring for Maori and Pacific Students, and support for Students with Disabilities, is to be found in the *NZSM Student Handbook 2007* (available from the NZSM offices on each campus).

COMMUNICATION OF ADDITIONAL INFORMATION, OR INFORMATION ON CHANGES

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Kelburn/Mt Cook/campus. Notices concerning a number of papers will also be posted on Blackboard. The Paper Co-ordinator will specify if Blackboard will be used.

Events

Regular events are held during trimesters one and two at both the Kelburn and Mt Cook campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists.

All students are expected to obtain a copy of the current event brochure (published twice yearly) and keep time free to attend the weekly lunchtime concert on Friday at 1.10pm, along with other events as required.

Event manager Debbie Rawnsley. Phone: (04) 463-6050 Email: debbie.rawnsley@nzsm.ac.nz
website: <http://www.nzsm.ac.nz/events/>