



Academy of Music & Performance
BA (Hons) Music & Creative Music Technology

Course Booklet

2016 to 2017

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BA (Hons) Music & Creative Music Technology

Course Handbook 2016 to 2017

At the start of your course you will be provided with handbooks providing important information about the facilities and services available to you. The Higher Education Student Handbook 2016-2017, which will be made available to you electronically, contains:

Section A: General College information and regulations applicable to your course of study

Section B: Assessment Guidelines for Higher Education students

Section C: Higher Education Policy on Academic Misconduct

This Course Handbook – **Section D** – contains course-specific information.

You should read all sections of the handbook during induction and keep to refer to throughout the academic year.

If you need further clarification of any of the material or have any questions, your Course Leader will be able to help you.

Welcome from the course leader

On behalf of the course team and staff at New College Nottingham, welcome to Clarendon College. We hope you will find the next year an interesting and enjoyable experience. Certainly our aim is to provide you with a course of study which develops and extends your knowledge and skills in various work related activities. This handbook is designed to provide you with a guide for the course so please read it carefully.

The learning partnership

I believe very strongly in the process of learning being a partnership; a mutual process between yourself, your tutors and your peers. This partnership requires an equal commitment on all parts for the attainment of quality and meaningful work within the field of Music and Creative Music Technology. The partnership not only requires mutual respect and support but it also ensures that all parties are learning through the process. It is my belief that when this method of mutuality fails to materialise then there is no tangible or worthy process of learning, of development and of self-realisation. One simply cannot learn in isolation, in a vacuum or without recourse to the experience of others; the learning process, where it is mostly successful and valuable, is open, receptive to structured criticism and part of a collective ethos.

This year is very important with regards to your academic and artistic achievement and so the course should be set as your prime goal, your sole

commitment for the brief duration from October to June. I will be asking a great deal from you in terms of developing your concepts as a thinking, intellectual musician and indeed the very manner by which you think, reflect and comprehend your view of the world and your chosen art form. In return I expect you to be asking a lot from me and your tutors in terms of support, sharing of theoretical principles and commitment.

Important starting points

You may well find the culture of the BA very different from previous courses you have studied. The BA year is a consolidation of your skills and knowledge gained over the past two years; the BA year is about challenging your prior knowledge and skills to enable you to compete in a very competitive musical and educational world. The BA, therefore, is not a tutor orientated course but one which holds the progression and development of the student firmly at the heart of its ethos.

It will require you to be:

- Well organised and disciplined
- Analytical and evaluative
- Resourceful, innovative, perceptive
- Professional in your communication skills
- Self critical and demanding of your own performance
- Independent in academic and creative work
- Reflective and self-aware

- Accepting and challenging new ideas, concepts and theories

Through the tutorial programme and study support sessions, I will provide you with mechanisms to help you adjust to these requirements. The responsibility for your development as a creative artist and academic musician is, however, is solely your own.

All of your modules will require a high level of academic awareness and so you will be supported to allow you to gain these vital skills. These skills will enable your work to be more sophisticated, challenging and thorough and will allow you to progress onto postgraduate courses.



Nick

Course Structure – List of modules

BA (Hons) Music & Creative Music Technology

Your course has a modular structure. This means it comprises a series of modules which are separately marked and assessed.

Modules

Module code	Module title	Credit points	Module Leader	Semester
MCM601	Bridging Unit	0	Nick	1
MCM602	Dissertation	20	Nick	1 & 2
MCM603	Contemporary Issues in Music	20	Nick	1
MCM604	Modern Composition	20	Nick	1 & 2
MCM605	Marketing & Self Promotion	20	Andrew	1 & 2
MCM606	Product Realisation	20	Matt	1 & 2
MCM607	SA307 System Design (option)	20	Matt	1 & 2
MCM608	Musical Direction (option)	20	Kirsty	1
	Total	120		
	Academic Study Skills, Critical Thinking & Reflective Practice	0	Nick	1 & 2
	Personal Tutorial	0	Nick	1 & 2

Teaching and learning strategies

To maximise the effectiveness of teaching and learning, the Course Team has adopted a student centred, activity led, integrated approach to course delivery. This will require you to develop a highly independent and self-motivated approach to your learning and development. The quicker you can gain and apply these skills the more successful your progression will be.

Progressing from level 5 to 6 requires a substantial improvement in the quality and depth of your work. This is a necessary part of the developmental process but it will mean that you will find some of the aspects of the BA to be challenging.

Lecturer support

Lecturer support for student learning activities takes several forms. There will be in the second semester a programme of individual tutorials.

Lectures

When used effectively, formal lectures are useful in setting the scene and outlining area for further study by students.

Workshops

Most people learn best by doing, and workshops provide an opportunity for students to do this. These will involve structured seminars, practice sessions, discussion groups and case studies.

Tutorials

Each week you will meet your personal tutor. The purpose of these sessions will be to give individual advice and guidance about the development of subject knowledge and skills. They will also provide guidance with assignments, giving feedback on performance and generally supporting you through your studies.

Module tutorials

These are a vital part of the programme and will define much of the delivery of the second semester. This will require you to plan your personal work outside of structured college times in a highly rigorous manner. You will be allocated a series of personal tutorials; these are not optional and are vital to our progression and success.

Formative peer groups

You will be assigned to a formative peer group in the first few weeks of the course. These will allow you to support each other through the progression of the course by offering informal feedback and guidance, the sharing of ideas and concepts and the recognition of personal achievement.

Student workload

The work towards the BA is demanding both on the intellect, creative skills and on time. It is advisable that you realise this within the first few weeks of the course and make sure that all vital dates are logged in a diary. Preparation for lectures, tutorials and assessment will make other demands

on your time. Certainly most assessments at this level will require you to show evidence of wider reading, using appropriate citation and references, from a range of sources.

Assessment

The key characteristics of assessment should be validity, reliability and fitness for purpose. The assessment methods chosen must be appropriate to the focus of the course. Where possible a variety of traditional and innovative assessment methods will be used, including case studies, assignments, time-constrained assessments and work-based projects.

Assessment guidelines

For full details please refer to the HE Handbook for Students – Section B - Assessment Guidelines for Higher Education Students

Guidelines on late and non-submission of coursework

See Assessment Guidelines for Higher Education Students, Higher Education Assessment Policy, section 6 - Submission of coursework

Briefly:

- (1) All coursework submitted for assessment must be in the form detailed in the course handbook and must be handed into the designated assessment collection point by the specified time and date.
- (2) All assessments which are submitted after the published submission date will be deemed not to have met the requirements of a pass grade by that date. The assessment will be marked as 'late submission' and

graded, assuming that the work meets the criteria to achieve the pass grade. **The maximum grade that can be achieved in this instance is a pass grade (where marking is pass/merit/distinction) or 40% (where percentage marking is used i.e. Foundation Degrees and BA courses).**

- (3) If there are special circumstances that prevent you submitting the assessment by the published submission date, you must apply for an extension to the submission date, **in writing, using the form provided, at least 5 College working days prior to the submission date.** All applications will **not** necessarily be successful (for example, if due to lack of planning on your part) and you should clearly make your case for an extension, including any evidence you have. If you are granted an extension the new submission date will be agreed by your Course Leader. Any work that is not submitted by the extended deadline will be marked as in (2) above.

Some advice

Plan your submissions, to avoid logjams. Rather than always working to the published deadline dates, there may be times when you can submit work early. This will ease the pressure on you and make it less likely that you will hand work in late. Leaving work until the last minute always results in poor work and low grades as the modules require you to engage fully in the

formative process, show evidence to support the process and commitment to the module.

Even where you are working to the published deadline, plan to have your assessment completed at least two days in advance of it. That way, the impact of unexpected occurrences such as printer problems, lost data or missed buses is lessened and probably avoided altogether. If you have problems with deadlines, remember that your Module Leader and/or Course Leader are there to talk to.

Handing in procedures

Electronic submission please email to christophe.hickling@ncn.ac.uk who will issue you with a receipt. For larger file, physical submission please consult your module tutor.

Grading criteria

Grading criteria for different forms of assessment may be found in Appendix 2.

More specific grading criteria will be issued with each module.

Classification bands

The following classification bands are adopted for each Degree course:

First: 70% or above

2.1: 60% - 69%

2.2: 50% - 59%

3rd: 40% - 49%

Marginal fail: 26% - 39%

Clear fail: 0% - 25%

Marginal grades between, for example, 59 – 61, will not be awarded.

Course Calendar – Academic Year 2015 to 2016

Module	Module begins	Module submission
MCM601 Seminar	WB 3 rd October 2016	7 th November 2016
MCM601 Essay	WB 3 rd October 2016	15.00 Friday 14 th November 2016
MCM602 Proposal	WB 3 rd October 2016	15.00 Friday 25 th November 2016
MCM602 Dissertation	WB 3 rd October 2016	15.00 Friday 21 st April 2017
MCM603 Seminar	WB 3 rd October 2016	WB 12 th December 2016
MCM603 Essay	WB 3 rd October 2016	15.00 Friday 10 th February 2017
MCM604	WB 3 rd October 2016	15.00 Friday 19 th May 2017
MCM605 Web Site	WB 3 rd October 2016	15.00 Friday 24 th March 2017
MCM605 Marketing Investigation	WB 3 rd October 2016	15.00 Friday 19 th June 2017
MCM606 Product Realisation	WB 3 rd October 2016	15.00 Monday 5 th June 2017
MCM607 System Design	WB 3 rd October 2016	15.00 Wednesday 8 th February 2017
MCM608 Musical Direction	WB 3 rd October 2016	15.00 3 rd February 2017

Course team contact details

Academy of Music & Performance

Head of Academy: Michelle Lloyd

Email: michelle.lloyd@ncn.ac.uk

Tel: 0115 – 838 7163/7140

Room: G14

Course Leader: Nick Redfern

Email: nick.redfern@ncn.ac.uk

Tel: 0115 – 838 0132

Tutorial Mobile: 07549 140 281

Room: Music Staff Office 1 (132)

Module Leader: Matt Horobin

Email: matt.horobin@ncn.ac.uk

Tel: 0115 – 838 7135

Room: Music Staff Office 1 (132)

Module Leader: Kirsty Proctor

Email: kirsty.proctor@ncn.ac.uk

Tel: 0115 – 838 7134

Room: Music Staff Office 1 (132)

Module Leader: Andrew Mahon

Email: andrew.mahon@ncn.ac.uk

Tel: 0115 – 838 0133

Room: Music Staff Office 1 (132)

Chief Technician: Andy Oakley

Email: andy.oakley@ncn.ac.uk

Tel: 0115 – 838 0129

Room: G28

Technician: Andy Peet

Email: Andrew.peet@ncn.ac.uk

Tel: 0115 – 838 7130

Room: G28

For all other useful contacts please refer to Section A of the **Handbook for Higher Education Students**

Attendance

Attendance and punctuality are personal issues for which you are responsible. From past experience an attendance of less than 80% has led to a poor mark or failure. Poor or erratic attendance will always be detrimental to standards of work and can be indicative of a range of traits which can lead to actually failing the course.

Attendance is part of your own time management, and as you are taking a music course, good timekeeping and attendance are considered to be professional behaviour.

For students in receipt of the HE bursary, the attendance threshold is 80%.

Registers will be taken at each session.

There will be ample time in the second semester where you will be required to attend personal tutorials with your Module Tutor only. You will be allocated tutorial slots at the beginning of the second semester.

Presentation of work

A full explanation will be given to you in your study skills sessions and by your Module Tutors.

Tutorial support and role of personal tutor

Each week you will meet your personal tutor for tutorial support. These sessions will be to gain advice and guidance about the development of subject matter and skills, and any other matters in general. You will also be

required to book a one to one personal tutorial session 3 times per year to monitor your progress and discuss any problems.

External examining

In marking and moderating work and making awards, ncn is aided and reassured by the External Examining system. Each Course has an External Examiner whose role is broadly as follows:

- To make judgements and report on the standards of the course
- To look at samples of student work to confirm that it is marked appropriately and fairly
- To confirm that our internal systems of moderating marks are working properly
- To confirm that your course is at a similar standard to other comparable courses around the country
- To help the team to improve your course

In this way you can be assured that your degree is valued externally as well as internally. However, external examiners do NOT:

- Look at ALL students' work – usually just a sample for verification purposes
- Award or change marks

External Examiners are academics or professionals of high standing who have no other connection with ncn or NTU, to ensure their independence and

impartiality. Your external examiner is Dr Paul Oliver Lecturer in Music & Music Business Perth College, University of the Highlands and Islands (UHI). Please **do not** contact Paul directly. You should not contact Andrew directly because:

- He cannot change your marks nor otherwise intercede on your behalf (as described above)
- Paul has been asked not to reply to any student who tries to contact him, but to refer the contact to your Course Leader
- Your Course Leader is ncn's contact with the External Examiner and will contact Paul if necessary.

However, if you are unhappy with your Course for any reason you should contact your Course Leader, Nick Redfern. He will deal with your problem. If there is any reason you feel uncomfortable sharing your concerns with your Course Leader, please contact Michelle Lloyd.

If you wish to appeal against a decision of the Examination Board you should use the Academic Appeals process available in the Higher Education Student Handbook.