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1. FACILITIES

Use of Brunton Auditorium

Use of Brunton Auditorium will be determined according to the following priorities:

- 1) Courses
- 2) Faculty Recitals
- 3) Guest Recitals
- 4) Ensemble Concerts
- 5) Credited Student Recitals
- 6) Rehearsals for the above
- 7) Other activities inside the Music Department
- 8) Other activities outside the Music Department

Student rehearsals

- a) All student practice times must be approved by their Applied Music instructor and booked in the 25Live system.
- b) Students may not sign up for individual practice time in preparation for MUSC x511 juries. Each student should have the opportunity to get used to the hall and/or piano in studio classes.
- c) Any use of Brunton Auditorium on the weekend (Saturday or Sunday) and in the evenings (after 4:30 p.m.) must be under the supervision of a Music Department faculty member. The faculty member is responsible for opening and closing the Auditorium.
- d) Students may reserve the Auditorium for rehearsals as follows:
 - Credited full recitals - 6 hours
 - Credited shared recitals - 6 hours, total
 - Collegium Musicum - 1/2 hour each

Use of the Concert Grand Pianos

The new 9' Yamaha CFX Concert Grand Piano should be kept covered and backstage when not in use. The CFX will be available only in connection with the following events:

- a) Credited full recitals (Piano, Instrumental, or Vocal)
- b) Credited shared recitals
- c) Faculty and Guest recitals
- d) Ensemble concerts
- e) Convocation recital

The older Yamaha 9' will be used for all other events not specifically listed above. These will include:

- a) Collegia Musica
- b) Student chamber concerts
- c) Performance/Studio Classes

- d) Master classes
- e) Juries
- f) Auditions
- g) All external bookings and concerts

In studio classes, an instructor may occasionally wish to use the CFX in a class to be made up of students preparing for upcoming recitals. However, rehearsal times as outlined below should be sufficient to allow a student to become accustomed to the instrument.

Rehearsal times on the CFX Concert Grand Piano

Rehearsal times will be granted on the 9' Yamaha concert grand piano as follows:

- a) Credited Full Recitals - 6 hours
- b) Credited Shared Recitals - 6 hours total
- c) Other events - as required

These will be all inclusive times; that is, they will encompass all rehearsals and practice sessions, whether or not the instructor is present, as well as the dress rehearsal. In the case of a shared recital, the time is for the program as a whole. A fair distribution of this rehearsal time among the performers involved will be arranged by their instructors.

When the rehearsal is over, the student will be responsible for replacing the cover on the piano, as well as any stands and chairs that were used.

2. APPLIED MUSIC COURSES

Applied Music courses consist of eight 3-credit courses, each for a single semester (MUSC 1501, 1511, 2501, 2511, 3501, 3511, 4501, 4511).

Note that MUSC 3511 and 4511 may be replaced by MUSC 3581/3591 and 4581/4591 for students qualifying to present credited recital (see Section 4, “Student Recitals,” below).

All students enrolled in Applied Music courses are expected to learn a variety of repertoire. Normally every student will include repertoire by a Canadian composer in the year’s study. Every student will also undertake an independent study of a work (or works) during the course of each year.

Applied Music Grades

MUSC x501

Final grades for Applied Music courses ending in “01” are calculated as follows:

Mid-term studio grade:	20% *
Final studio grade:	50%
Final (in-studio) jury grades, from the Applied Music instructor:	30%

MUSC x511

Final grades for Applied Music courses ending in “11” are calculated as follows:

Mid-term studio grade:	20% *
Final studio grade:	50%
Average of final jury grades, from three jurors:	30%

* Note that according to the University Calendar (10.9.1), “work worth at least 20% of the final grade will normally be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses.”

Final studio grades are submitted to the Administrative Assistant before the final juries take place in “x511” courses. The Administrative Assistant will calculate final grades using the studio and jury grades for each student; these will then be approved and submitted to the Registrar by the Department Head. While the three jury grades are awarded anonymously, the three individual grades, as well as the final composite grade, will be made available to the student and Applied Music instructor.

Applied Music Juries

MUSC x501 juries

These are in-studio juries, normally conducted during the last week of term. The studio instructor schedules the juries, sets their parameters, and normally acts as the only juror for her/his studio.

MUSC x511 juries

These juries are normally conducted during the University’s final examination periods. The schedule of juries and the assignments of jurors will be set by the Department Head and the Administrative Assistant. Each student will normally perform for a jury panel of three faculty members, of whom one is normally the

student's studio instructor. The jury is worth 30% of the final grade. The normal length for a final jury is 20 minutes for MUSC 1511-4511.

At least 20 minutes of music must be prepared for the x511 jury in consultation with the Applied Music instructor. Music selected should represent a variety of styles and/or periods. For singers, selections should include a variety of languages. Memorization is normally expected of pianists, guitarists, and singers.

Jury and grade sheets

Prior to the x511 jury, each student is to fill out an Applied Music jury sheet. A PDF version of this form is available on the Department's web site; a hard-copy version is available in the Music Office. The student should submit one copy of the jury sheet to the Administrative Assistant, who will make copies and distribute them to the jurors; they are to use the sheet to write comments on the student's performance.

Students' jury grades (letter grades) are **not** recorded on their jury sheets but are submitted after the jury directly to the Administrative Assistant, along with the written comments, within 24 hours of the jury. The Administrative Assistant makes two further copies of each sheet: one copy is placed in the student's Departmental file, and the other two are given to the Applied Music instructor, who will review the jurors' comments with the student and give the student a copy.

The Administrative Assistant will average each student's jury grades and combine them with the final studio grade to arrive at the final course grade.

Changes of Instrument of Study

Students wishing to change applied instruments must do so before the beginning of MUSC 2501, upon the completion of a successful audition at the second year level, and with the permission of the Dean of Arts. Notification of intent to change applied instrument must be given by March 1st.

Letter Grades in Applied Music Courses: Studio Component

Results in all university courses at Mount Allison are submitted as letter grades. The following are guidelines for the interpretation of these letter grades as they apply to the Studio component of Applied Music courses.

The Studio component will be evaluated by considering the following criteria as work throughout the term:

- Professionalism: attendance at lessons, studio classes and rehearsals; punctuality; attitude (towards instructor and peers)
- Preparation: preparedness of all assigned pieces within an appropriate time frame
- Progress: steady progress and improvement; making effective use of appropriate daily practice time
- increasing technical polish and interpretive maturity
- Flexibility: openness to new ideas and suggestions; an ability to compromise and follow instructions
- Listening: the ability to listen carefully and to adapt to what is heard
- Behaviour: acting respectfully, responsibly, and courteously when working with your fellow musicians (including collaborative pianists)
- For singers and collaborative pianists: proper diction and understanding of the text

A+ A A-	This range of grades indicates varying degrees of excellence. A+: is awarded to a student whose work is of professional caliber, exceeding the expectations for the above criteria. A: indicates outstanding work, clearly meeting all expectations for the above criteria. A-: The student's work is quite well prepared, meeting the expectations for the above criteria well beyond the minimum requirements.
B+ B B-	These grades indicate the above criteria are well met. B+: is awarded to a well-prepared student, whose work is almost but not quite polished and mature enough to deserve an A- B: indicates that, in addition to adequate preparation and progress, the student meets the above criteria beyond the minimum standards. B-: The student's work is above the minimum acceptable expectations of the above criteria for this course level. There are areas of weakness, but reasonably good preparation and progress are demonstrated. There is no reason to doubt that the student can continue successfully in the music program.
C+ C C-	Marks in this range are an indication that the student meets the expectations for the above criteria in an acceptable way for this course level. There are obvious weaknesses that need to be addressed, but satisfactory preparation and progress that range from average to tolerable.

According to University Senate regulations, the grades listed in the categories below are not sufficient to proceed to an applied Music course at the next level.

D+ D D-	This range indicates that the work is to some degree below the minimum standard expectations for the above criteria. The work is sufficient for a passing grade, but not sufficient to proceed to the next level of study.
F	The grade indicates that the student's work is of wholly unacceptable quality and does not meet the expectations for the above criteria.

Letter Grades in Applied Music Courses: Recitals and Juries

Results in all university courses at Mount Allison are submitted as letter grades. The following are guidelines for the interpretation of these letter grades as they apply to Applied Music courses, juries, and credited recitals.

A+ A A-	<p>This range of grades indicates varying degrees of excellence.</p> <p>A+: is awarded to a student whose work is of very high calibre in both technical accomplishment and artistic maturity. An exceptional level of preparation should be apparent.</p> <p>A: indicates outstanding work that is secure and shows a high calibre in both technical accomplishment and artistic maturity.</p> <p>A-: The student's work is quite well prepared, polished and secure. There is technical and musical accomplishment well beyond the minimum requirements for this level.</p>
B+ B B-	<p>These grades indicate a good performance.</p> <p>B+: indicates a well-prepared, musically and technically sound performance – a presentation almost but not quite polished enough to deserve an A-.</p> <p>B: indicates that, in addition to adequate preparation, the student displays musicianship and/or technical accomplishment beyond the minimum standards.</p> <p>B-: The student's work is above the minimum acceptable standard for this course level. There are technical and musical weaknesses, but the repertoire is of adequate difficulty and the jury material is reasonably well prepared and presented. There is no reason to doubt that the student can continue successfully in the music program.</p>
C+ C C-	<p>Marks in this range are an indication that the work is of acceptable standard for a music student at this course level. There are obvious technical and musical weaknesses that need to be addressed, but the repertoire is of adequate difficulty and the standard of performance is from average to tolerable.</p>

Students preparing credited or non-credited recitals should note that if the quality of preparation is poor and could potentially lead to one of the grades listed in the categories below, the Music Department, on the recommendation of the studio instructor, has the right to cancel a planned student recital.

D+ D D-	<p>This range indicates that the work is to some degree below the minimum standard expected of a music student at this level. According to University Senate regulations, the work is sufficient for a passing grade, but not sufficient to proceed to an Applied Music course at the next level.</p>
F	<p>The grade indicates that the student's work is of wholly unacceptable quality in preparation, musicianship and/or technical accomplishment.</p>

Concert Attendance

Students in the BMus program are required to attend 80% of designated events presented by the Department of Music in a given term, including faculty and guest recitals. A student who does not meet this attendance requirement in a given term will have one increment deducted from their final Applied Music grade, for example: "B" reduced to "B-".

3. COLLEGIA MUSICA

Collegia and Colloquia Musica

The Department of Music holds weekly presentations on Wednesday afternoons at 4pm. These take the form of either a **Colloquium Musicum**, consisting of faculty, student, or guest presentations and talks on a variety of music-related topics; or a **Collegium Musicum**, featuring student performances. The schedule of Colloquia and Collegia Musica is available in the Department's Calendar of Events and on-line.

Applying for performance in a Collegium Musicum

Application forms are available on-line and in the Music Office. They must be filled out completely and be signed by the student's Applied Music instructor before being submitted to the Administrative Assistant.

The deadline for Collegia submissions is two Wednesdays before the date of each Collegium.

Collegia are limited in length to approximately 60 minutes of music. Programs will be filled on a "first come, first served" basis.

Note that there are occasional themed Collegia (such as that during Canada Music Week in November) that have specific repertoire priorities.

Collegium performance requirement for BMus students

All Bachelor of Music students in second, third, and fourth years of the program are required to perform a solo work (solo instrument or solo with piano) at least once per year on a Collegium program.

Performance attire

All performers, whether in Collegium Musicum or other recital performances, are required to appear in appropriate dress for a public concert, including dress shoes and clothing that is not too tight, revealing, or casual. Please consult your Applied Music instructor as to dress expectations and norms for your instrument. Students are not required to wear formal wear such as gowns or tuxedos unless specified by the instructor.

4. STUDENT RECITALS

See Section 11.6.5 of the University Calendar.

Credited recitals

In addition to performing on Collegium programs, qualified students are given the opportunity to present credited full-length and shared solo recitals. These courses replace 3rd and 4th year applied courses as follows:

MUSC 3511 is replaced by either MUSC 3581: Applied Music VI with Shared Recital OR
MUSC 3591: Applied Music VI with Full Recital

MUSC 4511 is replaced by either MUSC 4581: Applied Music VIII with Shared Recital OR
MUSC 4591: Applied Music VIII with Full Recital

Eligibility

MUSC 3581:

To be eligible to present a credited shared recital (MUSC 3581), a student must be recommended by their Applied Music instructor; must normally have achieved a grade of at least A- in MUSC 3501 (Applied Music V); must have participated in two Collegia, or the equivalent, since enrolling in the Bachelor of Music program; and must pass a Recital Application Jury.

MUSC 3591:

To be eligible to present a credited full recital (MUSC 3591), a student must be recommended by their Applied Music instructor; must normally have achieved a grade of at least A- in MUSC 3501 (Applied Music V); must have participated in two Collegia, or the equivalent, since enrolling in the Bachelor of Music program; and must pass a Recital Application Jury.

MUSC 4581:

To be eligible to present a credited shared recital (MUSC 4581), a student must be recommended by their Applied Music instructor; must normally have achieved a grade of at least A- in MUSC 4501 (Applied Music VII); must have participated in two Collegia, or the equivalent, since enrolling in the Bachelor of Music program; and must pass a Recital Application Jury.

MUSC 4591:

To be eligible to present a credited full recital (MUSC 4591), a student must be recommended by their Applied Music instructor; must normally have successfully completed MUSC 3581 (Applied Music VI with Shared Recital) or MUSC 3591 (Applied Music VI with Full Recital); must normally have achieved a grade of at least A- in MUSC 4501 (Applied Music VII); and must pass a Recital Application Jury.

Uncredited recitals

Students wishing to perform a recital other than the credited courses listed above require the written permission of their Applied Music instructor, to be submitted to the Administrative Technician. These recitals may be scheduled in Brunton Auditorium, space permitting and only after credited recitals have been scheduled, but will not be publicized by the Department of Music (including on social media) and departmental programs will not be produced.

Students presenting uncredited recitals may reserve Brunton Auditorium for a maximum of one two-hour rehearsal. The Applied Music instructor will book this rehearsal and must be present during it, as well as during the recital, to ensure proper opening and secure closing of the hall.

Students presenting uncredited recitals must engage a trained stage technician at their own expense (see the Administrative Technician for a list of names).

Students presenting uncredited recitals will not have access to the Faculty Lounge or kitchen for receptions.

Finally, students presenting uncredited recitals must not indicate anywhere on the program or posters that the recital is for official credit, nor should they use the Music Department of Mount Allison logos.

Length of recitals

Each student on a shared recital (MUSC 3581 and 4581) is expected to program approximately 30 minutes of music, prepared under the supervision of the student's Applied Music instructor.

Students with full recitals (MUSC 3591 and 4591) are expected to program approximately 60 minutes of music, prepared under the supervision of the student's Applied Music instructor.

Recital Application Juries

The deadline to apply for all credited recitals is December 15. Students who have applied to perform a shared or full recital (MUSC 3581, 3591, 4581, and 4591) must perform a Recital Application Jury before a panel of all Applied Music instructors in the Department, including the student's Applied Music instructor. These juries are normally held in mid-February. The schedule of juries will be set by the Administrative Assistant. The normal lengths for recital juries are 10 minutes for a shared recital (MUSC 3581 and 4581) and 20 minutes for a full recital (MUSC 3591 and 4591).

Students applying for a recital must be prepared to perform the entirety of their recital repertoire. The material presented at the jury should be performed at a recital standard. Pianists, singers, and guitarists are normally expected to perform from memory at the jury and recital. The jury panel will choose which portion of the prepared material they wish to hear in the allotted audition time. Written comments from each panel member will be provided for each applicant following the jury.

Following each jury, each member of the panel will submit an anonymous ballot to the chair of the jury, indicating "yes" or "no". The chair will tabulate the votes and announce the number of "yes" and "no" votes to the panel. Discussion will then ensue until a decision is reached on each applicant. In the case of applications for a full recital (3591 or 4591), the jury may also grant the applicant a shared recital (3581 or 4581) instead.

Scheduling of student recitals

Student recitals will be scheduled by the Applied Music instructors and the Administrative Technician at a planning session following the Recital Application Juries. Student recitals are normally scheduled for March and early April.

Students will indicate three proposed recital dates on their Recital Application jury comment sheets. Students whose juries are successful will have their requested dates considered at the faculty planning session following Recital Application juries. Every attempt will be made to accommodate the students' requests.

Once credited recitals have been scheduled, students presenting these recitals have a "grace period" of one day in which to book rehearsal times, including dress rehearsal times, in Brunton Auditorium. These rehearsals should be scheduled in consultation with the student's Applied Music instructor and any collaborating musicians (pianist, chamber music colleagues, etc.).

Grading of Credited Recitals

See Section 2, "Letter Grades in Applied Music Courses: Recitals and Juries."

MUSC 3581 and 4581: Applied Music VI or VIII with Shared Recital

Students who are accepted to perform a shared recital must register for MUSC 3581 (Applied Music VI with Shared Recital) or MUSC 4581 (Applied Music VIII with Shared Recital).

Final grades for MUSC 3581 and 4581 are calculated as follows:

Mid-term studio grade:	20% *
Final studio grade:	40%
Average of recital jury grades, from three jurors:	40%

MUSC 3591 and 4591: Applied Music VI or VIII with Full Recital

Students who are accepted to perform a credited full recital must register for MUSC 3591 (Applied Music VI with Full Recital) or MUSC 4591 (Applied Music VIII with Full Recital).

Final grades for MUSC 3591 and 4591 are calculated as follows:

Mid-term studio grade:	20% *
Final studio grade:	20%
Average of recital jury grades, from three jurors:	60%

* Note that according to the University Calendar (10.9.1), "work worth at least 20% of the final grade will normally be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses."

Final studio grades are submitted to the Administrative Assistant before the end of term for MUSC 3581, 3591, 4581, and 4591. The Administrative Assistant will calculate final grades using the studio and recital grades for each student; these will then be approved and submitted to the Registrar by the Department Head. While the three recital grades are awarded anonymously, the three individual grades, as well as the final composite grade, will be made available to the student and Applied Music instructor.

Juries for Recitals

The assignment of credited recital jurors will be set by the Department Head. The jury panel will normally consist of three faculty members, of whom one is the student's studio instructor.

Jurors will provide written comments on technical and musical aspects of the performance, and submit these to the Administrative Assistant within 24 hours of the performance. The Administrative Assistant makes a digital scan of each sheet, which are kept in the student's Departmental file, and the digital scans are sent to the student and the student's studio instructor, who will review the jurors' comments with the student. Jurors' grades are submitted individually to the Administrative Assistant, without having consulted with the other jurors. The Administrative Assistant will average each student's jury grades and combine them with the final studio grade to arrive at the final course grade.

Composition Recitals

As a component of an upper-level composition course, a student may wish to present a shared or full recital of his or her works. Student composers wishing to apply for a shared recital are expected to write and prepare for performance approximately 20 minutes of original material. For a full recital, approximately 40 minutes of original material must be written and prepared for performance. Student composers wishing to present a shared or full recital will follow the same calendar as students in applied courses. Application for a recital, with approval of the principal composition instructor, should be submitted by December 15. The composition equivalent of a recital application jury will consist of submission of at least half of the planned program's work, in whatever form is considered appropriate by the composition instructor, and will be reviewed by a jury consisting of Music Department faculty.

Recital Programs and Posters

Only students presenting credited recitals may use the Mount Allison logo on posters and programs.

Credited recital programs will be generated from the Music Office, and will include the following:

- a) "[Student Name] is from the studio of [Instructor Name]."
- b) "This recital is presented in partial fulfillment of the requirements for the Bachelor of Music degree."
- c) Notes on the repertoire to be performed may be submitted for inclusion in the program, to a maximum of 600 words for a full-length recital, or 300 per shared recital. Text translations or descriptive summaries are both acceptable, as long as the word limit is observed.

Convocation Weekend Recital

Applications to perform at the Convocation Weekend Recital will be accepted from all students with the permission of their individual studio instructors, though preference will be given to 3rd and 4th year students who have completed a credited recital in the current academic year. Advanced composition students may also apply for a performance in the Recital. Due to time constraints, the recital will be kept to approximately 60 minutes of music. The final program will be determined by the Department Head in consultation with the Performance and Ensembles Committee.

5. COLLABORATIVE PIANO POLICY

This policy covers the use of collaborative pianists within the Department for students requiring accompaniment as part of their course work in Applied Music courses (MUSC 1501/11, 2501/11, 3501/11/81/91, 4501/11/81/91). Under this policy, collaborative work may be performed either by students of the university or by professional collaborative pianists.

I. Student Collaborative Pianists

A student of the university may accompany in three ways:

- 1) As a requirement for all pianists registered in MUSC 1501/11 – 4501/11/81/91.
 - a) All pianists will be assigned at least one student (vocalist or instrumentalist) to accompany during the course of the academic year as part of their Applied Music credit.
- 2) For academic credit, within the Department's Collaborative Keyboard courses (MUSC 2603, 3603, 4603).
 - a) MUSC 2603, 3603, and 4603 (Collaborative Keyboard II, III, and IV) are 3-credit music elective courses. Please note that for all B.Mus students whose applied area is keyboard, MUSC 1601 is a required course.
 - b) MUSC 2603, 3603, and 4603 involve placement as a collaborative pianist, and each has a recital-performance requirement. Students are directed to the descriptions of these courses in the *University Calendar*.
- 3) As a student collaborative pianist paid by the Department.
 - a) Students wishing to collaborate for pay under this policy must submit to a short qualifying test of their collaborative skills. This test will be set by the Department early in each academic year. The test is open to all university students; it is not limited to those studying Applied Music on a keyboard instrument in the Department.
 - b) Following the test, the Department will draw up and publish a list of students who qualify to be paid as collaborative pianists.
 - c) Students requiring a collaborative pianist are to make their own hiring arrangements with a qualified student collaborative pianist from the Department's list. Collaborative pianists may accept to accompany more than one student. Students accompanying for academic credit may also accept other assignments for pay.

- d) The Department will pay each student collaborative pianist for rehearsals, lessons, studio classes, and dress rehearsals according to the following grid:

Rate: \$15.38/hr (+ 4% vacation pay) = \$16.00/hr	1501/1511		2501/2511		3501/3511 4501/4511		3501/3581 4501/4581		3501/3591 4501/4591	
	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay
	20	\$320.00	24	\$384.00	28	\$448.00	32	\$512.00	36	\$576.00

Note: Voice students in MUSC 1501/1511 will receive 24 hrs of paid collaboration per year.

- The grid lists categories of students requiring accompaniment by Applied Music course, and it allots **maximum** hours for which the Department will pay the student collaborative pianist per year.
- e) Collegia performances, recitals, and juries will be compensated for as follows:
- i) Less than 30 minutes: \$16.00
 - ii) 30 to 59 minutes: \$32.00
 - iii) 1 hour or greater: \$48.00
- Note the above costs are deducted from the student's total number of hours listed in the grid above.**
- f) It will be the responsibility of the hiring students, their collaborative pianists, and their Applied Music teachers to make reasonable use of the funded collaborative time.
- i) Individual studio teachers will inform collaborative pianists about the number of lesson and studio class hours required per term.
- g) The collaborative pianist must keep track of the actual number of rehearsal and performance hours worked (rounded up to nearest quarter-hour) and communicate these to the Department's Administrative Technician, normally by the end of each month, but at least once per term. The hours submitted will be made available to the hiring students and studio teachers to ensure accuracy.
- h) Should the student exceed the maximum number of collaborative hours paid for by the Department, the student will be responsible for paying any additional hours directly to the pianist.

N.B. A student may fulfill any one collaborative assignment in only ONE of these ways; the same collaborative assignment may not be fulfilled both for academic credit and for pay.

II. Professional Collaborative Pianists

Under this policy, "professional collaborative pianist" means a qualified collaborative pianist who is neither a student nor a full-time faculty member of the University.

1. A student's Applied Music teacher may apply to the Department to fund professional accompaniment for special pieces, in-course performances by the student, or when no student collaborative pianist is available. Such funds will be awarded at the discretion of the Department Head.
2. The Department will pay each professional collaborative pianist for rehearsals, lessons, studio classes, and dress rehearsals according to the following grid:

Rate: \$46.00/hr	1501/1511		2501/2511		3501/3511 4501/4511		3501/3581 4501/4581		3501/3591 4501/4591	
	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay	Hrs/yr	Pay
	10	\$460.00	12	\$552.00	16	\$736.00	20	\$920.00	24	\$1,104.00

Note: Voice students will receive 24 hours of paid collaboration per year.

- a) The grid lists categories of students requiring accompaniment by Applied Music course, and it allots **maximum** hours for which the Department will pay the professional collaborative pianist per year.
- b) Collegia performances, recitals, and juries will be compensated for as follows:
 - Less than 30 minutes: \$30.00
 - 30 to 59 minutes: \$46.00
 - 1 hour or greater: \$92.00

Note the above costs are deducted from the student's total number of hours listed in the grid above.

- c) It will be the responsibility of the hiring students, their collaborative pianists, and their Applied Music teachers to make reasonable use of the funded collaborative time.
 - i) Individual studio teachers will inform collaborative pianists about the number of lesson and studio class hours required per term.

3. The collaborative pianist must keep track of the actual number of rehearsal and performance hours worked (rounded up to nearest quarter-hour), and communicate these to the Department's Administrative Technician, normally by the end of each month, but at least once per term. The hours submitted will be made available to the students and studio teachers to ensure accuracy.
4. Should the student exceed the maximum number of collaborative hours paid for by the Department, the student will be responsible for paying any additional hours directly to the pianist.

III. Expectations for Students

1. Students and their Applied Music instructors should communicate ALL repertoire selections to the pianists at the beginning of each term. Pianists are not obligated to agree to any last minute changes of repertoire.
2. Students are expected to arrive promptly for all scheduled rehearsals, with music well-prepared. Students who miss rehearsals, arrive late, or are not prepared sufficiently to rehearse will still be charged the full time for the scheduled rehearsal.
3. In case of illness or other emergency (including inclement weather), students should communicate with the collaborative pianist as soon as possible. The collaborative pianist has the right to charge for a full or partial rehearsal if 24 hours is not given.
4. Students are expected to be as flexible as possible in the scheduling of rehearsals and performances, particularly with collaborative pianists who travel to campus from outside Sackville.

Problems arising for a student under this policy should be addressed in the first instance to the Applied Music teacher concerned, and in the second instance to the Department Head.

IV. Collaborative work aside from this policy

Students and faculty members are free to make private arrangements for collaborative work – with students or professionals, for pay or otherwise – outside of this policy. The Department accepts no responsibility for these arrangements.

6. ENSEMBLES

See Section 11.6.4 of the University Calendar.

All B.Mus. students must participate in a core ensemble during every year in which they are registered for an Applied Music or Recital course. The core ensemble will normally be determined by the Applied Music instructor in consultation with the student and the Ensemble Directors, and will be chosen to suit the student's interests and developmental needs, and the requirements of the ensemble program. All music ensembles run for two terms and are valued at one credit per year of participation. B.Mus. students may complete up to three elective ensemble credits in addition to their required core ensemble credits, for a maximum of seven on their degree. Students in all other degree programs are eligible to complete up to six credits on their degree through ensemble participation.

The following may be taken for core ensemble credit; they may additionally be taken for elective credit: 1619-4619 Wind Ensemble; 1639-4639 Symphonic Band; 1659-4659 Elliott Chorale; 1669-4669 Choral Society. The following may only be taken for elective ensemble credit: 1629-4629 Chamber Orchestra; 1649-4649 Jazz Ensemble; 1689-4689 Special Ensemble; 1699-4699 New Brunswick Youth Orchestra. All ensembles are valued at 1 credit per year of participation.

In order for ensemble directors to stress professionalism from members of their ensembles, the following policies have been adopted. Members of ensembles are encouraged to prepare for rehearsals and achieve high standards of performance. Attendance and prompt arrival at all rehearsals and performances is mandatory.

To those taking the ensemble for credit:

- a) Lateness for rehearsal will result in a grade drop of .25 (e.g., B+ to B). Following three occurrences, the member will be given a warning whereby if they are late again, the director will consider a failing grade.
- b) If a member must be excused from a rehearsal, they should notify the director in advance (where possible) and provide a legitimate excuse (for example, personal sickness or injury, or death in the family). The director has the authority either to grant the absence or consider it an unexcused absence. A drop in a letter grade (e.g., B to C) will be given for an unexcused absence.

To those taking the ensemble as a non-credit activity:

- a) If a member is late more than two times, the director will give that person a warning whereby if they are late again, the director will remove that person from the ensemble.
- b) If a member is absent more than two times without prior notice to the director and without a legitimate excuse (for example, personal sickness or injury, or death in the family), the director will have the option of removing that person from the ensemble.

7. RECORDING AND AUDIO-VISUAL SERVICES POLICY

I. Statement

The Department of Music aims to produce the highest quality recordings possible for archival purposes within budget, equipment, and facility limitations. The Department's Administrative Technician is responsible for supervising all recordings and audio/visual services within the MYB Conservatory of Music. Concerts and/or recording sessions are normally recorded using student technicians employed by the Music Department.

II. Equipment and Services

Recitals and recording sessions should be scheduled at least **3 weeks** in advance of the performance through the Administrative Technician. Last-minute scheduling of concerts or recording sessions cannot be accommodated.

The following A/V services may be provided by the Music Department:

- Concert, recital, and session recording (video and audio)
- Audio editing and post-production (digital)
- Video editing and post-production (digital)
- CD/DVD mastering and production
- Sound reinforcement and Public Address for Brunton Auditorium and off-site locations
- Playback from CD, mp3, or other digital media device
- Digital Projector and Video playback
- Lighting Design (Brunton Auditorium only)

The sound system for Brunton Auditorium consists of two main speakers and inputs both on-stage (stage right wing) and in the Sound Booth. The system is capable of producing ample sound for the hall. A variety of mics, monitors and other a/v equipment are also available. Additional equipment may be requested through the University's Computing Services department.

Recording locations:

- MYB Brunton Auditorium
- MYB Convocation Hall
- Mount Allison University Chapel
- Elsewhere on campus
- Off campus

The following events are recorded (video in Brunton, all other venues audio only) and serviced automatically and free of service charges:

- *Colloquia* and *Collegia musica*
- Departmental Ensemble concerts
- Faculty recitals
- Recitals by guest performers
- Credited student recitals

There are no charges for services for these events or for producing one master CD/DVD to be archived in the Alfred Whitehead Music Library. Normally, the fixed mic system and installed video production system will be used during public performances so as not to intrude on the enjoyment of the audience. Standard recital lighting setup and stage services will also be provided. Other services, equipment, or designs may be requested with sufficient notice. Any special requests beyond the standard services may incur additional charges.

Recording sessions and services can be booked using authorized Student Technicians, and payment for such services should be arranged directly through them. The Administrative Technician maintains a list of student technicians and their hourly rates.

III. Available Recording Formats

- Compact Disc
- DVD
- Digital Audio file
- Digital Video file

IV. Equipment and Technician Assignments

Equipment and technician assignments vary according to venue. Standard assignments are as follows:

- Brunton Auditorium: 2-3 student Concert Technicians for all aspects of concert production (ticket sales, pre-show, lighting and audio/video, stage manager, post-production, strike and teardown)
- Convocation Hall: 1 student Concert Technician for recording (for all other work in Con Hall please see Facilities Management)
- University Chapel: 1 student Concert Technician for recording and minor stage work
- Other On- or Off-campus venues: Student Technician or Administrative Technician as required

In addition, the Administrative Technician may be available as needed for special events and ensemble concerts.

V. Distribution and Rights

The Mount Allison University Department of Music reserves the right to distribute CD's, DVD's or excerpts of recorded performances for recruitment/outreach (including playback on not-for-profit radio), fundraising, or scholarly purposes. All other rights remain with the performer(s) or agent, unless waived.

Masters of Departmental performances are the property of the University, to be archived in the Alfred Whitehead Music Library. A copy of the recording can be produced for each concert, at no cost, if requested. All duplication is subject to Canadian Copyright Laws.

All other Masters are the property of the main performer(s). A copy of the performance may be archived in the Alfred Whitehead Music Library, with the performer's permission.