



MALTA SCHOOL  
OF MUSIC

**HANDBOOK**

## **MISSION STATEMENT**

**The Malta School of Music Malta strives to help each student achieve the highest potential in playing proficiency, performance, creativity, and musicianship through a number of stimulating, effective and individualized music programmes and distinctive opportunities.**

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## **MIKIEL ANTON VASSALLI COLLEGE, MINISTRY OF EDUCATION AND EMPLOYMENT**

The Mikiel Anton Vassalli College, Ministry of Education and Employment is responsible for Visual and Performing Arts Schools in Malta and Gozo, namely:

- Malta School of Music
- Malta School of Drama and Dance
- Malta School of Art
- Gozo Visual and Performing Arts School

The Visual and Performing Arts Schools provide training in art, dance, drama and music. The main focus is the provision of a learner-centered curriculum which promotes creativity, innovation, participation, reflection, personal independence and the development of learners.

These schools offer effective exposure to meaningful creative practices and educational experiences. They also play a significant role in developing future audiences that will appreciate and actively participate in national and international cultural events.

### **SCHOOL COUNCIL**

School Council Elections are held as per Education Act 1988 (Cap. 327 Art. 61) stipulated by the Education Department.

The School Council is made up of:

- A President nominated by the Minister for Education and Employment
- A Secretary / Treasurer who is the Centre Administrator / Head of School
- Three School Teachers
- Three Adult Students / Parents / Guardians whose children attend this School.

The School Council is an essential aspect of the School's democratic process. The School Council participates in the administration of the School Council funds and assets of the School; discusses the school environment, the curriculum and educational services.

## **BOARD OF STUDIES**

The School's Board of Studies is made up of:

- The Centre Administrator
- The Centre Coordinator
- A Visual and Performing Arts Gozo Representative
- 6 Educators
- 3 Adult Students / Parents / Guardians
- External consultant

The Board of Studies will evaluate and improve the academic standards and quality assurance of education across the school.

## **SCHOOL CONTACT DETAILS**

Email: [mavc.schoolofmusic@ilearn.edu.mt](mailto:mavc.schoolofmusic@ilearn.edu.mt)

Telephone number: + 356 2598 3760

Mobile number: +356 7924 2549

Address: 32, Joseph Abela Scolaro Street, Hamrun HMR1304

School website: [www.schoolofmusic.edu.mt](http://www.schoolofmusic.edu.mt)

Education website: [www.education.gov.mt](http://www.education.gov.mt)

## **OPENING HOURS**

Office: Monday to Friday, 9.00 a.m. – 12.00 p.m. and 3.00 p.m. – 6.00 p.m.

Saturday from 9.00 a.m. till 12.00 p.m. only

Summer mornings only

Lessons: Monday to Friday from 2.30 p.m. till 7.45 p.m.

(mornings in specific cases only)

Saturday from 8.30 a.m. till 12.30 p.m.

## **WEBSITE**

The school website will be regularly updated and includes:

Home page - News, Notices, Upcoming events

Course page - Courses, Guidelines, How to apply, Fees and Payment

Students' page - The Choir, The Orchestra, Ensembles, Services, Resources

Noticeboard page - Memos, News, Notices, Calendar

About us page - The School, The School Council, The Team, Bios, Collaborations

Get in touch page - Map, Email us, Contact details

## APPLICATIONS

- Applications are open during the summer months. Check the school / directorate websites regularly for the exact dates. Depending on vacancies, applications may also open during other times of the year.
- Applications will be made on-line
- Students need first to select and apply for the Music Knowledge and Understanding class; then choose the preferred instrument as indicated in the same application process
- Students who already attend the school must reapply to continue their studies
- Students 16 years and over need to pay an administration yearly fee. Payment may take place on-line. If the applicant is not admitted to the course by the end of October s / he may ask for a refund. PLEASE NOTE that asking for a refund means that the applicant will be completely removed from the waiting list for the whole scholastic year. (See page 8)
- Students who have a certificate in Grade Eight theory (acquired within the last three years) from a recognized body through NCFHE may be exempted from Music Knowledge and Understanding Classes
- New applicants will be accepted as follows:

Introduction to Music	age 6 and 7 years
Music Knowledge and Understanding	age 8+ years
Instrument	age 8+ years
Classical Voice, Bass Guitar, Contemporary Guitar	age 13+ years
Jazz Improvisation and Jazz Knowledge and Understanding	age 13+ years
Adult courses	age 25+ years

The above stipulated age has to be reached by 31 December of that scholastic year.

- Renewal applicants will be accepted as follows:

Students who attended the school in the previous scholastic year;

Students who were officially exempted for a stipulated time in the previous year.

A student may apply for a second instrument only if s/he acquires a distinction in Grade 3 in the first instrument. Furthermore a recommendation from the first instrument teacher is obligatory.

A student may apply for a third instrument only if s/he acquires a distinction in Grade 5 in the first instrument and a distinction in Grade 3 in the second instrument. Again recommendations from both instrument teachers are obligatory.

## **AUDITIONS**

- All students (complete beginners and also those with a musical background) will be asked to audition before being accepted by the school. Auditions will include an interview and short tests in pulse, rhythm and pitch.
- Applicants, who are able to perform, will be required to play/sing a prepared piece during the audition. Voice applicants are to sing a piece *a cappella*. Other applicants who wish to be accompanied with the piano during the audition have to provide their own accompanist.
- Applicants who are able to perform will be asked to play a sight reading test
- When and where possible, applicants should bring their own instrument
- Applicants who are found unsuitable to attend music classes will be informed after the audition

## **WAITING LIST**

- Applicants will be placed in order of merit and will be contacted to commence lessons as per vacancies available. This can happen at the start of October but may also occur during the scholastic year.
- If the applicant is not admitted to the course by the end of October s/he may ask for a refund. PLEASE NOTE that asking for a refund means that the applicant will be completely removed from the waiting list for the whole scholastic year.
- Applicants who have also applied for a second preferred instrument will only be sitting for one audition. According to the mark obtained in this audition the student will be slotted in the waiting list of both instruments.



- If the student is called for his / her second choice first s/he may choose to refuse and decide to wait to be called for the instrument of the first choice. If the applicant refuses to start the instrument of the second choice s/he will be automatically deleted from the waiting list of this second instrument and will only appear listed on the waiting list of the first instrument.
- Waiting lists are only valid for the current scholastic year

## **COURSES**

- Introduction to Music
- Instrumental courses: Pianoforte, Violin, Viola, Violoncello, Oboe, Flute, Clarinet, Saxophone, Cornet, Trumpet, Trombone, Baritone in Treble Clef and Bass Clef, French Horn, Harp, Classical Guitar, Contemporary Guitar, Bass Guitar, Classical Voice, Contemporary Voice, Piano Accordion, Bagpipes, Drums and Percussion, Jazz Improvisation
- Music Knowledge and Understanding, *Solfeggio* and Jazz Knowledge and Understanding
- Drums and Percussion students will have to choose a majoring section, either Drums and Classical Percussion or Contemporary Percussion after obtaining Grade 2
- Choir

All the above may be taken as a Regular Music Studies Course or as a Leisure Music Studies Course except for Introduction to Music.

### **The Regular Music Studies Course**

consists of:

- An overall duration of 10 to 11 scholastic years
- Music Knowledge and Understanding lessons that are obligatory till Grade 8 or equivalent
- Music Performance lessons of the preferred instrument/s
- Yearly formal assessments and examinations
- Coursework which is included in assessment and examination marking
- Yearly certification

These courses are offered to students of 8 years of age or more. Contemporary Guitar, Bass Guitar, Contemporary Voice and Jazz Improvisation, are only offered to students of 13 years or more.

A brief outline of the course description together with the main competences achieved at each level is available upon request. The complete syllabi are ONLY for internal use by the School's educators. These are not for public dissemination.

All these courses are accredited. Refer to page 27.

### **The Leisure Music Studies Course**

consists of:

- Maximum duration of one year or three years
- Music Knowledge and Understanding is obligatory only for beginners who do not have a basic knowledge of notation
- Music Performance lessons of the preferred instrument
- Yearly informal assessments
- An attendance certificate which will be awarded at the end of the one or three year course

Adult students may take up another Leisure Music Studies Course after a lapse of three years.

This course is only offered to adult students of 25 years or more.

### **Introduction to Music**

- This is a two year course for children aged 6 and 7
- Children are introduced to the basic concepts of rhythm and pitch through the Orff, Kodaly and Dalcroze method. Children are taught in groups using percussion instruments and a wide-range of musical resources.
- Half-yearly assessments and annual examinations are held every year
- Children who want to take up a musical instrument after completing this course still have to apply and audition accordingly

## DONATION FOR UTILITIES

Every student is asked for a donation for utilities of €10 per year. Payment by cheque should be settled with the Administration by latest one month after the course starts. Cheques are payable to the Malta School of Music. This is not refundable.

## SCHOOL CALENDAR

- This will be issued on the school website at the beginning of each term
- It will include dates of assessments; annual exams; parents' day; class concert week and other events
- It will highlight holidays and other dates / times when lessons are cancelled due to staff meetings and internal activities

## DURATION OF LESSONS

The school strives to adhere to the timetable of lessons. However, in case of unpredictable circumstances, the school reserves the right to change the day and/or time of lessons as necessary. Students would be advised accordingly.

**Performance lessons** are on a weekly individual basis. Duration is as follows:

Introduction to Music (Prep 1)	60 minutes
Introduction to Music (Prep 2)	60 minutes
Leisure Course	30 minutes
Preliminary	45 minutes
Grade One	45 minutes
Grade Two	45 minutes
Grade Three	45 minutes
Grade Four	45 minutes
Grade Five	45 minutes
Grade Six	60 minutes
Grade Seven	60 minutes
Grade Eight	60 minutes
Diploma	see page 29

**Music Knowledge and Understanding lessons** are on a weekly basis. Students will be in groups and duration of lessons is as follows:

Preliminary	60 minutes
Grade One	90 minutes
Grade Two	90 minutes
Grade Three	90 minutes
Grade Four	120 minutes
Grade Five	120 minutes
Grade Six	150 minutes
Grade Seven	150 minutes
Grade Eight	150 minutes
Diploma	see page 29

## **INSTRUMENTS**

- Students are encouraged to purchase / hire / borrow an adequate instrument on which to practice PREFERABLY after the first lesson and by not later than the fourth lesson
- Parents may seek advice on choice of instrument and make from the respective teacher. It is OBLIGATORY for the student to have the instrument on which to practice daily.
- A course may be terminated if a student does not procure an instrument. Certain instruments are available for hire from the School.

## **LOAN OF INSTRUMENTS**

Occasionally, certain instruments are available for hire from the school to internal students against a refundable deposit of €200 and an annual maintenance fee starting from €100. All payable in advance upon loan.

## **BOOKS**

Students are expected to own their own books.

At the beginning of the year, the performance teacher indicates the appropriate books required throughout the course. Books may vary from one student to another.

Music Knowledge and Understanding books could be purchased as a pack from the main office at the beginning of the scholastic year.

Photocopies need to be kept to a minimum. Photocopies may be done at the main office at 5c per A4 page and 10c per A3 page. Copyright laws are to be observed at all times.

## **JOURNALS**

- The Performance and Music Knowledge and Understanding journals are to be purchased from the school for each scholastic year
- The Performance Journal has to be presented to the examining board during the annual examination
- A separate journal for every instrument followed is required
- This journal is to be brought to school for every practical and Music Knowledge and Understanding class
- Weekly homework will be annotated on the journal and a mark / grade will be given for each lesson. This will reflect the progress of the students and it will have 10% weighting in the final result.
- Parent's / guardian's signature is obligatory for students under 16; or upon the teacher's discretion
- The journals are to be kept by the student as a portfolio
- It is also a means of communication between parents and teachers

## **PRACTICE AT HOME**

Practice at home is fundamental. Both students and parents need to understand the importance of practice and the commitment required. Students who enroll in the school are expected to practise DAILY.

## **PRACTICE AT SCHOOL**

- Internal students can practice free of charge on the premises outside school hours upon confirmation by the respective teacher and main office
- External students will pay a minimum of €10 per 4 hours. Appointments should be made through the main office
- Use of premises after school hours is at the discretion of the school administration

## **HOMEWORK / COURSEWORK**

- Children are expected to attend for their weekly lesson with their homework well-prepared
- Careless work will not be tolerated
- Young children need to be prompted to do their work, and they might need someone to sit with them during their study session. Parents' help and cooperation in this matter is highly solicited.
- Coursework carries marks for mid-yearly assessments and final examinations

## **CONCERTS / WORKSHOPS**

Attendance and participation in concerts / workshops is highly encouraged. These will be recorded in the journal and carry marks as part of the student portfolio.

## **STUDENT ROLES AND OBLIGATIONS**

MSM is an inclusive school which respects the diversity and dignity of all its members. Students and any visitors are expected to behave in a manner that reflects this belief.

MSM takes into very serious consideration the following acts:

- All kinds of bullying
- Victimisation
- Harassment
- Unfair discrimination based on gender, religion, sexual orientation, age, race and disability;
- Any forms of aggression including physical and psychological

Students are expected to comply with the regulations and to behave respectfully to all the members of the School's community and visitors. If any rules are contravened, the School shall be constrained to take disciplinary measures to ensure consistency and safeguard the wellbeing of the School.

During assessments, assignments and learning processes, the student is required to act with honesty and transparency. If the student does not comply, a report shall be made in writing to the Head of School and Board of Studies. Disciplinary action will be taken accordingly.

## **PARENTAL INVOLVEMENT**

The following are suggestions of how parents / guardians can get involved with the children's music education.

- To listen to your children and encourage them
- To help them gain confidence
- To help them organize their timetable to find a suitable slot for their music studies. Ideally the same time slot is kept every day. Children find routine conducive to learning.
- To sit with your children during their study sessions. Young children need to be prompted to do their work.
- To encourage them to perform a piece when you have relatives/guests at home
- To accompany your children to concerts
- To enjoy listening to music on Youtube or on specialized TV channels with your children. To assist them to select music relevant to their music education.

Parents are permitted in the classrooms during lessons upon request.

Parents are to follow the School's directives, regarding the taking of photos and dissemination of personal data, as stipulated in the Data Protection Act.

Avoid criticising teachers or school policies in front of children as this will minimize good practices and school ethos.

Refrain from requesting teachers for their personal telephone numbers. Teachers can be contacted by email.

Avoid contacting by phone any members of the staff at home.

Avoid loitering in corridors.

Small children tend to become very worried if parents are late. Kindly ensure to pick them on time.

## **PARENTS' DAY**

- This takes place after the half-yearly assessment, during the second term
- Dates will be indicated on the school calendar
- Parents are asked to speak to the teacher on the same day /time during the usual lesson. For performance lessons, the normal lesson will continue after the discussion.

## **COMMUNICATION**

Please keep communication channels open with teachers and administration.

- Check journals REGULARLY
- Check your emails REGULARLY
- Check the school notice-boards REGULARLY
- Check the website REGULARLY
- Check the social media REGULARLY

### **Communication with the teacher**

- A formal parents' day is held once a year
- The journal can be used to send notes
- If necessary, throughout the year, the teacher will approach parents to discuss any problems that might arise
- Parents may ask for an appointment

### **Communication with the main office**

- Email: see page 6



- Telephone/ mobile: see page 6
- Office hours: see page 6

### **Communication with the Centre Administrator**

- Send queries by email to: mary-ann.cauchi@ilearn.edu.mt
- If necessary, fix an appointment by sending an email or calling at the main office indicating the reason for the requested meeting

### **GRIEVANCES**

Cases of unfair treatment, misconduct and sometimes misunderstandings may lead to grievances. In many cases, an informal dialogue is highly encouraged as it may lead to a solution. If the student is not satisfied with the outcome s/he may wish to resort to the formal procedure of writing to the Head of School and requesting a meeting.

All grievances shall be dealt with the strictest confidence.

### **MUSIC ACTIVITIES OUTSIDE THE SCHOOL**

- Students/parents are requested to seek permission from the Centre Administrator prior to engaging with any social, print or broadcast media regarding matters related to the School of Music
- Students/parents are requested to seek guidance when engaging into musical activities outside of the school. It is recommended that students inform the respective teacher when participating in outside engagements.
- The school strongly recommends that students avoid taking other music tuition outside the school, particularly in the same instrument and during the scholastic year

### **SPECIAL NEEDS**

- The school **MUST** be informed of students with special needs or other particular conditions which not only affect learning but also health
- Kindly inform the school office and the teacher if your child has a Learning Support Assistant at the day school

- Where necessary, the school will ask for a relevant report. This will facilitate the students' learning process. Documentation has to be updated annually.
- The school will do its utmost to facilitate students with learning difficulties including individualized lessons and adapted course work

## **STUDENT SERVICES**

Students have a right to be treated as individuals who choose to develop at their own pace regardless of any form of diversity. Sometimes students may also be passing through a difficult period in their life due to a variety of reasons. They might need counselling to help them cope more effectively with these situations. All students may avail themselves of the Support Services offered by the Directorate of Educational Services. Where necessary, students might be referred to these services by the School, and also by the parents / guardians.

## **ACCOMPANIMENT**

- If the student is not able to attend on the days and times when the accompanist is offered by the school, s/he has to provide his / her own accompanist as required during the year and for the annual exam
- Accompaniment for Strings, Winds and Brass will be offered from Grade 5 onwards during the Performance lessons

## **CHOIR**

Choir enhances the student's musicianship. This is an optional activity for all students aged 8 to 13 years old who enjoy singing. There are no entry requirements for children who are already students of the Malta School of Music. Weekly attendance is obligatory. Students who attend for 85% of the lessons throughout the scholastic year will be given a certificate of attendance.

## **CHAMBER MUSIC**

Chamber music is an intrinsic element of the musical education that is offered to MSM students. It forms part of the continuous assessment and carries 10% of the final mark during the annual exam. The school is offering:

- MSM Bagpipers
- MSM Clarinet Ensemble
- MSM Flute Choir
- MSM Jazz Combo
- MSM Junior String Orchestra
- MSM Orchestra
- MSM Trumpet Troupe
- MSM Wind Band
- MSM Young Singers

Other tailored chamber music sessions are also offered throughout the year.

## **LIBRARY**

The library is currently not available due to works in progress.

- Opening hours: Mondays and Thursdays 3.00 p.m. till 7.00 p.m.
- Open to internal students and staff only
- Books / journals can be consulted in the library during opening hours only
- Photocopies (up to 10 pages) may be requested at 5c per page

## **STUDY / WAITING AREA**

- Students and parents are allowed to wait ONLY in the space / room designated as a waiting area and part of the ground floor corridor
- Parents are strictly not allowed to wait on the first and second floors
- Silence or quiet whispering is appreciated so that students can concentrate while doing their homework in the study area
- The waiting area should be kept clean and tidy

## **PUNCTUALITY**

Lessons are concise so students should not be late. Permission to leave early will not be given to students under 16 unless a note signed by a parent is presented. Parents are kindly requested to collect their child/ren on time.

Should it be necessary due to particular circumstances, parents are to provide a copy of their I.D. card to the school for identification purposes upon collection of child/ren.

## **BEHAVIOUR**

- Basic courtesy is a must. Ex: good afternoon, please, thank you, knock on the door, waiting quietly, etc.
- Students are expected to be well-behaved and to show respect at all times
- The school asks for parental support when dealing with their child's behavior. Kindly inform the school administration or teacher of any difficulties students may be experiencing at home, or of any trauma which may affect their performance or behaviour at school.

## **DRESS CODE**

Students are to come to school appropriately dressed. Mini-skirts, shorts, torn jeans, beachwear, thin straps, halter necks and other indecent attire will not be allowed. Use perfumes carefully as some individuals are allergic.

Dress attire for concerts and exams should be suitable as indicated above or by teacher. It is obligatory for Introduction to Music and Choir students to wear the black school t-shirt for lessons, rehearsals, concerts or as indicated by the teacher.

## **MOBILE PHONES**

The use of mobile phones for texting and calling during classes is NOT permitted.

## **CLEANLINESS**

Students are expected to come to school clean. Fingernails should be kept short (unless otherwise instructed by the teacher) and clean. Kindly teach your children to wash their hands with soap and water before coming to the lesson, (especially children using school instruments). Having clean hands helps to reduce transmission of viruses.

## **SMOKING**

This is STRICTLY prohibited both inside and outside the school premises.

## **FOOD AND DRINK**

- Eating and drinking is permitted only near the distributors, in the waiting area and in the grounds
- Teachers should be advised about any food allergies
- No eating is allowed during lessons unless children have a certified medical condition. Chewing gum in class is prohibited. Only WATER is allowed in the classroom. NO ALCOHOL, NO ILLEGAL SUBSTANCES, NO BEER and NO ENERGY DRINKS are allowed on the school premises, inside and outside.
- Litter and other waste material should be disposed of in the dustbins provided

## **PETS**

No pets are allowed in the school building. Special concessions may be granted upon request by the school administration.

## **FIRE DRILLS**

All students present in the school are obliged to cooperate in fire drills. The teachers' instructions must be followed at all times and the safety precautions observed

## **ABSENTEEISM**

- Attendance is obligatory

- When absent students should inform the school as early as possible or at least 2 hours before lesson time by SMS on mobile number +356 7924 2549 indicating name, surname, instrument and teacher

ONE TIME ABSENCE - an SMS to the school, or a note from the parent is requested.

TWO CONSECUTIVE ABSENCES - a medical certificate (or copy of school medical certificate) covering at least one lesson may be requested.

THREE CONSECUTIVE ABSENCES - will result in the termination of the course. Certified medical reasons will be individually considered by the school administration.

FREQUENT ABSENCES - during the year, may be evaluated by the administration and can result in the termination of the course. Students who attend less than 85% of the lessons will not be eligible to sit for the annual exam and will have their course terminated.

ABSENCES which are not excused will be allotted 0 marks on the register and this mark will be included in the continuous assessment. Absences will be excused at the discretion of the administration only on the grounds of health, family and work / lectures at university or MCAST against certification or written documentation.

Students travelling overseas for more than one week need to provide evidence (e.g. a copy of air ticket) and seek exemption via email.

## **SICKNESS**

Students with signs and symptoms of flu are asked to stay at home until they have recovered. If the students are prescribed antiviral medicines for treatment, they should also stay at home until they have finished the course. This is to avoid spreading the infection as much as possible. The School reserves the right to send the children back home if they are unwell. Students are expected to revise and practice when they are well enough to do so.

## **EXEMPTIONS**

- Music Knowledge and Understanding is obligatory for all students until Grade Eight (MQF Level 4)
- Students seeking exemption from Music Knowledge and Understanding classes must present Advanced 2 Certificate in Music Theory or Grade 8 Certificate in Music

Knowledge and Understanding issued by the School of Music or equivalent from a recognized body

## **RESIGNATIONS**

The student / parent / guardian is to inform the school administration and teacher by sending a signed email or letter.

## **ASSESSMENTS AND EXAMINATIONS**

### **Continuous assessment**

- A continuous assessment which is referred to as coursework will be taking place throughout the year both for performance and Music Knowledge and Understanding
- This is done on a weekly basis and is annotated numerically on the student's journal for both performance and Music Knowledge and Understanding
- During Music Knowledge and Understanding, assessment for coursework is done regularly and assessment for aural is done monthly. The marks, which are intended to be an indication of the student's progress, are given on the homework presented and also on the pupil's performance during the lesson.
- The continuous assessment has 75% weighting in the annual exam. For the Performance courses, the 20% is equally divided between the course work carried out throughout the year (10%) and the Chamber Music sessions (10%). (See Chamber Music page 19)

### **Annual Examinations**

- These are compulsory for the Regular Music Course. Only a pass mark which is 65 in the annual exam allows the student to proceed to the following grade.
- The performance exams take place in June / July
- The Music Knowledge and Understanding exams take place at the end of May / beginning of June
- Students who miss their exam because of illness have to present a medical certificate to the school office. In this case and whenever possible, an alternative date to sit for the exam in the same June / July session will be offered. In exceptional

circumstances, the student can sit for aptitude assessment (without certification) in September of the following scholastic year.

- Students who, for a valid reason cannot sit for the performance annual exam and wish to retake the year, must ask for and be granted permission by the Centre Administration in accordance with the teacher
- Students who, for a valid reason, miss the performance annual examination and need to sit for the exam in the following November session must be granted permission by the Centre Administrator
- Students who redo a year and fail examination once again, are automatically withdrawn

### **Format and Marking**

- The annual performance exams are conducted by a board of 2 or 3 examiners that may include an internal and external examiner appointed by the Board of Studies. The student's teacher may sit in for the examination as observer.
- Preliminary to Grade Eight performance exams will include scales and arpeggios, 3 test pieces of which one is to be played from memory, sight-reading and continuous assessment. Marks are out of 100 - 80% for performance and 20% for coursework (10% for continuous assessment and 10% for chamber music).
- Test pieces for Preliminary, Grades 1, 2, 3 4 and 5 may be purchased from the school main office; for higher grades, test pieces need to be purchased through outside sources. Students will be advised accordingly in March.
- Preliminary to Grade Eight Music Knowledge and Understanding exams will include the syllabus covered during the year. Marks are out of 100 - 25% for the written examination, 15% for aural assessment, 15% for appreciation and listening assessment, 20% for solfeggio and 25% for coursework.
- Pass mark is 65. Results will be classified as follows - Distinction 85-100, Merit 75-84, Pass 65-74, Below Pass (upper) 45-64, Below Pass (lower) 0-44.
- Results will be hand written and posted.

### **Duration of Practical Annual Examinations**

Preliminary	30 minutes
Grade One	30 minutes
Grade Two	30 minutes
Grade Three	30 minutes



Grade Four	40 minutes
Grade Five	40 minutes
Grade Six	45 minutes
Grade Seven	45 minutes
Grade Eight	45 minutes
Diploma	see page 29

### **Duration of Music Knowledge and Understanding Annual Examinations**

Preliminary	60 minutes
Grade One	90 minutes
Grade Two	90 minutes
Grade Three	120 minutes
Grade Four	150 minutes
Grade Five	150 minutes
Grade Six	180 minutes
Grade Seven	180 minutes
Grade Eight	180 minutes
Diploma	see page 29

### **Failures**

- A failing mark from 45 - 64 allows the student to redo the year
- Please note that students who obtain 44 marks and below will be requested to terminate the music course
- In both these cases, when the course is terminated, students will be allowed to take the course again after a lapse of three years
- NO RESITS are offered for grade Performance examinations
- NO RESITS are offered for grade Music Knowledge and Understanding examinations

### **Appeals for Grade Examinations**

Appeals are only accepted for the Music Knowledge and Understanding grade examinations. In these cases requests will be submitted to the Board of Studies. Upon approval, the papers will be revised by a different examiner against a fee of €25 paid in advance. There are NO appeals for the Performance examinations as these are examined by a board of two to three examiners.

Students may ask to review their Music Knowledge and Understanding paper for educational purposes.

### **Copying**

- Students are warned that during the examinations the school does not tolerate copying or attempting to help other students copy in any way
- Students are not permitted to communicate or attempt to communicate with any other student during the examination session
- Writing on the hands or anywhere else on the person or clothing (whether written before or during examination time) is strictly NOT allowed
- All the material supplied during the examination has to be returned to the invigilators at the end of the examination
- During examinations, mobile phones, tablets, smart watches, pencil cases and similar are NOT allowed on the desks
- Students who are found guilty of cheating are liable to disciplinary action which may result in an examination being cancelled and other disciplinary action, including dismissal from the school

### **Plagiarism**

All dissertations and programme notes may be vetted for plagiarism.

This may include significant unacknowledged copying of text, diagrams, tables and other material from published or unpublished sources either in print or electronic form. Plagiarism may also include significant amounts of patch writing (changing only a few words) and presenting the assignment in whole or part as one's own work.

On the other hand citation and paraphrasing (rewriting of ideas present in a source text in the student's own words) should be highly encouraged as a sign of proficient academic work.

When a student commits plagiarism, if it is the first offence s/he will be warned and the assessment mark will be reduced appropriately. If it is the second time, the mark may be reduced up to zero, with or without the possibility of a reassessment.

## ACCREDITATION

Courses are recognized and accredited by the Malta Qualifications Council as follows:

<b>Performance</b>	
Prep 1 and 2 + Preliminary	MQF Level 1
Grade One + Grade Two + Grade Three	MQF Level 2
Grade Four + Grade Five	MQF Level 3 (O Level)
Grade Six + Grade Seven + Grade Eight	MQF Level 4 (A Level)
Diploma Performance	MQF Level 5 (Diploma)

<b>Music Knowledge and Understanding</b>	
Preliminary	MQF Level 1
Grade One + Grade Two + Grade Three	MQF Level 2
Grade Four + Grade Five	MQF Level 3 (O Level)
Grade Six + Grade Seven + Grade Eight	MQF Level 4 (A Level)
Diploma Musicology	MQF Level 5 (Diploma)
Diploma Composition	in process

All the above mentioned certificates are officially fully accredited by the NCFHE. However acceptance of these music qualifications by educational institutions is always subject to approval by the recipient body.

## CERTIFICATION

A student is awarded a certificate stating that s/he has passed a grade with Distinction, Pass or Merit, the level attained as recognized by the MQF and EQF, together with the number of credits as required per level (indicated hereunder). Certificates are issued during the following scholastic year.

### **Music / Jazz Knowledge and Understanding Number of Credits**

<b>Grade</b>	<b>Level</b>	<b>Credits</b>
Preliminary	Level 1	5 credits
Grade 1	Level 2	7 credits

Grade 2	Level 2	8 credits
Grade 3	Level 2	9 credits
Grade 4	Level 3	10 credits
Grade 5	Level 3	10 credits
Grade 6	Level 4	9 credits
Grade 7	Level 4	11 credits
Grade 8	Level 4	11 credits

### Performance Number of Credits

Grade	Level	Credits
Prep 2	Level 1	8 Credits
Preliminary	Level 1	4 Credits
Grade 1	Level 2	7 Credits
Grade 2	Level 2	10 Credits
Grade 3	Level 2	11 Credits
Grade 4	Level 3	14 Credits
Grade 5	Level 3	19 Credits
Grade 6	Level 4	22 Credits
Grade 7	Level 4	25 Credits
Grade 8	Level 4	28 Credits
Diploma	Level 5	62 Credits

### Musicology

Grade	Level	Credits
Diploma	Level 5	63 Credits

### Composition

Grade	Level	Credits
Diploma	to be confirmed	to be confirmed

## DIPLOMA

The school offers two courses accredited at MQF Level 5 and one in the process. These are:

- Diploma Musicology
- Diploma Performance
- Diploma in Composition (in the process)

### Structure

The diploma courses are structured over two years with specialised and compulsory units as follows:

<b>Diploma Musicology</b>		
First Year	<u>Specialised Unit</u> : Harmony and Counterpoint or Research and Editing (including dissertation)	180 minutes weekly lesson
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson
Second Year	<u>Specialised Unit</u> : Research and Editing or Harmony and Counterpoint	180 minutes weekly lesson
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson

<b>Diploma Performance</b>		
First Year	<u>Specialised Unit</u> : Performance I	60 minutes weekly lesson
	<u>Specialised Unit</u> : Chamber music I	120 minutes weekly lesson
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson
Second Year	<u>Specialised Unit</u> : Performance II	60 minutes weekly lesson
	<u>Specialised Unit</u> : Chamber music II	120 minutes weekly lesson
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson

<b>Diploma in Composition</b>		
First Year	<u>Specialised Unit</u> : Composition Techniques I	120 minutes weekly lesson 60 minutes weekly tutorial
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson
Second Year	<u>Specialised Unit</u> : Composition Techniques II	120 minutes weekly lesson 60 minutes weekly tutorial
	<u>Compulsory Unit</u> : Musicianship or History and Analysis	120 minutes weekly lesson

### **Assessments and Weightings**

Assessment methods and percentage weightings for the global mark for each unit are as follows:

<b>Diploma Musicology</b>		
<b>SPECIALISED UNITS</b>	<b>Methods of Assessment</b>	<b>Weighting for global mark</b>
<b>Research and Editing</b>	Final 180 minute written exam and Dissertation/project of 5000 - 8000 words	Exam has 20% and the Dissertation/project has 20% of the final global mark
<b>Harmony and Counterpoint</b>	Final 180 minute written exam	Exam has 20% of the final global mark
<b>COMPULSORY UNITS</b>		
<b>Musicianship</b>	Continuous assessment	10% of the final global mark
<b>History and Analysis</b>	Final 120 minute written exam	10% of the final global mark

<b>Continuous Assessment</b>		An average of the continuous assessment in all the four units will be taken. This will have the value of 20% of the global mark.
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<b>Diploma Performance</b>		
<b>SPECIALISED UNITS</b>	<b>Methods of Assessment</b>	<b>Weighting for global mark</b>
<b>Performance</b>	<u>Performance I Annual Exam:</u> Recital of 20 minutes including a memory piece (90%) Programme notes (about 600 words in all excluding bibliography) (10%)  <u>Performance II Final Exam:</u> Recital of 25 minutes including a memory piece (90%) Programme notes (about 600 words in all excluding bibliography) (10%)	An average of the annual and final exams will be taken and this will have 40% of the final global mark
<b>Chamber Music</b>	<u>Chamber Music I Annual Exam:</u> Recital of 15 minutes (90%) Programme notes (about 600 words in all excluding bibliography) (10%)  <u>Chamber Music II Final Exam:</u> Recital of 15 minutes (90%) Programme notes (about 600 words in all excluding bibliography) (10%)	An average of the annual and final exams will be taken and this will have 30% of the final global mark
<b>COMPULSORY UNITS</b>		
<b>Musicianship</b>	Continuous assessment	10% of the final global mark
<b>History and Analysis</b>	Final 120 minute written exam	10% of the final global mark

<b>Continuous Assessment</b>		An average of the continuous assessment in all the four units will be taken. This will have the value of 10% of the global mark.
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<b>Diploma in Composition</b>		
<b>SPECIALISED UNITS</b>	<b>Methods of Assessment</b>	<b>Weighting for global mark</b>
<b>Composition Techniques I</b>	By portfolio	10% of the final global mark
<b>Composition Techniques II</b>	By portfolio	10% of the final global mark
	Full portfolio and commentary of works together with an audio of the submitted works, viva / interview	30% of the final global mark
<b>COMPULSORY UNITS</b>		
<b>Musicianship</b>	Continuous assessment	10% of the final global mark
<b>History and Analysis</b>	Final 120 minute written exam	10% of the final global mark

<b>Continuous Assessment</b>		An average of the continuous assessment in all the four units will be taken. This will have the value of 30% of the global mark.
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The diploma will be issued with Distinction, Merit and Pass depending on the final global mark as follows: Distinction (85%-100%), Merit (75% – 84%), Pass (65% – 74%).

### **Entry Requirements**

First Year Diploma in Musicology: applicants should be in possession of MQF Level 4 certificates as follows: Grade 8 (minimum Merit) in Music Theory or Music Knowledge and Understanding (as from 2016) and Grade 6 in Music Performance issued by the School of Music, Malta or Visual and Performing Arts School, Gozo.

First Year Diploma in Performance: applicants should be in possession of MQF Level 4 certificates as follows: Grade 8 (minimum Merit) in Music Performance and Grade 6 in Music



Theory or Music Knowledge and Understanding (as from 2016) issued by the School of Music, Malta or Visual and Performing Arts School, Gozo.

First Year Diploma in Composition: applicants should be in possession of MQF Level 4 certificates as follows: Grade 8 (minimum Merit) in Music Theory or Music Knowledge and Understanding (as from 2016) and Grade 6 in Music Performance issued by the School of Music, Malta or Visual and Performing Arts School, Gozo.

An audition / assessment / interview will have to be taken on at the beginning of the first year by all participants with either an equivalent recognized certificate through NCFHE or by participants who claim to have reached the required level but lack a certificate. This will consist of a piece of the student's choice, a set test piece given by the school and sight reading.

Second Year participants should be in possession of a pass mark in both the specialised and compulsory units of the first year of the Diploma course.

### **Performance Examinations**

Examinations will be held at the end of each scholastic year in June. Examinations may or may not be public recitals. Examinations may take place on the school premises or in alternative adequate venues. The adjudicating panel will be made up of two examiners and the teacher. Examiners may be internal or external.

### **Transcript**

A transcript will be issued with the diploma certificate. This will include the units followed, marks obtained in each unit, names of pieces performed in the annual recitals of performance and chamber music, name of the dissertation in musicology and the ECTSs involved in each unit. Partial and copies of full transcripts may be provided upon request and against a payment of €25

### **Extensions and Exemptions**

At the discretion of the Board of Studies the student may be given permission to spread the course over three years. Requests for any type of exemption will be considered by the Board of Studies. The decision taken will be final.

If the student needs to interrupt the course for medical or other reasons considered valid by the Board of Studies, the student will be allowed to resume the course only if a period not longer than 2 years has elapsed.

### **Failures in Diploma Units**

Failures in each unit will be classified in two groups, Upper failure (45%-64%) and Lower Failure (0%-44%). Students obtaining marks in the Lower Failure bracket will not be allowed to take the resit and the course will be terminated. Students obtaining marks in the Upper Failure bracket can re-sit the exam in the following September. Failures in two Specialized Modules within the same year will result in immediate termination of the course.

If a student fails in any one module or in two modules (specifically one Specialized Module and the Compulsory Module) he is allowed only one chance to re-sit those units prior to the next scholastic year. Upon a failure of any of the resits the student's course will be terminated.

### **Appeals in Diploma Examinations**

In the Diploma, only appeals for the written modules are accepted. Requests must be submitted to the Board of Studies. Upon approval the paper will be revised by another / external examiner against a fee of €35. There are NO appeals for the Performance units as these are examined by a board of two or three examiners.

### **Chamber Music**

The School will assign chamber groups however if the student has any preferences s/he can submit his proposal to the Board of Studies.

### **Accompaniment**

Where necessary, piano accompaniment is offered by the school during the Performance lessons. If the student cannot attend lessons when the accompanist is available s/he should provide his/her own accompanist. Students who wish to provide their own accompanist can do so upon approval of the teacher. In both these cases the student is obliged to provide his/her own accompanist as required during the year and for the annual examination.

### **Programmes and Dissertations**

Programmes for recitals and titles for dissertations have to be submitted for approval to the Board of Studies by 15<sup>th</sup> December. Requests will be processed by the end of 31<sup>st</sup> January. Recital programmes must have a varied repertoire. Maltese repertoire is highly encouraged. Decisions taken by the Board of Studies are final.

**Copying and Plagiarism in Diploma Units and Examinations** see page 26



Notes

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