

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Music (Introductory)

To be read in conjunction with the [Certificate Generic Regulations](#).

1. Programme Schedule

This schedule applies to the Certificate in Music (Introductory) (CertMus) (Level 3, 60 credits).

2. Programme Specific Admission

2.1 Specific Admission Requirements

To be admitted to this programme, all applicants must meet the following requirements in addition to the requirements set out in the Certificate Generic Regulations:

- a. all applicants must attend an audition/interview in which they must demonstrate competence in aural and musical abilities;
- b. prior to admission to this programme, all applicants will be asked in their interview to complete a literacy diagnostic assessment.

2.2 English Language Admission Requirements

Applicants for whom English is an Additional Language and whose diagnostic entry test indicates that they require additional English Language study may be admitted to the Certificate in Music (Introductory) provided they are concurrently admitted in the Diploma in English and undertake a modified programme of study — refer to Section 9 of this schedule. A sub-committee of the Programme Committee will approve the modified study programme for these applicants.

3. Selection Criteria

- a. When the number of applications for admission exceeds the number of places available, selection will be made according to a combination of the following criteria:
- Demonstration of motivation to complete the programme;
 - Demonstration of strong musical skills;
 - Evidence of potential to succeed.
- These criteria are not ranked in any order.
- b. Applicants who meet the greatest number of criteria will be the preferred applicants. The selection panel will be looking for evidence of these aspects in the interview process.

4. Selection Process

- a. Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants OR with the approval of the Programme Leader.
- b. Applicants will be required to supply evidence of their music-making ability through submission of a recording (does not need to be high quality recording) and/or during their audition/interview.

5. Requirements for the Award of the Qualification

5.1 Certificate in Music (Introductory)

To be awarded the Certificate in Music (Introductory) a student must have successfully completed 60 credits as set out below in Table 1 and meet the attendance requirements set out in the student handbook. All courses are compulsory.

Table 1

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 3				
PASA3401	Music Skills	15	Nil	Nil
PASA3404	Music Studies	15	Nil	Nil
PASA3406	Collaborative Music Performance	15		
PASA3413	Writing Music	15		

6. Assessment

6.1 Calculation of course grades

- a. All student work will be graded using grade-related criteria.
- b. All courses will use Competency-based assessment, as set out below.

Table 2: Course Grades

Grade	Status
M	Merit Pass
P	Pass
NC	Not Yet Competent

- c. To pass a course, students must gain a P for all assessment events. To be awarded M, students must have gained an M in more than half of the total assessment events for the course.
- d. Students may be awarded one of the following grades for a course if they meet the criteria described.

Table 3: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
R	Restricted Pass	The student has been awarded a restricted pass. Except in exceptional circumstances, a student may not be awarded more than one R in the programme.
W	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.
DNC	Did not complete	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.

6.2 Extensions

In exceptional circumstances the Programme Leader may approve applications for extensions. All applications for extensions must be made in writing to the course co-ordinator, using the appropriate Assignment Extension Request Form, no later than 24 hours prior to the submission time for the assessment item.

6.3 Late Submissions

Unless the late assignment is accompanied by an Extension request, duly signed by the Course Co-ordinator, it will not be marked but will be held on file and will receive a mark of 0% or the equivalent grade. Late submission precludes the right to resubmission.

6.4 Resits and Resubmissions

- a. Re-submissions and re-sits are only available for one assessment event in each course.
- b. Any student wishing to re-sit or re-submit work for a course must apply in writing to the Programme Leader within 7 days of the date upon which the original graded assignment was returned.
- c. The maximum grade possible for a re-sit or re-submission is a C- or Pass.
- d. Re-submissions are not available in course PASA3012.

7. Modified Programmes of Study

Students who are admitted to the programme under clause 2.2 in this schedule will have a modified programme of study which will require the approval of the Programme Committee of the Certificate in Music (Introductory).

8. Transition Arrangements

Students enrolled before 2009 will be required to have a modified plan of study approved the CertMus (Intro) Programme Committee.

9. Commencements

These regulations came into force in Semester 2, 2015.