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## **Regulations**

for study and examination in  
the Bachelors degree course in Music  
of Faculty 25 – Music – of the  
Johannes Gutenberg University, Mainz

dated 15 August, 2001

As stated in § 5 paragraph 2 no. 3 and § 80 paragraph 2 no. 3 of the University Statutes (Universitätsgesetz UG) dated 23 May, 1995 (State Law and Official Gazette (GVBl.) p. 85), BS 223-41, last amended through article 36 of the law of 6 February, 2001 (GVBl. p. 29), BS 223-41, the Faculty Council of Faculty 25 – Music – of the Johannes Gutenberg University agreed the following regulations for study and examination in the Bachelors degree course in Music of Faculty 25 – Music – of the Johannes Gutenberg University, Mainz, on 7 June, 2000. These regulations were authorised by the Ministry for Education, Science and Further Education in correspondence dated 25 July, 2001 - ref.: 15323 journal no. 141/2000 – and are published herewith.

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## **I. General**

### § 1

#### Course aims, academic degree

- (1) The aim of the Bachelors degree in Music is to give those possessing adequate artistic aptitude the artistic, pedagogical and other relevant basic specialist skills necessary for a successful career as a professional musician. The Bachelors degree offers a first professional academic qualification.
- (2) On account of the international orientation of the Bachelors degree in Music, particular emphasis is placed on the teaching and acquisition of specific skills and knowledge which facilitate a career as a professional musician in the international context. This means that some course elements are offered in English and – depending on the language skills of individual students – in one other common foreign language.
- (3) Upon successful completion of the course and the examination, the Faculty of Music of the Johannes Gutenberg University, Mainz, shall award the academic degree of “Bachelor of Musical Arts” (B.M.A.). The holder is entitled to place this university degree after his or her name.

### § 2

#### Commencement of course, conditions of admission

- (1) Commencement of the Bachelors degree course in Music is only possible once each year in the Winter semester.
- (2) The following conditions must be fulfilled by those seeking admission to the Bachelors degree course in Music:
  - a) presentation of a university matriculation authorisation;
  - b) proof of the required artistic and pedagogical aptitude for the Bachelors degree course in Music at the Johannes Gutenberg University, Mainz, as established by means of the aptitude tests under § 3.
- (3) Application and admission to the Bachelors degree course is only possible for one compulsory module as stated in § 6 paragraph 3. A change of compulsory module is dependent upon available capacity and only possible where proof is shown of specific aptitude for the compulsory module in question as stated in § 3.
- (4) Before admission to the Bachelors degree course in Music, the following applications must be made within the specified time:
  - a) application to the Faculty of Music to register for the aptitude test as stated in § 3;
  - b) application to the University of Mainz to register for the Bachelors degree course in Music, in accordance with the general conditions pertaining to the registration regulations of the Johannes Gutenberg University, Mainz.
- (5) Applications to register for the aptitude test must be received in writing and in full by the Dean of Faculty on or before 1 May for commencement in the following Winter semester. Applications to register for the aptitude test must be accompanied by:

- a) a copy of a university entrance level certificate or proof of some other form of university matriculation authorisation;
- b) a declaration of the compulsory module for which registration is being sought;
- c) a summary of the applicant's previous education, outlining in particular his /her musical development.

(6) Since the deadlines for applications as stated in paragraph 4, section 1, subsections a and b may differ from one another, interested applicants are urgently recommended to seek early and comprehensive advice relating to application procedures from the student advisory service or from the Secretary's Office for Course and Examination Affairs for the Faculty of Music. Failure to observe one or other of the application deadlines or to submit application documents in full by the due dates will mean that registration for the aptitude test or for the course of study will not be possible.

### § 3

#### Assessment of artistic aptitude for the Bachelors degree course, assessment of knowledge in subsidiary areas of music theory, individual admission interviews

(1) Admission to the Bachelors degree course in Music is only possible for students who have both the specific practical musical skills (main and second instrument or voice) and the particular artistic aptitude necessary for successful study in one of the compulsory modules of the Bachelors degree course in Music (§ 9 paragraph 3) or, in the case of the compulsory module "Elementary Music Education", for students who demonstrate a basic aptitude for teaching. The required aptitude for the Bachelors degree course will be demonstrated by means of aptitude tests in each case for:

1. teaching, instrument or voice as a subject major;
2. instrument or voice as a subsidiary subject (minor).

Further details regarding requirements for the aptitude tests are set down in Appendix 1.

(2) In addition, in accordance with the regulations set down in Appendix 2, there will be an assessment of the level of background knowledge in theoretical subsidiary subjects (composition and aural training). On the basis of the level of knowledge established, students will be graded for courses in music theory.

(3) The required practical musical skills as stated in paragraph 1 and a particular artistic aptitude are deemed to exist where an applicant demonstrates a good grounding in artistic and technical skills.

(4) To determine the required aptitude for the compulsory modules "Elementary Music Education" and "Jazz / Popular Music" and the level of knowledge in the theoretical subsidiary subjects the Dean of the Faculty of Music shall appoint in each case a selection committee. Each committee shall consist of a chair and normally two other members of teaching staff from the Bachelors degree course in Music; note that this committee may also involve teaching staff drawn from other co-operating institutions for the Bachelors degree course in Music.

(5) In general, the aptitude tests are held in the Faculty of Music at fixed dates during the Summer semester; if necessary, they can also be held outside the appointed time period. The Dean shall invite the applicant in writing to attend the aptitude test, observing a notice period of two weeks. If the applicant fails to appear at the appointed date without an adequate excuse, or if the applicant fails to complete the aptitude test without an adequate excuse, he or she shall be deemed to be unsuitable. This legal consequence shall be announced in writing by the Dean. Applicants with a valid excuse will be invited to attend at a new date.

(6) The aptitude tests as stated in paragraph 1 section 2 are announced within the Faculty of Music; the knowledge test as stated in paragraph 2 is not made public. A confidential admission interview follows the aptitude and knowledge tests with a view to discussing the candidate's musical background over and above any particular artistic aptitude, together with his or her general skills and personal interests. During the course of this interview, preliminary advice is given to applicants relating to the particular conditions and requirements of the Bachelors degree course in Music and the periods of study and deadlines set, as stated in § 6 paragraphs 4 to 6.

(7) A protocol shall be made, recording the results of the tests to ascertain aptitude and knowledge and the admission interview; this will include the following details:

- a) the names of committee members,
- b) the name of the applicant,
- c) the date, start and finish times of the tests to establish aptitude and knowledge and the admission interview,
- d) the subject and results of the tests,
- e) the content of the admission interview,
- f) decision taken as to whether or not the applicant has demonstrated the required aptitude for his or her chosen compulsory module of the Bachelors degree course in Music.

The protocol shall be signed by members of the selection committee. This can be viewed by the applicant on request.

(8) The Dean shall inform the applicant in writing of the result. Notice of rejection to an applicant must be accompanied by a statement of the applicant's legal rights.

(9) A rejected applicant may apply a second time. The same is true for an applicant who is found to be unsuitable as stated in paragraph 5 line 3.

#### § 4

##### Advisory committee for the Bachelors degree course, Board of Examiners

- (1) An advisory committee will be formed for the Bachelors degree course in Music. This will consist of:
- a) two representatives from the Faculty of Music of the Johannes Gutenberg University, Mainz,
  - b) two representatives from the Peter Cornelius Konservatorium of the City of Mainz,
  - c) two representatives from the other institutions co-operating in the Bachelors degree course in Music,
  - d) an additional independent member of the University.

The advisory committee elects the chair and his or her deputy from the committee's members as defined in section 1 subsections a and b. The chair and deputy must belong to different institutions.

(2) The advisory committee advises the institutions co-operating in the Bachelors degree course in Music on all questions relating to the structure, implementation and further development of the Bachelors degree course. The institutions are obliged to take into consideration the advisory committee's recommendations, or to seek its recommendations on fundamental decisions. The advisory committee makes decisions on a simple majority vote; in the case of a tied vote, the chair has the casting vote.

- (3) A Board of Examiners will be formed to organise the examination and the responsibilities set down in these study and examination regulations. It will be comprised of four professors or university lecturers, a student representative, an artistic or academic representative and a non-academic representative. Paragraph 2, section 2 applies.
- (4) The members of the Board of Examiners, the chair and his or her deputy are elected by the Faculty of Music council. Its period of office is two years; one year for the student member. A member can be re-elected. Should a member stand down before the end of the period of office, a successor shall be elected for the remaining period. The chair and his or her deputy must be professors.
- (5) The Board of Examiners makes decisions on a simple a majority vote; in the case of a tied vote, the chair has the casting vote.
- (6) The chair of the Board of Examiners directs the Board's business. The Board of Examiners can entrust certain responsibilities to the chair as defined in these regulations.
- (7) The Board of Examiners, in co-operation with the Faculty of Music, must guarantee that all coursework and examinations can realistically be taken in the periods set down in these examination regulations. To this end, candidates should be advised in good time of the type and number of coursework components and examinations they will be required to complete, as well as their schedules and dates. The candidates should also be notified of individual re-sit dates for each part of the examination.
- (8) The Board of Examiners ensures that the conditions set down in these examination regulations are observed. It reports regularly to the Faculty Council on the development of study and examination schedules, including actual writing-up times for the Bachelors dissertation, and also on the distribution of marks; the report is to be made public in some appropriate manner. Furthermore, any suggestions for reform of the study and examination regulations will be sent by the Board to the appropriate Faculty committee for study and training and the Faculty department.
- (9) The members of the Board of Examiners have the right to be present at the administration of the examinations. This right does not extend to the announcement of the result.
- (10) The members of the Board of Examiners and examiners are subject to an oath of confidentiality. If they do not work as public service officials, then they shall be placed under an oath of confidentiality by the chair.
- (11) Should the Board of Examiners make any incriminating findings, the student concerned shall be notified without delay and in writing by the Board. Such notification must be accompanied by a statement of the candidate's legal rights.

## § 5

### Accreditation of previous periods of study, assessed coursework and examination results

- (1) Previous periods of study, coursework and examination work towards a Bachelors degree course in Music at a university, a music academy or an equivalent college in Germany or overseas will be accredited without testing for equivalency provided that the subject of study is the same.

- (2) Study periods, coursework and examination work towards other courses of study at universities, music academies or similar educational institutions in Germany or overseas will be accredited provided their equivalence can be established. Equivalence is established if periods of study, coursework and examination work substantially correspond in content, scope and requirements to those of the Bachelors degree course in Music at the Johannes Gutenberg University, Mainz. The comparison need not be schematic, but should focus on a global consideration and assessment. Where accreditation of previous periods of study, coursework and examination work achieved outside Germany is concerned, reference should be paid to the equivalency agreements and accords passed by the State Council of Education and Cultural Affairs (Kultusministerkonferenz) and the University Vice-Chancellors Conference (Hochschulrektorenkonferenz) in respect of university partnerships. Furthermore, in cases where equivalence is uncertain, the Board of Examiners may consult the Central Office for overseas education or specialist qualified experts from overseas universities.
- (3) Relevant professional experience shall be taken into account.
- (4) Coursework which has been completed as part of specialist courses accredited by the Faculty can be taken into account on request. The application for this should be presented to the chair of the Board of Examiners prior to commencement of the course, along with all relevant documents necessary for a decision to be made. Prior to a decision being made, the appropriate Faculty representative must be given a hearing.
- (5) If coursework and examination results are accredited, the marks – in as far as mark systems are comparable – are to be transferred and incorporated into the calculation of the overall classification as stated in § 19. Where mark systems are not comparable, the comment “passed” will be recorded. It is permissible for the testimonial to identify the accreditation of other marks.
- (6) Decisions in respect of paragraphs 1 to 4 are taken by the chair of the Board of Examiners. In cases of doubt, the Board of Examiners may make its decision after hearing an authorised examination representative from the Faculty.
- (7) On submission of the prerequisites set down in paragraphs 1 to 3, the candidate has a legal claim to accreditation. Accreditation of previous periods of study, assessed coursework and examination results achieved in Germany is by order of the authorities. For these to be taken into account the student will be obliged to produce the necessary documents.

## **II. Course structure**

### **§ 6**

#### **Normal length of course, modular course structure, deadlines**

- (1) The normal length of the course, including the period allowed for completion of the Bachelors dissertation and the final Bachelors examination, is three years (6 Faculty semesters).

(2) The teaching units and practicals for the Bachelors degree course are offered in the form of modules. The term “module” describes self-contained teaching units which are co-ordinated in terms of thematic content and duration; these are linked to a certain number of credit points (credits = cr) depending on the amount of time required for their successful completion. The course requires that certain modules are obligatory, hence a difference is drawn between compulsory and compulsory/optional modules. The optional modules are comparable in terms of their number of credit points.

(3) The Bachelors degree course comprises the study of one compulsory module together with one or two compulsory/optional modules. This allows a maximum of 180 credits (including 15 cr for the Bachelors dissertation and final examination). The compulsory modules with their corresponding compulsory/optional modules are:

- a) Compulsory module “Elementary Music Education” (70 SWH, 105 cr + 15 cr for the Bachelors dissertation and final examination)  
with two study modules chosen from:
  - aa) compulsory/optional module “Management Theory” (20 SWH, 30 cr)
  - bb) compulsory/optional module “Intercultural Music Education” (20 SWH, 30 cr)
  - cc) compulsory/optional module “Special Needs Education” (20 SWH, 30 cr);
  
- b) Compulsory module “Jazz / Popular Music” (70 SWH, 105 cr + 15 cr for the Bachelors dissertation and final examination)  
with one study module chosen from:
  - aa) compulsory/optional module “Studio Music” (30 SWH, 60 cr)
  - bb) compulsory/optional module “Youth Work” (39 SWH, 60 cr).

(4) The course of study is tightly organised in order to keep within the normal length of the course; certain minimum standards of achievement within appropriate time periods are a prerequisite for continuation of the course. Admission to further compulsory and compulsory/optional teaching units in the Bachelors degree course and to the Bachelors examination is thus no longer possible – notwithstanding the conditions set down in paragraph 8 – if on completion of the second year of study the student has not acquired at least 70 cr, of which at least 50 derive from teaching units in the compulsory module and 20 cr from teaching units in the compulsory/optional module(s).

(5) Admission to further compulsory and compulsory/optional teaching units in the Bachelors degree course and to the Bachelors examination is thus no longer possible – notwithstanding the conditions set down in paragraph 8 – if on completion of the third year of study the student has not acquired at least 110 cr, of which at least 80 derive from teaching units in the compulsory module and 30 cr from teaching units in the compulsory/optional module(s).

(6) The right to individual tuition exists only for courses of study within the normal period of study and only in as far as the Faculty of Music and co-operating institutions for the chosen course of study have available capacity. Exceptions to this are only possible in individual cases where there is good reason. Substantiated applications should be addressed to the Dean of the Faculty of Music. Candidates will be notified in writing as to whether their application has been granted or rejected. In the case of individual tuition being withdrawn on account of the normal period of study being exceeded, the student concerned will be notified in writing. The candidate must first be given an opportunity to be heard.

(7) Overseas students are required to take a test to demonstrate competence in German prior to commencement of the course of study. Students whose knowledge of the German language is deemed to be inadequate must acquire satisfactory language skills within the first two years of study. In addition to offering an intensive course at the start of the degree course, the foreign language centre at the University of Mainz also offers appropriate language courses for this purpose. A precondition for continuing with the Bachelors degree course after completion of the second year of study is that the student successfully sits a language test in German administered by the foreign language centre at the University of Mainz.

(8) Observation of the schedules referred to in paragraphs 4 to 7 and other schedules prescribed elsewhere in these regulations does not take into account extensions and interruptions to periods of study resulting from

- a) involvement in the legal or statutory committees of a university, a student body or a student organisation,
- b) illness or from other causes for which the student cannot be held responsible
- c) pregnancy or childcare.

Also excluded from being taken into account is a statutory period of relevant study abroad of up to two semesters. Proof of this in accordance with sections 1 and 2 is the responsibility of the individual student.

(9) The Board of Examiners is responsible for decisions in respect of paragraphs 4 to 7, as well as for determining the periods of study to be taken into consideration in the context of the regulations set down in paragraph 8. In particular, in the case of decisions made in respect of paragraphs 4 and 5, the reasons leading to any delay in studies must first be discussed in detail with the persons involved.

(10) Appendix 4 contains a recommendation for the chronological sequence of teaching units in the Bachelors degree course in Music.



§ 7

Credit point system,  
assessed coursework, certified records of study

- (1) Calculation of the attainments achieved by individual students together with the weighting given to each assessment is by means of the credit point system. Each teaching unit is awarded credit points (= cr), which correspond approximately to the amount of time required to complete the designated unit of work successfully. The scales used to award credit points correspond to the European Credit Transfer System (ECTS).
- (2) Prescribed coursework – with the exception of practicals and guest attendances – is assessed as stated in § 9 paragraph 2, subsections a and b and Appendix 3. It is assessed in accordance with the regulations under § 19. The assessments are incorporated proportionally into the overall mark for the Bachelors examination as stated in § 19 paragraph 3.
- (3) A prerequisite for the award of credits for coursework is regular and successful participation in the teaching unit. Successful participation means that a student is awarded at least the mark “sufficient” (4.0) for his or her attainment test. Such attainment tests may consist of musical performances, seminars, certification of attendance, oral examinations, written tests.
- (4) A performance test which does not receive at least the mark “sufficient” (4.0) may be repeated twice. If the second repeat does not receive the mark “sufficient” (4.0), the coursework is finally considered failed; any further repeat of the same coursework is excluded and no credits are awarded. Dates for repeats are agreed with the student; re-sits must take place in the course of the following semester.
- (5) As proof that a completed coursework component has been awarded at least the mark “sufficient” (4.0), the teaching unit organiser shall issue a certified record of study. This shall contain as a minimum requirement the name of the participating student, the precise designation of the unit, the semester in which the teaching unit was held, and the assessment of the coursework as stated in § 19 paragraph 1 and form in which the coursework was presented. The record of study shall be signed by the teaching unit organiser.
- (6) It is not possible to repeat a teaching unit iforn which credits have already been issued in order to acquire further credits or improve upon the mark awarded.

§ 8

Binding nature of teaching units

- (1) Teaching units within the compulsory and optional modules are of three categories according to their binding nature:
  - a) Compulsory teaching units (= ctu),
  - b) Compulsory/optional teaching units (= c/otu),
  - c) Optional teaching units (= otu).
- (2) Compulsory teaching units and compulsory/optional teaching units are those teaching units required for the successful completion of study module. An overview of all compulsory and compulsory/optional teaching units required for the course of study can be found in Appendix 3.

- (3) Compulsory teaching units are clearly defined by the content and form of the unit; it is not possible to choose between different teaching units of varying content.
- (4) Compulsory/optional teaching units are teaching units which students are required to select from a particular specialist area or on a particular topic within the study module. § 10 paragraph 4 applies.
- (5) Optional teaching units are additional voluntary teaching units which go beyond the narrower confines of the course of study and serve to complement it. In terms of participation in such teaching units, particular consideration shall be given to interdisciplinary study, as stated in § 19 paragraph 2, section 4 UG. Such studies are intended to contribute to a student's acquisition of skills for interdisciplinary co-operation, so that specialists working together with mutual understanding may solve complex problems using interdisciplinary approaches. Primarily teaching units should be chosen which correspond to this objective. These include in particular the teaching units announced as part of the "*studium generale*". In optional teaching units it is not possible to acquire credits which count towards the overall mark for teaching units set down under § 9 paragraph 2, sections a and b.

#### § 9

##### Scope of study, subjects

- (1) The total amount of time in semester weekly hours (= SWH) needed for those teaching units (compulsory and compulsory/optional teaching units) required for successful completion of the course of study is:

- a) for selection of the compulsory module "Elementary Music Education"  
with its two accompanying compulsory/optional modules: 110 SWH;
- b) for selection of the compulsory module "Jazz / Popular Music"  
with its accompanying compulsory/optional module: 100 or 109 SWH.

Additionally attendance is expected of optional teaching units as stated in § 8 paragraph 5, equivalent to approximately 10 SWH.

- (2) A total of 180 credits (cr) must be recorded in order to complete the course of study successfully, awarded as follows:

- a) coursework within the compulsory module: 105 cr,
- b) coursework within the accompanying compulsory/optional module: 60 cr,
- c) Bachelors dissertation: 10 cr,
- d) final examination: 5 cr.

- (3) The compulsory and compulsory/optional teaching units are listed in Appendix 3. The Faculty and co-operating institutions shall guarantee the teaching resources required for each module.

- (4) In the case of the compulsory module "Jazz / Popular Music", any instrumental or vocal subject offered at the Faculty of Music in the field of "jazz and jazz-related music" can be chosen as a subject major. The following applies in the case of selecting a subsidiary subject:

- a) if piano or keyboard or guitar is chosen as the subject major, a different instrument offered by the Faculty of Music or voice must be chosen as the subsidiary subject;
- b) if a different instrument or voice is chosen as the subject major, piano or keyboard or guitar must be chosen as the

instrumental subsidiary subject.

(5) In the case of the compulsory module “Elementary Music Education”, “Elementary Music Education” is the subject major. Piano or classical guitar must be chosen as the subsidiary subject.

(6) In addition to the compulsory and compulsory/optional teaching units listed in Appendix 3, students are strongly recommended to complete during the course of their studies an overseas internship lasting several weeks in a professional field relevant to his or her target career. The Faculty of Music undertakes to support students in their choice of internship as well as during the internship.

#### § 10

##### Binding nature of participation, restrictions on participation

(1) A binding registration within the allowed period is required for participation in teaching units for which assessed coursework is completed in order to earn credits. The chair of the Board of Examiners shall determine the appropriate registration deadlines and conditions in collaboration with the teaching unit organiser.

(2) Admission to a teaching unit will be turned down if the conditions for participation have not been met or one of the deadlines published in § 6 paragraph 4 to 7 has been exceeded; § 6 paragraph 8 is applicable.

(3) Should the student withdraw from registration without good cause or curtail his or her participation in the teaching unit without adequate reason, renewed registration for the same teaching unit is only possible once. In the event of withdrawal or curtailment, the student shall be notified of the restrictions on repetition and the regulations published in § 6 paragraph 4 and 5. The teaching unit organiser is required to notify the chair of the Board of Examiners without delay of any case of withdrawal from registration or curtailment of a teaching unit.

(4) In the case of admission to teaching units with a restricted number of places for participants, priority is given to those students in the Faculty who require a certified record of study in order to continue their course of study. Should the number of registrations for a teaching unit with a restricted number of places for participants exceed the number of available places, admission shall be awarded according to the appropriate valid version of the Senate guidelines on admission to teaching units with restricted number of participants.

(5) On completion of the teaching unit, the chair of the Board of Examiners is to be notified without delay of the results attained by the participants.

#### § 11

##### Advice for students

(1) The Faculty of Music offers an advisory service to students taking the Bachelors degree course in Music. This should be consulted:

- a) on completion of the first year of study,

- b) on failing a piece of assessed coursework or an examination,
- c) on exceeding the normal period of study allowed,
- d) on changing course or place of study.

A written confirmation shall be issued for each visit to the student advisory service in connection with subsections a to c.

(2) During the first semester there will be an introduction for all students, offering information about the Bachelors degree course and particular study requirements. In addition to the student advisory service, the Faculty of Music offers tutorials using such means as are available; these not only focus on issues relating specifically to the Faculty of Music, but also on all matters relating to courses of study and studies in general at the University of Mainz. Furthermore, overseas students can seek specific student advice and care services from the Central Advisory Service and from the University Overseas Office (“Akademisches Auslandsamt”) of the University of Mainz.

### **III. Examination**

#### § 12

##### Aims, type and scope of the Bachelors examination

- (1) The Bachelors examination is designed to establish whether or not a candidate has acquired the necessary theoretical, practical, methodological and pedagogical knowledge and skills in the field of the chosen compulsory module and the associated optional modules for transition to professional working practice and is capable of applying these.
- (2) The Bachelors examination consists of the following examined components:
  - a) the written Bachelors dissertation,
  - b) the viva voce or practical final examination.

Assessed coursework which is equivalent in terms of its requirements and method to the examination will count towards the Bachelors examination as stated in § 7 paragraph 2.

#### § 13

##### Examination panels, examiners

- (1) Coursework counting towards the examination will be assessed by an examiner as stated in § 7 paragraph 2 The viva voce or practical final examination which forms part of the Bachelors examination will be conducted and assessed by an examination panel as stated in §16 paragraph 2.
- (2) The examination panels consult and make decisions in private. Decisions are arrived at by a simple majority vote; in the event of a tied vote, the chair has the casting vote. § 16 paragraph 5 is unaffected.
- (3) Examiners are professors, performance teachers or academic staff with duties in accordance with § 53 paragraph 1, section

2 of the university statutes, visiting lecturers in accordance with § 59 of the university statutes and teaching staff with special duties in accordance with § 55 of the university statutes. Retired professors, honorary professors and experienced persons working professionally in the field in accordance with § 24 paragraph 3, section 2 of the university statutes may be appointed as examiners by the Faculty Council. Examiners can only be appointed to examine a particular subject if they are currently – or have been during the last four semesters – independently responsible for teaching in the subject to be examined or have proven specialist and active professional experience. The candidate may nominate an examiner. This nomination does not represent entitlement. The chair of the Board of Examiners will ensure that the candidate is notified in good time of the names of the examiners.

(4) § 4 paragraph 10 applies for all examiners.

#### § 14

##### Registration and admission to the Bachelors examination

(1) For admission to the Bachelors examination candidates must:

- a) be registered in accordance with the regulations for the Bachelors degree in Music at the Johannes Gutenberg University,
- b) have acquired at least 120 of the 165 cr listed in § 9 paragraph 2 subsections a - b,
- c) not have lost his or her right to examination on the grounds of the conditions stipulated in § 6 paragraph 4 and 5.

(2) Registration for the Bachelors examination generally takes place midway through the third year of study, and at the latest, six weeks after completion of the course study elements listed in § 9 paragraph 2 subsections a and b. Attention is drawn to the time periods stipulated in § 6 paragraph 4 and 5. Application for admission should be submitted in writing to the Board of Examiners.

(3) The application must be accompanied by:

- a) the *Studienbuch* (University document book),
- b) proof of course participation as stated in paragraph 1 sub-section b,
- c) a proposed topic for the Bachelors dissertation, together with confirmation from the proposed supervisor,
- d) a declaration stating whether the candidate has already completed and failed a Bachelors examination in Music at a university, music college or equivalent college in Germany, or whether he or she is currently engaged in an ongoing examination process at a university in Germany or overseas,
- e) a declaration stating whether and, if applicable, how many times the candidate has already failed examinations and coursework components counting towards examinations for a Bachelors degree course in Music, or in the same subjects for a different degree course, at a university, music college or equivalent college in Germany or overseas.

(4) The Board of Examiners decides on admission to the Bachelors examination. It sets the date of commencement for the Bachelors dissertation and puts this on record.

(5) If a candidate is unable to submit in the prescribed manner one or other of the required documents listed in paragraph 3, the chair of the Board of Examiners is authorised to seek proof by a different means.

(6) Admission will be refused if:

- a) the conditions listed in paragraph 1 are not fulfilled, or
- b) the documents are incomplete and are not presented in their entirety even after additional time has been granted, or
- c) as stated in § 6 paragraph 4 and 5 the right to examination no longer exists, or
- d) the candidate has completed and failed a Bachelors examination in Music at a university, music college or equivalent college in Germany, or
- e) on adding together the number of failed attempts as stated in § 17 paragraph 3, it is no longer possible for the candidate to complete the examination results or assessed coursework required in order to pass the final examination, or
- f) the deadline for registration was not observed for reasons for which the candidate cannot be held responsible.

Admission may be refused if a candidate is currently engaged in an ongoing examination process at a university in Germany or overseas.

#### § 15

##### Bachelors dissertation

(1) The Bachelors dissertation is a piece of examined work which is intended to demonstrate that the candidate is capable of treating a problem arising from the field within the chosen compulsory module of the Bachelors degree course in Music, using the required methods and within a fixed time period. The dissertation supervisor is responsible for guiding the candidate towards completion of the Bachelors dissertation and he or she must make regular enquiries as to the progress of the dissertation.

(2) Supervision of the Bachelors dissertation will be carried out by a person from the pool of authorised examiners as stated in § 13 paragraph 3. In individual cases, where a valid reason is given, the Bachelors dissertation may be completed in an institution other than the Faculty of Music or the University of Mainz, and supervised by an appropriately qualified person belonging to that institution. Decisions relating to paragraph 2 will be taken by the Board of Examiners on receipt of written application from the proposed supervisor.

(3) The date for the commencement of the Bachelors dissertation is set down definitively in § 14 paragraph 2, section 1.

(4) The provisional topic of the Bachelors dissertation should be agreed with the supervisor and presented to the Board of Examiners with confirmation from the supervisor (registration for the Bachelors examination as stated in § 14 paragraph 2). Should the candidate fail to observe the deadline under § 14 paragraph 2, section 2 without good cause as stated in § 6 paragraph 8, the chair of the Board of Examiners shall determine the topic and commencement of the Bachelors dissertation in discussion with the candidate. Should the candidate be unable to find a supervisor, the chair of the Board of Examiners is to ensure that he or she will be issued in good time with a topic for a Bachelors dissertation.

(5) The Bachelors dissertation can be submitted in German or in a modern foreign language. The Board of Examiners will accept presentation of the dissertation in a modern foreign language provided that the following conditions are fulfilled:

- a) the candidate has sufficient knowledge of the chosen foreign language,
- b) the proposed supervisor is suitably qualified in the chosen foreign language,
- c) a second assessor is available as stated in paragraph 9, section 2 who is suitably qualified in the chosen foreign language.

Application for the Bachelors dissertation to be written in a foreign language should be presented along with the supervisor's written confirmation upon registration for the Bachelors examination.

(6) The period for completion of the Bachelors dissertation is 6 weeks. A maximum of two weeks' extension may be agreed

between the Board of Examiners and the supervisor upon application from the candidate. The normal period of study must be observed.

(7) The supervisor should restrict the topic, aims and scope of the Bachelors dissertation in such a way that work on the Bachelors dissertation can be completed within the period allowed. The topic can be returned once only and within the first two weeks of commencement of the work. A new topic must be agreed as soon as possible, and within 4 weeks at the latest. Paragraph 4, sections 2 and 3 apply in this case.

(8) The candidate should submit two bound copies of the Bachelors dissertation to the Board of Examiners within the period allowed. On submission, the candidate must give a written assurance that he or she completed the work independently and using only the listed sources and aids. If the dissertation has been completed in a foreign language as stated in paragraph 5, it should be accompanied by a German-language abstract.

(9) The date/time of submission will go on file. Should the Bachelors dissertation not be submitted before the deadline as stated in paragraph 6, it will be awarded the mark "not sufficient" (5.0).

(10) The Board of Examiners sends the Bachelors dissertation to the supervisor as first assessor. In accordance with §13 paragraph 3, he or she then appoints a further assessor from the pool of authorised examiners for a second assessment. At least one of the assessors must belong to the Faculty of Music of the University of Mainz as an independent member of the teaching staff.

(11) Should the assessments of the two assessors differ by up to one full mark (=1.0), the assessors are obliged to come to an agreement on a common mark. If no agreement can be reached, the overall mark will be calculated by taking the arithmetic mean of the two individual assessments. Should the marks awarded by the two assessors differ by more than one full mark (> 1.0), the chair of the Board of Examiners will appoint a third examiner. The chair of the Board of Examiners shall then determine the final overall mark on the basis of the three assessments. The assessment process should not exceed a six-week period.

(12) A fail is awarded for the Bachelors dissertation if the overall mark is not at least "sufficient" (4.0). It can be repeated only once. The Board of Examiners is responsible for ensuring that the candidate is issued with a new topic for a Bachelors dissertation within six weeks of being notified. Rejection of the topic within the time period given in paragraph 7, section 2 is only possible if the candidate made no use of this possibility during the first completion of his or her Bachelors dissertation. Repeating the Bachelors dissertation a second time is not possible.

## § 16

### Viva voce or practical final examination

(1) If the candidate is awarded at least the pass mark "sufficient" (4.0) for the Bachelors dissertation, he or she is deemed to have gained admission to the viva voce or practical final examination. This examination should be held within four weeks of the end of the assessment process as stated in § 15 paragraph 11. The date for the final examination is determined by the Board of Examiners; the candidate shall be notified of this date as early as possible and in writing.

(2) The 30-minute examination is conducted by the supervisor of the Bachelors dissertation and two other examiners appointed

by the Board of Examiners (Examination Panel as stated in § 13 paragraph 1 section 2). The Board of Examiners names the chair of the Examination Panel.

(3) The final examination focuses on the topic of the Bachelors dissertation as well as on questions and issues arising from the chosen compulsory module. The candidate shall be given the opportunity during the course of the examination to present his or her work; this presentation must last no longer than five minutes. The examination will normally be conducted in German, although in well-grounded individual cases the examination may be conducted in another common foreign language. In this case the conditions under § 15 paragraph 5 apply as appropriate.

(4) Any preparatory work required for the viva voce or practical examination must be carried out independently by the candidate. The examiner shall submit in writing and in full to the member chairing the Board of Examiners any preparatory tasks required for the examination. Notification of these is through the Examination Office. A record must be kept of the dates of notification.

(5) Immediately after the examination the examiners decide upon the mark for the viva voce final examination. They are required to agree on a common mark. If no agreement is reached, the chair of the Examination Panel has the casting vote.

(6) The candidate is considered to have failed the viva voce final examination if he or she is assessed for the examination as worse than "sufficient" (4.0). The candidate shall be notified of the result of the examination after the viva voce examination. In case of failure, the candidate shall be notified of the reasons.

(7) A protocol shall be kept of the proceedings of the viva voce examination; this shall be signed by the examiners. The protocol shall make record of:

- a) the names of examiners and candidate,
- b) start and end of examination,
- c) the main content of the examination and
- d) the mark awarded.

(8) Should the candidate provide credible evidence that he or she is unable to complete all or part of the examination in the form prescribed owing to persistent or continuous physical disability, the chair of the Board of Examiners may grant permission for the candidate to complete the examination over an extended period or to sit an equivalent examination in a different form. Presentation of a medical certificate may be requested. The same applies for coursework.

(9) Students intending to sit the same examination at a later date may be admitted to the examination as part of the audience, provided that the candidate raised no objection on registering for the examination. This admission does not however include being present at the notification of the results of the examination. If it cannot be guaranteed that the examination be conducted according to the regulations, the examiners shall be obliged to exclude the public.

#### § 17

##### Passing, failing, re-sitting the Bachelors examination

(1) The Bachelors examination is deemed to have been passed if the Bachelors dissertation and the oral or practical final



examination are each given the mark “sufficient” (4.0) or better, and if the required assessed coursework components have been completed in accordance with § 7 paragraph 2.

(2) A failed oral or practical final examination can be repeated once within one semester of failing. In certain exceptional cases where there is good reason, a second repeat is permissible; permission for this is decided by the chair of the Board of Examiners in consultation with the appropriate Faculty representatives. The period within which a second re-sit examination should be completed must not exceed one semester. A candidate’s right to examination expires if he or she fails to observe the re-sit deadlines, unless the candidate cannot be held responsible for this failure. Regulations regarding the repeat of a failed Bachelors dissertation can be found in § 15 paragraph 12.

(3) Failed examinations or failed pieces of assessed coursework acquired whilst studying for a Bachelors degree course in Music at another university, music academy or equivalent college in Germany or overseas are to count as failures towards the permitted number of re-sit examinations. Also counted as failed attempts are failed examinations and assessed coursework in the same subjects but for a different degree course at a university, music academy or equivalent college in Germany or overseas, in so far as the requirements to pass these were of equivalent or lower status.

(4) A passed examination cannot be re-sat. § 18 paragraph 2 is not affected by this.

(5) If it is not possible to complete or repeat an examination or a piece of assessed coursework, then the Bachelors examination is deemed failed once and for all, and it will no longer be possible to continue studying towards the Bachelors degree course in Music.

(6) If a candidate fails or is deemed to have failed the Bachelors examination, the Board of Examiners shall inform the candidate of this fact in writing, giving details of whether and, where appropriate, to what extent the examination may be re-sat, and within what time period. Notification of failure in the Bachelors examination shall be accompanied by a statement of the candidate’s legal rights.

#### § 18

##### Free attempt

(1) If the oral or practical final examination is failed at the first attempt, the examination is deemed not to have been taken, provided it took place within the normal period of study (a ‘free attempt’). There can be no free attempt for the Bachelors dissertation. Examinations declared as failed on account of cheating or some other irregular practice are excluded from the free attempt.

(2) An examination passed in a free attempt can be repeated once with a view to improving the mark at a date appointed by the chair of the Board of Examiners and within a six-month period. If no improvement in the mark is achieved, the mark attained in the first examination attempt will stand.

#### § 19

##### Assessment of examination work and coursework,

calculating the overall classification

(1) The following marks are to be used to assess examination and course study achievements:

1	=	very good	=	An outstanding achievement;
2	=	good	=	Achievement well above the average for the standard required;
3	=	satisfactory	=	Achievement which reaches the average standard required;
4	=	sufficient	=	Achievement which, despite weaknesses, reaches required standard;
5	=	not sufficient	=	Achievement which does not reach the required standard owing to serious weaknesses.

For a differentiated assessment of examination and course study achievements, interim values may be used, raising or reducing individual marks by 0.3. The marks 0.7, 4.3, 4.7 and 5.3 are not permitted, however.

(2) In accordance with § 12 paragraph 2, a combined mark is calculated for the examination work taking the arithmetic mean of the mark for the Bachelors dissertation and the final oral examination; the mark for the Bachelors dissertation is given double weighting. The mark thus arrived at for the examination, weighted with 15 credits, is entered into the overall classification for the Bachelors examination as stated in paragraph 3.

(3) The overall classification for the Bachelors examination is calculated by taking the marks for individual assessed pieces of coursework as stated in § 9 paragraph 2 subsections a and b and the combined mark for the examination as stated in paragraph 2, multiplied in each case by the corresponding credits, added together and then divided by the total number of assessed credits counting towards the examination. The overall classification thus achieved is then interpreted as follows:

Marks in the ranges

up to	1.5 inclusive	=	very good
from	1.6 up to and including 2.5	=	good
from	2.6 up to and including 3.5	=	satisfactory
from	3.6 up to and including 4.0	=	sufficient
under	4.0	=	not sufficient

(4) Overall marks are calculated without rounding up or down to one decimal place.

§ 20

Testimonial, certificate,  
Diploma Supplement

- (1) Candidates who present themselves successfully for the Bachelors examination will receive – within a period of four weeks at the latest – a testimonial containing the marks for the Bachelors dissertation, the final examination and the overall mark. The testimonial also records the theme of the Bachelors dissertation. Should a candidate so request, the testimonial may also record the duration of the period of study up to completion of the Bachelors examination. In addition, candidates may request that the testimonial shows the ECTS degree corresponding to the overall mark, as well as the relevant ECTS definition according to the assessment scale of the European Credit Transfer System as it applies in each case.
- (2) The testimonial bears the date of the last examination taken. It is signed by the chair of the Board of Examiners and bears the seal of the State (*Land*).
- (3) At the same time as receiving the testimonial, the candidate is presented with a certificate which certifies the award of the degree of “Bachelor of Musical Arts (B.M.A.)”. The certificate bears the same date as the testimonial. It is signed by the chair of the Board of Examiners and the Dean of Faculty, and bears the seal of the State (*Land*).
- (4) Graduates will also receive a Diploma Supplement (DS) in line with the “Diploma Supplement Model” of the European Union / Council of Europe / UNESCO. The text to be used – in each case in the appropriate valid version – is that agreed between the State Council of Education and Cultural Affairs (Kultusministerkonferenz) and the University Vice-Chancellors Conference (Hochschulrektorenkonferenz) as a representation of the national education system (DS paragraph 8). The valid version can be found at: <http://www.hrk.de> (keyword: “Diploma Supplement”). The Diploma Supplement records the detailed content of the successfully passed course of study, paying particular reference to its themes and subject matter, its proportion in the overall volume of study and the results achieved. The Diploma Supplement also indicates the co-operating partners involved in the successfully completed Bachelors degree course. It is signed by the chair of the Board of Examiners.
- (5) The testimonial, certificate and Diploma Supplement are in German and English. These documents can also be issued in other common foreign languages on application; the costs for this, however, must be met by the graduate.
- (6) Students leaving the University of Mainz without a degree or transferring to a different course of study at the University of Mainz will receive on request, and on presentation of the appropriate documentary evidence, certification summarising coursework and examination achievements. Applications should be sent in writing to the Dean of Faculty and must be accompanied by the necessary documentation.

#### IV. Final provisions

##### § 21

##### Missed examinations, withdrawal, cheating, violation of regulations

- (1) An examination will be assessed as “not sufficient/failed” (5.0) if the candidate misses an examination without valid reason or withdraws from the examination after it has started without valid reason. The same applies for assessed coursework.
- (2) Valid reasons for missing or withdrawing from the examination must be convincingly presented to the Board of Examiners in writing and without delay. In case of illness, a doctor’s certificate must be presented or, if necessary, a certificate from an officially authorised doctor. The illness of any child who is wholly or predominantly in the care of the examinee is regarded in the same light as the illness of the candidate. Should the reasons be deemed acceptable, a new date will be set.
- (3) Should a candidate interrupt the final oral examination or the practical examination without the agreement of the examiner and without presentation of a valid reason, the examination will be assessed as “not sufficient/failed” (5.0).
- (4) Should a candidate attempt to influence the result of his or her examination result by cheating or use of unauthorised aids, that examination performance will be assessed as “not sufficient/failed” (5.0). Furthermore, the Board of Examiners reserves the right to exclude the candidate from sitting any further examinations.
- (5) Should a candidate attempt to disturb the orderly course of an examination, he or she may be excluded from continuing the examination by the examiner or invigilator responsible; in such cases, the examination result will be assessed as “not sufficient/failed” (5.0). The Board of Examiners reserves the right to exclude the candidate from further examinations.
- (6) Candidates must be notified of incriminating findings and their cause in writing and without delay; a statement of the candidate’s legal rights must be enclosed. Prior to any decision being taken under paragraph 5, section 2, the candidate in question must be given the opportunity of a legal hearing.

##### § 22

##### Invalidation of the Bachelors examination

- (1) If a candidate has cheated in an examination and this only becomes known after the testimonials have been handed out, the Board of Examiners can later correct the results of the examinations in which the candidate cheated and can declare the examination as failed as a whole or in part. Prior to this, the examiners must be given a hearing.
- (2) If the conditions of admission to an examination were not fulfilled, without any intention on the part of the candidate to cheat, and this fact only becomes known after the testimonial has been handed out, the error is made good by the candidate’s successful presentation for the examination. If the candidate applied for admission knowing that the conditions were not fulfilled, the Board of Examiners will decide in accordance with the State Law on Administrative Procedure.
- (3) The candidate must be given a hearing before a decision is reached.

(4) An incorrect examination testimonial and Diploma Supplement must be withdrawn and, if applicable, new ones issued. Furthermore, as stated in § 20 paragraph 3, the certificate must also be withdrawn if the examination is assessed as “failed” because of cheating. A decision in accordance with paragraphs 1 and 2 is no longer possible after a period of five years has lapsed after the date of the testimonial.

#### § 23

##### Access to Examination files

(1) On application, candidates are granted access to view their examination files, including the Bachelors dissertation and the corresponding examiner’s report, as well as the examination records. Access is also possible before completion of the overall examination.

(2) Application must be lodged with the chair of the Board of Examiners within one year of receiving written notification of the examination result. In this case, § 60 of the regulations of the Administrative Court of Original Jurisdiction is valid. The chair of the Board of Examiners shall determine the venue and date for access.

#### § 24

##### Date of validity

These regulations come into force with effect from the day of their publication in the *Staatsanzeiger für Rheinland-Pfalz* (State Bulletin for the Rhineland-Palatinate).

Mainz, 15 August, 2001

Dean  
of the Faculty of Music  
of the Johannes Gutenberg University, Mainz  
Univ.-Prof. Dr. Jürgen B l u m e

### Appendix 1

Requirements for assessing aptitude  
for the Bachelors degree course  
- as stated in § 3 -

1. For the compulsory module “Elementary Music Education”
  - a) Subject major – Elementary Music Education:
    - aa) improvised movement to music and language (prescribed, with preparation),
    - bb) presentation of a prepared text (free choice),
    - cc) design of a group topic (prescribed, with preparation).Preparation time: 60 minutes.
  - b) Instrumental subsidiary (classical guitar or piano):
    - aa) sight-reading of simple pieces (3 grades of difficulty, no preparation),
    - bb) accompaniment of a one-part song (melody sung, if desired, no preparation),
    - bb) simple improvisation on a given theme (no preparation),
    - dd) performance of two simple prepared pieces (free choice).Preparation time: 60 minutes.
2. For the compulsory module “Jazz / Popular Music”:
  - a) Subject major – instrument or voice:

(for choice of subject major see § 9 paragraph 4, section 1)

prepared performance of 3 pieces from the field of “Jazz / Popular Music” (free choice of style, level of difficulty etc.).  
Preparation time: no limit
  - b) Subsidiary subject (minor):

(for choice of subsidiary subject see § 9 paragraph 4, section 2)

prepared performance of 2 pieces from the field of “Jazz / Popular Music” (free choice of style, level of difficulty etc.).  
Preparation time: no limit

## Appendix 2

Requirements for assessing level of knowledge  
in subsidiary areas of music theory  
for the Bachelors degree course  
- as stated in § 3 paragraph 1 section 4 -

1. For the compulsory module “Elementary Music Education”:
  - a) Composition test (treatment of a given melody)  
Time allowed: 45 minutes,
  - b) Aural dictation (progressive levels of difficulty)  
Time allowed: 20 minutes,
  - c) Sight-singing of a simple prescribed piece,
  - d) Clapping and notation of simple given rhythmic examples.Preparation time allowed: none
  
2. For the compulsory module “Jazz / Popular Music”:
  - a) Composition test (recognition of the most important major-minor key relationships and chord symbols)  
Time allowed: 45 minutes,
  - b) Aural dictation (progressive levels of difficulty)  
Time allowed: 20 minutes.Preparation time allowed: none

### Appendix 3

#### Course contents

- see § 9 paragraph 2, subsections a and b -

1. On selection of compulsory module “**Elementary Music Education**” with:

1.1 Compulsory module “**Elementary Music Education**”:

1	Subject major – Elementary Music Education	16 SWH	22 cr
2	Instrumental subsidiary (piano or classical guitar)	12 SWH	16 cr
3	a. Guest attendances b. Practicals	8 SWH	18 cr (not assessed)
4	Methodology of elementary music education	8 SWH	10 cr
5	Ensemble conducting	2 SWH	4 cr
6	Dance and movement	3 SWH	4 cr
7	Voice training	5 SWH	6 cr
8	Composition	4 SWH	6 cr
9	Aural training	5 SWH	8 cr
10	Rhythm training	2 SWH	3 cr
11	Theory of musical form / history of music	5 SWH	8 cr
		<b>total:</b>	<b>70 105</b>

two of the following optional modules are to be completed:

1.2 Optional module “**Management Theory**”:

1	State and constitutional law	3 SWH	4 cr
2	General management	3 SWH	4 cr
3	Public finance (incl. budgeting, accountancy and cost accounting)	4 SWH	6 cr
4	Civil law	4 SWH	6 cr
5	Management and the citizen	1 SWH	2 cr
6	Principles of concert organisation and music management	5 SWH	8 cr
		<b>total:</b>	<b>20 30 cr</b>



1.3 Optional module “**Intercultural Music Education**”:

1	<b>Polish</b> language	<b>20 SWH</b>	<b>30 cr</b>
	a) Intensive course 6 weeks, 5 hours per week	6 weeks	8 cr
	b) Polish language course	4 SWH	4 cr
	c) Polish culture and civilisation and	2 SWH	2 cr
	d) Intensive course in Polish (University of Cracow)	4 weeks	8 cr
	e) Preparatory course for final examination	2 weeks	8 cr
2	<b>Italian</b> language	<b>20 SWH</b>	<b>30 cr</b>
	a) 6 language courses, each 3 SWH	18 SWH	27 cr
	b) Italian culture and civilisation	2 SWH	3 cr
3	<b>Turkish</b> language	<b>20 SWH</b>	<b>30 cr</b>
	a) 3 grammar language courses (2 x 2 SWH, 1 x 3 SWH)	7 SWH	14 cr
	b) 3 conversation classes, each 2 SWH	6 SWH	9 cr
	c) Turkish culture and civilisation	7 SWH	7 cr

1.4 Optional module “**Special Needs Education**”:

Of the 18 teaching units offered covering the areas listed below, attendance is required at teaching units amounting to 20 SWH (a total of 30 cr):

- 1 General special needs education
- 2 Special needs psychology
- 3 Special needs capacity for action
- 4 Special needs education for children with behavioural problems
- 5 Education for children with learning disabilities
- 6 Special needs education for speech-impaired children

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**total: 20 SWH 30cr**

2. On selection of compulsory module “**Jazz / Popular Music**” with:

2.1 Compulsory module “Jazz / Popular Music”:

1	Instrumental or vocal subject major	6 SWH	9 cr
2	Instrumental or vocal subsidiary	3 SWH	5 cr
3	Theory of harmony, midi software	2 SWH	3 cr
4	Harmonisation	2 SWH	3 cr
5	Aural training	3 SWH	5 cr
6	History of popular music / history of jazz	6 SWH	9 cr
7	Rhythm / sight-reading	3 SWH	5 cr
8	Ensemble playing / vocal ensemble for singers	21 SWH	29 cr
9	Theory and method of ensemble work	3 SWH	5 cr
10	Arrangement 1, midi software	6 SWH	9 cr
11	Arrangement 2, midi software	6 SWH	9 cr
12	Song-writing	3 SWH	5 cr
13	Working in the sound studio 1 (at the mixing desk)	6 SWH	9 cr
<b>total:</b>		<b>70</b>	<b>105</b>

one of the following optional modules is to be completed:

2.2 Optional module “**Studio Music**”:

1	Working in the sound studio 2 (basic sound engineering / microphone placing)	6 SWH	14 cr
2	Music production	6 SWH	10 cr
3	Music market analysis 1 (media institutions, basic media law)	2 SWH	6 cr
4	Music market analysis 2 (club and festival scene, basic concert management, law of contract)	4 SWH	8 cr
5	Practical experience	in all 12 SWH	22 cr (not assessed)
	a) in the sound studio at a broadcasting station (2 weeks, 6 hours per day)		
	b) in a theatre or musical auditorium (2 weeks, 6 hours per day)		
<b>total:</b>		<b>30</b>	<b>60</b>

2.3 Compulsory module “**Youth Work**”:

1	Practical training: Ensemble work with young people	10 SWH	16 cr (not assessed)
2	Studio work with young people	9 SWH	14 cr
3	Teaching units totalling	20 SWH	30 cr
	covering the areas:		
a)	General educational theory		
b)	Special educational theory:		
	ba) study area – social education and social work		
	bb) study area – work with adults and extra-curricular youth work		

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**total: 39 60 cr**

Appendix 4

Recommended sequence of teaching units  
 for the Bachelors degree course  
 - as stated in § 6 paragraph 10 -

1. On selection of compulsory module “**Elementary Music Education**”:

Teaching units	SWH per semester						
	1 <sup>st</sup> sem.	2 <sup>nd</sup> sem.	3 <sup>rd</sup> sem.	4 <sup>th</sup> sem.	5 <sup>th</sup> sem.	6 <sup>th</sup> sem.	total
<b>Compulsory module: Elementary Music Education</b>							
Elementary Music Education	2	2	2	2	4	4	16
Instrumental subsidiary	2	2	2	2	2	2	12
Guest attendances	1	1	1	1	2	2	8
Internships (university vacation)	during university vacation						
Methodology of elementary music education	2	2	2	2			8
Ensemble conducting				2			2
Dance and movement	seminar block						3
Voice training	1	1	1	1	1		5
Composition	1	1	1	1			4
Aural training	1	2	2				5
Rhythm training		2					2
Theory of musical form / history of music	2	1	1	1			5
Teaching units must be attended for two out of three of the <b>optional modules</b> offered (see appendix 3 nos. 1.2 - 1.4)							
<b>Management Theory</b>	---	In accordance with the courses offered by the Faculty of Music and its co-operating partners, attendance of the teaching units is as stated in the scope detailed under Appendix 3, figure 1.					20
<b>Intercultural Music Education</b>	---						20
<b>Special Needs Education</b>	---						20

2. On selection of compulsory module “**Jazz/ Popular Music**”:

Teaching units	SWH per semester						
	1 <sup>st</sup> sem.	2 <sup>nd</sup> sem.	3 <sup>rd</sup> sem.	4 <sup>th</sup> sem.	5 <sup>th</sup> sem.	6 <sup>th</sup> sem.	total
<b>Compulsory module: Jazz / Popular Music</b>							
Instrument or voice as subject major	1	1	1	1	1	1	6
Instrument or voice as subsidiary subject	1	1	1				3
Theory of harmony, midi software		1	1				2
Harmony		1	1				2
Aural training		1	1	1			3
History of popular music / history of jazz		2	2	2			6
Rhythm / sight-reading		1	1	1			3
Ensemble playing / vocal ensemble for singers	3	4	4	4	4	2	21
Theory and practice of ensemble work		1	1	1			3
Arrangement 1, midi software	2	2	2				6
Arrangement 2, midi software				2	2	2	6
Song-writing	1	1	1				3
Working in the sound studio			2	2	2		6
Teaching units must be attended for one of the two <b>optional modules</b> offered (see appendix 3 nos. 2.2 – 2.3)							
<b>Studio Music</b>	---	In accordance with the courses offered by the Faculty of Music and its co-operating partners, attendance of the teaching units is as stated in the scope detailed under Appendix 3, figure 2.					30
<b>Youth Work</b>	---						39