

**IRISH WORLD ACADEMY OF  
MUSIC & DANCE**

**STUDENT HANDBOOK**

## **Student Handbook**

This document is an Irish World Academy of Music & Dance Supplement to the University Limerick official University Handbook, which is available from the Student Academic Administration Office and also on [www.ul.ie/studentacademicadmin/student-handbook.htm](http://www.ul.ie/studentacademicadmin/student-handbook.htm)

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## **Application Procedures for Irish World Academy of Music & Dance Postgraduate Taught Programmes**

- Applications for all programmes should be made directly to Admissions.
- Course Directors should liaise directly with Admissions for information on applications received. A Course Director may wish to advise applicants to send a copy of the application directly to the Course Director or to alert the Course Director when an application has been sent to Admissions.
- All applications must contain University transcripts where these exist.
- Where audio/visual materials are required, these should also be included with the application and noted in a contents list.
- Where the candidate is applying on the basis of professional experience, a curriculum vitae as well as any additional material illustrative of this experience should also be included.
- Candidates who have listed the GDE(M) as a second preference will be considered for interview even where this interview precedes an interview for their first preference. The candidate will not be eligible for a place, however, until a decision has been reached on their first preference.
- A student may be accepted to the programme prior to the closing date if the student illustrates a clear ability to achieve the standards and goals of the programme and the course director is satisfied that a comparable entrance interview/audition procedure has been undertaken.
- A student may be accepted for the programme after the closing date provided that he/she meets the standards and goals of the programme and that places are still available.

## **Irish World Academy of Music & Dance Assessment Procedures**

### ***Continuous Assessment***

Continuous assessment is set and assessed by the Course Director and/or relevant tutors during the semester. The Course Director will indicate the weight of continuous assessment in relation to any end-of-semester submissions and/or performances.

### ***End of Semester Examinations and/or Performances***

End of semester examinations and/or performances will be timetabled by the Course Director, with the exception of performances for the elective. **Final Performances may take place any time between the end of the semester and the end of June, depending on the availability of the external examiner.**

### ***End of Semester Submissions***

All end of semester submissions will be submitted to the Irish World Academy office (FG-015) before 4pm on the Thursday of Week 13 or on an alternate date given by Course Directors. Students will receive a receipt for submitted work but are also advised to keep a personal copy. If submissions include audio and/or visual material, a copy of this work must also be submitted.

Materials should be submitted by student in person unless other arrangements have been agreed. Submissions will be accepted by post but the arrival of the material is the responsibility of the student. Students should check with the office to confirm receipt of material as the office will not be in a position to confirm or issue receipts for material received by post.

Hand written materials are not acceptable - all written course work must be presented in a typed format.

### ***Late Submissions***

Late submission of continuous assessment material will be penalised according to a system made clear by the relevant Course Director. Failure to attend an examination or performance will result in a failed grade for that aspect of the assessment unless prior notification has been given and accepted as reasonable. Written notification must be given to and agreed with both the Course Director and the Director of the Irish World Academy.

In the case of end-of-semester material being submitted later than 4pm on Thursday of Week 13 (or date given by Course Directors), 5% will be subtracted from work received on the Friday, and 10% from work received the following Monday. Submission will not be accepted after Monday unless previous notification has been given and accepted. Written notification must be given to and agreed with both the Course Director and the Director of the Irish World Academy.

## **Guidelines for the Irish World Academy of Music & Dance**

### **Elective System**

*(Postgraduate Students Only)*

#### ***The Irish World Academy Elective System involves:***

- A self-directed area of study, designed in consultation with the Course Director and the elective module supervisor.

#### ***Elective Principles***

- The elective module allows students to initiate self-directed study as a means of (1) deepening one's knowledge/expertise within a primary specialisation (2) developing skills and knowledge in a secondary area of specialisation (3) engaging in creative, cross-platform study/performance through a combination of a variety of areas.
- The elective module allows for a variety of project presentation and has negotiable internal assessment weighting, encouraging the student to propose a form of presentation most suitable to the project and the educational journey, as well as a form of assessment capable of accurately evaluating the outcomes.
- The design of the elective module is sensitive to the specialist requirements of various music and dance genres.

#### ***Elective Criteria***

- The student will demonstrate the ability to choose, develop and refine an elective topic in consultation with the Course Director and the elective module supervisor.
- The student will demonstrate the undertaking of tasks consistent with the topic and contributing to the final product.
- The final project will be convincing in its achievement of the goals of the project.
- The student will provide evidence of understanding the scope and limitations of their achievement of the project and will demonstrate critical reflection on this process.

#### ***Elective Areas of Study***

- A student may choose a topic within the programme area for which he/she is registered
- A student may choose a topic related to any of the other taught programmes available at the centre (subject to availability). These areas include:
  - Chant and Ritual Song
  - Classical String Performance
  - Community Music
  - Contemporary Dance Performance
  - Ethnochoreology

- Ethnomusicology
  - Irish Traditional Dance Performance
  - Irish Traditional Music Performance
  - Music Education
  - Music Therapy
- Aspects of particular programmes will be made available as elective options during specifically indicated semester times.
  - Proposals for areas outside of the Irish World Academy, such as Music Technology, will be considered but will depend on the availability of resources within other colleges.
  - Proposals related to specialist research being conducted by Irish World Academy research students or staff will also be considered.

### ***Elective Pathways***

In order to facilitate groupings of students around certain key areas of selection, Elective Pathways have been introduced. They may change from year to year but it is expected that pathway programmes will be available in such areas as:

- Irish Traditional Fiddle Performance
- Composition
- Research Methods

### ***Elective Performance***

- Where an elective project involves a performance as a full or partial component of the project, the performance should include programme notes and, where agreed, some verbal, introductory remarks. Extended written submissions or verbal presentations related to the performance should be presented to the Course Director and elective supervisor as a separate aspect of the elective assessment and not feature as a part of the performance.
- The time of the performance should be strictly monitored. The recommended performance time for an elective performance is no more than twenty minutes and no less than five (unless a student has requested and been granted a longer time period).
- In the case of group or ensemble electives, where a number of students are being assessed, a longer time period may be requested.
- Full details of performance requirements must be submitted to Ellen Byrne (Performance Co-ordinator) by Friday of Week 10.

### ***Elective Modules and the Final Presentation***

- While the elective module may be related to the final presentation, or feature as a component, it must receive an independent assessment grade.

### ***Elective Form***

- The Elective Form is a contract, which exists between the student and the Irish World Academy, University of Limerick.
- The contract agreed should contain details of the proposed project, the process through which the final project will be realised, the number of student meetings with the Course Director and elective supervisor (approximately six), resources available, agreed lectures/seminars to be audited, project feasibility, educational objectives, final project.
- Assessment may take a variety of forms including written submissions / performance / composition / improvisation / presentations or a combination of any of the above. In the case of combination assessment, the internal assessment weighting should be carefully considered and clearly indicated on the elective form.
- All Elective forms must be signed and given to the Course Director by Friday of Week 3.
- Students will be allowed to revise their proposed assessment weightings up to Friday of Week 6.

**ELECTIVE MODULE**

**Programme Title:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID No.** \_\_\_\_\_

**Course Director:** \_\_\_\_\_

**Additional Tutor(s)** \_\_\_\_\_

**Elective Topic:**

\_\_\_\_\_  
\_\_\_\_\_

**Description of Topic:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessment Procedure:**

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**Additional Comments**

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**Approved: Course Director** \_\_\_\_\_

**Approved: Elective Supervisor** \_\_\_\_\_

**Approved: IWMC Elective Module Co-ordinator:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**\* To be filled by Course Director:**

Estimate of Elective costs, if any. (Include breakdown of costs if relevant):

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## **Equipment: Resources and Access**

All students are encouraged to acquire their own personal audio recording equipment. When additional equipment is needed for research related purposes, students should confer with their Course Director allowing ample time for whatever arrangement may need to be put in place.

### ***Responsibility for Equipment***

While any Irish World Academy A/V equipment is in the care of the borrower, they are responsible for its security and safety. If borrowers lose or damage equipment or if it is stolen they may be obliged to replace that equipment at the discretion of the Director of the Irish World Academy.

### ***Irish World Academy Instrument Storage***

A small number of lockers are available on the lower ground floor of the Foundation Building for the use of students in the postgraduate instrumental performance programmes. Preference will be given to these students where necessary. The application form is below and it should be completed and returned to your Course Director by the end of the first week of the autumn semester. The allocation will be made by the Course Directors in consultation with the Director of Irish World Academy.

All other lockers within the Foundation Building and on the campus are allocated to students by the Student Union office.

**APPLICATION FORM**

**Name:** \_\_\_\_\_

**Programme:** \_\_\_\_\_

**Contact Details**  
*(Including phone no. and email):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details Of Instrument To Be Stored:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Room Bookings

- The timetable for Irish World Academy teaching spaces and the Performing Arts Centre will be maintained by the Assistant Administrator
- All teaching hours should be booked directly with the Assistant Administrator by the relevant Course Director.
- The Assistant Administrator will post the timetables in the music space, basement of the Foundation Building each Thursday afternoon. Students may book practice time in the free hours but precedence will always be given to teaching hours.
- Students may book a maximum of three hours each day in Irish World Academy practice spaces.
- Only dance students may book rehearsal hours in the Dance Studio but music students may access the space if available.
- **The timetable will be available in week 1 but is subject to change.**

## Maintaining a Clean Working Environment

Having a well-maintained and clean work space is a very basic but very important aspect of every practice and rehearsal environment. It is particularly important, as a health and safety issue for areas which are used for Contemporary Dance practice since the dancers work in bare feet and also are required to lie on the floor for parts of choreography and also in technique class.

Each student can make an important contribution to keeping the classrooms, the dance studio and the Performing Arts Centre clean.

### *Performing Arts Centre And Dance Studio*

- Please remove all chairs, tables, screens, microphones, the piano and other objects off the stage space when you have finished rehearsing or performing.
- Please be careful not to tear or cause the dance floor to get caught under the piano when moving it to the side.
- Please make sure your shoes are as clean as possible when walking on the dance floor.
- Classical musicians please use something to prevent the spike of an instrument from piercing the floor

- Please remove all programme notes left on the chairs after the lunchtime concerts.
- Please put rubbish in the bins provided.
- No food or drinks are allowed in the Performing Arts Centre and Dance Studio.

## **Security and Access**

*[Currently Under Review]*

- All staff and students are asked to co-operate in the maintenance of security by closing all windows and turning off lights when they exit a room.
- No food or drinks are allowed in the Irish World Academy music rooms, Performing Arts Centre and the Dance Studio.
- Student access to the Foundation building is limited to daytime hours, Monday-Friday. Exceptional access will be granted to students on the performance programmes and Community Music programme for weekend and after-hours rehearsal.
- Students, who have permission to access the Foundation Building after hours or at weekends, will gain admission through the main reception. You will need to swipe your student ID card at the entrance through the glass tunnel on level 2 of the Foundation Building. In order to activate your card for such access, please email your student ID number to [Melissa.Carty@ul.ie](mailto:Melissa.Carty@ul.ie).
- Access to the research area of the Foundation building for taught students should be limited to appointment only meetings with relevant Course Directors.
- Students should address administrative queries with Course Directors who will then liaise with the Irish World Academy Administrator and Assistant Administrator. Students should not access administrative personnel directly except in exceptional or emergency situations.

## **Student Representation**

- Each taught programme and the body of research students should elect a student representative, to present the concerns and suggestions of the student body to the Centre.
- The Student Representative for each programme and the body of research students should be elected by week three of the first semester of each academic year.
- Election of Student Representative should be by secret ballot
- Student Representatives will meet for one hour once every two weeks with the Irish World Academy Administrator and Director to discuss issues of concern to the student body.
- Student Representatives will meet once in the first semester with the co-ordinating group of the Irish World Academy to present and discuss student concerns and suggestions.
- Student Representatives will be asked to assist Course Directors in the distribution and collection of the semester evaluation questionnaires.

## **Appendix One:**

### **Additional Student Information**

#### **Assessment and Grading**

- Students should consult the UL student handbook for details of assessment and grading procedures. Contact the Student Service Office for a copy of the UL student handbook.

#### **Medical Certificates**

- Students submitting late work for medical reasons must present a copy of a medical certificate to the medical centre.

#### **Insurance**

- Insurance cover does not automatically extend to students undertaking projects off campus. Students should clarify their situation with the relevant Course Director.

**Irish World Academy of Music and Dance**  
**Second Year Extension for Taught MA Programmes**  
Guidelines:

1. All taught MA programmes at the Irish World Academy (with the exception of the MA Music Therapy) are one year, full-time programmes, with an optional extension to a second full-time year.
2. All students on one year, taught MA programmes are eligible to apply for an extension to the second year.
3. Consideration of applications will involve the following criteria: (a) places available on the programme (b) the progress of the candidate in year one of the programme (c) the overall student balance of the programme (eg. in the formation of ensembles) (d) report of the Course Director on candidate's suitability and educational benefit of a second year.
4. An extension to a second year will be for the purpose of extending completion of the Final Presentation module (MD5522). All other course modules must be completed in year one of the programme.
5. Candidates wishing to apply for the second year can do so from ***Week 3 to Week 12 (Spring Semester)***. Late applications may be accepted, subject to the agreement of the Course Director and the Director of the Academy.
6. An offer of a place must be accepted in writing no later than two weeks after the offer is made (where this is not the case, the offer will lapse). It will not be possible to reconsider this acceptance except in exceptional circumstances. Such cases will be reviewed by the Student Status Committee.
7. Once a student has accepted an offer of a place, he/she must inform Student Academic Administration of their changed status.
8. Applications must be submitted on the attached form and should be submitted electronically and in hard copy to the relevant Course Director.
9. Candidates accepted into year two must pay full fees for a second year of the programme (fees are adjusted annually and may vary from year to year).
10. Candidates accepted into year two will be entitled to attend any programme modules available to year one students on the relevant programme. Students should discuss the modules they wish to pursue in year two with the relevant Course Director and a commitment to attendance at these modules is expected once the programme has been agreed.
11. Individual programmes will issue guidelines as to the submission and/or performance dates and requirements for MD5522. **In the case of performance programmes, an end of year performance for module MD5522 will in some instances be required at the end of both the first and second years.** In the case of dissertation submissions, an abstract, table of contents and working bibliography will be required by the end of year one, as well as an oral presentation to the External Examiner. Students opting for the 50% dissertation and 50% performance may choose to present the performance aspect of their work at the end of year one, but this is not compulsory.

**Irish World Academy of Music and Dance,  
Second Year Extension for Taught MA Programmes  
Application Form:**

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Name \_\_\_\_\_

Student ID \_\_\_\_\_

Programme \_\_\_\_\_

Course Director \_\_\_\_\_

I wish to be considered for a place in year two of the above programme. ***I understand and consent to the requirements outlined in the guidelines.***

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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***To Be Completed by Course Team***

- Application accepted for second year MA extension
- Application not accepted for second year MA extension

\_\_\_\_\_  
Signature (Course Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Director of Centre)

\_\_\_\_\_  
Date

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***To Be Completed by Applicant:***

***I understand and consent to the requirements outlined in the guidelines.***

I accept the offer of a place on Year Two of the MA \_\_\_\_\_

for the academic year \_\_\_\_\_ .

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date

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**Appendix 2:**  
**Current Procedures For The Use Of Practice Rooms**  
*[Currently Under Review]*

There are **6 areas** open to student practice.

Each Area has its own set of procedures which each Irish World Academy student should study carefully.

Some areas are reserved for certain programmes for reasons related to security, or to other factors related to the programmes themselves.

Please note that in all areas and at all times **students must carry their ID cards with them** in order to assist security staff in their work.

All rooms can be reserved for student practice on a pre-booking basis through the existing timetabling procedure.

Timetables will be posted every Thursday evening at 5pm, at the Irish World Academy central seating area, lower ground floor, Foundation Building, to enable students to reserve practice time for the week ahead.

On occasions, booking may need to be over-ridden by Course Directors for unscheduled teaching hours. Your co-operation in this matter would be much appreciated.

**AREA 1**     **Eleven rooms: Irish World Academy rooms A, A1, B, C, D, E, E1, F, G, H, I and J on the lower ground floor, Foundation Building**

Open to all Irish World Academy students from 8am to 6pm, Monday through Friday.

Open to students **in the following programmes only**, 8am to midnight Monday through Sunday:

- BA Irish Music and Dance
- MA Chant and Ritual Song
- MA Classical String Performance
- MA Irish Traditional Music Performance

*Note:* Six of the eleven rooms in AREA 1 have pianos. Whenever possible, students not needing a piano should use rooms without pianos in other AREAS in order to facilitate fellow students needing piano access.

**AREA 2**     **Two Rooms: Block C Irish World Academy rooms C0078, C0079 (in the building opposite the main door of the Brennan Glucksman Library)**

\* Open to all Irish World Academy students from 8am to midnight, Monday through Sunday.

*Note:* These rooms have pianos. Again, whenever possible, students not needing a piano should use rooms without pianos in other AREAS in order to facilitate fellow students needing piano access.

In the event of these rooms being locked, access will be obtained through the security desk on the ground floor of the building (beside the Jean Monet Theatre).

**AREA 3**     **Three Rooms: Block C rooms (other than those listed in Area 2)**

A) C0070, C0071, C0072

\* Open to all Irish World Academy students from Mondays, Thursdays & Fridays - 6pm to midnight and at weekends - 9am to midnight.

**AREA 4** **One room: Dance Studio off Performing Arts Centre (PAC) on the lower ground floor, Foundation Building**

\* Open to Dance Students from 8am to midnight, Monday through Friday.

**AREA 5** **One room: Performing Arts Centre (PAC) on the lower ground floor, Foundation Building**

\* Open to all Irish World Academy students from 8am to midnight, Monday through Friday.

**AREA 6** **One room: Dance Studio in Physical Education Sports & Science (PESS) Building**

\* Open to Irish World Academy students of the **MA in Dance Performance only.**