



COURSE INFO

2020-2021

Fontys Master of Music

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1. Welcome

Congratulations! After passing the audition, you are about to start your journey as a Master's student at Fontys School of Fine and Performing Arts.

This year it is going to be a journey that is new for everyone, since we have to deal with the global COVID-19 crisis. For us it means that we have to be flexible and able to adjust and respond to changes and situations. For you it means that your study will be situated in a blended environment of on- and offline lessons. How this will happen from September on we still don't know exactly at the moment of writing this introduction. For sure we will focus on physical one on one instrumental lessons and blended (on and offline) lessons in the other parts of the program like research and personal and professional development.

Fontys School of Fine and Performing Arts is a dynamic institute with 15 different study programs, divided over four faculties: Music, Dance, Theatre and Fine Arts.

One of Fontys' core values is to offer professional education that matches students' needs. Even among our study programs, there are only few that go as far as our Master of Music does; with the help of your personal budget, you make decisions about your studies based on your future career plans. With this liberty comes responsibility though. At our institute we expect students to be highly self-supportive and capable of managing all tasks that apply to a fulltime Master of Music study.

In our additional program we aim to offer you courses that will not only help you in developing your musical skills, but also educate you in abilities a contemporary artist needs in a rapidly evolving artistic landscape. The research and personal and professional development program are designed for this education and we hope you will be able to connect these courses to your artistic plan. In this way, your performance exam will not only be a wonderful artefact, but it will also have a strong contextual basis supporting it.

This course info document is far from complete and will provide you with only the most important information about our program. Like stated before, due to the current situation we will also have to be able to respond and adapt were needed.

Our portal(<https://connect.fontys.nl/instituten/fhk/Opleidingen/MasterMusic/>) will serve as the most important platform were information is shared and announcements are made. As soon as you are enrolled, you will receive an account to enter this environment. I would like to advise you to bookmark this site on your device, so it is easy accessible for you.

At the moment of writing, the kick off for the program is planned on August 31. Save this date! We will certainly meet, either physical or online!

All the best,
Marcel Andriessen
Head of studies

2. Master of Music program in brief:

(for planning of these subjects check the year schedule)

| Year 1 | | | | | | | |
|--|--|----------------------------|--------|--|---|-------------------|---------------------------------|
| Domain | Parts of the examination | | EC's | Test type | Content | Mark or Pass/fail | Mandatory |
| Artistic/technical development | Performance 1 | | 33-37* | 45 minute performance exam | Individual lessons in your main subject | 1-10 | Yes |
| | Chamber music performance 1 | | 2 | 15 minutes ensemble performance exam | Group lessons with your ensemble | 1-10 | Yes, for classical students |
| | Orchestral part performance 1 | | 2 | 15 minutes performance exam | Individual lessons with orchestral parts specialist | 1-10 | Optional for classical students |
| | Project 1 | | 5 | Written report assignment as part of portfolio | Participating in projects inside or outside our institute | Pass/fail | Yes |
| Research | Artistic Research profile | Education Research profile | 13 | | | | Yes |
| | Module 1 AR | Module 1 ER | | Assignment | Research course day 1: Reads, assignment and lectures | 1-10 | Yes |
| | Module 2 AR | Module 2 ER | | Assignment | Research course day 2: Reads, assignment and lectures | 1-10 | Yes |
| | Module 3 AR | Module 3 ER | | Assignment | Research course day 3: Reads, assignment and lectures | 1-10 | Yes |
| | Module 4 | | | Assignment | Research course day 4: Reads, assignment and lectures | 1-10 | Yes |
| Personal and professional development | Elective 1 | | 3 | Assignment | Choose and follow three elective courses | Pass/fail | Yes |
| | Elective 2 | | | Assignment | | | |
| | Elective 3 | | | Assignment | | | |
| | Study career coaching: Pre-recital portfolio assessment 1 | | 2 | Assignment | Vision and reflection cycle, creating a portfolio | Pass/fail | Yes |
| | Study career coaching: Post-recital portfolio assessment 1 | | | Assessment | Vision and reflection cycle, creating a portfolio | Pass/fail | Yes |

Year 2

| <u>Domain</u> | <u>Parts of the examination</u> | <u>EC's</u> | <u>Test type</u> | <u>Content</u> | <u>Mark or Pass/Fail</u> | <u>Mandatory</u> |
|--|---|-------------|---|---|--------------------------|---------------------------------|
| Artistic/technical development | Final performance | 34- 38* | 60 minutes performance exam | Individual lessons in your main subject | 1-10 | Yes |
| | Chamber music performance 2 | 2 | 15 minutes ensemble performance exam | Group lessons with your ensemble | 1-10 | Yes, for classical students |
| | Orchestral part performance 2 | 2 | 15 minutes performance exam | Individual lessons with orchestral parts specialist | 1-10 | Optional for classical students |
| | Project 2 | 5 | Written report. assignment as part of portfolio | Participating in projects inside or outside our institute | Pass/fail | Yes |
| Research | Research report | 12 | Assignment | Writing your research report | 1-10 | Yes |
| | Research presentation | | Presentation assessment | Presenting your research project | 1-10 | Yes |
| Personal and professional development | Project Arts & Society | 2 | Assignment | Participating in a project and doing assignments | Pass/Fail | Yes |
| | Project Performance Communication | 1 | Assignment | Participating in a project and doing assignments | Pass/Fail | Yes |
| | Study career coaching: Pre recital portfolio assessment 2 | 2 | Assignment | Vision and reflection cycle, creating a portfolio | Pass/fail | Yes |
| Study career coaching: Post-recital portfolio assessment 1 | Assessment | | Vision and reflection cycle, creating a portfolio | Pass/fail | Yes | |

*The number of ECTS changes because of the nature of your main subject.

3. Communication:

We at Fontys Master of Music expect a high level of self-supportiveness from our students. In fact, the nature of the program is personalized for such a large part, that students are offered the opportunity to study and work on the development of a professional career at the same time. To stay connected to the institute and aware of your study progress, effective communication is very important.

For the 2020-2021 academic year, communication at Fontys Master of Music will be organized using these media:

Fontys E-mail:

All correspondence will be by e-mail and sent only to your Fontys email address that you have received after your application. Correspondence can obtain information on classes, projects and exams, so you must take care to read and respond to it.

Your Fontys Email account gives you access to your Fontys e-mail and the Fontys portal.

As soon as you receive your login information, you can sign in on mail.fontys.nl If you have questions about your Fontys account, or trouble signing in, please contact the Fontys IT Helpdesk: helpdesk-ict@fontys.nl or call 08850 77777

On [page 28](#) you can find an instruction on how to synchronize and forward your Fontys mail to an account of your preference.

Fontys Master of Music portal:

You can log on to the Fontys Master of Music portal and find information about the program.

The portal will contain the following items (a.o.): Year schedule, Course Info, last minute announcements, subscription forms for exams and electives, external teacher application form, room planning, concert options, auditions, Study Guide, Research protocol and an agenda with links to online lessons

<https://connect.fontys.nl/instituten/fhk/Opleidingen/MasterMusic/>

Gradework, Progress and Onedrive:

These applications are used to administer your assignments, results and portfolio.

At the bottom of the Fontys Master of Music portal you can click on the applications icons to log in to upload an assignment in Gradework, or check your study status in Progress. In case you use these applications regularly it is advisable to bookmark them.

Year schedule:

At the portal you can find an updated year schedule that shows all courses, exams, course deadlines and events by the Master of Music. The year schedule has three tabs; first year, second year and projects, concerts and auditions. **The dates that are marked in the first and second year tabs are mandatory for respective students, so make sure to save these dates!**

The tab. 'projects, concerts and auditions, gives an overview of events that are organized by the Master of Music and AMPA. You can perform on these concerts by doing an audition or if you are asked to participate.

4. Program structure:

The Master of Music at Fontys School of Fine and Performing Arts in Tilburg is an advanced degree program for highly gifted musicians who seek a career as a professional performer on the international stages.

This Master course consists basically out of three domains;

Main subject, Research and Personal and Professional Development.

We think that in order to become an up to date professional with an attitude that is capable of having a sustainable career in Arts, these three domains will help you to achieve these goals. Here we will describe each domain and inform you on the content and planning.

1.1 Artistic and technical development (main subject):

1.1.1 Performance (lessons main subject):

Your development as an artist in your main subject forms the core of the program. The unique dimension of our main subject course, is the personalized component: students receive a two-year personal budget to tailor a program in accordance with their artistic needs. Students may use their personal budget for taking courses with professors at Fontys and even with external professors and artists.

The main ingredient of your personal study program is the schedule of individual and/or ensemble lessons with your main professor at Fontys and, optionally, with external professor(s). In case of an external teacher, arranging the lesson, negotiating on the price and application for these lessons at Fontys administration is a student responsibility.

1.1.2 Chamber music (for classical students):

For students with a classical major, chamber music is an important mandatory component of your studies. As a master student it is expected that you organize an ensemble yourself. You can get together with students from our academy, but if you already have your own group, that can also be part of your chamber music component.

Lessons:

We have four chamber music coaches that all have extensive careers in chamber music. We recommend that you reserve at least 4 hours of lessons on chamber music with one of them in your personal budget.

In the coming introduction period we will organize occasions to meet other students and form ensembles. After this event, you can put lessons in your budget and plan them with the selected coach. If you have your own group, it is also possible to plan lessons if you want. Please plan your lessons as soon as possible, in this way you will avoid planning stress close to the exam.

These are our chamber music coaches:

Leon Berendse: <http://www.leonberendse.com/>

Ernestine Stoop: <http://www.ernestinstoop.nl/>

Lars Wouters van den Oudenweijer: <http://www.larsetto.com/>

Monique Heidema: monique.heidema@fontys.nl

Exam

You can find the exam criteria in the performance exam protocol on the Master of Music Portal.

1.1.3 Orchestral parts performance (for classical students):

Students who play an orchestral instrument can choose to develop their orchestral part performance skills. This part of the curriculum is optional; please discuss, at the start of the year, with your study career coach and your main professor if you wish to include orchestral part performance in your program.

Lessons:

If you decide to work on orchestral part performance, take at least 5 lessons with the teacher responsible for teaching these lessons in your main subject.

These are the teachers specialized in this field:

Violin: Lei Wang and Chris Duindam

Viola: t.b.d.

Cello: Paul Uyterlinde

Flute: Leon Berendse & Edith van Dyck

Percussion: Peter de Vries

Oboe: Herman Vincken

Clarinet: Eddy Vanoosthuysse/Geert Baeckelandt

Saxophone: Andreas van Zoelen

Trumpet: Jacq Sanders

Trombone: Mark Boonstra

Strings: submission of exam program

All string students participating in Orchestral Part Study should submit their program to Paul Uyterlinde (p.uyterlinde@fontys.nl) before November 1st.

String players can find score excerpts on <http://orchestraexcerpts.com>

Exam:

A booklet with mandatory repertoire for the exam is available on the Master of Music portal, folder; 'main subject'.

You can find the exam criteria in the performance exam protocol on the Master of Music Portal.

1.1.4 Projects:

At Fontys Master of Music we think it is very important for our students to participate in projects and masterclasses, in this way learning the trade in the field. Therefore you need to obtain a minimum of 5 EC's for projects in each year of your studies.

These projects are assessed by a written report, as part of your portfolio.

A project is an artistic activity in which you participate as a musician/master of music student on a level that is (close to) professional. A project can take place in- or outside our institute.

Fontys organizes a range of orchestral, choral and chamber music concerts and projects during the academic year.

Master of Music students will be asked to perform in concerts and projects and taking part is mandatory. Once you are asked to participate in a school project, you will be informed on the amount of EC's you can count for.

If, for a legitimate reason, you are not available for a project or concert you will have to send a written argumentation to the head of studies.

As stated before, there is also another possibility to add projects into your portfolio.

In case you organize a project yourself, or asked to join by somebody else (in a professional context), you can add these projects into your personal study program. In this way we reward the work you do in the professional field by means of EC's. For external projects, you yourself grant the EC's, and make an account for them in the report.

You can also give credits to (a) masterclass(es), from the 5 EC's provided for projects.

This is only in case you prepared for and will participate in the masterclass.

For attending a masterclass as a spectator/listener it is not possible to grant credits.

1.1.5 Accompaniment:

For classical students that need accompaniment (strings, woodwinds, brass and vocals) we offer accompaniment with a designated accompanist from our institute. To provide for this service we ask classical students to contribute € 200,- from their budget. If you would like to have accompaniment, fill out the budget tab 'budget with accompaniment'.

Accompanists are:

Martien Maas (m.maas@fontys.nl): Saxophone, Vocals, Brass

Reineke Broekhans (r.broekhans@gmail.com): Strings

Toon Bierman (t.bierman@fontys.nl): Flute and Clarinet

1.2 Artistic and technical development (practicalities)

1.2.1 Erasmus+, Masterclasses and Summercourses:

To connect to the international music scene can be worthwhile for you as a musician.

We advise you to do at least one international masterclass each year of your studies.

First year students have the option to participate in summer courses during the summer holiday between first and second year and use your budget for this. It is also possible to do an exchange via Erasmus+.

In case you are interested in the latter, get in touch with Nico Vis: n.vis@fontys.nl

1.2.3 Budget and external teacher:

A. The budget:

As a Master of Music student at Fontys you receive a personal budget each year that you may use for your main subject. With the personal budget, you can select teachers at FHK and outside FHK for lessons.

You may use up to a maximum of 70% of the budget outside of Fontys, while a minimum of 30% must be used within FHK. Internal individual lessons cost €62,50 per hour. For external teachers there is no fixed price; you yourself can negotiate a price for the lessons.

What should I use my budget for?

A general guideline for your lessons is to regularly follow individual lessons with your main professor and add lessons with other internal and external teachers. Your budget is intended only for educational activities such as individual lessons, chamber music lessons, master classes, summer courses and workshops (on- and off line). Your budget is for your main subject only, it is not to be spent on matters concerning the research or elective program.

You cannot use your budget for travel costs, paying musicians, to rent a performance space, or buying items such as instruments, books, scores, or software.

How high is the budget?

The budget for all students is € 3200,-.

For classical students that need accompaniment (strings, woodwinds, brass and vocals) we offer accompaniment with a designated accompanist from our institute. To provide for this service we ask classical students to contribute € 200,- from their budget.

Students with a major in music theater will receive an additional € 625 for an accompanist and/or stage director of their own choice and will need to use part of their internal budget for group singing lessons and acting/song interpretation lessons.

Budget and study delay:

The Master of Music is a two-year program. In exceptional cases prolonging your studies is possible, but the terms and conditions for the budget are less favourable.

If, for a legitimate reason, your study faces a delay, get in touch with the head of studies to check what your options are.

How to choose an internal teacher:

On the [website](#) of the Master of Music you will find a list of internal faculty members, usually with a CV. You can contact a teacher to see if he/she is available and ask if he/she is willing to work with you. Your main teacher and your study career coach can help you find the right teacher. When you select internal teachers from other faculties at FHK (e.g. Dance), the Master of Music asks permission to the Head of Studies of that faculty. The amount of lesson hours is then incorporated in the teacher's contract at FHK and fixed for the whole academic year. In case a teacher is not available, or his/her Head of Studies doesn't approve, you will have to look for an alternative teacher.

If you would like to learn more about staff members from other faculties, such as Fine Arts or Dance, just send an email to the faculty in question to get in touch with their teachers. If you want to hire one of those teachers, for instance for an interdisciplinary project, be aware that this is hiring inside Fontys. You can find addresses at the 'get in touch' section at the bottom of this guide.

Deadline hand in budget plan:

In September, you submit the planning for your personal budget for the **entire academic year**. You have some time to discuss the budget with your main professor and your study career coach, but by **September 15**, your division between internal and external teachers must be final. Before September 1st, you should send a preliminary version of your budget to your study career coach. You submit your final version before the September 15 deadline by uploading the budget to a dropbox link that will be provided.

After submission of your final budget, all lessons with internal teacher are fixed and cannot be changed. It is possible, however, to move budget from one external teacher to another external teacher. It is sometimes possible to move budget from an external teacher to an internal teacher, as long as the internal teacher still has available hours in his/her contract. In this case, contact fhkmom@fontys.nl to check possibilities.

After your budget is approved you can start with your internal lessons and apply for external teachers.

Note: ***Make sure to always do an application for an external teacher.*** (see info below, on how to)

Availability of your budget

Your 2020/2021 budget is available until the end of the academic year and expires as soon as the new academic year starts (September 1st).

Students in their year of graduation may only use their budget until July 9, 2021.

Since applications need to be done 4 weeks in forehand, this implies that applications for external teachers have to be done before June 11, 2021.

Applications by second year students after this date, will not be processed.

Keeping track on your budget

Before handing in your budget, you should make a copy for yourself, to be able to keep track on your spendings throughout the academic year. In case you lost track you can ask for an update at: fhkmom@fontys.nl

Using your budget for external lessons

There are two ways to use your budget for external lessons:

1. When you follow lessons with an individual external teacher, you submit the form external teacher which you can find on the portal (see below).
2. When you are going to a summer course or a masterclass organized by an organization that can send an invoice, you can claim expenses afterwards or let the organization send the invoice to Fontys directly. (further info on how to, below)

B. Application external teacher

Contract application

If you plan to take lessons with an external teacher, you go through a process of two main steps:

Step 1

At least **four weeks before** starting lessons, you fill out an application form for external teachers. Ask your external teacher to send you the details needed for the form. You can find the digital form at this page: <https://connect.fontys.nl/instituten/fk/Opleidingen/MasterMusic>

It is easier for the HR department to create a contract for your external teacher if you bundle lessons: if you wish to take 10 lessons, it is better if you take them over a period of a month than over a period of a year. To run things smoothly and to get your external teacher paid on time, it is student's responsibility to do the external teacher application on time.

Note: *you may not take any lessons with external teachers before the contract application has been approved by Fontys and the external teacher has received a letter of agreement.*

Step 2

The Fontys HR department will now review the documents and send an agreement to the external teacher with information on how to receive payment.

After the external teacher submits the agreement form, it takes approximately 30 days for payment to arrive.

This procedure is for external teachers. Lessons with internal teachers are agreed upon at the beginning of the academic year, with the submission of your budget.

Can I first follow lessons and then send an application after following the lessons?

No – Fontys is not allowed to pay lessons that already took place, thus were not given under a Fontys contract. There is a big risk that if you submit the application after following lessons, your external teacher will not get paid. Keep in mind that your external teacher will certainly not be amused to find out that he/she cannot be paid because of a late application.

How do I negotiate a price?

To negotiate a lesson price can be difficult, but if you are good at it you can make the most out of your budget. €50 to €70 is normal for a lesson with an expert teacher.

Your main subject teacher might also be willing to help you getting in touch and setting the price. He/she quite often knows the teacher of your choice.

Can my external teacher claim travel expenses separately?

No, this is not possible. In case your teacher has to travel, include this in the price for the lesson.

What can I do when my external teacher hasn't received payment yet?

Sometimes external teachers are waiting for payment and wonder why it hasn't arrived. In the vast majority of such cases, the external teacher has not yet returned the agreement. In other cases, the contract application is still under review by the HR department. If you, or the external teacher, have/has questions related to payment, it is best to contact the Master of Music office: fhkmom@fontys.nl

C. Expense claim Masterclass or workshop

How to claim expenses in case of a masterclass or workshop:

You can pay your participation in a masterclass, workshop, online tutorial or summer course organized by an organization from your budget.

How does this work?

There are two options to pay for these activities from your budget:

1. You pay the fee directly to the course and submit a claim form to Fontys to receive reimbursement.
2. Fontys pays the course directly.

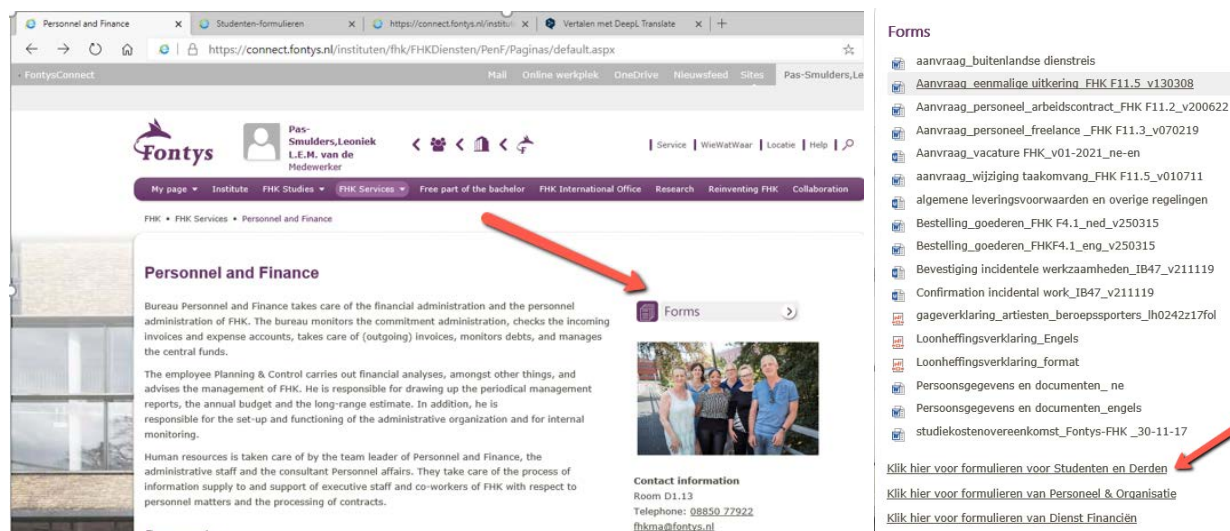
Whether you use option 1 or 2, it is advisable to ensure in advance that you have enough left in your budget to pay for the course. In case you have doubts on your budget status, ask at: fhkmom@fontys.nl

Note: ***you cannot use this method to claim expenses for payment to individual teachers, only to organizations.***

Option 1

You pay the fee directly to the course organizer. Once you have paid for the course, you can fill out the expense declaration form and submit it together with the original invoice and proof of payment.

The expense form is called **Declare third party expenses** (In Dutch: **Declareren onkosten derden**) and is available on the portal FHK Services 'Personnel and Finance'.



The screenshot shows the Fontys website interface. The main content area is titled 'Personnel and Finance' and contains text about the bureau's responsibilities. A red arrow points to a 'Forms' button in the top right corner of the main content area. To the right of the main content is a sidebar titled 'Forms' containing a list of various forms, including 'Aanvraag_eenmalige uitkering_FHK F11.5_v130308'. A second red arrow points to a link at the bottom of the sidebar: 'Klik hier voor formulieren voor Studenten en Derden'.

Please fill out the form on your computer, print it out, **sign it**, and make a scan. Indicate on the form that you are a student in the Master of Music. Mail the scanned form, together with a proof of payment scan (copy bank statement or a receipt) and a scan of the original invoice to digitalefacturen@fontys.nl, preferably with a cc to m.andriessen@fontys.nl

Option 2

Fontys pays the course. In this case, the organizer of the course will have to send the invoice directly to digitalefacturen@fontys.nl, with a cc to m.andriessen@fontys.nl
Sending the invoice to digitalefacturen@fontys.nl is a mandatory requirement from the central Fontys finance department. The invoice must be sent directly by the organizer and may not be sent by you or by a member of the school administration.

In addition, the invoice has to conform to a number of requirements:

- The following Fontys address must be included: **Fontys Hogescholen, Postbus 2, 5600 AA Eindhoven**
- The invoice must include the following reference to our department: **Fontys School of Fine and Performing Arts, Master of Music, BU 034480, Marcel Andriessen**
- The invoice must be in PDF
- The invoice must conform to the legal requirements for invoices

How long will it take for reimbursement to arrive?

Keep in mind that Fontys will pay/send a reimbursement 30 days after receiving a correct claim form. So, if you submit your form on February 1st, you will receive payment around March 1st.

Questions?

Payment of these expenses is handled by the Fontys financial system. If you have any questions about claiming expenses, please contact the finance office at FHK at fhkma@fontys.nl

2. Research

At our institute we offer students the option to conduct research on either their artistic or educational practices. The research trajectory at Fontys Master of Music is an intensive research program aimed at training students in:

- Integrating performance or educational practice and research.
- Building on the existing body of knowledge in artistic or education research.
- Making an original contribution to the existing discourse in their field of research

The program consists of 4 intensive research days throughout the year with obligatory written assignments. The written assignments contain two parts, the first to be completed prior to the study day and the second part to be completed after attending the lectures. Students choose whether to follow the education or artistic research profile for these modules. Below is some information about the two different profiles.

Artistic research year 1:

Upon completing this course students will know how to:

- Understand what Artistic Research and/or research in and through practice entails
- Find areas of interest, quality research topics and questions
- Collect, examine, understand and use (academic) source materials
- Understand the wider context of the field in which they are conducting research
- Understand both the requirements set out by the Fontys research protocol and the criteria used to evaluate their research
- Structure, plan and start their research projects

Description: Besides excelling as performers and/or composers, we want students to be able to critically reflect on current practices and create new knowledge in their field. To this end, we have developed a curriculum consisting of four full-day sessions divided into lectures on research tools and techniques, presentations by former students and researchers in the field and practical work on research assignments in small group settings. Students will have an opportunity to acquaint themselves with the main characteristics of Artistic Research as well as the diverse ways in which to conduct it, while exploring the nature of possible research outcomes. Students will be guided to find the topics and strategies that suit them best for their own Master research trajectory. Relevant methods and tools to find and use source materials will be both explained and illustrated through presentations and examples of best practices. Possible research methods will be discussed as well as tools and techniques for academic writing, argumentation and presentation.

Personal research project:

During the year, students will take the initiative to meet their research supervisor to work on their personal research project. Students should make their first appointment with their research supervisor in September.

Education research year 1:

Students that choose to conduct education research have a series of lectures on this topic that are paralleled with the research days on artistic research.

Description

The education research program aims to facilitate students with an educational practice who aspire to professionalize in the field of music education. The goal of education research is for students to conduct research in order to (and by means of) develop(ing) educational concepts, methods and/or curricula/courses for instrumental/vocal education or art and culture education. To this end, the first-year curriculum offers three modules focused on education research, in which both general topics and topics specifically relevant for each student's research project will be addressed. During the modules, students will discuss different study cases, which they have prepared individually.

Program, study load and assignments:

The first- year research program consists of several research days. **These dates are mandatory and can be found in the year schedule (tab year 1)!**

Connected to these days are 4 assignments that will guide you to start completing your thesis. The assignment connected to each research day will be assessed by your research supervisor

After completing all assignments, you will be granted the 13 ECTS for the first-year research program.

The second-year research program is entirely reserved for writing your thesis. Your research supervisor is available for feedback and help concerning your work and possible findings. There are two submission rounds (November and March) to hand in your thesis and do an exam. **Dates and deadlines for these two rounds can be found in the year schedule (tab year2)!**

By the end of august you will receive a research protocol that explains the full research program and assessment criteria.

3. Personal and Professional development

Besides developing your performance skills and learn about the context of your artistry by doing research, it is also important to be prepared for a career in music.

To become a professional musician, we think you need skills that can help you on a practical and personal level. Our personal and professional development program consists of two parts:

3.1 . Study career coaching:

You will be assigned a study career coach (SCC) who guides you through the two-year Master's program. The main task of the coach is to support you in creating your personal trajectory and in compiling an online (but not public) portfolio.

To shape your personalized study program, we work in a cycle of writing a vision statement in the beginning and reflection statement at the end of each year.

This method helps you, supported by your SCC, to achieve your goals set in your initial personal development plan and to connect your research project and your professional development to your artistic practice.

The portfolio is a set of documents that tracks your study progress and serves as proof that you have completed the course and are ready to graduate. In your portfolio, you collect documents relating to your vision as an artist, your reflections on what you have learned and how you have grown, and other work you produce during your studies.

It is the graduation document that shows that you have developed to an artistic personality that can communicate, explain and reflect on his activities in- and outside the artistic world. You will gradually fill your portfolio over the course of the two-year Master of Music program.

Practicalities concerning study career coaching:

You can find an overview of the files you should collect in the portfolio matrix below:

| Portfolio matrix | |
|---|--|
| Year 1 | Year 2 |
| Personal development plan Activity calendar semester 1&2 Vision statement Reflection statement Project and/or masterclass report(s) Video recording performance 1 | Activity calendar semester 1/2 Vision statement Reflection statement Project and/or masterclass report(s) Research report (thesis) Power Point of research presentation Video recording final performance 2 |

Portfolio timeline

| Portfolio timeline | |
|--------------------|---|
| Timing | Activity |
| August | Add to the portfolio: <ul style="list-style-type: none">• your personal development plan• a vision statement. In your vision statement, you explain your vision on your development, using a set of questions. You may write your vision down, or record the answers in a video.• an activity calendar for the first half of the year.• a budget plan draft. You can find the excel form on the portal. All forms and files can be found on the Master of Music Portal |
| August/September | Make an appointment and meet with your study career coach and your main professor to discuss your activity calendar and how it relates to your vision. In addition, your main professor and study coach will advise on the external teachers you have selected. Hand in your budget before September 15 |
| January | Add to the portfolio: <ul style="list-style-type: none">• An activity calendar of the second half of the year. |
| January | Make an appointment and meet with your study coach to discuss the past semester, and to discuss the activity calendar for the upcoming months. |
| May | Make an appointment and meet with your study coach for the portfolio assessment and add to the portfolio: <ul style="list-style-type: none">• Reflection statement |
| June | <ul style="list-style-type: none">• June 15; portfolio complete |

How to hand in proof for a project or masterclass:

To proof your participation in a project or masterclass you need to write a report and put it in your portfolio.

On the Master of Music portal, under study career coaching you can find guidelines for writing a project/masterclass report.

Assessment and criteria

Each year you will have a portfolio assessment with your study career coach. For assessment criteria for study career coaching see the exam protocol.

Video recordings

Your portfolio should include a digital video recording of your first and final performance. You have to organize this recording yourself.

When should my portfolio be complete?

Your portfolio should be complete on June 15 of each year of study.

In case your (final) performance exam is after June 15, get in touch with your study career coach to set a time track that enables you to graduate in time!

When can I graduate?

The student administration will register all your exam results, as well as the result of the portfolio assessment. When you have successfully completed all assessments, and the study career coach has signed your pre- and post-performance portfolio forms, you are ready to graduate.

3.2 First year Electives:

The second part of the personal and professional development program are a choice of electives for first year students. These courses are designed to help you to develop your entrepreneurial skills, grow your personality and connect you to a broader musical context and society, in order to have a strong basis to start your career. Since every student is different and might need different skills, Fontys Master of Music offers you a range of electives to choose from, so you can do the course that best fits your personal needs.

Coming year's electives will be:

Communication for artist (lecturer: Sandor Barsony)

Artist Finance (lecturer Lex van Wel)

The Entrepreneurial mindset (lecturer; Joost Lijbaart)

Copy Writing for Artists (lecturers: Anthony Fiumara and Dylan Alling)

Acquisition in Music (lecturer: Tom Sanderman)

Music Philosophy (lecturer: Leo Samama)

Before the end of August you will receive a booklet that contains all information concerning the electives. At the introduction week, we will organize an extra info session and open the application portal. Your selection has to be done before September 8th.

How to choose an elective

Each elective equals 1 EC.

In the first year, students need to obtain 3 EC's for electives.

This means you have to choose and follow 3 electives, out of a choice of 6 in your first year.

You can select your preferred elective at the beginning of the schoolyear by doing an application on the Master of Music portal. You can pick the elective of your choice, in the period that fits best to your agenda.

Note: you cannot do two electives in the same week, since hours overlap.

After your subscription, groups are fixed and change is not possible. An elective can contain a maximum of 15 participants, so full is full.

Assignments

For each elective there will be an assignment. The assignments will be designed by the lecturers and follow the learning outcomes connected to the domain personal and professional development. You can find these learning outcomes at the top of each elective info in this booklet and on the Master of Music portal in the exam protocol. For each elective the assignment will be different, as is the deadline to submit.

An elective course is generally designed like this

Three weeks before the start of the elective a reading list or syllabus and assignment will be sent to the participant.

The participant reads the literature and prepares the assignment.

On the dates of the elective there will be lectures, workshops and the assignment will be further explained.

After these dates, you will have the opportunity to finalize the assignment and hand it in before a set deadline.

The result will be communicated to you, within 14 days after the deadline.

You can upload this result in Gradework, so it can be processed.

Study load

As mentioned before an elective, stands for 1 EC, this means a study load of 28 hours. Apart from the meeting sessions, an elective contains researching, reading, writing and presenting. Make sure you block enough time in your agenda to fulfill the elective.

3.3 Second year projects:

In the second year of our Master of Music we organize two projects to further develop your personal and professional skills. Below you can find short descriptions of these projects. Make sure you save the dates that are marked in the year schedule.

Project Arts & Society

As musicians we spend a lot of time to master our instrument and reach a very high level of performing. This is considered our core business and until not so long ago the main concern at higher education music institutes. But times have changed; the artistic profession has been under a lot of political pressure the past decade and it has become a necessity for artist to connect and reflect on public discourses that are being held all over our planet. This project offers you an insight in these discourses and will inform you on the position of Arts in Society. Topics that will be discussed are: Is art valuable? Do we need to engage as an artist? How can we engage as an artist?

Form, assignment and study load

The project will take a week and is planned in the year schedule. We will start with a keynote speaker and then divide into groups with coaches. You will work together on assignments and at the end of the week you will have to present your work alone or in a group. The study load equals 2 EC's and will be gained at the end of the week.

Project Performance communication

For many students the most important part of their Master of Music is the final performance exam. This is the moment you've worked for and on which you would like to shine. It is also an important event to meet your audience and communicate. In this project we would like to focus on this communication, at the performance itself, but also in the period ahead. Topics that will be addressed are: How do you behave on stage? How do you connect to your audience? What story can you tell about your performance? How can you make sure your audience experiences your intentions? What would you like to communicate before your performance? What methods can you use for this?

Form, assignment and study load

The project will take a week and is planned in the year schedule. We will start with a keynote speaker and then divide into groups with coaches that are specialized in a certain field (e.g. music theatre, classical music, stage communication, promotion, storytelling). You

will work together on assignments and at the end of the week you will have to present your work alone or in a group. The study load equals 2 EC's and will be gained at the end of the week.

5. Get in touch:

Master of Music Team

Master of Music office:

For all general questions about the Master

Leoniek van de Pas and Ella Hermans

fhkmom@fontys.nl 0885 077 744 , Office B 2.07

Coordinator of exams:

For all matters relating to exam scheduling

Ella Hermans p.hermans@fontys.nl 0885 077 744, Office B 2.07

Study career coaches:

For matters relating to your personal trajectory

Nico Vis n.vis@fontys.nl

Ingrid Zeegers i.zeegers@fontys.nl

Maarten Jansen maarten.jansen@fontys.nl

Jacolijn Booy j.booy@fontys.nl

Sabine de Lat

Research supervisors and lecturers:

For matters relating to your research project

Emlyn Stam e.stam@fontys.nl

Dr. Bárbara Varassi Pega b.varassipega@fontys.nl

Dr. Arjan van Baest a.vanbaest@fontys.nl

Aart Strootman a.strootman@fontys.nl

Jacolijn Booij j.booy@fontys.nl

Inge Mulder i.mulder@fontys.nl

Maarten Jansen maarten.jansen@fontys.nl

Sabine de Lat (education) s.delat@fontys.nl

Lecturers electives:

Sandor Barsony barsonysb@gmail.com

Theo Terwee t.terwee@fontys.nl

Lex van Wel

Tom Sanderman

Anthony Fiumara a.fiumara@fontys.nl

Dylan Alling

Leo Samama

Chamber Music coaches:

Marcel Andriessen, coordinator m.andriessen@fontys.nl

Jenny Spanoghe, j.spanoghe@fontys.nl

Ernestine Stoop, e.stoop@fontys.nl

Lars Wouters van den Oudenweijer, l.woutersvandenoudenweijer@fontys.nl

Leon Berendse, l.berendse@fontys.nl

Head of Studies

For questions about the program

Marcel Andriessen m.andriessen@fontys.nl 06 18410225, Office B 2.03

FHK offices:

FHK Student Administration

For all matters relating to registration, tuition, accommodation, and insurance

fhksa@fontys.nl 08850 78166 Office B 2.03

[Website](#)

FHK Examination Board

For all matters relating to exemptions and special facilities

fhkexcie@fontys.nl 08850 74113 Office C 1.19

[Website](#)

FHK Personnel & Finance department

For all matters relating to payment of external teachers

fhkma@fontys.nl 08850 77922 Office D 1.13

[Website](#)

FHK IT Department

For all matters related to your Fontys Account (Email, Portal)

fhkiv@fontys.nl 08850 80544 Office E 1.06

[Website](#)

FHK Media Library

For books, scores, and borrowing tech equipment

fhkmediatheek@fontys.nl 08850 77911

[Website](#)

FHK room reservations

For all matters related to reserving rooms and halls

fhkplanning@fontys.nl 08850 77955 Office B 1.05

[Website](#)

Fontys Audiovisual and Digital Workshop

For all matters relating to borrowing cameras and support for audio/video editing

Hans Derksen 06 - 20 97 25 69 and Bart Peijnenburg 06 - 51 47 35 06

Office C 2.45

[Website](#)

FHK technical facilities for exams

For all matters related to technical facilities for exams (e.g. amplification, lighting)

FHKpodiumtechniek@fontys.nl 08850 77977 Office C 0.12

[Website](#)

Faculties:

Music faculty

Master of Music: fhkmom@fontys.nl

Academy of Music and Performing Arts (Conservatory): fhkampa@fontys.nl

Music Education: FHKmuziekeducatie@fontys.nl

Rock Academy: FHKrockacademie@fontys.nl

Theater Faculty

Theater Education: FHKtheater@fontys.nl

Music and Musical Theater: FHKmuziekenmusicaltheater@fontys.nl

Circus and Performance Arts: FHKcircus@fontys.nl

Master Performing Public Space: fhkpublicspace@fontys.nl

Fine Arts Faculty

Academy for Art, Communication and Design: fhkartcode@fontys.nl

Academy of Fine Arts: fhkabv@fontys.nl

Master in Arts Education: fhkmke@fontys.nl

Master Architecture and Urbanism: FHKmau@fontys.nl

Dance Faculty

Dance Education: FHKdanceducatie@fontys.nl

Dance Academy: FHKdanceacademy@fontys.nl

Facebook meeting point

FHK Meetingpoint is the Facebook group where students from all faculties at FHK meet to exchange information or to find a colleague to work with on a project.

FB Address: <https://www.facebook.com/groups/FHKmeetingpoint/>

FHK Concerts and Events

You can always find an up to date schedule of all FHK events on <https://fhkagenda.nl/>
At the Master of Music portal you can find a schedule with auditions and concert options for classical students, organized by Master of Music and AMPA.

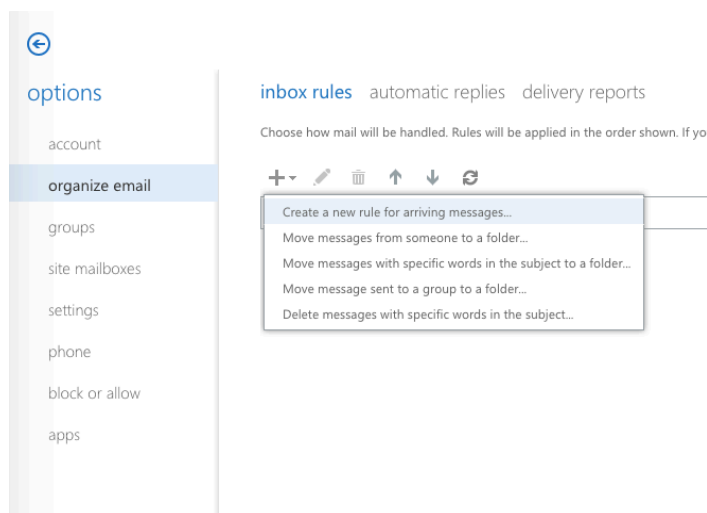
6.Services

Synchronizing and forwarding e-mails

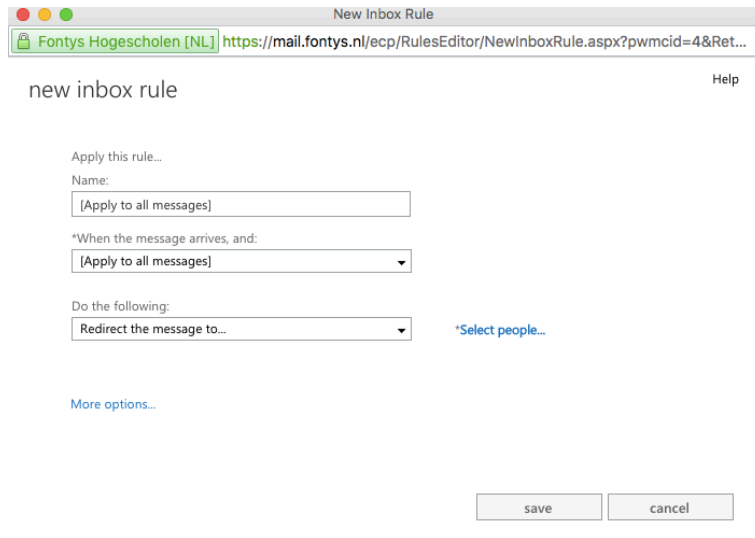
You can synchronize your Fontys email account to your smartphone, or you can automatically forward emails to your primary email address.

How to forward Fontys Emails to your personal account?

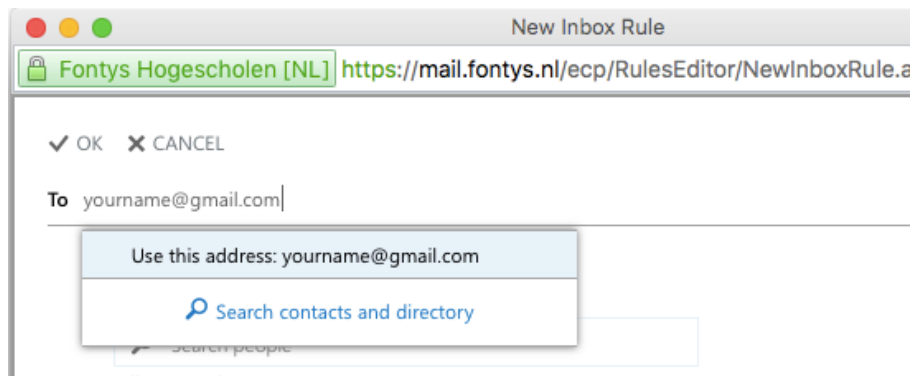
1. Login to mail.fontys.nl
2. Open the settings icon (top right corner) and select options
3. Select Organize email, click the + sign and select: Create a new rule for arriving messages (see screenshot below)



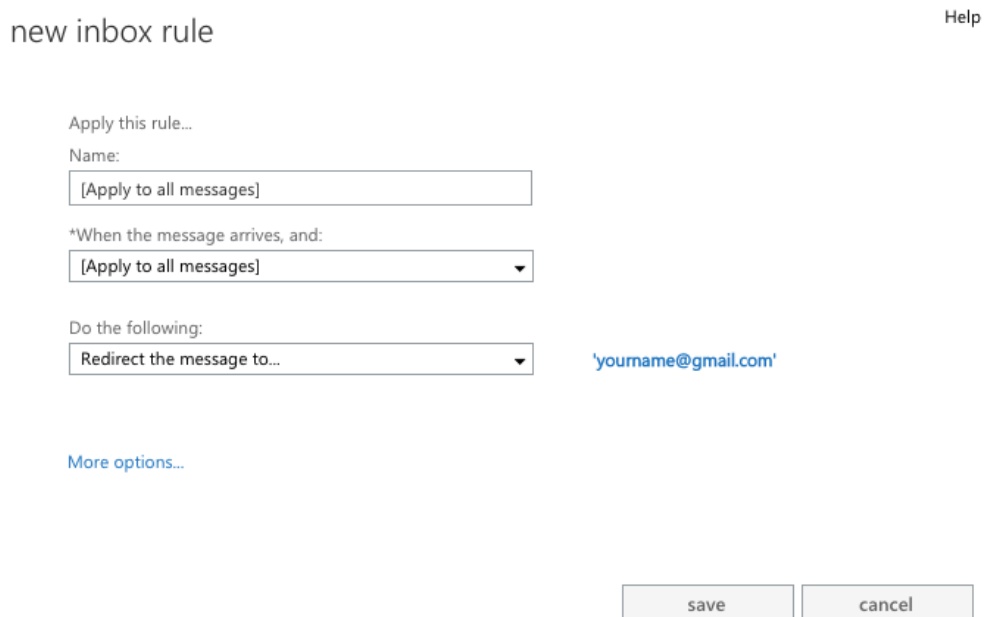
4. In the pop-up window, select Apply to all messages, and Redirect the message to..(see screenshot below)



5. Type your private email address on the top line and press ok.



6. On the next screen, press save. All emails will now be redirected to your private account.



Reserving a room

In most of the music section of the building, there is an open-door policy. This means that you can enter a practice room when it is free. If you would like to reserve a practice room or a concert room, simply send an email to fhkplanning@fontys.nl

Piano, Percussion and EMP rooms

If you are a pianist, percussionist, or EMP student, please contact the Master of Music office, to ensure you receive the rights to use a piano or percussion room, if this is not already the case.

Borrowing an instrument

How to borrow a Fontys instrument?

- Contact the teacher of the instrument, you need her or her permission first.
- Send an email to h.raaijmakers@fontys.nl and mention which instrument you want to use, in what period and for what purpose.
- You receive a message if the instrument is available.
- You will receive a borrowing contract; fill out the form with a signature from the teacher of the instrument, and yourself. Place the contract in the mailbox of Hans Raaijmakers.
- When you borrow the instrument for a longer period, you have to pay a deposit of €70,--.

Surfspot: software for reduced prices

With your Fontys-account, you can order software on <https://www.surfspot.nl/> usually for a fraction of the price. Select login, select Fontys Hogescholen as your institution, use your Fontys email account and login (not your classroom account), and look for software. For more information on surfspot, contact the Fontys Tech Department at helpdesk-ict@fonty

Student counseling and student psychologist

If you are struggling with issues that you cannot find a direct solution for, you can make an appointment with a psychologist for Fontys students. Examples of reasons to contact the psychologist:

- Concentration problems
- Procrastination
- Lack of self-confidence/performance anxiety
- Feelings of inferiority
- Lack of social contacts

- Anxiety, stress or panic
- Sleep problems
- Eating disorders
- Relationship issues
- Addictions

The psychologist is not connected to your program of study and is bound to secrecy.

How to contact the student psychologist?

Call: 08850 82222 or get in touch with your study career coach

Sports

Fontys offers reduced sport memberships in collaboration with Tilburg University. You can find more information on: <https://www.tilburguniversity.edu/campus/sports-center/sportsmembership.htm>

Disclaimer

The content of the Info Guide has been written with the greatest possible care. However, FHK cannot guarantee the accuracy or completeness of the information. The text contained in the info guide is not legally binding.