

Swansea University Music Scholarships

Policy and Procedures

Validity

This document, dated 30th October 2019, supersedes any previous regulations. These regulations are summarised and elaborated on in the companion booklet *Information for Instrumental and Choral Scholars*. Where there is a discrepancy between the two, this document has precedence.

Introduction

1. This document outlines the policies and procedures governing *Swansea University Music Scholarships*, including how they are operated, their costs to the University, and the obligations of the students who receive them.
2. There are three types of scholarships:
 - a. **University Instrumental Scholarships**, fully funded by the University;
 - b. **University Choral Scholarships**, fully funded by the University;
 - c. **St Mary's Choral and Organ Scholarships**, funded jointly by the University and St Mary's Church Swansea (SMC).
3. Overall responsibility for the operation of the Music Scholarship scheme lies with Swansea University's Director of Music (DoM).
4. Decisions pertaining to the award, renewal and management of the St Mary's Scholarships are to be made by agreement between the directors of music of Swansea University and St Mary's Church.

Eligibility

5. Scholarships are available to full-time students at Swansea University enrolled on taught degree programmes.
6. Scholarships are *not* available to exchange students or students enrolled on courses lasting less than one academic year.
7. Scholarships are *not* available to students enrolled on research degrees.
8. Applicants should be aware that the demands of some courses of study may not be easy to combine with the obligations attached to the music scholarships; the University will aim to be flexible in setting obligations for individual scholars, but it may not be possible in all cases to reconcile these competing demands, especially if other non-academic commitments restrict the scholar's flexibility.
9. For instrumental scholars, a list of eligible instruments is given in Schedule 4.
10. Only one music scholarship may be held at any time.
11. A music scholarship *may not* be held concurrently with a sport scholarship. This is to ensure that the scholar can give the appropriate level of commitment to both their scholarship activities and their academic studies.
12. Instrumentalists (apart from organists and pianists) must be able to supply their own instrument(s), unless agreed with the University at the time the scholarship is offered.

Duration and renewal

13. The awards are tenable on a yearly basis, and are renewable annually for the length of the scholar's undergraduate degree, subject to
 - a. satisfactory engagement in mandated activities.
 - b. The scholar achieving a 2:1 average at each level, unless there are mitigating circumstances.
14. Where a scholar repeats a level due to poor academic performance, the award may be suspended until the level is passed, at the discretion of the DoM (by agreement with the SMC DoM for SMC Choral Scholars).
15. Where a scholar repeats a level due to illness or other mitigating circumstances, the award may be renewed at the discretion of the DoM (by agreement with the SMC DoM for SMC Choral Scholars).
16. Where a scholar undertakes a year away from Swansea as part of their degree (abroad, in industry, etc), the scholarship will be suspended during the year away, and may be resumed upon the student's return, subject to satisfactory engagement and academic performance.
17. The progress and performance of the scholars will be continually reviewed by the Directors of Music of the University and St Mary's Church. If the performance of a scholar is found to be unsatisfactory, the University may terminate the scholarship at any point in the year (by agreement with St Mary's Church, in the case of SMC scholars). In this case, any monies already disbursed to the scholar must be returned to the University and/or the Church, as applicable.

Benefits to student

18. The *nominal value* of these scholarships is £1000 per year.
19. Scholars will receive these benefits, annually:
 - a. Up to fifteen hours of individual instrumental/vocal lessons with university-approved teachers.
 - b. A bursary, intended to support their musical activities.
20. The value of the bursary will be as follows:
 - a. University Instrumental and Choral Scholars: £300 annually
 - b. St Mary's Choral and Organ Scholars: £650 annually (£150 from the University; £500 from SMC)

Obligations of scholars

21. In general, scholars will have these obligations:
 - a. To participate fully in the rehearsals and concerts of designated ensemble(s) or choir(s), as applicable (specific expectations are defined below);
 - b. To engage fully with their individual vocal or instrumental tuition;
 - c. To perform in the annual Chancellor's Concert;
 - d. To assist, where possible with activities aimed at boosting recruitment of musicians to Swansea University and to participate fully in the musical life of the University or St Mary's Church (as appropriate).
22. **University Instrumental and Choral Scholars** are expected to attend at least **75%** of regular rehearsals and all relevant concerts of *up to two mandated university ensembles or choirs*. Ensemble/choir participation will be allocated by the SU Director of Music, based on operational needs and the interests of the scholar.

23. **St Mary's Choral and Organ Scholars** are subject to the following obligations:
- a. Attend at least **80%** of the weekly choir practices (Which are held on Friday evenings and before Sunday Evensong) and Sunday services. Punctuality is essential.
 - b. Make every effort to attend the special Easter and Christmas services and cathedral visits. Out of term, assistance may be given with travel and accommodation expenses.
 - c. Absences from rehearsals, services or concerts must be agreed with the choirmaster well in advance.
24. Scholars are expected to manage the balance between academic and musical commitments, but it is understood that mitigating circumstances such as illness, bereavement, etc., and clashes with scheduled academic activity, *particularly exams*, are legitimate reasons for missing a musical commitment.
25. Scholars should in particular take care not to over-commit themselves to other extra-curricular activities (e.g. societies, sports) such that they are unable to fulfil the obligations above.
26. Scholars will meet the SU Director of Music individually at least once each semester to review their progress and to enable any issues relating to the scholarship to be raised.

Application and selection procedure

University Instrumental Scholarships

27. Normally, applicants should have obtained a Merit or Distinction at Grade 8 in order to be considered for a scholarship.
28. Applicants for instrumental scholarships must either have an active UCAS application to Swansea University, or be currently enrolled students.
29. There are two deadlines for scholarship applications: **1st April** (for UCAS applicants) and **15th October** (for enrolled students).
30. Scholarships *are* available for deferred-entry UCAS applicants. Applications can be made either in the year of UCAS application *or* in the year of entry.
31. Assessment will normally solely be on the basis of materials submitted by the candidate:
 - a. Completed application form.
 - b. Copies of certificate and marks sheet for Grade 8 in the relevant instrument, **and/or** copies of certificates and marks sheets for any qualifications higher than Grade 8 obtained on the instrument (e.g. performance diplomas)
 - c. Reference(s) from teacher(s).
 - d. Video performance of two contrasting pieces (total not to exceed 10 mins)
32. Where an applicant does not satisfy the formal requirements given above, the applicant's teacher or another referee will be asked to provide a more detailed assessment of the applicant.
33. In exceptional circumstances, the University may request an audition as part of the application process.
34. The DoM will determine the number of scholarships to be made available to the first round of applicants (1st April deadline), and the number to be held over for the later deadline.
35. For applications made by UCAS applicants (before 1st April):
 - a. Scholarship offers will be made as soon as possible after the closing date.

- b. Scholarship offers will only be made to applicants who are likely to receive or have already received a UCAS offer from the University; it may be necessary to liaise with the relevant department in the University to determine the position of some candidates in this regard.
 - c. Candidates accepting scholarship offers *must* accept their UCAS offer with Swansea as their *firm choice*.
 - d. The offer of a scholarship does not affect the candidate's UCAS offer: entry to the University is subject to the normal process of confirmation and will be at the sole discretion of the admitting college in the case that the terms of the UCAS offer are not met.
 - e. In the case that a candidate with a scholarship offer is not admitted to the University, the scholarship will be made available for allocation to a different candidate.
36. For applications from currently enrolled students (before 15th October):
- a. This deadline is open to all current students, as defined above
 - b. The University may at its discretion offer scholarships to suitably qualified applicants before the 15th October closing date.
37. Selection of scholars is made by the DoM, with the process moderated (where practical) by a suitably experienced external assessor.
38. In addition to considering the merits of each applicant, the selection will be guided by expected vacancies in the student ensembles, availability of suitable practice facilities, and availability of teachers.

University Choral Scholarships

39. University Choral Scholarships are open to **enrolled students only**.
40. There is no guideline level in terms of exam grades, but applicants should be experienced classical and choral singers with good aural and sight-reading skills.
41. The deadline for applications is **15th October** each year.
42. Applicants will be asked to supply the following materials:
- a. Completed application form.
 - b. Copy of certificate and marks sheet for the highest performance qualification obtained in singing, if applicable.
 - c. Reference(s) from teacher(s).
43. Offers of scholarships will be made by the DoM, on the basis of an audition, comprising the following elements:
- a. A piece prepared by the applicant. Where the piece is scored with piano accompaniment, the DoM will accompany the applicant
 - b. A piece of sight-reading, comprising an extract from a four-part choral work.
 - c. Simple aural tests

St Mary's Choral and Organ Scholarships

44. St Mary's Choral and Organ Scholarships are open to **enrolled students only**.
45. The scholarships are available as either Choral or Organ Scholarships.
46. The deadline for applications is **15th October**.
47. Applicants will be asked to supply the following materials:
- a. Completed application form.

- b. Copy of certificate and marks sheet for the highest performance qualification obtained in singing, if applicable.
 - c. Reference(s) from teacher(s).
48. Shortlisting will be the responsibility of the Directors of Music of Swansea University and St Mary's Church
49. Shortlisted candidates will be asked to attend an audition at St Mary's in the presence of both directors of music.
50. Decisions on the awarding of scholarships will be made by two directors of music.

Tuition

Provision of teachers

1. The University is responsible for arranging a teacher for each scholar. The provision of appropriate lessons for St Mary's scholars, including invoicing and payment, is also the responsibility of the University, although the choice of teacher will be determined in discussion with St Mary's Church.
2. Where possible, a teacher who is aligned with the scholar's current level and musical interests, will be chosen.

Tuition entitlement

3. The normal entitlement is **15 hours of tuition across the academic year**. This may be given in lessons of 45 or 60 minutes, depending on the instrument/voice and teacher.
4. For new scholars, this amount may be reduced during the first year, depending on when the scholarship was awarded.

Scheduling, location, and communication

5. The DoM will make initial arrangements for you the scholar and teacher to meet at the University, and find a mutually-convenient time to schedule lessons.
6. It is the scholar's responsibility to maintain regular communication with the teacher to ensure that any changes in the scholar's degree timetable (or other commitments) do not result in missed lessons.
7. In general, the following conditions apply:
 - a. The expectation is that scholars will receive a **regular lesson the same time each week**.
 - b. If the scholar needs to change their regular lesson time for any reason, they **must** talk to their teacher about it as soon as possible.
 - c. Where possible, tuition will be arranged to take place on campus (Singleton or Bay). However, some teachers may prefer to teach at home or at another location – especially if they only teach a small number of students at the University. If this is the case, the University will ask for the scholar's agreement that they are happy to visit the teacher's home. If the scholar does not wish to do so, the University will seek an alternative teacher for the scholar.
 - d. The scholar is responsible for informing their teacher if they are unable to attend a previously arranged lesson, at least 24 hours in advance of the start of the lesson to avoid forfeiting that session.
 - e. Teachers are not obliged to teach outside the normal University teaching term. They may, at their discretion, offer scholars the opportunity to make up any remaining lesson entitlement during exam periods or vacations.

Schedule 1: Session 2019/20

Dates

8. For 2019/20, the dates of University term are as follows:

Michaelmas Term	23/9/19 to 13/12/19
Lent Term	6/1/20 to 3/4/20
Summer Term	27/4/20 to 5/6/20

9. The main exam periods are:

Winter	7/1/20 to 24/1/20
Summer	11/5/20 to 5/6/20

Schedule 2: St Mary's Scholars

Additional matters

10. In addition to regulations laid out above, the following details are pertinent to scholarship holders with regard to their role within St Mary's Choir.

11. Times of Services:

- a. Sunday, 11.00am Choral Eucharist (10.30am rehearsal)
- b. Sunday, 4.00pm Choral Evensong (with 3.00pm rehearsal)
- c. Civic services as indicated (e.g. Remembrance Service)

12. The weekly Choir Practice is normally held on Fridays 7.30-9.00pm

13. Scholars are expected to:

- a. Take the lead in setting a good example and providing inspiration to other members of the choir in respect of attendance, punctuality, musical contribution and standards.
- b. Undertake personal practice and preparation of choral music and any solo allocation to maintain high overall standard and to advance your personal standard.
- c. Maintain a smart appearance in keeping with a traditional robed church choir – with black shoes and any long hair tied back.
- d. Give priority to Holy Week and Easter, with attendance during Michaelmas term to include The City Carol Service and its rehearsals – the heightened musical activity during these times reflects the heightened liturgical significance of church festivals.
- e. Give full support of cathedral visits, concerts, broadcasts and recordings.
- f. Assist with basic administration, assisting the Librarian with collection and sorting of music following services
- g. To help with the supervision of junior choristers as directed, and an awareness of Church in Wales safeguarding policies with working with children, and undergoing any necessary checks.
- h. Support of Royal School of Church Music activities and initiatives and to assist the Director of Music with training and preparation of RSCM *Voice for Life*, especially with young choristers.

14. The Organ Scholar is to take an appropriate share of organ accompaniments and occasional voluntaries, and supporting the team of assistant organists (including Tuesdays Boys' Choir Evensong), preparing music thoroughly in advance.
15. The Organ Scholar is to sing in the choir when not required at the organ.

Schedule 3: St Mary's Swansea University Choral Scholars' Term

N.B. These are dates for 2018-19, based on the University Term with the additional Church festivals including Holy Week and Easter, and with the approach to Christmas.

Normal Fridays & Sunday routine, together with the following adjustments and special dates

- Friday 30th September to Thursday 15th December
 - Sunday 13th November Annual Civic Service of Remembrance, 2.30pm
 - Sunday 27th November Advent Carol Service 6.00pm (5.00pm Rehearsal)
 - Monday 5th December 7.15pm Concert with The Community Orchestra
 - Friday 9th December 7.00pm Choir Practice
 - Saturday 10th December 12.00pm Bishop Tony's 50th Anniversary Eucharist
 - Tuesday 13th December 7.00pm Choir Practice
 - Thursday 15th December 7.00pm The City Carol Service (5.30pm Rehearsal)
- Sunday 8th January to Sunday 16th April (Easter Day)
 - Ash Wednesday 1st March (Evening)
 - Palm Sunday 9th April
 - Maundy Thursday 13th April (Evening)
 - Good Friday 14th April
 - Easter Vigil 15th April (Evening)
 - Easter Sunday 16th April (11.00am Choral Eucharist and 4.00pm Choral Evensong)
- Friday 5th May to Sunday 11th June
 - Brecon Cathedral RSCM Choral Festival Saturday 13th May
 - Ascension Day Thursday 25th May 7.30pm Choral Eucharist
 - Proposed CD recording, dates tba

Schedule 4: Eligible instruments

The following are allowable as main instruments for instrumental scholars:

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| • Flute | • Euphonium |
| • Oboe | • Tuba |
| • Clarinet | • Orchestral Percussion |
| • Bassoon | • Violin |
| • Saxophone (all types) | • Viola |
| • French Horn | • Cello |
| • Trumpet | • Double Bass |
| • Trombone (Tenor or Bass) | |

The following are allowable as main instruments, subject to specific conditions:

- **Piano.** To be eligible for a scholarship on piano, an applicant must demonstrate a track record in working with other musicians, in one or more of the following ways:
 - Jazz piano in an ensemble setting
 - Choral accompaniment/repetiteur work
 - Chamber music (e.g. piano trio/quartet/quintet)
 - Orchestral piano
- **Drum Kit.** *Applicants should note that at present the University does not have any practice facilities available for drummers.* To be eligible for a scholarship on drum kit, an applicant must demonstrate one or more of the following:
 - Track record in jazz/big band drumming
 - Willingness to play percussion in orchestra and/or wind orchestra
- **Guitar.** To be eligible for a scholarship on guitar, an applicant must demonstrate a track record in working with other musicians, in one or more of the following ways:
 - Guitar in a jazz/big band setting
 - Chamber music (including guitar ensembles)