

The Jerusalem Academy of Music & Dance

Students' Academic Code

1. Registration Procedure for Studies at the Academy

a. "The Academy" – The Jerusalem Academy of Music & Dance

Every new student who successfully completes the entrance exams is required to register for the Academy by the date specified in the acceptance notice he receives. The Academy does not undertake to keep a place for students who are late to register.

Registration takes place Sunday-Thursday, 08:30-12:30 in the Academy Office.

b. Advice on preparing the curriculum

During the week before the academic year starts, students who have registered are invited to a group meeting for general and individual advice, with the heads of the departments and/or the Academic Secretary. Students register for courses through the online student portal. Registration for courses ends two weeks after the start of the academic year (for courses in Semester B – two weeks after the start of Semester B).

Requests for changes can be submitted to the Academic Secretary's office during the first month of the academic year only.

c. Procedures for cancelling and renewing studies at the Academy

A student who decides for whatever reason to end his studies at the Academy must notify the teacher of his major subject. Then he must notify in writing (possible by email) the head of the Department and the Academic Secretary's office.

It is stressed that if a student wishes to resume his studies when a year or more has elapsed since leaving, he must retake the entrance exams in his major subject. Other subjects will be valid for 5 years, providing that they give a final grade.

2. Applying for studies at the Academy

a. General

Every candidate for studies at the Academy must complete the registration form and attach the following documents: a true copy of the matriculation certificate, 3 photographs, medical confirmation, and registration fee. These documents must be submitted to the Academic Secretary's office up to a month before the entrance exams. Registration forms can be downloaded from the Academy website: www.jamd.ac.il, and also obtained from the Academic Secretary's office Sunday-Thursday, 12:00-14:00.

Entrance exam dates: First sitting – during April
Second sitting – during June, July

Before registration, general advice can be obtained from the Academic Secretary's office, which if necessary also refers applicants to faculty members for more personal advice.

About a month before the entrance exams, the Academic Secretary's office sends applicants an individual invitation. Applicants who cancel their application will not receive a refund of their registration fees, unless the Academic Secretary's office receives notice of such cancellation a month before the exams, in which case 50% of the registration fee are refunded.

b. English Studies

- 1) Every student at the Academy must demonstrate his standard of English, according to the AMIR test or the AMIRAM test or the psychometric test, as instructed by the Council for Higher Education.
- 2) English studies are held at 4 levels: intermediate 1, 2 and advanced 1, 2 until the student achieves "Exemption".
- 3) Students required to study English must start in Year 1 and complete their studies by the end of Year 2.
- 4) English studies up to Advanced level 1 can be done independently at no cost through the website study.onl.co.il. Tests can be taken (at a cost of NIS 300) during the end of year exams at the Academy. The Advanced level 2 course is obligatory (for anyone who has not achieved "exemption" in English).

3. Practical Work and Exams

Students are required in the course of their studies to submit work on their various subject courses, as required by the curriculum, by 31st July or as determined by the course teacher. A request for postponement must be submitted in writing to the Academic Secretary's office for approval. Work that is submitted late without approval will not be checked, and the student must retake the course.

Grades will be input into the computer system by 1st September.

Exams on the major subject take place at the end of the academic year. The heads of departments may hold oral exams/ tests also at the end of Semester A – for students in years 2 and 3. There is no second sitting for exams in major subjects, except in special cases:

- a. Illness and/or reserve duty on the day.
- b. Health problem affecting several lessons and/or preparation for the exam.
- c. Unusual request from the major subject teacher to the head of the Department followed by approval by the Dean.
- d. Force majeure.

Students must contact the individual teacher by 31st May, except in the case of subparagraph (a) above, for which a suitable reserve duty confirmation or doctor's note must be submitted.

A student doing reserve duty is entitled to be absent from classes and also to postpone submission of assignments and tests, according to the number of days on reserve – as instructed by the CHE.

4. Conditions for moving up from one year to the next

The year in which a student studies is determined only by his major subject.

A student who receives a “fail” in any subject other than his major subject can retake the relevant exam at the second sitting.

The duration of studies for the bachelor's degree is four years. Completing extra academic obligations outside these four years involves additional payment.

The duration of studies for the master's degree is two years. It is possible to add another year, but completion of obligations for the degree cannot be extended beyond three years. Students who are conditionally accepted for a master's degree must complete their bachelor's degree during the first year of studies.

The major subject (individual class) is the basis of the full curriculum, for both first and second degree studies, and requires payment of full tuition fees.

Minimum pass grades for the various subjects

a. Faculty of Performing Arts

| | |
|--------------------------------------|---|
| Major subject: From year 1 to year 2 | 70 |
| From year 2 to year 3 | 80 |
| From year 3 to year 4 | 75 |
| Final exam | 75 |
| Start Master's degree | 90 in major subject plus Exam Committee recommendation |
| | 85 average in other subjects |

2 recitals for Master's degree: 85.

Music theory subjects and performance bodies

All years 65

General academic subjects

All years 60

b. Faculty of Composition, Conducting and Musical Education

Music Teachers Training Class

| | | |
|--------------------------------|----------------------------|---|
| Major subject: | Practical work – | |
| | From Year 3 to Year 4 | 75 |
| | Final examination | 75 |
| Instrument/ voice development: | | |
| | From Year 1 to Year 2 | 70 |
| | From Year 2 to Year 3 | 75 |
| | From Year 3 to Year 4 | 75 |
| | Final examination | 75 |
| Acceptance for Master's degree | | 90 in major subject + Committee recommendation |
| | Average in other subjects: | 85 |

Theoretical musical subjects and
Performance bodies in all years: 65

General academic subjects, all years 60

Class on Music Theory, Composition and Conducting:

| | | |
|---|--|---|
| Major subject: composition/ conducting: | | |
| | Fundamentals of conducting/ composition | 80 |
| | From Year 2 to Year 3 | 75 |
| | From Year 3 to Year 4 | 75 |
| | Final examination | 75 |
| Acceptance for Master's degree | | 90 in major subject + Committee recommendation |
| | Average in other subjects: | 85 |
| | Final grade in major subject: | 85 |

Theory of music and development of hearing
All years 75

Theoretical music subjects: All years 65

General academic subjects: All years 60

c. Faculty of Dance

Major subject: Classical Ballet/ Modern Dance, Repertoire Workshops,
Jazz:

| | |
|-----------------------|----|
| From Year 1 to Year 2 | 70 |
| From Year 2 to Year 3 | 75 |
| From Year 3 to Year 4 | 75 |
| Final examination | 75 |

Acceptance for Master's degree: 85 in major subject and general average of 80.

Theoretical dance subjects: All years 65

General academic subjects: All years 60

5. Attendance at classes and performing bodies

- a. Students must attend all study sessions defined in the framework of their curriculum. Attendance will be checked in every class, workshop and rehearsal.
- b. Students must participate in all performances by the Academy's performing bodies to which they belong, and all of the pre-arranged rehearsals for the performances.
- c. A lecturer may ban a student from a class after the lesson starts, or remove a student from a class if he feels this is justified.
- d. A student who is unable to participate in a class for justified reasons, must give written notice to the Academic Secretary's office, with explanation (illness, reserve duty, etc.).
- e. For a student who is absent from over 25% of classes without good reason (calculated on the basis of 28 weekly hours per academic year) – he will not get recognition for the course and will have to repeat it the following year (this refers to frontal lessons and not individual classes and performance bodies).
- f. Individual classes – there are 28 individual classes during the academic year. These lessons are arranged individually with the tutor. In the event of justified absence, when the student notifies the tutor at least 24 hours in advance, the student will receive a refund for the classes. If there is no prior notification, the classes will not be refunded.
- g. A student who misses more than one rehearsal of an orchestra or choir without justification will not be permitted to continue studies in his major subject.
- h. This procedure also applies to special study sessions – seminars, master classes, etc. which are in addition to the normal curriculum.

6. The Student Service

a. Student exchanges

The Academy has extensive links with similar institutions all over the world. Outstanding students in years 3 and 4 plus students on Master's programs can apply for student exchanges by the end of the First Semester vacation. A special committee discusses the applications and selects suitable candidates for student exchanges.

b. Confirmation of studies, grades transcripts

Confirmation of studies and grades transcripts can be downloaded independently from the online student portal, or obtained from the Academic Secretary's office during reception hours.

Some documents require a payment.

c. Personal meetings with Heads of Departments and Deans

It is possible to arrange personal meetings with Heads of Departments and Deans. Their reception hours are given on the Academic website and next to their doors.

d. Student Accommodation

The Academy receives from the Hebrew University a quota of places in the Resnick Dorms on the Mount Scopus Campus for students at the Academy.

Students interested in this accommodation should contact the Academic Secretary's office during July-August with a request to be included in the list of applicants, after they have arranged their registration for the coming academic year.

A special committee checks the applications and sends out replies during September.

e. Concerts at the Academy

During the academic year the Academy holds concerts, dance and movement performances and operas. These events can be divided into two kinds;

- 1) Events organized by the various Faculties – publicized by the Faculties.
- 2) Events as part of the Academy Stage – publicized in The Academy Stage booklet.

f. The Academy Library

The Academy Library includes a reading hall and a listening room. The reading hall has a collection of sheet music, books and journals. The listening room has discs, audio tapes and machines for listening and viewing.

Before the start of the academic year, on advice meeting days, training is given in the library for new students, at the end of which every new student receives a library card that stays with him throughout his studies. The library card allows him to borrow up to 12 sheet music items or books for a limited time, marked on each item. Late returns are penalized.

Nothing can be borrowed from the listening room, but material can be recorded.

The online catalog and search terminals are available to students, as well as an Internet connection. There are three photocopiers in and next to the library. A photocopy card can be purchased at the lending desk.

Library hours:

Sunday to Wednesday, 09:00-19:00.

Thursday, 09:00-18:00.

During the summer vacation, the library closes at 17:00.

g. Psychological counselling

Initial psychological counselling is given without charge by an Academy psychologist. It is possible to call directly and arrange a meeting through the Secretary of Counselling Services at the Hebrew University. The telephone number can be found under the Dean of Students on the Academy website.

h. Loans to students

1) General

According to the Tuition Loans Law, 5762-2002, every student for a bachelor's degree in an institution of higher education is entitled to a loan. The Minister of Finance determines the terms of the loan. The law came into force on 1st October 2002.

2) Scholarships from the Academy

The Academy usually awards scholarships on a socio-economic basis, but there are also scholarships for excellence and also for students studying for a Master's degree.

- External students who are not studying for an academic degree are not entitled to a scholarship from the Academy.
- Students who are studying beyond their fourth year for a Bachelor's degree and beyond their second year for a Master's degree are not entitled to a scholarship from the Academy.
- Students who do not pass the exams in their major subject are not entitled to a scholarship from the Academy.
- Students who are not Israeli citizens are not entitled to a scholarship from the Academy.

Procedure for applying for a scholarship

- a) The scholarship application form is emailed to students from the Academic Secretary's office, only after registration has been completed.
- b) The form must be carefully completed and submitted together with all required documents and confirmations.
- c) The last date for submitting applications: 30th September. Applications submitted after this date may not be discussed or handled.

3) PERACH Scholarships

Registration for the PERACH Mentoring Project is open to all students at the Academy. Details will be available on the notice boards.

4) Other Scholarships

Information about other scholarship options are published from time to time on the general notice board next to the Academic Secretary's office.

5) The Academy President's Prize and the Deans' Prizes

Each year the Academy awards prizes to outstanding students in their major subjects and in other subjects, and who are prominent for their social and organizational involvement in the life of the Academy. These prizes are awarded at the opening ceremony of the academic year.