



MALMÖ ACADEMY OF MUSIC

How to submit work samples: Jazz/Improvisation (Master)

As a part of your application for Performance Programme, Master's level – Jazz/Improvisation, at the Malmö Academy of Music, you will be required to submit work samples. The instructions only apply to you who apply for studies at the Malmö Academy of Music starting the autumn semester 2020. Please read the instructions carefully before you submit your work samples. Make sure that you submit all the requested work samples by reading the audition information for your specific choice of programme. Your work samples should be uploaded **January 17, 2020 the latest** for your application to be considered as completed.

How to submit:

- 1) Apply to the programme at www.antagning.se or www.universityadmissions.se and upload all the necessary documents regarding eligibility and citizenship.
- 2) Gather all the audio- and/or videofiles you want to submit. Save them as mp3-files (for music files only) and as mp4-files (for videofiles). Name your files with title. Add the first two letters in your first and family names and date of birth. Use the following example to name your files.
Title1_LaJo_990230 (*In this example we used the name Lars Jonsson, born February 30, 1999*).
- 3) If you would like to refer to links on YouTube, Soundcloud just write the complete file names in a text document and name them as in the example below. Save the text file as pdf.
Example: Links_LaJo_990230

Make sure that the links really works before you submit. Applicants are responsible for having checked that all the links lead to the right sites and that the music examples are playable.

- 4) Save your text documents as **pdf files**. Use the following example to name your files:
CV_LaJo_990230, Plan_LaJo_990230...
- 5) Create a new folder with all your submitted material. Save it as a zip-folder and, **most important of it all**, name it by with the abbreviation of the name of the program you apply for, your full name and your date of birth like this:
MuJazzMas_LarsJonsson_9902301717
- 6) Open the submission box tool by following the link "submit work samples" on the Academy's website.
- 7) Upload your zip-folder by dragging it to the image. Fill in the name of your zip-folder in the the field "beskrivning". Fill in your mail address (the same as the one you used at www.antagning.se or www.universityadmissions.se) Press "skicka"!
- 8) Within a few days you will get a confirmation by mail that your upload session was successful.
- 9) If you need help or if you have questions about the admission process or if you don't get a confirmation, send a mail to admission@mhm.lu.se.

IMPORTANT! Don't send your files/work samples to admissions@mhm.lu.se. Your application will then be considered as non completed.