



LUND UNIVERSITY
Malmö Academy of Music

Work Sample Upload Instructions

As a part of your application to the following programmes at the Malmö Academy of Music, you will be required to submit work samples.

- Bachelor's Programme: Individual Studies
- Bachelor's Programme: Arrangement/Composition – Jazz Specialisation
- Master's Programme: Jazz/Improvisation

The instructions only apply to you who apply for studies at the Malmö Academy of Music starting the autumn semester 2018. Please read the instructions carefully before you submit your work samples.

Upload your work samples by following the link "Submit Work Samples" from the Academy's webpage. 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, 2018 at the latest for your application to be considered as completed. Based on the work samples, a selection of candidates will be invited for further tests at the Malmö Academy of Music by March 5-11, 2018.

How to submit:

- 1) Apply to the programme at www.antagning.se and upload all the necessary documents regarding eligibility and citizenship.
- 2) Gather all the audio-files you want to submit. Save them as mp3-files. 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 you files. *In this example we used the name Lars Jonsson, born February 30, 1999.*
Exempel: Sample1_LaJo_990230
- 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
- 4) **Save all your sheet music and text documents as pdf files.** Use the example below to name your files:
Sheet_LaJo_990230, CV_LaJo_9902301717, Plan_LaJo_9902301717...
- 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 name and your date of birth.
Example: MuJazzMas_LarsJonsson_9902301717

Individual Studies: **IndStu**

Arranging/Composition – Jazz specialisation: **ArKoJazz**

Master Jazz/Improvisation: **MuJazzMas**

- 6) Open the submission box tool by following the link "submit work samples" on the Academy's website.
- 7) Upload your zip-file by dragging it to the image. Fill in your mail address (the same as the one you used at www.antagning.se) Press "skicka"!
- 8) You will soon get a confirmation by mail that your upload session is completed.
- 9) If you need help or if you have questions about the admission process, send a mail to admission@mhm.lu.se.

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