School of Creative Arts

Conservatorium of Music

College of Arts, Law and Education

Facilities Information and
Unit Outline Supplement Handbook

February 2018

*The Conservatorium is a smoke-free work and learning environment*
## Important Contact Details

UNIVERSITY OF TASMANIA CONSERVATORIUM OF MUSIC

| **Street Address** | 5 Sandy Bay Road 
Hobart, TAS |
|-------------------|-------------------|
| **Postal Address** | University of Tasmania 
Conservatorium of Music 
Private Bag 63 
Hobart TAS 7001 |
| **Telephone** | (03) 6226 7314 |
| **Facsimile** | (03) 6226 7333 |
| **E-mail** | Conservatorium.Admin@utas.edu.au |
| **School of Creative Arts website** | http://www.utas.edu.au/creative-arts |
| **Conservatorium of Music website** | http://www.utas.edu.au/music/ |
| **CRICOS Provider code** | 00586B |

## OTHER USEFUL NUMBERS

<table>
<thead>
<tr>
<th><strong>PHONE</strong></th>
<th><strong>CONTACT</strong></th>
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<tbody>
<tr>
<td>Ambulance, Police, Fire</td>
<td>000</td>
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<tr>
<td>Conservatorium Office</td>
<td>6226 7314</td>
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<tr>
<td>Conservatorium Security Office</td>
<td>6226 7324</td>
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<tr>
<td>University Security, Sandy Bay Campus</td>
<td>6226 7600</td>
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<tr>
<td>Conservatorium Concerts Office</td>
<td>6226 7306</td>
</tr>
<tr>
<td>University Sports Centre</td>
<td>6226 2084</td>
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<tr>
<td>Student Counselling Service</td>
<td>6226 2697</td>
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<td></td>
<td>6226 2099</td>
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<tr>
<td>Disability Advisor</td>
<td>6226 2381</td>
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<tr>
<td>University Health Service</td>
<td>6226 2102</td>
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<tr>
<td>Careers Service</td>
<td>6226 2697</td>
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<tr>
<td>Child Care</td>
<td>6226 2088</td>
</tr>
<tr>
<td>Riawunna</td>
<td>6226 2772</td>
</tr>
<tr>
<td>University Chaplains</td>
<td>6226 2385</td>
</tr>
<tr>
<td>AMEB Office, 4 Heathfield Avenue, Hobart</td>
<td>6226 7317</td>
</tr>
<tr>
<td>Australian Music Centre (AMC) PO Box N690 Grosvenor Place NSW 1220</td>
<td>(02) 9247 4677</td>
</tr>
<tr>
<td></td>
<td>Fax: (02) 9241 2873</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:info@amcoz.com.au">info@amcoz.com.au</a>/amc</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.amcoz.com.au">http://www.amcoz.com.au</a></td>
</tr>
<tr>
<td>Student Representative, TUU:</td>
<td>Position vacant at time of print</td>
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## IMPORTANT NOTE

The contents of this Handbook are subject to revision at any time. Amendments, corrections and deletions will be circulated as an addendum to the Handbook during the year.
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Key Dates for 2018

Please refer to this link on the UTAS website, or search “Key Dates”

http://www.utas.edu.au/key-dates/key-university-dates-2018
Introduction to the School of Creative Arts (SoCA) at UTAS

Welcome to the vibrant and interesting community of the School of Creative Arts at UTAS, where all its creative courses are under one School, offering courses in Art, Music and Theatre. SoCA operates across three sites: Hunter Street (Hobart), Conservatorium of Music (Hobart), or Inveresk (Launceston). While the Art Program is offered at both Hunter Street and Inveresk, Music is offered in Hobart, and Theatre in Inveresk.

Our goal is to assist you in making the most of your interests and talents by developing your creative intelligence, building the ability to think laterally and creatively in all you go on to do.

Whether entering a Degree, Graduate Certificate, Graduate Diploma, Masters or Doctorate, creative study at the tertiary level will inevitably change you in subtle and continuing ways. You will be challenged and the learning curve will at times seem quite steep, but the reward of working in this environment is the ability to practice as a creative professional in the diverse situations in which you will go on to find yourself.

At SoCA we pride ourselves on the community of professionals we attract and work with, as teaching staff, professional staff, and guest artists. You will work with experienced artists, who know the value of discipline and commitment to a field of expertise, as in every instance they continue to pursue and develop their own careers as professional creative practitioners. All are dedicated to your advancement in the world of scholarly, creative pursuit. Our aim is to extend you as creative practitioner, as a scholar who can reflect on your own practice and that of others, and to develop you as a future leader in the broader creative society. Culture is a huge part of not only the national psyche, but also the national economy, and we want to prepare you for your role within it.

I would like to encourage you to make the most of your time at SoCA. Enjoy the social aspects of making new friends through study, as they will be your ongoing peers; of being fiercely enquiring of the form of creative practice you chose, as well as the creative practice forms of others; and critically engage with your times, your culture and your global circumstance.

We very much look forward to the world of art that you will make, both for yourselves and for others.

Professor Kit Wise  
Head, School of Creative Arts  
College of Arts, Law and Education  
UTAS
Message from the Head of Discipline, Music

Welcome to the Conservatorium of Music.

Our internationally-recognised staff, vibrant ensembles, and our unique partnership with the Tasmanian Symphony Orchestra, make for an exceptional learning and teaching environment. Our location near the centre of Hobart and a few minutes from Salamanca Place makes us an easy-access Conservatorium, to which students don’t need to commute very far, and can take advantage of the individualized tuition from our outstanding lecturers and instructors.

Our newly-designed innovative course offerings include specialisations in classical performance, composition, jazz and popular music, musicology, music technology, and songwriting. Our courses are designed to embrace the future, and to help you to develop employable skills, expertise, and the drive to make your way in the music world, to create a life and career that has meaning and success, and to “choose your own adventure” when you graduate.

Music is not an easy option. Music is challenging. You will feel elated and frustrated, find some things easy and other things difficult. You will meet some unique people – not just your fellow students, but your teachers, your audiences, your co-workers in the industry. Music has an immensely positive impact on lives, and we want to help you realise your dreams to make your life in music.

Work hard, embrace the unknown, find your passion, and take all the opportunities to learn. Be open-minded, break down barriers, and dream up new and exciting ways to communicate through music. We welcome you to the Conservatorium, and we look forward to following your journey.

Sincerely,

Dr Maria Grenfell
Acting Head, Conservatorium of Music
School of Creative Arts
College of Arts, Law, and Education
UTAS
Courses at the Conservatorium

Admission to the Conservatorium is by audition, interview, and written test. The Conservatorium welcomes applicants from all Australian states, territories, as well as overseas students.

Information about all Conservatorium and University of Tasmania courses may be found online.

http://www.utas.edu.au/creative-arts/music#study-options

Once there, click on Course List and you will find more detailed information about the units required to complete the course.
Managing your Enrolment (eStudent Centre)
The Conservatorium of Music administration is only a small part of the University administration, and while we can provide advice there are many things we cannot do for you.

It is each student’s responsibility to check their Enrolment carefully and attend to any errors prior to the HECS Census Date for that semester. Otherwise you may find yourself being penalised financially and/or academically.

It is worth remembering that when you undertake a course of study and enroll in units you are entering into an agreement with the University, which has financial and legal implications.

eStudent is the online student administration portal for students to self-manage their enrolment.

http://www.utas.edu.au/enrolments

Take the time to log on to this and understand how it works. Most of the facilities, forms and information you will require to manage the formal aspects of your degree can be found from this page, such as:

- Your academic record
- What units you are currently enrolled in
- Your class timetable
- Your contact details
- Enrolling or varying your enrolment
- Course and unit information
- University fees and invoice information
- University Forms

Find other answers to frequently asked questions at http://askus.utas.edu.au/

CHANGING YOUR ENROLMENT
You can vary your enrolment (withdraw, add or change which units you are enrolled in) online through the eStudent Centre at any stage before the census date for that semester. If you wish to join a class after the start of semester, you need to ask the unit coordinator for that unit before changing your enrolment.

If you decide not to continue in any unit, you must withdraw from your enrolment by the Census Date of the relevant semester. After these dates you will be liable for the fees and charges for all units in which you are enrolled. Please check the Confirmation of Enrolment Statement thoroughly to ensure all details are correct.

Non-attendance at classes is not an indication of withdrawal of enrolment. The Conservatorium does not usually permit students to undertake new units after the second teaching week of the semester. Withdrawals after the relevant census date will usually incur a financial and academic penalty.

It is your responsibility to contact UTAS Student Administration if your enrolment or Student Contribution details are incorrect, or if your address changes.

Staff at Arts Student Central (ASC) on the main campus are available to help you with any issues you might have with eStudent. ASC is on the lower ground of the Administration Building, next to the Morris Miller Library.

GETTING COURSE ADVICE (COORDINATOR OF TEACHING AND LEARNING AND FACULTY OFFICERS)
The role of Faculty Officers and Coordinators of Teaching and Learning is to give students advice on all academic matters relating to your study. No appointment is necessary. The best way to contact the Faculty Officers is via email.
Faculty Officers are located at Arts Student Central can be contacted by the Intercampus telephone, on ext 7814. A full list of Faculty Officer consultation times is available on the College of Arts, Law and Education website.

See a Faculty Officer if you need to discuss:
- Course and enrolment advice
- Problems with progress in your studies
- Leave of absence (taking a break from studies)
- Approval for a study overload
- Cross-institutional study and prior learning credit assessments

EMAIL
After your initial enrolment confirmation, almost all correspondence with the University Administration (important information, library notices, course and enrolment advice, etc.) is via email.

When you accepted your offer, your username and password was emailed to your personal email address. Your username will not change, but you can change your password to something you will remember.

The University provides all students with an email account as part of their enrolment. This address is the only one that will be used by University to contact you. It is critical that you check your University email regularly. University email can be read through the university webmail service http://webmail.utas.edu.au/, or via the Current Students page, below the eStudent Centre login.

You can establish a forwarding mechanism to redirect your university email to your preferred email address: from the Webmail link above, under Webmail Navigation, click on Forward/Vacation. The University does not take responsibility for any information that you miss out on because you did not check your email.

For assistance should you have problems with your email account contact University IT Helpdesk: Tel: 6226 1818, or service.desk@utas.edu.au to lodge a help request.

Email protocol
Email is a public and formal mode of correspondence within the University. Formal modes of address should be used and all email exchanges should be polite and courteous. Please do not use “text-speak.” You should sign off an email with your name and student number so that the staff member can respond to you. A reasonable timeframe for a response to email is 2 working days. If you have not received a reply after that time then it is recommended that you resend the email or telephone.

Sample email:
Dear Dr Vaughan,
Could you please tell me where I can get a hard copy of the Undergraduate Logbook? Secondly I would like to give my oral presentation on the work of John Coltrane if that topic is not already taken.
Thank you,
George Washington #123456

FORMS YOU WILL NEED TO COMPLETE
All new students will be required to complete a number of forms, in addition to completing their enrolment. Copies of these forms will be available outside the Conservatorium office during Orientation week, and may also be downloaded from the Conservatorium’s website under Requests and Permission Forms:
http://www.utas.edu.au/creative-arts/music/students
- IT Facilities Use Agreement
- Request for a Security ‘Swipe’ Card
- Consent to Film and Photograph (NB: required for all students undertaking major study and/or ensemble units)
- Request for a Parking Permit (NB: please make sure you complete the Conservatorium students only form)

MyLO
MyLO (My Learning Online) is the University’s online teaching support portal. All units have a MyLO presence and once you are enrolled in a unit, the MyLO site will be available for you to access at [http://www.utas.edu.au/mylo](http://www.utas.edu.au/mylo)

You must access your unit’s MyLO site regularly. To log in, use your UTAS username and password. Then select the unit from the course list. We recommend that you pin the units you will access regularly.

Essay assignments and programme notes need to be submitted through turnitin, which you access via the particular unit’s MyLO site. For more support, click here: [http://www.utas.edu.au/mylo/student-support](http://www.utas.edu.au/mylo/student-support)

WHICH CLASSES SHOULD YOU ATTEND?
It is especially important that all students attend ALL classes in the first week for their course of study, as essential information will be advised, such as class and space allocation, discussion and clarification of tasks and expectations, and resources available.

For Conservatorium units, attendance at both lectures and tutorial is required. Students will be required to sign-in, both at the lecture series for a unit, and at the weekly tutorial.

The Conservatorium timetable may be downloaded from the website: [http://www.utas.edu.au/creative-arts/music/students](http://www.utas.edu.au/creative-arts/music/students). The timetable will show all activities scheduled. Where the activity is specific to one unit (music history, music theory/aural classes) the unit code and title of the unit will appear, along with the room and lecturer’s initials; where many units are involved in the activity (ensembles, major study performance classes) the name of the activity (eg. string performance class, Southern Gospel Choir), the room and the lecturer’s initials will appear.

In general it is essential that you check exactly which activities you should attend: your unit outline will describe the teaching pattern. If in doubt, ask the lecturer.

Support Services for Students

CAREER DEVELOPMENT & EMPLOYMENT SERVICE
Bottom floor, TUU Building, Sandy Bay campus
- The Career Development and Employment Service supports students to manage their careers more effectively and includes the Student Employment Service, career counselling, graduate recruitment services, career information resources and career development programs. Further information is available from the website: [http://www.utas.edu.au/students/careers](http://www.utas.edu.au/students/careers)

INTERNATIONAL STUDENTS IN TASMANIA
The International Students Office provides a range of services for international students studying in Tasmania. In particular it offers assistance in the following:
- English language skills
- General study skills
- Presentations to class groups
- Preparing and presenting your tutorial assignments
For more information you can visit their website:
http://www.international.utas.edu.au

STUDENT ADVISER (TRANSITION SUPPORT OFFICER)
The purpose of the Transition Support Service is to assist you to adjust to university life and to help to resolve any issues that may be affecting your university studies.

Many students struggle with a number of issues while studying, for example: adjusting to the academic environment, understanding how to access university facilities or understanding university processes and procedures. Students may also encounter stress, financial problems, housing problems, relocation issues, physical and mental health problems, relationship issues and problems with time management. At UTAS there are a number of people and student support services that can help you with these problems, but often knowing where to go can be difficult.

Student Advisers offer individual assistance to help you solve your problems or identify where you need to go for help with these issues. Your Adviser will refer you to specialised support if necessary and follow up to see how it’s all going. From simple requests for information, to more complex and serious matters, Student Advisers can be your first point of contact.

School of Creative Arts Student Adviser:
Julia Carew (Phone: 6226 2278) Email: julia.carew@utas.edu.au
Website: http://www.utas.edu.au/students/learning/advisers
Julia may be contacted by phone or email any other day of the week.

STUDENT CENTRE (SUPPORT)
Lower Ground Floor, Administration Building, Sandy Bay campus
The Support section of the Student Centre provides a range of services to help with your studies and life, including:

- The **Counselling Service** offers confidential, professional counselling to students. Counsellors can help you develop strategies to positively deal with a range of personal issues such as depression, anxiety and stress; living away from home; family and relationships; eating and body image; grief and loss and self-esteem and confidence.

For after-hours (outside 9.00am-5.00pm) immediate assistance please call one of the following services:
I. Lifeline 13 1114
II. The Crisis Assessment Team 1800 332 388

- The **Disability Service** offers a range of assistance including identifying options for reducing the impact of a disability on study; provision of information about services and/or study accommodations that are available; access to the disability resource centre; loan of specialised equipment; transcription of materials into accessible format and provision of note-takers.

For more information about this part of the Student Centre, visit:
http://www.utas.edu.au/students/shw/disability

RELIGIOUS SUPPORT
The University of Tasmania recognises the importance of the spiritual dimension to human life and its value in building a socially just and caring community of students and staff.

There is a diversity of faiths within the University community and visiting religious representatives work with students and staff with a variety of beliefs to strengthen the sense of community and enrich the quality of life for all.
On the Hobart campus the University has developed a Faith Centre (ground floor of the TUU building), which provides offices, a chapel and meeting place for University students and staff. The Centre is open by arrangement with the coordinating chaplain.

A prayer room and facilities for Muslim students and staff are available on the Hobart campus, located on the first floor of the TUU building above the Faith Centre and opposite the Doctor's Clinic. More details are available by phoning the Student Centre on (03) 6226 2697.

Further information about the religious support available to students may be found on the following website, http://www.utas.edu.au/equity-diversity/cultural-and-religious-diversity
Learning and Teaching

THE UNIVERSITY OF TASMANIA, CODE OF CONDUCT

The University sets out a code of conduct for staff and students to ensure a secure, supportive, respectful and harassment-free learning and working environment. We all have a responsibility to ensure these expectations are maintained. In summary:

Student Responsibilities:
- Students are expected to make themselves aware of all University ordinances, by-laws and policies pertaining to their rights and responsibilities as students and to abide by the rules and regulations in the ordinances and by-laws. The ordinances, by-laws and policies are published in the University’s Calendar and the several Handbooks of the University, available for purchase and for perusal in the University libraries.
- For the units in which they are enrolled, students should make themselves aware of all unit information made available in the appropriate handbook, distributed information, in the Unit Description in the Course & Unit Database, and in the Unit Outline in the first week of the academic timetable and should raise any questions or concerns with the appropriate academic staff member in a timely manner.
- Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.
- Honesty, ethical behaviour and professionalism are required from students in all of their dealings with the University. Cheating, plagiarism, allowing another student to copy work for an assignment or an examination, damaging or defacing books or other library materials may be dealt with as an offence under the Ordinance of Student Discipline punishable by sanctions such as exclusion from the University or cancellation of marks.
- Students are responsible for monitoring their own progress within the teaching/learning environment and the academic program. They should contact staff for assistance promptly if they have concerns about particular aspects of their learning and/or progress, and should also make use of the counselling and other support services available as the need arises.
- Students will be invited to participate in the functioning of the University and to provide feedback on the teaching/learning environment. Student participation is important as students represent a key constituency within the University and provide a useful perspective on its operations. Accordingly, when they accept appointment to committees of the University, they should fulfill, to the best of their abilities, the responsibilities attendant on such appointment.
- Students are expected to act at all times in a way that demonstrates respect for the rights and privileges of other members of the University community, both fellow students and staff, and show commitment to the ideals of a university with special reference to excellence in performance and freedom of expression.

A copy of the code may be downloaded from the UTAS Teaching and Learning website: http://www.teaching-learning.utas.edu.au/

Academic Information

Academic Progress
The courses offered by the Conservatorium are designed by qualified and experienced staff to maintain the highest standards of artistic and professional excellence.

You are encouraged to monitor your progress and standing in a course of study, and to seek advice from lecturers, tutors and instructors. You must demonstrate “early engagement” in each unit in which you are
enrolled, by completing the two Early Engagement Activities specified by that unit. Failure to do so may result in you being withdrawn from that unit.

**The Academic Year**
The Conservatorium’s main academic year consists of two terms of 13 weeks, each of which is followed by a study week and a three-week examination period. The academic year commences at the end of February and concludes in mid-November.

**Contact Hours**
Full time study usually consists of 16 hours of classroom/contact hours. Apart from class time students are expected to maintain an average of 3-4 hours practice daily in their music practice/major study. Students involved in some Conservatorium ensembles should be aware that this commitment may require night and weekend rehearsals/performances.

**Leave of Absence**
Application for a leave of absence from a course of study must be made in writing and through http://www.utas.edu.au/enrolments

Approval for a leave of absence for greater than one semester, where you are enrolled in a course that includes a major study (performance or composition), will not normally be granted. You should withdraw from the course and reapply when you wish to return.

**Mobile Phones**
Mobile phones should be turned off, or switched to a silent setting for all rehearsals, lessons, classes and performances.

**The University Hour**
The University Hour is normally 50 minutes duration, to allow students time to move between venues for lectures. All classes start on the hour and conclude 10 minutes prior to the next hour (eg. 9:00-9:50am). Classes scheduled to start on the half hour will start on the half hour whether morning or afternoon.

**Unit Outline Supplement**

**eVALUate**
eVALUate is the University’s online system for gathering and reporting student feedback on learning experiences. eVALUate surveys are available online for all units at UTAS.

Posters on campus and communications from the University via MyLO will let you know how and when the surveys are available and remind you to fill them in. Students will be given feedback about the process as we develop a conversation about what happens with the feedback you give, keeping students in the information loop. All surveys are confidential and even though you have to log in to complete the survey all data is completely de-identified.

For more information, please refer to the University’s Student Evaluation, Review and Reporting Unit’s eVALUate webpage: http://www.utas.edu.au/curriculum-and-quality/student-surveys/evaluate

**Teaching Merit Certificates**
If you think that a unit has been particularly well taught, you can reward an individual tutor or lecturer, or all the teaching staff for that unit, by nominating them for a Teaching Merit Certificate. Information and instructions on how to make a nomination are available here: http://www.teaching-learning.utas.edu.au/awards-and-grants/awards/utas-awards/teaching-merit-certificate

**Attendance Requirements**
The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.
The University’s Code of Conduct for Teaching and Learning states:

_Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time._

Much learning at the Conservatorium occurs through interaction and engagement with your peers. Hence _attendance at all lectures, tutorials, workshops, lessons, rehearsals, and supervisory appointments is compulsory_. Most lectures and tutorials are not repeated or recorded.

_Students whose attendance falls below 75% for a unit will be deemed ineligible for assessment in that unit. Students will be deemed absent from class if they miss more than 15 minutes of any workshop, tutorial, lecture, rehearsal or lesson._

Students are notified in writing (via email) towards the end of the semester if they are no longer eligible to submit work or be assessed. This necessarily means a fail result.

Please note that even where there is cause for extended absence (i.e. 3 weeks or more), due to serious illness for instance, _students will still be considered ineligible for assessment if they have not attended and participated in a sufficient number of classes for their performance to be assessed_. In some cases (sufficient medical documentation for instance) they may be able to apply to withdraw from the unit without penalty.

_Students are encouraged to contact their tutor, unit coordinator or the Student Advisor to discuss any issues that may be interfering with their studies._

Staff members are required to notify the unit coordinator whenever a major study lesson or ensemble activity is missed.

_Rehearsals:_ you are expected to arrive at the venue _no later than 15 minutes_ before the scheduled starting time and be prepared, equipped and ready to begin at the scheduled starting time.

.Classes:_ you should be seated and prepared for work before the arrival of the lecturer.

_Absences_

If you are absent due to illness, contact your lecturer as soon as possible by e-mail. You will need to provide a medical certificate to the unit coordinator. It is your responsibility to catch up on any missed work.

When seeking permission to be excused for extra-curricular activities (up to 3 weeks), or for significant personal reasons, you will need to complete the appropriate form from the Conservatorium website: [http://www.utas.edu.au/conservatorium-of-music/students/requests-and-permission-forms-for-students](http://www.utas.edu.au/conservatorium-of-music/students/requests-and-permission-forms-for-students)

_Absence from In-class Test_

No make-up sessions will be offered for students who do not attend or arrive late for any in-class tests. If an absence has been approved you will not be assessed on that test and the mark averaged with your results for the semester. This may only occur once: a second absence from a class test, even if covered by medical or compassionate grounds, will result in a 0 for that item of assessment.
ACADEMIC INTEGRITY

Except where otherwise specified in a unit outline, the work required for any item of assessment shall be carried out by students working individually. Work that has previously been assessed, or has been submitted for assessment in another unit may not be used for any subsequent or concurrent assessment. Work receives assessment credit once only; it may not be refashioned and then used in a second assessment task. The only exception to this is the allowance made in practical units where students may perform repertoire for a second time, where the material forms no more than 15% of the required examination’s program.

Students must respect other peoples’ intellectual property and give due credit in their work through the use of appropriate referencing conventions to the ideas, words and work of others (please refer to the Assignment Protocols in this Handbook for the Conservatorium’s preferred style guide and referencing).

Plagiarism

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. For example, using an author's words without putting them in quotation marks and citing the source; using an author's ideas without proper acknowledgment and citation; copying another student's work. If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at: http://www.academicintegrity.utas.edu.au/

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a formal reprimand and/or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.

In order to produce work that conforms to the academic integrity expectations of UTAS, students are encouraged to complete the Academic Integrity Module (AIM), which is accessible through MyLO. Academic staff may require completion of this module as part of the work requirements of a particular unit. More information on AIM can be found at http://www.utas.edu.au/arts/flexarts/academic_integrity/info_for_staff.html

Turnitin

Turnitin is one tool available to staff and students to assist in achieving the ideals of academic integrity.

What Turnitin does

- Turnitin matches the written text in any electronic document submitted for comparison to all the other documents stored in its databases
- Turnitin produces an originality report, which allows checking for sections of text that have matched other documents residing in the Turnitin databases. In some contexts it can also be useful to identify incorrect punctuation and incorrectly cited references.

Document formats that are acceptable for uploading are:

- Microsoft Word™ (.doc and docx);
- Corel WordPerfect®;
- HTML;
- Adobe PostScript®;
• Plain text (.txt);
• Rich Text Format (.rtf); and
• Portable Document Format (.pdf).

The file size may not exceed 20MB, files of larger size may be reduced in size by removal of non-text content (e.g. images)

**What Turnitin does NOT do**

Turnitin cannot analyse images
Turnitin is NOT anti-plagiarism software
Turnitin does NOT identify all potential cases of plagiarism
Turnitin does NOT differentiate between correctly cited and unattributed work

Most written assignments (e.g. essays, concert program notes) must be submitted **electronically** via turnitin prior to the deadline of the assessment **and in hard copy** form. Students are advised to keep a copy of any submitted work. The submission of assignments via email attachments is not acceptable. Information about turnitin is available on each unit’s MyLO site or from the University’s Learning Online MyLO support page.

**ACADEMIC MISCONDUCT**

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination and any other conduct by which a student:

(a) seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
(b) improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit, a course or the University.

Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct: see [http://www.utas.edu.au/universitycouncil/legislation/](http://www.utas.edu.au/universitycouncil/legislation/)

For further information on this statement and general referencing guidelines, see [http://www.academicintegrity.utas.edu.au/](http://www.academicintegrity.utas.edu.au/).

**ASSESSMENT POLICIES**

The final result in any unit is determined by the weightings for assessment tasks, followed by confirmation that you have met the school’s attendance requirements.

In borderline cases where the marks fall between 45-49, the Conservatorium’s policy is to review the mark and award a final grade depending on the items of assessment in the unit and whether the examiners consider the student able to attempt the subsequent unit. Due to exceptional circumstances a student may be awarded a supplementary exam, which must be completed during a specific time-frame.

The nature of Music Practice is such that differences of opinion regarding the merit of a particular presentation may occur. To allow for such individuality, exam panels normally have a minimum of two staff members to assess the work. Students are measured against standards known within the profession and printed in the unit outline.

**Assessment Percentage/Grading Equivalents**

The AVCC percentage/grading equivalents are used by the University of Tasmania and are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>80-100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>70-79%</td>
</tr>
<tr>
<td>Credit</td>
<td>60-69%</td>
</tr>
</tbody>
</table>
Pass 50-59%
Fail 0-49%

Graduate Attributes (Generic Skills)
The University of Tasmania has identified five core attributes as the foundation of its Policy on Generic Attributes of Graduates of the University of Tasmania:

- Knowledge
- Communication skills
- Problem solving skills
- Global perspective
- Social responsibility

These attributes, to be actively developed over your time at university, will serve you well in your employment and further lifelong learning. Generic (general) graduate attributes are skills, abilities and competencies you can acquire and apply to a wide range of activities in your life and work. They are among the qualities highly valued by universities, communities and employers and are recognised as essential elements of your education. Some of these attributes will be embedded in your curriculum and can be identified in your unit outlines.

Skills you have developed in your specific subject areas while at university (e.g. accounting) can be transferred from that context into another (e.g. another subject area, a community role or an employment-related task). These transferable skills enable you to perform work in a range of areas, not just in the field in which you graduate from the University.

Regular reflection on your course-related experiences in relation to generic attributes will help you understand the relevance of your coursework, recognise your achievements and refine your educational goals. Generic attributes can also be acquired through your extra-curricular activities (past or present) or employment experience.

By recording and reflecting on your attributes you'll be able to assess your overall progress, which will help you gain confidence as an emerging professional. Keeping a record of your graduate attributes will help you assemble information for employment applications and make it easier for you to discuss your skills and competencies with others, especially during job interviews.

Submission of Assignments
All written assignments must include a fully completed and signed Assignments Cover Sheet, under “Other Forms” http://www.utas.edu.au/creative-arts/music/students

The Cover Sheet contains important information about privacy, plagiarism and collusion and must be carefully read before signing. All assignments must show the unit code and name, the student's name and ID number on each page, and the lecturer’s name.

- It is the responsibility of each student to retain a copy of his/her assessment task.
- Bulky assessment tasks, such as composition folios, must be submitted as advised by the unit coordinator. Cover sheets must also be completed, signed and attached to these assessment tasks.
- For group assessment tasks, all members must sign and attach their own cover sheet.
- Electronic submission via MyLO may occur if stipulated in the unit outline. The plagiarism statement applies to all work submitted electronically.
- Students should keep a hard copy record of their electronic submission details.

Extensions of time to complete assessment tasks
Students with special circumstances may apply for an extension of time for the submission of assigned work. This does not usually exceed two weeks. Requests for extensions should, where possible, be made in writing.
including the relevant documentation, to the Unit Coordinator. Students must use the Conservatorium of Music’s request for an extension form, which may be downloaded from the Conservatorium’s students webpage: [http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students](http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students)

**This form must be submitted no later than 3 days prior to the assignment’s submission date.**

- The unit coordinator (or the lecturer) can grant extensions using his/her discretion in determining what constitutes special circumstances. The grounds for an extension of time include temporary circumstances of a personal nature that have prevented a student from submitting an assessment task by the due date.
- An extension will not be granted for work commitments or for several assessments being due at once. Most students experience these conditions.
- If a student needs to have an extension to the completion/submission date for their Honours project or Masters Coursework research project this must be requested of the Associate Dean (Learning and Teaching) of the College. The request should be in writing, endorsed by the Head of School and the Honours Coordinator, as suitable staff may not be available for supervision or examination at a later period.

**Late submissions**

Failure to submit an item of assessment by the due date without the granting of an extension of time by the unit lecturer or coordinator will incur the following penalties:

- 5% of the total possible mark for that piece of assessment for each business day past the deadline AND 5% of the total possible mark for that piece of assignment for each period of consecutive non-business days including weekends, long weekends, Easter and/or Christmas break.
- The penalty will be deducted until the maximum possible mark for that piece of assignment reaches to zero (0%), unless otherwise specified by the Unit Coordinator.
- Assignments will not be accepted after assignments have been returned to other students unless a prior arrangement is made with the unit coordinator.

For assignments attracting different penalties, the details of the penalty must be explicitly specified in the unit outline. The Unit lecturer or coordinator may decide to not accept work that is more than two weeks late, without an extension having been granted.

**Staff:** an online late penalty calculator has been created and is available on the Faculty’s staff academic administration webpage, available to all staff.

**Collection and Return of Assessed Tasks**

Assessment tasks will usually be made available for collection within three weeks of the date of submission and, in the first instance, be returned in-class with feedback from the assessor. Where students are absent from class when work is returned the work will be placed in a sealed envelope and placed in the filing cabinet on the first floor. The filing cabinet is available for students to collect their work during office hours Unit lecturers will notify students of the anticipated date for collection and remind student how the work can be collected.

Students may only collect their own assessment tasks. Assessment tasks cannot be collected by anyone other than the author without written authorisation.

End of semester practical examination feedback comments will be made available to students, usually by noon on the day grades are released. The comments will be placed in a sealed envelope, addressed to the student, and left in the filing cabinet on the first floor.
REVIEW OF ASSESSMENT

Remarking of assignments
The University Ordinances provide for remarking of examinations but not assignments. In the case of a student demonstrating reasonable grounds for the remarking of an assignment, the Head of School will, in consultation with the unit coordinator (or the original marker) concerned, nominate a new marker, where appropriate, with the consent of the original lecturer.

Application for Review of Assessment
A student who believes he/she has grounds for complaint about his/her final mark or grade for a unit should, in the first instance, discuss the matter with the unit coordinator. In the event that the matter is not resolved after discussion with the relevant unit coordinator then the student may apply for a formal result review. A student with a pass grade seeking to upgrade their pass will be required to pay any applicable fee. The request and payment must be made within 10 days from the date of the result notification. Students are notified, without delay, in writing, the outcome of the review. The review of assessment form can be found here: http://www.utas.edu.au/exams/results

Unit Outlines
Unit outlines for all units taught during the semester will be made available to all students in week one of semester, through the unit’s MyLOsite. The information in the unit outline is the documentation of the agreement between the Conservatorium and students relating to the specific unit. The unit outline information released in week one supersedes all previous information.

PLEASE read the unit outline thoroughly: It is the responsibility of students to familiarise themselves with unit outlines detailing unit assessment requirements. Ignorance of its content is not an acceptable excuse for any missed requirement, assessment, assignment or deadline.

Examination Information

End of Semester Practical Examinations Timetable
Conservatorium end of semester practical examinations will be conducted in accordance with the by-laws of the University of Tasmania. The practical examination timetable will not be finalised until the end of semester, therefore you should not make travel plans or involve yourself in any outside activities during any part of the University’s scheduled semester examination period.

Performance examinations
Examination panels for end-of-semester recitals will normally be comprised of two people, excluding your teacher, who provides a teacher’s mark (see unit outline).

Due to the complexity of scheduling performance exams, individual requests for specific times will not usually be accommodated. Notify the unit coordinator immediately if you believe you may have a legitimate reason for special consideration concerning the scheduling of your performance exam/s during the examination period. You must do this as soon as possible. The performance examination timetable cannot be released before week 11, as it works around academic examination times. Students must be ready to perform on day 1 of the examination period.

If you need to request a change of examination date, you must do so in writing. The request must be submitted to the Head of Music, outlining the reason why a change is required. Your request should include the appropriate documentary evidence. If a change of date is approved the new date will be within the official University examination period. Requests for examination at a period outside the official examination period must be made through eStudent as a request for a deferred examination.

Recording of End of Semester Recital Performances
The Conservatorium does record all examination proceedings for quality assurance and archival purposes. All recordings of examinations remain the property of the Conservatorium and may not be used for any
commercial or promotional purpose without consent. Please check the Performance Handbook for the policy on recording recitals.

All major study students will need to complete a Consent to Film and Photograph form: this form, and the Request for Performance Recording, may be downloaded from the website: http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students

Composition folios
Folios must be submitted by the due date and time, and will be assessed by a panel of all the composition staff. You will receive a written report and folio materials will be returned after results are released.

Copyright
All students should familiarise themselves with the rules of copyright and performance royalties. Information may be found on the APRA website: http://www.apra.com.au/Copy/cpyIntro.htm

Only originals or authorised copies are permissible for performances at the Conservatorium, unless an exception to copyright applies, or the relevant music publisher has granted permission for an authorised copy. You may provide the examination panels with photocopies, which will be destroyed after the examination.

Deferral of In-Semester Examinations
Students seeking to defer an in-semester assessment task must submit their request in writing to the unit coordinator. A medical certificate or other documentary evidence will be required. Students should submit the request as soon as it is determined that a later date may be required or, should the unexpected occur, within three days of the scheduled exam.

Deferral of End of Semester Examinations
Deferral requests for end of semester recitals and all examinations scheduled by University’s Examination office are handled by that office: students need to download the Request for a Deferred Ordinary form and conform to the requirements of that process. Deferred exams are held in the official University Deferred Examination period. That form may be accessed from the following address: http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/

Special Consideration
A student whose performance in an examination has been affected by acute illness or other exceptional cause beyond their control may apply in writing to the University for special consideration.

Written/viva/listening/other examinations
The University schedules most written examinations in music theory, history, and other electives requiring writing, analysis or listening. Aural skills viva voce exams are scheduled at the discretion of the lecturer near the end of semester or during the examination period.

Release of Unit Results
Official results in all units are released by the University. Faculty of Arts staff are not permitted to provide students with final results in any unit before the results have been ratified by the Assessors’ Meeting and have been released officially by the University.

Examination Scripts
A student is entitled to inspect any examination script that he or she has submitted for assessment in a unit, once the final examination results have been released.

A student's access to his/her examination scripts will be under the supervision of the lecturer who examined the student or, if that lecturer is not available within the time prescribed below (and if the student so wishes), under the supervision of the head of school or nominee.

Within 5 working days of receiving written notice of a student's wish to inspect his/her examination script the lecturer, head of school or nominee will ensure that the script and the examination paper/s are available
for inspection and be present to provide fair and constructive feedback to the student on that script, the examination paper and the student's examination results.

Students' examination scripts will be held by the Conservatorium for one year.

**Performance& Composition Major Study Unit Information**

Some special procedures apply to major study performance and composition units. Performance students should consult the Major Study Guidebook for more complete details and information regarding this area of study.

The unit outline is always your first source of information about these special requirements. Consult the outline and ask your lecturer or the unit co-ordinator if you have questions. All unit outlines are available on MyLO.

**Concert Attendance**

Students are strongly encouraged to attend as many concerts and performances as possible throughout the year. The Conservatorium hosts a number of visiting artists and musicians giving a variety of masterclasses, workshops and concerts. These events are an important part of your student life: most are free for Conservatorium students, and you should attend whenever possible.

- Most undergraduate recitals and examinations are open to the public and students are encouraged to invite friends and relatives to attend
- FCP110, FCP105, FCA111, FCM101, FCA112, FCM102, FCA211 and FCM215 exams are closed exams, not open to the public

**Tasmanian Symphony Orchestra Student Pass**

The TSO’s Student Season Pass is available to all full-time tertiary and secondary students. For only $35 students get access to a whole season of TSO concerts in Hobart, Launceston and regional Tasmania.* *Subject to availability.

What’s the catch? There isn’t one! Pay $35 for a pass and receive free entry to the 2018 season. **Here’s how it works...** either purchase your student pass online or call the TSO Box Office on 1800 001 190. Pay $35, receive your Season Pass and start booking! Tickets can be booked from two weeks to one day in advance of a concert.

For further information or to purchase a pass contact the TSO Box Office on 1800 001 190 or email boxoffice@tso.com.au.

**Failures**

If you fail a Music Practice/Major Study unit you will be placed on probation for the following semester’s enrolment. If you fail a unit twice you may be excluded from your course. If your progress is unsatisfactory, you will be invited to attend an interview with the relevant co-ordinator and teacher to discuss your situation.
Assignment Protocols

Assignment Deadlines
Assignments in all subjects should be submitted in hard copy to the appropriate lecturer by the due date. Most written assignments will also need to be submitted through Turnitin (accessible through MyLO). Please check individual unit outlines for requirements.

Students are advised to keep a duplicate copy of the work.

Acknowledgment of Sources
When writing a research paper it is important that ideas and opinions that have come from the work of others are appropriately acknowledged, even if you have put these ideas or opinions into your own words (indirect quotation).

The purpose of the paper is to convey your arguments and analysis, informed by the work of others in the field. Consequently direct quotations should not be overused, but should be reserved for instances when the actual wording of the quotation is particularly striking or critical to your argument.

References, whether in the form of parenthetical references or footnotes, make it possible for your reader to determine how well your arguments are supported by the research of established scholars, as well as the extent of your critical analysis and originality. It is important to provide detailed references to your sources so that your reader can easily verify how these sources have been used, and can therefore evaluate the quality of your arguments.

Failure to acknowledge sources appropriately may constitute a form of plagiarism, which is considered a serious offence by the University for which disciplinary action may be taken.

NB: Students are reminded that they should read the University’s policy on plagiarism which may be found on University website at: http://www.utas.edu.au/plagiarism

Style Guide
The Conservatorium of Music requires students to follow the Turabian (Chicago style) system of referencing.


This manual provides a complete list of Turabian style references for books, articles, web-based materials, scores and recordings and also includes helpful information about carrying out research and writing papers.

You need to use “Bibliography style” references: the format for footnotes is indicated in the text as “N” and for the Bibliography is listed as “B”. Do not use parenthetical citations (or Reference list style as seen in Chapters 18 and 19).

Bibliography
The bibliography lists all the resources – books, official papers, articles, manuscripts, scores, recordings, web sites, etc. – which have been used directly in the preparation of the essay. These should be limited to works that have been referenced in the body of the assignment/essay.

The Bibliography is a formal piece of academic work and must be presented in hanging indentation, double-spaced with no line missed between entries. You may list recordings separately in a discography.

Presentation Format
- Paper should be white A4 size
- Essays must be printed on one side of the paper only, with a left-hand margin of 4 cm
- Essays should be double-spaced in 12-point Roman Times font or equivalent
• Pages **must** be numbered consecutively
• All pages should be stapled in the top left-hand corner.
• Do not submit assignments in folders with the pages of the assignment in plastic pockets
• A signed College of Arts, Law and Education cover sheet must be attached to all submitted assignments.
• A table of contents may be desirable if the essay is of some length containing chapters, illustrations and/or appendices.
• Following the main text must come the appendices, if any, and then the bibliography.
• The main text must contain no abbreviations. It must not be presented in note form. Subheadings should be avoided unless the assignment is over 4000 words in length.
• If footnotes are used, these must appear at the foot of the same page on which the reference is given. Endnotes are not acceptable.

**Format For Thesis/Exegesis (Honours and Postgraduate work)**
The written thesis/exegesis must incorporate in the following order:
• A title page (a template may be downloaded from the Conservatorium website: http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students)
• Note: should the thesis/exegesis require corrections, the month and year on the title page must be the month and year of submission of the final copies following all examinations and corrections.
• A signed statement that the thesis/exegesis contains no material which has been accepted for a degree or diploma by the University or any other institution, except by way of background information and duly acknowledged in the thesis/exegesis, and to the best of the candidate’s knowledge and belief no material previously published or written by another person except where due acknowledgement is made in the text of the thesis/exegesis
• A signed statement concerning authority of access to copying of the written thesis/exegesis. This authority is subject to any agreement entered into by the University concerning access to the thesis/exegesis
• An abstract of up to 400 words
• An acknowledgement of any help given or work carried out by another person or organization
• A table of contents
• An introduction, which may include a statement of conditions which have imposed limitations on the work
• The main text
• Bibliography or reference list of all books, articles and other sources mentioned in the body of the thesis/exegesis.

**Library Loans**
For texts or journal articles not held in the library’s collection, you may apply for an intracampus (there are music collections in Hobart and Launceston) or request the item through Document Delivery.

**Intracampus loan:** Fill in a request form available from the loans desk in the library. Books or recordings take about three days to get here and when they arrive your name is placed on a list next to the request forms. Check this list regularly. If you do not collect the books you have ordered they will be sent back.
Intracampus loans incur no fee.

**Document Delivery:** For these you have to fill in a form available on the UTAS Library site. There may be charges for these items. It may take one or two weeks for the books or articles to arrive, and the loan duration can be limited to two weeks. Casual staff may access Document Delivery.
Research Procedure
For a clear guide into how to research and correctly document your research for a paper, the Conservatorium recommends students consult Turabian’s *A Manual for Writers of Term Papers, Theses and Dissertations* 8th ed. Everything from how to pick a topic to how to deal with points of grammar is clearly explained.

Additional Material
Apart from the main text, the assignment may include illustrative material and appendices.

Musical Examples, Diagrams, Tables and Graphs Materials
These should be presented either within the body of the text or at the end of the essay. If they relate specifically to a point explained in the text, they should be presented within the body of the text with appropriate reference numbers, for example Figure 7.

Musical examples must be labelled immediately underneath the example with composer, work and bar numbers in that order. The source of the musical example must be acknowledged in a footnote.

Musical examples, tables etc. included to supplement or reinforce the text, should be placed in the appendix.

Images taken from the internet must be cited with the appropriate URL address. Other images can be scanned or generated using paint or drawing software and sources must be acknowledged.

Appendices
The appendix (pl. appendices) is where you should place detailed information, statistics, copies of documents etc., referred to in the main text and which must be readily available for the reader to consult if necessary. It should be positioned after the main text and before the bibliography. Musical examples and tables directly referred to and discussed in the text must be placed in the text.

Submission of Audio and Media Materials
Assignment submissions may sometimes include sound recordings. These can be in a variety of formats CD ROM or DVD. It is important to specify the correct information and label the materials as follows:
- Assignment title
- Example title(s) and duration(s)
- Student’s name
- Unit title
- Lecturer’s name
- Date

NB: Students should own their own recordable media suited to archiving all computerized work. Always keep a hard copy and electronic file of any work submitted for assessment.

PROGRAMME NOTES
The role of programme notes is to give a brief guide to the audience that will enhance their listening experience. Notes should be succinct and provide some context for the work to be heard and identify one or two features per movement that audience members can listen for. You can assume your audience will have some familiarity with musical terminology (eg. sonata form, twelve-bar blues). Biographical information on the composer should focus on the period in the composer's life when the work was written, unless the composer is relatively unknown.

Your programme notes should be well-researched; a good starting point is *Grove Online* and books about composers (see ML410 in the Music Library) and you can also make your own observations based on your experience of playing the work. The information that you give must be expressed in your own words and your notes need to be submitted through Turnitin, which will detect plagiarism.
Quotations in programme notes
If you quote directly from a source then you must acknowledge the source and direct quotations need to be indicated with quotation marks. You do not need to provide footnotes or a bibliography for programme notes, but if you quote directly from a source, or are including research or opinions of other people then you need to acknowledge the origin of the opinion/quotatiion in the text so that the reader of your program notes could follow up on your claims and read more.
For example:
1. Giant Steps, recorded by Coltrane in 1959, has become a seminal work for sax players with its demonstration of the cascading scales that critic Ira Gitler described as "sheets of sound".
2. Donald Mitchell, the eminent Mahler scholar, has observed that...............
3. Ferneyhough has said of his most recent work, ".....

If you are including translations of song/aria texts etc. then you must acknowledge the translator (eg. trans. Gerard Brienche).

The protocol adopted for programme notes does not require footnotes or a list of references.

If you are preparing liner notes for a recording you should adopt the same process but liner notes will need to be more substantial and a list of references used in preparing the liner notes must be be given at the end.

Formatting and layout of programme notes
Please use the template available from the Conservatorium website, as it will enable you to be confident you have observed the correct format and included the information expected. That form may be downloaded from the following address: http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students

Your printed program should include the following:
• A front cover that provides details of all performers involved in the presentation, as well as the date, place and time of the performance.
• The inside cover should list each work, in the order of its presentation. The title of each work should not be abbreviated; index or catalogue numbers should be included, as should the titles of individual movements, and the composer’s full name and dates.
• The programme notes pages
Student Services and Facilities

GENERAL INFORMATION

Emergency Evacuation Procedures
When an evacuation alarm sounds students are required to leave the building immediately. Please do not go in any other direction than towards an exit. Actions such as going to your locker or trying to locate a friend may place you, and others, in danger and are not permitted.

Please exit calmly. Do not use the elevator. There are two stairwells: either may be used during an evacuation. After leaving the building students should proceed to the two designated evacuation points on Sandy Bay Road and remain there until the Building Warden advises that it is safe to re-enter the building.

Please refer to Appendix 1 for a map of the Evacuation Meeting Points.

Weekend Arrangements to enter the Conservatorium
A security guard will be on duty, and so the front door will be unlocked from 8am to 12 noon on Saturdays.

Security
A Security Officer is available 8.45am to 6.15pm Monday to Friday, and 8am to 12 noon on Saturdays. After 12 noon Saturday, and all day Sunday, the building is locked, so students will need to use their security access card to enter the building.

The Security Officer on duty will be able to assist with Visitor Sign-in, Visitor requests, Lost Property and approved access to locked areas. To locate the Security Officer, dial 7600 from the Intercampus phone located in the corridor behind the Security Office on Level 1.

Avoid theft! Personal belongings should be locked away securely or kept with you at all times. University insurance does not cover theft or damage of students’ personal belongings.

Security Card System
All Conservatorium students need a security card for after-hours access to the building.

Access is as follows:
Undergraduates: 7am – 11pm, 7 Days, expiring at the end of November
Postgraduates (coursework): 24 hours, 7 Days, expiring at the end of November
Masters (Research) & PhD: 24 hours, 7 Days

Security cards may be obtained from the Conservatorium’s Office. When applying for a card, you should bring a completed Request for a Security ‘Swipe’ Card form available from the Conservatorium website.

Once purchased, your card will need to be activated – see administration in our office (the second floor of the Conservatorium) with current proof of enrolment/student card for activation. Level of access will depend on the course in which you are enrolled. Please allow 7 to 10 days for processing of card activation. All Undergraduate and Postgraduate (coursework) swipe cards will deactivate at the end of November (check notices for specific date). Any misuse of the swipe card will jeopardise your access. Misuse includes giving your card to someone else to use, or using it to let someone else into the building. Do not ask another student to let you into the building, as they will refuse.

PLEASE NOTE:
• If your card is lost or damaged the deposit is forfeited and you will need to purchase another card.
• The loss of a card must be reported immediately to the Conservatorium Office and damaged cards returned to the office when applying for a new card.
• Continuing students are requested to complete the Request for a Security Swipe Card form at the commencement of each calendar year to ensure re-activation.
ID Cards

Staff and Students are to display their identification at all times. It must be easily and clearly visible so the security staff do not need to stop you to confirm you may access the building. Lanyards are provided for this purpose, and may be collected when obtaining or renewing security swipe cards.

- ID cards may be obtained directly from Student Administration, located on the main campus of the University at Sandy Bay.
- An ID card is required to borrow items from the Libraries at the University.
- You will need to take your ID card to any examination held on main campus.

NB: As a security precaution, swipe access cards must not be kept with or inserted into ID card holders.

Visitors to the Conservatorium

Visitors are welcome at the Conservatorium. A visitor to the Conservatorium is deemed to be anyone who does not have a current UTAS student or staff ID card.

For OH&S and insurance liability reasons, and to ensure the safety and security of all occupants and equipment at the Conservatorium, the following procedure applies to all visitors, staff and students:

- All visitors are required to sign the Visitors’ Register at the Security Office. This includes members of the general public who have a scheduled meeting with any member of staff.
- All visitors must note their arrival and departure times in the Visitors’ Register.
- With the exception as detailed below*, each visitor will be issued with a Visitor Lanyard, the details of which will be recorded in the Visitors’ Register.
- The visitor is to return the Lanyard to Security upon signing out and before exiting the building.
- Visitors entering the building for the purpose of assisting a student with a unit activity will be required to sign in and display a Visitor Lanyard on their person. The Head of Music must approve these visitors: students must seek approval in advance by completing the Visitor Request Form.

*The above procedure does not apply to the following parties:

- School groups
- Concert attendees

Any person not signed in, or with no authority to be at the Conservatorium, will be asked to leave immediately.

Visitor Request Form

Students requiring visitors to come and assist in an activity required as part of official study at the Conservatorium need to complete the visitor request form. The form is only valid if:

- All details are filled in accurately
- It is signed by the student desiring the visitors
- It is signed and dated by the unit lecturer; and
- It has been approved by the Director, Conservatorium of Music.

The form must be submitted at least 72 hours before access is required. Once completed and authorized the form must be kept by the student and presented, if requested by University staff. The form may be downloaded from the Conservatorium website.

Administrative Office Hours

The Conservatorium of Music office is located on the second floor of the Conservatorium, open Monday to Friday from 9.00am–5.00pm. Administrative offices throughout the University are normally closed from 1.00pm–2.00pm.
Student enquiries should be made between the hours of 10.00am-12.00pm, or 2.00pm-3.00pm. Enquiries outside of these hours should be e-mailed to the office at Conservatorium.Admin@utas.edu.au

The administration office does NOT provide access to telephones for personal use except in an emergency. A free phone for inter campus use is available on each floor of the Conservatorium – this will give you access to any department within the university.

The administration office does NOT supply stationery materials.

BOOKSHOP
The University’s bookshop the Co-op, is located in the Student Union Building, Churchill Avenue, Sandy Bay, telephone 6224 2614.

CAR PARKING
Limited metered car parking is available behind the Conservatorium (accessible via Heathfield Ave) and in Wilmot Street. Please read the instructions on the pay and display meter carefully as these spaces are monitored by the HCC. Two disability/access parking spaces are available in the Wilmot St carparks. Please note that Conservatorium Parking spaces accessible from Wilmot St are reserved for Conservatorium staff at all times.

Semester Parking Permit stickers are available from the security office. To obtain a permit, students need to show their ID card or current proof of enrolment plus photo ID, and fill out the application form. Only one permit is issued per student enrolled in units at the Conservatorium of Music. They are NOT transferable and can only be displayed on the vehicle indicated on the application form. A voucher must also be purchased and clearly displayed.

Please take care not to lose your permit as they will not be replaced.
This permit gives you permission to look for a park; there is no guarantee! Bike riding, walking and buses are a good option as this is a central location. We encourage students to find alternatives to driving. There are bike racks located in the front staff car park where you can lock your bike securely.

CHANGE OF ADDRESS
• If you change your current term address from the one on your enrolment form it is essential that you notify Student Administration, located at Sandy Bay campus
• To notify Student Administration, students must complete a Notice of Change of Personal Information form, available from the student centre at Sandy Bay.

COMPUTER COURSES
• It is important that any student who wishes to use University computers has undertaken some basic training in the use of Macintosh computers
• Information Technology Services (ITS) runs courses on basic computer and software operation. For information of the available courses, contact the ITS HelpDesk at Level 2 of the Morris Miller Library on the Sandy Bay Campus
• The timetable for classes will be displayed on the ITS noticeboard in the Union Building at the Sandy Bay campus between the bookshop and the Commonwealth Bank
• ITS operates a HelpDesk to provide immediate assistance with computer problems. The telephone number is 6226 1818, or email Service.Desk@utas.edu.au http://www.utas.edu.au/service-desk

COMPUTER LABORATORY
• The computer laboratory is located on the ground floor in room G-2.
• Some classes use the computer lab as priority, during which times you may not enter. Please use the lab when classes are not scheduled.
• Access to the lab is by the use of a swipe card only. All students have the opportunity to purchase swipe cards. Students found allowing access to anyone (whether a student or not) will have their swipe card (and access) revoked.

• Prior to using any University computer students are required to sign an IT Facilities Use Agreement

• The University's policies covering appropriate use of IT facilities and the web, are available at [http://www.utas.edu.au/itr/policies/](http://www.utas.edu.au/itr/policies/). The University has available the option to take disciplinary action against anyone who has been determined to be in breach of policies or ordinances

• The computer lab is a place for work: please be courteous of others and do not make unnecessary noise. If you wish to chat with your friends please leave the computer lab and use the Common Room.

• Students should avail themselves of the IT help and information available to them from the following link: [http://www.utas.edu.au/service-desk/](http://www.utas.edu.au/service-desk/)

• The Conservatorium computers are for current Conservatorium students ONLY. Staff members or Security Officers may check student ID at any time

• The computer facilities should be left neat and tidy at all times

• NO FOOD OR DRINK is to be brought near any Conservatorium computer or IT facility

• Hands should be clean at all times

• Students should own their own recordable media suited to archiving and saving all electronic work. This can be a CD-RW, a flash card, or a small, portable USB or hard drive.

• Students need to obtain a CAPS account if they wish to print material in the lab onto the computer’s printer. You can activate your CAPS account by making a payment at the Service Desk at the Music Library and obtaining a username and password (EFTPOS only, minimum of $5) or at the Contact Centre in the Union Building.

• Student computers are for work and e-mail ONLY. Do not download games. Staff members may trash inappropriate files from computers at any time

• Do not download any inappropriate or copyrighted materials from the Internet. Such activities may lead to disciplinary action and/or suspension of access to Conservatorium computer and IT facilities.

**CONCERTS**

**The Conservatorium is the largest concert presenter in Tasmania, staging over 100 public concerts annually.** Please check [www.utas.edu.au/music](http://www.utas.edu.au/music) for updated concert information. We encourage you to attend the recitals presented each year, and invite your friends and family.

Admission to ALL Conservatorium-run concerts, subject to seat availability, is FREE for all Conservatorium and UTAS students.

Students may be required to attend concerts as part of their assessment, as evidenced by a program. **Please be on time, to ensure that you receive a program.** Programs will not be available after the concert has concluded.

External organisations occasionally hire the Conservatorium’s Recital Hall for concerts. As these are not Conservatorium-run events, student admission may incur a cost.

The Concerts Office is keen to facilitate opportunities for students to present concerts. If you would like to present a concert, discuss this with your teacher, then download the recital request form from the Conservatorium’s website and submit it to the concerts office (room 201, ph: 6226 7306). If you are involved in a concert, it is important to stay in contact with the Concerts Office. Have a professional attitude; it will stand you in good stead for the future. **Submit your program with your application form at least 4 weeks prior to the concert.** Late changes may not be possible.

**We look forward to seeing you at Conservatorium concerts!**
EXTRA-CURRICULAR ACTIVITIES
Students who wish to be absent from the Conservatorium for professional/personal commitments should seek permission prior to undertaking the activity. This is done by completing a Request for Permission to Undertake Extra-Curricular Activities form and then submitting it to the Conservatorium office.

Permission to participate in extra-curricular activities should be sought well in advance and prior to making a commitment to the activity. Absences of more than three weeks will not usually be approved.

Commitments, which clash with ensemble or class obligations, may not be approved and absences under those conditions will impact negatively on a student’s attendance record.

FOOD
There are a wide variety of eating facilities in the locality of the Conservatorium and on the Sandy Bay campus of the University, many provided by the Student Union.

Please do not eat in the auditorium, classrooms, workshops, rehearsal rooms or any teaching space. For special events only, food may be served in the foyer of the Conservatorium. Students are welcome to eat in the student Common Room. Please keep the food area and refrigerator clean, and remove out of date items regularly.

FORMS FOR CONSERVATORIUM STUDENTS
It is necessary for students to complete forms at various times throughout the school year and for various activities.

Unless stated otherwise, these forms are available from the Conservatorium website: http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students
(To access this link you will need to know your e-mail username and password.)

Students should note the following:
- Please type the required information directly onto the form before printing and signing
- Forms to be submitted to the Conservatorium’s Office should be handed in to the office during the regular student enquiry hours
- All requests should be made well in advance of the day of actual need
- Students should know that requests submitted with less than the required days notice may not be approved
- Students will usually be notified via their University e-mail address as to whether their requests have been approved/denied. Please do not assume that with the submission of a form comes permission

INTERNATIONAL STUDENTS
The University’s International Office http://www.utas.edu.au/international helps international students adjust to living and studying in Australia.
LIBRARY - MORRIS MILLER

The Morris Miller Library is located on the Sandy Bay campus, between the Administration and Chemistry buildings. This houses the social science and humanities library on the Hobart campus and a number of university-wide services and special collections as well as its subject collection.

The Morris Miller Library holds the largest collection in the University Library system with 275,000 book volumes and 90,000 serial volumes, as well as smaller collections of other media. A number of special collections, covering a broad range of subjects, are also housed in the Morris Miller Library.

Further information regarding the Morris Miller Library may be found on the library’s website: http://www.utas.edu.au/library/libraries/libraries/morris-miller-library

Music library

The music library is located on the fifth floor of the Conservatorium. Music Library resources include books, serials, kits, videos, print music, LP records, compact discs, cassettes, plus associated playing equipment. The Library's collection of print music includes study scores and performance scores and parts.

Collected editions of the works of major composers and historical sets are held, and reference materials include dictionaries, encyclopaedias, indexes, repertoire guides, bibliographies, discographies, and thematic guides.

The Library provides assistance with:
  - Your information needs
  - Finding your reading list material
  - Online information resources (databases, e-reserve etc.)
  - How to find and request items available in other UTAS Libraries
  - Some basic IT issues such as Passwords and Usernames
  - Photocopy and printing accounts, including charging your account with funds

The Library communicates with you via your UTAS email account so please remember to check your email regularly. Also remember that your ID card is your borrowing card as well as providing access to the account that enables printing and photocopying.

For further information about the Library services please pick up a copy of the current Library Guide OR visit the Library web pages at http://www.utas.edu.au/library/

The Library is managed by the Art/Music Librarian, and is staffed on weekdays by part-time library assistants. The library’s hours of operation may be found at http://www.utas.edu.au/library/libraries/opening-hours as well as being posted on the Library’s Notice Board, in the library.

Library Tours

  - Staff conduct regular tours at the beginning of the academic year, but a personal tour to the Music Library can be arranged at any time
  - Training in the use of the on-line catalogue and databases is also available.
  - Loans can be renewed either by visiting the library personally, by telephone or electronically.

LOCKERS AT THE CONSERVATORIUM

Lockers are located on the ground floor. Locker allocation is administered by security. To obtain a locker you must show your Student ID card.

  - You are required to provide a padlock for your locker
  - Lockers are available only for the academic year. You will need to remove any padlock and items from lockers at the end of the November examination period. After this period, security staff will remove any remaining locks and items so others may use the facilities.
• Do not post any stickers, posters or any other items on the outside of lockers. Such action may lead to suspension of provision of a locker.

LOAN OF INSTRUMENTS AND EQUIPMENT
Instruments and equipment will not normally be lent to students.

In exceptional circumstances students desiring the loan of equipment or an instrument may apply to do so by completing the appropriate form. The form sets out a list of the conditions under which the loan is made. Completed forms should be submitted to the Conservatorium’s Office.

NB: Students borrowing instruments and equipment should ensure that they are aware of any insurance commitments pertaining to their loan.

LOST PROPERTY
All enquiries regarding lost property should be made to the security guard. Anyone finding property, assumed lost or stolen, should hand it into the security office without delay.

MONEY AND VALUABLES
Students are urged to carry money, purses, wallets, jewellery and other valuable possessions with them. The Conservatorium cannot accept responsibility for loss or theft. Students are encouraged to label clearly all items, have equipment engraved if possible, record any serial numbers and if at all possible, do not bring valuable items with you.

NOTICE BOARDS
The Academic Notice board is located on the ground floor, opposite the Security Office. Students should check this noticeboard regularly for Course and Unit information. Specific area notice boards are located on other levels at the Conservatorium, and notices will be posted on MyLO sites.

OCCUPATIONAL HEALTH AND SAFETY
The University’s Occupational Health and Safety Policy states:

*Occupational health and safety is both an individual and a shared responsibility. Every University of Tasmania employee, student, contractor or visitor is responsible for ensuring that work/activities are undertaken in a safe manner and in accordance with current safety procedures, standards and legislative requirements.*

**Accident report procedure**
If you see anything that may cause damage you have a responsibility to report it. If you have an accident or near-miss injury or you see a potentially hazardous situation, you must report it immediately to staff, who may request that you file a report under MySafety: [http://www.utas.edu.au/work-health-safety/mysafety-resources](http://www.utas.edu.au/work-health-safety/mysafety-resources)

If you require assistance, please contact the office staff. In the case of serious injury, alert staff immediately and they will seek medical attention.

If a serious injury or emergency occurs after-office hours, alert the Security Officer on duty by visiting the Security Office on the ground floor, or dial 7600 on the Intercampus telephones located on each floor of the Conservatorium.

Please be vigilant and proactive: the only difference between an accident and an incident is the outcome. So, report incidents; do not wait for an accident to occur.

**Personal Safety Requirements**
The following is a list of basic personal safety rules that every student must observe.
**Footwear:**
Appropriate footwear must be worn at all times. Bare feet are unacceptable.

**Ear protection:**
Earmuffs or suitable earplugs must be worn when working with or around sustained excessive noise.

**NB: No smoking within the Conservatorium of within 10 metres of any door or window externally**
It is important to remember that we work in a shared environment. It is essential that all students be considerate and respectful of each other’s needs. When working at the Conservatorium you must make sure that you clean and tidy up any work/rehearsal space prior to leaving it. Rooms must be left neat a tidy ready for the next group’s use; music stands and chairs must be returned to their storage spaces.

Practising (or working on a computer) for long periods of time can be hazardous to your health. From deep vein thrombosis to migraine and repetitive strain injury, one extended session with poor ergonomic practice can cause serious long-term injury. If you experience pain, stop what you are doing and investigate the cause; don’t start working again until the pain has gone. Low glare environments, good chairs, good posture, frequent breaks, regular stretching and movement and regular eye checks can minimise the problems and make it possible to work more productively for longer.

If a student is deemed to be at risk or placing others at risk due to the influence of medicine/drugs/alcohol, supervising staff will ask the student to leave. For the safety and wellbeing of the group, a student who is unable to adhere to these safety regulations can be suspended and denied access to Conservatorium of Music facilities.

**RECORDING SUITE – CENTRE FOR CONTEMPORARY MUSIC STUDIES**
Students from all streams have access to, and are encouraged to make effective use of, the newly redeveloped recording facilities that are housed on the ground floor within the new Centre for Contemporary Music Studies. Students must apply for access approval though Mr Stewart Long or Dr Dave Carter and bookings can be made through the Conservatorium’s online booking system.

**PIANO BOOKINGS: AUDITORIUM**
There are three Grand Pianos on the Conservatorium Recital Hall, a Yamaha C7, a Steinway D, and a Stuart & Sons.

The Yamaha C7 is the piano for general use. The Steinway D and the Stuart & Sons pianos are the use of visiting artists, and for major study piano students' recitals and approved performances only. Permission to use the auditorium and this instrument for private rehearsals must be obtained from the Director, Conservatorium of Music.

**PIANO CARE AND MAINTENANCE**
- Due care and appropriate use of all pianos at all times is essential for their continued long life and service to the school
- No student may tamper with the internal workings of any piano without permission in writing from the Head of Music, unless under the supervision of their major study piano teacher
- No food or beverages are allowed near any piano
- Students may not place books or any other items (other than a metronome and pencil) on a piano
- Students may not sit on pianos

**PERSONAL MESSAGES FOR STUDENTS**
Staff members (academic or administrative) are unable to take and pass on messages to students. The Conservatorium is unable to accept postal mail for students. Messages for students may be posted on the student message board, located in the student common room, or left in the low file cabinet at the end of the
hallway on Level 1, where there are alphabetised folders for student last names. Assignments and other items such as CDs or music not collected in class or from your lecturer may be left there.

PRIVATE TEACHING
No teaching, paid or otherwise, other than that sanctioned by the school, and approved by the Head of School, is permitted. The University’s insurance liability coverage does not extend to persons with no authority to be on University premises and the space we do have is for the use of enrolled students. Please note, students may not use any room at the Conservatorium for private teaching.

ROOM BOOKINGS
Students may book a practice room or computer workstation by accessing http://www.utas.edu.au/music/students then clicking on ‘room bookings’ and following the instructions for using the Conservatorium's Online Room Booking System.

Please note, the room bookings system is not sophisticated and far from ideal. With limited space, booking rooms for rehearsals and practice sessions is an important issue for all students. Given the system that is in place, it is very important that all students understand and acknowledge some agreements need to be held and shared, to make sure you each have equal opportunity to maximise time and the available space effectively.

This is a community issue, it affects all of us, and ultimately it is in your hands. The staff at the Con do want students to be able to book rooms and be able to use their time efficiently, but the reality we all face is that we do not have enough rehearsal/practice space, so what there is must be shared.

Given that, there are some guidelines that are important to follow:

• The timetable is our official guide: those times/rooms cannot be overridden. It is imperative that you check the timetable first before making a room booking. Our office staff do input timetabled rooms into the system so students can’t book a timetabled space, but the booking process is time consuming and it does happen occasionally that some timetabled spaces are missed. In most cases this is because the system has indicated it has saved the change, but in fact it has not.
• When a booked room is vacant: 15 minutes after start of the booking time (or indeed for any 15 minutes of the booked time), if the person who booked the room has not appeared to claim the room and booking, the room then belongs to whomever has taken over the room.
• No one may book more than 2 hours in the same room on the same day. If you need additional time for practice, you need to book a different room – in the past there have been many complaints when rooms deemed ‘good rooms’ have been completely booked for the entire semester by 1 or 2 students. More importantly, it is neither healthy nor effective to try practice for more than 90 minutes to 2 hours without a break. Good practice is intense, physical work and you need to take care of both mind and body to stay healthy and able to succeed in your work.
• If large ensembles need to change as official rehearsal time, this needs to be confirmed with the supervising lecturer of that ensemble. The lecturer, or a nominated student from the ensemble, must first check that the new time/place does not clash with a pre-existing booking, and then notify the office of the change, and request that the timetable be amended to include the revised booking.
• Bookings in advance – you may book up to 7 days in advance. Everyone wants specific rooms and specific times: the reality is, it is first in, best served. Beyond 7 days raises the probability that more rooms are booked and then not used; rooms booked and then not used is another issue that has frustrated many students in the past and been the cause for many complaints.
• Staff needs may mean a student booking will be overridden. It does sometimes occur that a Con event will require additional room bookings (eg. guest/special lecturers, masterclass/coaching opportunities for students). Usually we anticipate these needs and have the bookings in place but there are times when unexpected demands arise and a student booking may need to be negated. When this occurs the student is notified via email and, if possible, an alternative booking made.
Sometimes this is not possible; it is very important when this is the case that the office staff’s efforts is respected and he/she is not be blamed for the Conservatorium’s lack of space.

- Recital Hall bookings are made only through the Conservatorium Administrative Office and may incur a fee. Please note: undergraduate students are not normally granted permission to use the Recital Hall
- If you experience difficulties, please contact the Conservatorium office.

SPORT AND HEALTH (UNIGYM & UNI MASSAGE)
UNIGYM offers a variety of activities to help maintain fitness and wellbeing. Whether you are looking for a regular fitness program, social sport, yoga, or a leisurely hit of tennis, Unigym has the facilities, equipment and can-do attitude to cater for all your health and fitness desires.


Located within Unigym Hobart, Uni Massage is the place to go if you are stressed out, recovering from an injury, have muscular aches and pains, or simply want to maintain your physical health.


STAFF MAIL ROOM
The Staff mailroom is located on the second floor. Students have access to this room during regular workday hours (Monday to Friday, 9-5pm). Students should place assignments into the relevant lecturer’s assignment mailbox. Please note: Dr Forbes’ mailbox is outside her office door, on the first floor.

STUDENT DISCIPLINE
All students have an obligation to behave honourably and to respect the highest ethical standards in carrying out their work at the Conservatorium.

Students are encouraged to read University Ordinance 9 which covers all matters pertaining to Student Discipline and may be found on the University website at [http://www.utas.edu.au/university-council/university-governance/ord](http://www.utas.edu.au/university-council/university-governance/ord)

Acts of General Misconduct
A student commits an act of general misconduct if the student:

(a) Fails to comply with a reasonable direction of a member of staff of the university, given in order to ensure the safety of any person, the preservation of any property or the maintenance of good order; or

(b) Breaches an ordinance or the university’s rules; or

(c) Harasses or discriminates against any person on university premises; or

(d) Obstructs or interferes with the proper use of any of the facilities, resources or equipment of the university by any student or staff member or any other person duly authorised to use the facilities, resources or equipment; or

(e) Disrupts or causes unreasonable interruption to a lecture, tutorial, or any other form of teaching, learning or research activity;

(f) Breaches a provision of any university rules, guidelines, agreements or codes of practice relating to the protection of intellectual property, including copyright;

(g) Breaches a provision of any university rules, guidelines, agreements or codes of practice relating to the use of library or information technology facilities, resources or equipment;

(h) Engages in improper use of any university facilities, resources or equipment (including student accommodation facilities, resources or equipment), or obtains unauthorised access to them;

(i) Disrupts or causes unreasonable interruption to the normal operation of any of the university’s library or information technology services;

(j) Removes without authority, damages or defaces books or other library material.
TASMANIAN UNIVERSITY UNION (TUU)

The Tasmanian University Union (TUU) is the peak student representative body for students studying at the University of Tasmania. The TUU provides student support and welfare services, protects student rights, assists in the creation of clubs and societies and organises concerts and events. The Conservatorium Representative (position currently vacant) represents the interests of the students studying at the Conservatorium. They attend SRC meetings, inform students of services and welfare options available, manage a budget and plan events such as Loui’s Ball. They are also a source of knowledge for students.

The TUU provides a wide range of services to students. These services currently include:

- Providing student representation, protecting student rights, and participating in university governance.
- Offering independent student advocates.
- Hosting events and concerts.
- Facilitating the operation of TUU-affiliated student clubs and societies.
- Publishing student-produced media, such as the TUU student magazine, Togatus.
Nearby Eateries
All Uni students need to eat and these places are tested and recommended by fellow students!
These are some great places in close proximity for those moments where you need to grab something quickly:

**Devils Kitchen**
58 Sandy Bay Road
Battery Point

**Soup Stop**
4 Barrack St
Hobart

**Pollen Tea Room**
56 Hampden Road
Battery Point

**Dr Coffee**
33 Salamanca Place
Battery Point

**Jackman and McRoss**
57-59 Hampden Rd
Battery Point

If you have some time to spare, check out these places, most serve excellent coffee!

**Machine Laundry**
12 Salamanca Square
Battery Point

**Retro**
31 Salamanca Place
Battery Point

**Burger Got Soul**
http://www.burgergotsoul.com/
160 Sandy Bay Road
Sandy Bay

**Villino**
30 Criterion Street
Hobart

**Environs**
http://www.environs.biz/
38 Waterloo Crescent
Battery Point

**Jam Jar**
http://jamjarlounge.com/
45 Hampden Rd
Battery Point
Honours & Postgraduate Study at the Conservatorium of Music

Admission to Honours and the Postgraduate courses at the Conservatorium is by audition and interview. The Conservatorium welcomes applicants from all Australian states, territories, as well as overseas students. Applicants for the Graduate Diploma of Music or for Masters degrees are required to sit the Conservatorium’s Graduate Placement Test to determine appropriate enrolment.

In addition to the normal work required of each course at the Conservatorium, Honours and Postgraduate students are expected to attend performances and be active participants in a Conservatorium ensemble or equivalent activity. The Conservatorium Research Forum provides an opportunity for Honours and Postgraduate students, Research Higher Degree candidates and staff to share their research. Attendance at the Forum is required for all Honours and Postgraduate students.

BACHELOR OF MUSIC WITH HONOURS (F4D)

Aim of the Honours programme
The Bachelor of Music with Honours degree offers specialisations in Performance, Composition, Professional Practice or Musicology. The degree is for highly gifted musicians who seek to continue musical studies beyond the undergraduate level. The purpose of the year is to allow students to immerse themselves in one area of specialisation and determine, through the year of study, the musical future they wish to pursue. Upon completion of Honours successful students interested in pursuing a higher research degree may apply to Master or PhD study or, for practitioners keen to perfect skills and artistry, a two-year coursework Masters of Music program.

Duration
The Bachelor of Music with Honours is a one-year full time course of intense study.

Prerequisites for Entry
Entry to the Honours program is by formal application. Candidates are expected to have a good academic record, and to have satisfied minimum criteria as either: successful completion of a Pass degree in Music with high achievement in the area of specialization, have successfully completed at least two undergraduate level music history and grades of Credit or better in other level 300 units; or demonstrate equivalent professional attainment. Entry to the course is by audition and interview. The audition may be waived in the case of outstanding applicants.

Areas of Study
Students may choose to study in one of the following areas of specialisation: (Solo) Performance, Composition, Professional Practice or Musicology.

Course Structure
Solo performance and composition students undertake a year (100%) of specialised study in music performance or music composition including some coursework. Performance students undertake a year of study comprised of an integrated research project, consisting of a performance and a linked written exegesis (7,000-10,000wds). Composition students must present a folio of compositions and an exegesis (7,000-10,000wds).

Professional Practice students commence the year in the solo performance specialisation, but in semester two complete a Recording Project instead of the written exegesis.

Musicology students complete a programme of coursework and write a thesis of approximately 15,000 words.
All Honours students are required to take the Music Research Methodology unit (FCA445) in their first semester of enrolment. All students must attend the Postgraduate Research Forum in their second semester of study. Performance, composition and musicology students are required to present at the forum.

Electives
Electives may be chosen from the schedule in the course and unit handbook at courses.utas.edu.au.

Articulation with Other Courses
Students who have successfully completed the Bachelor of Music with Honours in Performance, Composition or Musicology may apply for entry to a higher degree (Masters or PhD) in accordance with policies governing candidature for such admission.

Students who have successfully completed the Bachelor of Music with Honours in the Professional Practice specialisation may apply for entry to the two-year Master of Music (coursework) and receive credit into that degree. Students who completed the Professional Practice specialization who wish to apply for entry to a higher research degree (Masters or PhD) will first need to complete the Exegesis Project unit, which may be taken through the Bachelor of Music (Elite) with Honours or study in the Graduate Diploma of Music (Specialisation) degree.

Prospects for Employment
Graduates from the Bachelor of Music (Honours) degree are engaged at all levels of the music profession, both in Australia and overseas. They have successful careers as performers, academics, composers, teachers and administrators, or may be involved in broadcasting, journalism, publishing or as music critics.

Planning your Programme of Study
Performance/Composition students:
Your programme of study will consist of a unified project combining performance/composition and a written exegesis undertaken in the second semester of study. In your first semester you will have time to plan your second semester project. Your performance program or folio in first semester does not have to be linked to your project. By the end of week 6 in your first semester you must submit to the Honours committee a proposal for your research project as negotiated with your performance or composition teacher and discussed with the Honours co-ordinator. If you are taking the Recording Project in the second semester you will not need such a detailed research proposal. The approved proposal will constitute your contract with the Conservatorium and must state clearly how the written and practical components of your project will intermesh. The proposal must also include recital programme and folio details, including timings of each piece.

Professional Practice Students:
Your programme of study will consist of project combining performance recitals and a recording project undertaken in the second semester of study. In your first semester you will have time to plan your second semester project. Your performance programs in first semester and second semester must not be linked to your recording project. By the end of week 6 in your first semester you must submit to the Honours committee a proposal for your recording project as negotiated with your performance or composition teacher and discussed with the Honours co-ordinator. The approved proposal will constitute your contract with the Conservatorium. The recording project requires submission of substantial researched liner notes to accompany the submitted recording.

Musicology students:
Your programme of study will be focussed on a substantial written thesis or analysis project. Before the census date of semester 1 you must submit to the Honours Committee a proposal for your programme of
study as negotiated with the Honours co-ordinator. The approved proposal will constitute your contract with the Conservatorium.

**Research Journal**
Honours candidates should keep a research journal detailing weekly progress of their performance or composition lessons and summarising discussions that have taken place at all meetings with their academic and practical supervisors. Supervisors will likewise keep a weekly record of all supervisory meetings/lessons.

**Seminar, Performance Class Requirements**
All Honours candidates are required to attend the Postgraduate Research Forum throughout the year and Performance, Composition and Musicology candidates are required to give a presentation in the Postgraduate Research Forum in their second semester of study. Performance, Professional Practice and Composition students are required to attend the weekly performance class of their area of study. All Honours candidates are encouraged to attend as many professional concerts as possible during the year, but concert attendance will not be recorded.

**Supervision**
- Performance and composition students will meet during semester with their performance or composition teacher weekly for a sixty (60) minute individual lesson.
- Honours candidates taking the exegesis unit will be assigned a supervisor or supervisory team for their second semester of study after approval of their research proposal by the Honours committee.
- For students undertaking the exegesis unit an academic supervisor will be appointed to guide the written project. This is the person who is directly responsible for your academic progress, and you will meet with your supervisor for thirty (30) minutes every week during the semester that you are enrolled in the exegesis unit.

NB: Candidates in Musicology will meet with their supervisor for sixty (60) minutes each week during semester as a requirement of the thesis units.

Regular submission of written work is encouraged as it is an important discipline that enables you to refine your writing and your ideas in response to feedback from your supervisor.

**Thesis/Exegesis Requirements**
One lightly bound (ie. with a plastic comb) draft of your thesis/exegesis must be submitted to your academic supervisor by week 11 of the second semester of your study.

Three lightly bound copies of the complete exegesis for composition and performance students must be submitted to the Honours Coordinator by the date specified in the unit outline.

Three lightly bound copies of the complete folio for composition students or thesis for musicology students must be submitted to the Honours Coordinator by the date specified in the unit outline.

**Recording Project Requirements**
For detailed requirements see the unit outline. Two copies of the recorded CD project and the accompanying written work must be submitted to the Honours coordinator by the date specified in the unit outline.
BACHELOR OF MUSIC (ELITE) WITH HONOURS (F4E)

Aim of the Elite Honours programme
The Bachelor of Music (Elite) with Honours degree offers a further year of intense specialized study for students who have completed with distinction four years of undergraduate study in their area of specialization (equivalent to Honours IIA). The Bachelor of Music (Elite) with Honours offers specialisations in Performance (Solo or Orchestral) or Composition. This elite degree is for highly gifted musicians who seek to continue musical studies to prepare for entry into the profession or for entry to Higher Degrees by Research. Upon completion of the Honours Elite program successful students interested in pursuing a higher research degree may apply for PhD study or, for practitioners keen to perfect skills and artistry, obtain credit into a coursework Master of Music program.

Duration
The Bachelor of Music (Elite) with Honours is a one-year full time course of intense study.

Entry requirements
Candidates are expected to have a good academic record, and to have satisfied minimum criteria as either: successful completion of an equivalent to four years of tertiary study in Music at the Undergraduate level with a Distinction grade in performance or composition units in the final (fourth) year and grades of Credit or better in all other units; or demonstration of equivalent professional attainment (eg. minimum of BMus Hons IIA).

Course structure
Students may specialise in performance or composition.

In the Performance specialisation students can select either solo performance units: FCZ462 Honours Performance 1 and FCZ463 Honours Graduation Recital OR orchestral performance units: FCM417 Orchestral Practice A and FCM418 Orchestral Practice B. Performance students can choose between taking FCZ430 Exegesis or FCZ403 Recording Project in their second semester of study.

Composition students must take FCZ464 Honours Composition Folio 1 and FCZ465 Honours Graduation Folio. Composition students must take FCZ403 Exegesis.

All students are required to take FCA445 Music Research Methodology unless exempted by the Honours Co-ordinator.

Planning your Programme of Study
Performance/Composition students:
Your programme of study will consist of a unified project combining performance/composition and a written exegesis undertaken in the second semester of study. In your first semester you will have time to plan your second semester project. Your performance program or folio in first semester does not have to be linked to your project. By the end of week 6 in your first semester you must submit to the Honours committee a proposal for your research project as negotiated with your performance or composition teacher and discussed with the Honours co-ordinator. You will not need a research proposal if you are taking the Recording Project in your second semester. The approved proposal will constitute your contract with the Conservatorium and must state clearly how the written and practical components of your project will intermesh. The proposal must also include recital programme and folio details, including timings of each piece.
Seminar, Performance Class Requirements
All Elite Honours candidates are required to attend the Postgraduate Research Forum throughout the year and candidates writing an exegesis are required to give a presentation in the Postgraduate Research Forum in their second semester of study. Students are required to attend the weekly performance class of their area of study. All Honours candidates are encouraged to attend as many professional concerts as possible during the year, but concert attendance will not be recorded.

Supervision
- Performance and composition students will meet during semester with their performance or composition teacher for a sixty (60) minute individual lesson. Students who are taking the Orchestral Studies units will have a mix of large group, small group and individual tuition.
- Honours candidates taking the exegesis unit will be assigned a supervisor or supervisory team for their second semester of study after approval of their research proposal by the Honours committee.
- For students undertaking the exegesis unit an academic supervisor will be appointed to guide the written project. This is the person who is directly responsible for your academic progress, and you will meet with your supervisor for thirty (30) minutes every week during the semester that you are enrolled in the exegesis unit.

Exegesis Requirements
As for Honours F4D.

Recording Project Requirements
As for Honours F4D

GRADUATE DIPLOMA OF MUSIC (SPECIALISATION) – (F6L)

Duration
The Graduate Diploma of Music may be completed in two semesters of full-time study. Part-time study is also available.

Specialisations
The Graduate Diploma of Music provides students with study in one of four streams: Solo Performance, Composition, Orchestral Studies, Musicology.

Aim
The program aims to provide students with opportunities to develop high-level skills as performers, composers, researchers or teachers as well as a comprehensive understanding of a wide range of repertoire, concepts and educational precepts.

Prerequisites for Entry
Students would normally be expected to have a Bachelor of Music degree but admission is also possible to applicants who can provide details of professional experience, skills and knowledge deemed to be equivalent to a completed Bachelor degree. Performers are expected to prepare at least 20 mins of music that demonstrates their musical skills across a variety of repertoire. Composers submit a folio of recent work either as scores, sound recording, video or a combination of these as appropriate. Applicants are required to attend an interview and/or audition and take a written placement test.
Course Structure

In the Graduate Diploma (100%), students complete one of the four rows below:

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>FCA501 Performance 1 (25%)</td>
<td>FCA445 Music Research Methodology (12.5%)</td>
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<tr>
<td>FCA511 Composition 1 (25%)</td>
<td>FCA445 Music Research Methodology (12.5%)</td>
<td>Elective (12.5%)</td>
</tr>
<tr>
<td>FCA413 Orchestral or Vocal Studies B (25%)</td>
<td>FCA445 Music Research Methodology (12.5%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCA445 Music Research Methodology (12.5%)</td>
<td>FCA442 Topics in Music 1 (12.5%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCB415 Complementary Study (12.55)</td>
<td>FCA442 Topics in Music 1 (12.5%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCA502 Performance 2 (25%)</td>
<td>FCA512 Composition 2 (25%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCA512 Composition 2 (25%)</td>
<td>FCA536 Orchestral or Vocal Studies C (25%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCA536 Orchestral or Vocal Studies 2 (25%)</td>
<td>Elective (12.5%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td>FCA705 Advanced Performance 1 (25%)</td>
<td>FCA705 Advanced Performance 1 (25%)</td>
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<td>FCA443 Topics in Music 2</td>
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<td>FCA415 Complementary Study and 1x12.5% electives</td>
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<td>FCA502 Performance 2 (25%)</td>
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<td>FCA512 Composition 2 (25%)</td>
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<td>FCA536 Orchestral or Vocal Studies 2 (25%)</td>
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</tbody>
</table>

- Students may take up to 25% undergraduate level 200/300 units as electives, subject to the course coordinator’s approval
- Students intending to continue to the Master of Music Studies (F7K) should note that degree’s schedule prior to enrolling in elective units in the Graduate Diploma of Music

Seminar, Performance Class Requirements

All students enrolled in major study units (Performance, Composition or Musicology) are required to attend the Postgraduate Research Forum during that same semester of enrolment. Performance and Composition students are required to attend the weekly performance class of their area of study. All postgraduate students are encouraged to attend as many professional concerts as possible during the year, but concert attendance will not be recorded.

MASTER OF MUSIC STUDIES (F7K)

In the Master of Music Studies (150%), students complete one of the three rows below:

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<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>FCA501 Performance 1 (25%)</td>
<td>FCA445 Music Research Methodology (12.5%)</td>
<td>FCA705 Advanced Performance 1 (25%)</td>
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<td>Topics in Music 1 (12.5%)</td>
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Conservatorium of Music Handbook, 2018
• Students in F7K may take up to 25% of undergraduate level 200/300 units, subject to the course coordinator’s approval.
• Entry to FCA750 Major Research Project requires a distinction in Major Study and at least a credit in academic units.
• Electives may be chosen from the Conservatorium's postgraduate electives for music degree students (coursework) as listed in the University Course and Unit Handbook: courses.utas.edu.au
• For students enrolled in F7K the unit FCB415 Complementary Study must be a written project of a minimum of 5000 words as approved by the postgraduate co-ordinator.

NB: Graduation from the Master of Music Studies is subject to passing the unit FCA602 Music Comprehensive. Students may be exempted from this requirement by gaining a distinction in the Conservatorium’s Graduate Placement Test.

Seminar, Performance Class Requirements
All students enrolled in major study units (Performance, Composition) or Research Project units are required to attend the Postgraduate Research Forum during that same semester of enrolment. Performance and Composition students are also required to attend the weekly performance class of their area of study. All postgraduate students are encouraged to attend as many professional concerts as possible during the year, but concert attendance will not be recorded. Students enrolled in Research Project units are required to give a presentation on their research at the Postgraduate Research Forum in their final semester.

Higher Degrees by Research - Master of Music (Research)/ Doctor of Philosophy

The Master of Music (Research) and Doctor of Philosophy degrees are primarily undertaken as a supervised program of research aimed at the professional development of the candidate. Interested students should contact the Graduate Research Co-ordinator at the Conservatorium, Dr Forbes, for further information.

There is particular emphasis on the research methodology appropriate to the field of study. It is intended to provide candidates with the opportunity to develop their potential for research, enhance their skills of problem identification and specification and their ability to develop and present solutions.

To be awarded a higher degree by research, it is understood that a candidate has:
• Completed a critical investigation pertinent to the area of investigation
• Demonstrated both an appreciation and an understanding of his or her research in relation to existing scholarship
• Prepared and presented a major work, or collection of works accompanied by written scholarly commentary
• Carried out the research program appropriate to the discipline under supervision.

The period of candidature for a Master of Music (research) degree is a 1.5 years full time (or up to three years part time). The period of candidature for the Doctor of Philosophy is approximately 3 years full time (or up to six years part time).

Areas of specialisation for Master of Music (Research) and PhD candidates:
Performance (Jazz and Popular, or Classical)
Music Composition
Musicology

Conservatorium of Music Handbook, 2018
Office of Graduate Research
The Office of Graduate Research coordinates and manages the administration of research higher degree candidature and scholarships including general enquiries, applications, enrolments, ongoing candidature and examinations.

Application forms relating to candidature and scholarships are available from the Unit, or may be accessed electronically at: http://www.utas.edu.au/research/graduate-research/
Closing dates for scholarship applications are the end of October so you will need to be talking to potential supervisors about your project at the beginning of semester 2.
APPENDICES

APPENDIX 1: EVACUATION MEETING POINTS

- St David's Park
- Conservatorium
- University of Tasmania
- Masonic Lodge
- Mantra One (Former Telstra Building)
- 4 Heathfield Ave: AMEB
- 9, 11, 13 Cotages
- Hampden Road
- Sandy Bay Road
- Davey Street
- Wilmot Street

Key: X – Evacuation Meeting Point

Conservatorium of Music Handbook, 2018
## APPENDIX 2: TIMETABLE PRO FORMA

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<tr>
<th></th>
<th>MONDAY</th>
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University of Tasmania, Conservatorium of Music  Name: _________________________________________________