



Guidebook
for
Major Study (Performance)

Conservatorium of Music

School of Creative Arts

College of Arts, Law and Education

The creation of this Guidebook was supported by:



Revised February 2018

The GUIDEBOOK BRIEF

This guidebook is for University of Tasmania Conservatorium of Music Performance staff and students. It seeks to provide a very concise snapshot of issues specific to Major Study performance unit processes and activities.

Anyone entering a new community needs to know the written and unwritten rules: this guidebook seeks to provide information most useful for performance majors at the Conservatorium of Music.

CONSERVATORIUM COURSES

The Conservatorium offers opportunities for students to undertake performance units in the following courses:

Undergraduate

Diploma of Music

Associate Degree in Music Studies

Bachelor of Music

Bachelor of Musical Arts (now in teach-out mode)

Bachelor of Music with Honours

Bachelor of Music (Elite) with Honours

Post Graduate (Coursework)

Graduate Certificate in Music (Performance)

Graduate Diploma of Music (Performance)

Master of Music Studies (Performance)

Higher Degrees by Research

Master of Music

Doctor of Philosophy

PERFORMANCE AT THE CONSERVATORIUM

A professional performance career is demanding, competitive, challenging and public. In the profession, your reputation is your most valuable asset: many performers are extremely proficient practitioners, but *employable* musicians are extremely proficient practitioners who are knowledgeable, articulate, musically literate, reliable and dependable. They anticipate what is required of them and work well with others. The performance units we offer at UTAS are designed to help you to become a musician with the knowledge, skills and attributes expected of a professional music performer. You should know we, the staff, work to help you expand your expectations. A pass grade in a Conservatorium performance unit means success: passing means we believe you have gained the skills and attributes necessary to progress in the course.

Important contacts:

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Course Coordinator, Learning and Teaching

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Coordinator of Jazz and Popular Music

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FYI:

Many forms will ask for unit codes, unit names and your course/purpose code. The table below provides examples to indicate what is meant by these terms:

Unit code	Unit title	Course (Purpose) code	Course name
FCE107	Music Project 1	F2W	Diploma of Music
FCP110	Foundation Practical	F2Q	Associate Degree in Music

	Study		Studies
FCP105	Practical Study	13N	Bachelor of Musical Arts
FCA111	Music Practice 1	F4O or 13O	Bachelor of Music with Honours, or Bachelor of Music (13O)
FCM101	Performance 1A	13K	Bachelor of Music (13K)
FCM415	Performance 4A	F4D	Bachelor of Music with Honours
FCA408	Orchestral or Vocal Studies B	F5L	Graduate Certificate in Music (Performance)
FCA501	Performance 1	F6L	Graduate Diploma of Music (Performance)
FCA502	Performance 2	F6H	Graduate Diploma of Professional Music Practice
FCA705	Advanced Performance 1	F7K	Master of Music Studies

UNDERGRADUATE PERFORMANCE UNITS

In the Bachelor of Music (13O) and the Bachelor of Music with Honours (F4O) first-year students take:

FCA111 Music Practice 1
FCA112 Music Practice 2

Bachelor of Music (13K)* performance units:

First year: FCM101 Performance 1A
FCM102 Performance 1B
Second year: FCM215 Performance 2A
FCM216 Performance 2B
Third year: FCM315 Performance 3A
FCM316 Performance 3B

Students must pass an audition to be offered a place in these units.

*It is also possible to take the first four units of the performance major (i.e. FCM101, FCM102, FCM215 and FCM216) as a minor in the Bachelor of Musical Arts (which is now in teach-out mode).

The Conservatorium offers two pre-Bachelor level solo performance units.

FCP110 Foundation Practical Study
FCP105 Practical Study

These units credit into three Conservatorium courses: Diploma of Music (F2W), the Associate Degree in Music Studies (F2Q) and the Bachelor of Musical Arts (13N – in teach-out mode). These units are optional: students do not have to take a solo performance unit to complete the Diploma of Music, the Associate Degree in Music Studies or the Bachelor of Musical Arts. The units are also available as elective units to students at the University. Any student interested in taking a performance or composition unit at the Conservatorium must pass an audition before enrolment may be approved.

ASSESSMENT TASKS

Professional music performance is not an easy endeavour; those with talent and aptitude who wish to pursue a performance career need high levels of determination and motivation, perseverance and persistence. Self-awareness, the ability to plan effectively, the desire to excel: these are all important attributes to develop and explore over time.

The undergraduate music performance units provide opportunities for you to develop your skills, build your self-confidence and self-awareness and to gain experience and practice in the art of performance. Every performance is a learning opportunity: every playing opportunity is a performance.

Major study units are assessed in three ways:

Teacher's mark/Lecturers' appraisals (20%)

Class activities/group activities or class activities/mid-semester performance (20%)

Performance presentation/s (Recital or Exam) (60%)

The purpose of each task varies:

Teacher's Mark/Lecturers' appraisal

The development of performance skill is an individual journey. What, how, when, where and why you do things are all issues that need your personal attention. It takes time, passion, commitment, determination, dedication and discipline. The major study teacher and performance class lecturers are your mentors, guides and active listeners. What you bring to your lessons and performance classes can be used, refined, challenged and developed. Practising well is a long-term, on-going aim: this assessment is used to help develop your self-awareness of what is necessary to achieve your goals.

Assessment criteria is found in the unit outlines. The assessment will assess both input and output:

Input: how committed and thorough is your work process, how curious are you about music and music performance, how effective are your problem-solving skills?

Output: how effective is your work process, how well do you sound, how consistently can you execute what you plan?

Ensemble/Group activities

As part of major study you are required to play in one or more of the Conservatorium's ensembles or with another performer. Most musicians during their professional life work with other musicians: learning how to do this well is an important, employable skill. Performing in ensembles or with another musician allows students to learn how to collaborate with others, how to blend, balance, phrase with others, follow direction and experience of repertoire and the expected professional conventions that can only be learnt in the ensemble instrumental/vocal setting.

The ensemble/group mark focuses on ensemble awareness skills and how your work affects others: preparedness, attendance, reliability, the ability to play your part accurately from the first rehearsal, dependability, collegiality and punctuality are all critical issues.

Class activities/mid-semester performance

As part of your major study you attend performance classes. These will be the venue for an assessment of performances by students in FCA111 Music Practice 1, FCA112 Music Practice 2, FCA211 Music Practice 3 and FCA212 Music Practice 4. Jazz and Popular Music students will be required to perform at least once throughout the semester in a workshop setting. Classical students will perform a work or works totalling approximately 5 minutes in a performance class in weeks 9 or 10. The chosen pieces can also be part of your end-of-semester recital – therefore, this mid-semester assessment helps you gauge your own progress and will provide you with valuable feedback as you prepare for your final recital.

Performance presentation/s (Recital or Exam)

Performances of prepared work allow you the opportunity to learn how well you play in a performance situation and how much you need to prepare to be confident of success. These presentations may take the form of in-semester technical exams, repertoire juries and/or recital performances. The task assesses output: how well is your performance of specific and prepared repertoire on the scheduled day?

This mark rewards your ability and the confidence you display when presenting musical ideas, to what degree you make your music sound convincing and spontaneous, your fluency, accuracy, your attention to style, detail, execution and presentation.

Jazz and Popular performance recitals (contemporary stream students only)

The contemporary performance recital (please see Major Study Repertoire List for specific unit requirements) is designed to test your ability to perform a set list of repertoire in each of the first three semesters of the Jazz and Popular stream in the Bachelor of Music degree. This is not a public performance (with attendant audience and venue protocols): its main purpose is to test the memorization of all relevant repertoire components and appropriate/relevant practical improvisatory skills, and as a result, the exam takes the form of a flexible and interactive jury.

JAZZ AND POPULAR MAJOR STUDY REPERTOIRE LIST

Jazz performance and, to a lesser but still important degree, rock and pop performance assumes a mastery of certain standard repertoire (melody AND harmony), riffs and grooves. This material is uniformly recognized amongst professionals and artists as the basis of knowledge in the field and is invariably drawn on from memory in performance. This allows for more flexibility and facilitates the usual practice of extemporization and improvisation with and within the material. The Jazz and Popular Major Study Repertoire List has been compiled with this in mind while allowing some flexibility for individual focus and interest by incorporating *compulsory* and *own choice* sections. The individual focus can be further developed in the final three semesters of the degree where there is a greater degree of opportunity for self expression and personal development in the selection of repertoire for the performance exams at the end of second and third year.

UNDERGRADUATE END OF SEMESTER ASSESSMENT

END OF SEMESTER RECITAL/EXAM LENGTHS

FCP110 Foundation Practical Study	15-20 minutes	Closed panel jury
FCP105 Practical Study	15-20 minutes	Closed panel jury
FCA111 Music Practice 1	20 minutes	Closed panel jury
FCA112 Music Practice 2	20-30 minutes	Closed panel jury
FCM101 Performance 1A	20 minutes	Closed panel jury
FCM102 Performance 1B	20-30 minutes	Closed panel jury
FCA211 Music Practice 3	20 minutes	Closed panel jury
FCA212 Music Practice 4	30-40 minutes	Open to the public
FCM215 Performance 2A	20 minutes	Closed panel jury
FCM216 Performance 2B	30-40 minutes	Open to the public
FCM315 Performance 3A	20-30 minutes	Open to the public
FCM316 Performance 3B	40-50 minutes	Graduating Recital: Open to the public

GRADES

The University of Tasmania follows this grade structure for all assessments:

80-100%	High Distinction (HD)
70-79%	Distinction (DN)
60-69%	Credit (CR)
50-59%	Pass (PP)
0-49%	Fail (NN)

RECITAL PERFORMANCE CRITERIA

Materials 40%:

Technical skills and musical materials used to sustain musical line, sound and texture

Musicality 40%:

Skill in communicating emotive sense through sound

Performance presentation 20%:

Stage-craft, posture and engagement with audience; communication of original program information (Classical stream)

NB: The weightings of criteria & expectations of standards change throughout the course of undergraduate study, please check your unit outline for the correct details of your year/semester level.

RECITAL EXPECTATIONS

- A diversity of style should be explored
- Individual movement/s of a multi-movement work is permitted
- Teachers will check to ensure your timings are accurate (i.e. that the times represented by the student are acceptable for the chosen works)
- Student recitals may not run under/overtime so failing to play the entire approved program or present the required amount of material will be penalized:
- You must bring to the examination a copy of your Performance Plan: the repertoire you will perform must be listed and approved by your teacher
- You may not substitute/include new material to your approved program

- Chamber music repertoire is not normally permitted and requires permission from the Coordinator of Performance
- Classical voice and classical piano students enrolled in an FCM or FCA-coded unit are expected to perform some repertoire from memory. Please check with the relevant area coordinator the required memory requirements for your particular unit of study
- Classical voice students: Italian, German, French & Latin song repertoire should be sung in the original language
- First and second year students may present up to 10 minutes of repertoire that has previously been assessed once before for each exam; in third year, in your solo recital you may present up to 15 minutes of previously assessed work
- Major Study tutors may not perform with their students for assessed work
- Accompanying artists' work will not factor into the student's Major Study grade
- You must provide the panel with one copy of the score/chart of each work presented for assessment

NOTES

- The performance must be a programme approved by the student's performance teacher. Students will provide a copy of their Performance Plan to their exam panel.
- Students may not substitute/include new material in the examination as this material will not be assessed.
- Students are **required** to provide the examination panel with one copy of scores of all repertoire to be performed (classical students: this means the piano copy of any work you are performing with piano. Instrumental parts only is only appropriate for solo, unaccompanied works).
- Students in all units are responsible for organising their stage management needs.

EXAM RECORDINGS

- All performance examinations are recorded for back-up and review if required.
- Because your recital is a University examination, we are unable to supply you with the recording of your recital. You will receive feedback on your examination through a report written by your examiners, and your teacher is welcome to attend.
- You may record your recital yourself, or ask a friend to record it for you. Should you wish to do this, **the following conditions apply to any recording made in this way:**
 1. You must notify the coordinator in advance via email that you will be recording your recital;
 2. the recording device/person must not interfere with the examiners' or the audience's view of the recital;
 3. Written permission of your performance collaborators must be obtained before sharing your recital or part thereof on social media or websites
 4. Your personal recording or any third party feedback is not admissible in any review of your final unit result. Any request for review must follow the official University process.

Performance study information

ACCOMPANIMENT (CLASSICAL STREAM)

In 2018, the Conservatorium will provide accompaniment to students in FCA212 Music Practice 4 and FCM216 Performance 2B and above. Should you require more rehearsals than those allocated, you will need to organise payment of any extra sessions. You may make your own accompaniment arrangements should you wish to use an alternative pianist. Music for Conservatorium accompanists must be bound and delivered by Week 6, and any requests

made by an accompanist must be honoured within the advised timeframe. Failure to do so is understood to mean you will be arranging your own accompanist for the semester.

Students in FCP110, FCP105, FCA111, FCA112, FCM101, FCM102, FCA211 and FCM215 are free to organise their own accompaniment should they need it. The Conservatorium can recommend various local accompanists if required. Please contact the unit co-ordinator, the Conservatorium office, or Ms Amanda Hodder or Ms Karen Smithies for advice.

Please note that changes to repertoire after Week 6 are not encouraged, but should you require a change it must be approved by the unit coordinator and your accompanist.

Your accompanist is not your teacher. It is your responsibility to have all works prepared to almost-performance standard before attending rehearsals with your accompanist. Do not cancel a rehearsal at short notice and expect it to be made up. Accompanists' time is at a premium around the exam period, so do not procrastinate about contacting your accompanist. Plan ahead, learn your music accurately and early, and respect your accompanist's time.

NB: Should you need, and be granted, a deferral of assessment it may be that the original accompanist will not be available.

ATTENDANCE REQUIREMENTS

You are required to attend 100% of classes. If you fall below the minimum unexplained attendance requirement of 75% in any unit activity (lessons, performance classes, concert practice, ensemble rehearsals, masterclasses) you will be automatically awarded a non-numeric NN (fail) for the unit. Please discuss with your major study teacher their policy on missed lessons. It may not be possible to make up a lesson, particularly when less than 24 hours notice is provided.

Rehearsals: you are expected to arrive at the rehearsal/performance venue no later than 15 minutes prior to the scheduled starting time and be prepared, equipped and ready to begin at the scheduled starting time.

Lessons and Practical classes: you are expected to be warmed-up, equipment-ready and prepared for work before the arrival of the lecturer/lesson time.

Please note that even where there is cause for extended absence (i.e. 3 weeks or more), due to illness or unfortunate personal circumstances, students will be advised to apply to withdraw from the unit without penalty.

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

AUDIENCE

Audiences are welcome for end of semester performance assessments for students enrolled in FCA212 Music Practice 4 and FCM216 Performance 2B and above. You are encouraged to invite family and friends to attend your recital.

NB: Should you need, and be granted, a deferral of assessment it may be that your exam will be scheduled in a room other than the Recital Hall.

CONCERT PROGRAMS

All Honours and postgraduate recital examinations units require the submission of a concert program. Your unit outline will stipulate the requirements you are required to provide to your examiners, along with the deadline for program submissions. The text of your program notes must be submitted through turnitin, which may be accessed through the MyLO site.

Undergraduate students may choose to present a written concert program as well, in place of introducing their items verbally.

All students with open examinations should prepare a poster to be pinned on the small noticeboard outside the auditorium on the day of their concert. The poster should include the names of all performers and the concert order.

CONSENT TO FILM AND PHOTOGRAPH FORM

All students enrolled in a Conservatorium major study (and/or ensemble) unit **MUST** complete the consent to film and photograph form. Only one form is required for each student: it will cover all subsequent enrolments in both major study and ensemble units. It is not possible to enrol in these units and then refuse to give consent. Recording and filming work provides invaluable feedback to performing artists and the Conservatorium regularly records the work being undertaken in practical units.

Once the form is completed it should be submitted to the unit coordinator for major study. The form may be downloaded from MyLO or from the Conservatorium's student forms website: <http://www.utas.edu.au/music/students/requests-and-permission-forms-for-students>

COPYRIGHT

All students should familiarize themselves with the rules of copyright and performance royalties. Information regarding these laws may be found on the APRA website, <http://www.apra.com.au/Copy/cpyIntro.htm>

NB: Only originals or authorized copies are permissible for performances at the Conservatorium, unless an exception to copyright applies, or the relevant music publisher has granted permission for an authorized copy. Students may provide the examination panels with photocopies: these copies 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/

E-MAIL

The University will communicate with you through your UTAS e-mail address. If you use an alternative e-mail address, please ensure that you set up a re-direct from your UTAS email address so that you do not miss any UTAS e-mail. UTAS occasionally rejects addresses using Hotmail and G-mail so it is essential that you check your UTAS e-mail address regularly. It is preferable that you use your UTAS e-mail address to contact lecturers.

END OF SEMESTER PERFORMANCE SCHEDULE

The timetable for practical assessments scheduled during the Examinations period will be posted on MyLO and noticeboards by the end of week 11.

Students should prepare for their examination to occur on day 1 of the semester examination period.

END OF SEMESTER MAJOR STUDY EXAMINATION REPERTOIRE

- Assessment programs should be chosen to highlight your solo performance skills; a balanced program is strongly recommended
- Students are responsible for ensuring accurate timings for all material included in examination programs
- Major study performances must be within 10% of the designated recital length, or a proportional penalty will be applied
- Students are **required** to provide the examination panel with one copy of a piano score of work performed for examination (NB: not a copy of the instrumental part only)
- Classical musicians: chamber music repertoire is not generally permitted to be included in Major Study unit assessment tasks
- Jazz and Popular performers: it is expected in a solo recital that you will be accompanied by an ensemble that supports you as a **featured soloist**
- In accordance with expectations of the profession, all Honours and postgraduate pianists and singers are required to give 50% of their 50min recital **from memory**.

ENROLMENT

Performance teachers are assigned only to students enrolled in a performance unit: if you have not enrolled, you will not have lessons. Please check your enrolment and ensure you are in the correct unit. If in doubt contact a Faculty Officer at Arts Student Central for assistance.

END OF SEMESTER EXAMINATION PANELS

Examination panels for performance examinations will normally comprise a 2-member panel. Your principal teacher is not normally on the final performance assessment panel, but may be present and may be consulted by the examination panel.

Usually one member of the panel will have specialist knowledge; the second may be from any studio; Classical or Jazz and Popular.

Good performers speak beyond specialist understanding, and feedback from informed musicians from areas other than the specialization can provide insights that might not otherwise be observed. The Conservatorium's performance staff are highly qualified musicians: sharing the benefit of this expertise is an important feature of our teaching program.

FAILURES

If you fail a 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 the course.

INTERVALS

All public examination performances longer than 40 minutes may have a short intermission. Please make sure you indicate on your program where you will be taking the interval.

LESSONS

You have 11 instrumental/vocal lessons each semester: in week one you will be informed of your teacher allocation. Once you know who will be teaching you for the semester you should contact her/him and set a regular time for your weekly lesson. You should also seek advice as to what material to prepare for the first session. Your lessons should occur on a regular basis, and it is up to you to be pro-active in communicating with your teacher. It is not appropriate to cancel lessons with less than 24 hours' notice and expect them to be made up, unless you are too sick to attend.

LOG BOOKS

A log-book (optional) is for you to record the work you need to consider during the week, to have a place to reflect on what you did during the week, and to indicate any notes or issues you wish to take to your next lesson. The log-book is not assessed, rather it provides students with a tool to follow their progress and discover their best practice requirements. Log Books may be printed from the MyLO site.

Major Study is a personal journey of discovery: each student has a personal learning plan and the work that is to be studied and assessed each semester is devised and discussed between teacher and student before being recorded in the log-book. It is important that you are focussed on what are the small and large aims of improvement; it is important that assessment tasks and activities focus on the work that is undertaken during the relevant semester.

MEMORY REQUIREMENTS

Undergraduate

- All Jazz and Popular stream students are required to perform repertoire juries from memory
- Classical singers and pianists are expected to perform part of their recital programs from memory

Honours and Postgraduates

- All performers are encouraged to present some material from memory
- Singers and pianists are required to perform at least 50% of their recital programs from memory

MOBILE PHONES

Mobile phones should not be audible during practical activities. Please make sure they are either turned off, or switched to a silent setting for all rehearsals, lessons, classes and performances.

MYLO SITES

MyLO (My Learning Online) is the University's online teaching support portal. Once you are enrolled in a performance or ensemble unit, the MyLO site will be available for you to access: <http://www.utas.edu.au/mylo>

The main MyLO sites for major study performance units are called *Performance* and *Music Practice*. The site has the unit outlines, the Facilities and Unit Outline Supplement Handbook, common forms required for performance activities, a dropbox for program notes, and will also work as the noticeboard for all unit announcements. You should access the MyLO site regularly. To log in, use your UTAS username and password. Then select the unit from the course list.

ORAL PRESENTATIONS

In all performance situations (performance class, 'concert practice'/'student showcase', and repertoire juries) **students are required to introduce their items verbally, to their audience**, explaining – in a minimum of 3 sentences – *when* the piece of music was written, *how* it fits into the composer/arranger's output, and *what* is distinctive about it.

Such oral presentations are a necessary skill for professional musicians: this requirement provides you with opportunities to develop your skills in this area while also demonstrating, and deepening, your historical and contextual awareness of the music/repertoire you are performing.

Performance undergraduates:

- For performance examinations undergraduate students may choose either to introduce their items verbally or to provide a written concert program with program notes on each work presented. Please remember that you will need to print sufficient copies of your program for your audience.
- If you choose to provide a written concert program the text will need to be submitted through *MyLO* no later than the last day of semester.

PERFORMANCE CLASSES

You have weekly performance classes each semester, starting in Week 1. At that session details of the unit outline will be discussed. Students are expected to download a copy of their particular unit outline from the MyLO site prior to the first class and to bring it to that session. You should also make sure you have the correct contact details for your major study teacher.

Classical students: in 2018 there will be a number of combined classical, and combined classical/Jazz and Popular/composition performance classes. **Attendance is required at all of them.** These combined sessions are designed as performance opportunities for students and you may be selected by your area co-ordinator to play.

PERFORMANCE PLAN

Classical students are required to provide your end of semester examination panel with the Performance Plan, which is your approved programme, and must be signed by your teacher. **Jazz and Popular students** must provide their Performance Plan to Dr Hodges/Dr Haywood by Week 5 of the semester. The Performance Plan is the final page of the unit outline, and also on MyLO.

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. **Students may not use any room at the Conservatorium for private teaching.**

SOCIAL MEDIA

Please do not communicate with lecturers through social media about your UTAS enrolment or studies. You should use the appropriate e-mail address, telephone, or make a time to see your lecturer. Unless your lecturer has specifically given you a mobile number as a contact number, please do not contact lecturers or other staff by mobile or share mobile numbers of staff.

STAGE MANAGEMENT

All performance students are responsible for organising the stage management for their end of semester performance examination.

Stage manager's checklist:

Prior to the day of the examination	
Check stage set up	Confirm with each of your performers what set up they require, eg: How high would he/she like the piano lid Is a page turner's chair required The number of music stands/placement/height Will a chair be required for the performer? (piano stool for cellists?) Glass of water? - do not allow water bottles on stage Amp set up will most likely be directed by the players, but you need to be on hand to help as required
Reminders to performer	Concert programs: will he/she be introducing each piece, or will there be a concert program? (Your performer will need to print copies for the audience if the latter) Concert flyer: make sure this will be ready by the day of the exam Scores for examiners: you will need the scores to take to the examiners. It is good to have them at least 10 minutes prior to the examination's starting time. If your performer has a printed program, the turnitin report will need to be attached to the copy that is being presented to the examiners Agree upon the time to meet in the green room prior to the examination (usually at least 15 minutes prior to the start of the examination) Confirm which piano is to be used
On the day of the examination	
Say hello to security	Check with security that he/she will turn on the stage spotlights and unlock the stage/rear doors. You are responsible for turning off/on the house lights (see <i>House lights</i> entry below) Make sure the correct piano is available and not locked (keys are with the office)
Foyer set up requirements	Where printed programs have been prepared, make sure you have them at least 30 minutes prior to the examination time The concert flyer should be on the small noticeboard outside the auditorium 30 minutes prior to the concert's start
Stage Set-up	Preference: curtain to the rear, hiding all furniture. NB: At no time may you move any piano by yourself. Always ask for 2 helpers. Remember to ask at the office (prior to 1pm) for a piano key (if the piano is locked)
Stage entrance/exit protocols	Check with your performer to see if he/she will be coming off after any piece; confirm when you will open the door from them when they are leaving the stage
House lights	The switches for the House lights are on the wall to the left of the stage door entrance – you'll see a set of two switches you will need to turn on either one or both switches. Check, no later than 5 minutes prior to the examination's start that you know where the light switches are, and whether you need to turn on one or both switches. NB: House lights inform the audience so do not delay or make them wait. Lights down means be quiet, lights up means leave; House lights go down just prior to the entrance of the first performer; House lights come up as soon as the last performer exits the stage.
Be brisk, efficient	Wear appropriate clothes

and neat	Plan your time on stage; do not waste time, but at the same time you must not look stressed or rushed. Efficient, calm, confident and quick are very admirable qualities to emulate as a stage manager
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UNIT OUTLINES

Unit Outlines for all units taught during the semester will be lodged on the relevant MyLO site during Orientation week. Students, once enrolled in the unit, will have access to the MyLO site and are encouraged to download and print a copy of their unit outline. 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 distributed in Orientation week supersedes all previous information.

You must read your unit outline thoroughly: ignorance of its content is not an acceptable excuse for any missed assessment or deadline as stated therein.

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 Head of Discipline or designate.

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.

HONOURS & POSTGRADUATE MAJOR STUDY UNITS

FCM415 Performance 4A
FCM416 Performance 4B
FCM417 Orchestral Practice 4A
FCM418 Orchestral Practice 4B
FCZ462 Honours Performance 1
FCZ463 Honours Graduation Recital
FCA501 Performance 1
FCA502 Performance 2
FCA705 Advanced Performance 1

PRE-REQUISITE NOTES

- The performance must be of the programme submitted to the unit coordinator by the census date, and must be within 10% of the designated recital length, or a proportional penalty will be applied.
- Concert proposals must be submitted on the Postgraduate Performance (Coursework) Program form to the unit coordinator by the due dates given above. You will be contacted only if there is a query or change needed.
- No changes may be made after the proposal deadline unless requested by the unit coordinator and students may not substitute/include new material in the recital as this material will not be assessed.
- A concert program with program notes must be submitted in hard copy to your assessment panel, using the template available from the Conservatorium website. An electronic version of your program notes must be submitted to Turnitin (accessed through the MyLO course site for this unit: either Honours, or Post Graduate MyLO sites) by the last teaching day of the semester.
- Students need to prepare a concert flyer. The flyer will be posted on the noticeboard outside the concert venue on the day of the recital.
- Students are **required** to provide the examination panel with one copy of a piano score of work performed for examination
- In accordance with expectations of the profession, all postgraduate pianists and singers are required to give 50% of their 50min recital **from memory**.
- Assessment programs should be chosen to highlight your solo performance skills; a balanced program is strongly recommended.
- Classical musicians: chamber music repertoire is not generally permitted to be included in Major Study unit assessment tasks
- Contemporary performers: it is expected in a solo recital that you will be accompanied by an ensemble that supports you as a featured soloist

ASSESSMENT

Formative and summative as follows:

1. Closed-panel jury (10-15 minutes): 30%
NB. You may present material you will perform in your end of semester recital or perform orchestral excerpts.
2. End of semester recital (50 minutes): 60%
3. Participation and performance at appropriate instrumental/vocal class and attendance at weekly Postgraduate Research Forum: 10%. You must attend at least 75% of weekly Research Fora to be eligible for this 10% mark.
4. Students in FCZ463 Honours Graduation Recital do not undertake a 30% jury.

Performance Assessment criteria:

- Mastery of music materials
- Interpretative skill
- Performance craft

Class discussions will be assessed on:

- Clarity
- Engagement

