



Conservatorium of Music

Undergraduate Student Handbook

February 2012

The Conservatorium is a smoke-free work and school 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
Website	www.utas.edu.au/conservatorium-of-music/
CRICOS Provider code	00586B

Other Useful Numbers

	PHONE	CONTACT
Ambulance, Police, Fire	000	
Conservatorium Office	6226 7314, option 2	Mel McNicol
Conservatorium Security Office	6226 7324	
University Security, Sandy Bay Campus	6226 7600	
Conservatorium Concerts Office	6226 7306	
Young Conservatorium Office, manned part-time	6226 7322	Yum Williams
University Sports Centre	6226 2084	
Student Counselling Service	6226 2697 6226 2099	
Disability Advisor	6226 2381	
University Health Service	6226 2102	
Careers Service	6226 2697	
Child Care	6226 2088	
Riawunna	6226 2772	
University Chaplains	6226 2385	
AMEB Office, 4 Heathfield Avenue, Hobart	6226 7317	Marita Crothers
Australian Music Centre (AMC) PO Box N690 Grosvenor Place NSW 1220	(02) 9247 4677	Fax: (02) 9241 2873 Email: info@amcoz.com.au/amc Website: http://www.amcoz.com.au
Student Representative, TUU: Rebecca Tilley		Rebecca.Tilley@utas.edu.au

Table of Contents

IMPORTANT CONTACT DETAILS	2
PRINCIPAL DATES FOR 2012.....	4
STAFF	5
MESSAGE FROM THE HEAD OF SCHOOL.....	7
CONSERVATORIUM PARTNERS, SPONSORS AND DONORS	8
UTAS College PARTNER SCHOOLS	8
CONCERTS	7
COURSE INFORMATION	9
EXAMINATION INFORMATION	14
MAJOR STUDY UNIT INFORMATION	16
ASSIGNMENT PROTOCOLS.....	17
STUDENT SERVICES AND FACILITIES	20
APPENDIX 1: EVACUATION MEETING POINTS	30
APPENDIX 2: TIMETABLE PRO FORMA	31

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.

PRINCIPAL DATES FOR 2012

February 20 - 24	Orientation Week
Monday February 27	First Day of Semester 1
Friday March 9	Semester 1 Fees Due
Monday March 14	EIGHT HOURS DAY: No classes
Friday March 23	WITHDRAWAL Deadline for HECS liability for First Semester units
Thursday April 5-6	MAUNDY THURSDAY, GOOD FRIDAY
Thursday April 5 – Wednesday April 11 incl.	Easter Break, No classes
Thursday April 12	First Semester Classes Resume (Week 6 continues)
Monday April 24 Week 8	Progress Reports Issued
Friday May 13	CD Projects Due (Major Study Semester 6 contemporary students)
Friday June 1	Final Teaching Day of Semester 1
Monday June 4 – Friday June 8	Study Week
Saturday June 9-26	Semester 1 Examination Period
Friday June 8	Composition Folios due CONCERT DIARIES DUE
June 27-July 13	Semester Break
Friday July 13	Semester 2 Orientation Day for New Students (TBC)
Monday July 16	First Day of Semester 2
Friday July 27	Semester 2 Fees Due
Aug 10-11	Hobart Graduation Ceremonies
Friday August 10	WITHDRAWAL Deadline for HECS liability for Second Semester Units
Sunday August 26	University of Tasmania Open Day
Monday September 10 Week 8	Progress Reports Issued
Monday Sept 3 - Friday Sept 7	AVCC Common week (Mid-Semester Break)
Monday September 10	Second Semester classes resume (Week 8)
Monday September 27	Final day to vary Major Study End of Semester program/folio
Friday October 19	Final Teaching Day of Semester 2
Monday Oct 22 – Friday Oct 26	Study Week Hobart Show Day Thursday Oct 25
Friday October 26	Composition Folios due CONCERT DIARIES DUE
Saturday Oct 27 – Tues Nov 13	Semester 2 Examination Period
October 31	Closing Date for Tasmania Scholarships (postgraduate) Closing Date for Australian Postgraduate Awards (Research)
November 30	Closing Date for Tasmania Scholarships (undergraduate)
December 1 – 16	Australian International Summer Orchestral Institute (AISOI)
Dec 17-19	Hobart Graduation Ceremonies

CONSERVATORIUM SENIOR MANAGEMENT TEAM

Associate Professor Andrew Legg, Head of School
Dr Anne-Marie Forbes, Deputy Head, Director of Graduate Research
Mr Frank Bansel, Director of Pre-Tertiary Programs
Dr Maria Grenfell, Co-ordinator of Composition
Dr Glen Hodges, Acting Director of Contemporary Music
Dr Heather Monkhouse, Director of Classical Music, Director of Academic Programs
Ms Lee-ann Nazzari, Executive Officer

CONSERVATORIUM STAFF

Sub Dean

Mr Alistair Dobson

PERFORMANCE

Strings:

Mr Jeremy Williams, Acting Director of Strings, Co-ordinator of Chamber Music, Violin
Professor Jun Yi Ma, Violin
Ms Lucy Carrig, Violin
Ms Josephine St. Leon, Lecturer, Viola
Ms Sue-Ellen Paulsen, Cello
Mr Stuart Thomson, Double Bass
Dr Gareth Koch, Associate Lecturer, Classical Guitar

Woodwinds, Brass and Percussion:

Dr Heather Monkhouse, Director of Classical Music and Academic Studies, Clarinet
Mr Lloyd Hudson, Flute
Ms Fiona Perrin, Flute
Mr David Nuttall, Oboe
Mr Stephen Kenyon, Clarinet
Mr Jabra Latham, Saxophone
Ms Simone Walters, Bassoon
Mr Yoram Levy, Co-ordinator of Brass, Lecturer, Trumpet
Ms Wendy Page, French Horn
Mr Heath Parkinson, French Horn
Mr Michael Bertoncello, Lecturer, Trombone
Mr Joe Cook, Euphonium
Mr Timothy Jones, Tuba
Mr Matthew Goddard, Percussion
Mr Gary Wain, Conducting, Percussion

Classical Piano:

Dr Arabella Tenniswood-Harvey, Acting Coordinator of Classical Piano, Associate Lecturer in Piano, Music History
Ms Shan Deng, Classical Piano, Lecturer
Ms Amanda Hodder, Associate Lecturer, Accompaniment
Ms Karen Smithies, Associate Lecturer, Accompaniment
Adjunct Professor David Bollard
Adjunct Professor Michael Kieran Harvey

Voice:

Coordinator of Classical Voice (TBC)
Ms Maria Lurighi, Coordinator of Contemporary Voice
Assoc. Prof. Andrew Legg, Conductor, Southern Gospel Choir

Ms June Tyzack, Conductor, TSO Chorus

CONTEMPORARY MUSIC AND AUDIO

Dr Glen Hodges, Acting Director of Contemporary Music, Guitar

Mr Allan Brown, Guitar

Mr Alistair Dobson, Sub-Dean Associate Lecturer, Saxophone, Theory

Mr Nicholas Haywood, Senior Lecturer, Bass, Theory

Associate Lecturer, Keyboard, Theory (TBC)

Mr Stewart Long, Principal Recording Engineer and Technician, Lecturer in Audio

Mr Steve Marskell, Drums

Mr Dean Stevenson, Voice

Mr Bob Tolputt, Bass Guitar

Mr David Wayman, Singer-Songwriter

Mr Michael Spiby, Singer-Songwriter

COMPOSITION AND THEORY

Dr Maria Grenfell, Co-ordinator of Composition, Senior Lecturer, Composition, Theory

Mr Christopher Alomes, Musicology, Theory

Mr Russell Gilmour, Composition, Orchestration

Adjunct Professor Don Kay, OA, Composition

Mr Scott McIntyre, Composition, Theory

Dr Carolyn Philpott, Musicology, Theory

MUSIC TECHNOLOGY

Mr Mark Buys, Music Technology (until April 2012)

MUSICOLOGY

Dr Anne-Marie Forbes, Senior Lecturer in Musicology, Director of Graduate Research

Mr Christopher Alomes, Musicology, Theory

Dr Abby Fraser, Musicology

Dr Carolyn Philpott, Musicology, Theory

Dr Arabella Tenniswood-Harvey, Associate Lecturer in Music History

Mr Peter Lynch, Junior Research Fellow

PRE-TERTIARY PROGRAMS

Mr Frank Bansel, Director of Pre-Tertiary Programs Senior, Lecturer in Music Education,

Ms Yuen Yum San, Associate Lecturer, Pre-Tertiary Music, Violin

Mr Brian West, Programs Officer

ADJUNCT and HONORARY PROFESSORS

Myer Fredman, Conducting

Elinor Morrisby (Honorary Associate), Music Research

Michael Kieran Harvey

David Bollard

ADMINISTRATIVE TEAM

Executive Officer: Ms Lee-Ann Nazzari

Finance Officer (TBC)

Concerts and Projects Co-ordinator: Mr Robert Rule

Administration Assistant (TBC)

Programs and Publicity Officer (TBC)

AMEB Tasmanian State Manager: Ms Marita Crothers

Tasmanian Youth Orchestra Executive Officer: Mr Brendan Conroy

MESSAGE FROM THE HEAD OF SCHOOL

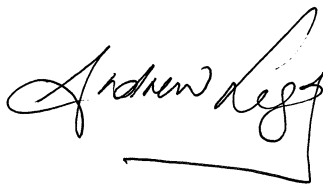
Hello and a warm welcome to the University of Tasmania, Conservatorium of Music. The Conservatorium staff and I are delighted that you have embarked upon the tertiary study of music: whether with the aim of becoming a performer, composer, teacher, or one of the myriad of other possible occupations in which our music graduates actively contribute to our society. Your decision to trust us with your education is a responsibility that we take with the utmost seriousness, and we desire to make your journey of musical discovery as fulfilling as our commitment to your ongoing success.

Both you and I have the privilege to work with some of the finest musicians in the world—whether they are full-time staff, members of our Adjunct Professorial staff, esteemed colleagues from the Tasmanian Symphony Orchestra, or visiting and casual staff in both contemporary and classical music. This year we welcome several new full and part-time staff in different discipline areas, and we are especially pleased that, under the unique Memorandum of Understanding with the TSO, our profile staff includes a large number of our colleagues from the Tasmanian and Melbourne Symphony Orchestras. This agreement, in conjunction with our existing successes with the Australian International Symphony Orchestra Institute, the Tasmanian Discovery Orchestra and the Tasmanian Youth Orchestra, will enable the Conservatorium to lay serious claim to being one of the premiere symphonic training schools in Australia.

The two major ingredients to what we offer are our staff and our facilities on Sandy Bay Road. In 2011 we completed refurbishments of our current building as part of a plan to maximise the efficiencies as much as possible, prior to a new Conservatorium of Music currently being planned. In the meantime, we will continue to make strategic investments in the upgrade and purchase of essential and quality musical and ancillary equipment in order that our total musical experience will continue to be a rich and rewarding one.

We have a terrific year ahead. You will experience a number of new performance opportunities, dynamic and exciting concert events, visiting artists and innovative teaching programs. Tasmania is a wonderful place to live, learn, and make music. UTAS Conservatorium of Music is truly becoming the “place to be” for musicians aspiring to become leaders in the Australian music world. Whatever stream in which you are enrolled, you now have an unprecedented opportunity to engage and work with some of the greatest musicians in Australia and from overseas. Make the most of it!

Sincerely,

A handwritten signature in black ink that reads "Andrew Legg". The signature is written in a cursive style with a large, sweeping flourish at the end.

Associate Professor Andrew Legg, Head of School

CONCERTS

The Conservatorium is one of the largest concert presenters in Tasmania, staging over 100 public concerts annually. Please check www.utas.edu.au/music for updated concert information and pick up a copy of the Concerts Brochure on Level 2. We encourage you to attend the recitals presented this year.

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. In such cases students need to produce a program to prove attendance. **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 major study 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!

Robert Rule, Concerts and Projects Coordinator
E-mail: Robert.Rule@utas.edu.au

AISOI: Australian International Symphony Orchestra Institute

The Australian International Summer Orchestra Institute will be held from 1-16 December 2012. Please watch out for application forms or consult the website: <http://aisoi.com.au>

CONSERVATORIUM PARTNERS, SPONSORS AND DONORS

Clemenger Tasmania
Meadowbank Winery

UTAS COLLEGE PARTNER SCHOOLS

Calvin Christian School
Claremont College
The Friends' School
Guilford Young College
Hobart College
The Hutchins School
Launceston Church Grammar School
Launceston College

Leighlands Christian School
Marist College
Newstead College
Rosny College
Scotch Oakburn College
St Michael's Collegiate
St Patrick's School
Trinity College Poatina

COURSE INFORMATION

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. To see sample schedules and the lists of units required for Conservatorium courses, please go to the website link **Courses:** <http://www.utas.edu.au/conservatorium-of-music/courses>. Select the appropriate course, then click **Structure and Schedules** for detailed information about the **units** required to complete the course.

Academic Course Advice

All students may access an online version of the Handbook at <http://www.admin.utas.edu.au/HANDBOOKS/handbooks.html> Additionally the Conservatorium course and unit details are available online at: <http://www.utas.edu.au/conservatorium-of-music/courses>

Confirmation of Enrolment

The enrolment process is ongoing for the duration of your course and involves the management of personal details as well as course and unit selection. You can check the status of your enrolment throughout the year to confirm correct enrolment or to confirm any variations to your enrolment by logging in at http://student.admin.utas.edu.au/enrolments/enrol_conf.html

The Academic Year

The Conservatorium's 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.

Census Dates

The census dates for 2012 are:
Semester 1 units: Friday March 23
Semester 2 units: Friday August 10

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.**

Information to assist with enrolment and support you in maintaining an accurate student record are available to download from: <http://student.admin.utas.edu.au/enrolments/index.html>.

Change of Enrolment

All changes of enrolment, including withdrawals, must be in writing and addressed to UTAS Student Administration. Any written correspondence should state:

- Student ID number,
- The unit code and title of units/courses you wish to amend,
- Signature and the date.

Variations are to be completed on the Enrolment Statement provided or by downloading a variation form from http://www.utas.edu.au/students/forms/forms_dir.htm.

Permission to enrol in a unit will not usually be granted after week 3 of the semester in which it is offered. Withdrawals after the census date will usually incur a financial and academic penalty.

Course enrolment concerns may be discussed with a Faculty Executive Officer, who will be at the Conservatorium for two hours each week during semester. Please have specific questions. No appointment is necessary. Check the Academic Noticeboard for consultation times.

You may also discuss enrolment issues with the Conservatorium Sub-Dean, Mr Alistair Dobson. Check the Academic Noticeboard for his availability; however, please respect his time and office hours, and please have specific questions which you should email him in advance for a quicker response: Alistair.Dobson@utas.edu.au.

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

Enrolment - Continuing Students

The Re-Enrolment web link will become available from October. When completing enrolment you should enrol in all units you wish to study for during the next year's Summer, Semester 1, Winter, Semester 2 and Spring sessions. The approval process for electronic submissions normally commences in November after semester 2 results are released. The online system will close during the exam period and not allow you to change enrolments until after the end of the examination period. You may save only one set of changes in a 24-hour period. Approval of enrolment will not normally begin until February, just prior to the start of semester 1.

Leave of Absence

Application for a leave of absence from a course of study must be made in writing to the Head of School.

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** be granted. You should withdraw from the course and reapply when you wish to return.

MyLO

You should access your unit's MyLO (My Learning Online) site regularly. The site contains the unit outline, handouts, particular information and/or reading materials from the lecturer or tutor. To log in, use your UTAS username and password. Then select the unit from the course list. For additional information about MyLO please refer to the Learning Online webpage: <http://www.utas.edu.au/coursesonline/>

Unit Outlines

Unit outlines for all units taught during the semester will be distributed during lectures in week one of semester. 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 week one supersedes all previous information.** These may also be accessed and downloaded from the unit's MyLO site or from the Conservatorium website.

PLEASE read the unit outline thoroughly: ignorance of its content is not an acceptable excuse for any missed assessment, assignment or deadline.

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 four hours practice daily in their major study area. Students involved in a Conservatorium production should be aware that such a commitment may require night and weekend rehearsals/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, 2:00-2:50pm). Classes scheduled to start on the half hour will start on the half hour whether morning or afternoon.

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.

Progress Reports are issued via email by unit lecturers in week 8 to any student whose attendance or academic progress in a unit is deemed to be problematic. If you receive a progress report, make contact with the unit lecturer and/or Student Advisor to seek advice.

If academic progress in a unit has been insufficient or attendance inadequate, you may be made ineligible to complete the unit. This means you may not take the final exam, and the result will be recorded as "IN" (ineligible). You will be notified in writing during the last teaching week of the semester. To have an ineligibility status reviewed, write to the Head of School within 7 days of the date of the notice, outlining compelling reasons for consideration.

Assessment Policies - Moderation of Grades

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. The mark will either move up to a pass (50) or down to a fail (44).

The nature of Major Study units (performance and composition) 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:

High Distinction	80-100%
Distinction	70-79%

Credit	60-69%
Pass	50-59%
Fail	0-49%

Attendance Requirements

Students are required to attend all timetabled classes. 100% attendance is required in all practical units (performance, composition, ensemble units). Staff members are required to notify the appropriate program co-ordinator whenever a major study lesson is missed.

In all other units if your attendance falls below 75% or if insufficient academic progress is demonstrated (i.e. missed tests, no assignment work submitted), **you may be deemed ineligible for assessment, and thus fail the unit.**

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. Late attendance will be recorded as a 0.5 absence.

Absences

If you are absent due to illness, contact the lecturer as soon as possible by phone or e-mail. If you have a medical certificate, show the certificate to the lecturer/teacher and then provide it to the Director of Academic Programs (for undergraduates) or the Director of Graduate Studies (for post graduates). The absence will be taken into account by the lecturer. It is your responsibility to catch up on any missed work.

When seeking permission to be excused for extra-curricular activities, you will need to complete the correct form from the Conservatorium website:

<http://www.utas.edu.au/conservatorium-of-music/students/requests-and-permission-forms-for-students>

Where there is a case of illness and lengthy absence (i.e. 3 weeks or more) you will be advised to withdraw without academic penalty.

Students with an attendance record citing either three medical certificate absences or excused absences totalling 3 weeks in a given semester will be required to meet with the Director of Academic Programs.

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.

EXAMINATION INFORMATION

End of Semester Examination Timetable

Conservatorium end of semester examinations will be conducted in accordance with the by-laws of the University of Tasmania. **Because the examination timetable is not finalised until the end of semester, you should not make travel plans or involve yourself in any outside activities during any examination period.**

Performance examinations

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

Due to the complexity of scheduling performance exams, individual requests for specific times will not usually be accommodated. Notify your performance stream Director (Dr Heather Monkhouse, Director of Classical Music, or Dr Glen Hodges, Acting Director of Contemporary Music) 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 before the end of **week 10**. The performance examination timetable cannot be released before week 11, as it works around academic examination times, so it is essential that you prepare and are ready to perform on day 1 of the examination period.

Changes can only be made at the request of the Chief Examiner (Head of School). If you need to request a change of examination date, you must submit, in writing to the Head of School, your reasons. Your request should include the appropriate documentary evidence for the request.

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.

Recording Your Performance

Every effort is made to record Undergraduates and Postgraduate examination recitals (DVD). Students may purchase a copy of their performance by submitting a Request for Performance Recording form and payment of \$5.00. The form, and payment, must be submitted to the Conservatorium office, no later than the last day of the teaching term. The DVD will be available for student collection with their examination comments, when semester results are released to students.

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/internal/forms.html>

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.

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.

Deferral of In-Semester and End of 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 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:

www.studentcentre.utas.edu.au/examinations_and_results/forms_files/html

PERFORMANCE & COMPOSITION MAJOR STUDY UNIT INFORMATION

Some special procedures apply to major study performance and composition units.

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.

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 invite friends and relatives to attend
- FCP110 and FCM101 exams are closed exams, not open to the public

The Tasmanian Symphony Orchestra (TSO) offers the following ticket opportunities:

- Student ticket (purchased any time) \$20, seating in the bronze seats.
- 2-hour Rush tickets, \$12, seating in the front row – not restricted to students.
- Pre-concert talks are well worth attending. These are free and are held one hour before the start of a concert.

Ensemble work

If you are enrolled in a major study performance unit you will be assigned to an ensemble. Participation is required and you will be marked for the work done in the ensemble/s.

Log Books

All students are issued with a Major Study Log Book. This book 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 you with a tool to follow your progress and discover your best practice and work requirements. You and your teacher should devise a personal learning plan and discuss this at the start of each semester. It is important that you are focussed on small and large goals, and that assessment tasks and activities focus on achieving these goals.

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 your course. If your progress is unsatisfactory, you will be invited to attend an interview with the relevant Program Director and teacher to discuss your situation.

ASSIGNMENT PROTOCOLS

Assignment Deadlines

Assignments in all subjects should be submitted to the appropriate lecturer by the due date. **Students are advised to keep a duplicate copy of the work.**

Extensions

Students are notified of assignment details well in advance of submission deadlines so extensions will not be granted without very serious cause. Applications for extensions will generally be considered only on medical or compassionate grounds.

Students seeking an extension to an assignment deadline must complete an *Assignment Deadline Extension Request* form and submit it to the appropriate lecturer no later than 3 working days prior to the due date. The unit coordinator will then make the decision regarding the request. A medical certificate or other documentary evidence will be required and must be submitted with the form.

Work submitted after the due date and time without an extension approved by the unit coordinator will incur a penalty of 5% of the total possible mark for that piece of assessment for each day past the deadline (including Saturday and Sunday or public holidays). Assignments will not be accepted after the penalty has reached 50% (ten days late). Failure to abide by the set word count (tolerance \pm 10% and noting that the word count does not include direct quotations or bibliography/reference list) will incur a penalty of 20% deduction of the maximum mark. Attendance below 75% will result in the student being excluded and so fail the unit.

Formatting your Essay

- 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 cover sheet must be attached containing the following:
 1. Your name
 2. The unit code and unit title
 3. The name of the lecturer to whom the assignment is being submitted
 4. The assignment title quoted in full
 5. The following declaration of originality:
I declare that all material in this assignment is my own work except where there is clear acknowledgement or reference to the work of others and I have read the University statement on Academic misconduct (Plagiarism) on the University website at www.utas.edu.au/plagiarism or in the Student Information Handbook. I further declare that no part of this assignment has been submitted for assessment in any other unit at this university or any other institution.
 6. Your signature and date.
- 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. This must be set out in the approved format, and may consist of different sections e.g. bibliography, discography.
- The main text must contain no abbreviations. It must not be presented in note form. Sub-headings may be used if these help in the clear presentation of material.
- If footnotes are used, these must appear at the foot of the same page on which the reference is given. Endnotes are not acceptable.

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 interlibrary loan.

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.

Interlibrary loans: For these you have to fill in a form available at the Library site on the internet. These requests must be authorized by the Honours co-ordinator and 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 will only be two weeks.

Research Procedure

For a clear guide into how to research and correctly document your research for a paper, the Conservatorium recommends students consult Duke University's Guide to Library Research (<http://library.duke.edu/research/guides/citing/>). Everything from how to pick a topic to how to acknowledge web sites is clearly explained.

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, either 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>

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.

The Bibliography is a formal piece of academic work and must be presented in the correct fashion. Please consult the Duke University Guide above and/or the Turabian text.

Referencing

The Conservatorium of Music requires students to follow the Turabian system of referencing. A complete list of Turabian style references are contained in the following handbook that also includes helpful information about carrying out research and writing papers.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. Chicago: University of Chicago Press, 2007. (ISBN: 9780226823379)

Additional Material

Apart from the main text, the essay may include illustrative material and appendices.

The Appendix

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 reference list.

Remember that any Macintosh computer screen image can be saved as a PICT file by pressing 'shift 3'. Images can be cut from these files using the Simpletext application and pasted directly into Word documents.

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.

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 appropriately.

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. If they only supplement or reinforce the text, they should be placed in the appendix.

If musical examples or diagrams are inserted in a cut-and-paste manner, **do not hand in the original**. You should submit a photocopy of the essay.

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 material 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. This can be a CD-RW, a flash card, or a small, portable USB or firewire hard drive. **Always keep a hard copy and electronic file of any work submitted for assessment.**

STUDENT SERVICES AND FACILITIES

GENERAL INFORMATION

Access

The hours the Conservatorium is open is as follows:

Monday-Friday	8:45am-6:15pm	Front door open
Saturday	8:00am-12 noon	Front door open

After hours access is available from 8:00am – 11:00pm daily

After hours access to the building is:

Third Floor		
Office/studios locked, but the lobby is open, giving students access to the following rooms:		
305	Practice room (small ensemble)	Upright piano
306	Practice room (small ensemble)	Grand piano
309, 310	Practice rooms	Upright piano
Second Floor		
The lobby and all rooms are locked		
First Floor		
The lobby and all rooms are locked		
Ground Floor		
All rooms locked, except:		
G6A-G 11	Student Practice Rooms	Upright pianos

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. After 12 noon Saturday, and from 12 noon to 11pm Sunday, the building is locked, so students will need to use their security access card to enter the building, using either the front or rear doors.

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 23/11/2012

Postgraduates: 24 hours, 7 Days

PhD: 24 hours, 7 Days

Postgraduate access continues until commencement of semester 1 the following year.

Security cards may be obtained from the Conservatorium's Office upon receipt of a \$15 deposit.

The deposit will be refunded at the conclusion of study at the Conservatorium. Refunds are given only once the card is returned and the receipt produced as evidence of payment.

When applying for a card, you should bring a completed *Application for Security Card* form available from the Conservatorium website.

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 *Application for Security Card* at the commencement of each calendar year to ensure re-activation.

ID Cards

Staff and Students are to display their identification at all times. Lanyards are provided for this purpose, and can 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.
- **Staff from UTAS Student Administration will be visiting the Conservatorium to issue ID cards during the first week of semester 1. A sign in the Conservatorium foyer will indicate the specific date and time.**
- An ID card is required to borrow items from the Libraries at the University. You should carry your ID card with you at all times because, if requested by a security officer, you will be required to produce it.
- 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 during regular business hours. 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 Dr Andrew Legg
- 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 student rehearsals (where the student has submitted a Conservatorium Visitor Disclaimer) will be required to sign in and display a Visitor Lanyard on their person.

*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 Disclaimer Form

Students requiring visitors to come and assist in rehearsals need to complete the visitor disclaimer form. The form is only valid if all details are filled in accurately and signed by the student desiring the visitors and authorised staff members. The form must be submitted at least 72 hours before access is required. Once the student and unit lecturer has signed the form the relevant program Director (Dr Hodges or Dr Monkhouse) will need to sign to authorise the request. Once completed and authorised the form must be kept by the student and presented, if requested by University staff. The form may be downloaded from the following link: <http://www.utas.edu.au/music/internal/forms.html>

Administrative Office Hours

Administrative offices throughout the University are normally closed from 1pm – 2pm.

The Conservatorium office hours are 9am-1pm, 2pm-5pm Monday to Friday.

Student enquires should be made between the hours of 10am-12, or 2pm-3pm. Enquiries outside of these hours should be e-mailed to the office at Conservatorium.Admin@utas.edu.au

Bookshop

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

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
- If, when working at a computer, you are uncertain about any aspect of Macintosh basic operation, go to File menu, select 'Find', then type 'Macintosh Basics' and click on the return button

Computer Laboratory

- The computer lab is located on the ground floor in room G-2.
- Access to the Laboratory 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 World Wide Web, are available at <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 lab
- Students should avail themselves of the IT help and information available to them from the following link: <http://www.utas.edu.au/service/sdesk/student/index.html>
- The Conservatorium computers are for current Conservatorium students ONLY. Staff members or Security Officers may check student ID at any time
- Students may book time at the computer stations (see *Room Bookings* page 40). However it should be remembered that this is also a teaching space and classes do have priority to override a personal booking
- 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 firewire 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.

E-Mail Accounts

- All Students are issued with a university e-mail address upon enrolment. This is the **ONLY** address that will be used for University and Conservatorium messages
- Students who have a personal e-mail address should arrange to have their university e-mail forwarded to their private account by accessing the following link: <https://postoffice.sandybay.utas.edu.au/cgi-bin/forward/fmt.cgi>
- It is important that students check their e-mail on a regular basis as it is, outside of class times, a primary means of communication between staff and students
- Students who do not check their e-mail regularly will miss important information (ie. reminders of upcoming deadlines, late changes to rehearsal times).
- Students who are uncomfortable using computers are advised to take advantage of the introductory computer classes offered by the university

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 period has elapsed then it is acceptable to 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 Corigliano if that topic is not already taken.

Thank you,

William Randwick #231658

Chaplaincy

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 multi-faith centre, Alexander House, which provides offices, a prayer room and meeting place for university students and staff of all religious faiths. Alexander House is located at 40 Alexander Street, Sandy Bay, behind TUU.

A number of chaplains visit this centre regularly and these can be contacted at Alexander House, by email at chaplain@utas.edu.au or by phone on (03) 6226 2385 or (03) 6226 7855.

Child Care

The University of Tasmania, Community Child Care Centre is open to **all children** from 6 weeks to school age and offers quality, flexible childcare to suit your needs at competitive and affordable rates. Further information may be found on the University's website at: <http://www.utas.edu.au/docs/childcare/>

Counselling

If you are facing personal, relationship or academic problems please contact the Counselling Service for free and confidential assistance. The Hobart Student Counselling Service is located on the Top Floor of TUU Building, Sandy Bay campus, telephone; 6226 2697. Further information may be found by accessing the Services and Support webpage: <http://student.admin.utas.edu.au/services/counselling/>

For after-hours (outside 9.00-5.00) immediate assistance please call one of the following services:

- I. Lifeline 13 1114
- II. The Crisis Assessment Team 1800 332 388

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.

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. For more details of where these eateries are and their hours of business please access the website: <http://www.utas.edu.au/businesses/hobart.html>

NB: Eating is not permitted 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.

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.music.utas.edu.au> (click on: Student links/forms. 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
- Forms to be submitted to the Director of Academic Programs should be placed in her first floor mailbox (opposite room 105)
- All requests should be made well in advance of the day of actual need
- Students should know that requests submitted with less than 3 working 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
- Unless stated on the form, students should ask (after 3 working days and checking their e-mail account) whether their requests have been granted. **Please do not assume that with the submission of a form comes permission**

International Students

The University's International Office <http://www.international.utas.edu.au/index.php> 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 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/lib/mml/morrismillier.html>

Library - Music

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 major composers works and historical sets are held, and Reference materials cover dictionaries, encyclopaedias, indexes, repertoire guides, bibliographies, discographies, and thematic guides. (NB: An ID card is required to borrow items from the 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/about/openhours.html#Music> 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, administered by security, will commence on Monday March 1. To obtain a locker you must show your Student ID card.

- You are required to provide a padlock for their 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. These forms set out a list of the conditions under which the loan is made. Completed forms should be submitted to the Conservatorium's Business Officer.

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.

Any person 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, on the wall 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.

Occupational Health and Safety

Policy

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.

For students at the Conservatorium this means taking an active role in ensuring the safety of everyone. If you see anything that may cause damage you have a responsibility to report it. Reporting is done in writing.

The appropriate forms (*Notification of Accident/Incident Report* and *Notification of Safety Hazard Report*) can be downloaded from the Conservatorium website. Once you have completed your part of the paperwork the form should then be submitted to Mr Stewart Long, the Conservatorium's Safety Representative (room G23).

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.

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.

Parking

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.

Percussion Studio

Percussion students may apply for a key to the rehearsal studio. Please note that the *Key Request* form needs to be completed and signed by you and your Major Study lecturer before submitting it to the Conservatorium office.

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 through Mr Stewart Long and bookings can be made through the Conservatorium's online booking system.

Piano Bookings: Auditorium

One of the new Yamaha grand pianos will be for the use of visiting artists and staff only. It will remain locked at all other times and is not available for undergraduate student use.

The second Yamaha grand will be available for major study piano students' recitals and approved performances only. Permission to use this instrument must be obtained from either Ms Deng or Dr Hodges.

Piano Care and Maintenance

- Due care and appropriate use of all pianos at all times is essential for the continued long life and service to the school
- No student may tamper with the internal workings of any piano without permission in writing from either Ms Deng or Dr Hodges
- 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

It is not possible for any staff member (academic or administrative) 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

The University's insurance liability coverage does not extend to persons with no authority to be on University premises. Please note therefore that 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/internal/policies/bookings.html> and following the instructions for using the Conservatorium's Online Room or Workstation Booking System.

NB:

- 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 make a booking and are not in the practice room during that time you may find, upon your return, another student has appropriated your room. If that student has been in the room for 15 minutes or longer he/she will have the right to remain in the room
- Student bookings may be overwritten if a regularly scheduled class is required to relocate from its usual location. In such a situation you will be notified by Conservatorium staff via your University email account
- If you experience difficulties, please contact [the Conservatorium office](#)

School Experience

BMus-BTeach students must fill in a *Notification of School Experience* form, well before the period during which they will be missing Conservatorium classes. This form will detail all assignment/class details that may be missed during the period and the accommodation made by the lecturer for the student to complete the requirements of the unit on time. Students who do not complete and then submit the form to Dr Monkhouse prior to their School Experience period will be deemed absent without approval. Dr Monkhouse's mailbox is located on the second floor.

Sport and Recreation

The Sport and Recreation Centre offers a variety of activities to help maintain fitness and wellbeing. Weights, Circuits & Aerobics memberships are available.

Timetables are available from the desk at the Sport and Recreation Centre or telephone 6226 2084 or email SportRec.Hobart@utas.edu.au. For more information on the activities and facilities offered see: http://www.utas.edu.au/docs/campus_services/sport_rec/index.htm

Staff Mail Room

The Staff mailroom is located on the second floor. Students have access to this room during regular workday hours (i.e. Monday to Friday, 9-5pm). Students should place assignments into the relevant lecturer's assignment mailbox.

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 58 which covers all matters pertaining to Student Discipline and may be found on the University website at <http://www.admin.utas.edu.au/handbooks/utashandbooks/rules/ORD58.html>

Tasmanian University Union (TUU)

The TUU is the oldest consecutively running student union in Australia, having been in operation since 1899. It is a student representative body that supports by providing social opportunities, advocacy, financial support, housing, representation, advice and information. The TUU owns and operates most of the food outlets on UTas campuses across the state including the Refectory, Lazenbys, Degrees Cafe, Info cafe and the UniBars in Hobart and Launceston. It also runs a housing scheme in Hobart, which leases out rooms around the Sandy Bay and Hobart UTas campuses. The TUU advocacy service can provide students with financial support, and information and representation, and the Contact Centres on each UTas campus provides much needed information to help students become orientated on campus.

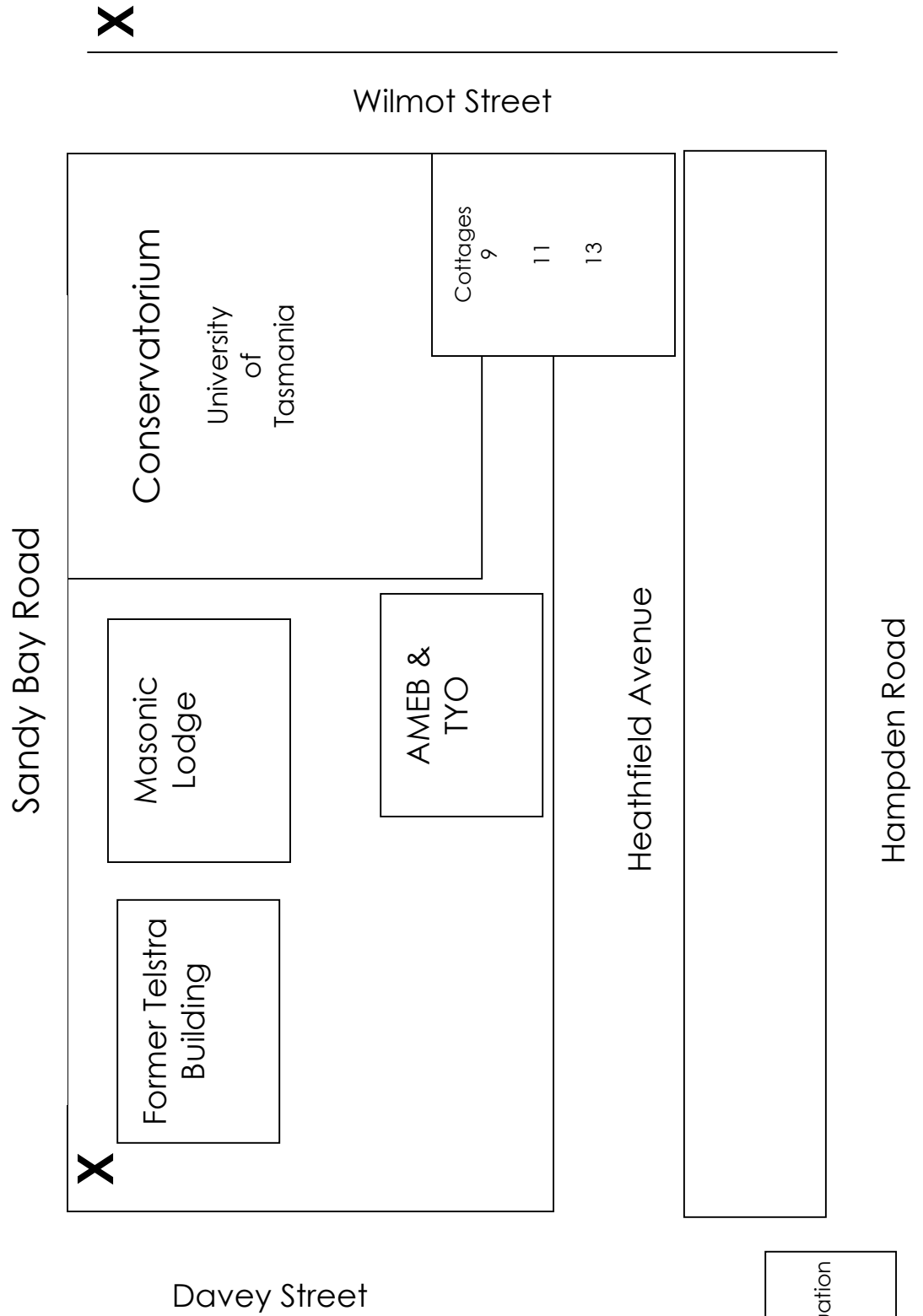
The TUU is perhaps best known however for the vibrant events run through the Activities Council on each campus. Keep an eye out for the huge number of concerts, rallies, breakfasts, workshops, forums and many more activities that will be held on campus

throughout the year. Uni Life isn't all about study, it's also a great opportunity to make lifelong friendships, join interesting clubs and societies and have a great time!

The main objectives of the TUU are to support and promote the well-being of students in their academic, cultural and recreational activities at UTAS. The TUU exists to make sure you get the most out of 'Your Uni Life'

EVACUATION MEETING POINTS

St David's Park



Key
X – Evacuation Meeting Point

APPENDIX 2: TIMETABLE PRO FORMA

University of Tasmania, Conservatorium of Music

Name: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM					
9:00AM					
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM					
3:00PM					
4:00PM					
5:00PM					
6:00PM					
7:00PM					
8:00PM					