Faculty of Fine Arts and Music

2019 Student Guide

Bachelor of Music (B-MUS)
## Contents

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MCM Academic Staff

Our staff at the Melbourne Conservatorium of Music (MCM) in the Faculty of Fine Arts and Music are among the most gifted and passionate musicians, teachers and researchers in Australia, and they challenge and inspire our students to become future leaders in music. Academic staff are a key point of contact and it is important for you to know who to contact for your enquiry.

**Subject Coordinators** are listed for every subject in the [University Handbook](#). They can help with specific questions about the subject’s content, assessment or other questions about an individual subject. Often subjects with tutorials will also be taught by our **Teaching Associates** or **Tutors**. Contact details for our Teaching Associates will be provided to you by the Subject Coordinator.

As well as Subject Coordinators, **Heads of Area** can help you with questions about a study area. Further information about study areas can be found below. You can find contact details for Heads of Area in the [MCM Staff Directory](#):

**Course** or **Specialisation Coordinators** oversee the areas of study within a degree. Often a Course or Specialisation Coordinator can assist you with planning your studies at the MCM. Course and Specialisation.

Coordinators for 2019 are:

**Performance**  
Associate Professor Don Immel

**Composition**  
Professor Stuart Greenbaum

**Musicology & Ethnomusicology**  
Dr Nicholas Tochka

**Jazz and Improvisation**  
Associate Professor Robert Vincs

**Interactive Composition**  
Professor Mark Pollard

**Bachelor of Music Year Level Coordinators:**  
Year 1 coordinator: Dr Carol Johnson  
Year 2 coordinator: Mx Tonié Field  
Year 3 coordinator: Dr Katy Abbott

**Diploma of Music Course Coordinator:**  
Associate Professor Elliott Gyger
Areas of Study in the Bachelor of Music

PCME: Performance, Composition, Musicology & Ethnomusicology

As a PCME student, you will undertake a performance-based first year to hone your music performance and applied music skills alongside historical, contextual and theoretical knowledge. From second year, you can remain focused on Performance, apply for entry into the Composition specialisation, or shift to Musicology or Ethnomusicology.

**Performance** is a flexible program tailored to develop your musical skills and prepare you for diverse career pathways. The specialisation helps you develop the professional level skills expected of a performing artist through private lessons, chamber music ensembles, and large ensembles.

**Composition** Undergraduate B-MUS students can apply to major in composition from the second year of study. Application forms are typically available before the end of semester 2 and due toward the end of November. Applications are based on academic results in the first year of study, together with a folio of two original compositions (not arrangements or pastiche) and a short set test piece (as prescribed each year in the application form). Recordings are advisable – live where possible (though MIDI realisations are also acceptable).

Competition for places in the Composition Specialisation is high and only a limited number of places are available each year.

Students can take Composition Studies in the first year of their degree as an elective (though this is not a requirement). Those students offered a place in Composition 1 take Electro–Acoustic Music in their second year of study as a co-requisite.

You can access the Composition Application Form [here](#) scroll down to ‘Composition Application Form’. The test piece instrumentation changes each year but it is otherwise consistent.

**Musicology & Ethnomusicology** allows you to develop skills in writing, researching, and thinking about music from different time periods and areas. Musicology students research the history of music, using diverse primary sources—newspapers, letters, diaries, concert programs, and more—to situate musicians and listeners within rich historical and social contexts. From second year, students take a guided program of specialised study that leads to a written dissertation on a topic of their choosing at the end of the course. Ethnomusicology students ask how culture shapes music—and how music shapes culture. From second year, students take electives in major world areas and topics related to the cross-cultural study of non-Western and popular music, leading to a practical, skills-based subject in using ethnographic methods to conduct music research. The Musicology & Ethnomusicology Area holds an informational session for first-year students at the beginning of second semester each year.

**Jazz and Improvisation**

**Jazz & Improvisation** is a program that balances skills with creativity to encourage the development of the personal voice and advanced technical skills through contemporary performance practice and creation of original compositions. Jazz & Improvisation students learn performance skills in a range of individual and ensemble performance contexts, including close performance-based collaborations with music staff. This specialisation embraces studio-intensive pedagogy across jazz, world music, pop, rock, folk, indie, funk, experimental, electronica, big band, crossover music, a cappella and multimedia.
Interactive Composition

Interactive Composition is an intensive, collaborative program giving students the skills to create music and sound for a range of contemporary media contexts.

This specialisation works closely with all other disciplines within the Faculty and across the University and focuses on commercially driven cross-art modes of composition – for events, film, television, animation, theatre, music theatre, dance, pop music, advertising, video gaming, online sites, installation art and sound design.
Planning your Course
Careful planning will help you maximise the unique course options and pathways that the Melbourne Model provides you. It is your responsibility to be aware of course requirements and to manage your enrolment in a timely way. http://students.unimelb.edu.au/admin/course-planning

Manage your Enrolment
Managing enrolment is an important responsibility for all students at the University of Melbourne and there are several resources available to assist you with this process. Begin by reading the following:

- Current Students page http://students.unimelb.edu.au/ and

Stop 1: http://students.unimelb.edu.au/stop1
The team at Stop1 can assist you with a range of support services, from help with enrolment, administration and wellbeing, to advise on how to improve your academic skills and overall student experience.

The University Handbook: https://handbook.unimelb.edu.au/
The University of Melbourne Handbook contains detailed information about the subjects offered at the University. Here you will find the latest information on approved subjects, as well as extensive details about subject content, rules and structure, credit point requirements and specific course information. It is very important that you familiarise yourself with the University Handbook and that you review it regularly when planning and enrolling in your subjects.

The University Glossary: http://students.unimelb.edu.au/admin/unispeak
Throughout your course you’ll come across a variety of key terms and common terminology relevant to your studies that you may not have heard before. It can take some time to get used to “uni speak”, but the University Glossary can help you to get started.

Enrolment: http://students.unimelb.edu.au/admin/enrolment
You must enrol in subjects every semester to maintain your enrolment in your course.

Ask.unimelb: https://ask.unimelb.edu.au/app/home
ask.unimelb has the answers to more than 700 frequently asked questions on enrolment, administration, fees and more.

Student Cards: http://students.unimelb.edu.au/admin/student-card
As a student you need your student card to borrow books, access study spaces, prove your identity at exams and receive student discounts. You should have your student card with you whenever you are on campus. Some classes may require you to have your student card with you for your attendance to be counted. You should only use your own student card. Lending your card to another person, regardless of whether they are a student, and using the card of another student to gain access to practice rooms is strictly prohibited.

Key dates - 2019 Academic Calendar: For all academic dates, including semester teaching periods, semester breaks, SWOTVAC and exam periods, and University holidays, visit http://www.unimelb.edu.au/dates
Census Dates: Every subject offered by the University has a census date. The census date is the last date you can withdraw from a subject, withdraw from your course, or apply for a leave of absence without remaining liable to pay for the subject, and without it appearing on your academic transcript. As the census date can vary between subjects it’s important to be aware of your subjects’ census dates.

Ways to check your census dates
1. my.unimelb – displays the census date for each subject you are enrolled in
   - Log into my.unimelb.edu.au
   - Click on the ‘Student admin’ tab
   - Go to ‘Enrolment’
   - Select ‘View my current enrolled subject and census dates’
2. Handbook - census dates are in each subject entry under ‘Dates and times’
3. Fee statements - via your Student Portal Student Invoice and Statement of Liability show the census dates for your enrolled subjects with fees due.

How census dates impact enrolment changes

<table>
<thead>
<tr>
<th>Enrolment change</th>
<th>By the census date</th>
<th>After the census date</th>
</tr>
</thead>
</table>
| Withdraw from a subject that you do not wish to study | • Subject fee is cancelled (not payable)  
• No grade recorded  
• Subject is removed from your transcript | • Subject fee remains payable  
• Grade recorded  
• Subject will appear on your transcript |
| Withdraw from your course if you do not wish to continue | • Fees are cancelled  
• No grades recorded  
• Course will not appear on your transcript | • Fees remains payable  
• Grades recorded  
• Subject will appear on your transcript |

Student Timetable

The Faculty of Fine Arts and Music student timetable is available at the following link: ASIMUT – Timetable and Room Bookings. The student timetable will display subjects that you have enrolled in. Please note audition-based subjects may not appear until enrolment is confirmed. Information, guides and resources on how to use ASIMUT can be found on the faculty room bookings page: http://finearts-music.unimelb.edu.au/current-students/timetable-and-room-bookings/

ASIMUT – Timetable and Room Bookings also allows students to book faculty spaces for individual and/or group rehearsals. Depending on the degree and instrument of study, each student is provided with a booking quota (the number of hours which can be booked each day) and a set of suitable rooms to book. Generally, students can book spaces up to seven days in advance.

Breadth Timetable
University breadth subject timetables will be via the student portal and registration will be required. Information of this process can be found at the STUDENT website.
Music Collections in the Library

The University of Melbourne’s Southbank Library is the dedicated music, visual and performing arts library supporting the Faculty of Fine Arts and Music (inc Melbourne Conservatorium of Music and the Victorian College of the Arts). https://library.unimelb.edu.au/southbank-library

The Southbank Library is located in the Hub Building, Southbank Campus, and incorporates the Louise Hanson-Dyer Music Collection and Lenton Parr Visual and Performing Arts Collection.

You can request books and music scores online via the catalogue to be delivered to another campus. Books located at other University of Melbourne branch libraries can also be requested online via the catalogue to be couriered for pick up at Southbank Library. To request CDs and DVDs to be retrieved contact the following email: southbank-library@lists.unimelb.edu.au

The Collections
The library has an extensive range of books, scores, journals, CDs and DVDs that you can use, plus an extensive online library of eBooks, online scores, audio and video material. Within the musical scores section, there are scores for performance that you can borrow at will, but there are also other types of scores: collected editions and miniature scores. Collected editions are editions of musical scores curated by scholars, whereas miniature scores are small-sized full scores that are normally used as study scores. Within the book collection, there is the general and reference collections, plus an extensive e-book collection – all accessible via the catalogue.

To locate an item, look it up in the library catalogue. There are many ways for you to limit your search, including the library in which the item is located, the type of material (printed book, printed music, online etc.). For further information on how to search the Library catalogue watch this video.

The Rare Music Collection is located at the Baillieu Library, Parkville campus. https://library.unimelb.edu.au/collections/special-collections/rare-music-collection for details of this world class research collection. Items need to be requested online via the catalogue and viewed in the Special Collections Reading Room.

Finding Media– To source CDs, DVDs, online audio and video see the Media Collections for Fine Arts and Music LibGuide (http://unimelb.libguides.com/media_visualandperformingarts)

Loan Periods, Renewing, and Returning Items
Most books and scores are 28-day loans, but some of them can be 7-day or overnight loans. Collected editions, journals, and the book reference collection are for library use only and are not borrowable. Miniature scores, the general book collection, CDs and DVDs are all available for loan.

For more information on borrowing, returning, and renewing items, see the Library homepage’s section: Borrowing from the Library (http://library.unimelb.edu.au/borrowing).

The Music Score System
The music scores are organised by instrument or form of composition. For a more in-depth explanation of the score system, see the Finding Music Scores LibGuide (http://unimelb.libguides.com/findingmusicscores).

Borrowing from Other Universities
The University of Melbourne libraries are part of a system called BONUS+, which allows students and staff to borrow books from the libraries of other universities in Australia and New Zealand. Books can be borrowed via this system if copies are all on loan, or it is not held. Check out the green BONUS button on the catalogue.

Library Fines
Library items that are not returned by the due date or within the leeway period (see http://library.unimelb.edu.au/borrowing/information/renewing for more information on leeway periods) will incur fines. For all information on fines and suspensions, see http://library.unimelb.edu.au/borrowing/information/fines
The Faculty of Fine Arts and Music expects all students to conduct themselves in a manner which is fair, honest and consistent with the principles of academic integrity.

“The work of each individual reflects on the academic and professional standing of the University as an institution that upholds ethical practice in research, learning, and teaching. Academic work submitted for assessment or publication must be the original work of the author or authors. If the ideas or words of others have been drawn upon, this must be thoroughly and clearly acknowledged using agreed scholarly conventions”

Professor Richard James, Deputy Vice-Chancellor and Deputy Provost (Academic and Undergraduate)

The principles relating to student academic integrity and honesty are clearly described within the following resources.


Plagiarism and Collusion

Additional resources specifically relating to plagiarism and collusion include:

1. The Academic Integrity Module (AIM), which can be accessed on the LMS: [https://lms.unimelb.edu.au/](https://lms.unimelb.edu.au/)
2. The University Academic Integrity website: [http://academicintegrity.unimelb.edu.au/](http://academicintegrity.unimelb.edu.au/)

Other forms of Academic misconduct

Cheating in an exam or submitting an assignment that you have copied from someone else are clear examples of academic misconduct, but they are not the only ones. According to the University Academic Board regulations, section 42, a person commits student academic misconduct if he, or she, is a student and:

(a) by act or omission does anything which is intended to or is likely to have the effect of obtaining for that student or any other person an advantage in the performance of assessment, by unauthorised, unscholarly or unfair means whether the advantage was obtained; or
(b) in relation to an examination or assessment, includes but is not limited to, a student who:
(i) engages in cheating;
(ii) engages in plagiarism;
(iii) resubmits in whole or in part one’s own work for another assessment item;
(iv) gives or provides one’s own work to someone else;
(v) falsifies or misrepresents data or results;
(vi) improperly colludes with another person or persons;
(vii) fails to comply with examination or assessment rules or directions;
(viii) engages in other conduct with a view to gaining unfair or unjustified advantage;
(ix) uses or possesses any unauthorised or prohibited information, books, notes, paper or other materials;
(x) directly or indirectly assist any other student or accept assistance from any other person;
(xi) copies from or otherwise uses the answer of any other person engaged in the performance of the same or comparable component of assessment or permits any other person to copy from or otherwise use his or her answer;
(xii) forges or falsifies documents to gain for himself or herself, or for any other person, any academic advantage or advancement to which he or she or that other person is not entitled
(xiii) purchases or obtains assessment materials from commercial services or other individuals; 
(xiv) sells assessment materials to entities or individuals; and 
(xv) in relation to research, commits research misconduct

Make sure you understand the acts listed above. All forms of academic misconduct are serious offences and will be managed according to the Student Academic Integrity Policy (MPF1310).

Examinations

Practical Exams
Practical Exams are scheduled by the Faculty individually for students enrolled in a subject that requires either a technical or a recital exam.

- **A technical exam** is the assessment for a practical music subject taken in the first semester of study at each year level. It might require performance of scales or études or other technical material.

- **A recital exam** is the assessment undertaken in the second semester of each year of study. It involves performance of repertoire with an accompanist, and students are able to invite a small number of friends or family.

Subject guides, marking rubrics for exams, and recital length requirements can be found for each subject via the Learning Management System (LMS). The length of exams can also be found in individual subject entries in the University Handbook. Students presenting recital exams are required to submit a Practical Exam Program Approval form during the semester as stated in the Handbook entry for the subject.

Written Exams
All other types of exams held during the official examination period are referred to as “written” exams for the purposes of scheduling. Certain subjects may require a final examination assessment in the form of written, aural, presentation, practical or multiple tasks.

Release of the examination timetables
Both the Practical and Written Examination timetables are released in weeks 8-9 in each semester.
MCM Accompanists
Students rehearse and perform with an approved accompanist in performance classes and practical examinations within the following degrees:
· Diploma in Music
· Bachelor of Music – PCME specialisations

Practical Examination Accompanist Allowances
The Accompanist allowance includes both rehearsals and the examination (e.g. for a Bachelor of Music student enrolled in MUSI10221 Practical Music 2, the allowance would cover one hour for rehearsal, one hour for performance exam).

For specific time allowances and any other accompanist related questions, including a full list of accompanists, visit http://finearts-music.unimelb.edu.au/current-students/mcm-accompanists

Please note: Payment for any time outside the allocated hours, or for an Accompanist not listed on the List of Approved Accompanists, is the responsibility of the student.

Accompanist Etiquette
Always provide details of the performance and a copy of the music as far in advance as possible. Accompanists are not obliged to accept a request and may turn your request down if they are treated poorly or not given enough notice.

Accompanists are often quite busy during exam periods and may not be available for your recital. Always contact accompanists as early as possible to avoid finding yourself without an accompanist.
The Music Students’ Society

The Music Students’ Society, more commonly known as the MSS, is a UMSU-affiliated club that provides events for both its members and MCM as a whole. They hold a variety of small events throughout the year, from BBQs and pizza events to games and trivia nights. They also hold two main events per year: a boat cruise in Semester 1, and a ball in Semester 2. The MSS has a small membership fee. You can find the MSS on Facebook https://www.facebook.com/musicstudentssociety
The society’s email is: mss.unimelb@gmail.com.

The Music Students’ Society Mentoring Program

The Music Students’ Society (MSS) runs a Mentoring Program for first-year students. First-year students who sign up for the program (‘mentees’) are paired with a student from second year or above (‘mentors’). Mentees are paired with mentors based on a variety of factors, such as their instrumental area, whether they are a domestic, interstate, or international students, or any other specifications they may be looking for in a mentor.

Your mentor’s job is to help you settle into university life by meeting with you regularly throughout the program and answering any questions you may have. This also gives first-year students a chance to engage with students from year levels above their own. If you have any questions, send an email to the MSS: mss.unimelb@gmail.com.
Eligibility

Eligibility to participate in many of the orchestral, instrumental and/or chamber and vocal ensembles will be determined by audition arranged before the beginning of first semester. In some cases, participation in multiple ensembles will be required, as directed by the appropriate Instrumental Head of Area.

Ensembles requiring audition

**Orchestral Ensembles**
- Orchestra (Symphony or Philharmonic)
- Wind Symphony
- Concert Band
- Brass Ensemble
- String Ensemble

Students wishing to audition for Orchestral Ensembles must register online. Please visit http://finearts-music.unimelb.edu.au/current-students/mcm-orchestral-ensembles.

**Vocal Ensembles**
- Chamber Choir
- Vocal Ensemble
- Early Voices

You will be advised of audition details at the voice session during Orientation week.

Ensembles not requiring an audition

For information on other ensembles in the Bachelor of Music please consult the Handbook: https://handbook.unimelb.edu.au/2019/components/b-mus-infspc-1
Ensembles are usually listed under “6.25 Credit Points Subjects”.
What is required for Program Approval?
Students enrolled in practical music and performance subjects will participate in a practical examination recital that will need to be endorsed by the head of an instrument area. Students will need to submit the Program Approval Form by week 8 in a given semester. Forms should be submitted at the following: https://finearts-music.unimelb.edu.au/current-students/forms under ‘Assignment and Exam Forms’.

How do I get exam feedback?
All students undertaking a performance exam are welcome to request feedback from the panel. A form requesting this feedback should be submitted https://finearts-music.unimelb.edu.au/current-students/forms under ‘Assignment and Exam Forms’.

What if I can’t attend all Concert Classes?
Students assigned to Concert Class must attend at least 8 of the 12 classes for the semester. Advice regarding clashes should be sought from the Concert Class coordinator.

How do instrumental classes work?
Instrumental classes are a great chance to perform in an informal setting and receive coaching and advice from a tutor who specialises in your instrument or field. These classes serve as a precursor to the more formal performance classes such as Concert Class and Performance Class. Consult the Performance Class Timetable for a list of classes and their times and locations. The timetable is available here: https://finearts-music.unimelb.edu.au/current-students/mcm-timetables

Where will my recital be held?
Exams may be held in rooms at the Ian Potter Southbank Centre and/or the Conservatorium at Parkville. Some exams are also held at external venues including Trinity College Chapel and Wyselaskie Auditorium at the Centre of Theology and Ministry. Room allocations depend on instrument group.

Can I travel during Exam periods?
You must plan to be in Melbourne during the entire examination period (including the special and supplementary period), as the exam timetable is subject to change. Students can apply for Special Consideration if they cannot sit an exam, though travel for a holiday is not considered a legitimate reason to reschedule any examination.

Do I need to do a practical lesson every week?
It is recommended that all students have a practical lesson every week during semester. Your individual schedule should be negotiated directly with your allocated instrumental or vocal teacher.

In an emergency if you are unable to attend your lesson, you must communicate directly with your teacher, giving at least 24-hour notice when possible. Make-up lessons will be at the discretion of your teacher. Details of individual practical subject requirements can be found in the University Handbook.

How do I request a trial time in my exam room?
Students can sign up for trial times during SWOTVAC (non-teaching period before exams) in rooms where their exams will be held and will be notified via their student email where and when sign-up sheets are available.

I’m interested in Early Music. Who can I speak to?
Contact Robert Nairn, Head of Early Music for information on Early Music activities.
I'm interested in New Music. Who can I speak to?
Contact Peter Neville, Head of New Music to find out about New Music activities.

Do I need to bring a copy of my music to my exam?
Yes, you need to bring one copy of all your music to your exam for the use of the examiners.

Instrumental classes - who tells me where to go and when do I find out?
You will learn about the individual requirements of your performance specialisation during Orientation. Details of individual practical subject requirements can also be found in the University Handbook. https://handbook.unimelb.edu.au/

The Music Performance timetable can be found at https://finearts-music.unimelb.edu.au/current-students/mcm-timetables
<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Sem 1</th>
<th>Music History 1</th>
<th>Practical Music 1</th>
<th>Music Elective/s</th>
<th>Breadth</th>
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<td>12.5 credit points</td>
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<td>Total: 12.5 points</td>
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<td>Sem 2</td>
<td>Music Language 1</td>
<td>Practical Music 2</td>
<td>Music Elective/s</td>
<td>Breadth</td>
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<td>YEAR 2</td>
<td>Sem 1</td>
<td>Music History 2</td>
<td>Practical Music 3 / Performance 3</td>
<td>Music Elective/s</td>
<td>Breadth</td>
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<td>Music Language 2</td>
<td>Practical Music 4 / Performance 4</td>
<td>Music Elective/s</td>
<td>Breadth</td>
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<td>YEAR 3</td>
<td>Sem 1</td>
<td>Music History 3</td>
<td>Practical Music 5 / Performance 5</td>
<td>Music Elective/s</td>
<td>Breadth OR Music Elective/s</td>
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<td></td>
<td>Sem 2</td>
<td>Music Language 3</td>
<td>Practical Music 6 / Performance 6</td>
<td>Music Elective/s</td>
<td>Breadth OR Music Elective/s</td>
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Core subject  | Music Elective/s
Specialised Elective  | Breadth subject
Breadth subject OR Music Elective/s
## 2019 Bachelor of Music
Composition specialisation

### SAMPLE COURSE PLAN

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester</th>
<th>Subject</th>
<th>Credit Points</th>
<th>Subject</th>
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<td></td>
<td>Sem 1</td>
<td>Music History 1</td>
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<td>Practical Music 1</td>
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### Core subject
Music Elective/s

### Specialised Elective
Breadth subject

### Breadth subject
Breadth subject OR Music Elective/s
## 2019 Bachelor of Music
### Musicology/Ethnomusicology specialisation

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### Core subject
- Music Elective/s

### Specialised Elective
- Breadth subject

### Breadth subject OR Music Elective/s
- Breadth subject OR Music Elective/s
The University has a Special Consideration policy that supports students affected by special circumstances.

**Ongoing situations**

Students with an ongoing condition or situation such as an illness, disability or commitment, can register for ongoing support with the Student Equity and Disability Support Office (SEDS). Examples of ongoing support include an adjustment plan, access to assistive technology, flexibility in attendance, extension in assignments, and equipment loans, among others. The information you provide is strictly confidential and protected by the University privacy policy. See the Student Equity Support webpage: [https://services.unimelb.edu.au/student-equity/current-students](https://services.unimelb.edu.au/student-equity/current-students) section below for more detailed information on how to access this service.

**Unexpected circumstances**

If you experience unexpected circumstances that may impact on your studies, you may be eligible for Special Consideration. Unexpected circumstances are situations beyond your control such as sudden illness (excluding minor ailments), sudden hardship or trauma, and bereavement. Please note that computer failure, public transport delays, personal events such as birthdays, travel plans, and minor ailments are **not** regarded as valid grounds for special consideration.

The impact of these circumstances is expected to be **more than ten day and less than six weeks**. If the impact is less than ten days, then you should simply apply for an extension (see below). If the impact is expected to be more than six weeks, then consider applying for ongoing support.

See the Student Equity Support webpage: [https://services.unimelb.edu.au/student-equity/current-students](https://services.unimelb.edu.au/student-equity/current-students) section below for more detailed information on how to access this service.

**Assignment extensions**

If unforeseen situations impact upon your ability to complete an assessment task on time, you may be eligible for an Assignment Extension of up to **ten working days**. To apply, please contact your Subject Coordinator, or submit a Fine Arts and Music Assignment Extension application form.

Supporting documentation (such as a medical certificate), must be provided for all Assignment Extension applications. Applications must be submitted **before** the assignment’s due date; otherwise students should apply via Special Consideration as described above. See the table below for more details.

For further information about the application process, please refer to the [Unimelb students page](https://services.unimelb.edu.au/student-equity/current-students).

**Assignment Extension or Special Consideration?**

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<tr>
<td>Before/on due date</td>
<td>10 working days or less</td>
<td>more than 10 working days</td>
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<tr>
<td>Assignment Extension Application</td>
<td>Special Consideration (unexpected circumstances)</td>
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<tr>
<td>After due date</td>
<td>Special Consideration (unexpected circumstances)</td>
<td>Special Consideration (unexpected circumstances)</td>
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**Student Services**

The University of Melbourne offers one of the most comprehensive student support networks in Australia. For a full listing of Student Services, visit the Student Services Finder and search by topic, keyword or issue: [http://services.unimelb.edu.au/](http://services.unimelb.edu.au/)

**Academic Skills**

The Academic Skills team helps undergraduate and graduate students with academic writing, time and task management, oral presentations, exam preparation, English language development and much more! They conduct workshops and individual tutorials and provide the resources that all students need to be successful at university. Appointments are available at the Parkville campus or at The Hub & Southbank Library. Click here to make an appointment to see an [Academic Sills Adviser](http://services.unimelb.edu.au/).  

**Artists Referral Service**

The Artists Referral Service is a professional agency and employment program for performing artists. The service attracts paid performance opportunities for students and recent graduates in their arts specialisation. [http://finearts-music.unimelb.edu.au/artist-booking-service](http://finearts-music.unimelb.edu.au/artist-booking-service)

**Careers and Employment**

During your studies at the Faculty of Fine Arts and Music, it is likely you will want to develop a career plan, search for work, complete a grant or job application, or prepare for an interview or audition. Careers and Employment can help with general questions about finding work, establishing your career direction, creating a professional portfolio, accessing industry, building professional networks and other related topics. Careers consultations are available at the Parkville campus of the University or may also be scheduled at the Southbank campus by prior arrangement. Contact: enquiries-careers@unimelb.edu.au or 8344 0100 or at the website [https://careers.unimelb.edu.au/](https://careers.unimelb.edu.au/)

**Counselling and Psychological Services**

Counselling and Psychological Services provides you with free individual appointments and workshops focusing on personal growth and skill development, to help you make the most of your time at university. To make an appointment for either the Southbank or Parkville campus, call 8344 6927.

Southbank: The Hub (Tuesday and Wednesday)
Parkville: Level 5, 757 Swanston Street (Monday-Friday) [https://services.unimelb.edu.au/counsel](https://services.unimelb.edu.au/counsel)

**Student Equity and Disability Support (SEDS)**

Student Equity and Disability Support provides services for students who need ongoing support with their studies. The University is able to make reasonable adjustments to assist students with a wide range of personal circumstances that affect their ability to study on an equitable basis to other students. These adjustments can range from being an elite athlete to having a medical condition or other disability. The services are designed to offset the impact of a student’s circumstances on their ability to undertake their studies. It is important to understand that these adjustments must be ‘reasonable’ and not compromise the academic integrity of the course being studied.

Students with an ongoing condition or situation can register for ongoing support. [https://services.unimelb.edu.au/student-equity/current-students/register-for-ongoing-support](https://services.unimelb.edu.au/student-equity/current-students/register-for-ongoing-support)
You may also discuss your circumstances with an Academic Support worker who can assist you to register for special consideration and can also answer queries about how the University can accommodate your special needs, as well as providing advice and support relating to student welfare, special consideration, extensions, alternative exam arrangements.

Student Equity and Disability Support (SEDS) can help you organise:
- Alternative Exam Arrangements (AEA)
- academic support worker assistance
- equipment loans
- assistive technology
- accessible formatting
- extensions to assignments
- flexibility in attendance requirements
- accessible teaching spaces and ergonomic furniture

**Faculty Scholarships**
The Faculty of Fine Arts and Music scholarships provide hundreds of artists with financial support, encouragement and reward for their efforts. There is an array of scholarships available for current undergraduate and graduate students, along with a selection for those students who have completed their studies at the Faculty. Please note that you may also be eligible for scholarships offered by the University: [https://finearts-music.unimelb.edu.au/future-students/scholarships](https://finearts-music.unimelb.edu.au/future-students/scholarships)

**Financial Aid**
Financial Aid can provide you with a range of advice and information on budgeting, government student assistance, a tax advice program, and short- and long-term loans and grants. Contact: 8344 6901. [https://services.unimelb.edu.au/finaid](https://services.unimelb.edu.au/finaid)

**Health Service**
The University of Melbourne Health Service provides confidential medical care, at no direct cost, to students with Medicare or OSHC Worldcare insurance. Our doctors provide services in the areas of general medicine, travel, childhood and flu vaccinations, sexual health and family planning, and mental health. They can also provide referrals to external specialists. The Health Service is located at 138 Cardigan Street Carlton. Appointments can be made by calling 8344 6904. [https://services.unimelb.edu.au/health](https://services.unimelb.edu.au/health)

**Student Connect**
The Student Connect team actively engages with all first-year students through appointments with Student Adviser. First year students are encouraged to book an appointment in the first semester of your studies, to guide and support you through your scholarly journey. Student Connect also welcomes appointments with later year and graduate students. Contact 13 6352 or student-connect@unimelb.edu.au [https://students.unimelb.edu.au/explore/student-connect](https://students.unimelb.edu.au/explore/student-connect)

**Student Housing**
Student Housing can assist you with accommodation and tenancy advice (e.g. lease agreements, bonds, repairs, rents and eviction), Student Housing Access Program, temporary crisis accommodation, and referral to related services. Access the Housing Online Noticeboard, a free service that enables advertising of accommodation to University of Melbourne students, at [https://housing.unimelb.edu.au/](https://housing.unimelb.edu.au/)
Undergraduate Computer Labs:

Undergraduate Computer Labs are located in the Music Basement Annex (Room B75) Parkville and open from 9am to 5pm during semester.

Lockers Hire (Parkville and Southbank)

The Conservatorium and The Ian Potter Southbank Centre will have locker facilities to store instruments of all sizes and personal belongings. Lockers will be open for purchase on Thursday 28 February for Semester 1 and full year hire. The hire fees are $25 per semester or part thereof and must be vacated/rehired after 2 consecutive semesters.

All locker purchases can be made via the Locker Hire link. Once payment is received, students will be assigned a locker and pin code (for use with the keypad combination locks fitted) via email based on the size and location of their purchase. Email fineartsmusic-io@unimelb.edu.au for further information.

2019 Hire Periods & Pricing

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<tr>
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IMPORTANT INFORMATION:

- Lockers are subject to availability.
- Students must provide their own padlock for Parkville only, to secure their locker and belongings.
- More information about locker sizes and instrument suitability can be found here: http://ecommerce.vcam.unimelb.edu.au/categories.asp?cID=45
- For Semester 1 hire only, lockers must be vacated on or before 5th July 2019.
- For Semester 2 & Full Year hire, lockers must be vacated on or before 6th December 2019.
- Lockers not vacated by these dates will result in the removal of your lock by Campus Security and Items may be sent to landfill or recycling.
The Fine Arts & Music Digital Hub (Southbank) consists of two primary computer-based production spaces and a third Teaching Lab accessible to all students & staff from the various disciplines across the faculty.

These studios facilitate experimentation, research and collaboration, while also providing training workshops in digital media processes. The staff based in the studios are available for support in students' creative applications of digital technology to their contemporary arts and music practices.

Access issues?
Access to each room is via swipe access with your student card. If you are unable to access practice rooms with your Student ID Card, please email Fine Arts and Music Infrastructure & Operations Access Requests fineartsmusic-ioaccess@unimelb.edu.au with the following information:

- Name
- Student ID
- Course
- Card expiry date
- Access issue.

Please note that the digital studios (except R104 B863) are used for daytime, evening and weekend classes. These sessions may also be scheduled during non-teaching weeks. During these times the studios are only accessible to students participating in the sessions and R104 B863 can be utilized instead.
Digital Hub Studios
It is recommended that students make appointments with staff when specific assistance is required. Digital staff are available from: Monday to Friday: 9:00am – 5:00pm

863 G12 (Digital Teaching Hub) specialises in audio production but also supports 2D image and moving image/video editing. Available software includes: Logic Pro X, Ableton Live, REAPER, Symphonia, Sibelius, Adobe CC, Final Cut Pro X, Media Composer, Davinci Resolve, Microsoft Office & Endnote. Digital Studio One seats 14 students plus 1 lecturer/presenter.

863 G09 (Digital Teaching Hub) specialises in 2D, 3D, moving image/video editing and audio production. These workstations are equipped with Eizo 4K calibrated monitors and provide software and applications specific to image editing, scanning and colour correction. Available hardware & software includes:
- Eizo 4K calibrated monitors
- Imacon Flextight HDR film scanner (online booking required)
- V700 Flatbed film scanner
- A4 & A3 Flatbed document scanners
- MakerBot 3D printer (via online booking)
- Epson P800 pigment inkjet printer
- Lightbox for film viewing
- Wacom tablets (available for loan from staff)
- Adobe CC
- Color Perfect
- Final Cut Pro X
- Ableton Live
- Davinci Resolve
- Autodesk Maya
- Blender
- Sibelius
- Microsoft Office & Endnote etc.

Digital Hub Support Office & Print Studio
Hub Building (B - 863)
Monday to Friday: 9:00am – 5:00pm

Printing Services in the Hub - There is a new system in place from 2019 and students are advised to read the information at https://studentit.unimelb.edu.au/study/print-and-scan to get to know the new procedures.
Important Information

Booking lessons for people outside the Faculty of Fine Arts and Music is strictly prohibited.

Use of any space may result in booking privileges being restricted. Misuse includes, but not limited to, any of the following:

- Failing to cancel a booking.
- Failure to disclose the nature of activity, resulting in disruption to classes or damage to property.
- Leaving a space in an untidy state, including failing to pack away equipment/instruments.
- Booking a space for private non-curricular activities.

Please note that the following spaces are subject to change and the most up to date information is found on the ASIMUT site.

Individual Practice Rooms

Music Building, St Kilda Rd, Southbank
The Ian Potter Southbank Centre Sturt St, Southbank

- **Availability:** Monday – Friday, 8am – 6pm. Excludes University Holidays.
- **After-hours availability:**
  - Monday to Saturday 7.30 am-11:30pm Excludes University Holidays.
  - Sunday 9am-9pm
- **Access:** Swipe-card access (using Student ID card)
- **Bookings:** via ASIMUT – Timetable and Room Bookings

Ensemble Practice Rooms

Music Building, St Kilda Rd, Southbank
The Ian Potter Southbank Centre Sturt St, Southbank

- **Availability:** Monday – Friday, 8am – 6pm. Excludes University Holidays.
- **After-hours availability:**
  - Monday to Saturday 7.30 am-11:30pm Excludes University Holidays.
  - Sunday 9am-9pm
- **Access:** Swipe-card access (using Student ID card)
- **Bookings:** via ASIMUT – Timetable and Room Bookings

Access Issue?
If you are unable to access practice rooms with your Student ID Card, please email fineartsmusic-ioaccess@unimelb.edu.au:
Practice Rooms, Parkville

**Individual Practice Rooms**

**Location:** 214 Berkeley Street (off Grattan Street)
- **Availability:** 24 hours, 7 days a week. Available on University Holidays.
- **Access:** Swipe-card access (using Student ID card)
- **Bookings:** Bookings via ASIMUT – Timetable and Room Bookings.

**Music Basement Annex** (Piano students only)
- **Availability:** Monday–Friday, 9am-6pm. Excludes University Holidays.
- **Priority Access to space:** Piano Students
- **Access:** Open during times above, ensure you have student card on person.
- **Bookings:** Bookings limited to maximum 2 hours per day via ASIMUT – Timetable and Room Bookings.

**Ensemble Rooms**

**Location:** Room B81 & Loughlin Room (Chamber Music students only)
- **General availability:** Monday–Friday, 9am-6pm (when not in use for classes). Excludes University Holidays.
- **After Hours availability:** None.
- **Access:** Accessible during times above (when not in use for classes).
- **Bookings:** Bookings limited to maximum 2 hours per day via ASIMUT – Timetable and Room Bookings

The **ASIMUT – Timetable and Room Bookings** system allows students to book faculty spaces for individual and group rehearsals.

Depending on the degree and instrument of study, each student is provided with a booking quota (the number of hours which can be booked each day) and a set of suitable rooms to book. Generally, students can book spaces up to seven days in advance.

Video guides and more information about ASIMUT can be found on the faculty room bookings page: https://staff.unimelb.edu.au/finearts-music/teaching-and-learning/timetabling-and-room-bookings
Health and Safety

Emergency
In case of an emergency on campus, please notify local emergency wardens and Campus Security.

Campus Security: 9035 9311 (Southbank campus) or 8344 6666 (Parkville campus)
Police/Fire/Ambulance: 000 (0 000 from internal phone)

Evacuation Instructions
Upon hearing the Alert Tone (beep beep beep) await instructions or prepare to evacuate.

Upon hearing the Evacuation Tone (whoop whoop whoop), or being instructed to evacuate:
1. Leave by the stairs (do not use the lifts).
2. Move to the assembly area as directed.
3. Remain at the assembly area until advised by Emergency Personnel or Local Emergency Warden or Security that it is safe to leave or return to the building.

Evacuation Assembly Areas
Southbank Campus
- East (St Kilda Road) side of campus: grass area adjacent Building 871 Red Shed
- West (Sturt Street) side of campus: grass area at corner of Grant & Dodds Street

Parkville Campus
- Lawn area behind the Grainger Museum
  NB: the building’s assembly area shown on the evacuation diagrams

First Aid
- First Aid Officers are listed on the Building Emergency Contacts lists.
- First Aid Kits are available in all buildings, generally in publicly accessible areas.

Incident Reporting
An incident is any unplanned event resulting in, or having a potential for, injury, ill health, damage or other loss.
A hazard is a situation unrelated to a person with potential for harm: human injury/illness, property damage or environmental.
All incidents or hazards must be reported to staff and recorded in the Incident Report Form as soon as possible.
An Incident Report is to be completed by staff, students, or visitors who have incurred an injury or illness, or who are providing details of any incident that creates a risk to the health or safety of a person/s.

Safety is a shared responsibility.
Further information regarding the Universities OH&S policy and safe working procedures is available at: https://policy.unimelb.edu.au/MPF1205

Responsibilities of Others in the Workplace
http://safety.unimelb.edu.au/people/community#responsibilities-of-personnel
Everyone has the right to feel safe, and the University aims to provide staff and students with a physical and online environment that is free from unlawful discrimination, sexual harassment and bullying.

**Seeking advice and support**

The University takes all allegations of discrimination, sexual harassment and bullying very seriously. If you, or someone you know, have experienced discrimination, sexual harassment or bullying, the Safer Community Program Team can provide support, referrals and information to assist you.

**Contact Safer Community Program Team**

If you are in immediate danger, contact University Security on 03 8344 6666 or the Police on 000. The Safer Community Program is located at Stop 1 (Parkville) 757 Swanston Street.

Tel: 03 9035 8675
Email: safer-community@unimelb.edu.au

**UniSafe App**

UniSafe is the official app of the Safer Community Program (SCP) at the University of Melbourne. The SCP aims to promote an environment that fosters safe learning, working and living at the University of Melbourne, and provides the opportunity to pass on behavior of concern before it develops into something serious. This app provides quick access to the SCP and information, resources and tools to enhance your safety.

You can download the UniSafe app from iTunes or Google Play.

**What is discrimination?**

Direct discrimination occurs when a person treats, or proposes to treat, someone with a protected personal characteristic unfavorably because of that personal characteristic. Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that disadvantages a person or group because of a personal characteristic. In Victoria it is unlawful to discriminate against someone on the basis of personal characteristics such as:

- age
- employment activity
- family responsibilities
- disability
- gender identity
- physical features
- industrial activity
- marital status
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation
What is sexual harassment?
Sexual harassment is any verbal, written or physical behavior of a sexual nature that is unwelcome and uninvited that makes the other person feel offended, humiliated or intimidated. Sexual harassment may be a single incident or a series of incidents. Intention is irrelevant to the definition.

Sexual harassment includes:

- displaying pornographic or sexually explicit material such as posters, screen savers etc.
- staring or leering
- unwelcome physical contact, gestures or other non-verbal communication
- sexually explicit emails, comments through social media, jokes or conversations
- sexual insults or taunting
- asking someone for sex or repeated unwanted requests to go out on dates
- making promises or threats in return for sexual favors
- sexual orientation-based insults or taunts

Mutual flirtation or sexual contact that is desired and freely consented to is not sexual harassment. Unwelcome behavior that is not freely consented to because of fear, intimidation or coercion does constitute sexual harassment.

What is bullying?
Bullying is repeated, unreasonable behavior directed towards a person or group that creates a risk to health and safety.

- Unreasonable behavior means behavior that a reasonable person, having regard to all the circumstances, would see as unreasonable, including behavior that is victimising, humiliating, intimidating or threatening.
- Repeated behavior means an established pattern of behavior and not a single incident. Risk to health and safety includes risk to the mental or physical health of the person.

Bullying can occur between students, by a student towards a staff member, or by a staff member towards a student. When repeated or part of a consistent pattern of behavior, these behaviors could be classified as bullying:

- physical or verbal abuse
- yelling, screaming or offensive language
- excluding or isolating someone
- deliberately withholding information that is vital for effective performance
- spreading rumors or innuendo about someone
- psychological harassment
- unjustified criticism or complaints
- intimidation
- interfering with someone's personal property or equipment
- teasing or making someone the brunt of pranks or practical jokes

This list does not cover every type of behavior that may constitute bullying.
Providing constructive criticism or advice, differences of opinion or interpersonal conflicts are not considered bullying.

Single incidents
While a single incident of unreasonable behavior might not constitute bullying, it may have the potential to escalate into bullying and should not be ignored. In the first instance, telling someone that you find their behavior inappropriate can be an effective way to resolve concerns.
Further Study

For full details of graduate courses offered by the Faculty of Fine Arts and Music, please consult.  
http://mcm.unimelb.edu.au/study/degrees

Honours

Bachelor of Music (Degree with Honours)
The Bachelor of Music (Honours) is an intensive and highly specialised one-year program designed to round off your undergraduate learning in music. The course prepares you for entry into the music profession and creates a direct pathway to graduate coursework and research opportunities in music. Students choose from one of the following specialisations: Performance, Composition, Musicology, Ethnomusicology, Jazz and Improvisation, and Interactive Composition. You can also apply for a Tailored Program Bachelor of Music (Honours).

Graduate Coursework Programs

Master of Music (Performance Teaching)
A specialist coursework degree enabling graduates in Western classical and contemporary music to work as performer-teachers in a variety of situations, including community, private provider and further education settings, and as instrumental/vocal instructors in schools.

Master of Music (Orchestral Performance)
A specialist coursework degree, offered in conjunction with the Melbourne Symphony Orchestra, delivering elite-level training for orchestral instrumentalists.

Master of Music (Opera Performance)
A specialist coursework degree, offered in conjunction with Victorian Opera, delivering elite-level training for opera performers.

Master of Music Therapy
A coursework program leading to professional registration as a Music Therapist (RMT) with the Australian Music Therapy Association (Inc.).

Graduate Research Programs

Master of Music
Specialisations are available in the following areas:
- Music Performance
- Conducting
- Composition
- Musicology
- Ethnomusicology
- Music Therapy

Doctor of Philosophy
Specialisations are available in the following areas:
- Composition
- Interactive Composition
- Jazz & Improvisation
- Music Performance
- Music Psychology & Performance Science
- Music Therapy
- Musicology
- Ethnomusicology