

AICM HANDBOOK

Version #6

For Semester 1, 2010

A Word from the Director

I would like to extend a warm welcome to all new and returning students to the Australian International Conservatorium of Music. I am sure that 2010 will be a year of great development and fulfilment for you, and we look forward to assisting you achieve your goals.

I would also like to welcome all new and returning lecturers. Again I am anticipating a year where our established traditional teaching ethos is mixed with creative and contemporary directions in musical teaching, and I look forward to your contribution as well as supporting you in the achievement of your musical goals.

I am delighted to welcome you to our stunning newly renovated campus in Rozelle. Close by the live performance and cultural hub of Balmain, and only a short distance from the city by public transport. This development will ensure AICM is well-situated for both the practical and performance-related benefit of all present and future students and staff.

Hon Prof Kyunghye Lee, Director

Note from the Principal

2010 should prove to be both an interesting and exciting time at the Australian International Conservatorium of Music. We commence our second year at Rozelle and will see an expansion of our facility to accommodate our steady growth and development.

We intend to prioritise a number of big issues in 2010+ including –

- Further extend the AICM presence at Rozelle/Balmain;
- Manage the Conservatorium industry relationships and endorsements (including AllansMusic in 2010);
- Develop a diversity of program offerings (undergraduate and postgraduate) and pathways for students;
- Further encourage AICM to manage the process of becoming/being an eConservatorium;
- Further ensure the quality of teaching and learning;
- Heighten the profile and perception of the organization internally and externally;
- Work towards being a good community member and gConservatorium.

We are constantly supporting new and interesting pathways for exiting students including the Australian Catholic University, University of Western Sydney, University of New South Wales, University of Sydney, the Australian Institute of Music and Wesley Institute. We are developing co-operative ventures with a range of like organizations in and out of Australia along the same lines with pathways into AICM including Singapore Raffles Music College, The Malaysia Institute of Arts and the Vietnam National Academy of Music.

I trust 2010 will be a good year for you and that you achieve your personal and professional objectives – and I ask you for your support and encouragement throughout the year to help us achieve our goals and aspirations to make AICM a truly leading music entity in Australia and beyond.

Dr Greg Whateley, Principal

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ACADEMIC ENGLISH CLASSES

Academic English classes are available for students who have English as their second language. These are provided at nominal cost. In some cases, attendance at these courses is made a prerequisite of acceptance into the AICM. If this is the case, see the Administration staff.

ACADEMIC MISCONDUCT POLICY

Revised and Validated by the Academic Committee 19.10.2009

PURPOSE OF POLICY

Academic integrity, honesty, and respect for truth and knowledge are fundamental values in higher education. Dishonest academic practices devalue the quality of learning, and threaten the standards of teaching and learning at AICM. This policy provides information about academic dishonesty and sets out a systematic approach to dealing with academic misconduct if and when it is detected.

DEFINITIONS

Academic misconduct includes any dishonest academic practices such as - *plagiarism, cheating, fraud, collusion and falsifying or misrepresenting information or findings*. It also includes unethical or improper behaviour and the misuse of confidential information.

Plagiarism - is the representation of another person's work or ideas as one's own. It includes the unacknowledged word for word use or paraphrasing of another person's work; and/or the inappropriate, unacknowledged use of another person's idea/s. It can include working with other people, and then without permission, presenting the resulting work as though it was completed independently (also known as *collusion*).

Cheating - is the providing or receiving of information during tests and examinations; or collusion with others by using their work in what should be a student's own work for assessment purposes.

Academic Fraud - is the falsification and fabrication of, or dishonesty in reporting information, findings or research.

Misrepresentation - is the giving of false or misleading information in academic matters. The act may include falsely claiming credit for past study; falsely stating that thesis material has not been used in another thesis or dissertation.

Improper Behaviour - is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or institutional facilities such as libraries.

Unethical Behaviour - is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research, and/or misuse of confidential information obtained in field education.

OBJECTIVES OF THE POLICY

To ensure that –

- All students are clearly informed about academic misconduct, and told that it is unacceptable and will result in disciplinary action;
- All students are provided with information on plagiarism and how to avoid it;
- All academic staff have guidelines on strategies to help prevent opportunities for plagiarism;
- All staff have guidelines for dealing with plagiarism;
- The penalties for plagiarism are clear and easy to understand.

STRATEGIES FOR PREVENTION OF ACADEMIC MISCONDUCT

AICM employs a range of coordinated strategies to encourage academic integrity -

Orientation Information

During orientation period (Week #1 of each semester) students are provided with information on academic misconduct, particularly on the area of plagiarism. They are also taught that plagiarism is a form of cheating that may include copying someone else's work, downloading material from the Internet, or presenting the ideas of a peer as one's own.

Specialised Teaching/Learning Unit

Students are clearly made aware of safe and appropriate practice in the compulsory first year, first semester unit Academic Writing. This unit is conducted by *Dr Stephen Snook*.

Expectations as per Unit Outlines

Students receive outlines for each unit which specify clearly what the assessment expectations are, and are in turn, reminded of the penalties for academic misconduct.

Assessment Approaches

Lecturers attempt to devise assessment approaches that increase students' engagement with their study and build their confidence in submitting their own original work for assessment. Staff will explain the aims and purposes of assessment tasks, provide prompt, copious, and constructive feedback to assignments and examinations, and act as role models in encouraging students to follow sound practice in both protecting intellectual property and sustaining their own academic integrity.

DETECTION OF PLAGIARISM

Plagiarism is essentially an ethical issue rather than a legal one. AICM views dishonest plagiarism as a grave offence against universal academic convention.

Academic staff distinguishes between unintentional plagiarism which has occurred from a student's lack of understanding, preparation, skill or care, and that which arises from an intention to deceive. The former may result in a formal warning, counselling and resubmission, where the latter is treated as academic misconduct and subject to more serious penalties including expulsion.

Where academic misconduct is detected, the process used to address it will offer a scale of successive stages for its management; not disadvantage one group of students over another; and be consistent with information provided to all students. Students will be given an opportunity to respond to any allegations and proposed disciplinary action.

The Plagiarism Policy and Guidelines of RMIT University, the University of the Sunshine Coast Student Academic Integrity and Plagiarism Policy, and the Wesley Institute Policy on Academic Misconduct are gratefully acknowledged in this 2009 review.

Students are referred to the web site of **Perdue University**, Indiana, USA, as an exemplar of safe practice in academic writing

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Staff are referred to the excellent resources of –

RMIT University: Plagiarism: Guidelines for Teaching Staff

<http://mams.rmit.edu.au/ru69i233p72.pdf>

Plagiarism: Resources for Staff

<http://mams.rmit.edu.au/z8ual42k4e2.pdf>,

Assessing Learning in Australian Universities website

<http://www.cshe.unimelb.edu.au/assessinglearning/>

REFERENCES AND RELATED DOCUMENTS USED TO DEVELOP THIS AICM STATEMENT –

Wesley Institute [Academic Misconduct Procedure](#)

Australian Universities Teaching Committee [Assessing Learning in Australian Universities](#)

University of the Sunshine Coast [Student Academic Integrity and Plagiarism Policy](#)

RMIT University [Plagiarism Policy](#)

RMIT University [Plagiarism: Guidelines for Teaching Staff](#)

RMIT University [Plagiarism: Resources for Staff](#)

ADMINISTRATION

Meeting Interview Request

Meetings may be requested with AICM Academic Staff including the Director and/or Principal via Administration - . Please put in writing [email] a brief meeting request and the Administrative Office will contact you to confirm an available meeting time.

ADMINISTRATION SERVICES & COSTS

A number of Admin Services are available for students. The table below shows the relevant fees –

ADMINISTRATIVE FEES

Item	Unit	\$ Fee
Fax: Overseas	1st page	10.00
	additional pages each	4.00
Fax: Local	1st page	4.00
	additional page each	4.00
Enrolment Certificate*	Per copy: 2 working days	15.00
	Per copy: same day	30.00
Attendance Certificate*	Per copy: 2 working days	15.00
	Per copy: same day	30.00
Additional Certified Academic Transcript ¥ *	Per copy: 5 working days	35.00
Additional Lessons +*	Per Lesson	88.00
References*	Short letter with copies	20.00
	Detailed personal with copies	35.00
Scholarship Application		55.00
Additional Exam Results copy*	Per semester, per copy	15.00
OS TTF/EFT Bank Charges	Per transaction	35.00
Miscellaneous	Per hour – minimum 1/2 hr	40.00
Replacement Student ID Card	Per card	15.00

* Applications need to be made in writing [email]. Note that some services take 2 working days and some take 5 working days as shown above.

¥ * An academic transcript is provided to Graduating students. Requests for a transcript other than at Graduation or requests for a copy of a transcript will attract a fee as shown.

+* Each student has a particular number of individual or instrumental lessons each semester with their music tutor as a part of the course which is covered by their tuition fees. This cost is if the student wishes to have additional lessons to those required.

ASSIGNMENT COVER SHEETS

All assignments must have a clear indication of name and nature whether electronic or in hard copy.

Given the natural growth in eAssignments, students should always keep a copy of the assignment on file. The 'sent Items' file maintains a log of your timing and process. Maintaining evidence of sending remains the responsibility of the student.

ATTENDANCE

Attendance at all lectures, tutorials, performance–related activities and instrumental lessons is mandatory. It is your responsibility to be aware of and attend each class or lesson. If for some reason, you need to vary the schedule of your courses, you must gain written approval from the Academic Board through its Academic Committee which meets monthly – all correspondence needs to be directed to principal@aicm.edu.au in the first instance.

Lateness to lessons or classes is considered to be unacceptable. If you are more than 15 minutes late to a class three times, without gaining prior consent from the lecturer, this will be recorded as an absence.

All students are required to attend a minimum of 80% of all classes (this translates to no more than 2 absences in a given subject in a given semester). 3 or more absences will result in failure of that subject and a grade of TF will be recorded on your transcript. You will be required to re-enrol in the following semester (assuming that the subject is available) and complete the subject again.

Overseas students need to remain enrolled full-time in a registered Course. They must attend at least 80% of the contact hours for each term/semester of the course, and must demonstrate satisfactory academic progress. *Student Visas are subject to mandatory cancellation if these requirements are not met.*

AUSTUDY/ABSTUDY

If you are attending a course full-time (or, in rare cases, part-time), you are eligible to apply for Austudy (or Abstudy if you are of Aboriginal or Torres-Strait Islander descent). You should contact Centrelink on 132490 if you think you may be eligible.

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CAR PARKING

Car parking is difficult around the Rozelle Campus – **public transport is the best option by far**. No parking is available in the grounds as such. Be mindful of parking restrictions – it is evident that the City of Leichardt takes this matter seriously and is vigilant with fines.

GETTING TO THE ROZELLE CAMPUS (114 Victoria Rd, Rozelle NSW 2039)

- Call Transport Info line – 131 500
- Visit Transport Info Website – www.131500.com.au
- Search **Sydney Buses** – the following routes operate regularly via the city (Wynyard, QVB, Town Hall, George St, Railway Square, Anzac Bridge, Victoria Rd)

Route 501 (This is the most regular)

Route 502

Route L03

Route 504

Route X04

Route L39

Route L20




- Note: Buses also operate from Macquarie Centre and West Ryde Station via Drummoyne, Gladesville, Victoria Rd to the city.
- If you call or search transport routes, your destination will be:

114 Victoria Rd, Rozelle

OR

Victoria Rd Nr Darling St, Rozelle (this is the bus stop)

Example: Estimated Travel Time: 22 minutes

Mode	Details
	Walk to bus stop Railway Square, George St Stand D - 336 metres Map this Walk
	Take the 501 bus ^{*1} (Sydney Buses) Dep: 9:08am Railway Square, George St Stand D Arr: 9:24am Rozelle, Victoria Rd Nr Darling St Route Diagram Alternative Times
	Walk to 114 Victoria Rd, Rozelle - 48 metres Map this Walk

CHANGE OF ADDRESS

If you change your address (or other details), please notify AICM Administration. You must maintain your current address with the AICM at all times.

Overseas students: You must advise us of your contact details (address and phone number) when you arrive in Australia. If your contact details change during your course, it is very important that you advise us of any change within 7 days.

COMPLAINTS AND GRIEVANCE RESOLUTION

Revised and Validated by the Academic Committee 14.09.2009

(Academic and Non-Academic Matters)

The Australian International Conservatorium of Music (AICM) is committed to developing and maintaining an effective complaints and grievance handling system.

We view receipt of a complaint or grievance as an opportunity to improve our ability to meet the needs of our students and potential students. All students and staff of the AICM, or those seeking to enrol in a course of study with the AICM, are entitled to access the grievance procedures set out in this policy, regardless of the location of the campus at which the grievance has arisen, the staff/student's place of residence or the mode in which they study/teach.

We aim to -

- Develop a culture that views student complaints and grievances as an opportunity to improve our organisation and how we work;
- Ensure that any complaints or grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- Set in place a complaints and grievances handling system that is student focused and helps us to prevent complaints or grievances from recurring;
- Ensure that we are consistent in our response to complaints and grievances; and
- Ensure that complainant and respondent will not be victimized or discriminated against.

Definition of a Complaint or Grievance

A complaint or grievance can be defined as a staff/student's expression of dissatisfaction with an aspect of AICM's services and activities.

A complaint or grievance may be a student or staff member expressing dissatisfaction with -

- The enrolment, induction/orientation process;
- The quality of course delivery provided;
- Access to personal records; and/or
- The way they were treated.

All students and staff of the AICM can also use these procedures to submit a grievance about an academic matter. Academic Grievance Procedures are for grievances which relate to student progress, assessment, curriculum and awards in a course of study.

It is our policy to ensure that AICM responds effectively to individual cases of dissatisfaction.

Procedure

This procedure can be utilised by students, potential students and staff regardless of the campus on which the incident took place, the student's place of residence or the mode in which they study. There are three stages at which a complaint may be addressed. Each stage is free of charge. The complainant and respondent will not be victimised or discriminated against in any of the three stages set out in this policy. The complainant and/or respondent have the right to be represented by a third person (such as a family member, friend, counsellor or other professional support person) if they so desire at any stage of the grievance process. At all stages of the process, if so requested by the complainant and/or respondent, reasons and a full explanation in writing for decisions and actions taken as part of the procedures must be given.

Stage One

In the first instance, complaints should be discussed with the lecturer involved. To facilitate this, students may take the complaint to any of the following: Dr Greg Whateley, the Principal; the Dean of Studies, Dr Darrell Hines; or the Student Advisor, Ms Mee Ja Yoo. This arrangement is free of charge. At this stage the complainant is aided in formulating the complaint and in making a decision as to whether it is appropriate to have a direct informal meeting with the person/s involved, or a more formal and structured meeting. The Principal, Dr Greg Whateley, or his nominee, will liaise with the complainant and/or their chosen advisor (Dr Darrell Hines or Ms Mee Ja Yoo) to clarify the outcome that the aggrieved person hopes to achieve. This process of clarification and resulting meeting (formal or informal) will take place within 14 days. When such clarification occurs in a face-to-face interview with the aggrieved person, they and/or the respondent may ask another person to accompany them. The Principal, Dr Greg Whateley, or nominee, will then endeavour to resolve the grievance, providing, if requested, a written report (within 14 days) to the aggrieved person on the steps taken to address the grievance. The majority of complaints are resolved successfully at this stage.

Staff/students then have three options for proceeding -

- Take no further action;
- Make comments or suggestions; or
- Take the grievance to Stage Two.

Stage Two

The second stage of the process at which a complaint is addressed is as follows:

If unsatisfied with the response to the complaint or the time taken to resolve the matter, the complainant may submit the complaint in writing to Professor Lee, the Director, and/or explicitly seek the involvement of the Grievance Committee.

The Grievance Committee is an external panel of three people selected for their expertise and experience in resolution of disputes. They are –

Dr David Johnston

Mr. Art Philips

Dr Clive Graham

The Director, Professor Lee, and the Grievance Committee will deal with the complaint within a reasonable time, normally within 30 days of receipt of the complaint. The Director, or their nominee, will provide a written report to the aggrieved person on the further steps taken to address the grievance within 14 days of receiving a report of the consultation procedure. If the Grievance Committee makes recommendations in relation to a grievance they have reviewed, the grievance Committee will forward those recommendations to Professor Lee, the Director, within 30 days who will ensure the recommendations are implemented within the next 30 days.

Stage Three**External Review**

If the aggrieved person remains unsatisfied with the outcome of the AICM's procedures, mediation is available through the Australian Council for Private Education and Training (ACPET). The AICM will provide the complainant with contact details for ACPET and refer the matter to them within 14 days of the receipt of the request. At any stage, the complainant or respondent may request review by an independent external body. The AICM will inform the complainant of their right to an external review in each report provided to them.

The AICM has ascertained that the Australian Council for Private Education and Training can and is prepared to perform this function. They can be contacted at:

ACPET

Box Q1076

QVB PO

SYDNEY NSW 1230

Ph: (02) 9299 4555

Fax: (02) 9299 4221

acpet@acpet.edu.au

www.acpet.edu.au

This stage is free of charge for the complainant. The complainant and respondent have the right to be accompanied by another person. At any stage both complainant and respondent may request reasons and a full explanation for decisions and actions in writing. The AICM will endeavour to achieve resolution within 30 days. If the Australian Council for Private Education and Training makes recommendations in relation to a grievance they have reviewed, they will forward those recommendations to Professor Lee, the Director within 30 days, who will ensure the recommendations are implemented within the next 30 days.

If grievances remain unresolved, the aggrieved person may decide to refer the matter to another external agency such as The Anti-Discrimination Board or the Department of Fair Trading.

Records

Records of all grievances and applications for review of decisions must be kept and be accessible to all interested parties for a period of at least five years. Such records will remain confidential. Records of grievances and their outcomes will be kept strictly confidential and filed in a separate file (not kept on the student or staff file) and stored in the office of Professor Lee, the Director, for a period of at least five years. Only senior members of staff have access to AICM locked files (Professor Lee, the Director; Dr Darrell Hines, the Dean of Studies; and Dr Greg Whateley, the Principal). Parties to the complaint will be allowed supervised access to these records at any time by making a written request to the Director, Professor Lee.

Publication of this Policy and Procedure

This document is made available in the Staff and Student Handbooks, in the Policy and Procedures Manual and publicly on the AICM website in order to be readily accessible.

Authority and Implementation

This policy and procedure was agreed to by the AICM Board of Directors at its December meeting, 2007. The Board of Directors determined that a copy of this procedure be made available to all staff and support staff through the Staff Handbook. The Principal, Dr Greg Whateley, and the Director, Professor Lee, are responsible for the training of staff and support staff in the application of the policy. Staff members are trained in the policy no less frequently than at the beginning of year staff meeting on Orientation Day, or for new staff as a part of their general orientation.

The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law. Nothing in this Complaints and Grievance Resolution Policy and Procedure limits the rights of students to take action under Australia's Consumer Protection laws. Also, these dispute resolution procedures do not circumscribe student's rights to pursue other legal remedies.

CONCERT ATTENDANCE AND REVIEWS

You may attend as many concerts as you wish, but below is a table of the number of concerts to be reviewed according to the particular semester in which you are enrolled.

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
2 reviews	2 reviews	4 reviews	4 reviews	5 reviews	5 reviews
PLUS 1 review of a published review	PLUS 1 review of a published review	PLUS 1 review of a published review	PLUS 1 review of a published review	PLUS 1 review of a published review	PLUS 1 review of a published review

In Semesters 1- 4 Concert Attendance Reviews will carry **10% of the total mark for Principal Study 1-4**. Reviews are to be handed in during the Practical Examination at the end of the semester.

In Semesters 5 and 6 Concert Attendance Reviews will carry **20% of the total mark for Principal Study 5-6**. Reviews are to be handed in during the Practical Examination at the end of the semester.

The length of the reviews is best captured in the following table –

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
300 words	300 words	300 words	300 words	500 words	500 words

Your assignment is best presented in either a Folio i.e. a type of binder or ring binder with plastic sleeves, into which you can slip the programmes, tickets and your critique of each concert; or, you can paste the information into an art sketch book.

You must also find a professional newspaper review of any concert (not necessarily one you have attended), and do a review of **that** review yourself.

COURSE FEE SCHEDULE (2010)

2010 Local Fee Schedule

Undergraduate Courses

Subjects	EFSTL	Unit Fees
Principal Study	0.10	\$1,680.00
Performance Class	0.05	\$840.00
Ensemble Class	0.05	\$840.00
Ear Training and Musicianship (1 st and 2 nd Year) Research and Critical Methods (3 rd Year)	0.05	\$840.00
Harmony and Analysis	0.05	\$840.00
Music History	0.05	\$840.00
Choir	0.05	\$840.00
Elective 1 (Song Writing, Audio, Academic Writing, Management, etc.)	0.05	\$840.00
Elective 2 (Song Writing, Audio, Academic Writing, Management, etc.)	0.05	\$840.00
Totals per Semester	0.5	\$8,400.00

* AICM Census Dates
* AICM Semester Dates

Period 1: 25 March 2010 | Period 2: 24 August 2010
Enrolment Day: 24 February 2010
Semester One: 22 Feb 2010 | Mid-Semester Break: 9 April 2010 - 23 April 2010
Mid-Year Break: 5 July 2010 - 23 July 2010
Semester Two: 26 July 2010 | Mid-Semester Break: 10 September 2010 – 24 September 2010
End of Year: 3 December 2010

Tuition Fee Payment Options

Tuition fees can be paid each year in advance before commencing studies with AICM on a yearly basis or by applying for FEE-HELP, a government loan granted to Australian students studying at tertiary level.

With FEE-HELP, your tuition fees will be paid by the Commonwealth for the duration of your chosen course. The Commonwealth will then pay the amount of the loan directly to AICM. The loan will then be re-paid through the tax system once your salary is above a certain threshold for compulsory payment.

To be eligible for FEE-HELP you must:

1. Be an Australian citizen
2. Study at a tertiary level (AICM Courses)

For further information on FEE-HELP please visit <http://www.goingtouni.gov.au> or call 1800 020 108

To Proceed With Enrolment:

1. Complete an 'Enrolment Application Form' and submit to Student Services on the above details
2. Student Services will then contact you on the details provided to schedule an audition and interview

To download the 'Enrolment Application Form' or to find out more about AICM courses, please visit our website at: <http://www.aicm.edu.au> or contact studentservices@aicm.edu.au

Fee paying students can pay by:

Bank Draft | Money Order | Cheque | Cash | Telegraphic/Online Transfer

Transfers should be made to:

Australian International Conservatorium of Music

Bank Details: Westpac Bank - Parramatta, NSW 2150, Australia

BSB: 032 079 Account Number: 149 831

Please note: American Express is not accepted. All telegraphic transfers incur a \$30 bank fee. Credit Card Payments incur a 3% surcharge.

Course fees are subject to change on a yearly basis.

2010 International Fee Schedule

Undergraduate Students

Per Annum	Full Time
Diploma of Music (Performance)	AUD \$19, 600
Bachelor of Music (Performance)	AUD \$19, 600

Additional Fees	Additional Fees
Annual Enrolment Fee *	AUD \$1,000 (1 st yr) AUD \$350 (2 nd – 3 rd yr)
Audition Fee (<i>one-off fee</i>)	AUD \$250
Overseas Application Fee	AUD \$250
Annual Overseas Health Cover	AUD \$388.80 (single)

Voluntary Fees	Full Time
Friends of AICM	AUD \$250
Building Fund	AUD \$250
Rental Accommodation (check availability, prices may vary)	AUD \$250 per week

Please note that all fees are listed in Australian dollars only and payable per annum.

All overseas Telegraphic Transfers will incur a \$30 bank processing fee, American Express not accepted.

Friends of AICM and Building Fund are voluntary payments to help support the ongoing development of AICM.

Course fees are subject to change on a yearly basis.

* Kindly note that the 2nd enrolment period of each academic year is purely for subject selection only.

* AICM Census Dates

Period 1: 25 March 2010 | Period 2: 24 August 2010

* AICM Semester Dates

Enrolment Day: 24 February 2010

Semester One: 22 Feb 2010 | Mid-Semester Break: 9 April 2010 - 23 April 2010

Mid-Year Break: 5 July 2010 - 23 July 2010

Semester Two: 26 July 2010 | Mid-Semester Break: 10 September 2010 – 24 September 2010

End of Year: 3 December 2010

To Proceed With Enrolment:

1. Complete the 'Online Application Form' http://www.aicm.edu.au/Form_Application.php, and an audition recording on CD/DVD/Tape (2 – 3 performance pieces of contrasting style).
2. Send the audition recording to 'Student Services' by post, accompanied by academic records, a copy of your passport and/or portfolio.
3. Student Services will contact you within 1 – 2 weeks to confirm your enrolment status.

Student Services can be contacted via email: studentservices@aicm.edu.au or phone: +61 2 9637 0777

Method of Payment

You can pay your fees by any of the following methods:

Bank Drafts | Cheque | Credit Card | Money Orders | Cash | Telegraphic/Online Transfer
(Please note that a 3% surcharge applies for credit card payments)

Transfers should be made to:

Australian International Conservatorium of Music

Bank Details: Westpac Bank – Parramatta, NSW 2150, Australia

BSB: 032 079 Account Number: 149 831

SWIFT No: WPACAU2S

Refund Policy: Please refer to www.aicm.edu.au/Form_Application.php, section 13.



DATES 2010

SEMESTER 1, 2010		
Orientation Day	Wed 24 th February	Orientation Day 12pm – 4pm
Week 1	Mon 22 – Fri 26 Feb	Course Commences (Orientation & study week)
Week 2	Mon 1 – Fri 5 Mar	All academic (timetable) classes commence
Week 3	Mon 8 – Fri 12 Mar	Principal study lessons and electives commence
Week 4	Mon 15 – Fri 19 Mar	
Week 5	Mon 22 – Fri 26 Mar	Census Date Thu 25 Mar
Week 6	Mon 29 Mar – Thu 1 Apr	
Week 7	Mon 5 – Fri 9 Apr	
Mid Semester Break	Mon 12 – Fri 23 Apr	MID SEMESTER BREAK (2 week break)
Week 8	Mon 26 Apr – Fri 30 Apr	
Week 9	Mon 3 – Fri 7 May	
Week 10	Mon 10 – Fri 14 May	
Week 11	Mon 17 – Fri 21 May	
Week 12	Mon 24 – Fri 28 May	Final week of principal study lessons
Week 13	Mon 31 May – Fri 4 Jun	Final week of electives and academic classes
STUVAC (2 weeks)	Mon 7 – Fri 18 Jun	'Study Vacation' (2 week study break)
EXAMS (2 weeks)	Mon 21 Jun – Fri 2 Jul	1 st week academic exams, 2 nd week practical exams
Mid Year Break	Mon 5 – Fri 23 Jul	MID YEAR BREAK (3 week break)
SEMESTER 2, 2010		
Orientation Day	Wed 28 th July	Orientation Day 12pm-4pm
Week 1	Mon 26 – Fri 30 Jul	Course Commences (Orientation & study week)
Week 2	Mon 2 – Fri 6 Aug	All academic (timetable) classes commence
Week 3	Mon 9 – Fri 13 Aug	Principal study lessons and electives commence
Week 4	Mon 16 – Fri 20 Aug	
Week 5	Mon 23 – Fri 27 Aug	Census Date Tue 24 Aug
Week 6	Mon 30 Aug – Fri 3 Sep	
Week 7	Mon 6 – Fri 10 Sep	
Mid Semester Break	Mon 13 – Fri 24 Sep	MID SEMESTER BREAK (2 week break)
Week 8	Mon 27 Sep – Fri 1 Oct	
Week 9	Mon 4 – Fri 8 Oct	
Week 10	Mon 11 – Fri 15 Oct	
Week 11	Mon 18 – Fri 22 Oct	
Week 12	Mon 25 – Fri 29 Oct	Final week of principal study lessons
Week 13	Mon 1 – Fri 5 Nov	Final week of electives and academic classes
STUVAC	Mon 8 – Fri 19 Nov	'Study Vacation' (2 weeks)
EXAMS	Mon 22 Nov – Fri 3 Dec	1 st week academic exams, 2 nd week practical exams
AICM HOLIDAYS	Mon 6 Dec – Fri 18 Feb	



ENTRANCE & PERSONAL PROPERTIES

The entrance to the Conservatorium building is via the front door ONLY – 114 Victoria Road. Please keep your personal property – e.g. wallets, bags, instruments etc – ***with you at all times***.

EXAMINATIONS

Examinations are held during the two weeks following Student Vacation. Written examinations are held in the first week, and practical examinations are held the following week.

Students in the final semester of the Bachelor of Music must present a public recital. The Principal will negotiate time slots with candidates. All recitals will be presented at Rozelle in 2010.

F

FACILITIES

The Conservatorium has facilities of which you should be aware -

Computing Facilities

Numerous computers are available for student use. Five (5) are available in the Student Common Area and Eight (8) available in the Library. The library does not have email facility – it is a research centre only. The Rozelle campus is a wireless environment – students may have access when on campus.

Food

Within the Conservatorium, a filtered water unit (hot and cold) is located in the kitchen on the basement level. For other items, Rozelle/Balmain shopping precinct provides a plethora of food and drink options. Please do not eat or drink (other than bottled water) in any classroom or studio in the building.

Library

The AICM has a library located on the First Floor within the Academic Hub designated area. Considerable effort and expense has developed the eLibrary facility available. eCon has embedded some outstanding options for you including Naxos on line and Grove on line. These resources (which are free of charge to students and accessible 24/7) are significant and a major step forward for the eConservatorium entity. Additional eResources are being purchased on a regular basis.

Noticeboard

Monitors around the Rozelle campus provide up to date information for students. No paper is displayed on walls or boards.

Photocopying

The photocopier is located on the first floor in the Library area. You will need to purchase a PIN from the front office and pay for your copies in advance. Once you have used all your credit you need to top up your credit just as you would with a pre-paid phone.

Student Common Room

The air-conditioned student common room is available to students only; friends should be kept to a minimum. There is a basic kitchen facility at basement level. Please ensure that this area is kept clean and tidy at all times.

Studios

The AICM has a number of practice rooms and the Concert Hall which are available for student use. **Studios may be booked for up to one hour per day and renewed after 1 hour's use.** Room bookings can be made at the front desk (Reception). For after-hours, weekend, non-term time use, check at the time of booking as special arrangements may need to be made.

Students are responsible for the tidiness of studios. **No food or drink is allowed in studios (with the exception of bottled water).** Please ensure that lights and air conditioners are turned off if you are the last to leave the studio. Please do not move furniture – it must be left in place at all times.

eSuggestions

AICM encourages students to communicate any suggestions you have that can contribute to your time at AICM being more productive and enjoyable. eSuggestions can be made directly through the Principal's Office – principal@aicm.edu.au. In 2009 we received 56 eSuggestions and we achieved an 86% resolution which is regarded as an excellent outcome by like institutions. Please feel very welcome to submit any ideas, concerns and suggestions you have – it is appreciated.



GRADING CODES

Grade	Definition	Marks	Explanation
HD	High Distinction	85-100	Outstanding level of achievement
DD	Distinction	75-84	High level of achievement
CR	Credit	65-74	Above average level of achievement
PP	Pass	55-64	Required level of achievement
CP	Conceded Pass	50-54	Below level of achievement with potential to achieve a higher grade
FF	Fail	0-49	Unsatisfactory level of achievement
AF	Absent Fail		Failure due to non-attendance at examination
WF	Withdrawn Fail		Failure due to withdrawal from subject after census date
CF	Course fail		Failure due to discontinuance of course
TF	Attendance fail		Failure due to attendance being less than 80%
WH	Withheld result		Outstanding work to be completed
CM	Withheld result		The work is currently being marked & result not yet available
WX	Withheld result		Result not yet available
EX	Exemption		An exemption from the course has been approved by the Academic Board under the rules of advanced standing
DF	Deferred		By permission of the Academic Board
DS	Discontinued		By permission of the Academic Board



HOUSEKEEPING

Students have full use of the Conservatorium at any time. **Please note that food and drink must not be taken into lecture rooms or studios.**

Our cleaners work through the building on Tuesday and Thursday mornings. Their efforts are greatly appreciated.

In turn we request that you assist in the process throughout the week. Please always put rubbish in bins and not leave items in classrooms or studios. In 2009 our campus was extremely well maintained – the expectation is that the same would be said of 2010. As our numbers grow – 100+ in S1, 2010 – these matters of hygiene and cleanliness become even more important.



INFORMATION PROVIDED TO AICM

The information provided by a student to the AICM may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. AICM is required under s19 of the ESOS Act 2000 to tell the Department of Immigration about changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or unsatisfactory academic performance.

I.T. EQUIPMENT AND COMPUTER RESOURCES – RULES OF USE

At AICM we impose a fundamental set of rules together with expected etiquette:

Web Surfing

- The AICM facilities, like all computer facilities on campus are intended for academic purposes.
- Use of computers for Web Surfing is allowed provided you can justify the academic purpose.
- It is strictly forbidden to use Conservatorium equipment for commercial and/or advertising purposes. For instance, do not advertise things on your web page, or try and use your e-mail account to run a business.
 - Academic purposes include: Anything that involves searching for information for direct use in AICM enrolled subjects.
 - Non Academic Purposes include: Most things that involve searching for non course related activities. For example finding vacation employment, searching personnel columns.
- Academic use is not web browsing or ftp-ing of information that relates to (but is not limited to):
 - pornography (includes 'swimsuit' sites).
 - non work related software (e.g. games)
 - pirated software
 - most sport related sites
 - chat sites
 - most travel related sites (except University sponsored travel)
 - radio and TV stations.
 - most news media services

Downloading, storing or viewing offensive images

- The AICM facilities are not to be used to download, store, transfer or view any type of offensive images or movies.
- If you are found downloading, storing or viewing offensive images/movies you will instantly have your account suspended and it will not be reinstated until you have a signed letter from the Dean of the Faculty stating that it is OK to do so. No correspondence or discussion will be entered into.
- If you see an image that you consider offensive, then please inform a staff member. Don't just complain to your friends etc, the problem will not be fixed unless you actually complain about it!

Food & Drink

- Eating and drinking in the library is strictly forbidden.
- Students who eat or drink in the AICM areas may result in account suspension and further disciplinary action.
- The placing of drinks or food in the vicinity of a workstation, or terminal, whether it is or is not being consumed is considered to be in breach of this rule.

Account Sharing

- Your account is for your use only. It is not to be used by any other person.
- The penalties here are immediate loss of account pending investigation. Be aware that logs of all connections to AICM machines are kept.

Hacking/Cracking

- Under no circumstances are you to attempt to 'hack' into, nor use any University computer system to gain illegal access to any other computer system.

Copyright

- AICM is a strong advocate in the rights of ownership of original material whether in hardcopy or electronic form, or any other form of conveying information. This is covered under legislation known colloquially as The Copyright Act.
- Although these pages explicitly direct University staff, it can rightly be expected that all members of the University community are subject to these conditions on Copyright material.

Access to Computer Laboratories

- Do NOT log on to more than one machine at a time. Logging onto multiple machines may also break your roaming profile.
- Academics or tutors that have scheduled classes in AICM laboratories may ask students not enrolled in their subject to vacate the lab to allow them to effectively communicate with the students that they are teaching.
- If there is class scheduled in the laboratory and there are spare computers you may ask the tutor/lecturer if you can use them. They may or may not allow you in. This is their privilege.
- The timetables posted indicate when there are scheduled classes.
- Staff have been given authority to confiscate student cards and eject users breaching the rules of AICM should stated rules be breached.

Games and Programs

- Games and chat programs are not to be accessed on any AICM computer system.
- Running of any form of screen locking program to reserve the console and keyboard for personal use is not permitted. Use of screen locking programs for any duration, short or long, if discovered, will result in your session being unconditionally terminated (that is, you will be logged out). If you must leave a machine un-attended, please logout

News and Mail

- You are not allowed to post news or email that is offensive, fraudulent, insulting or harassing.

Images

- You are not allowed to display images which may be considered offensive or sexist.

Digital Audio

- You may access the audio devices on the machine you are currently sitting at. However, any annoyance caused to any other users will be viewed as an abuse of the resource.
- Please respect the other users around you. If there are any complaints from tutors in a class regarding audio usage, then you may well have your account suspended.

Abandoned Machines

- Any machine left abandoned for longer than considered reasonable (another loose definition, approx 10-15mins) may be appropriated for use by anyone. For example those who are using a machine then leave to get lunch or perhaps "go outside for a bit of a walk" are considered to have abandoned the machine. This principle applies when leaving to fetch a tutor when the tutor is absent from the class, and also when visiting others in another laboratory. Short visits to see AICM staff or other users are obviously permissible.
- WARNING - do not leave you bag/valuables in the lab alone, theft can happen. Before appropriating a machine see an AICM member of staff.

Sexual Harassment

- The display of offensive, sexually explicit or pornographic material is strictly forbidden. If you see such material being viewed by anyone, report them to a member of AICM staff.
- If you are sent offensive material such as explicit innuendos, offensive jokes or unwanted personal comments, please report the sender's email address to AICM staff, obviously we can't stop spam, but can help you with filters.

- Notice boards throughout AICM have posters detailing whom to contact if you feel you are a victim of harassment or discrimination.

Penalties

- Account suspension
- Letters of explanation endorsed by lecturers or supervisors

Penalties for infringement of the Rules of AICM may range from suspension of account until the user supplies a satisfactory explanation of the infringement, to fines that AICM may impose. For continual or severe abuse or infringement of the rules the student will lose the right to study at AICM.



LEVELS OF ASSESSMENT

As befits the developing abilities and skills of students, assessment procedures increase from year to year in what they expect of students. The following is a *guide* to the levels of assessment required at 100, 200 and 300 level courses.

Examinations

LEVEL	100 Semesters 1 and 2	200 Semesters 3 and 4	300 Semesters 5 and 6
WRITTEN	1500-2500 words written work or equivalent	2000-3500 words written work or equivalent	3000-5000 words written work or equivalent
PRACTICAL	10 minutes of examined musical performance	15 minutes of examined musical performance	15-45 minutes of examined musical performance

For a two credit point course, the following requirements are made of assessment –

- at least 80% attendance rate at 1 hour of class contact time per week;
- 5000 words of written assessment or equivalent performance.

For courses of higher numbers of credit points, a larger number or class contact hours, larger amount of assessable work, or significantly higher standard of performance may be required.

Written assessment may be an essay, case study, research assignment, dissertation, annotated bibliography, musical analysis, performance-related paper or appropriate work as prescribed by the lecturer.



MISSION STATEMENT

The primary purpose of the AICM is to provide music education and research in its tertiary programs.

Specific goals include –

- (1) To provide music education, research, and performance opportunity of international quality, inspiring and developing the talent of undergraduate and graduate students, facilitating vocational specialisation and maximise community participation;
- (2) To promote the arts in relation to music and the achievement of excellence, including the professional training of students initially selected specifically for their music potential;
- (3) To conduct concerts of both local and overseas artists, and to encourage the appreciation of diverse forms of music in the Australian community;
- (4) To provide advice and academic support to the Australian International Performing Arts High School (AIPAH).
- (5) To provide rigorous and rewarding programmes of achievement in instrumental and/or vocal development through the International Music Examinations Board (IMEB).
- (6) To provide music education to the people in the community of any age, and give them the opportunity to learn to play an instrument and/or perform.

The Mission Statement, as part of the continuous improvement proposition, is reviewed annually as part of the Review of the AICM's Business Plan.



Overseas Student Policies & Procedures

Revised and validate by the Academic Committee 15.02.2010

relating to the ESOS Act 2007 (National Code of Practice)

<http://aei.gov.au/AEI/CmsTemplates/GeneralTemplates/LandingPage.aspx?NRMODE=Published&NRNODEGUID={2F9C1196-4B2B-49A8-A64A-67B003520F81}&NRORIGINALURL=%2FAEI%2fESOS%2fDefault.htm&NRCACHEHINT=ModifyGuest>

OVERSEAS STUDENT ABSENCE PROCEDURE

Students must –

- remain enrolled full-time in a registered course;
- attend at least 80% of the contact hours for each semester of the course;
- demonstrate satisfactory academic progress.

NB – Student Visas are subject to cancellation if these requirements are not met.

- If you are sick and cannot come to class, it is your responsibility to go to a doctor and get a medical certificate and to inform the Conservatorium;
- Give the copy of the medical certificate to the Office on the first day after the period of illness. Even with a medical certificate supplied, this is counted as part of your allowable 20% absences;
- The Office keeps a cumulative total of your hours of absenteeism and will issue a warning letter when they reach 15% absence (calculated by hourly attendance) or five consecutive absences;
- When the attendance level of the student reaches 80%, or it will not be possible for the student to reach 80% with the time of the term/semester remaining, AICM must report the student to DICA and send the student the Section 20 notice, which advises of their breach of visa and to report to a DICA Officer within 28 days or risk the cancellation of their visa;
- With the warning letter, the AICM offers counselling services to the student to discuss and advise of the possible consequences.
- Should the absence represent a genuine reason (eg. illness) and the student has documented support then the Conservatorium will still notify DICA of the student's absence where attendance falls below 80%. The student should keep documented evidence of such reason and where necessary supply these to DICA.

OVERSEAS STUDENT ABSENTEEISM COUNSELLING

- When a student has been inexplicably absent for 3 consecutive days or more the Conservatorium will contact the student at their notified address/contact details to notify that they are in breach of their visa requirements and should return to the College;
- Should the student continue to be absent for a further period of 6 lecture days (2 weeks), a written warning letter shall be sent to the student advising them of their current attendance and the breach of visa;
- When a student continues to have consecutive absence and surpasses their 20% absenteeism allowance, the Conservatorium shall forward a Non-Compliance form to DIMIA and a letter to the student outlining the breach and the need for the student to contact a DICA Officer within 28 days or risk cancellation of the visa;
- Should their absence represent a genuine reason (eg. illness) and the student has documented support then the Conservatorium will still notify DICA of student's absence where attendance falls below 80%. The student should keep documented evidence of such reason and where necessary supply these to DICA.

OVERSEAS STUDENT ACADEMIC PROGRESS

Successful academic progress is defined as over 80% attendance in class, results over 55% (pass mark) in all units, handing work in on time, show improvement from lesson to lesson;

Students who earn no more than two failures in any year may continue to the next year of study while repeating the failed units, only with the Academic Committee's approval and this incurs an additional fee. If the student should fail more than 2 units, the whole year must be repeated;

When a student repeats a unit, they are sent a warning letter advising them that should they fail again, they will be reported to DICA for unacceptable academic progress;

Students may not repeat a subject more than once. Consequently, when an overseas student repeats a unit and fails it for a second time they will be reported to DICA through PRISMS as making unacceptable academic progress.

OVERSEAS STUDENT CHANGING EDUCATIONAL PROVIDER

Students must study with the educational providers with whom they originally enrolled for the first 12 months of the course.

OVERSEAS STUDENT CHANGE OF RESIDENTIAL ADDRESS

Students must notify their educational provider of their residential address and any subsequent change of address in Australia within 7 days.

OVERSEAS STUDENT DEFERING THE START OF A COURSE

- Once an overseas student has enrolled in a course, AICM does not allow them to defer commencement of their studies, or suspend their studies, except on the grounds of illness evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example bereavement (National Code Paragraph 29);
- Where a start or end date needs to be altered, this information will be reported to DICA by AICM with reason supplied;
- A file note will also be placed on the student file for AICM records.

OVERSEAS STUDENT FINAL SEMESTER AND VISAS

Where an overseas student is required to take extra units to complete a course of study, and the remaining units do not constitute a full –time load the provider is not required to enrol the student in full time study. This applies to overseas students who are required to repeat units of study; however, the provider must not allow them to repeat any unit more than once.

OVERSEAS STUDENT HEALTH COVER

OHSC helps you to pay for any hospital or medical care while you are studying in Australia. If you have a student visa, it is compulsory to have OSHC and you will have paid for this as part of your school fees. The company providing your OSHC is Medibank. Firstly, AICM will apply for you on-line once your enrolment is confirmed. Your Medibank card will arrive approximately 4 weeks after you start your course and will be handed out to you as soon as possible. If you need to see a doctor before your card arrives, please keep your receipt so that you can claim some money back. To find out what is covered by Medibank OSHC, see www.medibank.com.au.

OVERSEAS STUDENT VISA CONDITIONS

For a full list of Student Visa conditions, go to www.immi.gov.au.

OVERSEAS STUDENT WORK RIGHTS

Applications for a student visa with permission to work can only be made in Australia after the student has commenced studies. With this permission, students are only allowed to work up to 20 hours per week (other than work which is a registered requirement of the course of study) during any week when the course of study is in session. During scheduled course holidays students may work unrestricted hours.

Note: Student Visas are subject to mandatory cancellation if this requirement is not met.

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PATHWAYS TO POSTGRADUATE STUDY

In 2010 AICM recommends and supports the following pathways for students who successfully complete the Bachelor of Music (Performance) –

University of Western Sydney	Master of Teaching
Australian Catholic University	Master of Teaching
University of Sydney	Graduate Diploma of Pedagogy
University of New England	Graduate Diploma of Education
University of New South Wales	Master of Music Education
Wesley Institute	Master of Music Graduate Diploma of Education
Australian Institute of Music	Master of Music

Graduates from 2009 have already indicated that they have enrolled (for 2010) in a number of the programs listed above. Regular updates on graduate destinations are provided by the Principal's Office electronically to all staff and students in an effort to highlight potential pathways for current students. If you would like to discuss options do not hesitate to make an appointment with The Principal principal@aicm.edu.au

AICM has indicated, as part of its strategic intent, a commitment to develop two post graduate awards for 2011+ in the areas of Music and Arts Administration.

PERFORMANCE CLASS FORMS

Performance Class Forms MUST be received by 5.00pm TUESDAY on the week of your performance. The completed form (available from Reception) is to be handed to staff in the Administration Office.

PERFORMANCE DRESS CODES

Performance is a major component of your diploma or degree and as such, you are required to conform to a standard performance dress code.

When you are playing at **performance class, practical examinations** and **particularly** at concerts, and when you are representing the AICM by performing at any outside function, dress code is to be worn; and it applies to principal performers and accompanists.

Black, or black and white are good colour choices, but a long coloured dress, or coloured waistcoat are also appropriate. Casual clothes, like sneakers, jeans, short skirts, short dresses, thongs, and shorts should not be worn, unless they are in keeping with the style of music being presented and the venue. In this case prior consent must first be received from the lecturer. Clothes should be neatly pressed and shoes polished.

NB: Failure to comply with the dress code at Performance Class will result in loss of marks

PRINCIPAL STUDY EXAMINATIONS

At the end of each semester students should be prepared to perform 2-3 works at their examination. Examinations last:

1ST YEAR	2ND YEAR	3RD YEAR
15 minutes	15 minutes	Semester 5 - 15 minutes Semester 6 – 50 minute recital

If the music is longer, the examiners may ask for extracts.

These works must be prepared over the course of the semester with your Principal Study Tutor. They should be well rehearsed including accompanists being organised and rehearsed with prior to the performance. Remember the assessment panel will look for evidence of sufficient preparation.

PHONE, FAX, MOBILES

Students should not receive personal calls on the main switchboard unless it is an absolute emergency. Messages will only be taken under the aforementioned circumstances or to record lateness or absence.

Students are not permitted to make or receive calls or SMS on mobile phones during classes or instrumental lessons and mobiles **must** be turned off during these times. **Phones may be confiscated** if this directive is ignored.

PRINCIPAL STUDY TUTORIALS

Student fees include private lessons (one hour per week for full-time students for up to **10 lessons a semester**).

Additional Lessons may be organised with your tutor, but will not take place unless you have paid the additional lesson fee to the Administration Office first (\$88 per lesson) and obtained a Tuition Authorisation Form which your tutor will cite before teaching you. Students are not permitted to engage in private cash lessons with teachers.

Principal Study tutorials take place during the Semester, and students are expected to show progress. Any lessons that are missed during the Semester can only be made-up during student vacation. Once the Semester and student vacation has finished, no lessons may be made-up.

PAYMENT OF FEES

The AICM is a private institution and depends upon payment of fees for its continued existence. Students who are required to pay fees do not pay fees without an acceptable explanation are, therefore, viewed in a most serious light.

At your enrolment, you agreed to a plan of payment. You will be given a payment chart, [Form FS 46] a copy of which will be retained by the office. This outlines the days upon which your payment falls due.

Any variation of this plan must be submitted ***in writing and gain permission from the Principal***. Late payments: students more than a month late without explanation will have their candidature suspended, and students more than two months late without explanation will have their candidature terminated.

Late Fee: once a fee plan has been established, students are urged to pay fees on time to avoid late fee payments. Late payment of fees, up to 14 days, will incur a Late Fee of \$150. After 14 days, a further 5% of the original fee per month will apply. [eg. Fee = \$8000; overdue 14 days = \$8,150; overdue by 1 month = \$8,550, overdue by 2 months = \$8950 etc]

Exemptions

Students who are given an exemption from studying a particular subject via RPL or whose course length is shortened through accelerated learning or for any other reason must still pay the ***full fee for that particular course***. That is, ***a subject exemption is NOT a fee exemption***.

Method of Payment

You can pay your fees by any of the following methods:

- EzyPay, Credit Card
- Electronic Fee Transfers should be made to:
 - The Australian International Conservatorium of Music*
 - Westpac Bank, Parramatta NSW 2150 Australia*
 - Account Number: 032 079 14 9831*
- Personal cheques (drawn on an Australian bank) – made payable to:
 - “The Australian International Conservatorium of Music”*
- Cash

R

REFUND AGREEMENT

Please read the following conditions carefully. Please do not hesitate to ask the AICM Administration Office if you have any queries or if you do not understand something in this document.

1. To apply for a refund, you must complete a Refund Application form [number PS 44] and submit it to the AICM Administration Office.
2. A refund will be made only after you have returned completed enrolment documentation.
3. The voluntary 'Friends of the AICM' fee, Building Fund, and airport pick-up fees are NOT refundable, only in the case of a student default.
('Friends of the AICM' fee – a voluntary membership fee of \$35 towards activities for scholarship fundraising or promotion of AICM.)
4. Tuition fees are refundable in full, less enrolment fee, audition fee and administration costs if a Visa application is rejected and the official rejection advice is made available to the AICM. (These administrative costs make up 10% of tuition fees.)
5. If you cancel your enrolment more than 28 days before enrolment date, then AICM will refund 90% of tuition fees within 21 days of Refund Application being submitted.
6. If you cancel your enrolment less than 28 days before enrolment date, then AICM will refund 75% of the tuition fees within 21 days of the Refund Application being submitted.
7. If you cancel your enrolment on or after enrolment date, the tuition fees WILL NOT be refunded. No exceptions will be made to this regulation.
8. AICM reserves the right to cancel or defer courses, and to alter course timetables and class locations. A course deferral or cancellation constitutes provider default, and will attract all provisions associated with it.
9. Monies to be refunded are not paid directly to students in Australia, but are paid directly to the source from which they were received.
10. A refund in respect of an enrolment received through an agent will normally be made to you through that agent.
11. Refunded fees in the case of student default will also incur an additional administration charge of 5% of the original course fee.
12. Refunded fees in the case of provider default will NOT incur any additional administration charge.

13. This agreement does not remove the right to take further action under Australia's Consumer Protection Laws.
14. If the AICM, as a provider, defaults, the full amount will be refunded within 14 days of Refund Application being submitted.

RELATIONSHIPS AT AICM

AICM wishes all students to feel happy and safe. In most cases, should you need help with orientation, counselling, further study or accommodation, you should consult the *Student Services Officer (Ms Katrina Quintal)*. The Student Contact Officer (**Mee Ja Yoo**) is generally the first contact for overseas students as they adjust to life in Australia and seek to resolve study issues.

Access and Equity

AICM aims through its Access and Equity Policies to ensure that its courses are responsive to the diverse needs of all clients. There are a number of issues which are important including cultural diversity, race, ethnicity, language, religion, value and belief systems, disability, class, sexuality, gender, age, educational background. Those who tend to be in particular need in the educational sector are people with few financial resources; people with low socio-economic status; people with low literacy and numeracy skills; people from culturally and linguistically diverse backgrounds; women where they are under-represented; mature aged people; people from rural and remote regions; offenders and ex-offenders.

Cultural Diversity and Equal Opportunity

The cultural diversity of AICM and Australia generally is an asset and AICM values diversity of opinions, perspectives and interests. Diversity is an essential characteristic of vigorous and adaptive ecological, social and intellectual systems.

A culture is made up of language, ideas, rules, meanings and institutions. Culture is dynamic and constantly changing, while preserving elements considered to be of importance and value. A culture is not synonymous with ethnicity, nor is it an isolated and impermeable entity. The meanings, values, traditions and practices that constitute different cultures also arise from, and express, a range of social relations, including those based on gender, class, region of origin and religion.

A culturally diverse community is one characterised by a wide range of intellectual and other traditions, beliefs, values and practices. Such a community expands the range of cultural possibilities for all members of the community. It relies, for the maintenance of harmony, on mutual respect for the cultural perspectives and allegiances of all individuals and groups constituting the community, and on ensuring that membership of any cultural or ethnic group is not associated with disadvantage or prejudice. In particular, it relies on refusing to impose, on all members of the community, the cultural norms and values of any one section of the community.

Cultural diversity can be a source of tension, division and conflict within places of learning, as well as a source of enrichment of all aspects of academic and social life. The former is likely to occur if difference from the dominant culture is associated with exclusion, disadvantage or racism. The latter is more likely to occur if cultural diversity is valued on the basis of mutual respect. AICM seeks the latter.

A. Valuing Cultural Diversity –

1. AICM is a world-class institution, attracting the best students and staff from Australia and other countries. It is characterised by:
 - a community of students and staff which is culturally diverse, culturally competent, and internationally mobile;
 - its location in Australia - a country in which English is the principal language - and its situation within the Asia-Pacific region;
 - the effects of Australia's historical experience in moving from a racially exclusive to a non-discriminatory immigration program, and the growing appreciation of cultural diversity as a national strength; and
 - research and teaching programs that are of the highest quality, vigorous, innovative and global in perspective and relevance.
2. The diversity of the AICM student and staff population is a valuable asset in the maintenance of excellence in teaching, administration and in the enrichment of daily life.
3. A culturally diverse institution is one where students and staff aim for culturally inclusive behaviour and activities, ensure cultural differences are heard and explored, and actively seek to learn from other cultures.
4. AICM values cultural diversity among individuals and groups, and acknowledges that cultural diversity encompasses difference based on:
 - race
 - ethnicity
 - language
 - religion
 - value and belief systems
 - disability
 - class
 - sexuality
 - gender
 - age
 - educational background
5. AICM does not tolerate discrimination on the basis of such difference and is committed to providing an environment where people are treated with respect and are supported in realising their full potential.

6. AICM is committed to social harmony and cohesion. It supports all students and staff as they achieve a deeper appreciation of their own cultures, as well as greater cross-cultural understanding.

B. Services

1. AICM is committed to the provision of appropriate support services to realise the potential of staff and students.
2. The design and delivery of support services are to be informed by, and responsive to, the needs of a diverse community.

C. Teaching and Learning

1. AICM values and supports the enrichment of teaching and learning which flows from the culturally diverse community of students, post-graduate researchers and staff.
2. AICM supports a teaching and learning environment that values cultural diversity, fosters mutual respect and is responsive to diverse needs.
3. AICM acknowledges the diversity of educational experiences and expectations of students, and is committed to providing a teaching and learning environment that enables all students to reach their potential.
4. Within the teaching and learning process, academic integrity and freedom must be upheld while respecting cultural differences.

D. Internationalisation

1. AICM seeks to create an intellectual environment and culture in which all its students may become global in outlook, values and understanding, and ready to embrace cultural diversity as positive, enriching and rewarding.
2. AICM is committed to providing support services which are culturally appropriate and effectively meet the needs of international students and staff.

THE COMMITMENT

To realise these aims AICM will –

1. Provide effective institutional arrangements and processes for affirming and promoting the value of cultural diversity.
2. Encourage and facilitate the attainment of cultural awareness by all students and staff, whether through formal training or other effective means, to embrace values, attitudes and practices.
3. Embed the appreciation of cultural diversity in teaching, learning and research activities.
4. Create significant opportunities for students and staff to study and work in a range of cultural settings.

5. Promote an appreciation of the opportunities for cross-cultural exchange, networking and academic enrichment between all students and staff in the internationalisation of AICM.
6. Provide appropriate support structures for all students, including those required to meet international students' particular learning needs.
7. Develop and disseminate support service information in a format which is coherent, easily accessible and appropriate to the needs of the whole AICM community.

RECOGNITION OF PRIOR LEARNING (RPL)

The AICM ensures that an individual's prior learning is recognised, irrespective of how or where the learning has taken place. All students are advised of the Recognition of Prior Learning (RPL) policy and procedure prior to enrolment. Applications for RPL are managed and assessed by persons with relevant qualifications under the approval of the Academic Board and are either a staff member teaching the relevant subject, or a senior member of the teaching staff.

There are two types of applications -

- A Standard exemptions/credit for previous formally recognised training;
- B Recognition of work and life experiences; including non-formally recognised training.

RPL will be granted for subjects where it can be substantiated that the applicant has achieved the key learning outcomes.

Up to two years may be credited towards the course of study.

The procedure for granting of RPL is as follows –

- A student wishing to obtain RPL as described above will complete an *Application for RPL* (Form EN34) and hand to Administration for processing.
- The application will be passed to the Secretary of the Academic Committee (Academic Coordinator).
- The Academic Committee will consider the application at its next meeting, and will enlist the advice of additional qualified members of staff if required.
- The student will then be notified in writing of the Academic Committee's decision.
- A record of the RPL application and decision is signed by the student and a copy placed in their student file.

For overseas students the following additional procedures apply -

Where the RPL is granted to an overseas student which leads to a shortening of the course then the following procedure applies:

- If RPL is granted before Visa grant, the ECoE issued to the student will reflect the shortened course duration.
- If RPL is granted after Visa grant, the change of course duration will be advised via PRISMS.

RULES OF PROGRESSION

- If a student fails more than 50% of units in a given semester – the student will be placed on probation;
- Probation will require that failed units are repeated in the following semester in conjunction with a modified academic program approved by the Principal;
- Failure of a further ‘more than 50% of units’ in probation status will require the student to show cause why they should be allowed to continue within the program - the Academic Committee will decide on progress – if supported a conditional caveat will be placed on the student;
- Failure of a further ‘more than 50% of units’ in conditional phase will result in exclusion from the program.

Failure of more than 50% of units (5 units)	Probation Status
Failure of more than 50% of units (5 units) while on probation status	Conditional Status (if supported by Academic Committee)
Failure of more than 50% of units (5 units) while on conditional status	Exclusion

Repeating a unit incurs the same cost as first attempt. Overseas students are only permitted to repeat a subject once and when they do repeat a warning letter is sent advising them that should they fail the subject again, they will in turn be reported to DICA on the grounds of unacceptable academic progress.

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SEMESTER DATES

Semesters at the AICM are 17 weeks in length made up of **1 week** of orientation activities; **12 weeks** of teaching; **2 weeks** of mid semester break; **2 weeks** of study vacation and **2 weeks** of examinations.

Included in this handbook is a calendar for the semester which also gives you dates of extra-curricular activities in which you will be required to participate (see under 'D').. Some dates, however, may not be known at the time of publication. You will be updated regarding these during the course of the semester. Please put as many of these dates, as known, in to your diary now. All courses require your attendance in order to pass.

STAFF AND BOARDS

A comprehensive list of staff and profiles is available on the AICM website – behind ‘about us’.
See <http://www.aicm.edu.au/aboutus2.htm>

This section is regularly updated as staff change.

STATEMENT OF TUITION ASSURANCE

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated HEP Guidelines the Australian International Conservatorium of Music (the First Provider) is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect students in the event that the Australian International Conservatorium of Music ceases to provide a course of study in which a student is enrolled. The meaning of 'ceasing to provide a course of study' is set out in the HEP Guidelines (http://www.backingaustraliasfuture.gov.au/guidelines/hep_guide.htm).

In the event that the Australian International Conservatorium of Music ceases to provide a course of study in which a student is enrolled the student is entitled to a choice of:

a) an offer of a place in a similar course of study with a Second Provider without any requirement to pay the Second Provider any student contribution or tuition fee for any replacement units (this is known as the "Course Assurance Option");

OR

b) a refund of his or her up-front payments for any unit of study that the student commences but does not complete because the Australian International Conservatorium of Music ceases to provide the course of study of which the unit forms part (this is known as the "Student Contribution/Tuition Fee Repayment Option").

The Australian International Conservatorium of Music has met the tuition assurance requirements of the HESA through its current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS). Contact details for ACPET are:

Box Q 1076, QVB PO, Sydney NSW 1230

Suite 12, Level 14, 329 Pitt Street, Sydney NSW 2000

Ph: 02 9264 4490 Fax: 02 9264 4550

www.acpet.edu.au acpet@acpet.edu.au

If the Australian International Conservatorium of Music ceases to provide a course of study, ACPET will send a student enrolled in the course of study a Written Tuition Assurance Offer (the Offer) advising the student of the options available under the tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET of the choice they have made for each affected unit. ACPET will provide this Offer within *twenty business days* after it knows, or should know by reasonable enquiries that the Australian International Conservatorium of Music has ceased to provide the course of study. The course/s of study for which the Australian International Conservatorium of Music has ACPET ASTAS membership are –

The Australian International Conservatorium of Music Course	Bachelor of Music (3 years)
The Australian International Conservatorium of Music Course	Diploma of Music (2 years)

The Course Assurance Option

If a student accepts a place in a course offered by ACPET as named above, ACPET will offer the student the option of ACPET making all necessary arrangements to ensure a student is able to enrol in a similar course of study with a Second Provider. This offered course will lead to the same or a comparable qualification without any requirement on the part of the student to pay that Second Provider any student contribution or tuition fee for any replacement units.

The Second Provider nominated by ACPET may have different contribution amounts or tuition fees to the amounts or fees the student would have paid for units of study which were part of the course of study the Australian International Conservatorium of Music ceased to provide.

A student is not obliged to enrol in a course of study with a Second Provider offered by ACPET under the Course Assurance Option. However, if he/she enrolls with any other provider there is no obligation on that provider to offer full credit transfer for the units of study completed with the Australian International Conservatorium of Music or to offer a replacement/s unit free of charge.

The Student Contribution/Tuition Fee Repayment Option

If a student chooses the Student Contribution/Tuition Fee Repayment Option, ACPET undertakes to pay the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed. Students selecting this option will also get SLE or FEE-HELP balance/s re-credited for uncompleted units.

This statement is published and provided annually to all enrolling students in the Australian International Conservatorium of Music Student Handbook. It has also been made accessible online via the Australian International Conservatorium of Music website:

<http://www.aicm.edu.au/apply-now.html>

STORAGE OF INFORMATION

Safe guarding of confidential information

The AICM does not allow third party access to confidential information about staff or students. Likewise only senior staff (Director, Principal, and Academic Coordinator) have access to staff and student files. Other staff must seek permission from these people to access information or enquire officially via the Academic Board. Electronic files are stored on the AICM server which is password protected. Hard-copy files are locked in filing cabinets in the Academic Coordinator's office.

Staff and student information confidentiality

Should it become necessary for information to be disclosed to a third party, the staff member or student concerned will be asked to sign a consent form.

Access by staff and students to their files

In line with the Freedom of Information Act, staff and students have a right to inspect their AICM file. If they wish to exercise that right they should apply in writing to Administration who will seek the permission of the Academic Coordinator to release the file.

STUDENT SUPPORT SERVICES

Attention is drawn to the availability of counselling and advice services as follows. Students may contact **Ms. Katrina Quintal**, the Student Services Officer or, for overseas students, AICM's Principal, **Dr Greg Whateley** or **Ms Mee Ja Yoo**.

STUDYING AT AICM

Using this Handbook

The AICM is a great place to study, and as with any tertiary institution, there are procedures to follow and information of which you, as a student, need to be aware. This handbook has been produced to assist you in making sure you meet all the requirements of your course. You need to read through this handbook carefully as many of your questions will be answered within these pages.

Subject Requirements

Ensure you are familiar with all the courses that you are undertaking along with the requirements of each.



WRITTEN WORK

Unless lecturers make other arrangements, assignments are to be submitted electronically as per instructions of the Lecturer. All written work must be submitted by the due date. Late assignments will attract a penalty of 10% per week if late, i.e. assignments 1-7 days late will lose 10%; assignments 8-14 days late will lose 20% and the like. **It is strongly recommended you keep a copy of all work submitted.**

Make sure you are familiar with the Style Guide, particularly the paragraph pertaining to plagiarism.

Work must be word processed, well and appropriately formatted, sent in word format and presented in a way which befits a professional with a music qualification.