



HANDBOOK

2012

Australian International Conservatorium of Music
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A Message from the President

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 2011 will be a year of great development and fulfilment for you, and we look forward to assisting you in achieving 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.

In addition to our stunning newly renovated campus in Rozelle we have further added to our resources close by to ensure the division of practical and theoretical studies. Being near the live performance venues and cultural hub of Balmain, and only a short distance from the city by public transport, will ensure AICM is well-situated for both the practical and performance-related activities of all present and future students and staff.

**Prof Kyunghiee Lee
President**

Note from the Campus Dean

2011 should prove to be both an interesting and exciting time at the Australian International Conservatorium of Music. We commence our third year at Rozelle with an expansion of our facility to accommodate our steady growth and development.

We intend to prioritise a number of issues in 2011 including:

- Further extend the AICM presence at Rozelle/Balmain;
- Manage the Conservatorium industry relationships and endorsements;
- 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;
- Raise the profile of the organisation internally and externally;
- Work towards being a good community member;
- Plan a range of performance and conference activities to celebrate our 20th Anniversary in 2012.

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, University of Technology Sydney and Wesley Institute. We are also developing co-operative ventures with a range of similar organisations including; The Malaysia Institute of Arts and the Vietnam National Academy of Music.

I trust 2011 will be a good year for you and that you achieve your personal and professional goals – 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.

Ian Brooks
Campus Dean

Vision and Mission Statements

Vision Statement

AICM is committed to becoming a leader of music and arts education in Australia and beyond, constantly striving towards distinction in performance, creativity and scholarship. Students are educated to the highest standards based on the best possible professional practice. Through our graduates, faculty and community alike, AICM seeks to leave a positive impact on the music and performing arts arena.

Mission Statement

The mission of AICM is to provide the highest standard of music and performing arts education through:

1. The delivery of tertiary programs and training of international quality;
2. Its graduates empowered with greater knowledge, ability and professional practice;
3. The inspiration of creativity, appreciation and commitment to music and the arts in all people

A

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

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.

Unintentional plagiarism may result in a mark awarded based on the non-plagiarised content of the work submitted; a fail mark being awarded; a resubmission of the assignment with a penalty of downgrading the mark based on the degree of plagiarism; formal warning; and recommended academic counselling.

Intentional or significant plagiarism is treated as academic misconduct and subject to more serious penalties including: failing the assignment; an opportunity to resubmit the assignment with a penalty of downgrading the marks based on the degree of plagiarism; a letter of warning that a subsequent finding of plagiarism may result in expulsion; and recommended academic counseling.

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

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 President and/or Campus Dean through 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 Administration Services are available to students. The table below shows the relevant 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
<hr/>		
Enrolment Certificate*	Per copy: 2 working days	15.00
	Per copy: same day	30.00
<hr/>		
Attendance Certificate*	Per copy: 2 working days	15.00
	Per copy: same day	30.00
<hr/>		
Additional Certified Academic Transcript ¥ *	Per copy: 5 working days	35.00
<hr/>		
Additional Lessons +*	Per Lesson	88.00
<hr/>		
References*	Short letter with copies	20.00
	Detailed personal with copies	35.00
	Scholarship Application	55.00
<hr/>		
Additional Exam Results copy*	Per semester, per copy	15.00
<hr/>		

OS TTF/EFT Bank Charges	Per transaction	35.00
Library Processing Fee	Per replacement item	25.00
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.

Appeals Against Assessment Results

Policy Statement

Appeals against assessment results and/or processes can be made to the Campus Dean within ten working days of the publication of results.

The Campus Dean will assess the application to determine whether a review of the result should be granted, and will notify student of the decision within ten working days.

If granted, the application may be processed at the time of finalisation of the result, unless it is more appropriate that it be dealt with at the time of application.

Grounds for Appeal

A student may appeal their assessment result if they have reason to believe that:

- the unit outline was not provided, either by the teacher, or on eCon;
- the assessment requirements specified in the unit outline were varied in an unreasonable way;
- a student is of the view that a clerical error has occurred in the computation of the result;
- due regard has not been paid to evidence of illness or misadventure.

Decision Process

Decision making in relation to Appeals Against Assessment applications should be:

- equitable;
- consistent;
- procedurally fair;
- timely, and
- consistent with current government privacy policy.

Criteria for assessing such appeals are as follows:

- the severity of the event and its impact on the student's performance;
- the nature of the assessment in which performance was affected; and
- the student's academic standing in other units and in the course.

An application for an appeal against assessment will be rejected when one or more of the following apply:

- the unit has been the subject of a determination of the Academic Misconduct Policy;
- no reasonable grounds are stated in the application for appeal;
- reasonable grounds exist to review the result, but such a review, if conducted, would not alter the result.

Possible outcomes for approved applications include the following:

- No change to result;
- Completion of alternative or additional assessment of a similar type and academic level;
- Remarking of an assignment;
- Late acceptance of an assessment item where application for late submission has not been made (the application must address the reasons for failing to comply with relevant policy on the granting of extensions, and must occur before marked assessment items have been returned to students); and
- Reconsideration of the composite result for a unit/s through a check of the computation.

Assignment Cover Sheets

All assignments must have a clear indication of the 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 Teaching and Learning Committee which meets monthly. All correspondence relating to the variations in your study program needs to be directed to campusdean@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 unexplained absences will result in failure of that unit and a grade of TF will be recorded on your transcript. You will be required to re-enrol and complete the unit in a subsequent semester. In order to have an absence recorded as an explained absence, students are required to provide documentary evidence eg medical certificate that explains the reason for the absence.

Overseas students need to remain enrolled full-time in a registered Course. They must also attend at least 80% of the contact hours for each term/semester of the course, and must demonstrate satisfactory academic progress.

Attendance at rescheduled lessons

In the event that a class has been cancelled during the scheduled teaching period, the class will be rescheduled. This will normally occur during the study break.

While the attendance roll will be marked for administrative purposes, students will not be penalised if they are unable to attend rescheduled classes.

However, students should make every attempt to be in attendance in order to be fully prepared for any assessment or examination.

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.

C

Car Parking

Car parking is difficult around the Rozelle Campus and we recommend public transport as the best option. There is no on-campus parking available. Parking restrictions apply in many streets around the campus and the council of the City of Leichardt is vigilant when applying fines.

Getting to the Rozelle Campus (114 and 118 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; 502; 504; 506; 507; 518; M50; M52; L03; L39; 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

Cnr Victoria Rd and 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.

Code of Conduct

Teaching at AICM involves the active participation of students who share with staff the responsibility to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. A separate *Code of Conduct - Staff* sets out the responsibilities of staff to the students they teach.

Responsibilities of Students

Students of AICM have responsibilities that allow their experience to be both successful and memorable, which includes:

- becoming familiar with the rules governing the degree in which they are enrolled as set out in the AICM Handbook;
- checking their enrolment status at census/audit dates in each session, and inform themselves of deadlines for withdrawal/addition of units;
- abiding by the policies and practices of the Course from which they take unit/units, as explained in the unit outline handed out by the end of the first week of lectures for every unit;
- taking the initiative and consulting with appropriate academic or administrative staff when problems arise;
- maintaining satisfactory academic progress as set out in the degree/diploma rules;
- meeting deadlines for work to be submitted as set out in the unit outline;
- conducting themselves in an orderly and proper manner in any class or in the library or in any other place where such activity will adversely affect the working environment of others;
- attending all lectures, tutorials, seminars and practical work as stipulated in unit outlines for those units in which they are enrolled;
- submitting original work for assessment, without plagiarising or cheating, abiding by AICM's policies on Academic Misconduct as set out in AICM Policies, and in AICM handbooks and unit outlines;
- abiding by the rules governing student conduct , campus access, the use of AICM computing facilities and other equipment (see Student Handbook);
- respecting the diversity of members of the campus community.

Responsibilities of Staff

Teaching staff of the AICM have responsibilities towards the students they teach, including:

- preparing and presenting material at an appropriate standard within the resources available;
- informing students, by the end of the first week of formal contact for each unit, of the requirements for the unit and of the method(s) of assessment to be used for the unit;
- being available for reasonable periods of time during the teaching session, the study weeks and the examination periods so that students may discuss aspects of the unit with them;
- assessing students' work fairly, objectively and consistently across the candidature for the unit;
- being available to students after marked material has been returned so that any student who seeks it, can be shown how the mark was determined.

Plagiarism

Plagiarism is the representation of another person's work or ideas as one's own.

The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to another person's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. Plagiarism can lead to expulsion from the AICM.

Unit Information

In the first week of lectures for every unit, students will receive written information about the unit which will provide details about the requirements, the method of assessment and all other relevant information about the unit.

Required Reading

The information sheet referred to above will also contain information about the text books for the unit, the reference books and any other required reading. As academic staff are constantly keeping up to date with new developments in their areas of interest, students should be aware that other relevant material that becomes available during the period in which the unit is taught may also be introduced as required reading.

Student Academic Grievances

A student who is concerned about a decision, act or omission of a member of the AICM staff, which affects their academic experience, may follow the grievance resolution procedures set out in the Complaints and Grievance Resolution Policy.

Late Submission of Work

Extensions of time to submit material for assessment can only be granted in exceptional circumstances such as illness or misadventure. Written notice is given at the beginning of lectures for each unit of the requirements for the unit and this information includes the dates for the submission of work for assessment. "Pressure of work", either from employment or from other units, is not an acceptable reason for seeking an extension of time.

Complaints and Grievance Revolution

Academic Grievance

1. Policy Statement

The Australian International Conservatorium of Music (AICM) is committed to developing and maintaining an effective complaints and grievance handling system. AICM views receipt of a complaint or grievance as an opportunity to improve its ability to meet the needs of

students and potential students. All students and staff of AICM, or those seeking to enrol in a course of study with 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.

The Academic Complaints and Appeals Policy is for complaints or appeals which relate to academic matters such as student progress, assessment, curriculum and awards in a course of study. Where the issue is non-academic in nature, the procedures outlined in the Non-Academic Complaints Policy should be followed.

AICM aims to

- develop a culture that views student complaints and grievances as an opportunity to improve the 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 to prevent complaints or grievances from recurring;
- ensure there is consistency in the response to complaints and grievances; and
- ensure that the complainant and respondent will not be victimised or discriminated against.

2. Definition of a Complaint or Grievance

A complaint or grievance can be defined as a staff/student 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 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 the policy of AICM to ensure that it responds effectively to individual cases of dissatisfaction.

3. Procedure

This procedure can be utilised by students, potential students and staff regardless of the campus on which the incident allegedly 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. There is no financial charge for each stage. 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/correspondent has the right to be represented by a third person, such as a family member, friend, counselor 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 must be given for decisions and actions taken as part of the procedures.

3.1 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: the Campus Dean, or the International Student Officer. At this stage the complainant is assisted 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 Campus Dean, or nominee, will liaise with the complainant and their advisor 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 10 working days of receiving the complaint. 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 Campus Dean, or nominee, will then endeavour to resolve the grievance, providing, if requested, a written report (within 10 working 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.

3.2 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 the AICM President, and/or explicitly seek the involvement of the Grievance Committee.

The Grievance Committee comprises a panel of five people selected for their experience in handling disputes.

- Dr Greg Whateley (Chair)
- Ian Brooks (Secretary)
- Em Prof John Painter
- Dr Darrell Hines
- Art Phillips

The Grievance Committee will deal with the complaint within a reasonable time, normally within 20 working days of receipt of the complaint. The President, or nominee, will provide a written report to the aggrieved person on the further steps taken to address the grievance within 10 working 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 the President, within 20 working days who will ensure the recommendations are implemented within the next 20 working days.

3.3 Stage Three

External Review

If the aggrieved person remains unsatisfied with the outcome of AICM's procedures, mediation is available through the Australian Council for Private Education and Training (ACPET). AICM will provide the complainant with contact details for ACPET and refer the matter to them within 10 working days of the receipt of the request. At any stage, the complainant or respondent may request a review by an independent external body. AICM will inform the complainant of their right to an external review in each report provided to them.

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 has a financial charge of \$200 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. AICM will endeavour to achieve resolution within 20 working days. If ACPET makes recommendations in relation to a grievance they have reviewed, they will forward those recommendations to the President within 20 working days, who will ensure they are implemented within the next 20 working 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.

4. 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 kept in the office of the Campus Dean. Only the President and Campus Dean have access to AICM locked files. Parties to the complaint will be allowed supervised access to these records at any time by making a written request to the Campus Dean.

5. 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 AICM website in order to be readily accessible.

6. Authority and Implementation

This policy and procedure was agreed to by AICM Board of Directors at its December 2007 meeting. 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 President and the Campus Dean are responsible for training 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, 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.

7. Reporting of Outcomes

All reviews undertaken and their outcomes must be reported annually by the President to

the Board of Directors.

Non-Academic Grievance

1. Purpose and Scope

A non-academic complaint arises from an event occurring in the life of the Australian International Conservatorium of Music (AICM), or a decision made by AICM, in which the complainant perceives a lack of procedural fairness and/or unjust discrimination and/or an affront to person or conscience, which does not arise from the complainant's academic performance or potential. This policy is intended to cater for non-academic complaints that are not restricted to and may encompass any of the following:

1. Harassment, sexual or otherwise, and/or vilification of a student enrolled in a course of AICM by another student or member of AICM staff;
2. Complaint regarding behaviour of AICM staff;
3. Being refused enrolment or progression or graduation in a course of AICM on the grounds of gender, colour, race or country of origin;
4. The claim that a student enrolled in a course of AICM has an unpaid financial obligation to AICM;
5. Complaint arising from the use of personal information provided by a student.

All students of AICM or those seeking to enrol in a course of study with AICM are entitled to access the complaint procedures set out in this policy regardless of the location of the campus at which the complaint has arisen, the student's place of residence or the mode in which they study. The complainant and/or respondent will not be victimised or discriminated against at any stage of the complaints process set out in this policy. AICM does not charge any fee for the processing of complaints.

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.

2. Procedures

2.1 Avenues Available to Pursue Complaints

A complainant has the option of pursuing a complaint through four levels:

1. Informal discussion
2. Formal written complaint to the President
3. Formal written complaint to the Non-Academic Complaints Committee
4. Written request for External Review

2.2 Level One – Informal Discussion

Complainants are encouraged to raise their complaint in the first instance directly with the person concerned, or the manager responsible for the non-academic service involved in the complaint. This is appropriate in matters where the complainant feels comfortable with making a direct approach, or where the complaint does not relate to allegations of unlawful behaviour. Complaints at this level are not considered 'formal' and do not require documenting unless they proceed to the next stage.

2.3 Level Two - Formal written complaint to the President

Where a complainant is not comfortable in discussing the issue informally, or has discussed their grievance with the relevant person and is unable to resolve the issue, or is dissatisfied with the outcome of an informal discussion, he or she may choose to lodge a formal complaint with the President. Mindful of the nature of the complaint, it must be dealt with in a reasonable time-frame, and at any rate within 20 working days of receipt of the complaint. The President must give reasons and a full explanation in writing for decisions and actions taken in relation to this complaint as part of the procedures if requested by the complainant and/or respondent.

2.4 Level Three - Formal written complaint to the Non-Academic Complaints Committee

In the event that the President's decision does not resolve the issue, the complainant has the right to lodge a complaint with the Non-Academic Complaints Committee. The complaint must be submitted in writing to the President and explicitly seek the involvement of the Non-Academic Complaints Committee. The President must acknowledge receipt of a complaint in writing within 5 working days.

AICM's Non-Academic Complaints Committee will consist of:

- a) A member of the Board of Directors (as Chair);
- b) The Campus Dean;
- c) An external member of AICM's Course Advisory Committee.

Where a member of the Committee is a respondent in a complaint that member's place will be taken by a person of equivalent qualifications to be appointed by the President.

The Non-Academic Complaints Committee must address a complaint requiring its consideration within 20 working days of the receipt by the President of the written complaint. The complainant must be given the opportunity to appear before the Non-Academic Complaint Review Committee. Any costs incurred by the complainant in attending such appearance must be borne by the complainant. The complainant and the respondent have the right to be represented by a third person, such as a family member, counselor or other professional support person if they so desire, but not legal representation. If a request for an impartial observer is received from the complainant or the respondent, an observer agreeable to both the President and the complainant will be permitted to attend the proceedings. This observer will normally be drawn from an institution affiliated with the Council of Private Higher Education (COPHE), or from a registered higher education provider. The Non-Academic Complaints Committee must give reasons and a full explanation in writing for decisions and actions taken as part of the procedures if requested by the complainant or respondent. The complainant must be informed in writing that AICM has a process by which the decision of the Non-Academic Complaints Committee can be reviewed externally.

2.5 External Review

If the aggrieved person remains unsatisfied with the outcome of AICM's procedures, mediation is available through the Australian Council for Private Education and Training (ACPET). AICM will provide the complainant with contact details for ACPET and refer the

matter to them within 10 working days of the receipt of the request. At any stage, the complainant or respondent may request review by an independent external body. AICM will inform the complainant of their right to an external review in each report provided to them.

AICM has ascertained that ACPET 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 has a financial charge of \$200 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. AICM will endeavour to achieve resolution within 20 working days. If ACPET makes recommendations in relation to a grievance they have reviewed, they will forward those recommendations to the President within 20 working days, who will ensure the recommendations are implemented within the next 20 working 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.

3. 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 kept in the office of the Campus Dean. Only the President and Campus Dean have access to AICM locked files. Parties to the complaint will be allowed supervised access to these records at any time by making a written request to the Campus Dean.

4. 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.

5. Authority and Implementation

This policy and procedure was agreed to by AICM Board of Directors at its December 2007 meeting. 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 President and the Campus Dean are responsible for training 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, 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.

6. Reporting of Outcomes

All reviews undertaken and their outcomes must be reported annually by the President to the Board of Directors.

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
3 concert reviews	3 concert reviews	3 concert reviews	3 concert reviews	6 concert reviews	Prepared program notes for graduating recital

In Semesters 1- 4 Concert 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 Semester 5, Concert Reviews and Semester 6, Recital Program Notes 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

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
300 words per review	300 words per review	300 words per review	300 words per review	300 words per review	Complete program notes

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

Course Fee Schedule – 2011

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

- *Census Dates **Semester 1:** 24 March | **Semester 2:** 23 August
- * Semester Dates Enrolment Day: 23 February
- Semester 1:** 23 Feb | Mid-Semester Break: 9 April – 23 April
- Mid-Year Break: 5 July - 23 July
- Semester 2:** 26 July | Mid-Semester Break: 10 Sept – 24 Sept
- End of Year: 3 December 2011

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.

International Fee Schedule

Undergraduate Courses

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

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 (1 year)	AUD \$429.00 (single) AUD \$858.00 (family)

Voluntary Fees	
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.

* Census Dates **Semester 1:** 25 March | **Semester 2:** 24 August

* Semester Dates Enrolment Day: 24 February

Semester 1: 22 Feb | Mid-Semester Break: 9 April - 23 April

Mid-Year Break: 5 July - 23 July

Semester 2: 26 July | Mid-Semester Break: 10 Sept – 24 Sept

End of Year: 3 December

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.

D

Dates 2011

SEMESTER 1, 2011		
Orientation Day	Wed 23 rd February	Orientation Day 10:00am
Week 1	Mon 21 – Fri 25 Feb	Course Commences (Orientation & study week)
Week 2	Mon 28 Feb – Fri 4 Mar	All academic (timetable) classes commence
Week 3	Mon 7 – Fri 11 Mar	Principal study lessons and electives commence
Week 4	Mon 14 – Fri 18 Mar	
Week 5	Mon 21 – Fri 25 Mar	Census Date Thu 24 Mar
Week 6	Mon 28 Mar – Fri 1 Apr	
Week 7	Mon 4 – Thu 7 Apr	
Mid Semester Break	Fri 8 – Mon 25 Apr	MID SEMESTER BREAK (2 week break)
Week 8	Tues 26 Apr – Fri 29 Apr	(Mon 25 Apr is Easter Monday – Public Holiday)
Week 9	Mon 2 – Fri 6 May	
Week 10	Mon 9 – Fri 13 May	
Week 11	Mon 16 – Fri 20 May	Graduation Ceremony Sat 21 May 11:00am
Week 12	Mon 23 – Fri 27 May	Final week of principal study lessons
Week 13	Mon 30 May – Fri 3 Jun	Final week of electives and academic classes
STUVAC (2 weeks)	Mon 6 – Fri 17 Jun	'Study Vacation' (2 week study break)
EXAMS (2 weeks)	Mon 20 Jun – Fri 1 Jul	1 st week academic exams, 2 nd week practical exams
Mid Year Break	Mon 4 – Fri 22 Jul	MID YEAR BREAK (3 week break)
SEMESTER 2, 2011		
Orientation Day	Wed 27 th July	Orientation Day 10:00am
Week 1	Mon 25 – Fri 29 Jul	Course Commences (Orientation & study week)
Week 2	Mon 1 – Fri 5 Aug	All academic (timetable) classes commence
Week 3	Mon 8 – Fri 12 Aug	Principal study lessons and electives commence
Week 4	Mon 15 – Fri 19 Aug	
Week 5	Mon 22 – Fri 26 Aug	Census Date Tue 23 Aug
Week 6	Mon 29 Aug – Fri 2 Sep	
Week 7	Mon 5 – Thu 8 Sep	
Mid Semester Break	Fri 9 – Fri 23 Sep	MID SEMESTER BREAK (2 week break)
Week 8	Mon 26 – Fri 30 Sep	
Week 9	Mon 3 – Fri 7 Oct	
Week 10	Mon 10 – Fri 14 Oct	
Week 11	Mon 17 – Fri 21 Oct	
Week 12	Mon 24 – Fri 28 Oct	Final week of principal study lessons
Week 13	Mon 31 Oct – Fri 4 Nov	Final week of electives and academic classes
STUVAC	Mon 7 – Fri 18 Nov	'Study Vacation' (2 weeks)
EXAMS	Mon 21 Nov – Fri 2 Dec	1 st week academic exams, 2 nd week practical exams
AICM HOLIDAYS	Mon 5 Dec – Fri 17 Feb	

E

Entrance & Personal Property

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 and Assessment

Academic

There are two forms of assessment conducted at AICM. The first is in class assessment which takes the form of presentations, tutorials and performances. The second is the scheduled examinations conducted during the two weeks allocated at the end of each semester (Weeks 18 and 19).

Currently the following units conduct formal academic examinations during Week 18 –

- History 1
- History 2
- History 3
- History 4
- History 5
- History 6
- Musicianship 1
- Musicianship 2
- Musicianship 3
- Musicianship 4
- Harmony 1
- Harmony 2
- Harmony 3
- Harmony 4
- Harmony 5
- Harmony 6
- Music Criticism

Academic Examinations are viewed as a legitimate and appropriate way of validating student performance in the areas listed. *Examination* is part of the approved unit outlines and

students are made aware of the examination assessment component from the commencement of the unit each semester.

Academic Examinations are conducted under appropriate examination conditions and managed by the Campus Dean's office with respect to examination papers; security; conduct and outcomes. The process and conduct is assessed on completion each semester in the interest of continuous improvement.

Practical

Principal Study students are also required to present for a practical examination.

Students in Semesters 1-4 are required to present 3 pieces (or 15-30 minutes) in front of an adjudication panel of not less than 2 examiners. The expectation is that the pieces presented for examination will have been developed and rehearsed considerably with Principal Study teachers throughout the semester.

Students in Semester 5 are required to present a 35-40 minute recital.

Students in Semester 6 are required to present a 50 - 60 minute recital. This is presented to an adjudication panel of not less than 3 examiners – and is open to the public.

Practical Examinations are conducted under appropriate examination conditions and managed by the Campus Dean's office with respect to security; conduct and outcomes. The process and conduct is assessed on completion each semester in the interest of continuous improvement.

Assessment

Assessment of student performance, in any unit, is continuous and/or progressive and is recorded at the end of the semester in which the unit is completed. The grade for that unit is based on the total marks gained for the various sub-elements.

Coursework units are assessed on the basis of varied tasks presented at different times during the semester. Each assignment is assessed by the lecturer and the student is given appropriate feedback.

Research work is a mix of consultation and revision of documents with a final grade allocated by either an external marker or a combination of external and supervisor.

Every effort is made to vary the nature of assessment tasks to allow for different learning styles; to ensure that assessment is appropriate to the subject being studied; and to ensure a balance in the assessment between theoretical understanding and effective practice. For each assessable task the following information is provided to students at the commencement of the study of each unit via the Course Unit Outline and class discussion –

- due date;
- length, where appropriate, or alternative specification of expectations;
- the weighting of the task in relation to overall unit assessment;

- a description of each assessment task with adequate information to enable students to understand what is needed.

Students are encouraged to contact the lecturer to raise questions, seek clarification or discuss difficulties in regard to any aspect of a unit, including assessment tasks. Alternative assessment tasks, deemed to be equivalent to those published in the unit outline, may sometimes be negotiated between lecturer and students, provided such tasks accord with the stated purpose and learning outcomes of the coursework unit.

The Academic Board values consistency in the student assessment processes across the course/s, and seeks to maintain assessment standards comparable with those of Australian universities. The Campus Dean monitors assessment issues across the organisation, checking to ensure that assessment tasks are appropriately spread rather than clustered into one or two weeks, and discussing with the faculty the expected standards, results submitted, and progress of individual students.

Moderation takes place at the end of each semester and involves the Campus Dean, relevant staff members and external consultants.

The Campus Dean prepares a detailed Assessment Report and the Teaching and Learning Committee members carefully consider the distribution of grades. If satisfied with the outcomes, the Teaching and Learning Committee approves the results for publication.

F

Facilities & Equipment

AICM provides students and staff with the following facilities -

Computing Facilities

A number of 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 used for research only. The Rozelle campus is a wireless environment – students may have access when on campus.

Food

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 wide range of food and drink options. Please do not eat or drink (other than bottled water) in any classroom or studio in the building.

Library

AICM library is located on the First Floor. Considerable effort and expense has gone into developing the eLibrary facility. eCon has some outstanding resources for you including **Naxos online**, **Grove online** and **JSTOR** for music and arts journals. These resources are free of charge to students and accessible 24/7. **Auralia** is also available on the library computers to assist students with their ear training.

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

AICM has a number of practice studios that are available for student use. **Studios may be booked for up to two hours per day and renewed after the end of two hours.** 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 remember to not move any of the furniture – it must be left in its original condition.

Off-campus use of AICM equipment

The use of AICM equipment off-campus is allowed only for those events that have been organised and promoted as AICM events.

Any student or staff member who wishes to borrow any piece of equipment for private use off-campus must put their request in writing to issac.c@aicm.edu.au for consideration by the Management Committee.

Concert Hall

The concert hall is to be used only for teaching and performances that have been scheduled by administration.

It is not to be used as a practise or rehearsal space.

Any request for unscheduled use by a student or staff member must be made in writing to campusdean@aicm.edu.au for consideration by the Management Committee.

eSuggestions

AICM encourages students to communicate any suggestions that can contribute to their time at AICM being more productive and enjoyable. eSuggestions can be made directly through suggestion@aicm.edu.au All suggestions received are responded to either by the Campus Dean or the Administration staff.

G

Grading Scale

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 level
S	Satisfactory		Ungraded Pass
FF	Fail	0-49	Unsatisfactory level of achievement (Graded)
U	Unsatisfactory		Ungraded fail
AF	Absent Fail		Failure due to non-attendance at examination
WF	Withdrawn Fail		Failure due to withdrawal from subject after census date
TF	Attendance Fail		Failure due to attendance being less than 80%
WH	Withheld Result		Results not available
CG	Credit Granted		'Recognition of Prior Learning' – Pass awarded
NA	Not Applicable		

Graduation

AICM's academic awards are conferred by the Board of Directors in a formal graduation ceremony during the first semester of the following year.

Potential Graduands

Students wishing to graduate need to submit an *Application for Graduation* form to the Administration office by the end of October preceding the graduation ceremony. The Campus Dean will confirm the eligibility to graduate by the end of February preceding the ceremony.

Confirming Graduands

The Campus Dean submits the list of potential graduands to the Teaching and Learning Committee for finalisation and submission to the Academic Board.

By authority from the Board of Directors, the Academic Board approves the finalised list of graduands.

Qualifying to Graduate

To qualify for graduation a student must complete all requirements of the course to the satisfaction of the Academic Board, return all borrowed resources, and discharge all financial obligations and indebtedness to the AICM to the satisfaction of Accounts.

Graduation Ceremony

The Graduation Ceremony is the responsibility of the Campus Dean. The order of proceedings and event management is monitored by the Management Committee and the Teaching and Learning Committee.

The awards are presented by the Chair of the Board of Directors (or nominee).

Graduates receive a testamur certifying their completion of the award, as well as a signed and sealed transcript.

Responsibility

Although the Campus Dean and Administration Office provide academic guidance to assist students in fulfilling course and graduation requirements, the ultimate responsibility for these matters rest with the student.

H

Harmony Progression

In order to enable students who fail a Harmony unit to complete their study within the specified course duration, or to allow capable students the opportunity to fast-track their progression, the following rules apply:

- Units 1 & 2 are to be done sequentially. A student cannot progress to unit 2 without first passing unit 1.
- Units 2 & 3, or 3 & 4, or 4 & 5, or 5 & 6 may be undertaken concurrently.

If a student receives a mark of below 40% for a unit they **will not** be eligible to do two units the following semester. They will be required to pass the failed unit first.

Students **cannot** undertake units 2 & 4, or 3 & 5, or 4 & 6 concurrently.

All requests for variation must be made in writing to campusdean@aicm.edu.au for approval.

Housekeeping

Students have full use of AICM at any time during its hours of operation. **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 by putting rubbish in bins and not leaving items in classrooms or studios. In 2010 our campus was extremely well maintained – the expectation is that the same would be said of 2011. As our numbers grow – these housekeeping matters become even more important.

Information Provided to AICM

Personal information provided to AICM is treated as confidential. AICM will share this information with the relevant government agencies and statutory bodies as part of its legal reporting requirements.

AICM will not share any personal information unless authorised in writing by the student.

The information provided by a student 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.

Independent Learning Contract

These contracts can be developed in order to help the lone learner in a formal award program to engage in independent learning under the tutorial supervision and guidance of a mentor.

They can be utilised in various situations, such as when:

- a student needs to repeat a subject without needing to attend a class,
- a student needs to complete degree requirements in a unit which may not otherwise be offered during the next semester,

Both teacher and student need to put the work into the development of the contract so that both parties are fully aware of their mutual responsibilities.

In particular, there must be complete clarity and agreement about

- resources,
- meeting times,
- objectives,
- learning outcomes,
- assessment tasks.

Before undertaking independent learning, students need to do the following:

- meet with the Campus Dean to discuss eligibility
- if approved, meet with the supervisor to complete the Independent Learning Contract
- enrol in the unit
- ensure that copies are made for Admin and the supervisor

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 AICM equipment for commercial and/or advertising purposes. For instance, do not advertise things on your web page, or try and use your email 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 personal 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 (eg 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

- 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 Campus Dean stating that it is okay 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. 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 AICM areas may result in their account being suspended 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 for account sharing 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, or use any AICM 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 AICM staff, it can rightly be expected that all members of the AICM 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 on to 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 who 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

Assessment procedures reflect the developing abilities and skills of students, 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	30-60 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;
- 3000-5000 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.

Library Policies & Procedures

Location & Opening Hours

AICM library is located in 114 (Building A) Victoria Road, Rozelle

The opening hours are from 8:30am – 5:00pm Monday - Friday

Borrowing

- AICM students may borrow up to five (5) items at any one time for a total of two (2) weeks. Students are responsible for the safekeeping and return of all loans issued under their name.
- Please bring your student ID and library items to the front office for issuing.
- Items can only be renewed once BEFORE item is due; once renewed, the new due date will be an additional 2 weeks from the original date. **Overdue items cannot be renewed.**
- Students who claim lost library items while on loan may be asked for a replacement fee at AICM's discretion plus an additional processing fee of \$25.
- Any damaged library items before or after loaning must be reported to the front office.

Returning

- Items must be returned to the front office during office hours (8.30am-5pm Monday-Friday).
- Students will receive courtesy emails as notification that their due date is approaching.
- Students who fail to return items on or before the due date may incur penalties such as: **the semester results being withheld and not being eligible to graduate.**

Membership to University of Sydney Library

In order to provide students access to additional resources, AICM will organise and fund library membership for those students who request access to the University of Sydney library. Requests for membership are made through administration. Membership will be on an annual basis and students will need to re-apply through administration to have their membership renewed.

O

Overseas Student Policies & Procedures

Attendance

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.
- 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 Admin 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 Admin 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.

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 and demonstrating continuous improvement.

Students who earn no more than two failures in any year may continue to the next year of study while repeating the failed units. This requires the approval of the Teaching and Learning Committee and will incur an additional fee.

When a student repeats a unit, they are sent a warning letter advising them that should they fail again, they will be reported to DIAC 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 DIAC through PRISMS as making unacceptable academic progress.

Changing Educational Provider

Students must study with the educational provider with whom they originally enrolled for the first 6 months of their principal course of study.

Change of Address and Contact Details

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

It is the responsibility of the student to notify the Conservatorium of any change to contact details.

Deferring 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 DIAC by AICM with reason supplied;
- A file note will also be placed on the student file for AICM records.

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.

Student Visa Conditions

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

Working Conditions

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.

P

Pathways to Postgraduate Study

In 2011 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
University of Technology Sydney	Master of Teaching

Graduates from 2009 and 2010 have already enrolled in a number of the programs listed above. Regular updates on graduate destinations are provided by the Campus Dean's office electronically to all staff and students in an effort to highlight potential pathways for current students.

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

Performance Class

Performance Class reports will contain written commentary on the performance which will be sent to the student and Principal Study teacher. A mark for the performance will be allocated and will form the basis of the final grade. All grades are subject to change after the Moderation Committee meets

ALL students will perform as follows:

- Bachelor and Diploma [Full time] twice per semester

FAILURE to perform on the day scheduled without written notification to the Campus Dean will result in NO MARKS being awarded.

Students are allocated their performance dates and this schedule must be followed. All changes must be approved in writing – campusdean@aicm.edu.au

Performance Class Forms

Performance Class Forms must be received by 1.00pm Wednesday on the day of your performance. The completed form (available from Reception) is to be handed to staff in the Administration Office.

Performance Dress Code

Performance is a major component of your course, 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 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:

1 ST YEAR	2 ND YEAR	3 RD YEAR
15-30 minutes	15-30 minutes	Semester 5 – 35-40 minutes Semester 6 – 40-60 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 Teacher. 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 and Mobile Policy

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 Lessons

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

Allocation of Teacher

All students will be allocated a Principal Study teacher.

Students may request to have a Principal Study teacher of their choice.

If the teacher is not a current staff member of AICM, approval must be gained through the office of the Campus Dean.

The allocation of the teacher will be for the duration of the semester.

All requests for a change of teacher must be made in writing to the Campus Dean.

Only in exceptional circumstances will a request for a change of teacher during semester be considered.

Additional Lessons may be organised with your teacher, 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 teacher will cite before teaching you. Students are not permitted to engage in private cash lessons with teachers.

Principal Study lessons 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, and who do not pay fees without an acceptable explanation are, 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 **Accounts**. 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 will be paid directly to the banking 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 (this is irrespective of age).
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 Alysha Bragil)*. 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)

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 unit, or a senior member of the teaching staff.

There are two types of applications –

- Standard exemptions/credit for previous formally recognised training;
- Recognition of work and life experiences; including non-formally recognised training Australian registered/accredited institution or NOOSR CEP online recognised equivalent

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

Up to 50% 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 Teaching and Learning Committee.
- The Teaching and Learning 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 Teaching and Learning 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 Campus Dean;
- 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 DIAC on the grounds of unacceptable academic progress.

S

Semester Dates

Semesters at the AICM are 19 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. Only the President, Campus Dean, and Administration staff have access to staff and student files. Other staff must seek permission in order to access information. Electronic files are stored on the AICM server which is password protected. Hard-copy files are locked in filing cabinets in the Administration 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 Campus Dean to release the file.

Student Support Services

AICM offers a professional counselling service. Students can contact the Campus Dean or the International Student Officer to organise contact with the counselor.

Studying at AICM

Using this Handbook

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.

Structure of Courses

Bachelor of Music (Performance) / Diploma of Music (Performance)

The Bachelor of Music (Performance) and the Diploma of Music (Performance) courses focus on musical performance with an appropriate balance of academic (including elective) subjects. All students will undertake a Performance Major, the appropriate support subjects, and the necessary elective subjects. 80 credit points are required to complete the Diploma of Music, and 120 credit points to complete the Bachelor of Music.

SUBJECTS	SEMESTERS					
	S1	S2	S3	S4	S5	S6
Principal Study (Incorporating Concert Attendance)	4	4	4	4	4	4
Performance Class	2	2	2	2	2	2
Ensemble Class	2	2	2	2	2	2
Choir	2	2	2	2	2	2
Music History	2	2	2	2	2	2
Harmony	2	2	2	2	2	2
Musicianship	2	2	2	2		
Research and Critical Method					2	2
Academic Writing	2					
Music Criticism					2	
Electives	2	2 2	2 2	2 2	2	2 2
TOTAL NUMBER OF CREDIT POINTS	20	20	20	20	20	20

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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%. **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.

The submission of all assignments is the responsibility of lecturers and students.

Admin will not accept any assignments and will not be responsible for any lost or misplaced assignments.