

TU Dublin Conservatoire
Junior and Continuing Education Music Programme - Terms & Conditions
Effective 1 September 2024

1. Enrolment and Re-Enrolment

- Students are enrolled on a year-by-year basis. Yearly enrolment is subject to the availability of places and satisfactory attendance, progress, application, and behaviour. Students may be required to re-apply and re-audition where progress is not satisfactory. The result of this re-audition determines whether or not the student returns to the Conservatoire. Please note that students may be placed on a waiting list, in which case a place cannot be guaranteed.
- Re-enrolment is subject to the requirement that students are normally expected to complete their current cycle (Junior, Intermediate, Senior or Advanced) within four academic years of commencing the first grade in that cycle.
- Returning students who wish to reserve their place in the Conservatoire for the following academic year must re-enrol online by the deadline advised in the enrolment email and pay the online re-enrolment deposit of €50. This deposit is non-refundable. Where staffing issues impact availability of places, priority re-enrolment may be suspended.
- New students must enrol online by the date indicated in their offer email to accept their place in the Conservatoire.
- The online enrolment deposit applies per instrument/vocal place. Failure to pay this by the appropriate deadline may result in delays to your registration on the programme and timely access to musicianship enrolment.
- Re-enrolment is not automatic. It is subject to satisfactory progress, conduct and attendance and in the case of certain instruments, availability of hours.
- Students who are placed on the waiting list generally do not commence lessons until after the term has started. This allows the Conservatoire to facilitate incoming third-level students who must be given priority. Please note that there is no reduction in fee and teachers are not obliged to provide alternative lessons to make up the deficit.

2. Programme Registration & Fees

- Having successfully completed online enrolment, students will receive an invitation to register on the programme, which must be completed before classes commence.
- Students are enrolled on a year-by-year basis for a full academic session and, as such, must pay the relevant programme fees in full. A facility is available within the academic session whereby tuition fees can be paid in two instalments: 50% prior to commencement of classes and the balance by 31 January. Students who have not paid 50% prior to commencement of classes or the balance by 31 January will have their studies suspended or terminated. Please note that this is a fee for a full academic year and students cannot opt to pay for the first half of the year and then terminate their studies. In such cases, where a student withdraws in January, they are still liable for the entire fee.
- There is no fee reduction for late commencement (for example, through having been offered, or taking up a place later than the normal start date).

- The Conservatoire currently offers subsidies for examination and accompanist fees; however, this arrangement is currently under review.
- For instrumental and vocal students, the musicianship fee is subsidised.

3. Withdrawals

- Continuing Education students and the parents/guardians of junior students must notify the Conservatoire in writing/email of their intention to withdraw from the programme as soon as possible. Tuition Fees will not be refunded if a student withdraws after the programme has commenced; fees will only be refunded where a programme does not commence.
- Junior and Continuing Education students who take a break from their studies may resume their studies at a later stage, but must re-apply for entry to the Conservatoire in the normal way (i.e., including audition).

4. Classes and Lessons

- For new students, requests for specific lesson times and teachers will be considered and every effort will be made to accommodate such requests; however, the allocation of lesson times, teachers and rooms is subject to the Conservatoire's scheduling. Students living outside the Greater Dublin area are generally given priority for Saturday lessons.
- We cannot guarantee that practical lessons and musicianship classes and ensembles will take place on the same day.
- The Conservatoire reserves the right to change scheduled class/lesson times, rooms or teachers or to cancel classes, if necessary. The Conservatoire will do its best to contact students/parents in advance of such changes.
- Musicianship classes are run based on a sufficient minimum number of students enrolling in the class.
- Junior Conservatoire and Continuing Education students taking practical lessons at the Conservatoire may not at the same time take lessons in the same instrument/ voice outside the Conservatoire.

5. Attendance

- Attendance of at least 80% is required in the part-time Conservatoire. Attendance will be taken at each lesson and ensemble, and recorded in the Conservatoire database. Excused absences will not count against a student's attendance record.
- Students who do not have satisfactory attendance will not be permitted to participate in Conservatoire instrumental/vocal exams and may have their invitation to re-enrol withheld.

6. Achievement & Progression

- The Conservatoire curriculum comprises four cycles, each of four years' duration.
 - Junior (grades Initial-2)
 - Intermediate (grades 3-5)
 - Senior (grades 6-8)
 - Advanced (Advanced Level 1 and 2)
- Students are expected to complete a cycle within a four-year period in order to progress to the next cycle. Where a student fails to progress through a cycle within a four-year period, their

studies may be terminated.

- In all cases, teachers' reports and attendance at lessons, musicianship and ensemble (where appropriate) will be considered for the purposes of progression.
- Minimum grade requirements in instrumental/vocal tuition must be achieved in order to progress to the next cycle.
 - 80% mark is required for progression from Grade 2 to the Intermediate cycle.
 - 85% mark is required for progression from Grade 5 to the Senior cycle.
 - A successful audition and teacher's report are required for progression from Grade 8 to the Advanced cycle.

7. Transfer Procedures

Great care is taken to place students with teachers, and it is important for the sake of continuity in their musical education that students should not change teacher unless absolutely necessary. Before considering transferring to another teacher, please discuss your child's progress with her/his teacher in the first instance and then (if necessary) with the relevant Head of Discipline. If you then decide that it would be best to change from one instrumental/vocal teacher to another, please apply for a transfer by writing to the Head of Discipline, before 1 April each year. Transfer applications are considered on a case by case basis, following successful re-audition and taking account of staff availability. Please note that students must re-apply online in the normal manner in order to be re-auditioned, and that the result of the re-audition has a direct impact on the transfer process. (It is possible that a student may not pass the audition or may be placed on a waiting list, in which case, a place cannot be guaranteed.) If a transfer is recommended by the instrumental/vocal teacher, the same process of re-application and re-audition applies.

8. Communications

- Communications with applicants, Continuing Education students and the parents of Junior Conservatoire students will normally be by email or text message. Please ensure that we have your up-to-date contact details, especially your email address and mobile phone number, and please check your email/phone on a regular (daily) basis.
- It is very important to keep in close communication with your teacher, regarding progress, examinations etc. It is helpful for the teacher to know of any health and learning issues. Parents are invited to talk to teachers by appointment, or during the designated lesson time.
- Normally, parents do not attend lessons. However, parents may attend lessons if invited to do so by the teacher. In such instances, parents are expected to observe quietly without interrupting the lesson. Under no circumstances should a lesson be recorded unless prior consent is given by the teacher.
- If your contact information changes you must notify the Conservatoire Office at registrations.conservatoire@tudublin.ie in order to continue to receive communications.

9. Conduct

- Junior Conservatoire students are the responsibility of the teacher for the duration of the class only. **Prior to class and once the class is over, all students under the age of 16 are the responsibility of their parent(s)/guardian(s);** the Conservatoire takes no responsibility for students before and after classes. For on-campus attendance, students and parent are requested

to wait in the seating areas of the East Quad/Lower House when not in classes, and to engage in quiet activities. Children under the age of 10 must be accompanied by a parent/guardian to and from their practical lesson and musicianship class.

- Students are not permitted to run in lobbies, seating areas and corridors of the East Quad/Lower House. Stairwells are to be kept clear at all times. Scooters are not permitted in either building.
- Students under the age of 13 must not use the elevators unless accompanied by an adult or older sibling.
- For safety reasons, students or siblings are not permitted to play outside the buildings.
- Students are expected to behave in a responsible manner with due regard for their health, safety and wellbeing, and that of other students and members of staff when on TU Dublin premises, or on other premises when engaged in TU Dublin activities/events. Students may not enter classrooms without permission except to take their lessons and then only when the teacher is present. Inappropriate behaviour by any student will be reported to the Head of Conservatoire Office, and appropriate action may be taken, including informing the student's parent/guardian. Repeated occurrences or serious instances of inappropriate behaviour may result in the student's tuition being terminated.
- Food and drink may not be consumed in teaching/practice rooms or any performance venue.
- In the interests of providing a safe and healthy working and learning environment for staff and students, and to ensure compliance with the law, smoking is prohibited in all TU Dublin buildings, without exception – including building entrance areas and the immediate vicinity around them.
- Please do not post notices of any kind without permission.
- The use of video and audio equipment at TU Dublin events is strictly prohibited.
- Students are responsible for their own belongings and should not leave them unattended. TU Dublin does not accept responsibility for any loss/damage to students' personal belongings or instruments.
- Practice facilities are only available to registered and fully paid part-time students aged 16 and over. Students need to sign up for an access card and register on the room-booking system in order to be able to use facilities.

10. Personal Data, Including Photography and Video

- Personal information will be used only for the purposes of administering the Junior Conservatoire. Personal data will never be passed to third parties.
- Photographs and videos of Conservatoire events, commissioned by the Conservatoire, may be used for internal staff development, teaching and for publicity purposes, including the printing of flyers, posters and other publications, and for publication on the Conservatoire's website and social media platforms. Such images may feature Junior Conservatoire students engaging in musical activities organized by the Conservatoire.
- During the application and re-enrolment process you are asked to accept these Terms & Conditions, which includes giving your consent to the use of personal data, including photographs and videos, for the purposes stated above. Should you wish to withhold or withdraw your consent at any time, please contact the Head of Conservatoire.
- For further information, please refer to TU Dublin's Child Protection and Vulnerable Adult Policy which may be found on the Conservatoire website, or contact the Head of Conservatoire, who is a member of TU Dublin's Child Protection and Vulnerable Adult Support Team; or the Director of

Student Services, who is the designated Liaison Person for Child/Vulnerable Adult Protection within TU Dublin. See link [here](#) under section 'Useful Documents & Forms',

- Group classes are not permitted to be recorded under any circumstances. One-to-one lessons are not permitted to be recorded without prior permission from the teacher and in that instance are for private use only.

11. Keyboard Department

- Applications from beginners over **the age of 7** to study piano are not normally considered.
- Applications to Continuing Education (i.e., students over the age of 18) are only considered from experienced pianists (**usually Grade 7 minimum**).
- Organ/Harpsichord applicants without previous experience should normally have reached a minimum of Grade 6 in piano. The Conservatoire offers tuition in classical (pipe) organ only.
- All keyboard students must have access to an acoustic instrument for daily practice.
- Electronic keyboards are not acceptable.
- All students of appropriate age are expected to participate in competitions and concerts as part of their Conservatoire learning experience.

12. Orchestral Department

- Applications to Continuing Education (i.e., students over the age of 18) are only considered from experienced instrumentalists.
- Orchestral students are required to participate in an ensemble in addition to their scheduled practical lessons and musicianship classes. Attendance at ensemble sessions is compulsory, with a minimum attendance rate of 75% necessary. Attendance will be monitored and documented in the Conservatoire database during each session. Excused absences will not affect a student's attendance record. Failure to meet the attendance requirements may result in the student being ineligible to take part in Conservatoire instrumental exams or competitions, and their re-enrolment invitation may be withheld.
- Students must provide their own instruments, having first sought the advice of their teacher. A limited number of instruments are available for short-term hire from the Conservatoire; details are available on request from the Ensembles Manager.

13. Vocal Department

- Applicants should normally be between the ages of 16 and 25 but students over the age of 12 may be considered.
- Applications to Continuing Education (i.e., over the age of 18) are only considered from experienced singers wishing to study classical singing.
- In addition to timetabled practical lessons, vocal students may be required to attend musicianship classes and ensemble rehearsals.
- Students from all departments are welcome to attend the Conservatoire choirs: Junior Choir (ages 7-11), Youth Choir (ages 11-17) and the Choral Society. Participation in the Chamber Choir is by audition only.

14. Musicianship Classes

- All Junior Conservatoire students must attend a Conservatoire Musicianship class. There are

certain limited exemptions from this condition.

- Musicianship exemption requests must be submitted by 31 October by completing the online form [here](#).
- Musicianship classes are reserved for Junior Conservatoire instrumental/vocal students. Where vacancies exist, places may be offered to other applicants.
- Online registration for Musicianship classes is available *after* registration on a first-come, first-served basis.

15. Leaving Certificate Course

- The Conservatoire offers a one-year Leaving Certificate course for students in their final school year (6th year) only.
- Applicants should normally have reached a minimum of Intermediate Level 2.
- Junior Conservatoire students are given priority enrolment on the Leaving Certificate course.
- The Conservatoire's Leaving Certificate course prepares students for the 'Listening' and 'Composing' components of the Leaving Certificate syllabus; preparation for the 'Performing' component is the student's responsibility.

16. Early Years: Kids' Club and Pre-Instrumental Classes

- Students must apply on an annual basis.
- Applications are processed on a first-come, first-served basis.

Further Information

For further queries on the above, please do not hesitate to contact the Conservatoire Administration team:

(01) 220 5130/6272

email: registrations.Conservatoire@tudublin.ie

Policy Updated and Approved July 2024