

MUSIC DEPARTMENT CLASH POLICY

This policy is of relevance to students and staff

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For the purpose of this policy the following will apply;

- All possible actions should be taken to limit any clash occurring in the first instance.
- At all times the School's priority should be to ensure that all elements of the programme which lead to assessment could be carried out as much as possible without disruption.
- Public Performance is any performance arranged or authorised by the School and, in most cases, advertised in advance via the School's usual Marketing media.
- Academic Activity is all scheduled academic classes timetabled at the start of a given Academic Year.
- Assessment is an organised activity where a mark is given which contributes to the student's degree/progression.
- Departmental Activity is any Principal Study Department class, rehearsal or other performance (not falling into the Public Performance category above) organised within a specific PS Department and not forming part of a cross School Public Performance Schedule.
- Other School Activity covers events such as Student Affairs Road Shows, Student Union events (not falling into the Public Performance category).
- It is the responsibility of the student to report and discuss any clash as soon as it becomes known.
- Students must adhere to the course Participation Policy which clearly states their required attendance. Students should submit a Leave of Absence to cover all activities that will take them away from school during term time. Any LoA approved before the publication of a rehearsal or teaching schedule will be honoured. Any LoA received after the publication of any schedule will be subject to negotiation and if necessary refusal.
- Principal Study Professors and Students should try, at all times, to ensure that 1-1 Principal study lessons are organised outside of scheduled School activities. It is the responsibility of the student to ensure that teaching staff are aware of schedules and any possible clashes. Students should see their HoD, Deputy HoD, or the Music Office if there is a problem with organising 1-1 lessons or there are constant clashes with academic activities.
- For the purpose of this Policy a Large scale Ensemble is any ensemble consisting of 10 players or more

Clashes fall into the following main categories:

Cat.	Situation A	V	Situation B
1	School advertised/authorised Public Performance	V	Academic Activity/Principal Study/Departmental Activity/Other School Activity
2	Rehearsal for Public Performance by large scale School ensemble (GSO, GCO, Opera, NME)	V	Academic Activity/Principal Study/Chamber or Departmental Activity/Other School Activity
3	Rehearsal for Public Performance by chamber groups or Departmental Group (i.e. Brass Band/Ubu/Big Band)	V	Academic/Principal Study/Large ensemble Activity/Departmental Activity/Other School Activity
4	School advertised/authorised Public Performance	V	School Advertised/authorised Public Performance
5	Public Performance (as in 1 above), Rehearsal for Public Performance (as in 2 above), Rehearsal for Public Performance (as in 3 above), Academic Activity	V	Assessment
6	Academic Activity	V	Academic Activity
7	Academic Activity	V	Principal Study/Departmental Activity/Other School Activity (e.g. Platforms)

Category 1: Public Performance **V** Academic Activity/Principal Study/Departmental Activity/Other School Activity

Where a student has a clash between any activity and a School organised and advertised public performance, it is agreed that the public performance will take priority.

Category 2: Rehearsal for Public Performance by large scale School ensemble (GSO, GCO, Opera, NME) **V** Academic Activity/Principal Study/Chamber or Departmental Activity/Other School Activity

Where the public performance is a large ensemble and cross departmental based, it is agreed that the rehearsal should take priority over any other activity. It is noted that this point covers on school organised activities and not rehearsals organised by students or student lead ensembles. Students should ensure that these activities are organised outside of normal activity.

Category 3: Rehearsal for Public Performance by chamber groups or Departmental Group **V** Academic/Principal Study/Large ensemble Activity/Departmental Activity/Other School Activity

It is understood that chamber groups should organise their rehearsal activities to avoid conflict with any organised school activity. Departments should avoid academic and large ensemble activity in planning departmentally lead group activity. The exception to this point will be for the final rehearsal on the day of an advertised public performance.

Category 4: School advertised/authorised Public Performance **V** School advertised/authorised Public Performance

Assuming that the clash occurred between two formally arranged School activities – it would be up to the School to assist the student as much as possible in minimizing the effect of the clash. In most cases this would require some form of negotiation between the organisers of the activity and would in most part be led by the Orchestra Manager. When the clash arises between a whole school activity and a departmental organised activity without taking into consideration other events which may already be in the timetable the School advertised Performance will take priority. When the clash arises between a School organised performance and an external student organised performance the School performance will take priority unless a Leave of Absence has been granted before the publication of the School event's rehearsal and performance schedule.

Category 5: Public Performance (as in 1 above), Rehearsal for Public Performance (as in 2 above), Rehearsal for Public Performance (as in 3 above), Academic Activity **V** Assessment

In clashes of Assessment against Public Performance every effort will be made to ensure that the student can take part in both the performance event and still take their assessment – usually through the reorganisation of the assessment to another day with a suitable assessment panel – if reorganisation is not possible the Public Performance will take priority over the Assessment and the Assessment will be rearranged. In clashes of Assessment against Rehearsals for Public Performance, again, every effort will be made to ensure that the student can take part in both the performance event and still take their assessment usually through negotiation and an overview of the assessment type, length of assessment, class based versus individual assessment and possible disruption to the rehearsal. Should the class occur against a scheduled dress or final rehearsal for a Public Performance, the rehearsal will take priority and the Assessment will be rearranged. Assessment will always take priority over an academic class/activity or departmental class/activity that is not covered by the Public Performance category.

Category 6: Academic **V** Academic

The least likely of clashes to occur, created mainly when teaching staff rearrange classes without the knowledge of Academic Studies. It would be made policy that all such rearranged classes would have to be approved in advance to allow Academic Studies to check on activity and therefore keep the possibility of clashes to a

minimum.

Category 7: Academic Activity V Principal Study/Departmental Activity/Other School Activity

As in 3 above – departments should attempt to avoid clashes with Academic Activity. However, it is noted that there are many times where this is impossible (eg. Masterclasses).

In these cases, students should be advised to attend the masterclass around other planned school activity. Playing in departmental platforms should be arranged with the Departmental Manager so as to avoid clashes with academic activity. The Music Office team will attempt to resolve the clash and inform all parties affected.

It is realised that the above are guidelines and that there will be times when a consensus may not be reached by the concerned parties. In this instance, it will be the student's Head of Department who will have the final say in deciding the outcome of the clash. The Head of Department will be responsible for communicating this to all concerned parties.