

**Victoria Conservatory of Music/Camosun College
POSTSECONDARY STUDENT MANUAL**



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www.vcm.bc.ca**

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WELCOME

ADMINISTRATIVE SUPPORT FOR POSTSECONDARY PROGRAMS

Congratulations and welcome to the Victoria Conservatory of Music and to the Diploma in Music Performance and Performance Foundations programs delivered in partnership with Camosun College. We are pleased that you have chosen to pursue your further musical studies here with us. We wish you a most rewarding and successful time of musical challenge and discovery this year and in the years ahead. Together, we are building foundations for a lifetime of creative exploration and learning.



David Visentin
VCM Director Postsecondary
Chair of Camosun Music

On behalf of
Artistic Directorate, Faculty and Staff of the VCM, and
Faculty and Staff of Camosun
visentin@vcm.bc.ca
VCM room 327 (local 3270)
Office Hours: by appointment

Alexander Richards – Student Information and Program Assistant
postsecondary@vcm.bc.ca
VCM Room 331 (local 3310)
Office Hours: by appointment

Alexia Melnychuk – Registrar
registrar@vcm.bc.ca
VCM local 3350
Front Office, VCM
Hours: TBA

STUDENT RESPONSIBILITY FOR REVIEWING CONTENT OF MANUAL

Each student is required to read this manual and the [2023-2024 Camosun College Calendar](#). Then you must complete the Medical Information, Media Release and Statement of Understanding form. **Your Medical Information, Media Release and Statement of Understanding form will be sent to you by email through Adobe Sign software.** Adobe Sign will provide a link in the email that will allow you to read, complete, and sign the forms electronically. When you click 'Send' it returns the completed and signed copy back to VCM automatically (see page 25 for further instructions). All completed forms will be included in your student file. All forms are due by **September 29, 2023.**

The Victoria Conservatory of Music reserves the right to revise or cancel at any time any policy or regulation published in this Manual. Changes to relevant policy relating to student concerns will be printed and made available at the Administration Office.

IMPORTANT DATES: 2023-2024 ACADEMIC YEAR

AUGUST 2023						
Su	M	Tu	W	Th	F	Sa
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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31						

AUGUST

- 5 **Last Day of Classes 23S**
Last day to Withdraw / Audit without academic penalty
- 7 British Columbia Day: VCM & Camosun closed
- 8-16 **SUMMER EXAMINATIONS**
- 15 **Tuition & Fees for upcoming 23F semester due**
- 31 Last day for Summer '23 Application to Graduate

SEPTEMBER

- 4 Labour Day: VCM & Camosun closed
100% Tuition & Fee refund deadline: 23F
Courses dropped Sept 5-11 receive an 80% refund
- 5 **First Day of Classes 23F**
12 noon - Orientation in Alix Gooden Performance Hall
Camosun 23F Bursary Applications Open
- 11 Course Add / Drop deadline
Courses dropped after this date cannot be refunded
- 18 Tuition & Fees due for courses added after August 15
- 29 Medical/Media Release Waivers due
- 30 National Day for Truth & Reconciliation: VCM & Camosun closed

OCTOBER

- 2 Camosun closed - VCM open, classes run
- 9 Thanksgiving Day: VCM & Camosun closed
- 13 Fall examinations posted - do not schedule anything
(work, travel, etc.) until official schedule is confirmed.
- 17 Camosun 23F Bursary Applications Closed
- 19 ShakeOut BC
- 31 Scholarship 'Thank You' letters due

NOVEMBER

- 11 Remembrance Day: VCM & Camosun closed
- 13 Camosun closed - VCM open, classes run
- 15 Fall '23 Application to Graduate Open

DECEMBER

- 4 VCM Combos & Contemporary Showcase
- 6 VCM Classical & Chorale Showcase
- 9 **Last Day of Classes 23F**
Last day to Withdraw / Audit without academic penalty
- 11 **Tuition & Fees for upcoming 24W semester due**
- 11-19 **FALL EXAMINATIONS**
- 12 Camosun 24W Bursary Applications Open
- 22 VCM & Camosun closed until January 2, 2024
- 31 Last day for Fall '23 Application to Graduate

JANUARY 2024						
Su	M	Tu	W	Th	F	Sa
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY

- 2 VCM & Camosun open
 7 100% Tuition & Fee refund deadline: 24W
 Courses dropped Jan 8-14 receive an 80% refund
 8 **First Day of Classes 24W**
 14 Course Add / Drop deadline
 Courses dropped after this date cannot be refunded
 22 Tuition & Fees due for courses added after December 11
 23 Camosun 24W Bursary Applications Closed
 31 Incoming Applications Due (Deadline 1)

FEBRUARY

- 16 Winter examinations posted - do not schedule anything
 (work, travel, etc.) until official schedule is confirmed.
 19 Family Day: VCM & Camosun closed
 20-23 Reading Break: no classes
 21 Incoming Auditions Due (Deadline 1)
 23 T2202 Tuition & Enrollment Certificate available
 24 Spark to Flame

MARCH

- 15 Winter '24 Application to Graduate Open
 29 Good Friday: VCM & Camosun closed
 31 Incoming Applications Due (Deadline 2)

APRIL

- 1 Easter Monday: Camosun closed - VCM open, classes run
 8 VCM Combos & Contemporary Showcase
 10 VCM Classical & Chorale Showcase
 13 **Last Day of Classes 24W**
 Last day to Withdraw / Audit without academic penalty
 Tuition & Fees for upcoming 24S semester due
 15 **WINTER EXAMINATIONS**
 15-22 Incoming Auditions Due (Deadline 2)
 30 Last day for Winter '24 Application to Graduate

MAY

- 5 100% Tuition & Fee refund deadline: 24S
 Courses dropped May 1-7 receive an 80% refund
 6 **First Day of Classes 24S**
 12 Course Add / Drop deadline
 Courses dropped after this date cannot be refunded
 17 Summer examinations posted: do not schedule anything
 (work, travel, etc.) until official schedule is confirmed.
 20 Victoria Day: VCM & Camosun closed
 21 Tuition & Fees due for courses added after April 15
 31 Incoming Applications Due (Deadline 3)

JUNE						2024
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

JULY						2024
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						2024
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

CALENDAR COLOUR CODES	
TLCS Dates	
Principal Instrument Group Dates	
No Classes / VCM Closed	
Exam Period	

JUNE

19-20 Convocation Ceremonies (for 23S, 23F & 24W)
21 Incoming Auditions Due (Deadline 3)

JULY

1 Canada Day: VCM & Camosun closed
15 Summer '24 Application to Graduate Open

AUGUST

5 British Columbia Day: VCM & Camosun closed
10 **Last Day of Classes 24S**
Last day to Withdraw / Audit without academic penalty
12-20 **SUMMER EXAMINATIONS**
31 Last day for Summer '24 Application to Graduate

APPLICATION / AUDITION DEADLINES

Deadline 1 January 31 / February 21
Deadline 2 March 31 / April 21
Deadline 3 May 31 / June 21

UPDATES:

Visit vcm.bc.ca/learn/postsecondary/notices
for VCM updates, including class & exam schedules,
& camosun.ca for Camosun updates.

Subject to change without notice. Last updated 7/6/2023

FREQUENTLY ASKED QUESTIONS

1. What are the graduation requirements for my program?

Graduation requirements can be found on the Camosun website through the following link:

- <http://camosun.ca/events/grad/before-grad.html>

Please note, an Application to Graduate Form must be submitted to Camosun College by April 30, 2023.

2. When does the term start and end?

Classes for the 2023/2024 academic term will start on September 5, 2023 (12PM orientation in Alix Goolden Hall, 1PM pizza). The end date of the term will be the last exam of the term. The Fall exam schedule will be available by October 13. The Winter term will begin on January 8, 2024. The Winter exam schedule will be available by February 16. Please do not make any travel plans until after the exam schedules have been released.

3. When is tuition due?

Tuition is due on August 15, 2023 (23F) and December 11, 2023 (24W). The deadline to drop classes for a full tuition refund is September 4, 2023 (23F) and January 7, 2024 (24W).

4. How do I sign out VCM practice rooms?

[Updates to practice room protocol will be listed on the VCM website.](#)

5. Do I have to attend and perform in the Thursday Lunchtime Concert Series (TLCS)?

Strongly Recommended. Attendance at TLCS is a factor in your final grade. It shows respect for your colleagues who perform and for the special guests who have donated their time to present on various important topics. Each student must perform in one TLCS per term. If you are unable to perform at the scheduled concerts, other performances can be substituted with permission from the Postsecondary Chair. Performances and attendance as participation will be considered in your final Principal Instrument grade. Performances and attendance must be recorded on a Performance and Masterclass Log that is safely kept by the student (see end of Student Manual for forms). [TLCS forms will now be online here.](#)

6. What if I need to be absent?

There are provisions for absences that need to be approved by Camosun for academic, emergency, religious and some family/personal reasons. A full list can be found under 'Absence Policy' in this manual. To request an absence please fill out the Temporary Absence Request form, found in this manual or from and return it to David Visentin. Students are responsible for all missed work for the time of their absence.

7. Where do I find the forms I need for the program?

The Postsecondary Forms section of D2L contains many useful forms including, Performance and Masterclass logs, Jury forms, Jury Requirements, Leave of Absence forms, Timetables, and all Course Outlines. These forms can be found in D2L: Scroll down to <Music Program Page>, <MCJB Tools> <Contents>, scroll to <Table of Contents> and click on either the Forms, Masterclasses/Ensemble/Combos, Schedules or Course Outlines tabs. Furthermore, you can find these directly on the VCM website, under the current student notices tab. <https://vcm.bc.ca/learn/postsecondary/notices/>

8. Where else can I find notices and updates?

We usually post notices on our postsecondary bulletin board, located across from room 204. However, please join our VCM/Camosun Diploma in Music Performance Facebook page and check D2L regularly. There you can find announcements, schedules, event posters, and extra forms. You may also share your upcoming performances with the [Facebook group](#)!

POSTSECONDARY PROGRAMS

Camosun Music Programs

Camosun College and VCM offer three credentials: Diploma in Music Performance, Certificate in Music Technologies and Music Creativity and Performance Foundations. Each program is offered over two 14-week semesters per year (1 year for the Certificate in Music Creativity and Performance Foundations, 1.5 years for the Certificate in Music Technologies, and 2 years for the Diploma in Music Performance), with the option to take some courses during spring and summer terms subject to availability. Students have been placed into one of these programs based on their application and audition.

The Diploma and Certificate programs in music are offered in partnership with Camosun College. A copy of the official Program Outline for each credential is on file in the Office of the Postsecondary Chair (David Visentin, Room 327). You are welcome to view the Program Outlines at your convenience, and to discuss any and all matters pertaining to your work under the Program Outlines with the Chair of Postsecondary.

Transferability of Courses and Articulation of Programs

Transfer credit for many courses has been established with many postsecondary institutions in BC, allowing students with credit from Camosun College to apply these credits against similar courses offered in the first or second year of a Bachelor of Music program elsewhere. Information on course transfer to BC universities and colleges is available from the website of BCAMOSUNAT (BC Council on Admissions and Transfer) www.bccat.bc.ca or www.bctransferguide.ca.

For other Canadian and American universities, transfer credit is established on a course-by-course basis at the time of initial registration in the receiving institution. The Postsecondary Chair will advise and assist in this procedure.

COURSE PLACEMENT

Personal Learning Plans (PLP)

“Life After Camosun” (“Accidents Do Happen!”)

It is highly recommended that you complete a Personal Learning Plan at the start of each academic year. Consult the Postsecondary office to help ensure you graduate on time.

The Postsecondary Chair or Student Information and Program Assistant are each a valuable resource to you in planning your course of studies. We will work closely with you in developing your educational plan. Some schools and programs that you might attend after Camosun have specific requirements for admission or optimal course credit transfer. The sooner you plan for life after Camosun, the sooner you can successfully plan your program.

At the beginning of the academic year, you will be sent a PLP template. It is your responsibility to use the PLP to track your progress through the Postsecondary program and ensure that you are on track to graduate. You are requested to complete your PLP as soon as possible and return a copy to the Postsecondary Chair (David Visentin, visentin@vcm.bc.ca) or Student Information and Program Assistant (Alexander Richards postsecondary@vcm.bc.ca) for your student file.

Placement Assessments

All students in the Camosun Diploma and Certificate programs are assessed for placement into Principal Instrument and Theory/Harmony courses. The assessments are conducted as a routine part of the entrance audition.

Sometimes students find themselves out of sequence in their personal learning plan – either advancing beyond or requiring additional preparatory study. Students in this situation should be aware that additional steps may be required to complete the credential successfully. These students should consult with the Postsecondary Chair immediately so that no step is left incomplete, and credentials may be awarded in a timely fashion.

Prior Learning Assessment (PLA)

Students who come to the Camosun Diploma and Certificate programs with a significant record of prior achievement in Harmony, Theory Studies, Musicianship, Music History, may apply to the Chair to receive a Prior Learning Assessment (PLA). The cost of PLA is half the set course fee. If you are successful in passing the PLA examination (70% or above), you will be given credit for the course on your Camosun transcript according to your mark received on the PLA. [Please see the Postsecondary Office for more information.](#)

Transfer Credit and Advance Placement

The decision to accept transfer credits from another institution (VCM included) and Advanced Placement examinations rests with the Postsecondary Chair in consultation with the relevant Department Head. Marks received from the other institution will appear on the student's Camosun transcript but will not be included in the calculation of their grade point average. It usually takes 8-10 weeks to process general transcript evaluations. Once all documentation is received it requires a [non-refundable transcript evaluation fee](#).

Ensemble Participation and Placement

All full-time (and some part-time) students in any of the Camosun Diploma Music Performance and Music Creativity and Performance Foundations programs are required to participate in Conducted (Large) Ensemble during their program.

Course Delivery, Marking, Examinations

Most MUSC courses for the Camosun Diploma are held on the Victoria Conservatory of Music Campus at 900 Johnson Street. Some Camosun courses, including English courses and 'Music in the Western World' are held at Camosun Lansdowne campus. Diploma students are eligible to enroll in additional courses, outside their required courses, that are offered at Camosun campuses or at the VCM, as their schedules allow.

Course Outlines: IF YOU READ NOTHING ELSE, please read each Course Outline!

During the first week of classes, you will be given a Course Outline by each of your instructors including your Principal Instrument instructors. DO NOT LOSE THESE COURSE OUTLINES as they constitute a contract between you and your instructors as to how the course must be delivered and marked. The Course Outline explains both your rights and responsibilities as regards to each course.

Course Outlines may also be found on Camosun D2L. Once logged into D2L, go to <MCJB Tools> <Table of Contents>, and choose the <Course Outlines> tab.

The Course Outlines include contact information for your instructor, as well as class hours. However, the most important part of the Course Outlines may well be policies your instructor sets out for successful completion of the course. Here you will find how your mark will be calculated, what types of assignments will be required, what texts you will use, what sorts of attendance policy your instructor has, what sorts of materials are required. There will also be a section that outlines the Intended Learning Outcomes for the course: these outcomes are registered with Camosun College and the Ministry of Education and constitute a binding contract as to what the instructor will help you achieve through the course instruction and materials.

Course Outlines are a binding contract and are unalterable once delivered to the student. Do not ask your instructor to deviate from the delivery given on the Course Outline.

If you do not receive a Course Outline during the first week of your class, you may request one from your instructor or from the Postsecondary Chair.

If you have doubts during the term of the course that the course instruction or delivery is not going according to the Course Outline, please do not hesitate to raise your concerns in person with your instructor, or with the Postsecondary Chair. There is no penalty for bring concerns forward: timely notice is helpful in insuring you receive the instruction you expect to receive. If a grievance is in order, please follow the Dispute Policy outlined in this manual.

If you would like a copy of any course or program outline, please download it from Camosun D2L <https://online.camosun.ca/d2l/home> or consult the Postsecondary Chair.

Marking System

Camosun College uses a letter system to grade student achievement.

Percentage Mark	Camosun Grade	CAMOSUN GPA
90 and over	A+	9
85 - 89	A	8
80 - 84	A-	7
77 - 79	B+	6
73 - 76	B	5
70 - 72	B-	4
65 - 69	C+	3
60 - 64	C	2
50 - 59	D	1
49 and under	F	0
Incomplete	I	

Students receiving a mark lower than 50 in any MUSC or MTEC course will receive credit on her/his CAMOSUN transcript; however, the credit will not be applied toward completion of Diploma or Certificate, nor will the credit be accepted as pre-requisite for any other course. No credit toward AVCM will be granted for any course in which the final mark is below 50.

'Incomplete' is a temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

'Compulsory Withdrawal' is a temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. An Incomplete (INC) is a temporary indication and will not be carried forward on your transcript and will turn to a Fail (F) mark at a certain date after the term, unless work is completed, or arrangements made for extended completion time.

Course Final Examinations and Performance Juries

The examination and jury schedule will be posted mid to late October for Fall Term and mid to late February for Spring Term. Once posted, the examination and jury schedule cannot be changed to accommodate schedule conflict of any kind except those conflicts which may be argued under the Approved Absence Policy. You are advised to keep all the above dates entirely free from other obligations until the Examination and Jury Schedule is posted.

- Fall Term examinations will be held during the week of December 11-19, 2023.
- Winter Term examinations will be held during the week of April 15-23, 2024.

Final examinations may be scheduled at any time during the above two windows. Should you discover a conflict between a 'Camosun campus' examination and a Diploma/Certificate examination, inform the Postsecondary Chair immediately so that action may be taken to alleviate the situation.

Principal Instrument Marking and Requirements

All students in Principal Instrument Lessons will be enrolled into Camosun's Online Learning Platform: Desire to Learn (D2L). There you will find all of your course information including course outline, Jury forms, TLCS forms, Masterclass Forms, jury requirements, and, when posted, the jury schedule. Please ensure that you have completed your D2L profile so that your transition to this system is seamless.

The following standards and expectations have been set for 2023-2024. These expectations will be included on the course outline for all first instrument courses. Affected courses are:

- MUSC 102, 103, 104, 105, 204, 205

See D2L at Camosun for more information: <http://web.camosun.ca/cetl/desire2learn>

Marks for Ensemble Courses

The following standards and expectations have been set for Camosun Ensemble Courses for 2023-2024.

- A+, A, A- (80 or above)Thorough preparation of all repertoire and active, constructive participation in the ensemble.
- B+, B, B- (70-79)Preparation of all repertoire but with some aspects not thoroughly learned, inconsistent participation in the ensemble.
- C+, C, C- (60-69)Preparation below standard; non-productive participation in the ensemble.
- D (50-59)Student completely unprepared; inappropriate participation in the ensemble setting.
- F (0-49)Absent; disruptive behaviour in the ensemble.

TUITION

Tuition Fees

Tuition fees for the Diploma and Certificate programs are set by Camosun College. Each course is assigned an individual tuition price based on the number of hours of instruction and the level of the individual instruction received (i.e., private lessons carry a higher rate than small group classes, which cost more than large group classes). To view individual course fees, go to www.camosun.ca, then <Programs and Courses>, followed by <Tuition and Fees> and <Course Tuition>. These tuitions are paid directly to Camosun College; and they are applied directly to cost of the instruction you receive and to the management/maintenance of your transcript.

Tuition Payments & Tax Receipts

Camosun Certificate and Diploma students can view your tuition expenses through Step 6 of Camlink registration (you will see a PDF with tuition and fees). Tax receipts (T2202A) from Camosun College for tuition are available to print from Camlink. It is extremely important to keep all your contact information up to date. You may pay through online banking using 'Camosun' as payee and student ID# as your Account #.

- Fall semester tuition fees are due on or before August 15, 2023.
- Winter semester tuition fees are due on or before December 11, 2023.

Financial Aid

Camosun Students are eligible to apply through Camosun College for bursary assistance. Please note that Camosun College offers several specific bursaries for full time music students in addition to the regular Camosun Foundation Open Bursary Fund. Bursaries from Camosun can range in the amount of \$250 to \$500. Applications for the Camosun Bursary periods are September 5, 2023 to October 17, 2023, and December 12, 2023 to January 23, 2024. Application Forms for Camosun bursaries can be found on the [Camosun College Financial Aid website](#) or visit the VCM Registrar closer to the deadline. Complete information about bursaries, scholarships and student loans may be obtained from the Student Services Office in the Dawson Building at the Lansdowne Campus of Camosun College or from the above-mentioned website. VCM/Camosun students are eligible to apply for VCM Bursaries to assist with any VCM lessons, collaborative piano coachings, or courses to be taken the following year, but which are not taken for credit through Camosun College. Consult with VCM Registrar, Alexia Melnychuk

(registrar@vcm.bc.ca) regarding deadlines and application forms. The VCM Bursary Application period is March 1 - April 30, 2024. Camosun College keeps a database of external scholarships which might be available for students of all postsecondary programs. This list can be found on the [Camosun College Financial Aid website](#). Full-time Camosun program students are eligible to apply for BC or other provincial student loans. All Camosun College students are eligible to apply for emergency financial support and aid offered by Camosun College.

RELATED EXPENSES

Instruments

- Students who will study and perform upon guitar, bowed string, woodwind, or brass instruments are required to supply and maintain at optimal performance level a professional or pre-professional instrument, and to supply all accessories (e.g., swabs, reeds, bows) necessary to proper practice of the instrument
- Students who will study and perform upon instruments which have doubled instruments (e.g. flute and piccolo) or instruments of alternate pitch (e.g. Bb and A clarinets) may be required to supply good-quality additional instruments maintained at the same optimal performance level
- Keyboard, harp, and percussion instruments will be provided and maintained by the Victoria Conservatory of Music; however, students are not permitted to use these instruments for any purpose (personal or otherwise) other than to fulfill study and performance requirements for courses
- Students who study and perform upon instruments that require cords, amps, mics etc. must provide these for themselves for lessons, practice and performances. These must be kept in good working order. VCM equipment may only be used in special cases and with the permission of the Postsecondary Chair AND the Facilities Department.

Performance-Related Expectations and Expenses

- All students must supply appropriate performance attire as demanded by the performance requirements.
- **IMPORTANT: ACCOMPANISTS/COLLABORATIVE PIANISTS** – All students who require an accompanying pianist for Diploma Music Performance (DMP) performances, masterclasses, recitals, juries and other program-related performances are required to make their own arrangements (both scheduled and financial) for accompanist/collaborative pianists. If the practice rehearsal is held on-site in the VCM building, it must be registered and paid for through VCM registration at the Front Desk. If held off-site, rehearsals must be arranged and paid for independently with the accompanist. Need for an accompanist/collaborative pianist is determined by the performance demands of chosen repertoire and individual courses. Time required for work with collaborative pianists will be approximately 8 half-hour sessions per term (4 hours per term), depending on your instrument and stream. We highly recommend that the sessions are purchased in 4 hour blocks of time, to be purchased at the Front Desk –please check with your accompanist before registering. We can provide a punch card for tracking your paid-in-advance accompaniment costs. Depending on your collaborative needs, you may need to purchase extra hours. Students are free to choose to work with a collaborative pianist that meets their individual needs. Speak to the Postsecondary Office or your instructor for further recommendations and for a list of approved accompanists and collaborative pianists.
- Students are required to obtain, on loan or at their own expense, original (not photocopy) music parts and music scores to all repertoire assigned by instructors in individual courses. Some music may be supplied by the instructor, particularly for ensemble courses. Students should make use of the VCM Library, located in room 113 in the main Conservatory building.

VCM ADVANTAGE AND OPPORTUNITIES

I.D. Cards

All postsecondary students – full or part-time are eligible to carry a VCM student card. VCM student cards are active for the academic year and are available from the VCM front desk after payment of materials and fees. A VCM card is required for use of VCM practice rooms, the Conservatory library, and student admission to VCM concerts. Please consult VCM Calendar for complete details of services accessed with your VCM student card.

Masterclasses

Most classical departments set up regular masterclasses by VCM faculty. Attendance and participation in these classes is mandatory for Diploma students. Attendance will be taken. Please confirm the time for this class with your principal teacher and ensure that your schedule permits you to attend these classes.

All Diploma students are invited to attend any masterclass offered, regardless of discipline.

Extraordinary masterclasses will be set up over the year to capitalize on visiting faculty and clinics as the occasion arises. You are advised to take advantage of all these masterclasses have to offer. A small fee may apply for attendance at these special masterclasses.

Collaborative Ensemble and COLLEGIUM Association

Qualified and interested students may become a Collegium Associate of the VCM Collegium Program to complete the MUSC ensemble credits. Associates invited into Collegium will have the same program components as other instrumental Collegium members. Conditions and additional fees apply.

Students who would like to consider the option of Collegium Associate for Fall 2023 should contact Micki Stirling (stirling@vcm.bc.ca) for details.

Thursday Lunch Concert Series – TLCS

Thursday Lunch Concert Series (TLCS) concerts will be held 12:30-1:30pm in Wood Hall. All Camosun students are required to keep this time free in their personal schedules to attend each concert (attendance will be taken), and to perform at least once per term. Students will be scheduled by the postsecondary department for up to 2 required TLCS performances through course of the semester, though individuals may elect to perform in more concerts than required. The assigned TLCS schedule will be posted during the first week of the semester.

The TLCS schedule is as follows:

- | | |
|----------------|---------------|
| • September 28 | • February 1 |
| • October 12 | • February 15 |
| • October 26 | • February 29 |
| • November 9 | • March 14 |
| • November 23 | • March 28 |
| • November 30 | • April 4 |
| • December 7 | • April 11 |

Additional TLCS concerts may be added. Consider submitting your required TLCS performance early in the year to avoid last-minute conflicts and stress.

While TLCS is dedicated to providing a performance opportunity for students of the Camosun programs, all students of RCM Grade 10 or higher – including students of Opera Studio, Advanced Vocal Workshop, Certificate in Music Teaching, and Collegium are eligible to perform in TLCS as space permits.

Interested performers should fill out a [Performance Request Form \(available online\)](#). Submit the completed form one week before you wish to perform.

Departmental and School-wide Concerts

Most departments host a variety of concerts throughout the year. You should consider these concerts as compulsory attendance. Some departments or faculty members will require attendance or participation in these concerts as a part your Principal Instrument grade; others will not: please check your course outline for Principal Instrument classes.

The VCM and Camosun College host many public events through the year, and a substantial number of these require music performance by student musicians. If asked to perform for any of these concerts or events, please consider this a privileged opportunity for service. While the VCM never desires to sell its students short, it is not always possible or practical to offer performers more than the opportunity for exposure or a small honorarium.

Faculty and Student Concerts

Faculty concerts – both solo and chamber music – are held throughout the year. It is a valuable learning advantage to attend as many of these concerts as possible whether the program involves your own personal discipline or not. Many faculty members perform in outside groups and productions such as the Victoria Symphony, Pacific Opera Victoria and assorted established chamber series. Opportunities to hear your teachers and their professional colleagues should be considered a privileged opportunity. Your teachers are honoured by your attendance.

Student concerts – solo, chamber, and large ensemble – are held throughout the year. Many students play in off-site groups as well. It is to your advantage to attend as many of these concerts as possible whether the program involves your own personal discipline or not.

It is particularly wise not to be caught out skipping a performance given by your own teacher!

Communication – We Use Email!

Most of the communication between students and admin/faculty is through email, including performance opportunities and contracts. You must check and read these messages thoroughly to prevent missed opportunities or information. For example, artist contracts are now sent to email addresses through Adobe Sign software, which manages the creation, distribution, and signing of contracts. Payments will not be processed without an online signature. **Emails are not text messages - they should be professional, courteous, and grammatically correct.**

Social Media

You are the story! We would love to share your upcoming events, successes, and insights on our social media sites. Please contact the Postsecondary office if you would like us to share on Facebook, Twitter, or Instagram. Be sure to submit the media release form to join the fun!

Updates to VCM website

As of June 2023, there is a new VCM website! On the postsecondary subpage, you will be able to find pdfs of commonly required documents. Ex: Semester schedules, the Calendar of Important Dates, Jury and Exam schedules, Jury forms, links to the TLCs sign-up etc. Please use this resource often!

CAMOSUN STUDENT SERVICES

ID Cards

Camosun Diploma students are eligible to carry a Student Photo ID from Camosun College. The Student Photo ID card has multiple uses. It is your bus pass (UPass), photocopy card, library card, Audio/Visual borrowing card, access card for designated computer labs, and your ID card for the use of recreation facilities and programs, and

after-hours entrance to campus buildings. It can even be used to get discount services at local merchants and restaurants! You can get your Photo ID card online – [see link for more information](#).

Medical Plan

Full-time Camosun College students (9 or more class hours per week) are automatically enrolled in the Camosun College Student Society (CCSS) Student Benefits Plan. This does not replace basic health insurance, which every student must have. All students are advised to contact the Student Benefits office in person, by email or phone.

Location: Lansdowne – Fisher 101B, Interurban - Campus Centre 117

Email: ccssplan@camosun.bc.ca or [click here for further details on medical coverage](#)

(mystudentplan.ca/camosun.ca) Phone: 250-370-3696

Opt-out Process

If you are an eligible student and have extended health and/or dental coverage you may choose to opt-out of the CCSS plans. You are given one opportunity to waive benefits under the health and /or dental plan(s) each year. The deadline is 30 days from the start of your program, and [you can submit your online opt-out here](#).

PLEASE NOTE: No exceptions will be made if the deadline is missed. It is the student's responsibility to pay the plan fees, should they miss the applicable opt-out deadline.

PLEASE NOTE: Year Two students who waived coverage last year will remain exempt for this academic year, unless there is a change in coverage. In order to change your coverage, please notify the Camosun contact above.

Student Services

Camosun program students have access to all student services offered by Camosun College. Camosun College Student Services are outlined in detail in the Camosun College Calendar 2016-17 and on the Camosun College website. Questions about any Student Service may be directed to the VCM Postsecondary Assistant Program Director or to Camosun College Student Services.

Here are some the [services](#) available to all Camosun students at either Lansdowne or Interurban campuses:

- Academic Advising – non-music courses
(Music advising on-site at VCM)
- Access, School of – academic upgrading
- Assessment and Testing Centre (services for evaluating academic level)
- Audio-Visual Services
- Bookstore – note: music available in the VCM Library
- Career Centre (student employment)
- Child Care Services
- Dental Clinic
- Disability Resource Centre
- Financial Aid and Awards
- First Aid/Emergency
- Information and Technology Services
- Island Sexual Health Clinic
- Language Help Centre
- Medical Coverage and Accident Insurance
- Ombudsman
- Printshop
- Recreation
- Religious Services
- Student Employment
- Tutoring
- Walk Safer Program
- Women's Centre
- Writing Centre
- First Nations Student Association
- Health and Human Services

Oxford Music, Grove Music, and Naxos Music Library Online

Camosun College carries a subscription to Oxford Music Online (including Grove Dictionary of Music and Musicians) and the Naxos Music Library for use by Camosun program students.

If you know your student ID # and if you have a password for Camosun (Library and Computers), then:

1. Log on to the general Camosun website
2. Click the <Library> tab on www.camosun.ca on the top right
3. Scroll and click on Articles & Databases
4. Select <Databases – select by subject or title>
5. Select <O> for Oxford Music Online or <N> for Naxos Music Library
6. You may be prompted to enter your student ID and password again– then you're in! Study away, explore, have fun!

If you know your student ID # but don't have a password, then you must set up a password first. To activate your Camosun domain account, log in from any General Purpose lab or Learning Commons computer, or [activate online](#). You will have to change your password when you activate your account.

Username: Your Camosun ID

Default password: Your birthday formatted **MMDDYY**

Password reset Reset your password at password.camosun.ca.

For more details see [Resetting your Camosun domain password](#).

If you don't know your student ID #, see the Assistant Program Director or Postsecondary Chair.

VCM FACILITIES

Student Lounge and Study Areas

- The Student Lounge is located across from Metro Studios and is available this year. Please ensure you follow all the posted rules, particularly in relation to the cleanliness and security of the space. Failure to follow the posted rules may result in loss of access and privileges to the student lounge.
- For your convenience, Room 224 is booked as a room for zoom/asynchronous courses, or quiet study hall from 8:30-2pm Monday through Thursday, and Room 339 8:30-2pm on Friday.
- A photocopier is available for student use through a PIN code system (\$5 minimum for first payment=50 copies). PIN codes are available at the VCM front desk. The photocopier is located in the 3rd floor breezeway
- All photocopy users are reminded that the VCM does not condone photocopying of copyrighted materials: it is your responsibility to familiarize yourself with the copyright laws and avoid photocopying materials which may be under copyright.

VCM Library

- The VCM library is located on the first floor in room 113.
- Library hours are 10AM to 6PM, Monday through Friday with a midday closure from 12-12:30 for lunch.
- Any upcoming closures/holidays will be noted on the front page of the VCM Library online catalog
- VCM Library online information and catalog:
 - [Current Students - Practice Rooms and other resources - Victoria Conservatory of Music | Victoria Conservatory of Music \(vcm.bc.ca\)](#)
 - [VCM library - Music - Research guides at Camosun College Library \(libguides.com\)](#)
- See Robin Belcher, Head Librarian, for details on library services.
- Library contact information: library@vcm.bc.ca; 250-386-5311 ext. 1130.
- Optional pick-up service (call ahead or send an email request before visiting the library or place a hold through the new VCM Library online catalog)
- Items can be returned to the library or to the book-drop located in the faculty mailroom
- Visiting the library: As a common space within the VCM the library is required to follow the VCM covid-19 safety plan or VCM health and safety notices and things may change without much notice to accommodate Public Health Office advisories.

- There is a study space and space to charge electronics within the library as well as a computer reserved for students to do quick homework or email checks. You may bring food and drink into the library as long as it remains away from where music and books are stored.
- Printing (black and white) is available at 10 cents per page. It is recommended to send all requested printouts ahead of time via email to library@vcm.bc.ca so they can be ready for pick-up.
- There is a selection of free giveaway items available at the library that have been donated or withdrawn.

VCM Lockers

- All students requesting a locker must fill out the Locker Access Application Form, available at the Facilities office (room 318).
- Once the application has been completed and payment processed (at the front desk), the Studios Coordinator will then provide the key and access to the locker.
- Locker term fees are dependent upon locker size: half sized lockers are \$16 per semester, and full sized are \$20 per semester.
 - Term 1: Fall (September 1 – December 31)
 - Term 2: Winter (January 1 – April 30)
 - Term 3: Summer (May 1 – August 31)
- Lockers that are not renewed for the next term must be vacated within two weeks of the next term.
- Failure to vacate an unregistered locker will result in the removal of contents. The VCM is not responsible for any locker items subject to removal.
- Lost key or lock fee = \$15

The VCM reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern including, but not limited to, pest control and odours. The VCM has the right to enter a locker at any time should they suspect it contains items that puts the VCM environment in danger.

Any criminal activity will be reported to police. The VCM is required to provide police with access in the event of a criminal investigation. For more information please contact the Facilities Booking Office at 250-419-4317 or studios@vcm.bc.ca.

VCM Practice Rooms

Updates to practice room protocol will be listed on the VCM website: Practice Rooms will be available to Postsecondary students registered for the 2023-2024 term under the following conditions:

- One person per room, one booking/timeslot maximum per day. Please do not show up early. Must be booked by phone in advance, on the day prior (CANNOT book more than one day ahead).
- Available timeslots: 10:00-10:45, 11:00-11:45, 12:00-12:45, 13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45, 17:00-17:45, 18:00-18:45
- Postsecondary students will be permitted to book 2 timeslots i.e. (1hr 45min or two separate 45 min slots) per day
- Drop-In Practicing: Postsecondary students are welcome and encouraged to go to the front desk for drop-in practicing! If there are rooms immediately available, students are allowed to use them in addition to their pre-booked times. This policy may be altered without notice based upon student use and/or the forthcoming key card system.
- NO same-day bookings. (i.e.; requesting a room at 9am for 2pm the same day.)
- For active practicing only; NO food/drink, sleeping, reading, electronic device usage, or other activities unrelated to practicing.

Practice rooms are made available for the purpose of practicing. Practice rooms may not be used for study, media use or "personal activities". Practice rooms are not to be used as storage or housing. Practice rooms are not to be used for teaching any private students. Violations of this rule may result in immediate and permanent suspension of access to VCM practice studios.

- Students may request a practice room at the front desk during regular business hours or through the on-duty Custodian after the office closes.
- No food or drink (except bottled water) is allowed in the studios. It is the responsibility of the students using the studio to ensure the door is locked, windows closed and all equipment is turned off before leaving the room.
- Studios signed out by a student but vacant for more than 15 minutes may be claimed by another student requiring practice space. Personal items left in the room will be removed and may be claimed at the front counter.
- Do not remove/move music stands (i.e. to another studio). Request for stands should be directed to the maintenance staff.
- Cello students are expected to bring their own set pins (or a small piece of carpeting) to the studio so as not to damage the flooring.
- Do NOT place any item on VCM pianos.

Key Policy

All keys are issued at the discretion of the Facilities Manager. The right to sign out any studio space at the VCM may be revoked immediately for any violation of the rules of building security. Building security is the responsibility of every person using the facility. In order to ensure a safe environment for all, please observe the following:

- Keys must be signed out at the VCM front desk. Students are asked to ensure that their names and room number are legible. In the case of an emergency, it is necessary to know who is in the building. Please note: after hours custodians are not authorized to give out keys.
- Studio keys must be returned at the end of each practice session. Do not take keys home! The office does not have spare keys. Students who fail to return keys (three times or more) will lose the privilege of signing out keys, and may lose the use of studios for the rest of the academic year. There is an after-hours drop box for keys at the side door to the Main Floor VCM office (near the washrooms)
- There will be a minimum charge of \$20 for lost keys: charge for lost keys will be at the discretion of the Director Postsecondary in consultation with the Facilities Coordinator.
- Do not pass your key to others. The last person who signed out the key will be responsible for that key and billed the \$20 fine should the key be lost.
- There may be a deposit imposed for the borrowing privilege of certain building keys, such as that to Wood Hall. Amount of the deposit is at the discretion of the Director Postsecondary in consultation with the Building Superintendent.
- For security reasons, all lost keys must be reported to the Facilities Coordinator immediately.

IMPORTANT: LOCK YOUR BELONGINGS AT ALL TIMES. IT IS UNSAFE TO LEAVE YOUR BELONGINGS UNATTENDED!

PLEASE NOTE: The key policy may be revised in the future, as the VCM is expected to update the keys to electronic locking mechanisms. Students will be made aware of any changes that may occur by email.

Equipment and Instrument Policy

Registered students who have paid their fees in full may use VCM pianos, drum kits, microphones and amplifiers, percussion equipment for the purposes of personal practice and school-sanctioned performances in accordance with current VCM policy. Under no circumstances are students permitted to use VCM instruments or performance equipment for personal/professional engagements, private teaching, or other personal financial gain unless sanctioned by the Postsecondary Director.

Building Hours

	Building Open	Building Closed	Office Hours
Monday - Thursday	8:30am	9:30pm	8:30am – 8:00pm
Friday	8:30am	8:00pm	8:30am – 8:00pm
Saturday	9:00am	5:30pm	9:00am – 4:00pm
Sunday	11:00am	3:00pm	closed

Clean Air Premises

Smoking in the Conservatory building or on the premises is strictly prohibited in accordance with the Capital Regional District Clean Air By-Law. "No Smoking" signs are prominently posted throughout the building.

ACADEMIC POLICIES AND PROCEDURES

It is expected that students will attend all scheduled classes, lessons, masterclasses, rehearsals, concerts, and required out-of-class activities without fail. It is expected that students will complete all assignments, prepare all class and lesson materials, and present themselves for examination as requested. While this may constitute a hard-line, it is, in fact, the position students accept when they register for a course or a program. Full Academic Policies and Procedures can be found on the Camosun website at:

<http://camosun.ca/learn/calendar/current/procedures.html>

Drop and Withdrawal from a Course

There are two dates each term before which students may safely withdraw from a course: the Drop Deadline on and the Withdrawal Deadline. It is important to know the differences between the two.

- Fee Deadline – August 15, 2023 for the Fall Term, and December 11, 2023 for the Winter Term. You may drop a course before this deadline without penalty to your academic record (transcript) and without paying any tuition fees for the course. Remaining in a course following this date obligates you to pay the full fees for the course even if you later withdraw from the course.
- Withdrawal Deadline – September 11, 2023 for the Fall Term, and January 14, 2024 for the Winter Term (for exact dates see Camosun). To receive a 100 % tuition refund, you must withdraw from a course prior to the first day of classes for the semester. Courses dropped from the first day of class until the withdrawal deadline will receive 80% of your tuition refunded. Withdrawal from a course after the "Withdrawal Deadline" is ineligible for a tuition refund; or a tuition refund is only possible with the Postsecondary Director's signature and for medical/compassionate reasons. You may withdraw from any course until the last day of classes without incurring any academic penalty.

Academic Probation Policy

Camosun students who fail to maintain a GPA of at least 2.0 (C) in the core subjects of the Diploma program at the end of the fall or winter semester of First Year or at the end of the fall semester in Foundation Year will be placed on academic probation for one semester. If the GPA continues below 2.0, the student will be required to withdraw for a year.

A student can also be placed on academic probation if lack of attendance at classes, rehearsals, and/or lessons is such that, in the opinion of the Artistic Directorate, his/her likelihood of successful completion of the program is in serious doubt. Extenuating circumstances would include medical or compassionate reasons.

Core subjects include any courses falling into the following categories, not including elective courses:

- English
- History Survey/Music History
- Principal Instrument /Composition Studies
- Music Theory/Harmony/Jazz Language

- Aural Skills

- Ensembles

Absence Policy

Missing the occasional class or rehearsal is inevitable; however, all absences create a situation which compromises your learning and risks your grade for the course. Many instructors have an attendance policy, the details of which may impact your grade and ultimately your ability to successfully complete the course (see Course Outline).

If you must miss a class due to illness, injury, or family emergency, you are required to submit a letter from a healthcare professional on clinic letterhead within one week of your return to class in order to erase an unexcused absence. A courtesy phone call or email to the Student Information and Program Assistant for Postsecondary at the time of your absence is also recommended, but a phone call or email is insufficient to excuse an absence. Even if an instructor gives you verbal permission to miss a class, you may find that the instructor may not count that as an excused absence. Always be prepared to document your absences with a letter from a healthcare professional on clinic letterhead within one week of your return to class. Always be prepared to complete all work missed by any absence, excused or not!

PLEASE NOTE: If the number of absences (excused or unexcused) jeopardizes your ability to successfully complete a course, you may be advised to withdraw from the course, or you may be awarded an "Incomplete" and given extra time to complete the work at the discretion of the instructor in consultation with the Postsecondary Director.

PLEASE NOTE: DO NOT PLAY INJURED! If you are experiencing pain while playing or singing, you should inform your Principal Instrument instructor and Ensemble Director immediately and should seek appropriate medical attention. You should not be reluctant to admit to injury; it is entirely acceptable for students to be excused from rehearsals and lessons for health reasons. VCM faculty does not want and student to perform with pain or an injury.

The VCM supports a system by means of which you may petition for a pre-approved absence from class or rehearsal for a variety of specific reasons. The reasons are as follows:

1. Audition for permanent professional engagement
2. Audition for further postsecondary education
3. A major competition, as recognized by the Artistic Directorate of the VCM
4. A professional-calibre engagement, as recognized by the Artistic Directorate of the VCM to be very important for the student's developing career.
5. VCM sponsored or approved (by the Department Head) masterclass, clinic, or event
6. A religious holiday
7. An especially important family ceremony/event (not a holiday or vacation!) – Be ready with very complete documentation such as a formal invitation. NOTE: examinations or tests will not, under any circumstances, be rescheduled for this reason.
8. A conflict between a standing VCM class or rehearsal and an irregularly scheduled VCM class or rehearsal.

Students wishing to petition for pre-approved absence must document, in writing, the reason of the proposed absence and detail which classes would be missed as a result. The letter must first be submitted to the Director Postsecondary for a signature and then signed by each instructor of any class to be missed, before being logged with the Postsecondary Department.

PLEASE NOTE: Scheduled concert performances and dress rehearsals may not be missed due to any absence whatsoever, except those medical or family emergencies which can be clearly and unequivocally, in the eyes of the Artistic Directorate of the VCM, be documented by a healthcare professional (doctor/clinic letterhead required).

PLEASE NOTE: Final and midterm examinations cannot be rescheduled or made up due to any absence whatsoever, except those medical or family emergencies which can be clearly and unequivocally, in the eyes of the Artistic Directorate of the VCM, be documented by a healthcare professional (doctor/clinic letterhead required).

Conflicts between VCM classes/rehearsals and concerts/rehearsals of groups outside the VCM such as Pacific Opera Victoria or Greater Victoria Youth Orchestra (GVYO) will be evaluated on an individual basis. You will not be released from a test/examination for any Camosun course, or a concert/dress rehearsal of any VCM ensemble in order to attend a rehearsal or concert of another group unless the outside experience falls clearly under #4) above. If you realize a conflict between any outside group and a VCM commitment, it is incumbent on you to bring this to the attention of the Postsecondary Director a minimum of 4 weeks prior to the conflict.

Conflicts between VCM classes/rehearsals and outside competitions such as GVPF or BCFA will be evaluated on an individual basis. You will not be released from a test/examination for any Camosun course, a concert/dress rehearsal of any VCM ensemble in order to participate with any competition or festival unless the outside experience falls clearly under #3) above. If you realize a conflict between any outside competition and a VCM commitment, it is incumbent on the student to bring this to the attention of the Postsecondary Director a minimum of 4 weeks prior to the conflict.

PLEASE NOTE: Even for the reasons above, the Director or individual instructors may withhold permission. In this event it will be up to you to determine for yourself which of the two conflicting events you will miss and which you will attend, accepting the consequences of your decision.

Transcripts

Official Camosun transcripts are only issued by Camosun College. Please see the Postsecondary Office for details. Under some circumstance the Postsecondary Office can issue interim transcripts from the VCM files for a fee of \$5, but these transcripts will not bear an official seal and may not be considered as valid by receiving institutions.

Official VCM transcripts for extra VCM Courses taken by Camosun Students may be obtained from the office of the Postsecondary Office at the VCM. A record of these extra courses will not appear on your official Camosun College Transcript.

Rules of Conduct

The Victoria Conservatory of Music will concern itself with misconduct, which includes, but is not limited to the following:

1. Academic Misconduct

Academic misconduct includes, but is not limited to, the following acts:

- a) giving unauthorized information to another student or receiving unauthorized information from another student during any type of examination or test;
- b) obtaining or providing, without authorization, questions or answers relating to any examination or test prior to the time of the examination or test;
- c) using unauthorized sources of information during any examination or test;
- d) asking or arranging for another person to take any examination or test in one's place;
- e) plagiarizing, that is appropriating the work of another or parts or passages of another's writing, or the ideas or language of these same, and passing them off as the product of one's own mind or manual skill

2. Disruption of Instructional Activities

This includes student conduct, which substantially interferes with a scheduled lecture, class, master class, seminar or with an examination or test. The use of cell phones, PDAs, MP3 players or any other electronic

device deemed inappropriate by the instructor is strictly prohibited during classes, lectures, and/or performances. Laptop computers may only be used in class with the permission of the instructor for expressed educational assistance.

3. Damage to Property, Theft, and Assaults on Individuals

This includes student conduct, which leads to damage to or theft of Conservatory property or the personal property of instructors, staff or fellow students. It also includes all forms of physical or verbal abuse of any of the above-mentioned persons. The VCM is governed by the Camosun College policies on Harassment. Please see <http://camosun.ca/about/policies/policies.html> for more information.

4. Violations of BC Liquor Regulations and Drug-Related Offences

This includes violation by students of the British Columbia liquor statutes and regulations, or the committing of any drug-related offences, within the precincts of the Conservatory (i.e. property or buildings) or while participating in any Conservatory sponsored off-campus activity.

5. Unlawful Entry to the Conservatory Buildings

This includes unlawful and unauthorized entry to all offices, rooms, buildings, etc. under the jurisdiction of the Conservatory. Unlawful entry constitutes trespass and may be punishable under the penalty of the law.

The Director of Postsecondary Studies shall use his discretion, in consultation with appropriate VCM staff and faculty, in all matters regarding misconduct of any student enrolled in Camosun/VCM partnership programs, Certificate in Music Technologies, and VCM/Private Training Institutions Branch Certificate in Music Teaching program. The Dean of the VCM shall use his/her discretion in all matters regarding misconduct for students outside the programs cited above.

Dismissal Policy

The Director of Postsecondary Studies shall use his discretion, in consultation with appropriate VCM staff and faculty, in all matters regarding misconduct of any student enrolled in Camosun/ VCM partnership programs, Certificate in Music Technologies, and VCM/Private Career Training Institutions Agency Certificate in Music Teaching program. The Executive Director of the VCM shall use her discretion in all matters regarding misconduct for students outside the programs cited above.

Students found engaging in misconduct as outlined under Rules of Conduct may be suspended or asked to withdraw from their class(es) and/or program. In these cases, the student will be notified of the suspension or dismissal in writing. A student thus suspended or dismissed may appeal to the Artistic Directorate. This appeal must be submitted in writing and must be received within ten working (10) days of having received written notice of suspension or dismissal from the Conservatory.

Students enrolled in the Camosun Programs should refer to the Policies and Procedures of Camosun College as outlined on the website at <http://camosun.ca/learn/calendar/current/procedures.html>

Dispute Resolution Procedure

The purpose of this procedure is to provide a due process for dealing with instances when a student feels the Conservatory has treated him or her unfairly.

Students who do not meet the deadlines given in the procedure, as specified below, shall be deemed to have waived their right to appeal. If any Conservatory employee fails to meet the deadlines established, the student may continue to the next level in the procedure. The deadlines are set to provide a reasonable and expedient resolution of the appeal. However, unforeseen circumstances, such as illness, may result in an extension of a deadline. The Postsecondary Director shall record such extension in writing.

Dispute Resolution Process

1. Student thoroughly discusses the matter with the instructor involved within five (5) working days of the action, decision, or practice to be appealed.
2. The student and instructor make an effort, in good faith, to resolve the appeal. Appeals resolved at this stage do not require a written record unless the resolution involves a grade change.

In the case of absence from the Conservatory of either party, the student should inform the appropriate Department Head, in writing, of the intention to appeal. The Department Head will arrange for consultation between the parties concerned within five (5) working days. Should the instructor involved be on leave or have resigned from the Conservatory, the Department Head or designate shall act for the instructor.

3. If resolution of appeal involves a grade change, the appropriate Department Head will approve the grade change and forward a request to the Postsecondary Office to make the grade change. A copy of the memo to the Postsecondary Office shall be sent to the student and instructor involved.
4. If the appeal is not resolved with the instructor involved within five (5) working days after the student has met with the instructor, the student should notify and meet with the Department Head involved to attempt to informally resolve the issue.
5. Appeals resolved at this stage do not require a written record unless the resolution involves a grade change (see 3 above).
6. If the appeal is not resolved with the Department Head within five (5) working days after the student has met with the Department Head, the student should notify and meet with the Director of Postsecondary Studies to attempt to informally resolve the issue.
7. The Director of Postsecondary Studies will arrange to meet with the instructor and student to clarify issues and attempt to resolve them. If the issue is resolved within five (5) working days after the student has sought the assistance of the Director of Postsecondary Studies, an agreement is prepared for both parties to sign. Such an agreement, once signed by both parties, may not be appealed.

If further process is needed in order to resolve the dispute in question, please follow the procedures as outlined here: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.4.pdf>

You may also contact the Camosun [Office of the Ombudsman](#), an impartial, independent person whose major function is to provide confidential and informal assistance to students.

Plagiarism Policy

CAMOSUN COLLEGE - PLAGIARISM: DEFINITION AND CONSEQUENCES

Representing the work of others as your own is plagiarism. Quote and cite sources in a way that gives proper credit and avoids plagiarism. When in doubt about how to acknowledge a source, consult your instructor. Plagiarism includes the following:

1. Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written by someone else. This is plagiarism even if you make revisions to the original work.
2. Submitting an assignment in which you have copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks and providing clear, correct citations for those passages.
3. Submitting an assignment in which you take one or more ideas from another work(s) without citing them, even when you reword or put those ideas in your own words (that is, paraphrasing them). You must provide clear, correct citations for theories, arguments, facts, stories, or other information that you did not come up with on your own.

4. Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten/edited for you. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.
5. Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.

Consequences for Plagiarism

Camosun College's Student Conduct Policy covers both academic honesty and student behavior. Note that the consequences for Plagiarism are those listed under Academic Dishonesty as part of that policy.

VICTORIA CONSERVATORY OF MUSIC AND CAMOSUN COLLEGE POLICIES

Policy and Practice Differences

The Partnership Agreement between Camosun College and the Victoria Conservatory of Music allows for the programs of the Diploma in Music Performance, the Certificate in Music Performance and Creative Foundations, and the Certificate in Music Technologies, to be conducted under policies and practices which may differ from stated Camosun College policy and practice in specific circumstances where agreed upon by mutual consent of the two institutions. The following enumerates those differing policies and practices.

Outstanding Fees

Students who carry an unpaid balance after the Fee Deadline of any term will be barred from attending lessons in the following courses until the account balance owing is paid in full:

- Principal Instrument
- Secondary Instrument
- Conducted Ensemble
- Collaborative Ensemble

Students will still be responsible for instruction and materials missed; however, instructors will not be obligated to provide make-up lessons free of charge.

Disclaimer

Victoria Conservatory of Music/Camosun reserves the right to cancel any class with enrollment falling below minimum enrollment numbers.

Jury Requirements 2023-2024

Students are asked to complete a Term Overview Sheet in full, outlining all technique, studies, and repertoire studied through the term – in this way there is a record of your term's work. Please star (*) materials and repertoire specifically prepared to perform for your jury: the selected jury programme must conform to the requirements given below. Repertoire may not be repeated between jury terms, this includes works studied for combo / collaborative ensemble music courses. Carefully complete this sheet, as it forms a part of your permanent student record and may be used by other schools in the future to help in establishing transferability of credit for work done toward completion of this course.

Your jury is the opportunity to perform before a panel of senior artist faculty who will assess the overall level of performance against accepted provincial and national standards assumed for the level of study undertaken (i.e., First Year, or Second Year). The panel assesses this as a current demonstration of your performance level and may take into consideration progress since your last jury (or audition).

Due to time constraints, the jury panel may not hear complete works or all works prepared: only about half of the scheduled time is given over to performance of repertoire, the remainder being dedicated to viva voce (verbal responses indicating a thorough and detailed understanding as to the content, context, circumstance of each selection), additional technical requirements, deliberation and marking. Juries are only scheduled for 20 minutes maximum, with up to 10 minutes added for those registered in Solo Preparation (i.e., MUSC 160, 161, 260) courses. As time is limited and scheduled tightly, students are asked to arrive early with all music in hand and to be prepared to move quickly into the jury room, when called. Tuning and set-up should be done efficiently.

Students must provide one legal (non-photocopied) copy of each work performed. Public domain repertoire may be photocopied. Demonstration of memorization is expected for all disciplines – please consult your instructor in advance. All vocal lyrics must be memorized.

Contemporary Performance

As necessary, students must make their own arrangements for one or more performance partners to support your jury. It is the student's responsibility to make all arrangements for and on behalf of accompanying musicians. If required, the VCM Postsecondary Department will provide students with a collaborative pianist for their jury. Juries performed without accompaniment as required will result in a lower mark. Students are advised to make arrangements for the services of an accompanying partner as soon as jury schedules are posted.

Contemporary Performance – Instrumental Music

Prepared repertoire should include a well-chosen variety of covers, standards, and may include no more than one original piece per jury (optional). Repertoire representing different tempi and moods is expected. A selection of technique and/or technical studies basic to the instrument or voice, as worked on throughout the term, is expected to be performed at each jury. Demonstration of both solo and accompanying performance abilities will be heard and assessed. See previous note about performance partners.

NOTE: Instrumental performance students are expected to demonstrate a leadership/soloist role (not back-up or accompanimental), within their jury and will be graded upon both melodic and technical proficiency in a variety of styles and genres.

IMPORTANT: Guitar students, if choosing to use alternative tuning systems during their jury are required to either have a secondary instrument or use a digital tuner to expedite the tuning process.

Drum students are required to bring performance partners to support at least one selection of their principal instrument jury. You may be asked to demonstrate a variety of styles, patterns, and time signatures, at the jury panel's discretion.

- MUSC 102 (MCPF Term 1): Minimum of 3 contrasting works. 15 mins length
- MUSC 103 (MCPF Term 2): Minimum of 3 contrasting works. 15 mins length
- MUSC 104 (DMP Term 1): Minimum of 4 contrasting works. 15 mins length
- MUSC 105 (DMP Term 2): Minimum of 4 contrasting works. 15 mins length
- MUSC 204 (DMP Term 3): Minimum of 5 contrasting works. 20 mins length
- MUSC 205 (DMP Term 4): Minimum of 5 contrasting works. 20 mins length

Contemporary Performance - Voice

A minimum of two distinctive style/genre periods and two languages will be expected per jury. Prepared repertoire should include a well-chosen variety of covers, standards, and may include no more than one original piece per jury (optional). Repertoire representing different tempi and moods is expected. Voice students are encouraged to self-accompany for at least one selection of their principal instrument jury. See previous note about performance partners. All vocal lyrics must be memorized.

- MUSC 102 (MCPF Term 1): minimum 4 songs. 15 mins length
- MUSC 103 (MCPF Term 2): minimum 4 songs. 15 mins length

- MUSC 104 (DMP Term 1): minimum 5 songs. 15 mins length
- MUSC 105 (DMP Term 2): minimum 5 songs. 15 mins length
- MUSC 204 (DMP Term 3): minimum 5 songs. 20 mins length
- MUSC 205 (DMP Term 4): minimum 6 songs. 20 mins length

Classical performance

Works to be performed collaboratively with piano (i.e., sonatas), must be performed with piano. The VCM Postsecondary Department will provide students with a collaborative pianist for their jury. However, students are still required to make their own arrangements for any advance rehearsals with the pianist. Juries performed without the required accompaniment will result in a lower mark. Students are advised to arrange rehearsal services with a collaborative pianist as soon as jury schedules are posted.

Classical Performance – Instrumental Music

Prepared repertoire may include solo works (i.e., unaccompanied or accompanied), concerted works, etudes or concert studies, or a selection of orchestral excerpts where applicable. Technique and technical studies appropriate to the student's level (as demonstrated by the music presented) are expected to be performed at each jury.

Certificate in Music Creativity and Performance Foundations: When added together, the MUSC 102 and 103 juries must demonstrate 3 contrasting style periods. A minimum of 2 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) are encouraged.

- MUSC 102: 15 minutes of prepared repertoire, minimum 3 musical selections |
- MUSC 103: 15 minutes of prepared repertoire, minimum musical selections

Diploma in Music, Year 1: When added together, the MUSC 104 and 105 juries must demonstrate a minimum of 3 contrasting style periods. A minimum of 2 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) are encouraged.

- MUSC 104: 15 minutes of prepared repertoire, minimum 4 musical selections
- MUSC 105: 15 minutes of prepared repertoire, minimum 4 musical selections

Diploma in Music, Year 2: When added together, the MUSC 204 and 205 juries must demonstrate 4 contrasting style periods where permitted by the instrument's repertoire. A minimum of 3 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) or works with extended techniques are encouraged.

- MUSC 204: 20 minutes of prepared repertoire, minimum 5 musical selections
- MUSC 205: 20 minutes of prepared repertoire, minimum 5 musical selections

Classical Performance – Voice

A minimum of two distinctive style periods and three languages will be expected per jury. Prepared repertoire may include solo works (i.e., unaccompanied), concert solo works (i.e., arias, art songs, classical folk songs, chamber works with instruments other than piano, musical theatre (max. 1 per jury), etc.) or repertoire related to audition preparation (i.e. Pacific Opera Victoria). All vocal lyrics must be memorized.

- MUSC 102 (MCPF Term 1): minimum 4 songs / arias. 15 mins length
- MUSC 103 (MCPF Term 2): minimum 4 songs / arias. 15 mins length
- MUSC 104 (DMP Term 1): minimum 5 songs / arias. 15 mins length
- MUSC 105 (DMP Term 2): minimum 5 songs / arias. 15 mins length
- MUSC 204 (DMP Term 3): minimum 5 songs / arias. 20 mins length
- MUSC 205 (DMP Term 4): minimum 6 songs / arias. 20 mins length

NOTE to Diploma of Music classical students (i.e., guitar, piano, voice, most woodwinds, most orchestral strings, and selected brass instruments). In some cases, students may challenge for the AVCM credential (Associate of the VCM) in their second year as part of their Camosun College coursework. If successful, this designation may be conferred by the VCM, in addition to your completed Camosun credential (Diploma). Students interested in this possibility – prior to the start of their second term of First Year – must first consult with their own Principal Instrument instructor as to practicality of pursuing this option, and then consult with the Director of Postsecondary Studies about course availability for the following year. If all parties agree, then the complete VCM Grade 10 requirements for your instrument / voice must be presented at your jury in lieu of the requirements posted above and must be completed with a mark of 80% or better.

Medical Information, Media Waiver (Photographic, Audio, Film, & Video) and Statement of Understanding

The Medical Information, Media Waiver and Statement of Understanding form will be sent to you from the VCM via Adobe Sign email.. Here are the steps below so that you can receive the forms in a timely manner.

- VCM Postsecondary will create a form and send it via Adobe Sign to you, using the email you have provided us. Please make sure to maintain an active email account!
- Please read, complete, and sign the contract electronically. When you click 'Send', it delivers the completed and signed copy back to VCM automatically.
- Adobe Sign automatically reminds you if you have outstanding contracts to sign.

After you read this Student Manual, go to your Medical Information, Media Release and Statement of Understanding form, as sent to you through Adobe Sign. By submitting the form you acknowledge that you have read and understood the academic policies and practices outlined in this manual. This will be included in your student file.

All information collected in these forms is kept confidential.

VICTORIA CONSERVATORY OF MUSIC ORGANIZATION

Chair of Postsecondary Programs

David Visentin (local 3270)

Student Information and Program Assistant

Alexander Richards (local 3310)

Chief Executive Officer

Nathan Medd

Deans

Stephen Green, VCM (local 3380)

Debbie Hlady, Dean Camosun Arts and Sciences

Chief Financial Officer

Chris Kask (local 2380)

Student Governor *

Tyler Henderson

Registrar

Alexia Melnychuk (local 2350)

Front Reception

(local 1000)

Head Librarian

Robin Belcher (local 1130)

Animateur: Office of the Dean,

Manager: Young Artists Collegium Program

Micki Stirling (local 3360)

Accounting Assistant

Monique Ploegmakers (local 2360)

Director of Marketing

Tereza Anderson (local 2251)

Marketing Coordinator

Erin Fraser (local 2251)

Director of Facilities and Building Operations

Martin Borg (cell 920-8160, 7:00am-3:00pm, M-F)

Facilities/Bookings Coordinator

Jeremie Grandbois (local 3181)

Venues & Bookings Manager

(Alix Goolden Performance Hall/Metro Studio)

Melody Benbow (local 3182)

Facilities Coordinator

Jason Stuart (250) 812-6134

Custodians

(250) 812-6134 (weekends and after hours)

Artistic Directorate

Dean of Music

Stephen Green (local 3380)

Director, School of Contemporary Music

Daniel Lapp (local 2190)

Head of Keyboard

Robert Holliston (local 3040)

Head of Strings

Simon MacDonald (local 2090)

SMTC/Postsecondary Theory

Daniel Brandes (local 3190)

Head of Voice

TBD

Head of Woodwinds and Brass

Emily Nagelbach (250-415-0250)

ADDITIONAL FORMS FOR SUBMISSION

The following pages contain forms that you may need throughout the terms. Copies of these forms are also available on the postsecondary bulletin board, the VCM's postsecondary program website, or in D2L under 'Forms.'

This year, the TLCS performance forms are submitted online: <https://forms.gle/eQBEPoawk8ptxSZG8>



AVCM PRACTICAL EXAMINATION APPLICATION

PLEASE FILL OUT ALL INFORMATION COMPLETELY

Return to the Director of Postsecondary by November 15

Please note that accounts must be in good standing before an exam application can be accepted.

Name of Candidate: _____ ID# _____

Mailing Address: _____ Postal Code _____

Cell Phone: _____ Other Phone: _____

E-mail: _____ Instrument: _____

Teacher: _____

Teacher's Signature: _____ Date: _____

Accompanist (if applicable) _____

Accompanist's Signature: _____ Date: _____

Recital Date: _____ Are you applying for ☐ Performance ☐ Teaching, or ☐ Both?

PLEASE NOTE: A *Recital Date Change or Cancellation made less than three weeks before the reserved date will result in a \$25 administration charge (except in the case of illness)*. In the case of staffed recitals: if less than 24 hours notice is given, a staffing fee of \$30 will also be charged. **All charges must be cleared before a new date may be booked.**

AVCM Practical Examination Fee: \$300 payable to The Victoria Conservatory of Music

☐ Cheque ☐ Cash, Money order ☐ Debit ☐ Visa ☐ MasterCard

Card Number: _____ Expiry Date: _____

Name on the card: _____

Please refer to the VCM Syllabus for full description of AVCM requirements and co-requisites.

☐ I have read and understand the requirements for successful completion of the AVCM credential, as outlined in the current VCM syllabus for my instrument.

Signature of Candidate: _____ Date: _____

For Office Use Only - Date: _____ Clerk: _____



REPERTOIRE LIST FOR AVCM RECITAL

Please complete and hand in to the Director of Postsecondary Studies by November 15, 2023. Indicate with an ** any Irregular List choices that are not found in the VCM syllabus. If one of the major works changes during the course of the year, please notify the appropriate Department Head as soon as possible.

Student: _____ Instrument: _____

Teacher: _____ Accompanist: _____

Department Head: _____ Recital Date and Time: _____

AVCM Recital Repertoire: minimum Grade XI VCM Syllabus level:

1. Title (with movements or sections): _____
 Composer: _____
 Assisting performer(s): _____
2. Title (with movements or sections): _____
 Composer: _____
 Assisting performer(s): _____
3. Title (with movements or sections): _____
 Composer: _____
 Assisting performer(s): _____
4. Title (with movements or sections): _____
 Composer: _____
 Assisting performer(s): _____

If extra space is needed for repertoire information, please use the back of this form

Student Signature: _____ Date signed: _____

Teacher Signature: _____ Date signed: _____

Accompanist Signature: _____ Date signed: _____

Department Head Signature: _____ Date signed: _____

By signing this, the Department Head gives approval for this program as indicated above.

FALL 2023 ATTENDANCE LOG

Please complete this log for all masterclasses and performances for Fall term, to be submitted at your jury. The log must be submitted at the jury for your concert grade.

Thursday Lunch Concert Series (TLCS) and Principal Instrument / Studio Group Class Wood Hall - Thursdays, 12:30-1:30pm			
DATES		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
September 7	Principal Instrument / Studio Group Class		
September 14	Principal Instrument / Studio Group Class		
September 21	Principal Instrument / Studio Group Class		
September 28	TLCS		
October 6	Principal Instrument / Studio Group Class		
October 12	TLCS		
October 19	Principal Instrument / Studio Group Class		
October 26	TLCS		
November 2	Principal Instrument / Studio Group Class		
November 9	TLCS		
November 16	Principal Instrument / Studio Group Class		
November 23	TLCS		
November 30	TLCS		
December 7	TLCS		

Masterclasses			
DATE, LOCATION, DESCRIPTION		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			

WINTER 2024 ATTENDANCE LOG

Please complete this log for all masterclasses and performances for Fall term, to be submitted at your jury. The log must be submitted at the jury for your concert grade.

Thursday Lunch Concert Series (TLCS) and Principal Instrument / Studio Group Class Wood Hall - Thursdays, 12:30-1:30pm			
DATES		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
January 11	Principal Instrument / Studio Group Class		
January 18	Principal Instrument / Studio Group Class		
January 25	Principal Instrument / Studio Group Class		
February 1	TLCS		
February 8	Principal Instrument / Studio Group Class		
February 15	TLCS		
February 29	TLCS		
March 7	Principal Instrument / Studio Group Class		
March 14	TLCS		
March 21	Principal Instrument / Studio Group Class		
March 28	TLCS		
April 4	TLCS		
April 11	TLCS		

Masterclasses			
DATE, LOCATION, DESCRIPTION		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			



CAMOSUN-VCM DIPLOMA AND CERTIFICATE PROGRAMS

TEMPORARY LEAVE OF ABSENCE REQUEST FORM

Absence Policy in brief (a full copy will be provided with this form):

The VCM supports a system by means of which you may petition for a pre-approved absence from class or rehearsal for a variety of specific reasons. The reasons are as follows:

1. Audition for permanent professional engagement or further postsecondary education.
2. A major competition, as recognized by the Artistic Directorate of the VCM
3. A professional-calibre engagement, as recognized by the Artistic Directorate of the VCM to be very important for the student's developing career.
4. VCM sponsored or approved (by the Department Head) masterclass, clinic, or event
5. A religious holiday
6. An especially important family ceremony/event (not a holiday or vacation!) – Be ready with very complete documented proof such as a formal invitation. NOTE: examinations or tests will not be rescheduled for this reason under any circumstance!
7. A conflict between a standing VCM class or rehearsal and an irregularly scheduled VCM class or rehearsal.

No absences will be approved during the Camosun Exam Sessions with the exception of medical documented illnesses or emergencies.

Mid-term exams and quizzes will only be rescheduled at the discretion of David Visentin, Director Postsecondary and Chair of Camosun Music.

Absences which do not fall in the above categories will not be considered for excused absence except in extreme and unusual circumstances.

In all cases, the student is responsible for all course work and any costs incurred for the retake of invigilated course work.

I understand and accept the terms of the Absence Policy. I understand that I am responsible for all missed course work that may occur during my absence.

Name: _____ Program: _____

Signature: _____ Date: _____

Student ID: _____ Dates Requested: _____

Reason for Request: _____

Approved by Postsecondary Chair: _____ Date: _____

Over → see next page for instructor signatures

Temporary Leave of Absence Request Form – page 2

Instructor Approval

Once the absence has been approved the student must also gain approval from any instructors whose classes will be missed. **Instructor signatures may not be sought until the absence has been approved by the Chair of Music. Instructor signature will confirm that they have approved the student to miss class and have made arrangements for any missed coursework.**

[illegible]