



AUSTRALIAN GUILD of MUSIC

Student Handbook

2019

Bachelor of Music
CRS1201245

guildmusic.edu.au

451 Glenferrie Road, Kooyong Victoria
AUSTRALIA 3144



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Welcome!

Welcome to the Australian Guild of Music Education (also known as AGME or the Guild).

Congratulations on taking this important step towards your music career by deciding to study at the Guild. Our programs will provide you with the skills and the knowledge needed for your further study and future success as a music professional.

Many of the Guild's graduates have progressed to rewarding and recognised careers in the music industry, and you can look forward to joining them when you successfully complete your studies with us.

The Guild has recruited a fine, expert group of musicians to teach its courses. The Guild staff are there to help you. Please contact them if you need assistance.

We wish you every success with your studies. Work hard, enjoy your program and prepare yourself for an exciting music career!

Dr. Matthew Field

Dr Matthew Field
Chair, Higher Education Committee

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Mission Statement



IMAGE

The Australian Guild of Music Education seeks to equip musicians to be productive music professionals and leaders in a rapidly changing world; to be informed by the past, whilst working within the realities of today to adapt to the yet unknown innovations that will disrupt their industry tomorrow



About The Guild

The Australian Guild of Music Education (AGME) is a not-for-profit higher education provider that originated in 1969 out of the London College of Music.

The Guild started as a Public Music Examination body and continues to conduct examinations in Australia and internationally. Based in Melbourne, we have been delivering the Bachelor of Music since 2006, delivering our program in both face-to-face and distance mode to enable greater flexibility and accessibility.

Our Higher-Education operations are governed by the Higher Education Committee while the Academic Board is comprised of higher-education leaders and disciplinary experts with significant sector experience across the university and the private sectors.



Governance & Faculty

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Governing Board

- Mr Jeff Wood (President & Chair)
- Ms Bernadette Norton (Treasurer & Secretary)
- Dr Ern Knoop
- Dr Matthew Field
- Ms Leonie Wobking
- Ms Glennis Carter-Varney
- Ms Jan Skinner
- Ms Greta Grybaitis
- Ms Marie Sullivan (Honorary member)



Higher Education Governance

Higher Education Committee

- Dr Matthew Field (Chair)
- Dr Albert Haddad
- Mr Curtis Tay

Academic Board

- E/Professor Cathy Falk
- E/Professor Andy Arthurs
- Dr Linda Corrin

Quality Assurance Officer

- Dr Ione Lewis



Key People for Higher-Education Students

Chief Executive Officer:

Ms Bernadette Norton
bnorton@guildmusic.edu.au

Academic Director:

Dr Houston Dunleavy
hdunleavy@guildmusic.edu.au

Guild Receptionist:

Ms Tia Hutajulu
admin@guildmusic.edu.au

Higher Education Administrator:

Ms Yolanda Acker
yolanda@guildmusic.edu.au

Library Resources Officer:

Ms Jasmine Darlington-Rielly
jasmine@guildmusic.edu.au

English Support Officer:

Dr Laura E. Goodin
laura.goodin@guildmusic.edu.au

Student Counsellor:

Ms. Win Andrews
win.flowerdale@gmail.com



Lecturers

Musicianship

Dr Matthew Field
mfield@guildmusic.edu.au

Ensemble & Music Performance

Mr Caleb Garfinkel
caleb@gotfink.com

Business & Music Technology

Ms Bernadette Norton
bnorton@guildmusic.edu.au

Music History & Composition

Dr Houston Dunleavy
hdunleavy@guildmusic.edu.au



About Bachelor of Music

The Bachelor of Music equips musicians to become proactive leaders in their profession. They will be informed by a sophisticated understanding of the sources and resources of music from the past; have the capacity to work creatively, musically and intelligently with the realities of professional practices in the present; and have the facility to respond quickly and meaningfully to the innovations and changes that will characterise their careers in music in the future.

Graduates will be fully prepared for further higher study or a range of employment contexts.

The AGME aims to be a leader in distance music higher education. It delivers its program to students engaged in on-campus, fully-distance and blended mode of study. This flexible course of study equips graduates with a strong foundation for a lifetime of learning and music making.

AGME has the resources, staff expertise and facilities to create dedicated musicians, developing and preparing them for entry into a rewarding and fulfilling lifetime career.

Our graduates will demonstrate the following attributes:

- Deep disciplinary knowledge
- The ability to apply knowledge and skills in innovative ways
- A commitment to lifelong learning
- Effective communication skills for diverse contexts
- The capacity to work independently and collaboratively



Course Information

- 3 years full time / 6 years part time
- Campus at AGME, 451 Glenferrie Rd, Kooyong, Melbourne
- Face-to-Face and Online/Distance mode available
- Available to domestic students only
- FEE-HELP available for eligible domestic students
- Maximum time to complete: 10 years from time of enrolment
- Contact hours (first year, full time): Approximately 40 hours per week, including independent study and rehearsal time
- Course Requirements: Students are required to successfully complete 300 credit points to be eligible for graduation
- Units: All units are core in first and second year, with an elective capstone choice in third year. This capstone area constitutes a major/specialisation within the Bachelor of Music
- Admission: The AGME's approach to admission is set out in our Admissions and Entry Requirements Policy. A range of admission and entry pathways are available to prospective students
- RPL and Credit: Please see our RPL and Credit Transfer Policy for applications if you wish to apply for recognition of previous study



Course Content

The course content emphasises the simultaneous acquisition of practical, applied and theoretical knowledge and understanding of music. Additionally, the course has been designed to develop higher order analytical, communication and problem-solving skills that can be transferable to a range of professional and academic contexts.

The first year of the program provides a broad introductory level of knowledge and awareness of music performance, theory and history. The second year builds an advanced framework of knowledge and skills. The final year enables students to choose a specialisation and prepare for entry to workforce engagement on a professional basis and further study.

Students choose from three capstone electives that constitute specialisations for their final year of study. Students can choose from the following areas and must complete the two third-year units in that area:

- Performance
 - Composition
- or
- Music Technology



Course Content

TABLE



Course Learning Outcomes

The Bachelor of Music has been designed to build both disciplinary and generic skills as students progress through the course. Each individual unit has been designed so that by the end of the course, students can demonstrate the following course learning outcomes:

1. A broad knowledge of the applied, theoretical and historical basis of the discipline
2. A depth of disciplinary knowledge in a professionally applicable specialisation
3. An understanding of the processes of musical scholarship and research
4. The ability to work both independently and collaboratively in diverse and complex musical settings
5. Effective written, verbal and interpersonal communication skills
6. Critical thinking and analytical skills appropriate to a range of contexts including further study
7. The ability to apply specific musical skills to a wide range of professional contexts.
8. The capacity to apply technological and creative solutions to contemporary musical practices
9. The ability to incorporate knowledge from the business and legal fields to a portfolio career in the music profession



Career Opportunities

The Bachelor of Music provides students with a breadth of disciplinary knowledge and skill development for a range of professional contexts. Additionally, by choosing a specialisation through the third-year capstone units, students develop depth of knowledge and skills for further specialist study or employment. A range of employment options for graduates of the Bachelor of Music include:

- Accompanist
- Audio technician
- Concert manager
- Festival director
- Film scorer
- Music administrator
- Music arranger
- Music critic or reviewer
- Music producer or sound engineer
- Record producer or music director
- Performer for bands, studio and live recordings, film, theatre, television and live events
- Private music teacher
- Project curator
- Studio engineer
- Sound artist
- Touring soloist or ensemble member



Campus & Distance Education

AGME offers higher education to students at our campus at 451 Glenferrie Rd, Kooyong in Melbourne. We are located minutes away from Kooyong Station on the Glen Waverly line and on a tram line (16).

Students can also be enrolled as distance students to allow participation and access to rural, regional or interstate students.

All students (on campus and distance) use our Moodle platform to access student information and participate in online teaching and learning activities.

Orientation

Orientation will take place prior to the commencement of classes. An overview and series of lectures will be given to students to orientate them with the Guild facilities and course requirements. Students can also make appointments for additional times to visit the Guild.

Distance students will undertake orientation via Moodle.

During the first week of term (usually the first day), students will have their photos taken (distance students should send a .jpg or .bmp to Student Administration) for student identification cards, which will be issued/posted within one week.

Student Administration will issue an ID badge to each student that is to be worn throughout the first week of each study period to assist lecturers with identification at the Guild campus. Students are not required to wear their badges from the second week onwards.



Student Support

AGME is committed to providing assistance and support to all students regardless of whether you are studying on campus or distance.

AGME's Students at Risk Policy sets out the procedures in place for assisting students who may require additional assistance.

Academic Support: If you require additional support, including how to reference, research or complete assessments, please contact the relevant academic staff member via email or phone. The staff member will arrange to discuss the support required and, in some cases, may direct you to another internal staff member or external services. This may include support with English language, writing skills or assistance with musical performance or theory.

Technical and IT Support: Technical and IT support is available on campus and online. Please contact Bernadette Nelson via email (bnorton@guildmusic.com.au) with your issue or request.

General Welfare: AGME staff can direct you to a range of external professional services including medical services and counselling or bodies that can assist with other issues including housing or finances.

Complaints: If you have a complaint about AGME please refer to the procedures set out in the Student Complaints Policy (non-academic).

Academic Integrity and Course Requirements

AGME is committed to high standards of conduct for our staff and students.

AGME promotes free speech and intellectual inquiry and is committed to academic integrity. Students will receive further information about preventing instances of academic misconduct and what constitutes plagiarism during the first week of semester.

Bachelor of Music students are required to be familiar with the *AGME Assessment Style Guide 2019* as well as the following policies:



Student Support

- Student Misconduct Policy
- Academic Freedom Policy
- Academic Integrity Policy
- Assessment, Moderation and Appeals Policy
- Student Progression Policy

All students have access through Moodle to detailed study guides relating to taking notes, critical reading, essay writing, referencing, time management and more. Once logged in to Moodle the resources can be located at this link:

<http://agm-elearning.mywsenet.com.au/mod/page/view.php?id=7722>

Students will need to ensure their computing arrangements, Internet and software are suitable for course participation.



General Information

Parking

All-day parking is available in the streets surrounding the Guild campus. It is the student's responsibility to check local signs and be aware of any changes.

Safety

AGME is committed to safety and well-being for all students online and on campus. Please see AGME's OHS Policy and Critical Incident Policy for more information.

Toilets

All campus toilets are unisex.

Public Holidays

The Guild, being a Distance Education program, operates for most of the year. However, classes and lectures will not run on Victorian Public Holidays, unless special arrangements are made by a lecturer. Students should check with each Lecturer prior to any pending holiday(s).

Reception/Student Administration hours

Administrative staff will be available from 9.00 am until 5.00 pm from Monday to Friday (Australian EST).

Photocopying and printing are also available at reception/student administration, however photocopying fees apply.

Distance students can make enquiries or any required appointments either by telephone or email to Student Administration or Academic Director.



General Information

Breaks

Tea, coffee and microwave facilities are provided for students. All facilities must be left clean and ready for use by others.

Fee Refund

Please see AGME *Fee Refund Policy* for information about fee refunds. AGME's *Teach out Policy* outlines information about tuition assurance.



Important Dates

Week	Semester		Key Date
21/1/19	Auditions (by appointment) 21 Jan - 8 March		
28/1/19			
4/2/19			
11/2/19			Open Day - 11 Feb
18/2/19			
25/2/19			
4/3/19			
11/3/19	1	Start: 11 March	
18/3/19	2	Semester 1	
25/3/19	3		Census Date* - 25 March
1/4/19	4		
8/4/19	5		
15/4/19	6		Easter / Anzac Day
22/4/19	7	19 april - 28 April	
29/4/19	8	Mid-semester progression tests	29 April - 3 May
6/5/19	9	Semester 1	
13/5/19	10		
20/5/19	11		Graduation - 25 May
27/5/19	12		
3/6/19	13		
10/6/19	14	Queen's Birthday / Study Week	10 June - 14 June
17/6/19	15	End of semester Final Examinations	17 June – 21 June
24/6/19	Break		
1/7/19	Publication of Semester 1 results		5 July
8/7/19	Break		
15/7/19			
22/7/19	1	Start: 22 July	
29/7/19	2	Semester 2	
5/8/19	3		
12/8/19	4		Census Date* - 5 Aug
19/8/19	5		
26/8/19	6		
2/9/19	7	Mid-Semester break (non-teaching week)	2 Sept – 6 Sept
9/9/19	8	Mid-semester progression tests	9 Sept - 13 Sept
16/9/19	9	Semester 2	
23/9/19	10		Open Day - 23 Sept
30/9/19	11		
7/10/19	12		
14/10/19	13		
21/10/19	14	Study Week	21 Oct – 25 Oct
28/10/19	15	End of semester Final Examinations	28 Oct - 1 Nov
4/11/19			
11/11/19	Publication of Semester 2 results		15 Nov
18/11/19			
25/11/19	Auditions for new-year intake		25 Nov - 29 Nov

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Using MOODLE

The Guild primarily uses emails/messaging through its e-learning site MOODLE to contact students. Students are solely responsible for ensuring all of their contact details are current and up to date including email, postal address, telephone number and emergency contacts.

Changes to personal details are made via the student portal, and details of any changes are to be recorded immediately. Access to MOODLE is dependent on a valid email address. Most communication from the Guild to students is done via email, and it is therefore vital for students to notify the Guild if their email addresses change.

MOODLE is an important resource for all students and it includes forums and weekly chat sessions, which assist in answering students' questions. Guild policies, contacts, the student handbook, syllabus, forms and academic calendar are available on the Guild's official website (Enrol & Student Login).

MOODLE is accessed through <http://agm-elearning.mywisenet.com.au/>. Access details (password and username) will be sent to students via email in the first week of the course. Resources such as lecture content, additional notes, textbooks, video tutorials, library access, video streaming, live chat sessions, forums and assignment guides are available through this site. Student updates and announcements are also posted on MOODLE, so it is important to check MOODLE regularly.

To access books/material on MOODLE:

1. Login with your username and password.
2. In the Navigation window to the right of the screen, select My Courses or scroll down to the course you are enrolled in, select the link for the course, follow this to the unit of study and select the link for the particular unit you wish to view.
3. In the Navigation window - select one of the unit of studies i.e.
PERF1 = Performance



Using MOODLE

4. On the unit of study page, scroll down to the Textbooks and click on the textbook text link to open the books. It is best to save the books to your computer in case of server errors etc. at later dates.
5. Scroll down to Assignments and view Assignment PDF guides.
6. When assignments are completed, submit assignments to the upload link specified for each semester. Assignment due dates are also found on the upload links and in the assignment guides.
7. Exams will be at the Kooyong campus for attending students. Special arrangements will be made for distance students as necessary.
8. The My Home link found in the Navigation window lists all assignments for each unit of study that are due.
9. The Grade link allows students to view all marked assignments/tests on each unit-of-study page.
10. The messaging, forums and chat sections allow students to raise/discuss unit of study related material with other students enrolled in the course and/or lecturers.
11. The student portal allows students to keep their details regularly up to date such as emails etc. as this is required for regular contact and access to the e-learning site.

All students (both distance & attendance modes) are automatically notified of updates and new content on MOODLE by email or message within the MOODLE site.

Students will be trained in the features of Moodle used for learning and assessment.



Resources

Applies to Attending and Distance students

Course Materials

All required course materials and texts are available on the unit Moodle pages.

Software

All specialised software requirements are provided as part of the course. Students will receive training in software programs as required for each unit. Access details will be sent out in the first two weeks of the course. Distance students will also be required to engage in video conferencing. The main program the Guild uses for this is Zoom. Zoom is a conferencing software that allows teachers and students to communicate in an easy-to-use platform of excellent quality. Lectures/webinars and private tutorials will be conducted through this platform. A webcam and microphone are required for video conferencing.

Internet

It is vital that distance students have a fast and reliable internet connection as they will be required to watch numerous videos, upload performances and engage in video conferences.

Library

The Guild boasts an extensive library of books and sheet music for a range of instruments that are available for students to borrow for a limited period of time. Please contact the Library Resources Officer for further information regarding this process.

Instrumental and Vocal Tutors

- Students may accept the Guild-appointed tutor or suggest a tutor of their choosing. Tutors must hold suitable qualifications and be approved by the Academic Director
- Tutors will complete a report on the student's progress every four months. This report is then emailed to the Academic Director. It is not an assessment, but a review and update on the student's progress in each tutorial



Copyright

The Guild will not tolerate infringements of copyright or plagiarism by its staff and/or students. Students must ensure they are aware of copyright laws and adhere to those laws.

A copyright owner is entitled to take legal action against a person who infringes his/her copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright applies may infringe the copyright of that work.

Where making a copy of a work is 'fair dealing' under section 40 of the Copyright Act 1968, making a copy is not an infringement of the copyright in the work. It is fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than ten pages and is not an artistic work, 10 percent of the total number of pages, or one chapter, is a reasonable portion.

More extensive copying may constitute fair dealing for the purpose of research or study. To determine whether it does, it is necessary to refer to the criteria set out in sub-section 40 (2) of the [Copyright Act 1968](http://www.austlii.edu.au/au/legis/cth/num_reg/cr1981n148349/s5.html)¹

Copyright licences

A licence from Screen Rights (Australia) is maintained to allow the student to view (but not copy) material.

This covers TV material used for educational purposes. Each individual is obliged to observe all sections of the Copyright Act.

¹http://www.austlii.edu.au/au/legis/cth/num_reg/cr1981n148349/s5.html



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