**Bachelor of Music – Student requirements for assessments and attendance.**

**Online assessment submission**

The normal mode of assignment submission is via Tabor Online (Moodle). Please ensure documents are compatible with Microsoft Word, PDF or Sibelius. Our preference is that you standard submit written work in Microsoft Word and music notation as Sibelius files. It is the students responsibility to ensure that the file can be open and not corrupt at the time of submission.

**Performances and hard copy submissions**

For assessments that are not able to be submitted online and are in the form of performances or hard copy format, please still submit a title page or cover sheet online outlining your assessment, by the respective due date. These assessments also require a hard copy assessment sheet to be handed up which is available on our [music site](http://music.tabor.edu.au). Performances require a copy of your sheet music to be handed up with every bar number marked and any adjustments made to the music. For further details on music performance assessments and recitals, please refer to the [Google Site.](https://sites.google.com/view/taborperformance/home)

**Assignment Style**

In Microsoft word please use a standard font type such as Arial, Calibri, Times New Roman or similar with 11 or 12 font size and 1.5 line spacing. Please include the word count (which excludes your reference list).

All assignments require your name, student number, assignment title and subject.

In Sibelius, please ensure you have submitted your score as a transposed score (where applicable) with your name as either Arr (arranger) or composer, student number and subject/assessment name listed in in either the title or sub-title. Ensure you have included a tempo marking, dynamics, articulation and correct note grouping.

**Referencing**

The Bachelor of Music uses APA6th style referencing. Any quote, paraphrase, or idea borrowed from someone else other than yourself should be referenced. More information can be found on the [Tabor Library Website.](https://learn.tabor.edu.au/course/view.php?id=83)

## Due dates and late submissions

It is student’s responsibility to manage deadlines, study-life balance and appropriate time to spend on studying. Please be in regular contact with your lecturers, tutors and Head of Program if you are struggling, need additional support or require information on study skills. It is recommended that for each three hour lecture, students allow six hours of study time per week. Please note that with the nature of music, additional practice and rehearsal time will be needed. Extensions will only be considered if the request has been made no less than 24 hours in advance to the lecturer via email. Extensions may be provided with appropriate requests such as due to medical issues or personal crisis. Extensions will not be made for students not being able to manage time properly such as due to work commitments.

**Late Submission Penalty**

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| --- | --- | --- |
| **Number of Days post Submission Due Date**  | **% Penalty** **Applied**  | N.B. The penalty percentage applied is a percentage of the original grade achieved for the assignment, NOT a percentage of total grade possible for the assignment (e.g. 100)  |
| 1-3  | 5%  |
| 4-7  | 10%  |
| 8-14  | 20%  |
| 14+  | Not Marked  | Student must contact Head of Program  |

Students may either accept the late penalty (no communication or administration necessary) **OR** complete an online Reinstatement of Marks application if you are requesting an extension post the 24 hour grace period before the assessment is due. If you consider to have appropriate grounds to do so, the application form can be accessed on the Tabor online learning site, or by [clicking here.](https://app.smartsheet.com/b/form/f2df87c28ca54a21b97ff6b1585bb5cc) Appropriate grounds include medical, compassionate, and hardship/trauma. More detail about these grounds and the acceptable evidence can be found on the application form.

# Student Attendance

### With the nature of music, a lot of teamwork is required for performances, rehearsals and group activities. Therefore, it is crucial that students make every effort to attend all lectures and rehearsals. Please communicate in advance with your lecturer, tutor or ensemble members if you are going to be absent or late. It is student’s responsibility to therefore catch up on work missed (it is not the lecturers responsibility to catch you up. The minimum attendance is 75% for lectures, and 80% for rehearsals/performance-based subjects.

For rehearsals and performance-based subjects, please arrive 15 minutes earlier to warm up, tune and have your charts ready. It is expected you have organised sheet music in a folder for your accompanist if required.

**Music Email** (all staff and SAC)

music@tabor.edu.au