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MISSION STATEMENT FOR THE SCHOOL OF MUSIC

The primary mission of the School of Music is to provide the best possible musical and educational experience for our students, through the integration of the various musical disciplines, encouraging their personal and professional growth so that they may become informed, reflective and creative practitioners in their fields.

It is also our mission to provide an inspiring and stimulating educational environment, bringing music to the wider community by supporting the art form in performance, composition, pedagogy, research and scholarship at the highest level.

WELCOME

The School of Music and its staff extend a warm welcome to all new and returning postgraduate students.

This handbook is designed to be read in conjunction with the University’s official Postgraduate Handbook and with reference to relevant UWA websites. Information is presented in this document on your study programs, how to organise your work for presentation, and how it will be assessed, including the preparation of your submissions for examination. It also provides information about facilities and support for students in the School of Music. Use this handbook to help you get the most out of your degree.

We hope that your time at UWA will prove to be academically inspiring, personally enjoyable and musically exciting, and we encourage you to participate as fully as possible in all aspects of the life of the School of Music. There is a regular opportunity for lively debate and exchange of ideas in Graduate Study Days and the Tuesday afternoon Research Seminars, where we share and discuss work with peers and occasional visitors. There are, of course, many other opportunities to attend similar seminars in other schools within the Faculty and across the University. Also, please make the most of the many opportunities on offer for performing and listening to music, both here in the School and in the community. We wish you every success in your studies.

Should you have further questions, please address these to the Postgraduate Coordinator for Music, Associate Professor Nicholas Bannan, or to the School of Music Postgraduate Moderator, Associate Professor David Symons.

CONTACTING US

Location
Main UWA Campus
Corner of Hackett Drive and Mounts Bay Road
Music Building, Level 1, Room 1.10, Crawley WA

Postal Address
School of Music
The University of Western Australia
Mailbag M413
35 Stirling Highway, Crawley WA  6009

Telephone number
08 6488 2051

Fax number
08 6488 1076

Email
music@uwa.edu.au

Website
http://www.music.uwa.edu.au

Facebook
http://www.facebook.com/UWAMusic

Twitter
http://twitter.com/UWAMusic

Office hours
8:30am – 4.30pm
Monday to Friday

(Please note the office will be closed 1-2pm on Thursdays due to Lunchtime Concerts).
Main Music Staff Contacts for Postgrad Students

Head of School, School of Music
Dr Alan Lourens
Tel: 08 6488 1031
music.head@uwa.edu.au

Postgraduate Coordinator
Dr Nicholas Bannan
Tel: 08 6488 2058
nicholas.bannan@uwa.edu.au

Postgraduate Moderator (Music)
Associate Professor David Symons
Tel: 08 6488 2056
david.symons@uwa.edu.au

Administrative Officer, School of Music
Danielle Loiseau (Mon – Wed)
Tel: 08 6488 3994
danielle.loiseau@uwa.edu.au

Pip White (Thurs & Fri)
Tel: 08 6488 7835
pip.white@uwa.edu.au
ABOUT THE UWA SCHOOL OF MUSIC

The UWA School of Music is in the Faculty of Arts and is a centre of artistic activity on the beautiful central campus. The School of Music is housed in a purpose-built facility comprising: Callaway Auditorium, Eileen Joyce Studio, Wigmore Library, Callaway Centre Archives, a music education studio, computer music and sound recording facilities, two percussion rooms, seminar rooms, and a well-equipped suite of practice rooms furnished with new pianos. The School of Music is proud to house an excellent collection of early instruments including fine keyboards.

ACADEMIC STAFF

Dr Alan Lourens FRSA  
B.Ed (WACAE)  
PerfCert, M.Mus, D.Mus (Indiana)  
Head of School  
Associate Professor  
Coordinator, Wind, Brass and Percussion

Mr Paul Wright  
BA SACAE  
Winthrop Professor  
Coordinator, Strings

Dr Nicholas Bannan  
BA MA Cantab.  
PGCertEd PhD Reading  
Associate Professor  
Postgraduate Coordinator, School of Music  
Coordinator, Music Education

Dr Victoria Rogers  
BA DipEd MPhil PhD West Australia  
AMusA  
Associate Professor

Dr David Symons  
MA DipEd Sydney  
PhD West Australia  
AMusA  
Associate Professor  
Coordinator, Academic Studies  
Moderator, Postgraduate Studies and Research  
Music Course Advisor

Dr Suzanne Wijsman  
BMus Oberlin Conservatory  
BA Oberlin College  
MA Michigan  
MusM DMA Rochester  
Associate Professor

Mr Graeme Gilling  
MusM West Australia  
MusB Cant.,  
LRSM ABRSM  
Assistant Professor  
Coordinator, Keyboard Studies  
Coordinator, Performance

Dr Christopher Tonkin  
BMus West Australia  
MMus Texas  
PhD UCSD  
Assistant Professor  
Coordinator, Composition

Mr Ashley Smith  
BMus West Australia  
M.Mus Yale  
Head of Woodwind and Contemporary Performance

Mr James Ledger  
BMus West Australia  
Lecturer, Composition

Mr Andrew Foote  
Head of Vocal Studies

Ms Caroline Badnall  
AMusA, LMusA  
FMusA  
Lecturer, Vocal Coach/Accompaniment/Repetitieur

BMus West Australia
# ASSOCIATE ACADEMIC STAFF

## Honorary Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree(s)</th>
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<tbody>
<tr>
<td>Emeritus Prof. Sandra Bowdler</td>
<td>Honorary Senior Research Fellow</td>
<td>BA Syd., PhD A.N.U.</td>
</tr>
<tr>
<td>Dr Andrea Emberly</td>
<td>Honorary Research Fellow</td>
<td>BMus Alberta, MMus Bloomington, MA Washington, Seattle, PhD Washington, Seattle</td>
</tr>
<tr>
<td>Mr Iain Grandage</td>
<td>Honorary Research Fellow</td>
<td>BMus West Australia, AMusA</td>
</tr>
<tr>
<td>Prof. Geoffrey Lancaster AM</td>
<td>Honorary Research Fellow</td>
<td>BA Open, FTCL, LTCL, ATCL TCL LRAM ABRSM</td>
</tr>
<tr>
<td>Mr Joseph Nolan</td>
<td>Honorary Fellow</td>
<td>AM FAHA, FACe, FrsA</td>
</tr>
<tr>
<td>Prof Jennifer Post</td>
<td>Senior Honorary Research Fellow</td>
<td>Emeritus Prof. Margaret Seares</td>
</tr>
<tr>
<td>Prof. Roger Smalley</td>
<td>Senior Honorary Research Fellow</td>
<td>MA Cantab., MusD, ARCM, FAHA</td>
</tr>
<tr>
<td>Emeritus Prof. David Tunley</td>
<td>Senior Honorary Research Fellow</td>
<td>Chevalier de L'Ordre des Palmes Académiques, AM, MMus Dunelm., DLitt Hon.DMus W.Aust., FAHA, DSCM, LTCL</td>
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## Adjunct Faculty

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr Alexander Jensen</td>
<td>Adjunct Lecturer</td>
<td>MTh (Oxon) PhD (Dunelm)</td>
</tr>
<tr>
<td>Mr Craig Ogden</td>
<td>Adjunct Research Fellow</td>
<td>Royal Northern College of Music, United Kingdom</td>
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</tbody>
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## CASUAL ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mr Roland Adeney</td>
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<tr>
<td>Mr Kris Bowtell</td>
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<td>Mr Brian Copping</td>
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<td>Dr Aaron Hales</td>
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<tr>
<td>Mr Bruce Herriman</td>
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<tr>
<td>Ms Eva- Marie Middleton</td>
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<tr>
<td>Ms Jayne Pleysier</td>
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<tr>
<td>Mr Dale Pointon</td>
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<td>Mr Lee Stanley</td>
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In addition to our fulltime staff, we have a number of sessional instrumental staff at the School of Music in 2014.

**Violin**
- Alan Bonds
- Semyon Kobets
- Semra Lee*+
- Shaun Lee-Chen*

**Viola**
- Tzvi Friedl
- Giovanni Pasini**

**Cello**
- Michael Goldschlager

**Double Bass**
- Joan Wright*
- Mark Tooby*

**Harp**
- Sarah Bowman**

**Guitar**
- Alan Banks
- John Casey

**Flute**
- Neil Fisenden
- Andrew Nicholson**
- Diane Riddell
- Michael Waye**

**Oboe**
- Jane Blanchard

**Clarinet**
- Catherine Cahill
- Philip Everall
- Alan Meyer**

**Bassoon**
- Jane Kircher-Lindner**

**Saxophone**
- Jess Davie
- Jesse Deane
- Erin Royer
- Matthew Styles

**French Horn**
- David Evans**
- Rob Gladstones*

**Trumpet**
- Evan Cromie*

**Trombone**
- Josh Davies**
- Liam O'Malley*
- Bruce Thompson

**Tuba**
- Chris Goff

**Percussion**
- Louise Devenish
- Paul Tanner
- Tim White*

**Piano**
- Jana Kovar
- Adam Pinto
- Pauline Belviso

**Organ**
- Annette Goerke

**Voice**
- Fiona McAndrew
- Megan Sutton
- Ian Westrip

* Assistant Concertmaster West Australian Symphony Orchestra
* Member of the West Australian Symphony Orchestra
** Principal West Australian Symphony Orchestra

**PROFESSIONAL STAFF**

- **Toni Johnson** — School Manager
- **Javid Mastan** — Accounts Officer
- **Danielle Loiseau** — Administrative Officer (Mon – Wed)
- **Pip White** — Administrative Officer (Thurs & Fri)
- **Sarah Britenden** — Administrative Assistant (Mon – Wed)
- **Julie Seaton** — Coordinator, Concerts & Outreach
- **Laura Connell** — Administrative Assistant, Junior Music School (Mon, Thurs – Sat)
- **Jesse Stack** — Audio Technician (Mon, Wed & Thurs)
MUSIC SEMESTER DATES 2014

First Semester
Orientation Week begins Monday 17 February
First Semester begins Monday 24 February
PROSH Day Wednesday 9 April (*morning classes cancelled)
Good Friday Friday 18 April
Easter Monday Monday 21 April
(Note: Good Friday and Easter Monday are UWA holidays)
Non-Teaching Study Break 21 - 25 April
Production Week 12 – 16 May
Pre-Examination Study Break 2 June – 6 June
Examinations Saturday 7 June – Saturday 21 June
Student Vacation 23 June – 25 July

Second Semester
Second Semester begins Monday 28 July
Production Week 18 – 22 August
Non-Teaching Study Break 29 September – 3 October
Pre-Examination Study Break 3 – 7 November
Examinations Saturday 8 – Saturday 22 November
Student Vacation From 24 November

MUSIC STUDENTS’ SOCIETY

www.musicstudentssociety.org

The Music Students’ Society (MSS) is a non-profit student-based organisation with membership open to all students at the University of WA. A committee is elected every year from the music student body. The MSS is affiliated as a Faculty Society with the UWA Guild of Undergraduates, recognising the School of Music students as a separate and highly specialised body within the general Arts population. This affiliation means that members of the committee attend regular Guild meetings, including Education Council (ED) and Societies Council (SOC).

The MSS liaises with the School of Music staff by the President attending all staff meetings where any student issues can be addressed. The MSS organises a large number of concerts and performance opportunities displaying the talents of the performance students as well as composition and education students. The MSS also provides a multitude of social events throughout the year that provide opportunity for students to get to know one another and to enjoy the community aspect of university life. Current committee members are as follows:

President Bernadine Grigson Bernadine.music.au@gmail.com
Vice President, Social Jordan Armstrong 20923035@student.uwa.edu.au
Vice President, Educational Stephen de Filippo 20995449@student.uwa.edu.au
Vice President, Concerts Coordinator Blake Howieson 21292694@student.uwa.edu.au
Treasurer Fleuranne Brockway Fleuranne.brockway@gmail.com
Secretary Sarah Brien sarahhazelbrien@gmail.com
Publications Officer Krista Tanuwibawa kranta164@yahoo.com.au
Sports Rep Amy Nordsvan 21119898@student.uwa.edu.au
Ordinary Committee Members: Rachel Hicks rachell_hicks_06@hotmail.com
John Marks John.7marks@gmail.com

MUSIC STUDENTS’ SOCIETY

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Treasurer Fleuranne Brockway Fleuranne.brockway@gmail.com
Secretary Sarah Brien sarahhazelbrien@gmail.com
Publications Officer Krista Tanuwibawa kranta164@yahoo.com.au
Sports Rep Amy Nordsvan 21119898@student.uwa.edu.au
Ordinary Committee Members: Rachel Hicks rachell_hicks_06@hotmail.com
John Marks John.7marks@gmail.com
CONCERTS

The School of Music presents a number of public concerts and events throughout the year. The Artistry! series consists of 4 evening mixed-repertoire concerts featuring students, staff, and visiting artists. The Keyed Up! piano recital series consists of 4 solo piano recitals by visiting pianists in Callaway Music Auditorium. Some of these, where visiting artists are involved, may provide opportunity for involvement in Masterclasses. Chamber! celebrates chamber music with performances visiting artists. Often in collaboration with our own staff. This year also sees the continuation of the innovative ‘Callaway Series’ presenting works by students working towards their coursework goals.

The free Lunchtime Concert series features free recitals by students, staff and visiting artists in the Octagon Theatre each Thursday of semester. We also run a number of special events, including masterclasses, vocal performances, community events, and additional recitals. Full details of 2014 concerts and events are available on the concerts page of the School of Music website, http://www.music.uwa.edu.au/concerts and in our On the Map 2014 concerts brochure.

The Winthrop Singers present the service of Evensong every Thursday in St George’s College Chapel at 6.00 pm. Concerts are also presented in the Hall of St George’s College on a regular basis in partnership with the School of Music.

The majority of School of Music concerts feature students. This may include potential for solo and chamber performance, and also involvement in orchestra, choirs or band. Details of concerts you may be involved in (including rehearsal schedules) are distributed with as much notice as possible for all events. Please check your student email, LMS and the student notice board regularly throughout the year for any updates, and check in with your ensemble director or the Coordinator, Concerts with any questions or concerns.

PRINTING OF SCORES FROM IMSLP

Students can expect to be involved in a number of concerts each year. Where possible, scores are provided from the library or elsewhere, however students are sometimes required to download and print their own scores from websites such as IMSLP. The cost to students is usually nominal, although it can be larger for choral works etc. The University’s onsite print shop UniPrint provides competitive copying and binding rates. Students should find this option cheaper than buying published copies of scores. Where works are not available on IMSLP or through the library the School covers the cost of hiring these works.

OTHER UNIVERSITY EVENTS

There are a number of University events throughout the year that involve performances by students from the School of Music, including the March and September Graduation Ceremonies and UWA Expo. Please keep an eye out for details of these events throughout the year and check in with the Coordinator, Concerts & Outreach if you have any queries.

CONCERT PAYMENT POLICY

Please note that it is not University policy to pay students for performing in UWA events/concerts/ceremonies. Students are required to consult with the Coordinator, Concerts & Outreach, or Head of School before negotiating or accepting fees for any performance work on campus.

POSTGRADUATE RECITALS

Coursework and assessed recitals featuring MMus and DMA performance candidates make a significant contribution to the School of Music program.

Recordings of MMus and DMA Recitals

Recitals held at the School of Music will be recorded at no cost to the student for assessment purposes. Arrangements for recordings should be made via Sarah Brittenden, Concerts Coordinator (sarah.brittenden@uwa.edu.au). Recordings of recitals held externally will need to be arranged and paid for by the student. If this is the case, please consider this cost when preparing your Research Proposal.

Recitals are listed on the website here: http://www.music.uwa.edu.au/concerts/special-events/recital-schedule
TICKETS AND ATTENDANCE
All students are encouraged to attend concerts wherever possible. All School of Music concerts are FREE for music students, but for ticketed events you must reserve your seat prior to the day of the concert by visiting the concerts office (Rm 1.15) or emailing concerts@uwa.edu.au. We are only able to allocate one ticket per student, and these tickets are not transferable (i.e., they must be used by the person who booked the ticket and cannot be passed onto a friend or family member). The proceeds from concert ticket sales go towards running future events and programs at the School of Music, so please encourage others to come along wherever possible.
MUSIC MATERIALS IN UWA LIBRARIES

Music materials are held at different locations within the UWA Library system. The Wigmore Music Library contains scores, performing editions of musical works, sound-recordings, DVD’s/videos and music reference books (dictionaries, encyclopaedias, etc.). Books about composers, history and theory of music, etc. and music journals are housed in the Reid Library building (Dewey number 780). Some music education books are also housed in the Education, Fine Arts and Architecture Library (EDFAA).

The UWA Library subscribes to a number of online resources including:

• Oxford Music Online (including Grove)
• Naxos Music Library: Classical and Jazz
• Naxos Video Library
• Music Online (including The Garland Encyclopedia of World Music Online; Classical Music Reference Library; Classical Music in Video; Classical Music Library; Classical Scores Library; Contemporary World Music; Jazz Music Library; Smithsonian Global Sound for Libraries)

…and much more (see the Music Guide for more online resources).

You can access these through the Information Services website (http://www.is.uwa.edu.au).

BORROWING

Postgraduate students may borrow an unlimited number of books, recordings or videos as well as an unlimited number of scores for a semester. Some items may have shorter loan periods such as 3-day loans or Reserve items but these are clearly marked. UWA students may also register to borrow from Edith Cowan, Curtin and Murdoch Universities.

GUIDES

The Music Library has created the following guides for staff and students in the UWA School of Music.

Music: http://guides.is.uwa.edu.au/music
Music Referencing: http://guides.is.uwa.edu.au/music_referencing

FINDING KEY RESOURCES FOR YOUR UNIT

The Course Material Online (CMO) link on the Information Services website gives you access to CMO lists for your units. CMO lists contain resources recommended by your lecturers – these may include online journal articles, book chapters, exam papers or links to books, music scores, sound recordings held in the collection.

Print materials relevant to your units are held in the Reserve Collection in the Music Library. You can borrow two reserve items at a time for a maximum of 2 hours – they may also be borrowed overnight and should be returned the next morning. Reserve items can be booked in advance.

RECIPROCAL BORROWING FROM OTHER LIBRARIES

UWA students may register to borrow from Edith Cowan, Curtin, Murdoch and Notre Dame universities. You need to take your UWA Campus Card and register at each library where you want to borrow. You can also register online.

Music Library Hours
During Semester
Monday - Thursday 8.30am - 8.30pm
Friday 8.30am - 5.00pm
Sunday 2.00pm - 6.00pm

Wigmore Music Library Contact Details
Tel: 6488 2055
Email: gen-mus@library.uwa.edu.au
PHOTOCOPYING
There is a photocopier and a printer in the Music Library and you can use your UWA Campus Card to pay for photocopying and printing. The standard A4 page costs 10 cents. You can add credit to your UWA Campus Card using an autoloader machine available in every library. The library photocopier can also scan and send documents as PDFs to your registered UWA e-mail address. This is a free service.

LAPTOP INTERNET NETWORK ACCESS (UNIFI)
You can access UWA and external web sites from your own laptop or mobile device in the Music Library using Unifi. Unifi requires a “Full Internet Access” account which is activated through Pheme (https://www.pheme.uwa.edu.au/). More information and registration is available from the Unifi website: http://www.is.uwa.edu.au/it-help/access/wireless/unifi

GROUP STUDY ROOMS
The Music Library has two group study rooms. Both have electronic whiteboards and large LCD screens.

Library Room Booking Link: http://is.uwa.libcal.com/

Room Booking Instructions
To book a group study room:
1. Click on the relevant subject library from the Room Bookings list above. You will then see a display of the room availabilities for today.
2. Use the Calendar to select what day you want to make the booking on. The display will automatically refresh with the relevant information. Available slots will display as green. Unavailable slots will display as blue.
3. Click on an available slot to make a booking. You may select two slots per subject library per day.
4. Click Continue. You will then be prompted to enter your Full Name and Email. You must use your UWA email address to make bookings.
5. Click Submit my Booking to complete the process. You will be sent a confirmation email.

To cancel a group study room booking:
1. Open the confirmation email forwarded to your UWA email account.
2. Click on the link to cancel your booking.
3. You will be asked to confirm that you want to cancel your booking. Click Yes to cancel your booking.

Group study room bookings:
- Are available for UWA students using a student email address
- Are limited to 2 hours, per building, per day, per group
- Will only be held for 15 minutes after the start of the booking time
- Can only be made on the hour
- Can only be made up to two weeks in advance

For more information or help with using the Room Booking system, contact Information Services staff in subject libraries

Wigmore Music Library Contact Details
Tel: 6488 2055
Email: gen-mus@library.uwa.edu.au

Reid Library
Monday - Thursday 7:30am-10pm (UWA student/staff Campus Card access only: 10pm-7:30am)
Friday 7:30am-6pm (UWA student/staff Campus Card access only: 6pm-12 midnight)
Saturday/Sunday 10am-6pm (UWA student/staff Campus Card access only: 6pm-12 midnight)

Reid Library Contact Details
Tel: 6488 2324
Email: reid-lib@uwa.edu.au

Education, Fine Arts & Architecture Library (EDFAA)
Monday - Thursday 8.30am - 10.00pm
Friday 8.30am - 6.00pm
Saturday/Sunday 10.00am - 6.00pm
CALLAWAY CENTRE

The Callaway Centre is an international research centre based in the School of Music at The University of Western Australia. The Centre promotes study and research for the advancement of musicology, music education, music psychology and ethnomusicology. As the conceptual home of music scholarship at the University it has developed a sophisticated research infrastructure to support its important archival collections.

The Callaway Centre Archive is the repository of a number of unique music-related archival collections, including the personal papers of notable musicians and educators such as Sir Frank Callaway, famed English ethnomusicologist John Blacking, Western Australian pianist Eileen Joyce and English musician and teacher Irene Kohler. In addition to personal papers the Archive houses the Handa Collection, a significant example of a formed collection of Australian music history in sound and print.

The Centre is a research hub that develops and supports interdisciplinary scholarship in music, and extends its teaching-research nexus through national and international collaborations.

Website http://www.callaway.uwa.edu.au
GENERAL INFORMATION

OFFICE SPACE
Desk accommodation is available in the School of Music Postgraduate Lab. Please book online (follow the procedures for booking practice rooms http://bookings.arts.uwa.edu.au/music or Pip White in the SoM Office.

The School will also support students who wish to work in the the Reid Library’s Scholars Centre or in a library carrell. http://www.is.uwa.edu.au/current-students/facilities

Arts accommodation is available in the postgraduate student study rooms. Carrels with a lockable cupboard, network and power points for laptops, and a shared internal phone are available in the Arts Building and Social Sciences building. Spaces are limited and distributed on a first-come-first-serve basis. http://www.arts.uwa.edu.au/students/postgrads/study-rooms

Please contact Jenny Pynes, telephone (+61 8) 6488 3871 (office G.42 Arts Building) for Carrell arrangements and information.

Desk availability is limited in both the Faculty and the Library, so please apply for space as soon as possible in your candidature.

COMPUTER ACCESS
The School provides postgraduate research students with a range of facilities in order to conduct research. Room 1.18 in the School of Music has computers available for Postgraduate students. Postgraduate students are expected to share the available facilities and can book use of the computers using the online room booking system.

For information on Faculty computing accounts giving access to computing facilities and associated support, please see http://www.arts.uwa.edu.au/staff/computing

POSTGRADUATE EMAIL LIST
The postgraduate email list allows staff to send you relevant information and allows students to send emails to others in the postgrad community.

Please note, use of this centralised email address is for study-related information only. For example, you may wish to invite fellow students to your lecture recital or you may have found some interesting information, related to doctoral studies, which you think may be of interest to your peers. It is not a site for selling things or for private activities.

Simply send your email to the address: postgrad-music@maillists.arts.uwa.edu.au, once it has been moderated, your email will out to all music PGs.

Staff and students may subscribe to this list also through this link: http://maillists.arts.uwa.edu.au/cgi-bin/mailman/listinfo/postgrad-music

COMMON ROOM
The Student Common Room is located on the ground floor (G04) in the music building and is available to all Music students. This room is usually open from 7am – 8pm during weekdays and provides kitchenette facilities and a comfortable space for students to relax between classes and rehearsals.

The common room is often made available to external hirers after hours and on weekends. As such, it is important that the room is maintained. The Music Students’ Society ensure that the common room is a comfortable space for all students through some basic regulations that they ask all students to abide by.

For any concerns regarding the common room, please contact the President, Music Student’s Society Bernadine Grigson.

PRACTICE ROOMS
There are 10 practice rooms located on the top floor of the Music building for the exclusive use of Music students. There are also a number of teaching and performance rooms on the ground floor that may be made available for student practice under certain circumstances. Smoking, eating and drinking are not permitted in any room. The School would appreciate it if students could please report any suspicious behaviour or persons to the Music Office. To access a practice and/or teaching room you have booked
(see booking information below) you require your Campus (Student) Card. To gain entry simply badge (swipe) the control outside the door ONCE; once you are inside the room the door will lock behind you. To exit, press the button inside the room (if applicable). When you leave the door will lock behind you.

It is VERY IMPORTANT when you use a room you DO NOT prop the doors open. Doors that are propped open activate an alarm at Security. It is not acceptable for security staff to be attending to these alarms simply because doors have been left ajar. This system was installed to provide staff and students with safety and protection. It is imperative therefore that doors remain closed whilst you are practising (if necessary windows can be opened for fresh air).

**Postgraduate students have access to practice and study rooms as follows**

- Callaway, G10b (green room), EJS, G12, G18, G5, G7, G8 and Practice Rooms 2.01 – 2.10 on the second level
- Piano students (both PG and UG) - rooms above plus G9
- Percussions students (both PG and UG) - rooms above plus G20 and G11
- Postgrad lab room 1.18
- Staff room access

Students must be aware that the School does not allow any student to use the School’s facilities to conduct private lessons. University insurance does not cover private lessons; therefore students who conduct private lessons within the School may face legal ramifications. Practice rooms or any other rooms and equipment are to be only used for School-related activities or with the Head of School's approval.

**PRACTICE AND TEACHING ROOM BOOKINGS**

Bookings for the practice and/or teaching rooms can be made through the online booking system available at [http://bookings.arts.uwa.edu.au/music](http://bookings.arts.uwa.edu.au/music). To book, follow the procedure below, please note no more than one two hour block/student/day during teaching hours is allowed unless you have permission from your Supervisor.

- Login in using your student number and Pheme password.
- Go to ‘My Bookings’ located underneath ‘My Quick Links.’
- Locate the room and the time you want and double click on the corresponding box. (‘G’ before a room number denotes ground floor and ‘2’ denotes the practice rooms on the 2nd level).
- A Reservation sheet for that room will pop up.
- Enter the following information:
  - Start and Finish time - no more than two hours.
  - Your first name, surname and contact phone number in the ‘summary box.’ **This information is essential** as it allows us to contact you quickly should a room become unavailable for any reason. If you are making a booking for a lesson or group rehearsal please also note this in the summary box.

To modify your booking:

- Double click on the booking you have made, make the change and save.

To delete:

- Double click on the booking and tick the ‘delete’ box, press save.

**If you decide not to use a room you have booked, it is important in the interests of fairness to all, and at times when there is heavy usage of rooms, that you delete your booking from the system.**

You will note on the booking system that where bookings have been made the times will be blocked out in colour. You cannot override bookings made by others.

Please note you only have the ability to books rooms to which you have been granted access to as per the list in point 11 above.

**All equipment, including music stands and chairs, borrowed from rooms must be returned to the room of origin immediately following use.**

Access to Callaway during the recital period will be limited to students undertaking recitals. Priority will be given to Piano students who require access to the Piano in Callaway. All students will be allowed at least one 2hr rehearsal so that they can practice in venue with their accompanist, additional bookings may be made ONLY if there is space available.
Outside use of School of Music rooms and facilities is not allowed unless arrangements are made through the office.

**UPSTAIRS PRACTICE ROOMS**

*Weekday and Weekend Bookings:*
Practice rooms are available from 7am till midnight.

**DOWNSTAIRS PRACTICE ROOMS**
Rooms are available from 7am till midnight except when they are being used for teaching purposes.

**Weekday Conditions**

Downstairs rooms are principally reserved for teaching activities, chamber music or other ensemble practice. Outside of these times, these rooms are available for student practice as per access levels listed above. You can see when rooms are booked by logging in to the online booking system.

Students should be aware that staff have priority over the usage of all Music rooms. Therefore if a staff member should require a room booked by a student, we will need to contact you to make other arrangements.

**Weekend Conditions**

Please note that Junior Music School utilises most available downstairs rooms on Friday and Saturday mornings throughout semester.

Strict security procedures apply to the use of all School of Music rooms and students who breach these procedures will be denied future access.

**PERCUSSION ROOM G20/G11 and G9**

*Weekday and Weekend Bookings:*

G20/G11 (percussion rooms) and G9 (downstairs room) are for the sole use of percussion and piano students respectively. They are available to students from 7am till midnight except when they are being used for teaching purposes.

**FAZIOLI KEY**

Permission to use the Fazioli piano must come from Graeme Gilling, Coordinator - Performance. When making your booking you MUST type FAZ in large letters on your booking sheet, this will ensure the key is left at security for you.

**INSTRUMENT LOAN/HIRE**

**Instrument Hire**

A limited number of historic and modern instruments are available from the School of Music for student use. Students should consult with their Instrumental Coordinator about their needs. If a suitable instrument is available they should then see Julie Seaton, Administrative Assistant Concerts & Outreach to arrange instrument hire. No hire charge applies where the use of the instrument is required for the completion of an enrolled performance unit (this must be confirmed by the appropriate Instrumental Coordinator). Hire charges apply for instrument hire not related to the completion of a School of Music unit. Details of these arrangements and charges can be obtained from the Concerts & Outreach Coordinator. All instruments must be returned by the stipulated date, and will be inspected upon their return. Although instruments are insured, students may be liable for any damage incurred due to negligence.

With written approval from your Instrumental Coordinator, see Julie Seaton Rm 1.15 (Tues - Thurs) to secure your instrument hire.
POSTGRADUATE DEGREES IN MUSIC

Postgraduate students can choose to undertake either coursework or research-based degrees. Within the School of Music, we can offer supervision in a wide range of topics including: Musicology; Ethnomusicology; Music Education and Pedagogy; Performance and Performance Practice; Acoustic and Electro-acoustic Composition; Psychology of Music; Music Medicine.

Coursework Music Degrees
The Graduate Diploma in Education (School of Music) (31330) is administered by the Faculty of Education. For more information on this course, please consult the Faculty of Education website at http://www.education.uwa.edu.au/courses/postgraduate/graddiped

Research-Based Music Degrees
Research-based degrees are administered by the Graduate Research School, and include:

Performance and Composition
Master of Music (10720)

Musicology
Master of Philosophy – Research (00710)
http://courses.handbooks.uwa.edu.au/courses/c0/00710#overview-tab

Doctor of Musical Arts (20001)
Doctor of Philosophy (00810)

For more information on these degrees please consult the Graduate Research School website at http://www.postgraduate.uwa.edu.au
BRIEF SYNOPSIS OF POSTGRADUATE DEGREES IN MUSIC


GRADUATE RESEARCH SCHOOL-ADMINISTERED DEGREES

Master of Music (Research) (10720)
This degree is designed for music practitioners or graduates who wish to undertake advanced study in performance or composition. The large thesis component differentiates this course from the Master of Music (10620) outlined above. The duration of this degree is eighteen months of full-time study or up to three years of part-time study. Applicants are expected to have a Bachelor of Music with at least upper second-class honours. Applicants for the Master of Music (performance) who have not received an undergraduate degree from this University, or whose degree was awarded three years or more before the time of application, may be required to pass an admission audition before lodging a formal application. Performance candidates offering conducting should have an existing relationship with an ensemble with which they work regularly. Applicants for the Master of Music (composition) must submit a portfolio to the School of Music of compositions before lodging an application for admission to the Faculty.

The assessment for the MMus (performance) comprises one recital of 65 to 80 minutes' duration, which demonstrates advanced technical and interpretative accomplishment, and a thesis of 12,000 to 15,000 words on a topic related to one or more aspects of the performance.

The assessment for the MMus (composition) requires candidates to submit a portfolio of compositions, and to present a thesis of 12,000 to 15,000 words on a topic related to one or more aspects of the composition.

All components (recitals, composition portfolios and theses) of the Master of Music (research) are externally assessed.

Master of Philosophy – Research (00710)
The Master of Philosophy is a broad-based degree which allows students to pursue research topics in a range of disciplines from the Humanities and Social Sciences. Within the School of Music, we would anticipate candidates pursuing studies in Musicology and/or related fields of enquiry. The duration of this degree is two years of full-time study or up to four years of part-time study. Students enrolled in this degree must present for examination a 50,000-word thesis. The thesis for the Master of Philosophy is externally assessed.

Doctor of Musical Arts (20001)
The Doctor of Musical Arts can be taken in either performance or composition and consists of a combination of thesis and creative work. Performance candidates offering conducting should have an existing relationship with an ensemble with which they work regularly. The duration of this degree is three years of full-time study or up to six years of part-time study. Applicants must hold a Master of Music degree. In exceptional circumstances a candidate who does not hold a MMus degree may be admitted to the course subject to a qualifying examination or preliminary study. Entry requirements are as follows: an audition in performance or a portfolio of compositions submitted to the School of Music. In certain circumstances, on the recommendation of the Head of School and coordinating supervisor, students may apply to upgrade their enrolment from MMus (research) to a DMA. Such applications must be lodged through the Board of the Graduate Research School.

The assessment for the Doctor of Musical Arts (performance) comprises: two recitals, each of 70 to 90 minutes' duration, which demonstrate professional executant skill and interpretive ability; a 45-minute lecture/demonstration followed by a 15-minute discussion session; and a thesis of 30,000 to 40,000 words on a topic pertinent to one or more aspects of the performances. Please note:

The assessment for the Doctor of Musical Arts (composition) comprises: a portfolio of original compositions in a variety of genres, deemed to be of sufficient scale and duration, which show the highest level of technical accomplishment and imaginative resource; a 45-minute lecture/demonstration followed by a 15-minute discussion; and a thesis of 30,000 to 40,000 words on a topic pertinent to one or more aspects of the composition portfolio.
All components of the Doctor of Musical Arts are externally assessed.

**Doctor of Philosophy (00810)**
A PhD program comprises an independent, supervised research project mutually agreed upon by a student, supervisor, Head of School and the Board of the Graduate Research School. The duration of this course is four years' full-time study or up to eight years part-time study. Applicants will normally possess an Honours degree of at least upper second class, or a Masters degree with a significant research component. A PhD thesis must be a substantial and original contribution to scholarship, demonstrating mastery of the subject as well as an advance in that field of knowledge. The thesis should show a candidate's ability to document and interpret results, formulate theories and discuss the results in the light of the current literature to a level of competence required in published materials. The PhD is assessed on the basis of a thesis submitted at the end of the course and examined by three external examiners.
GENERAL INFORMATION ON POSTGRADUATE DEGREES AND EXPECTATIONS

University Course Rules
For information concerning general University course rules for graduate research degrees please see http://rules.handbooks.uwa.edu.au/rules/grs?childfx=on

Graduate Research School
The Graduate Research School website is located at http://www.postgraduate.uwa.edu.au/. This contains a wide range of information for postgraduate students enrolled in higher degrees by research, such as forms and guidelines, contact information, research guidelines, supervision and research funding opportunities. Below are key issues for consideration:

Candidature: Regulatory Obligations and Quality Assurance
- Candidates are expected to become familiar with the rules governing the course in which they are enrolled:
- It is expected that candidates will be aware of, and read where appropriate, University rules, regulations, policies, and procedures;
- Candidates must present to the supervisor a research proposal and an annual progress report in accordance with the relevant rules and guidelines. For more information concerning the research proposal see http://www.postgraduate.uwa.edu.au/students/proposals
- Candidates are expected to devote at least 30 hours per week (or equivalent if the candidature is part-time) to research higher degree studies;
- Candidates are expected to advise their coordinating supervisor of any significant change in their commitments likely to affect the progress of the research course, and if required ensure that this is communicated to the Head of School and/or the Board of the Graduate Research School. See http://www.postgraduate.uwa.edu.au/students/candidature
- Candidates who have been advised by a supervisor that they need assistance in communicating orally or in writing in English using the vocabulary and conventions of the discipline must seek assistance as directed;
- In conjunction with supervisors, candidates must make every effort to ensure that they fulfill all academic and administrative requirements promptly and satisfactorily.

Ethics, Safety and Intellectual Property
- Candidates must attend the necessary health and safety training courses as required, adopting safe working practices relevant to the field of research, and adhering to the ethical practices appropriate to the discipline, including Human Research requirements;
- Candidates must discuss with their supervisor(s), at the commencement or during the course of candidature, any publication likely to arise during or on the basis of the research project, to ensure appropriate and adequate recognition of the contributions by the candidate and supervisor(s) to the publication. Any agreement should be recorded in the Supervision Proforma (see appendix A).

Graduate Research Community
- Candidates are expected to participate in the intellectual life of the School of Music through activities such as attendance at the Tuesday research seminars, conferences and Study Days;
- Candidates are encouraged to present their work at the above fora;
- Candidates are encouraged to participate in training activities, such as workshops and courses offered within the University;
- Candidates should, where possible, attend University and/or Guild induction activities.

Supervision and Candidate-Supervisor Relationship
- Candidates should make every effort to build and maintain a supervisory relationship in line with the principles outlined in the Guidelines for Graduate Research Supervisors. See http://www.postgraduate.uwa.edu.au/supervisors/policies/supervisors and more specifically, the School of Music supervision guidelines http://www.music.uwa.edu.au/students/postgraduates
- Regular supervision meetings are vital to keep on track and to ensure that the supervisor is kept up to date. A record of these meetings will be included in each Annual Review (applicable to students enrolled in courses of more than one year’s duration, e.g. MMusEd, MMus, MA, DMA, and PhD). Thorough preparation for supervision meetings leads to better learning outcomes;
• Each supervision should be reported on a Supervision Proforma, with a brief account of the work completed prior to the session and a record of the targets agreed by the supervisor and student for the next meeting. Copies should be retained by the student and the supervisor;
• Candidates must endeavour to adhere to agreements as set out in the Supervision Proforma or as otherwise negotiated and agreed at the commencement of candidature.

Specific responsibilities in relation to thesis preparation, submission and examination
• Candidates are required to accept responsibility for producing the final copies of the thesis, for the content of the thesis, and for ensuring that it is in accord with the relevant requirements, including the standard of presentation. See http://rules.handbooks.uwa.edu.au/rules/grs/mdrules
• In cases where a thesis is classified ‘Resubmit’, or is passed subject to correction, candidates are required to complete the necessary revisions and/or corrections within the time limit specified and to provide any statement addressing the corrections requested by the Board of the Graduate Research School or faculty concerned.

Grievances and Appeals
• In the case of grievances or appeals, candidates must apprise themselves of the relevant sections contained in the Guide to the Postgraduate Research Students Conciliation Process. See http://www.postgraduate.uwa.edu.au/supervisors/policies
• If issues arise which cannot be resolved by informal discussion, candidates must make every effort to follow School procedures to deal with unresolved conflicts or issues with their supervisors. If a formal Application for Grievance Conciliation is lodged, candidates are expected to co-operate fully with the Chair and the members of the Grievance Conciliation Panel to resolve the Grievance.
CONFIRMATION OF CANDIDATURE

No research funding can be granted to potential postgraduate students until a Confirmation of Candidature has been received by the School from the Graduate Research School.

It is compulsory for all postgraduate students to complete the unit AACE1000 Academic Conduct Essentials (ACE). ACE is a compulsory online module (available through the Learning Management System – LMS) for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students. Further information is available at www.ace.uwa.edu.au Please note that this compulsory unit does not incur any fees. Failure to complete the unit will be recorded on your official academic record.

It is also a requirement that PG students attend an Arts Orientation day before Confirmation of Candidature. These will be held twice a year after Census date each semester. New students are expected to attend these events also. Please see Nicholas Bannan or Danielle Loiseau in the Music Office for more information.

Postgraduate Milestones
Students are expected to achieve milestones within their degree. These not only provide a clear indicator of progression, but also help the supervisor(s) and student to highlight difficulties as they may arise. The milestones for School of Music postgraduate degrees are outlined below.

Milestones for Master of Music (Research)
4 months full-time study (8 months part-time study):
- Ethics Clearance applied for or obtained (where applicable);
- Research Proposal submitted to GRS (with prior approval by the Head of School); and
- Completion of, or evidence of enrolment in, any development activities as required (e.g. research/proposal/thesis writing workshops, Endnote or other software training, etc.).

12 months of study (full- and part-time students):
- Completion of Annual Report including a summary of all progress to date and confirmation that all tasks above have been achieved; and
- Meeting and review of progress with panel committee and Postgraduate Coordinator.

12 months full-time study (18 months part-time study):
- Submission of a draft research paper (approximately 4,000-5,000 words); and
- Present a practice recital (approximately 30 minutes’ duration); or submit a composition portfolio (approximately 8 minutes’ duration).

Milestones for Doctor of Musical Arts
6 months full-time study (9 months part-time study):
- Literature Review;
- Ethics Clearance applied for or obtained (where applicable);
- Oral presentation with overview of the topic as outlined in the Research Proposal;
- Research Proposal submitted to GRS (with prior approval by the Head of School); and
- Completion of, or evidence of enrolment in, any development activities as required (e.g. research/proposal/thesis writing workshops, Endnote or other software training, etc.).

12 months of study (full- and part-time students):
- Completion of Annual Report including a summary of all progress to date and confirmation that all tasks above have been achieved; and
- Meeting and review of progress with panel committee and Postgraduate Coordinator.
12 months of full-time study (18 months of part-time study):
- Present a performance (minimum of 25 minutes’ duration) with a panel committee and Postgraduate Coordinator present; or submit a composition portfolio of approximately 12 minutes’ duration (and/or a performance of this work) to a panel including the Postgraduate Coordinator; and
- Submission of a draft thesis chapter (approximately 4,000-5,000 words) followed by a viva voce presentation updating the elements of the Research Proposal to a panel committee.

Milestones for Doctor of Philosophy
6 months full-time study (9 months part-time study):
- Literature Review;
- Ethics Clearance applied for or obtained (where applicable);
- Oral presentation with overview of the topic as outlined in the Research Proposal;
- Research Proposal submission to GRS (with prior approval by the Head of School); and
- Completion of, or evidence of enrolment in, any development activities as required (e.g. research/proposal/thesis writing workshops, Endnote or other software training, etc.).

12 months of study (full- and part-time students):
- Completion of Annual Report including a summary of all progress to date and confirmation that all tasks above have been achieved; and
- Annual Meeting and review of progress with a panel committee and the Postgraduate Coordinator.

12 months of full-time study (18 months of part-time study):
- An oral or written report updating the elements of the Research Proposal, such as an extension of the literature review, research methodology and plan, refining topic focus; and
- A draft thesis chapter of approximately 4,000-5,000 words.
STAGES OF POSTGRADUATE STUDY: RESEARCH

Choosing the Right Topic
Students must be passionate about their proposed area of research; a lack of commitment and enthusiasm will not assist the forging and development of ideas into study outcomes and creative work. The specific topic details, however, must be discussed and developed in conjunction with the supervisor(s). The longevity of the research topic also requires consideration: that is, whether the topic will maintain the student’s interest over an extended period of 18 months or more. At this level an important consideration is also originality: e.g. to consider where work on a particular topic may already be published by another researcher.

Starting to use the School of Music Research LMS
The Research LMS provides a forum for staff and student interaction and documentation. You are encouraged to make regular use of it, both in presenting your own work, and responding to the work of others. Information regarding research support, events and materials will be posted regularly. All students are encouraged to post Powerpoint files of the latest version of their research, and to update these as they progress towards completion.

Initial presentation to the School of Music research community
All HDR candidates are expected to present regularly over the period of their candidature to the Tuesday Seminar Series that takes place 4.30 - 5.30 pm in the Tunley Lecture Theatre. A vital support for the research process is provided through contributing in this way to the School of Music research community. Enquiry regarding the intention to present should be directed to Nicholas Bannan as Graduate Research Coordinator.

Preparing the Research Proposal (for all research degrees and the MMus (Thesis and Coursework))
After having selected a topic area, supervisor(s), and being accepted to study at the University, most postgraduate students are required to produce a Research Proposal. This proposal outlines the key aims, research design, contextual study, references, contacts, draft budget and a proposed timeline for completion of research and creative work. Close collaboration with the supervisor(s) at this stage is essential. The proposal form and guidelines for preparing the Research Proposal can be found at http://postgraduate.uwa.edu.au

Proposal Meeting
Once the proposal is completed, the proposal meeting will take place. This is a gathering of the student, his/her supervisor(s) and the Postgraduate Coordinator, in the same room at the same time. This enables an evaluation of the merits of the proposed research and a discussion of any issues surrounding the choice of topic. A satisfactory proposal meeting is a requirement of a successful Research Proposal. Once the meeting group has passed the proposal, it is forwarded to the Head of School for review and approval, after which it is forwarded to Graduate Research School Board for final approval.

Annual Review
The Annual Review will take place on a date corresponding with the date of a student’s initial enrolment. Completing an Annual Review is a necessary requirement even if a student is suspended and/or based off-campus. The Annual Review will take place with a panel committee comprising the Discipline Chair/Postgraduate Coordinator and two supervisor(s). In preparing for this meeting, students should assess their progress in the light of goals set in their Research Proposal or previous Annual Report forms.

Annual Report forms are available from http://www.postgraduate.uwa.edu.au/forms Sufficient information must be included along with the Annual Report to assist panel committee members in their evaluation of a student’s progress. This information could include copies of papers/abstracts submitted/accepted, a list of presentations (e.g. postgraduate seminars), and a timeline of study for the year ahead. All of this information should be given to the committee members at least two weeks before the Annual Review meeting. If the Annual Review needs to take place in a teaching room, rather than a supervisor’s office, the student is responsible for booking a suitable room.
If a detailed report has been submitted to the panel committee, the student will only be asked to provide a quick oral overview of their work during the previous twelve months. During the review, the student should take to the floor and deal with all questions. When, and if necessary, the supervisor(s) will provide the student with support and encouragement. At the end of the meeting, panel members will complete the Annual Report forms, rating the student’s progress. Sometimes this happens while the student is present; at other times the student may be asked to leave the room. If deemed necessary, the student may be asked to make some changes or improvements to their Annual Report. Following this, the student will be asked to give the amended document to the supervisor(s) who will then forward the report to the GRS. After a period of time the student will receive a letter from GRS confirming or refusing their enrolment for another year.

**Submitting Drafts of Written Work**
Students should submit written work to their supervisor(s) at regular intervals in order to gain constructive feedback in relation to content and style. Submitting work on a regular basis will not only help students to hone their written skills but will also help them to submit articles and complete their thesis. In draft writing, supervisors may prefer students to submit work double-spaced so that suggested corrections and comments can be written next to the next. Some supervisors like to receive draft work in electronic form, using the track changes facility in Word or different coloured text to mark proposed alterations.

In the final period of registration, students are likely to be fully focused on writing. This can be an intense and draining experience, so having ample time to work and time to rest to regenerate is essential. At particularly intense periods, some relief may be gained by completing some work outside of regular hours, but there is certainly a relationship between productivity and rest time.

**Nearly ready to submit?**
A helpful handout when you reach this step is available from Danielle Loiseau in the School of Music Office or via LMS.


**ETHICS**
Original research, undertaken in research degrees, is subject to the University’s Code of Ethics; this includes research with human beings. For general information relating to UWA’s code of research ethics, as well as the necessary forms to include in a dissertation upon submission, please see: [http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO](http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO)

Other sites to visit for information concerning the process of applying for Ethics, include:

FUNDING

RESEARCH FUNDING

The School will fund justified research costs as follows:

<table>
<thead>
<tr>
<th>POSTGRADUATE FUNDING FOR PhD/DMA and MA/MMus COMPOSITION</th>
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<tbody>
<tr>
<td><strong>FUNDING OVER ENTIRE CANDIDATURE</strong></td>
</tr>
<tr>
<td>Research and Travel funding</td>
</tr>
<tr>
<td><strong>PhD/DMA Composition</strong></td>
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<tr>
<td>Up to $4000</td>
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<tr>
<td><strong>MA/MMus Composition</strong></td>
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<tr>
<td>Up to $2000</td>
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</tbody>
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For the DMA and MMus degrees in Performance the funding for ‘research and travel’ is deemed to comprise the following:

**DMA**
The amount of $4500 shown below normally will include costs for combined research/ fieldwork and lessons/practical consultations. The total amount provided by the School does not exceed $4500.

**MMus**
The amount of $2200 shown below normally will include costs for combined research/ fieldwork and lessons/practical consultations. The total amount provided by the School does not exceed $2200.

Applications must demonstrate a clear research benefit to the student, and have the support of the supervisor.

Funds for travel will be provided only if a student has applied for relevant University funding (such as the University Graduate Research Candidate Travel Award). Application form available at [http://www.postgraduate.uwa.edu.au/students/funding/?a=23373](http://www.postgraduate.uwa.edu.au/students/funding/?a=23373)

The following costs will not normally be funded: purchase of personal computers, clerical and editing services, normal living expenses, although limited funding towards accommodation costs may be provided for conference attendance, research trips, and fieldwork. Funds will not be provided for conference travel and attendance unless a paper is being presented.

The money need not be used in any particular year, and the full amount can be claimed at any stage of candidature. No application for School funding will be accepted, however, before a candidate’s Research Proposal has been accepted.

Applications must be made on the *Postgraduate Research Funding Application Form*. Download this form from [http://www.music.uwa.edu.au/students/postgraduates/postgraduate-forms](http://www.music.uwa.edu.au/students/postgraduates/postgraduate-forms)

Evidence should be supplied of the costs that are to be funded, in advance for airfares (quotations) and with receipts upon expenditure of the funds.
Conference travel
The School encourages its postgraduates to attend conferences and will provide one-off funding of up to $740 when the candidate is presenting a paper to cover conference travel and attendance costs (in addition to the research funding above). Such funding is not an automatic entitlement, and is subject to the following constraints

- Applications must demonstrate a clear research benefit to the student, and have the support of the supervisor.
- Funding will be provided only after conference organisers have accepted the proposed paper for presentation.

Funds will be provided only if a student has applied for other University funding for attendance (such as a University Graduate Research Candidate Travel Award). Application form available at http://www.postgraduate.uwa.edu.au/students/funding/travel

Applications for Conference Travel should be made on the Application for Postgraduate Conference Funding form http://www.music.uwa.edu.au/students/postgraduates/?a=2306867

Evidence should be supplied of the costs that are to be funded, in advance for airfares (quotations) and with receipts upon return.

STEP BY STEP TRAVEL BOOKING PROCESS
All air travel funded by the University or the School must be booked through one of the University’s preferred suppliers: Tertiary Travel or Campus Travel via Trobexis (online booking system). Travel bookings are made by the School of Music Administrative Officer – Danielle Loiseau.

Please ensure that you research preferred travel options before bookings are made on your behalf and apply early, as the necessary processes and approvals do take some time.

Step 1
You must apply for Graduate Research School (GRS) funding before the travel can be booked. Complete GRS Travel Form http://www.postgraduate.uwa.edu.au/students/funding/?a=23373, seek necessary approvals outlined on the Form. MAKE SURE YOU NOTE THAT THE GRS FUNDS ARE TO BE PAID DIRECTLY TO THE SCHOOL OF MUSIC PG (Page 2 of form see screen shot below):

The GRS ask for a travel quote to be attached to their application form, this does not have to be a Trobexis quote, it can be a download from your preferred airline site and/or evidence of the activity you intend to undertake whilst overseas i.e. a conference invite, confirmation of lessons with an overseas tutor, research activities sanctioned by the institution overseas.

Step 2
If your travel exceeds the $1850 GRS funding, complete the School of Music Funding and Travel Approval Form at http://www.music.uwa.edu.au/students/postgraduates/postgraduate-forms. Seek necessary approvals and go to Step 3.

Step 3
Before booking you will need to confirm with Javid Mastan, Accounts Officer that the GRS funding has been received into the School of Music PG account. Once this is confirmed provide precise details of flight/accommodation information to the Administrative Officer, Danielle Loiseau, who will enter your travel request into Trobexis. Quotes will be provided based upon your preferred request. Once you have chosen your preferred quote, a booking can be made on your behalf. E-tickets will be emailed directly to you.
Please note that if you elect to change your travel at a later date, this may incur additional fees which will be deducted from your budget. Because of this, it is essential to plan your travel well in advance to ensure these costs are avoided.

If you are unsure about anything in this process, it is advised you contact Danielle Loiseau or Javid Mastan at the School of Music to ensure the optimal outcome is achieved.

**Recordings of MMus and DMA Recitals**
Recitals held at the School of Music will be recorded at no cost to the student for assessment purposes. Arrangements for recordings should be made via Sarah Brittenden, Concerts Coordinator (sarah.brittenden@uwa.edu.au). Recordings of recitals held externally will need to be arranged and paid for by the student. If this is the case, please consider this cost when preparing your Research Proposal.

**Publication grants**
Any student, part-time or full-time, enrolled in a postgraduate degree by research who publishes academic work during their candidature or work subsequent to graduation that is based on research done during their candidature, and who can show evidence that their work is either published or unequivocally accepted for publication, will receive a grant from the School of

- $500 for a first publication
- $250 for any succeeding publication.

The aim of the grant is to reward excellent research, to encourage postgraduates to publish their thesis research during or after their candidature, and to support further research work.

The School defines ‘academic work’ as any publication that will gain the School funding from the annual publications audit. The categories in this audit are academic monographs published by an academic or good commercial publisher; articles published in a fully-refereed academic journal (hard copy or web-based); book chapters in edited collections published by an academic or good commercial publisher; and conference publications if fully refereed. Suitably documented performances and composition that can be considered to represent research or arise from research can also represent ‘academic work’. If in doubt, consult the Graduate Research Coordinator and/or the Administration Officer.

Such publications must be submitted for the annual publication audit. Fill in and submit the Application form for Publications Grant and forward to the Administration Officer at the School of Music. If eligible, and on approval of the Graduate Research Coordinator, the School Accounts Officer will organise payment of the grant.

**Scholarships**
The University of Western Australia and the School of Music has many prizes and scholarships available to assist Postgraduate students. For a complete list of these, please refer to http://spe.publishing.uwa.edu.au/.
Other (non-UWA) Funding

Other funding opportunities are often available through external government and private grant schemes. The School of Music receives advertisements for some of these throughout the year, and forwards such information through to students via email wherever possible. It's also a good idea to ask your Postgraduate and Research Coordinator, Supervisor(s), and other students about external funding opportunities that they may be aware of.
GUIDELINES RELATING TO THESIS SUBMISSION

Preparing for Thesis Submission
Students should consult their supervisor for exact details of the required layout of the thesis, but it is normal to leave at least a 2cm margin on the top, bottom and right of each page and 1.5 to 2 line spacing, with 12pt text in a clear font, e.g. Times New Roman or Arial. There are set rules on the number of copies to be submitted for formally assessed work, and there may be deadlines to observe as well. These vary from taught to research degrees. Students should ask their supervisor(s) for advice on this on this matter, and see http://www.postgraduate.uwa.edu.au/students/thesis/examination/submission

The responsibility for the writing, preparation and submission of the thesis rests with the student, although it is expected that the supervisor(s) will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well documented and written in good English. Similar principles guide the preparation of compositions and recitals. It is the student's rather then the supervisor's responsibility to decide when to submit, taking into account the supervisor's opinion.

Examiners are normally appointed in advance of the thesis being submitted and it is important, therefore, that the student should make his/her supervisor aware of the expected submission date so that a recommendation for the appointment of examiners can be approved. Students are not to have contact with their examiners as this is a breach of ethical practice. It is the role of the supervisor to contact and nominate prospective examiners, though the student has to sign a form agreeing to the justification for the examiners made on the Nomination of Thesis Examiners completed by the supervisor.

Theses and folia for coursework degrees must be submitted to the Faculty of Arts Office. Subject to the examiners having been appointed a submitted thesis will normally be dispatched to the examiners within 72 hours. Theses and folia for research degrees, including video and audio recordings of all performance work, must be submitted to the Graduate Research School (not to schools or faculties). If possible, students are asked to submit their thesis/folia in person, so that the relevant details, such as a contact address, may be confirmed and the student informed of any outstanding fees which, if unpaid, will result in the awarding of the degree being withheld.

MARKING AND AWARDING OF DEGREES

Awarding the Degree
At both Masters and Doctoral levels, it is possible that an award with Distinction can be made, though this is a rare exception. For more information, please refer to the Graduate Research School website, http://www.postgraduate.uwa.edu.au

Appeals Against Academic Assessment
If students feel they have been unfairly assessed, they have the right to appeal their mark by submitting an Appeal Against Academic Assessment form to the Head of School and Faculty Office. The form must be submitted within twelve working days of the formal dispatch of your unit assessment. It is recommended that students contact the Guild Education Officers to aid them in the appeals process. They can be contacted on +61 8 6488 2295 or education@guild.uwa.edu.au. Full regulations governing appeals procedures are available in the University Handbook and online at http://calendar.publishing.uwa.edu.au/latest/partd/appeals/regulations/theappeal
STUDY NOTES, SKILLS AND RESOURCES

Student Services – Research Skills Workshops
Student services offer a range of ‘Research Skills Workshops’ aimed at Masters and PhD students, which have a very practical and applied focus. At these workshops, students are provided with real examples (including selected extracts from past students’ theses, de-identified, of course) and encouraged to participate in practice exercises. For more information please refer to the website, http://www.postgraduate.uwa.edu.au/students/resources/workshops

Filing and Storing your Documents and Backing Up
Students should keep a physical hard copy of all work, and file it in an organised manner. It is also advisable to create a scanned electronic PDF copy of all hard copy documents.

Students are also encouraged to back up their work regularly on the 500MB of disk space allocated to them when they join UWA's myResearchSpace, see http://myresearchspace.grs.uwa.edu.au myResearchSpace (allow) enables students to blog, keep a daily journal, document meetings with their supervisor or visit forums to gather information about events, seminars and conferences.

Journal Alerts
Students may find that a lot of their research literature comes from a few specific journals. For a lot of journals it is possible to set up an alert whereby the contents page of each new issue/volume is forwarded to a student email address. A quick scan through the contents page will let students know if any of the articles will be of use.

Computer Toolbox
There are a number of computer programs available which will make a student’s life easier, and expertise within these programs will be marketable for future employment.

Word
Most students will be familiar with Microsoft’s word processing package. However, there are a number of features not so well known but incredibly useful. It is somewhat tedious to set up, but through the Format menu, a heading system can be created that can be used to automatically create a table of contents. This is useful. Insert, Reference, Caption allows you to create and automatically update table and figure titles. Some of these things are worth learning about and playing with – they can save time and frustration.

Endnote
Endnote is a reference and bibliography package that is compatible with Word. At the basic level it can house reference and abstract information for any citation you will need to make. These can be typed into your Endnote library manually or downloaded from a search engine such as (music) or ScienceDirect, etc. Once the library is set up, the references can be imported within text when you need to make a citation. The power of Endnote is that when you make such a citation a reference section is created at the end of your document. Endnote has the capacity to create reference lists as well as in-text citation in most formats known to the academic world, which is another huge time saver. Endnote can also be used to maintain a library of PDF files and to link the specific reference to the saved location of a PDF article on your computer. There is a little bit of learning involved (the library runs free courses) but overall, it's pretty powerful and worth the initial outlay of time. For more information about this program see: http://libguides.is.uwa.edu.au/content.php?pid=39446&sid=289556

Excel
Another program many will be familiar with is Microsoft's Excel. This is a spreadsheet program capable of handling all sorts of data and doing very many wonderful things. Simple summaries, statistics and graphs, with error bars based upon easily accessible confidence interval formulas, are just the beginning. Data, PivotTable and PivotChart Report…gives a quick and easy summary of group or condition statistics which can be quickly converted to a graph.

Excel also has a syntax called Macros (see Tools, Macro). These can be used to record the steps you make when modifying a data file. These steps can then be replayed on subsequent data files. These can also be used to record the steps involved in importing data files. This system is completely compatible with the social sciences statistic package SPSS, used by those undertaking quantitative research.
Using Study Periods Effectively
Students must develop their study skills. Effective study requires a comfortable place to work, minimal distraction, and accessible books and notes. The length of study periods is a matter of individual preference. Long sessions are not always the most effective. There will be times when students find it difficult to concentrate; during these times try switching to some other task or take a short break.

Reading Effectively
It is often necessary to read a text more than once in order to understand it fully. A first reading might, for example, be a quick scan of the text to get an idea of what it contains. Then it might be necessary to read the text more slowly, picking out the main ideas and noting the way in which they are developed. Avoid copying out verbatim passages from the text as if they were personal notes since their unchanged use later might lead to plagiarism.
THE POSTGRADUATE COMMUNITY

There are many opportunities to become involved in the UWA Postgraduate Community, and many benefits to being involved. These include, but are definitely not limited to:

- Making friends with like-minded people
- Social/professional networking
- Social facilitation
- Opportunities for help, especially opportunities available through the School Committee/organisation involvement looks good on a CV
- Experiment participants
- Find out about conferences

Research Seminars and Study Days
It is important that postgraduate students attend the Music Research Seminars (Tuesdays at 4.30-5.30pm) and Postgraduate Study Days on specified dates. Students should also aim to present their research at least once a year at a Research Seminar or at a School of Music Study Day. Information on these seminars is forwarded to students via email, and is also available on the website here: http://www.music.uwa.edu.au/research/seminar-series

Music Making
The University offers many opportunities for music making. Students are encouraged to join a School instrumental or choral ensemble where possible; these offer practical experience at a high level, which is regarded as an important complementary component of the academic course structure. Getting involved with other students in smaller chamber groups (e.g. string quartets, brass, recorders, viols) is also encouraged.

How Much Is Enough?
Depression and anxiety are not uncommon in postgraduate students, and can be the result of unrealistic expectations. Regular networking and communication with peers and colleagues is important in this regard. It is also important to investigate avenues of help when it is required; there is plenty of support and assistance available to students through the School of Music and the wider University Community.

Postgraduate Students’ Association (PSA)
The PSA is the representative body for postgraduate students at UWA. Their core functions are representation, planning activities and providing services to postgraduate students. Upon enrolment every postgraduate is automatically a member of the UWA Postgraduate Students' Association (PSA). PSA committee members represent postgraduates on UWA Committees from the Senate down to the faculty level.

The PSA organises a number of informative and social events throughout the year in order to keep postgraduates up-to-date and to foster a sense of community amongst the postgraduate cohort. The PSA also provides a free lounge to all postgraduates. The PSA is a department of the UWA Guild and postgraduates can access Guild advocates if they find themselves in need of advice or representation.

For more information, please visit the website, http://www.psa.guild.uwa.edu.au/
IMPORTANT INFORMATION FOR CURRENT POSTGRADUATE STUDENTS

Postgraduate Coordinator for Music
Associate Professor Nicholas Bannan is Postgraduate Coordinator for Music and can be contacted at Nicholas.bannan@uwa.edu.au. Danielle Loiseau is the Postgraduate Administrative Officer at the School of Music and can be contacted at danielle.loiseau@uwa.edu.au. For any queries relating to any postgraduate matters, please contact either Dr Bannan or Danielle.

Student Email
All music students are entitled to their own email address through The University of Western Australia. Students must make use of this facility in order to effect efficient communication - critical information will be disseminated by email throughout the year. If an email is sent to you, you are deemed to have been advised of relevant information and no other effort will be made to contact you. Students can upgrade their account to gain full access to the internet through the Student Internet Support Office (SISO). The SISO are located on the first floor of the Reid Library building and can be contacted by phone on 6488 3814, or by email at: support@student.uwa.edu.au. For more information about student email, please visit http://www.is.uwa.edu.au/it-help/students.

Student Connect
Student Connect (http://www.studentadmin.uwa.edu.au/welcome/student_connect) is UWA’s student access to the Callista Student Information Management System. Using Student Connect, you can:

• View and update your current address, and notify us of any changes
• View your current and past course and unit enrolments
• View your exam timetable and past unit results and see new results when released

Charter of Student Rights
This charter of Student Rights upholds the fundamental rights of students who undertake their education at the University of Western Australia. It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University’s roles of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgment, academic integrity and ethical sensitivity. Details of the Student Charter can be found at http://www.aps.uwa.edu.au/home/policies/charter.

Sexual Harassment
The University of Western Australia is committed to maintaining a work and study environment which is free from sexual harassment. Sexual harassment is unacceptable behaviour. It conflicts with the University’s Equal Opportunity Policy and with the rights of staff and students to receive fair treatment. This policy is aimed at deterring sexual harassment, increasing awareness that such behaviour is unacceptable, and ensuring that complaints are dealt with fairly and promptly. Please access http://www.student.uwa.edu.au/

Procedure for Resolving Complaints of Sexual Harassment
The University has established procedures to assist staff and students who may have experienced sexual harassment. No action will be taken unless requested by the complainant, and at all stages, confidentiality will be preserved. Anyone concerned about sexual harassment may approach a Contact Officer on an informal basis. Contact Officers will provide assistance and support as well as information on the University’s policy, relevant legislation and options available to deal with the problem.

If the complainant wishes, conciliation may be sought with the assistance of a Mediator. The Contact Officer will provide the necessary information and assistance. If the matter is not resolved, the complainant may make a formal written complaint to the Vice-Chancellor directly or through a Contact Officer. Resolution of formal complaints will follow set guidelines. Full details of these procedures are available from the Registrar’s Office, Faculty Offices, the Guild of Undergraduates, Human Resources, the University Health Services, Student Support Services, the Libraries and the Equity Office.
Policy for Physical Contact in Teaching and Learning of Music Performance

The School of Music regularly teaches students, with some of these students being minors, in a manner that sometimes may require physical contact between a staff member and the student. Due to the nature of our one-to-one music performance teaching program, the School acknowledges that staff may at times touch students during instruction to effectively teach instrumental technique. Any physical contact is to be done in a manner that is seen as appropriate to both the staff member and the student.

Before a staff member commences the first teaching session with a student, students are to be provided with an explanation of any future touching procedure. Students are to advise the staff member of any concerns they may have with the types of physical contact that are explained, at any time throughout the course. A student also has the option of having another person of their choice present during teaching.

Staff members are responsible for ensuring that as far as practical, students’ concerns are considered and action is taken to eliminate these concerns whilst teaching. All Unit Coordinators will ensure that all sessional/casual academic staff are informed of this policy and their responsibilities as outlined, towards their students. Any staff member or student who feels that this policy has not been adhered to may discuss this:

- with the person whose behaviour is causing concern
- with the Head of School
- with the University Equity and Diversity Advisers
- with the Guild Education Officer

Further information on the policy can be found at http://www.music.uwa.edu.au/students/policy

TIMETABLE AND ACADEMIC CALENDAR

The music timetable is accessible online through the UWA Timetables website, http://www.timetable.uwa.edu.au/. The School of Music Academic Calendar is available on the School of Music website (http://www.music.uwa.edu.au), and includes semester dates, production and exam weeks, as well as other important academic dates.

SCHOLARSHIPS AND PRIZES

All information on Scholarships and Prizes is available from the following websites: http://spe.publishing.uwa.edu.au. This website includes information about a number of music-specific scholarships and prizes, many of which are advertised in the School of Music throughout the year on via the music website and email.

The home page for Scholarships contains information on funding opportunities that may become available during the year. Please access: http://www.scholarships.uwa.edu.au. Current and prospective postgraduate students will find useful information on opportunities at this university and links to universities intrastate, interstate and overseas. There are also a small number of summer vacation scholarships and bursaries available for undergraduate and honours students.
SAFETY & HEALTH INFORMATION

IN AN EMERGENCY

Call Security office on ext. 2222 (or 6488 2222)

Emergency phones are available on each level of the Music Building (by the central stairwell). These phones dial direct to Security (6488 2222), to report any personal safety issue or medical emergency. If you cannot access these phones in an emergency, dial 6488 2222 from your mobile phone.

NB: In case of emergency at UWA, please dial 2222, NOT 000

Reporting problems, hazards and incidents

Please contact the School on 6488 2051 / music@uwa.edu.au to report any problems/minor incidents/hazards. If an emergency occurs, please contact Security directly on 6488 2222.

First Aid

- If you are injured, seek medical attention from the First Aid Officer.
  o Toni Johnson is our first aid officer. Danielle Loiseau is also a trained first-aider. If neither are available or if the incident happens out of office hours, please contact security on ext. 3020
- For serious injuries or incidents requiring an ambulance, ring ext. 2222.
  o Do not ring 000 direct as this may cause unnecessary delays.
- For less urgent assistance ring the UWA Medical Centre on ext. 2118 (during office hours).
- Report all serious medical incidents or injuries to the building’s Safety Officer (Pip White) or your supervisor without delay.

First aid kits are located in the following locations:

- In the main office - Rm 1.10 (on the shelves to the right of the printer/fax machine).
- In the green room – Rm G10b (next to the sink).
- In G12 – in the left corner by the AV equipment.

Personal safety on campus (security, emergency procedures)

PG students are able to access School facilities 7am - 11pm. Students working outside office hours should take extra security precautions such as:

- Know the location of the nearest telephone and the security emergency number (6488 2222) and pre-program security speed dial numbers into mobile phones.
- Ensure that you have your swipe card/keys with you at all times.
- Never prop external doors open.
- Report all incidents/suspicions to the Security Office immediately (6488 2222)

Students leaving out of hours should take extra care. Personal safety advice is available on the security and parking website here: [http://www.security.uwa.edu.au/personal-safety](http://www.security.uwa.edu.au/personal-safety)

Please note that after-hours escorts (to car parks, colleges etc) can be arranged. Please contact Security on telephone 6488 3020 half an hour prior and a uniformed officer will respond.

Smoke Free

Smoking is prohibited in, or at, all of the University’s buildings, properties and workplaces.
Hearing Protection

Listening to and performing music at high decibel levels can pose a risk to your hearing health.

It is expected that staff and students who will be regularly exposed to high decibel levels in music practice, rehearsal and performance take necessary precautions to protect their hearing.

The School of Music will provide, free of charge, a single pair of generic musicians’ earplugs per year to staff/students undertaking performance activities.

You can collect their free earplugs from the School of Music office.

For further information on hearing health for musicians, view the relevant unit outline or visit www.soundperformers.com
## SCHOOL OF MUSIC SAFETY PERSONNEL

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>First Aid Officer</td>
<td>Sarah Brittenden</td>
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<tr>
<td>Safety and Health Representative</td>
<td>(Admin Officer) Pip White</td>
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<tr>
<td>Chief Building Warden</td>
<td>(Admin Officer) Pip White</td>
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<tr>
<td></td>
<td>First floor evacuation: 1.12, 1.13, 1.14</td>
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<td></td>
<td>Stairwell 3 (near car park no. 2)</td>
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<tr>
<td></td>
<td>Sentry posted at the fire panel</td>
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<tr>
<td>Area Warden</td>
<td>(Coordinator, C &amp; O) Sarah Brittenden</td>
</tr>
<tr>
<td></td>
<td>First floor evacuation: 1.01, 1.02, 1.03, staff toilet, 1.05, 1.06, 1.07, 1.08, 1.15, 1.16, 1.17, 1.18.</td>
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<tr>
<td></td>
<td>Stairwell 1 (near lift)</td>
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<td></td>
<td>Sentry posted at Stairwell 1 (near tennis courts)</td>
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<tr>
<td>Area Warden</td>
<td>Music Librarian (Linda Papa)</td>
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<td></td>
<td>Ground floor evacuation: Library, G7, G8, G9</td>
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<tr>
<td>Area Warden</td>
<td>Admin Officer (Danielle Loiseau) Mon - Wed</td>
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<td></td>
<td>C&amp;O Admin Assistant (Julie Seaton) Thurs – Fri</td>
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<td></td>
<td>Ground floor evacuation: Tunley, G18, G20 and G17 offices x 4</td>
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<tr>
<td></td>
<td>Sentry posted behind Tunley</td>
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<tr>
<td>Area Warden</td>
<td>School Manager (Toni Johnson)</td>
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<td></td>
<td>Ground floor evacuation: Callaway, Common Room, Toilets, G11, G12 and EJS.</td>
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<tr>
<td>Area Warden</td>
<td>Accounts Officer (Javid Mastan)</td>
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<td>First floor evacuation: 1.09, 1.10, 1.11</td>
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<tr>
<td></td>
<td>Second floor evacuation: 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, 2.10</td>
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<tr>
<td></td>
<td>Stairwell 2 (middle stairwell, near CMA)</td>
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</table>

**Assembly point:** Car Park No. 2, behind Wigmore Music Library  
**Alternative Assembly point:** Car Park No. 1, by the Tennis Courts

Further safety and health information for students, including the *Student Guide to Safety and Health*, can be found by visiting the Safety and Health website, [www.safety.uwa.edu.au/students](http://www.safety.uwa.edu.au/students).

SAFETY INFORMATION

Please contact Pip White, Safety and Health Representative, School of Music, for any Safety and Health enquiries:
Phone: 6488 7835
Email: pip.white@uwa.edu.au

Emergency Evacuation Procedures:
These instructions must be followed to assist you in the event of an emergency.

- **Fire/Smoke – Raise the alarm**
  1. On hearing the fire alarm, immediately evacuate the building.
  2. If safe to do so ensure the immediate safety of anyone within the vicinity of the fire
  3. Warn others by shouting "Fire, Fire, Fire", raise the alarm if not already sounding and telephone 2222 UWA Security

- **Fire/Smoke – Fire Fighting**
  1. If safe to do so and trained in the use of fire equipment attempt to extinguish the fire
  2. Choose the correct fire extinguisher, do not use water or foam on an electrical fire

- **Fire/Smoke – Evacuate**
  1. Evacuate the building by the nearest emergency exit – do not use the lift
  2. Close all doors and window as you exit only if safe to do so; do not lock doors
  3. Walk quickly to the assembly area being the corner of 1 Car Park 1 (by the tennis courts) or 2 Music Car Park (next to the Wigmore Music Library) – circled on the diagram to the right
  4. Remain in the assembly area until instructed to leave by a Warden or Fire and Rescue Services personnel
  5. Do not re-enter the building until informed that it is safe to do so by the Warden or Fire and Rescue Services personnel
  6. Mobility impaired people - If you encounter a person with some form of physical disability that restricts their mobility you may be required to assist them from the building. If you are unable to remove them from the building many stairwells have respite areas for mobility-impaired persons. They can be left here, where they are shielded from the fire, and a person should wait with them until retrieved by emergency personnel on arrival. It is important to inform the emergency personnel or Building Warden of their location so that they can be retrieved as soon as possible.

For further detailed information on Emergency - Fire Evacuation:
http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation

Personal safety on campus (security, emergency procedures):
Emergency phones are available on each level of the Music Building. These phones dial direct to the UWA Security 6488 2222, to report any personal safety issue or medical emergency. If you can not access these phones in an emergency; dial 6488 2222 from your mobile phone.

Contact Information:
For assistance and further information with implementing these guidelines:

**School of Music Office**
Tel: 6488 2051
Email: music@uwa.edu.au
Web: www.music.uwa.edu.au

**Safety and Health Office**
Tel: 6488 3938
Email: safety@uwa.edu.au
Web: www.safety.uwa.edu.au
Please refer the FAHSS Safety & Health Handbook for guidelines and procedures.

Further safety and health information for students, including the Student Guide to Safety and Health, can be found by visiting the Safety and Health website, http://www.safety.uwa.edu.au/students

There is also valuable information about security and personal safety on campus available on the Facilities Management website, http://www.fm.uwa.edu.au/about/security_safety

APPENDIX J: FAHSS SAFETY AND HEALTH HANDBOOK

Please see the current Faculty of Arts Safety and Health Handbook on the Arts website: http://www.arts.uwa.edu.au/staff/faculty-guides-and-procedures/?a=2222831
Appendix A: Postgraduate Supervision Proforma (School of Music, UWA)

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<th>Summary of discussion points</th>
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<tr>
<th>Recommendations for further study</th>
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<th>Tasks for next meeting:</th>
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<tr>
<th>Deadline for submission of draft writing/supervisor reading prior to next meeting:</th>
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<th>Date and time of next meeting:</th>
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<th>Signed Supervisor(s) Date</th>
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<th>Signed Student Date</th>
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