DEPARTMENT OF MUSIC

STUDENT HANDBOOK

UNDERGRADUATE AND TAUGHT POSTGRADUATE PROGRAMMES

2016-17

On request, information in this Handbook can be made available in an alternative format. Please contact the School of the Arts Student Support Centre at sscARTS@liv.ac.uk
On behalf of everyone here, a very warm welcome to the Department of Music and welcome back to all our continuing students. I arrived in Liverpool during the summer to take over as Head of Music. I look forward to meeting many of you during the course of the year.

This Handbook has been written to provide all the information you need to help you understand how the department is organised, where you can obtain further information and assistance, what you can expect from your department, and also what we expect from you.
You should read it thoroughly during the early weeks of your programme, and also keep it handy for reference during your time as a student at the University.

I hope that by the end of your student career you will have come to regard this Handbook as a well-known, good and trusted companion.

In terms of music, the Liverpool region is an extremely vibrant area and you have a great part to play in maintaining and developing the musical life of the city and its suburbs. We therefore hope that you will get involved in all aspects of music study and music making while you are here and will make full use of the many facilities and resources on offer.

With every good wish for a happy and successful student career.

Professor Catherine Tackley
Head of Department
**Purpose of the handbook**

This handbook aims to be a guide to life in the Department of Music. It contains information on the structure of the School, its staff, its committees, and other important information. This handbook contains important information, useful to you throughout your studies, and you are advised to read it thoroughly, in order to familiarise yourself with the practices and procedures of the School/Department. It does not replace any other communications you receive from the University, Faculty, or individual subject department, but should be read in conjunction with them. You should also be aware of the general rules and regulations of the University which apply to all students and should take note of the additional information issued by the University such as the ‘Your University’ handbook (available at [www.liv.ac.uk/student-administration/student-administration-centre/student-handbooks/](http://www.liv.ac.uk/student-administration/student-administration-centre/student-handbooks/) ) and other paper-based booklets and web links.

**Information about the Department of Music**

We pride ourselves on being an innovative department that embraces the full spectrum of music, from the great works of the past to emerging trends such as sound for computer games. Our staff and students come from a variety of performance and non-performance backgrounds and share interests that span classical, popular, world and film music. Internationally known musicians teach here.

Long-established as a classical music school, we created the Institute of Popular Music in 1988, becoming the first school in the UK to introduce dedicated, specialist popular music studies and research. Today, many of our programmes, at undergraduate and postgraduate levels, allow students to mix genres. This is not only popular and enriching, but also unusual in the Higher Education world.

Based in newly refurbished surroundings that offer great facilities, we have a vibrant community of performers, historians, composers, theorists and industry specialists. Together they are responsible for a prodigious creative output, from ground-breaking research papers to compelling productions and compositions. These ensure our voice is heard locally and internationally.

**Key Contacts**

You can find a list of Music staff together with their contact details, teaching and research interests at: [https://www.liverpool.ac.uk/music/staff/](https://www.liverpool.ac.uk/music/staff/)

**External and Part-Time Teachers**

The department also employs a number of external, part-time and postgraduate teachers.
Communication with students

Email

Incoming students are provided with a University email account and once your registration is completed, all University communications will be sent to this account. It is very important that you check this daily during term-time, and also regularly during vacation periods.

Email is usually not a good way to get an answer to an urgent query: you will generally get the information you need more readily by visiting the School Student Support Centre or seeing your tutor in class or during their office contact hours.

If you do email academic staff or professional services staff, please do so only from your University email account. Write in a professional, polite style, and remember to use an appropriate greeting and sign-off in all mails.

When contacting the School Student Support Centre, it is important to indicate your student ID number, which degree programme you are on and your year of study in all communications. In a School with over 2000 students, this will help us to identify you more easily and respond to your enquiry.

Academic and professional services staff will not normally reply to emails outside of normal office hours—in other words you should not expect a reply to your email in the evenings or at the weekend. Please try to find information in this handbook or through the School or University web pages in the first instance; if you cannot find what you are looking for, let us know so that we can post that information for the benefit of other students. The School Student Support Centre will also be able to answer many of your non-academic queries.

Notice board

There is a Student notice board situated in the Student Reception in 19 Abercromby Square. This notice board is updated regularly with information relevant to students.

School website

The School of the Arts website contains information for current students: https://www.liverpool.ac.uk/intranet/school-of-the-arts/

External post

Sometimes we need to contact you via the external postal system so it is important that your school is kept informed of any changes to your address – both term-time and vacation. You can update your details via Liverpool Life. Please check that your postal details and mobile phone details are accurate and up to date!
**Telephone contact**

All staff have a direct telephone number and many have voicemail. Please note that when telephoning staff on a University telephone, you only need to dial the last 5 digits (e.g. for 7941234 you simply dial 41234). Calls made from outside the University or from a mobile require the full number. If you are dialling from outside the UK, use the prefix +44 (151).

**Coursework Submission**

The deadline time for all assessed coursework across the Faculty is 2.00pm on the designated submission date. Coursework submitted after 2.00pm will incur late penalties in accordance with the University’s Code of Practice on Assessment. From September 2016 the majority of coursework submissions will be ELECTRONIC-ONLY. However, there are exceptions and you should check the requirements for each module with your module tutor/VITAL, well in advance of the submission date.

**VITAL**

Students are expected to monitor information concerning their modules on the VITAL network regularly. Information about your programme will be communicated via your VITAL programme page.

**How to submit work through VITAL**

1. Log-in to the relevant VITAL module via [http://vital.liv.ac.uk/](http://vital.liv.ac.uk/).
2. Select ‘Assessment’.
3. Click the View/Complete link below the name of the assignment you are to submit.
4. Click the Submit button.
5. Under Choose a paper item submission method, choose ‘single file upload’.
6. Under submission title, enter the title of your essay.
7. Click the Browse button and select the file that you want to submit.
8. Click Upload. A status bar will appear displaying the upload progress.
9. On the following page you will be presented with a text-only preview of the essay. (No formatting or images will be displayed in this preview but they will remain in your submission.) If the text is complete and correct, click Upload.
10. Following successful submission you will see a digital receipt containing a unique
Submission ID number and the first page (only) of your work. You will receive a copy of
this digital receipt in your University email inbox. Keep a note of the Submission ID.

11. For modules which require paper submission:

   i. for each paper copy, complete the School of the Arts Coursework Submission Cover
      Sheet, available from the Student Support Centre, School of the Arts;

   ii. if electronic submission is required on the module, complete the ‘Submission ID’
       field on each Cover Sheet with the correct Submission ID number issued in your
digital receipt;

   iii. attach each Cover Sheet to each paper copy of the assignment;

   iv. submit your work to the Student Support Centre, School of the Arts.

   **In order for your paper submission to be valid and for your work to be marked, the
   ‘Submission ID’ field of each Cover Sheet must be completed and correct.**

   The recorded date of submission (for the purpose of applying any penalty for lateness)
will be the date on which paper submission occurs.

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**Late Submissions**

Procedures for handling late submissions and requests for extensions to assessment deadlines are
dealt with by the School of the Arts’ Learning and Teaching Support Officers (LTSOs). Further
information and contact details are provided in the section on Student Support in this Handbook,
and also at:
https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/learningandteachingsupport/

To access FAQs, which explain what you need to do in a number of different circumstances:
https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/

For further advice or assistance contact the Learning and Teaching Support Officers (LTSOs), 19
Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or
0151 795 2568.

**Academic Integrity**

The Department of Music takes very seriously any breach of academic integrity in the submission of
work for the purposes of assessment. For the sake of clarity, there are several key definitions with
which students should be familiar. For further details about issues of academic integrity please see
the Code of Practice on Assessment Appendix L (Academic Integrity Policy).
Collusion
Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student’s own.

Copying
Copying occurs when a student consciously presents as their own work material copied directly from a fellow student or other person without their knowledge. It includes the passing off of another’s intellectual property, not in the public domain, as one’s own. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources would be dealt with as plagiarism.

Plagiarism
Plagiarism occurs when a student misrepresents, as his/her own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement and citation of the source;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement and citation of the source;
- failure to reference appropriately or to adequately identify the source of material used;
- unacknowledged quotation of phrases from another’s work;
- the deliberate and detailed presentation of another’s concept as one’s own.

Replicating work from different assignments
In addition to the above, which are covered in detail in the University’s Academic Integrity Policy, students should note that the Department of Music regards it as very poor academic practice to repeat material between assignments in the same or different modules. If you repeat the same material, more or less word for word, then you may be penalised, depending on the nature and extent of the overlapping material. In some cases, presenting overlapping material might lead to a result of 0. Individual modules may waive this general principle and use ‘formative’ assessment practices, where one assignment feeds directly into subsequent assignments, and where duplication of material in the later assignment may be appropriate. If this is the case, it will be explicitly stated in the VITAL site of the module in question. Unless such a statement exists, students should regard the principle of penalty for duplication as being in place.
Programme information

Programme Specifications can be found here: http://www.liv.ac.uk/tqsd/programme-specifications/

Modules: Undergraduate

**MUSIC**

**YEAR 1**

<table>
<thead>
<tr>
<th>First semester – 15 credit modules</th>
<th>Second semester – 15 credit modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSI102 Classical Performance Practical (15 credits – year long)</td>
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</tr>
<tr>
<td>MUSI120 Music and Culture</td>
<td>MUSI180 Analysis</td>
</tr>
<tr>
<td>MUSI130 Introduction to Classical Music History</td>
<td>MUSI106 Compositional Techniques</td>
</tr>
<tr>
<td>MUSI181 Tonal Harmony</td>
<td>MUSI108 Sound, Recording and Production</td>
</tr>
<tr>
<td>MUSI109 Introduction to Logic</td>
<td>MUSI150 Music as an Industry†</td>
</tr>
<tr>
<td>MUSI140 Introduction to Popular Music History†</td>
<td>MUSI160 Musics of the World</td>
</tr>
<tr>
<td>MUSI171 Introduction to Sound and Technology</td>
<td>MUSI172 History of Electronic Music</td>
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<td></td>
<td>MUSI170 Music and Audio-visual Media</td>
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**YEAR 2**

<table>
<thead>
<tr>
<th>Semester 1 – 30 credits</th>
<th>Semester 2 – 30 credits</th>
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</thead>
<tbody>
<tr>
<td>MUS221 Gender and Sexuality</td>
<td>MUSI272 AV2: Music in Gaming</td>
</tr>
<tr>
<td>MUSI240 Sound, Tech, and Society</td>
<td>MUSI231 Symphonies of Gustav Mahler</td>
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<tr>
<td>Semester 1 – 15 credits</td>
<td>Semester 2 – 15 credits</td>
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<tr>
<td>MUSI201 Classical Performance 2a</td>
<td>MUSI202 Classical Performance 2b</td>
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<tr>
<td>MUSI211 Writing for Instruments 1 (Classical)</td>
<td>MUSI207 Composition: Forms (Classical)</td>
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<tr>
<td>MUSI208 Electronic Music &amp; Sound Design</td>
<td>MUSI209 Intro to MAX/MSP</td>
</tr>
<tr>
<td>MUSI252 Working in Music Industry</td>
<td>MUSI261 Popular Musics of the World</td>
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<tr>
<td>MUSI281 Analysing Romantic Music</td>
<td>MUSI292 Music and Everyday Life</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MUSI290</td>
<td>Music Psychology</td>
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**YEAR 3**

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<thead>
<tr>
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<th>Year – 30 credits</th>
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<tbody>
<tr>
<td></td>
<td>MUSI300 Dissertation</td>
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<tr>
<td></td>
<td>MUSI302 Classical Performance</td>
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<td></td>
<td>SOTA300 Work Experience Module</td>
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<tr>
<td>Semester 1 - 30 credits</td>
<td>Semester 2 – 30 credits</td>
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<tr>
<td>MUSI330</td>
<td>Opera and Politics</td>
</tr>
<tr>
<td>MUSI342</td>
<td>Promotion, Identity and Creative Labour</td>
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<tr>
<td>MUSI372</td>
<td>The Film Music of John Williams</td>
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<tr>
<td>Semester 1 – 15 credits</td>
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<tr>
<td>MUSI305</td>
<td>AV Composition 2 (Games)</td>
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<tr>
<td>MUSI306</td>
<td>Advanced Composition</td>
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<tr>
<td>MUSI308</td>
<td>Music Tech &amp; Mixed Media</td>
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<tr>
<td>MUSI309</td>
<td>Sound Studies</td>
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<tr>
<td>MUSI322</td>
<td>Sound, Recording, and Production</td>
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<tr>
<td>MUSI391</td>
<td>Empirical Music Studies</td>
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**POPULAR MUSIC**

**YEAR 1**

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<tbody>
<tr>
<td>MUSI104</td>
<td>Popular Performance Practical</td>
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<tr>
<td>MUSI120</td>
<td>Music and Culture</td>
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<td>MUSI106 Compositional Techniques</td>
</tr>
<tr>
<td>MUSI182</td>
<td>Theory for Popular Music</td>
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<td>MUSI108 Sound, Recording, and Production</td>
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<td>Introduction to Logic</td>
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<td>MUSI160 Musics of the World</td>
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<td>MUSI130</td>
<td>Introduction to Classical Music History</td>
<td>MUSI180</td>
<td>Analysis</td>
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<td>MUSI203 Popular Performance 2a</td>
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<tr>
<td>MUSI210 Popular Composition 1 (Song-writing)</td>
<td>MUSI212 Writing for Instruments 2 (Popular)</td>
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<td>Music Tech Projects</td>
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<td>MUSI322</td>
<td>Sound Studies</td>
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<td>MUSI391</td>
<td>Empirical Music Studies</td>
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<td>Popular Composition 2</td>
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<tr>
<td>MUSI320</td>
<td>Sound Studies</td>
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**Modules: Postgraduate Taught**

**SOTA modules**

**For M Res programme Full time (1 year)**

SOTA 701 Research Resources* (15 credits)
SOTA 702 Feasibility Study (30 credits)
SOTA 703 Dissertation (120 credits)

**MUSIC**

MUMA600 Performance: Major Recital (60 credits – Summer)
MUMA610 Solo Performance I (30 credits – Sem 1)
MUMA620 Solo Performance II, (30 credits – Sem 2)
MUMA720 Research Skills (30 credits – Sem 1)
MUMA630 Music Pedagogy (30 credits – Sem 2)
MUSI507 Music and The City (20 credits - Sem 2)
MUSI510 Studying Popular Music (20 credits - Sem 1)
MUSI516 Music and The Legal System (20 credits - Sem 1)
MUSI520 Globalization (20 credits - Sem 2)
MUSI522 Music Management (20 credits – Sem 2)
MUSI524 Dissertation (60 credits - Summer)
MUSI526 The Record Industry As A Cultural Industry (20 credits – Sem 1)

**Work Experience Opportunities**

We offer a 30 credit, year-long module (SOTA300) which incorporates a placement with a local company, group or institution related to Music, providing practical/vocational experience.

**Prizes**

**The School of the Arts Academic Achievements Award Level 1**

This award may be granted to an undergraduate or undergraduates at the completion of their first year of study.
Marking Descriptors

The following University Marks Scale, Marking Descriptors and Qualification Descriptors have been established as a guide about what is normally expected of work receiving a particular grade. To view the guide: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_A_2011-12_cop_assess.pdf

Student Support Centre, School of the Arts

The Student Support Centre Reception, located in 19 Abercromby Square, is the main point of contact for enquiries within the departments belonging to the School of the Arts. The team will assist students with student related enquiries, registration, course work submissions, programme and module specifications, timetables, exams and graduation. The Student Support Centre also offers support and guidance for pastoral care. The team work closely with Central Services, Management Services and Heads of Departments to constantly review and, where appropriate, revise processes and systems to ensure we are providing an excellent and efficient service to students. The Student Support Centre Reception is located on the Ground Floor, 19 Abercromby Square (Building 148 on University campus map). You can either call in to the Reception or contact staff by e-mail (sscARTS@liverpool.ac.uk) or telephone: 0151 795 0500

The Reception is open Monday – Friday between 9.00 am and 4.30 pm.

Student Learning and Teaching Support Officers

The Learning and Teaching Support Officers (LTSOs) for the School of the Arts are Katie Pearce and Jamie Navarro.

The LTSOs can help you if you are experiencing difficulties with any aspect of University life. They will be able to provide advice and support with welfare and pastoral concerns, ensuring that you are guided to the most appropriate specialised support for your needs including academic staff, the Disability Support Team, Financial Support Team, Counselling Service, Careers and Employability Service and the online iLearn resource. They work closely with all of the University’s central student support services, and their counterpart LTSOs within the Faculty.

The LTSOs can also provide guidance and support for applying for Extenuating Circumstances and the Removal of Late Penalties. They can authorise coursework extensions, where students have flexible coursework deadlines built in to a support plan.

If you are experiencing any difficulties or have any concerns, we would encourage you to get in touch with the LTSOs at the earliest opportunity.

They can be contacted at: sotalts@liverpool.ac.uk or by calling 0151 794 6743 or 0151 795 2568.

Drop-in sessions are held on Mondays and Fridays 10am-12noon and Tuesdays and Thursdays 2pm-4pm. Just call into the Student Reception in 19 Abercromby Square during these times. Students are seen in order of arrival. Alternatively, pre-bookable appointments are available at various times. To book an appointment, contact the LTSOs. Please note that on rare occasions, drop-in sessions and pre-booked appointments may need to be cancelled due to staff availability.

Please consult the School of the Arts intranet for further details: https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/learningandteachingsupport/
Disability Support

In the School of the Arts, there are Disability and Dyslexia Co-ordinators (DDCs) at School and Departmental level. The DDCs work collaboratively with the University’s Disability Support Team in developing support strategies in line with the specific needs of students with dyslexia and a range of other disabilities, ensuring that appropriate support and reasonable adjustments are implemented within the School and Department.

The Learning and Teaching Support Officers are Disability and Dyslexia Co-ordinators and can help make referrals to the appropriate student support services for advice and guidance on declaring a disability, arranging tests, and putting together a support plan. They will liaise with the University’s Disability Support Team and academic staff on behalf of students who have a support plan in place to ensure that any reasonable adjustments are implemented effectively. DDCs maintain contact with all disabled and dyslexic students throughout the academic year to ensure that their needs and the reasonable adjustments as outlined in their support plan are being met.

For further information regarding the University’s central Disability Support Team can be found here: [https://www.liverpool.ac.uk/studentsupport/disability/](https://www.liverpool.ac.uk/studentsupport/disability/)

Each department has an academic member of staff assigned to the role of Disability and Dyslexia Co-ordinator (DDC); they can provide subject-specific advice to students.

Academic Advisors

Every student has an Academic Advisor who provides appropriate support to help students fulfil their academic potential during the course of their studies. You can find the name of your Academic Advisor through Liverpool Life. Your Academic Advisor will meet you when you begin your studies in the School of the Arts and you can make appointments to meet with him or her throughout the course of your programme to discuss your progress.

Your Academic Advisor will write your reference for employment/further study in your final year, so it is essential that you enable him or her to get to know you over the course of your studies by arranging to meet regularly.

Peer Mentoring

New undergraduate students are assigned a student peer mentor at the beginning of their studies. This process is intended to provide some support for students to familiarise themselves with life in Liverpool and the demands of university study. It is not intended as a long-term arrangement, but we hope that it will prove helpful at least for the first few weeks. New undergraduate students are encouraged to contact their peer mentors when necessary, who will do their best to help. But remember that our peer mentors are volunteers and will also have other demands on their time.

Out of Hours Support

For out of hours student welfare support, the Liverpool Guild of Students has set up Nightline, a confidential phone service run by students, for students. The service runs between 8pm and 8am during term time on 0151 795 8100. More information can be found at: [http://www.liverpoolguild.org/main-menu/advice-support/nightline](http://www.liverpoolguild.org/main-menu/advice-support/nightline)
Student Complaints

The University takes students’ complaints very seriously and has a Student Complaints Policy and Procedure. Further information can be found here: https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints/

Student complaints can be resolved informally or formally. For further advice contact Mrs Andrea Davies, Academic Quality and Enhancement Officer, School of the Arts:

Email: davies10@liverpool.ac.uk
Telephone: 0151 795 2256

Examinations

The University has two assessment periods, in January and in May. An examination timetable will be made available via Liverpool Life in advance of each assessment period.

To access this information, you should click on the link in the Examination Timetable portlet.

Notes for Guidance of Examination Candidates may be found at: http://www.liv.ac.uk/students/exams/guidelines

Re-Sits

Students not in their final year who fail to progress to the next year of study will be required to re-take all modules in which they obtain less than 40%.

The University has a re-sit assessment period in August. A re-sit examination timetable will be made available via Liverpool Life in advance of the assessment period.

To access this information, you should click on the link in the Examination Timetable portlet.

Notes for Guidance of Examination Candidates may be found at: http://www.liv.ac.uk/student-administration/exams/results/resits/

Removal of Late Submission Penalties

The information below sets out what you need to do if you submit your assessed coursework late and believe this was due to circumstances beyond your control.

Assessed coursework will not be accepted and the assessment treated as a non-submission if it is submitted:

1. Beyond three weeks of the submission date.
2. After the end of the assessment period, if this is sooner than No 1. above.
3. At any time after the release of feedback on the assessment task.
If you believe your non-submission is due to circumstances beyond your control, you must complete an Extenuating Circumstances form.

If you submit coursework within three weeks of the deadline, (and before the end of the assessment period and before feedback has been released), it will still be marked, but it will be given the University’s standard penalty of five percentage marks per day up to five working days. Work submitted beyond five working days will receive a mark of zero.

In the event that you are unable to submit your coursework by the submission date because of illness or other unforeseen circumstances you must:

- Immediately inform the Student Support Centre which hosts the module preferably in writing or by email.
- Complete a ‘Removal of Late Submission Penalties’ form and provide a valid medical certificate or other appropriate independent documentary evidence and submit this to the Student Support Centre that hosts your module at the same time as you submit your coursework. If you are submitting more than one late assessment at the same time, you must itemise on the form each assessment that is late.

FAQs, which set out what you need to do in a number of different circumstances, can be found at: https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/

If you need any further advice or assistance please call into the Student Support Centre to speak to a member of the Student Experience Team or to make an appointment with the Learning and Teaching Support Officers (LTSOs), 19 Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or 0151 795 2568.

Extenuating Circumstances

Any extenuating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, need to be submitted formally by you with supporting evidence, eg, a medical certificate, to the Student Support Centre in the School of the Arts, following the procedures, and in accordance with the deadlines, laid down in the University’s Extenuating Circumstances Policy. This policy, along with Extenuating Circumstances Guidelines, can be found at: https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf

It is crucial that you let us know of anything that is affecting your studies as soon as you become aware of the problem. You must let us know before you reach coursework submission deadlines or examination dates if at all possible.

In the event that you are unable to attend or are absent from the whole or part of an examination, or have missed a coursework deadline because of illness or other unforeseen circumstances you must:

- Immediately inform the Student Support Centre which hosts the module, preferably in writing or by email.
- Complete an Extenuating Circumstances form and provide a valid medical certificate or other appropriate independent documentary evidence and submit this to the relevant Student
Support Centre that hosts your programme within five working days of the examination or assessment deadline.

- You must itemise on the form each assessment that you have missed. We need this information so that the School Extenuating Circumstances Committee can decide how best to handle your case in the interests of fairness to you and to other students.

FAQs, which set out what you need to do in a number of different circumstances, can be found at: https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/

If you need any further advice or assistance please call into the Student Support Centre to speak to a member of the Student Experience Team or to make an appointment with the Learning and Teaching Support Officers (LTSOs), 19 Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or 0151 795 2568.

**Attendance Monitoring**

Attendance at classes is crucial to the successful completion of coursework and examinations, and those are in turn central to your progress from one year to the next. The great majority of our students play a full part in their degree study and gain enormously from it. Unfortunately, we need to have procedures in place for the small minority who choose not to engage with their work here. Attendance at all classes and the punctual submission of coursework are key factors in determining whether your progress is satisfactory. Absences are monitored closely by the School. Academic staff will inform the Academic Lead for Student Progress if you are negligent in attendance or submission of work and you may receive a written warning. A student who ignores such a warning and continues to be negligent may be referred to a School Progress Panel which acts on behalf of the Board of Examiners and can recommend that your studies be terminated.

When, in your final year or after graduation, you apply for employment or further study, you will need a reference. Employers and educational bodies invariably request details of attendance and timekeeping. Consistent commitment to work and conscientious attendance throughout your degree studies will therefore have an impact on your future career.

**Staff Student Liaison Committees**

The School tries to be as open as possible in the way it runs, and students are encouraged to make their views heard. This is not to say every opinion will be acted upon because ultimately academic staff are responsible for using their judgement about how their subject should be taught and assessed. But student opinion will always be listened to and seriously considered.

To facilitate this, Staff Student Liaison Committees are run across the School usually once per semester. All students (undergraduate and postgraduate, including joint and combined honours students, both full- and part-time taking modules in the School) are invited to stand for election on the appropriate committee and are provided with training and support from the Liverpool Guild of Students.

Staff Student Liaison Committees are formal but friendly forums for students to raise issues of general concern about their studies; they cannot deal with matters of an individual or personal nature. They may also be used to consult with students on policy changes, curriculum development, assessment, feedback, etc.
If you are interested in becoming a student representative please contact the School Student Support Centre.

Elections (where required) are normally held at the start of the academic session and students may serve as representatives for one year or throughout their studies if they wish.

**Representation on Committees**

There are committees at Faculty and School Level and both include student representation on their membership. Committee representatives are usually recruited through the Staff Student Liaison Committees and you will hear more about these opportunities at the first Staff Student Liaison Committee. You can also find out more by contact the Faculty Student Voice Coordinator, Michael Breckenridge ([mikelgos@liv.ac.uk](mailto:mikelgos@liv.ac.uk)), who is based in the Liverpool Guild of Students but works very closely with staff in the Faculty.

**University Careers and Employability Service**

The Careers and Employability Service plays a valuable role in helping students to develop their employability both during their time at the university and for up to five years following graduation. The Service offers careers guidance and information as well as a range of help with CVs, applications, interviews and all aspects of the selection process. The Service also maintains a database of relevant work placement and internship opportunities and offers an excellent service in supporting students applying for them. Vacancies are also advertised for part time work and graduate opportunities.

Careers and Employability presentations are timetabled every year as part of your academic study, but you are encouraged to take the initiative to make contact with the service independently in order to get the most out of the Service throughout your time at university. Our Liaison Officer at the Careers and Employability Service is Justin Richardson ([jrichard@liverpool.ac.uk](mailto:jrichard@liverpool.ac.uk)). You are welcome to make an appointment to visit him or call in to find out more about opportunities for Music students. For more information and to search for opportunities visit [www.liv.ac.uk/careers/index.htm](http://www.liv.ac.uk/careers/index.htm).

**Liverpool Interns**

The Liverpool Interns Service helps first and second year undergraduates obtain Easter and summer internship experience and insights. An internship or insight opportunity can provide you with that much needed practical experience, where you can build on your skills and confidence, and explore an organisation’s business and culture to decide whether it is right for you. The experience you gain will give you a competitive edge in all of your future applications - either for a year in industry placement or for that all important graduate job. Opportunities generally range from positions in private sector organisations, to not-for-profit and NGOs and cover a range of disciplines and job areas. For more information visit: [https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/liverpool-interns/](https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/liverpool-interns/)

**Year in Industry**

A one year placement (also called an industrial placement, sandwich year, or year in industry placement) is a structured employment programme offered by companies. You spend one academic year, following your second year of undergraduate study, working for a company as a full time, paid employee before returning to your studies. They are available across a broad a range of job areas and industries including a small number in communications and media.
Students on all University undergraduate programmes have the opportunity to suspend their studies at the end of year 2 to complete a one year placement or transfer onto a course with a year in industry, subject to the agreement of their department. Please note placements are not guaranteed – this is an external process in which companies recruit students on a competitive basis. For further information contact the Careers and Employability Service:
https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/one-year-placements/

Study Abroad

As part of your degree programme you may have the opportunity to study abroad. Studying abroad has huge personal and academic benefits, as well as giving you a head start in the graduate job market. We share good links with a wide range of worldwide exchange partners, resulting in many opportunities for students. For more information, visit www.liverpool.ac.uk/goabroad

Year in China

The Year in China is the University of Liverpool’s exciting new flagship programme enabling undergraduate students from a huge range of departments the opportunity to spend one year at our sister university Xi’an Jiaotong-Liverpool University (XJTLU), following XJTLU’s BA China Studies degree classes. See http://www.liverpool.ac.uk/study/undergraduate/goabroad/year-in-china/ for more information.

Key Dates for 2016/17

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>19 September 2016</td>
<td>23 September 2017</td>
<td>Welcome week</td>
</tr>
<tr>
<td>26 September 2016</td>
<td>16 December 2016</td>
<td>12 weeks teaching</td>
</tr>
<tr>
<td>19 December 2016</td>
<td>6 January 2017</td>
<td>3 weeks break</td>
</tr>
<tr>
<td>9 January 2017</td>
<td>27 January 2017</td>
<td>3 week assessment period</td>
</tr>
<tr>
<td>30 January 2017</td>
<td>31 March 2017</td>
<td>9 weeks teaching</td>
</tr>
<tr>
<td>3 April 2017</td>
<td>21 April 2017</td>
<td>3 weeks break</td>
</tr>
<tr>
<td>24 April 2017</td>
<td>12 May 2017</td>
<td>3 weeks teaching</td>
</tr>
<tr>
<td>15 May 2017</td>
<td>2 June 2017</td>
<td>3 week assessment period</td>
</tr>
<tr>
<td>17 July 2017</td>
<td>21 July 2017</td>
<td>Graduation ceremonies</td>
</tr>
</tbody>
</table>
Liverpool University Music Society

The Liverpool University Music Society (LUMS) is entirely student run, with a democratically elected President and Committee. It is affiliated to the Guild of Students. Membership, for a small annual fee, is open to all students of Liverpool University, and is essential for anyone who wishes to perform with the University Wind Band, Jazz Band, Brass Band and other musical ensembles. The Liverpool University Symphony Orchestra, the University Choir and the University Singers (a chamber choir) are under the control of the Department of Music. As LUMS offers a wide range of social events throughout the academic year, all students with an interest in music are encouraged to join. Its impressive achievements in recent years make it one of the most worthwhile, and attractive, societies within the University.

Each year, LUMS organises a Summer Ball in June, and a similar event is held at Christmas. Other social events include a cheese and wine party to welcome new members, pub-crawls, quizzes, barbecues and a variety of parties.

University Ensembles

The department actively encourages music making in every shape and form, including chamber music. The regular large ensembles are:

Liverpool University Symphony Orchestra (LUSO): Each year in September we welcome new and old, Staff and Students to be part of the Symphony Orchestra, in affiliation with LUMS, Liverpool University Music Society. Some auditions may be held to fairly determine the membership for the coming year. This is carried out by a panel that normally includes the Conductor of the Orchestra, a student representative, usually the Orchestra Manager, and a member of Department of Music Staff. The program for the year is decided by the Conductor and Managers with input from current members. The Orchestra performs concerts throughout the year, using repertoire which includes the old, new, popular and unfamiliar. This year the Symphony Orchestra will be conducted by Rod Skipp, Artistic Director of In Harmony Liverpool.
The University Choir: This is a large, non-auditioned choir open to the whole University and its friends that gives concerts at the end of the first semester and usually also in the second semester. In the past two sessions, the choir has operated in combination with the Choirs of Liverpool Hope University College and the Metropolitan Cathedral and we expect this arrangement to continue. Many of its programmes require soloists, who are sometimes members of the University. Where an orchestra is required, this is recruited by the department, largely from members of LUSO.

The University Singers: This is a chamber choir of about 30 members that gives concerts each term in the Merseyside area. Admission is by audition each October, and its conductor for the coming year is appointed annually (in June) by the Head of Music, though any student can apply for this post (in writing, setting out details of previous experience and a proposed programme that he/she would wish to conduct). Rehearsals are normally held every Wednesday and attendance at these is vital for all members.

Musician’s Union

The Musician’s Union offers student membership at £20 a year, and offers several benefits of importance to musicians. These include instrument insurance, public liability insurance for performers, copyright protections, free legal advice and representation, contract advice and negotiation, and careers advice. More information is available at www.musiciansunion.org.uk.

Concerts

Free concerts are normally held on Wednesdays at 1.00 p.m. in the University Theatre, Rathbone Building, the Foresight Centre Chapel or the Leggate Theatre in the Victoria Gallery and Museum. A publicity brochure will be available, including some evening events. Concerts will feature professional musicians, classical and popular, who may offer master-classes, and also performances by our own staff, and undergraduate and postgraduate students. Almost all events are free to music students, with a nominal charge only for certain professional evening concerts.

Departmental Instruments

Viols: The department possesses a ‘chest’ of viols, which are kept under lock and key, but are available to anyone who has a genuine interest in learning these instruments and participating in chamber music making. Enquiries should be made to Mr Tony Shorrocks.

World music instruments: The department also keeps a selection of Chinese, Korean, and Indian instruments. Further information on these instruments can be obtained from Dr Hae-kyung Um.

Health and Safety

Student safety is very important to us – it is one of the University’s highest priorities. We are committed to providing you with a safe learning and living environment but we can only achieve this if we have your full support.
In the same way we expect all our staff to work to high safety standards, we ask that you take health and safety seriously by:

- taking reasonable care for the health and safety of yourself and others;
- acting in accordance with University safety rules.

**As a minimum you should:**

- Familiarise yourself with the fire procedures in buildings, including what to do if you discover a fire, what to do if the alarm sounds and where to assemble should you have to evacuate the building. The normal way into a building may not be available to you in a fire situation so ensure you know what alternative routes exist.
- Know the number to use in an emergency – on the University telephone system this is 2222
- Never wedge open fire doors or obstruct escape routes.
- Always report accidents, near misses or dangerous conditions to a responsible member of the department.
- Always follow any health and safety instructions you are given.
- You are **required** to sign in and out of the late book after 6pm and at weekends.

There is a lot more information and this can be found at [http://www.liv.ac.uk/safety/](http://www.liv.ac.uk/safety/)

**Building and Facilities**

The Department of Music occupies rooms in 80-88 Bedford Street South. Entry is available at 86 and 88 Bedford Street South, and there is a main entrance opposite the Pilkington Building which offers disability access.

There are six basement practice rooms in no. 84. Our two-storey Studio Building extends across the rear of nos. 80 and 82 and houses a complete recording studio on the ground floor by the main entrance, a composition studio and large teaching room on the first floor, a photocopying room and toilet facilities at both levels. We have a lift for disabled access, and a 16-station computer suite.

**80/82/84 Bedford St South**

<table>
<thead>
<tr>
<th>Ground Floor</th>
<th>First Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.01 Mr Tony Shorrocks</td>
<td>1.02 Practice Room 1 (no equipment)</td>
</tr>
<tr>
<td>G.03 Practice room</td>
<td>1.05 Classical storage room</td>
</tr>
<tr>
<td>G.04 Small store room</td>
<td>1.06 Practice Room 2 (Haydn to Mozart)</td>
</tr>
<tr>
<td>G.05 Mr Paul Turowski</td>
<td>1.07 Store</td>
</tr>
<tr>
<td>G.07 Prof. Catherine Tackley (Head of Dept)</td>
<td>1.08</td>
</tr>
<tr>
<td>G.08 Gaming Suite</td>
<td>1.09 Dr Ben Hackbarth</td>
</tr>
<tr>
<td>G.10 Cleaners’ Store</td>
<td>1.11 Dr Kenneth Smith</td>
</tr>
<tr>
<td>G.11 Staff kitchen</td>
<td>1.12 Mr Matthew Fairclough</td>
</tr>
<tr>
<td>G.13 Female Toilets</td>
<td>1.14 Archive and Store</td>
</tr>
<tr>
<td>G.14 Male Toilets</td>
<td>1.15 Cleaners’ Store</td>
</tr>
<tr>
<td>G.18 Office: Reception/Technician</td>
<td>1.17/8 Female/Male Toilet</td>
</tr>
</tbody>
</table>
G.20  Student Common Room
G.22  Mr Simon Stafford
G.20B Practice Rooms (sound-proofed)
G.25  Male Toilet
G.26  Female Toilet
G.29  Main door to Studio Area
G.31  Machine Room
G.32  Live Room
G.33  Control Room

1.19  Disabled Toilet
1.22  Large Music Room
1.24  Mac Suite 2
1.26  Composition Machine Room
1.28  Composition Studio
1.29  Mac Suite 1
1.30  Dr Oliver Carman

Second Floor

2.01  Choir Store
2.02  Practice Room (no equipment)
2.03  Cont. Education
2.04  Anne Demougin / Chamber Music Room
2.05  Project Studio

86/88 Bedford St South

Entry via 86 Bedford St South for:
   G01  Professor Sara Cohen (Ground Floor)
   G05  Large Teaching Room
   G06  Music Board Room
   101  Dr Giles Hooper (First Floor)
   102c Prof. Michael Spitzer (on research leave 2016-17) (First Floor)
   103c Dr Freya Jarman (First Floor)
   104  Dr Helen Thomas
   105  Dr Robert Strachan (First Floor)
   106b Dr Michael Jones (First Floor)

Entry via 88 Bedford St South for:
   AG05A Dr Hae-kyung Um (Ground Floor)
   AG05B Dr Eduardo Coutinho (Ground Floor)
   AG06A Dr Marion Leonard (Ground Floor)
   AG06B Dr Richard Worth (Ground Floor)

Instrument Store

Instrument cages are available in rooms G.04, 107 and 1/002 (ref), but you are reminded that you are responsible for the security of your equipment. You should therefore obtain appropriate insurance for your instrument. Students are reminded that membership of the Musician’s Union includes instrument insurance as one member’s benefit.

The Department of Music will not accept responsibility for loss or damage to equipment or possessions.
Studios

Technical support is available from Dr Michael Beiert (technician) M.Beiert1@liv.ac.uk

The Department Mac Suites

The Department of Music provision is additional to general University provision (e.g. the computer suites situated in the main library areas).

The rooms are equipped with Apple Macintosh computers; the software available includes Sibelius, Finale, LogicPro, Reaktor, along with various multimedia and desktop publishing packages.
**Practice Rooms**

The Department of Music has a suite of teaching and practice rooms available to University of Liverpool students and staff for individual and group music practice and rehearsal.

The Music Practice Rooms listed below are for individual and group practice/rehearsal and may be booked for up to a maximum of 2 hours per day and are available for booking online:

- **Classical Music Practice Rooms with a Grand Piano**: Large Music Room, Large Teaching Room, G117 (Haydn room), Practice Room G03.
- **Popular Music Practice Rooms with a P.A. System**: Pop Practice Room 1, Pop Practice Room 2, Pop Practice Room 3.

For terms and conditions, to book a room or check booking and equipment availability for each practice room please click [here](#).

The practice rooms in the basement (with piano only) are for all to use on a first come, first served basis (booking not required).

All booking requests must made in advance and, if for the following day, must be sent before 4pm. Weekend booking requests must be sent before 4pm on a Friday and any exceptional requests should be e-mailed to [sotaops@liv.ac.uk](mailto:sotaops@liv.ac.uk)