



# Study Regulations

## Enrolment

### Application for studies

see catalogue ('Studienverzeichnis')

### Legal residence

Regardless of nationality, all new students entering the HSM, whether they are already residents of Switzerland or coming from other countries, must provide a statement from the citizens' registry office confirming their place of legal residence ('Wohnsitzbescheinigung') as well as a completed questionnaire 'Fragebogen für die Bestimmung des Wohnorts FHV' and turn these in to the secretary's office, Room 2.

Swiss citizens living in other countries must provide a statement from their parents that they intend to maintain their official residence outside of Switzerland. This statement must be confirmed or notarized by the Swiss Consulate at their place of residence, and this document, as well as a copy of the candidate's passport, must be turned in to the secretary's office.

Students at the HSM should maintain a permanent residence within a radius of not more than 100 kilometers from Basel. Reasonable exceptions must be approved by the Direction of the HSM.

### Student identification

All registered students receive a student identity card from the secretary's office at the beginning of their studies. This must be renewed every year.

### Leave of absence

The Directors of the HSM will consider written applications for leave of absence. This may not exceed two semesters. A leave of absence is possible only if all obligatory courses in the chosen field of study have been fulfilled.

Students who have taken a leave of absence and wish to return to the HSM must indicate their intention in writing to the Secretary's office by the end of February. Late applications for re-entry cannot be considered. If a leave of absence extends over a period of more than a year, an entrance exam will be required.

### Exmatriculation

Students who intend to leave the HSM in the following academic year should deliver a written text to this effect to the secretary's office by the end of February. Those who are completing the Bachelor's degree have until the end of July to make this decision.

Anyone leaving at the end of the winter semester must deliver a written statement four weeks before the beginning of the summer semester.

If exmatriculation is late, the fees for the following semester must be paid. Students who terminate their studies during the course of a semester have no right to a reduction or reimbursement of tuition fees.

## Student obligations

### Requirements concerning obligatory courses

During the first week of the semester there will be informative meetings in which the heads of each course of study will explain in detail which courses must be taken by which students. This information is also available in writing (in the catalogue, also in separate folders about each program) as well as in the Internet. If you are unsure about which courses you are required to take, please contact the head of your program. Students are responsible for getting this information and filling out the required applications.

### Knowledge of the German language

Basic knowledge of the German language is, in general, a condition for acceptance as a student at the HSM. The level of proficiency varies according to the program, and is coordinated with the European language certificates. Students who have insufficient ability to understand and speak German must take courses in German in order to be able to participate in their obligatory courses, understanding the content, participating actively, and – when necessary – providing written work.

Courses in the German language are available at the 'Volkshochschule beider Basel' ([http://www.vhsbb.ch/s\\_home.aspx](http://www.vhsbb.ch/s_home.aspx)), the 'Migros-Klubschule' (<http://www.klubschule.ch>), or the 'Gesellschaft für das Gute und Gemeinnützige' (GGG; <http://www.ggg-basel.ch/kurse/>). The HSM offers a German course as well (see catalogue), but this is intended as a support and not sufficient on its own.

The Direction of the HSM may, in certain situations, have students tested in their German language ability, and exclude them from their studies if they do not fulfill the required criteria.

### Attestation Obligation

(Proof of having attended the obligatory courses)

Students are responsible for turning in a form to the Secretary's office at the end of each semester in which all of their teachers confirm that they have attended their courses. If a student has missed more classes than is permitted per semester, but has had a valid reason for being excused, the teacher may determine, together with the Direction of the HSM, if the course will be counted (credit points), or if it must be repeated. These papers must be complete, with all teachers' signatures, in order to receive the Diploma.

These forms have a deadline. Students who turn them in after this date must pay a fine of CHF 100.–. No exceptions!

### Rules concerning absence

1. Students who are enrolled at the HSM have an official commitment to conform to the rules of the institution. By signing the application form, they indicate their agreement to accept the courses of study, as well as the rules and regulations. Students are expected to attend their courses regularly; absences should be an exception.
2. Teachers are responsible for determining the conditions concerning absences or dispensation in their own subjects. Students are obliged to notify their teachers at least one week in advance about absences described under Point 5. If classes must be missed due to illness or accident, the teachers should be informed as soon as possible, by contacting the Secretary's office or the teacher, directly. In the case of acute illness or accident, when the teacher can be informed with little warning, teachers are not obligated to make up missed lessons. In the case of absences of over 3 days, when correctly declared, students may expect that the lessons will be made up.
3. Only excused absences will be tolerated! All teachers of the HSM are to declare unexcused absences to the Direction of the HSM. Absences which have not been excused or

otherwise declared in advance may result in a written warning from the Direction. A student who ignores this responsibility more than once may be faced with disciplinary measures, exclusion from the Diploma or expulsion from the HSM.

4. Per semester a maximum of 3 absences (excused in advance!) will be permitted in each subject. For each additional absence, or for any absence lasting more than a week, a written request must be turned in to the Director of the HSM. (Application forms are available in the Secretary's office, Room 4.) This request must be accompanied by a written notice of approval from teachers whose classes will be missed. Teachers may require written work or other tasks (an examination, for example) to assure that the student makes up missed material. If these conditions are not fulfilled, the 'Testat' (course attendance certificate) for that semester may be refused. Incomplete 'Testate' can jeopardize the Diploma.
5. The following absences can be permitted in the framework of Point 4:

*Internal:*

'Vortragsabende' (official student concerts) (but not rehearsals!), special courses related to studies, as well as larger chamber music projects – as long as they are listed in the catalogue.

Participation in comprehensive obligatory projects at the HSM require that you inform your teachers, but will not be counted among the 3 maximum excused absences. Orchestra projects as well as special projects declared by the Direction of the HSM to be comprehensive, have, in general, priority over all other courses. Participation in such projects, as long as they are required (according to the size and disposition of the orchestra), planned and announced in the catalogue, does not count as an official absence. The schedule of compulsory subjects (Pflichtfächer) may be adjusted during periods of rehearsals, concerts or projects of this nature, if it proves that a majority of the students would otherwise miss their classes. Information about and dates of orchestra sessions as well as special projects must be turned in before the beginning of the new school year. The Direction of the HSM is responsible for assuring a feasible number of such projects.

*External:*

Activities such as special events organized by 'Hauptfach' teachers, courses, auditions, contests, interregional orchestra sessions (Youth Orchestras), orchestra internships. In addition, private reasons such as weddings, death in the family, moving house, etc.

Special cases such as military service, extended illness etc. will be treated individually. Teachers and the Direction of the HSM must be informed promptly.

6. Obligatory courses which take place on a regular basis have priority over courses with more flexibility. (See the coloured schedule prepared by the Theory Department, which all major subject ('Hauptfach') teachers receive soon after the beginning of the semester.)
7. Lessons in the 'Hauptfach', class hours or chamber music rehearsals and classes as well as activities outside of school do not justify absences in the obligatory courses. Students are required to inform their 'Hauptfach' teachers about their schedule of obligatory courses.

### **Written Assignments**

Students are responsible for observing the deadlines for written assignments (methodology, music history, analyses, reports on students or on special courses) and to turn in their papers on time.

### **Exams, Advisory Grades**

Students are required to sign-up on time for exams in all compulsory subjects as well as for all BA- resp. MA- final exams, and are also required to hand in all possible documents (evaluations, written assignments, program notes, etc.) on time, in the required number of copies<sup>1</sup>. The students will be informed of the deadlines by the heads of department for their course of studies.

All instructors are obliged to provide any recommended grades for exams ('Vorschlagsnoten') where required to fulfill the 'special Terms and regulations for proof of qualification' ('Besondere Bestimmungen' des 'Reglements für Kompetenznachweise') by the given due date.

Students are entitled to get information about all advisory grades ('Orientierungsnoten') given at the end of the scholastic year, and about all recommended grades as well as the contents of any evaluations given by their instructors before an exam ('Vorschlagsnoten').

### **Delayed delivery the Diploma due to students' failure to follow rules**

For delays in the sequence of studies which are the student's fault, or written work which is not turned in on time, a fine of CHF 100.- will be imposed if this results in the Diploma not being delivered at the normal time.

### **Obligatory participation in internal and external events**

All immatriculated students are required to take part actively in all artistic and pedagogical activities of the HSM (internal student concerts, concerts at the end of the year, workshops, orchestra projects, trial lessons) actively and without pay if they are requested to do so. Please note that students in the BA program must take part in the activities of the Choir (Grosser Chor) of the HSM.

Students who play an orchestra instrument are required to take part in all the rehearsals and events of the orchestra of the Hochschule if they are requested to do so. Students who are working towards an Orchestra Diploma at the HSM and who have an internship in a professional orchestra are dispensed from the orchestra of the Hochschule.

Pianists and organists may be requested to be available to accompany in lessons, student concerts, or exams. The head of their course of study will see to it that they receive credit points for their time.

### **Student concerts ('Vortragsabende')**

To give students the opportunity to perform in public, student concerts take place on a regular basis. Every immatriculated student should perform at least once a year in a student concert.

These concerts usually take place on Thursdays from 5.30 – 7.00 p.m., and on Saturdays from 5.00 – 6.30 p.m. In general, these times are reserved for individual classes. Students who wish to apply for a 'mixed student concert' (people from different classes) should contact Barbara Rufer (barbara.rufer@mab.ch).

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<sup>1</sup> See 'special terms and regulations for proof of qualification' ('Besondere Bestimmungen' des 'Reglements für Kompetenznachweise').

For students at the Jazz School there are special conditions. Information is available at the office of the secretary of the Jazz Department.

**Public performances outside of the Hochschule / Teaching activities of students**

Participation in contests and concerts outside the HSM – particularly regular work with an ensemble – as well as taking courses at another institution or lessons with a teacher not associated with the HSM should be an exception, and must in any case be approved by the Direction of the HSM.

Giving music lessons during the years of study should be limited to what can be considered a complement to the studies, and must in any case be approved by the Direction of the HSM.

## Insurance

### **Health and accident insurance**

All residents of Switzerland, including foreigners with a time-limited residency permit, must have health and accident insurance in Switzerland, or proof of insurance which is valid here. This legal requirement must be fulfilled within three months of assuming residency in Switzerland. In certain exceptional cases this may not be necessary. There is a bilateral arrangement with some countries in the European Union which makes it possible to maintain health and accident insurance in the country of origin.

Detailed information is available at the Social Service Office (<http://www.asb.bs.ch/>). Each student is responsible for taking care of his or her health and accident insurance!

### **AHV/IV/EO (Social Security, Disability Insurance, income compensation)**

For purposes of Social Security, students are considered to be unemployed. Swiss citizens are obligated to pay a minimum premium of CHF 445.- annually, beginning in the calendar year of the 21st birthday.

The Compensation Fund Office (Ausgleichskasse Basel-Stadt, <http://www.ak-bs.ch>) will contact Swiss students in the first half of the winter semester, requesting they pay this fee and get a stamp to show they have paid it. Anyone who has earned an income of CHF 4,206.- or more and has paid the AHV/IV/EO fees is dispensed from this obligation. In the case of an income of less than CHF 4,206.- the paid AHV/IV/EO fees may be reimbursed. To be relieved of paying these fees, or to have them reimbursed, the employer must confirm the income. Non-Swiss students whose legal residence is in another country are not required to pay these fees.

It is in the interest of Swiss students to pay the AHV/IV/EO fees, as each year which has not been paid means a reduction in the amount received at retirement. If several years are not paid, this reduction can be considerable, especially in the case of disablement.

## Miscellaneous

### **Notice Board ('Schwarzes Brett')**

The announcements displayed in the entrance area of the main building of the HSM and on the information board of the Jazz department (but not those in the cafeteria) are official and binding.

### **Lockers**

In the basement of the main building on Leonhardsstrasse 6 there are lockers which are available for use without charge. The lockers near the entrance to the small concert room (Kleiner Saal) are intended for short-term use, for a fee.

### **Instruments on loan**

For lessons on second or 'variant' instruments, some are available for rent in the Library. The Jazz Department has 2 vibraphones which can be rented.

### **Refusal of liability**

The HSM takes no responsibility for lost instruments or other personal belongings which have been left unsupervised in the rooms of the HSM.

## House rules, rules concerning practicing at the MAB

### House rules

Opening hours of the MAB:

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Monday –	7.30 a.m. – 10.00 p.m. (cafeteria service 9.00 a.m. – 5.30 p.m.)
Friday	
Saturday	7.30 a.m. – 10.00 p.m. (cafeteria closed, drink & snack machines available)
Sunday	10.00 a.m. – 6.00 p.m. (cafeteria closed, drink & snack machines available)

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During the summer vacation, teaching rooms are closed for cleaning and renovations. During other vacations and on official holidays the Sunday opening hours (10.00 a.m. – 6.00 p.m.) apply. During Basel Fasnacht, over Christmas, New Year's and Easter, teaching and practice rooms are closed.

There may be some exceptions. In any case, closing times must be strictly observed.

1. Bicycles and motorized bicycles are to be parked in the part of the basement intended for this purpose, or in the marked areas in the courtyard. Motorcycles and cars are generally not permitted in the courtyard, except with a valid permit.
2. Smoking is not permitted in any of the buildings, rooms or hallways of the MAB, except on one of the upstairs galleries of the cafeteria.
3. No animals are permitted in any of the buildings, rooms or hallways of the MAB, with the exception of guide dogs or therapy dogs with a valid permit.
4. The rooms of the MAB are primarily for teaching purposes. Rehearsals which are not connected with events at the institute may not be held in the MAB. Immatriculated students are allowed to practice throughout the opening hours of the school, provided the rooms are not needed for teaching. It is not permitted to teach privately in the rooms of the MAB.
5. Food and drink may not be taken into the teaching rooms. Preparing and eating meals is strictly forbidden. Please help keep the rooms clean!
6. Because of the special insulated construction of the walls, no pictures should be hung. Nails and adhesive tape are not allowed.
7. Please keep all doors and windows closed while playing / practicing. No noisy behaviour in the hallways and stairwells, please.
8. Clothing, instruments, music and other personal belongings should not be left untended in the hallways and classrooms. The Music Academy takes no responsibility for lost or stolen articles. The lost and found office is in the janitors' room, near the entrance to the cafeteria.
9. Instruments belonging to the MAB must be treated with care. No objects may be placed on them. In the case of damage, the user is responsible. Please report damage to the janitors or to the secretary's office.
10. After classes, rehearsals and practice time, music and instruments should be put away and keyboard instruments closed. Windows and doors should be closed before leaving the room. Furnishings should be returned to their original position if they have been moved. Chairs, music stands or other objects which have been borrowed from other rooms should be returned. Certain furnishings or equipment (overhead projector, music stands, lamps, etc.) are available from the janitors. A deposit fee is required.
11. The air-conditioning is to be adjusted only by the janitors. Wishes concerning climate control may be expressed to them.
12. There are special conditions concerning the use of the practice rooms ('Übordnung').

### **Practicing at the HSM**

Students of the HSM may practice in most of the teaching rooms during times that no classes take place. For conditions concerning certain special practice rooms, see the following ('Übordnung').

Practicing in the rooms of the Jazz Department has a separate set of rules. Rooms can be reserved by calling the secretary there.

### **Rules concerning practicing ('Übordnung') in rooms 5-U07 – 5-U13**

1. Rooms 5-U07 – 5-U13 in the building Leonhardsgraben 40 are exclusively practice rooms and may be used only by students of the HSM. Except in the context of pedagogical studies, every form of teaching is forbidden.

2. These rooms may be used only at the following times:

Monday – Friday 7.30 a.m. – 9.45 p.m.

Saturday 7.30 a.m. – 8.00 p.m.

Sunday 10.00 a.m. – 6.00 p.m.

During vacations, students are responsible for opening and closing the practice rooms. Closing times must be carefully observed.

3. Keys will be given to a student representative who is then responsible for them.

4. During practicing, windows and doors must be kept closed.

5. In Switzerland there are regulations about quiet times on Sundays and holidays. To maintain good relations with the neighbours, please be aware of this.

6. Please be sure to close the windows when you leave the practice room, and return the furnishings to their usual position if they have been moved.

7. It is essential to follow the House Rules of the MAB.