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## **Preamble**

The aim of the orchestra regulations is to define the rights and obligations of students in the university orchestra.

## **1. orchestra duty**

### **1.1 What is the orchestral obligation?**

The orchestra obligation refers to the participation in the projects of the university orchestra in the respective semester. For the students mentioned in 1.2, this is a compulsory course requirement in accordance with the module handbooks. Participation in the university orchestra has priority over classes and other university events as well as external or private commitments. Private and other external commitments that restrict students' participation in rehearsals or concerts of the university orchestra are subject to approval (see 3.).

### **1.2 Who is required to attend the university orchestra?**

All students on the following degree programs are required to play in the orchestra:

- Bachelor's degree program in Music Orchestral Instruments in all profiles (artistic-educational profile, podium profile, orchestra profile)
- Master's degree programs for orchestral instruments in all specializations (music, orchestra, chamber music,...)
- Concert exam (orchestral instruments)

### **1.3 When is the orchestra requirement fulfilled?**

The orchestral requirement applies to the entire semester and therefore basically to all projects of the university orchestra (work phases, repertoire rehearsals, examination accompaniment for teacher training students and, if applicable, special projects).

In order to fulfill the orchestral obligation, students must participate in all projects in a semester for which they are assigned.

The orchestra requirement is considered fulfilled if all rehearsals and all concerts in the semester are attended. In general, students must make up any coursework not completed.

Exceptions require written application and approval.

### **1.4 How is the academic achievement “University Orchestra” certified?**

Students who are required to play in an orchestra must submit their transcript of records to the orchestra office at the end of each semester.

Completion of the “University Orchestra” coursework is confirmed for the semester as a whole by the stamp of the orchestra office and the signature of the orchestra director (orchestra requirement fulfilled).

Coursework completed by students who are not obligated to participate in the university orchestra is confirmed by the stamp of the orchestra office and the signature of the orchestra director as coursework in the elective area for the semester as a whole.

If it is or was not possible to play and participate in the university orchestra (see 2.4), this will be certified in the course register by the stamp of the orchestra office and the signature of the orchestra director. In such cases, the student is responsible for completing alternative coursework in the area of ensembles, chamber music, studio orchestra or similar (see course offerings in the course catalog). The alternative coursework can also be completed in a later semester. The confirmation of this alternative coursework will be certified by the respective lecturer if a corresponding note has previously been entered by the orchestra office ("Assignment to orchestra not possible - alternative coursework to be completed") for the respective semester. Once signed, the student handbook can be collected from the orchestra office.

## **2. Orchestration and division of the orchestra**

### **2.1 Orchestral instrumentation**

The required instrumentation for the projects of the university orchestra is determined by the orchestra director in the previous semester.

### **2.2 Allocation**

Students are allocated to the projects by the main subject teachers for wind instruments and percussion, and by the main subject teachers together with the orchestra director for string instruments.

The orchestra office will be notified in writing of the allocation of students as early as possible, at the latest by the beginning of the lecture period of the semester.

Teachers must inform the orchestra office of any changes in the line-up in writing and without delay.

Teachers and students are equally responsible for fulfilling their orchestral duties.

Students who are not assigned to the orchestra are obliged to step in if necessary, even at short notice.

### **2.3 Cast lists**

All students who are required to play in an orchestra must inform themselves independently about the respective allocation. These are password-protected on the Infothek of the website under Orchestra. The orchestra office organizes the provision of passwords.

### **2.4 Alternative coursework**

See 1.4

### **2.5 Participation without compulsory orchestra**

Students from degree programs without compulsory orchestral participation (see 1.2), e.g. teacher training students or youth class students, are welcome to participate in the orchestra (credit in the elective area).

An audition must be completed before playing in the orchestra for the first time.

## **3. absence and inability to attend rehearsals**

The quality of the university orchestra is largely dependent on all participants arriving punctually and prepared for rehearsals and concerts.

In general, other commitments should therefore be planned in such a way that they do not clash with orchestra rehearsals.

### **3.1 Excused absences from rehearsals**

Students can submit a written application to the orchestra office for exemption from individual rehearsals (days) in the event of external and internal commitments.

The decision on the exemption is made by the orchestra management and is communicated in writing. For the exempted rehearsals or rehearsal days, individual alternative coursework must be completed after consultation with the orchestra management.

### **3.2 Unexcused absences**

Unexcused absences are detrimental to the quality of the university orchestra and thus to all participants and constitute unacceptable behavior.

### **3.3 Absence due to illness**

In the event of illness, students must notify the orchestra office of their absence as early as possible in writing, by telephone or in person. From the second day of illness, a doctor's certificate must be submitted to the orchestra office without being asked.

Students who are absent must arrange a replacement together with the main subject teacher (see 2.2).

### **3.4 Orchestral exemption - individual part-time work in accordance with Section 30 (3) of the Landeshochschulgesetz (LHG)**

In deviation from the module handbook, students can apply for exemption from the orchestra requirement for one semester in accordance with the above-mentioned Section 30 (3) LHG.

The form is available on the website at <https://www.hfm-trossingen.de/infothek/downloads> (Beurlaubung/Befreiung/Verlängerung).

The justified application must be signed by the student, the orchestra director and the main subject teacher and submitted to the Registrar's Office.

The exemption is granted on a semester-by-semester basis and only exempts the student from the requested coursework (in this case orchestral obligations). All other rights and obligations remain unaffected.

Exempted coursework must be made up.

### **3.5 Leave of absence according to § 61 LHG**

Students who are on leave of absence in accordance with § 61 are excluded from all coursework, including the university orchestra.

### **3.6 Recognition of external achievements**

The crediting of orchestral performances completed outside the university is generally possible in the elective area. The orchestral requirement cannot be replaced by this. *Crediting in the KSP is possible upon application if it was not possible to arrange the entire semester due to the score.*

## **4. orchestra notice board, rehearsal schedule and attendance recording**

### **4.1 Notices**

Rehearsals usually take place in the concert hall or the small auditorium.

The respective locations and times as well as all relevant information are posted on the information board in front of the cafeteria or on the website at <https://www.hfm-trossingen.de/infothek/orchester>.

The orchestra office will inform you of any changes.

All students who are required to play in the orchestra must inform themselves independently and regularly about the current status of the roster.

## 4.2 Rehearsals

All orchestra members are required to be in their seats five minutes before the start of the rehearsal. It is expected that the parts will be prepared, if possible with the assistance of the main subject teachers.

Attendance will be checked at the beginning of orchestra rehearsals and concerts. For this purpose, a scanner is available in the rehearsal room, where the student ID of each participant is recorded daily. The daily attendance record is used to document participation in the rehearsals and the certificate is issued on this basis.

If the student ID has been forgotten, the orchestra office must be informed immediately in writing. If the technical recording system fails, the orchestra office will issue attendance lists, which must be handwritten.

## 5. orchestral scores

The scores for orchestral work are available for collection from the orchestra office. The collection period is announced on the website and on the notice board. Students who are required to play in the orchestra borrow the scores from the orchestra office on their own responsibility and are responsible for the borrowed material for the loan period. After the examination accompaniments and the repertoire rehearsal, the scores must be placed in the box provided for this purpose without being asked.

During the work phases, the borrowed scores must be left on the music stands immediately after the last concert. They will be collected by the orchestra office assistant. Scores that has not been handed in on the last day of the concert must be handed in to the orchestra office or deposited in the orchestra post box no. 185 within seven days of the last concert without being asked to do so. If this is not done, the orchestra office must be informed immediately.

Failure to do so will result in fees being charged in accordance with the provisions of the administrative fee regulations (under h) Orchestra fees). Failure to pay fees will result in the university no longer issuing certificates and may also lead to de-registration.

## 6. orchestra board and sanction catalog

The orchestra board consists of a maximum of four students who are elected by the orchestra at the beginning of the winter semester for a term of office of two semesters. If possible, all registers should be represented. The orchestra board is the contact person for the orchestra members and ensures compliance with the rules of orchestra work as preparation for a professional career. In the event of breaches of these rules (arriving late, forgetting sheet music, etc.), sanctions will be imposed in accordance with the sanctions catalog approved by the orchestra board. This can be viewed on the orchestra notice board and on the website.

## 7. dress code

### Ladies

All black  
Pantsuit or jumpsuit permitted  
If skirt or dress at least knee-length  
Black stockings/tights  
Black shoes  
Off the shoulder allowed  
Or as announced

### Gentlemen

Black suit, white shirt  
Black leather shoes – no patent leather  
Black stockings  
Tie

## **8. Contact person**

Daniela Hügner

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