

Group-lesson Policies

Checklist for the Student

Group tuition requires regular attendance. Inform the teacher if you can't attend a class.

Don't be late for class.

A small number of absences may be compensated by individual study. Unless otherwise informed by the teacher, the limit is 3 classes/semester (when the tuition is 1 class/week) and 6 classes/semester (when the tuition is 2 classes/week).

Instrumental class, chamber music rehearsal, another course or work are **not acceptable reasons to be absent.**

Keep track of your absences. **Find out** the contents of the class and what tasks were given. Teachers do not provide individual material for those who have been absent from class.

Confirm your place in the group by **being present for the first class.**

Teaching times and groups cannot be adjusted according to students' individual schedules.

Previous studies (prerequisites) must be registered before a place in the group can be confirmed.

Assignments must be completed within the given time or at the latest, within one year from the course's end date.

If you need to withdraw from a course for any reason, get in touch with your study coordinator.

Rules for students

ATTENDANCE

- **Group tuition requires regular attendance.** There are many ways you can positively influence your own learning, motivation and the atmosphere of the class. If you need to be absent, **inform the teacher** as soon as you can.

- Come to class in time. Being habitually late for class may result in you being marked as absent.
- If there are inevitable reasons for an absence (for example illness), it is possible to compensate a small amount of absences by individual study.
 - The learning outcomes have to be met. If the course is challenging for you, minimize absences.
 - Unless otherwise informed by the teacher, the limit is 3 classes/semester (when the tuition is 1 class/week) and 6 classes/semester (when the tuition is 2 classes/week). This may vary, so always check with the course teacher.
 - Instrumental class, chamber music rehearsal or working are not acceptable reasons to be absent. If both mandatory and optional course schedules overlap, the mandatory course must be completed first.
 - Sometimes it is possible to compensate for an absence by attending another group/class. Get in touch with your teacher in advance.
 - Group study requires completing given tasks according to the course schedule. Courses may have intermediate goals and checkpoints. Absences must be compensated for within the given time frame. Please note that courses include individual study even without absences.
- Keep track of your absences and be responsible in finding out what information and tasks you have missed. Each teacher will inform their groups about practical matters concerning compensation of absences, tasks and timetables. The teachers do not, however, provide individual material or instructions for students who have missed class. It is the student's responsibility to contact the teacher to inform them about absences and find out how they are compensated.
- If you have problems concerning the instruction timetable, get in touch with your study coordinator in advance.

RIGHT TO STUDY AND COURSE SCHEDULE

- **Your place in the group is confirmed by attending the first class.** If you are absent from the first class and you have not notified the teacher, you may lose your place in the group.
- Some groups are organized by main subject or instrument. In these groups, students of the specified instruments/subjects have priority. Studying at Sibelius Academy entails full time study, and Bachelor students especially will normally be required to attend classes from Monday-Friday. **Teaching times and groups are not organized according to the students' personal schedules (such as work).**
- If a course requires previous studies (prerequisites), they need to be registered before the right to study, and a place in the group can be confirmed.
- Partial and complementary assignments must be completed within the given time frame, or at the latest, within one year from the end of the course. If you continue a course that you have previously left unfinished, you may be required to complete new assignments together with the new group. In the case of maternity leave, military or civil service or illness, time extensions may be negotiated.

CHANGES IN INDIVIDUAL STUDY PLANS (HOPS)

- If you cannot finish a course you have registered for, get in touch with your study coordinator to agree on the changes in your study plan.

- You can change your enrolment status and update your individual study plan within the given time frames. Please be responsible and notify any changes or course cancellations well before the course start date! Your place in the group can then be given to someone else who needs it.

Instructions for teachers and academic advisors

- The limit for absences that can be compensated by individual study, which was described above, is strictly adhered to, unless otherwise instructed by the course teacher. Specific courses may also be available through alternative methods (instead of regular group tuition), such as literature examinations or web courses. Information about these courses is given separately.
- Students must be informed about attendance requirements at any given course. Regular attendance is important for the students' own learning, overall functionality of the group and to ensure equal treatment of students. In most cases, it is impossible to fully compensate for missed classes by individual study. However, substituting assignments may aid in the learning outcomes in special situations (eg. prolonged illness, etc.). Complementary assignments should be given a time frame. It is not always necessary for the teacher to correct each complementary assignment. The responsibility in meeting the learning outcomes is with the student.
- Course schedules should be planned in such a way that compulsory courses don't overlap. Students must schedule individual classes, rehearsals and performances so that they do not overlap with group tuition. In problematic situation, (such as an unforeseen overlapping timetable) the student should contact his/her own department.
- The course contents and tasks should give room for absences and complementary assignments within reason. The students should be informed of this at the beginning of the course. Teachers may collaborate in drawing up complementary assignments. Teachers are not required to create individual instructions and/or materials for students.
- Complementary assignments should be given with a time limit. If not time limit is given, complementary or partial assignments must be returned within one year from the end of the course.
- All teachers keep an attendance record. Students should also keep track of their own absences. If a student leaves a course unfinished, the student should contact his/her own department. Teachers should also inform the departments about changes in the groups.
- Teachers inform their students of their preferred method of communication (eg. e-mail, etc.). Students must always report their absences in small group tuition (e.g. aural skills), and in case of lectures, the teacher decides the practices and informs the students. The teacher is not required to know the reason for absence unless the given limits are exceeded.
- If a student's situation requires special arrangements (eg. illness, other compulsory courses) the student contacts his/her own department. The department will then negotiate a solution.