



RULES & REGULATIONS

MOST IMPORTANT:

- Students must fill **the attendance register compulsorily at the reception** before entering their respective classes.
- Mobiles phones should be switched off during class hours.

DISCIPLINE:

- Must have a correct and decent attitude.
- Respect the administrative staff, the teaching staff, other students and any other person present at the Conservatoire.
- **Attendance** must be **regular**.
- Must be **punctual** and must complete the work given by teachers.

ABSENCES:

- Every absence must be justified by a letter to the administration.
- In case of health reason, a medical certificate is requested.
- Any absence unjustified or unauthorised for **3 consecutive** or **ten non-consecutive lessons** during one academic year will result in **dismissal**.
- **Dismissal** will also apply if student do not present himself, without serious reason, to an exam, test, audition, control as decided by the Conservatoire.

HOLIDAYS/BREAKS:

- Holidays can be granted by the Management for serious and fully justified reasons (pedagogical, familial or health).
- **Maximum number of days granted** is for **one term** during a cycle of studies.
- However, this break will be counted in the number of years effected during the cycle of studies.

TEST FOR FIRST CYCLE:

- Since September 2013, a test is run after one year of studies of the first cycle. Students must have attained the minimum pass mark of 66% to be allowed to continue the first cycle of studies.

DAMAGE CAUSED BY STUDENTS TO THE CONSERVATOIRE BUILDINGS OR ITS CONTENTS:

- Any damage caused by a student will be repaired at his cost or that of his parents.
- If duly witnessed, any act of vandalism or intentional damage can result in dismissal.

RESPONSIBILITY OF PARENTS:

- The Conservatoire is **not** responsible for students outside the premises of the Conservatoire.
- Parents must drop and pick their ward corresponding to their time table and must stay informed about any modification of time table.
- Parents must ensure that they receive the usual end of semester circular letter where dates of examinations (where applicable), date of resumption of courses and any other important informations are listed.

Murphy Avenue - QUATRE BORNES

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Conservatoire National de Musique François Mitterrand Trust Fund

SANCTIONS:

- Those who fail to abide by the rules of the Conservatoire, a letter of warning will be sent to the responsible party.

ADMINISTRATIVE OBLIGATION:

- Students must inform the administration of any change of address, civil status, telephone number, etc.
- They will be held responsible for any incident deriving from negligence on their part.

STUDENT PARTICIPATION IN THE CONSERVATOIRE:

- Students must participate in activities organized by the Conservatoire.
- Any absences must be approved in writing by the Director.
- Unauthorised absences can result in the dismissal of the student concerned.

EXTERNAL ENGAGEMENTS:

- Without a prior written authorisation from the Management, students should not contact an engagement with a musical theatre, to perform publicly, to be part of an orchestra, to participate to a music examination, audition or competition exterior to the Conservatoire.
- The Director will decide, in collaboration with teachers concerned if this will have a negative impact on the student's studies.
- Students of the Conservatoire who are authorised to take part in music activities outside the Conservatoire must make themselves clearly identified through the use of devices as wearing of the Conservatoire's pin, mention in the programme or on posters

CLASS:

- Classes can be merged if the number of students is below 8.

TEACHERS:

- Teachers might change during the year.

GENERAL RULES

- **EATING** and **DRINKING** are forbidden in classes, in the library, the museum and the auditorium *Francis Thomé*.
- **SMOKING** is strictly forbidden in the premises of the Conservatoire.

CYCLONE WARNINGS:

- Once cyclone warning class 2 has been issued, students must not come to the Conservatoire.
- For those already at the Conservatoire, the teachers will be asked to complete their classes at the earliest so that students are allowed back home without delay.
- Parents must immediately come and pick up their ward at the Conservatoire once Warning No2 is issued.

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