

Macao Conservatory

School of Dance

School of Music

School of Theatre

Programme of Continuing Arts Education

Handbook of Regulations for Students and Parents



澳門演藝學院
CONSERVATORIO DE MACAU
MACAO CONSERVATORY



舞蹈學校
ESCOLA DE DANÇA
SCHOOL OF DANCE



音樂學校
ESCOLA DE MÚSICA
SCHOOL OF MUSIC



戲劇學校
ESCOLA DE TEATRO
SCHOOL OF THEATRE





The Conservatory reserves the right to modify the terms herein and the final interpretation right is owned by the President of the Cultural Affairs Bureau.



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1. Introduction to the Macao Conservatory



Macao Conservatory was established in 1989 and since then has been an auxiliary organ to the Cultural Affairs Bureau of the Macao SAR. It is a public conservatory consisting three schools, namely, School of Dance, School of Music and School of Theatre to train performing arts talents. The Conservatory adheres to the motto of “pursue arts, beauty, erudition and progress” and the principle of “attach equal importance to universal and professional education, and integrate arts into life”, and practices a binary system featuring both universal and professional educations. The Conservatory is committed to improving the cultural literacy of the citizens of Macao by offering systematic, standardized and continuous universal programmes on dance, music and theatre, and training knowledgeable and creative art performers by offering secondary-level courses on dance, music and theatre.

In recent years, with Macao’s cultural development and under the direction of the SAR Government’s cultural policy and universal arts education policy, the Conservatory has developed rapidly and has successfully innovated its syllabi, curricula, assessment systems, faculty, and student quality requirements, etc. At present the Conservatory has approximately 2,000

students attending about 100 different courses. Under the careful and thoughtful guidance of the teachers, the art performing skills of the students have significantly improved. The students have obtained many awards and have been praised for their outstanding display of talents and skills in public contests and performances.

The Conservatory is dedicated to helping students reach their full potential, following a step-by-step cultivation system with great care, and training students to become a persevering team player. The Conservatory is also committed to raising teaching standards, enhancing teaching quality, expanding teaching cooperation and improving teaching systems in the light of the circumstances of arts development at Macao. In 2005, having laid a solid foundation for the universal arts education, the Conservatory started to offer systematic and comprehensive secondary school arts courses for those who want to pursue an art career. Many graduates from the Conservatory have entered renowned domestic and overseas universities or arts colleges to pursue arts as a profession.

To apply both classroom learning and real-life practices, the Conservatory has set up a wide range of perfor-

mance groups, e.g. dance, chorus, theatre, orchestra, percussion, wind music, and Chinese orchestra, etc., where students can have various opportunities to perform on stage. The Conservatory also encourages students to participate in dance, music and theatre performances and they are often seen in domestic and international contests representing Macao. Besides offering regular courses, the Conservatory also invites renowned experts and scholars to school to give lectures, workshops, short-term programmes and advanced courses to broaden students’ horizon, promote teaching exchanges, explore academic issue to reach a deeper understanding of arts. In addition, the Conservatory organises academic events to provide diverse learning platforms for local art lovers to pursue their artistic dreams.

The three schools of the Conservatory have set up well-equipped classrooms, multi-function rooms, performance rooms, school halls, reading rooms, and audio-visual reference rooms, etc. To enhance the environment for teaching and activities and to improve the teaching quality, the School of Dance established a new teaching location in 2004, the School of Theatre in 2007, and the School of Music in September 2008.

Looking forward to the future, the Conservatory will, as always, work hard to explore, improve and strengthen the quality of arts education, and will never be tired of cultivating art performing talents. To contribute to the development of Macao’s arts education, the Conservatory will embark on new milestones and grow the oasis of arts on the spiritual homeland of people.



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1.1 Introduction to the School of Dance



舞蹈學校
ESCOLA DE DANÇA
SCHOOL OF DANCE

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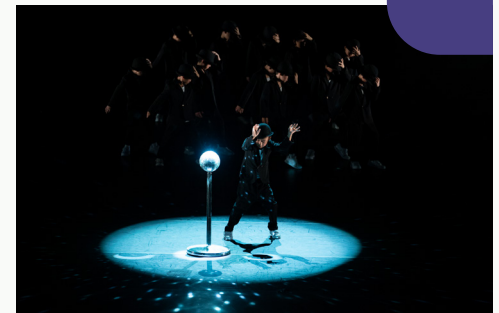
The School of Dance is one of the three schools under Macao Conservatory and is the only arts school offering vocational dance education in the region of Hong Kong, Macao and Taiwan. The school offers high-quality and standardized dance programmes with excellent teachers, effective school management, sophisticated facilities, and scientific and international teaching concepts.

Over years of development, the School of Dance has been adhering to the foundation of the school which is education quality. It has creatively drawn on successful experiences nationally and abroad and developed an education system with Macao characteristics, featuring “the integration of professional and universal educations” and “the integration of classroom training and stage performance”. The school has made progress and accumulated experiences on dance education, talent training, shows creation, and the integration, complementation and mutual development of professional and universal arts education, and has successfully expanded its educational scope, gradually established its reputation and brand among peer schools, and grown increasingly recognized in the domestic and international dance circles.

In 2005, to better cultivate local art performers, Macao Conservatory started to offer full-time dance programmes in cooperation with Shanghai Theatre

Academy, filling the gap in Macao’s professional arts education and setting a new precedent in the development of dance arts at Macao. For secondary school education, referring to the teaching programmes of Shanghai Dance School and the talent training requirements proposed by the Macao SAR Government, the School of Dance under Macao Conservatory has set up dance courses which are comprehensive. Besides, the diplomas that the high school education programmes issues are equivalent to those offered by any officially registered secondary schools in Macao, which clearly shows the commitment to cultivating local dancers. The diploma awarded by Macao Conservatory is acknowledged in Macao, mainland China and around the globe, and 100% of the graduates from the Conservatory pursue further studies in colleges and universities.

The School of Dance also attaches great importance to universal dance education for locals. To satisfy the public’s various needs of pursuing dancing arts, the school has established universal programmes on Chinese dance, ballet, contemporary dance, and Latin dance, etc., with nearly 1,000 students participating in. Looking into the future, the School of Dance will carry forward its missions of cultivating local dance talents and developing Macao’s dance arts to make active contribution to constructing Macao into a city of sustainable cultural development.



1.2 Introduction to the School of Music



The School of Music under Macao Conservatory is the largest music school at Macao with the largest number of disciplines, teachers and students, offering secondary school education and continuing arts education. The school has a strong faculty with over 100 teaching members from renowned institutions, e.g. Central Conservatory of Music, Shanghai Conservatory of Music, as well as from higher institutions in Europe, USA and Canada, and with extensive experiences in performing and teaching. Moreover, the school has set up nearly 70 musical instrument rooms, big-band rehearsal rooms, reading rooms, computer rooms and audio-visual reference rooms to meet the needs of professional and universal courses.

For over 30 years since foundation, the School of Music has been adhering to the principle of “attach equal importance to universal and professional educations, and integrate arts into life”, and is committed to offering various systematic music training courses to local citizens. The Continuing Arts Education Programme is divided into two major categories: Chinese music and Western music, both offering major courses on instrumental music and vocal music, as well as theoretical and practical courses, providing

students with comprehensive universal music training.

In 2009, the School of Music started to offer full-time programmes on music techniques in cooperation with the Central Conservatory of Music Middle School and became a public school offering junior and senior secondary school education, bringing the school to a new chapter of development. The school offers systematic and comprehensive professional music programmes to those who want to pursue a music career, as well as social and cultural programmes that have equivalent educational level as that of the six-year secondary school education in order to train performing talents with both musical skills and cultural knowledge. For the secondary education of music techniques, the school offers courses of Instrumental Performance Skills and Vocal Performance Skills which combine music and secondary cultural education creatively and flexibly to help students reach their diverse potentials and lay a foundation and create a greater space for their future study or career. The graduates will be awarded a junior secondary diploma, a senior secondary diploma and a diploma in music techniques and professional qualifications, all recognized by the Macao

SAR Government, as well as a secondary vocational diploma issued by the Central Conservatory of Music Middle School. These diplomas are acknowledged in Macao, mainland China and around the globe. And 100% of the graduates enter colleges or universities.

Besides offering professional and universal music educations, the School of Music has also set up Student Orchestras, Wind Orchestras, Chinese Orchestras, Choir and different ensembles, aiming to develop students’ abilities, expand their learning areas, enrich their stage experiences, and implement the educational philosophy of “attach equal importance to classroom learning and real-life practices”. Through regular and professional trainings, the students have performed outstandingly and won numerous awards in the youth music contests held at Macao and various music competitions domestically and abroad. In addition, the school invites domestic and foreign experts to give advanced courses, lectures and workshops to broaden the teachers’ and students’ horizon and elevate their musical accomplishments.



1.3 Introduction to the School of Theatre

The School of Theatre under Macao Conservatory is the only theatre school to offer theatre arts and applied theatre education, and diverse, systematic, standardized and continuous theatre arts courses, to train talents in theatre arts, theatre techniques as well as cultural and creative industries, with a purpose to help students establish self-confidence, and become expressive, communicative, and creative team players.

The School of Theatre offers school-year courses on Children theatre, youth theatre and drama, theatre performance and theatre writing as well as individual courses on theatre and drama appreciation, etc. In addition, School of Theatre is dedicated to promoting traditional Chinese operas and therefore a Cantonese Opera Programme has been established for children the young people to enrol. After fulfilling their course requirements, a number of students have been

admitted into domestic and overseas colleges and universities for further studies.

The teachers of the School of Theatre all have rich experiences in stage designing and teaching. The school also invites famous theatre experts and scholars to give workshops and lectures, being an indication of the school's diverse teaching methods to expand students' arts vision.

The school lays equal stress on learning and studying. Every year the school runs student performances and big-scale public shows to get students to apply what they have learnt to real life. Many of the performances have been highly appraised and invited to local or overseas art festivals.



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macaotheatreschool



2. Guidelines for application



2.1 Application and Admission

2.1.1 The applicant must be a legal resident of the Macao SAR.

2.1.2 Application procedures must be completed within the specified time limit.

2.1.3 The age of the applicant must conform to the requirement of the specific programme. The school takes December 31 of the current year as the time to determine the applicant's age.

2.1.4 The applicant must take part in the entrance examination. Admission will be granted based on the score of the entrance examination and the applicant's learning capacity and potential. The younger students will be admitted first under the same conditions.

2.1.5 Each applicant can only apply for one subject at most for each school under Macao Conservatory. After admission, the student can only take two subjects at most among the three schools (Only major subject is considered as a subject in School of Music).

2.1.6 When applying, if the applicant has taken relevant courses before, documents such as course-attending certificate, diploma or other certificates must be submitted for reference for admission.

2.1.7 For admitted students, level of the given courses, allocation of class and teacher, teaching mode and time of the given courses are arranged by the school of the courses concerned.

2.2 Fee, Number of Places and Class Arrangements

2.2.1 All current students and new students should complete the enrolment procedures and pay the tuition fee on time as required by the school notice.

2.2.2 Late payments are not acceptable for new students. Failing to settle payments before the payment period means the new students have chosen to give up the places allocated. Schools are entitled to accept the waitlisted students based on their performance of the admission exam.

2.2.3 Current students, who cannot schedule such activities due to some special reasons, must submit an application to the school. Once permitted, the student can pay the tuition fee within the time otherwise specified. If a student fails to complete the enrolment procedures and pay the tuition fee on time, the school is entitled to cancel the admission on the student's enrolment status.

2.2.4 The tuition fee for each school year shall be paid in two instalments, each payment is for five month's schooling.

2.2.5 Each school will organize summer classes according to resources available. The fee for summer classes shall be paid within the time required by the school. There will be no late payments accepted.

2.2.6 Each school is entitled to arrange the locations for classes, the classrooms, time and appropriate teachers for students. The schools also have the right, when necessary, to make adjustments on ongoing courses and classes, e.g. reallocating classes, combining classes, placing a student in a new class and cancelling a class.

3. Guidelines for Students' Study

3.1 Student Regulations

3.1.1 Show respect and love for the school and the teachers, observe laws and school rules.

3.1.2 Be honest, polite, punctual and trustworthy.

3.1.3 Work hard and persevere.

3.1.4 Think, ask, and explore.

3.1.5 Be a team player, and care for your classmates.

3.1.6 Dress and behave appropriately.

3.1.7 Pay attention to safety issues.

3.2 Disciplinary Regulations

3.2.1 Observe the student regulations, disciplinary regulations and other rules.

3.2.2 Arrive at school early, do not be late. Do not leave earlier or skip classes for no reason.

3.2.3 If required, students should participate in school-arranged activities beneficial to themselves, e.g. advanced classes, lectures, workshops, rehearsals, observations, performance exchanges.

3.2.4 Students should take the student ID with them when entering or exiting school campus.

3.2.5 Students should take good care of their belongings and should not bring unnecessary goods or valuables into school.

3.2.6 Students should not eat at places outside the rest areas appointed by the Conservatory and the school.

3.2.7 Student should file an application if they want to use public facilities such as classroom, reading room, musical instrument room, training room, musical instruments, etc. They should take good care of such facilities and put them back in place or restore them to their original status after use.

3.2.8 Students should take safety as the first priority. Students are not allowed to trample, push or knock into each other, and play rough-and-tumble.

3.2.9 Pay close attention to personal hygiene. Keep the restroom clean and dry. Do not litter or scribble on public facilities.

3.2.10 Anyone who damages or stains public (school) properties shall compensate, and in the case of vandalism or sabotage, the involved party shall be subject to punishment in addition to compensation.

3.2.11 If a student wants to participate in any kind of public shows or competitions in the name of a student from the school, he or she must obtain the Conservatory and the school's permission in advance.

3.2.12 Manage time properly. Do not become addicted to electronic products and video games. Live a healthy life, stay away from alcohol, tobacco and drugs.

3. Guidelines for Students' Study

3.3 Absence, Early Leave and Lateness

These rules apply to any classes, examinations, rehearsals, performances, lectures, observations and intern practices in any forms.

3.3.1 Lateness

Students who are late for class will be allowed into classroom only after their explanation is accepted by the teacher. Students who are late for 15 minutes will be marked as “absent” .

3.3.2 Early Leave

Students wanting an early leave must get permission from the teacher before leaving the classroom. Early Leave exceeding 15 minutes is considered as absence.

3.3.3 Absence

Each school year has two semesters. In each semester, students who fail to meet required attendance are not be allowed to take part in examinations. The specific attendance requirements are set up and executed by the three schools: School of Dance, School of Music and School of Theatre.

3.4 Class cancellation

3.4.1 During typhoon or torrential rain, classes will be cancelled. Please refer to the “Guidelines for Cancelling a Class in Severe Weathers” for more details.

3.4.2 The school has the right to make adjustment on the programmes. The writtenguidelines should be observed in the event of class cancellation regarding rehearsals, performances and other activities where students are required to participate.

3.4.3 Class cancellation due to teacher’ s sickness, private affair leave or business leave will be arranged and notified by the school.

3.5 Class rescheduling

3.5.1 All group classes will not be rescheduled for individual absence.

3.5.2 For cancellation due to teacher’ s sickness, private affair leave or business leave, the class will be rescheduled and arranged by the school.

3.6 Enrolment Management

3.6.1 The first of September every year and the first of February of the following year are respectively the commencement dates of the first semester and the second semester. If the above-mentioned dates are Saturday or Sunday, the commencement dates will be scheduled for the next working day. Students can apply for the refund of the tuition fee after he or she applies for schooling suspension or withdrawal before the commencement dates mentioned above and obtains the school’ s permission. The tuition fee will not be refunded if the application is made after commencement dates.

3.6.2 The application of suspension of studies should be an one with eligible reasons and should be submitted in writing to the school. The enrolment status of the student will be retained after the school grants permission.

3.6.3 Within a school year, if the studies suspension lasts for more than the period each school sets (three months for School of Dance and School of Theatre), incessantly or discontinuously, the status of the student is changed to “leaving school” . Under special circumstances and with the school’ s permission, the studies can be suspended for one year.

3.6.4 To resume studies, the student have to go through re-evaluation and relevant resumption procedures.

3.6.5 If a student does not want to study at the school anymore, he or she must submit a withdrawal application. The student may start fulfilling relevant formalities only after the school grants permission. Otherwise the student will be disqualified to attend or apply for other courses offered by the conservatory.

3.6.6 To ensure the health of the students, the school has the right to request students to submit a health certificate signed by a doctor. If the certificate indicates any health issues which may hinder the studies, the school may terminate the enrolment of the student concerned.

3.6.7 If a student is expelled from school because of a penalty, the tuition fee will not be refunded, and the student will not be allowed to apply for other courses offered by the conservatory.

3.7 Programme Structure, Assessment, Grade Promotion/Repetition and Regulations for Graduation

Please refer to the specific rules set by School of Dance, School of Music and School of Theatre.

3.8 Student Insurance

The school is responsible for each student's personal accident insurance. Please consult each school for more details.



4. Regulations of Rewards and Penalties for Students of the Programme of Continuing Arts Education

4.1 General Principles

The system applies to students in the programme of continuing arts education and is operated on a school-year basis. Students who demonstrate excellence in conforming to the Student Regulations and Disciplinary Regulations will be rewarded. Otherwise, penalties are to be imposed.

4.2 Rewards

4.2.1 Categories

The school offers rewards including Commendation Award and Professional Excellence Award; the Conservatory has Performing Elite Award.

School of Dance
Performing Elite Award



■ Commendation Award (categorized into 4 different categories, Students fulfilling any one of the four following types will be awarded the Commendation Award)

- Excellence on Studies and Conduct : Obeying Student Regulations and Disciplinary Regulations well, earning honour for the class or the school, perform well in on- and off-campus activities or in public performances.
- Excellent Attendance: It's awarded to students who have not been late, absent, and have left early in all courses and activities in the school year.
- Serving Spirit: It's awarded to students who actively care about the school, class, and students and contribute their own strengths; offer practical suggestions for improvement and suggestions are accepted; warmly offer services to classmates, the class, and the school and seek no returns; willingly share learning experience with other students.
- Great Progress on the Major studies: It's awarded to students who have made significant progress in major courses.

■ Professional Excellence Award

- It's awarded to students who attain the highest total score of major courses in the school year and the score is not lower than 85; demonstrate excellence in public performances.

■ Performing Elite Award

- It's awarded to students who attain excellent scores or significant honours for Macao and the Conservatory; attain the score of A for student conducts and achieve an excellent total score of major courses in the academic year, with minor courses not lower than 80.



School of Music
Performing Elite Award



School of Theatre
Performing Elite Award



4.2.2. Judging Authorities

- (1) The first award is assessed by relevant faculty members of the school and acknowledged by the principal.
- (2) The second and the third awards are recommended by faculty members and the principal of the school, before approved by the director of the Conservatory.
- (3) Only students who have not received punishments in the school year are qualified as candidates for the second and the third award.
- (4) Provided that qualifications for the award are met, the number of awards for one student is not limited.
- (5) In the event of absence of qualified students, there will be no award-winner in the relevant category in the school year concerned.

4.2.3 Measures

- (1) All rewards will be documented in the academic transcript.
- (2) The school-year honorary list will be posted in the school and conservatory. Various media such as pictures and introductory texts will be used to publicly praise the awarded students.
- (3) Corresponding certificates, trophies/medals, prizes etc. will be issued.
- (4) The winner of Professional Excellence Award is exempt from the tuition fee for one subject of the first semester in the new school year.
- (5) The winner of Performing Elite Award is exempt from the tuition fee for one subject respectively of the first and second semester in the new school year.



4.3 Penalties

4.3.1 Categories

The school offers penalties including verbal warning, written warning, and expulsion from school. In school, if students violate rules and regulations in the Student Handbook, Disciplinary Regulations, etc., or have any of the following misconducts, varying degrees of punishment will be imposed.

(1) Verbal Warning

For students who have the following misconducts: lateness for class or early leave without eligible reasons; untidy appearance; distraction in class; foul language; disturbance of classroom order; disobedience of teacher's instruction, and other inappropriate behaviours, they will receive verbal warning and will be given a chance to correct themselves if this violation of rules occurs for the first time in a relatively mild manner.

(2) Written Warning

For students who have the following misconducts: dangerous actions; private alteration of performance reviews; intentional damage to public property; behaviours that seriously affect the class and others; damage to the reputation of the class and school and other inappropriate behaviours, and for those who have received repeated verbal warnings without improvement, they will receive written warnings. Three written warnings lead to expulsion from school.

(3) Expulsion from School

For students who seriously violate the two regulations above; leading to the breaking of the Macao laws, they will be expelled from school.

4.3.2 Judging Authorities

(1) For violations that occur during classes in the Conservatory or during outbound activities, the school will base on facts and issue corresponding verbal warning in the first entry.

(2) According to the seriousness of the fact and the accumulated violations, relevant faculty members can suggest the issue of written warning in the second entry and expulsion in the third. The written warning shall be executed on the approval of the principal.

(3) The penalty of expulsion from school in the third entry shall be ratified by the principal meeting and executed on the approval of the director of the Conservatory.

4.3.3 Measures

(1) All penalties will be documented in the academic transcript.

(2) The written warning is issued by the principal and underage students shall hand it to parents/guardians for their information and signature.

(3) According to the seriousness of the violation, the school has the right to ask parents for interview with faculty members at school.

(4) If an act is suspected of infringing the laws of Macao under sufficient amount of evidence, the enrolment status will be immediately terminated.

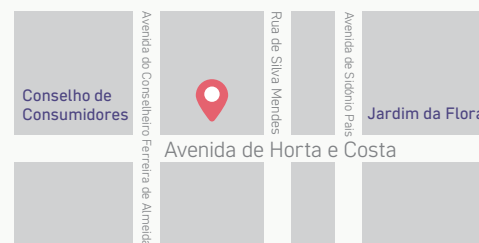


5. Supplements

5.1 Matters not covered in the Handbook will be handled by the principal. The director of the Conservatory has the final interpretation right on the settlement.

5.2 The Conservatory is the ultimate interpreter of the terms stated in the Handbook.

5.3 The Conservatory reserves the right to modify the terms herein and the final interpretation right is owned by the President of the Cultural Affairs Bureau.



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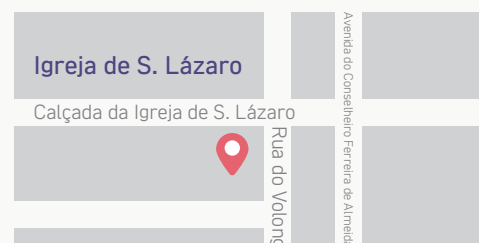


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Motto

**Pursue arts, Beauty,
Erudition and Progress.**

Objective

**Attach equal importance to universal and professional educations,
and integrate arts into life.**

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