



Charter of the UGDA School of Music

Preamble

The UGDA School of Music is committed to providing quality music education, accessible to all, in a stimulating and respectful environment. We believe that music is a universal form of expression that enriches the life of every individual and contributes to the cultural development of the community.

The UGDA School of Music was set up in 1991 as a charitable organization and became a foundation in 2016. It operates in three areas: music education, courses and seminars, and competitions for young soloists. Following the curricula laid down by the Ministry of National Education, Children and Youth, the UGDA School of Music offers a wide range of different branches, allowing students to follow their passion within music and singing associations.

Article 1: Mission

Our mission is to promote music education by offering courses and activities that develop students' musical skills, foster their personal development, and encourage creativity as well as artistic expression.

Article 2: Values

The fundamental values of our School are:

- **Excellence:** Pursuing the highest standards of teaching and musical performance.
- **Diversity:** Welcoming students of all abilities and backgrounds.
- **Respect:** Encouraging mutual respect between students, teachers, and staff.
- **Passion:** Nurturing a passion for music and encouraging artistic involvement.

Article 3: Objectives

- Offering diversified teaching programs covering a wide range of styles and instruments
- Developing students' technical, theoretical, and artistic skills.
- Preparing students for the examinations and competitions determined by Grand-Ducal regulation.
- Organizing events and concerts to give students the opportunity to perform in front of an audience.
- Creating an environment conducive to learning and personal development.

Article 4: Internal regulations

1. **Attendance and punctuality:** Pupils must attend lessons regularly and be punctual. If they are unable to do so, the teacher must be informed. Two-thirds of attendance is compulsory to validate the active school year.
2. **Equipment:** Pupils are responsible for their own equipment (instruments, music sheets, etc) and are expected to look after it properly and respect the building and infrastructure.
3. **Behaviour:** Respectful and courteous behaviour is expected from all members of the school
4. **Participation:** Students are encouraged to take an active part in school activities (auditions, projects, etc.)
5. **Progression:** Students must show a serious commitment to their musical progress.
6. **Repeating a year:** Only one additional year per division is permitted. As a result, no student is allowed to repeat a class more than two times. Furthermore, a student who has successfully completed the year will no longer be allowed to attend the same class.
7. **Changing teachers:** Pupils may not change teachers without permission of the school management. The appointment of the teacher is determined by the principal, who also has the power to decide on a change of teacher.
8. **Multiple enrolments:** Students are not allowed to take the same courses at different schools or conservatoires.
9. **Cancellation of courses:** If courses are cancelled, parents are responsible for their children.

Article 5: Organization and procedures for examinations and competitions

The organization and procedures for examinations and competitive examinations are set out in the amended Grand-Ducal regulation of 16th June 2022. This regulation determines the different branches, levels, durations of courses, study programs and examinations, the procedures for obtaining, issuing and nomenclature of diplomas and certificates, as well as the procedures for transition between the various levels and establishments in music education.

Competitions must be submitted with original scores, the cost of which must be borne by the candidate.

Article 6: Registration

1. **Registration period:** Enrolment takes place every year in spring. Specific dates may vary and will be communicated via the school's website and other means of communication.
2. **Application procedure:** Application forms are available online on the website of the respective school or local authority. Completed applications must be submitted to the school secretariat before the corresponding deadline.
3. **Registration fees:** The fees and taxes are governed by the law of 27 May 2022 on the organization of music teaching in municipal sector.
4. **Confirmation:** Once enrolment has been confirmed, students will receive a confirmatory email including details of the courses, timetables, and teachers. Only registered students may attend the course. Conditions for enrolment on a second instrument include successful completion of the 1^{er} cycle of the first instrument or can be determined based on an admission test.

Article 7: Penalties

The sanctions to be applied to pupils are as follows:

1. **Warning:** A warning from the teacher
2. **Interview:** An interview with a School official, the student and their parents or guardians.
3. **Reprimand notified:** Reprimand sent by post.
4. **Temporary exclusion:** Temporary exclusion pronounced by the management in agreement with the “colleges of mayors and aldermen” (collèges des bourgmestres et échevins), to which a report will be submitted.
5. **Permanent exclusion:** permanent exclusion from the Music School by the college of mayors and aldermen based on written reports from the management and teacher.

Article 8: Participation in music societies

The UGDA School of Music strongly encourages its students to participate in local and regional music societies. Participation offers the following advantages:

1. **Skills development:** Playing in a music society allows students to perfect their musical skills and play in a group.
2. **Performance experience:** Music companies offer opportunities to regularly perform in front of an audience.
3. **Community involvement:** Participating in a music society strengthens ties with the community and fosters team spirit.
4. **Motivation and inspiration:** Seeing more experienced musicians playing a variety of repertoire can inspire and motivate students in their musical learning.

Students interested in joining a music society can discuss this with their teacher or the School of Music office for advice and recommendations on societies available in their local area.

Article 9: Commitment of teachers

Teachers undertake to:

- Provide quality teaching adapted to the individual needs of students.
- Create a positive and motivating learning environment.
- Encourage and guide students in their musical development.
- Participate in school activities and events.

Article 10: Partnerships and collaboration

The UGDA School of Music collaborates with other cultural and educational institutions to enrich the musical experience of its students and encourage artistic change.

Article 11: Students' rights and responsibilities

Rights: Every student has the right to quality teaching, respect for their person and their work, and a safe learning environment.

Responsibilities: All students are expected to respect the school rules, participate actively in lessons and events, and contribute to a climate of respect and camaraderie.

Article 12: Communication and feedback

The school encourages open communication between students, parents, and teachers. Constructive feedback is essential to constantly improve the quality of teaching as well as the school experience.

Article 13: Final provisions

Any amendment to this charter must be approved by the management of the UGDA School of Music. This charter becomes effective as soon as published and applies to all members of the school.

The UGDA School of Music reserves the right to take photographs or make audiovisual recordings during or on activities and events organized by the UGDA School of Music. The photos and audiovisual material may be used by the UGDA School of Music in its publications and/or during its events. Images will be taken in accordance with the provisions of article 2 point 2 in fine of the law of 11 August 1982 concerning the protection of privacy. Regardless of their medium, the images thus taken will not be sold or made available to third parties.

The management of the UGDA School of Music would like to thank you for your commitment and your passion for music. Together, let us make the notes of our musical future ring out.