

## ORCHESTRA INFORMATION

The assignment of musicians to the orchestra projects is arranged in consultation between the ZkF instructors, course heads, study programme direction and orchestra management, and is binding. Registration on MUK.online is done by the orchestra management.

## ORCHESTRA RULES

- All information (registration, rehearsal schedule, organizational details and changes) will be sent to you at your **students.muk.ac.at** email address. Please read your MUK email messages regularly.
- Music is to be picked up **at least 1 week before the first (part) rehearsal (Stimmprobe)**.  
Later pickups automatically lower your grade.
- Please return the (original) **music** after the end of the project; otherwise the relevant ECTS credits cannot be awarded (and in the case of extraordinary repertoire practices – ao RÜ, the fee cannot be paid).
- Come **well-prepared** to all rehearsals, including part rehearsals, so that the rehearsals can be effective.
- **Attendance** at all rehearsals is obligatory and extremely important for professional group preparation!
- Please sign the **attendance list** at each rehearsal (tutti rehearsals, part rehearsals, repertoire practices - RÜ, extraordinary repertoire practices - ao RÜ, etc.) or make sure that your name has been checked off on the list. This serves as proof that you have participated in the course, without which you cannot receive a grade.
- Please be at the rehearsal location **15 minutes before the rehearsal begins** and be at your place, ready to play, **on time**.  
**Important: Each** late arrival will lower your grade by one level; if you are late more than once you will receive a warning (Mahnung).
- **String players** are requested to always sit with the **same stand partners** once these have been assigned. This is important for the quality of the rehearsals and the standard of the orchestra.
- **For percussion, harp, double bass, contrabassoon, etc.:**  
If you require an instrument from the University, please send an exact description of the instrument (name or no.) by email directly to our orchestra manager Sascha Siddiq: [s.siddiq@muk.ac.at](mailto:s.siddiq@muk.ac.at)
- **Instrument rentals:** Only by prior telephone booking with Sascha Siddiq, 0664-60647 232!

## ABSENCES

- **Attendance at all rehearsals is obligatory.**
- Absences will only be excused in the case of **illness**, upon subsequent **presentation of a medical certificate.**
- Excuses of absences on grounds of external professional activities (music school, rehearsals, concerts, etc.) are, unfortunately, **not possible.**
- Excuses of absences on grounds of overlaps with other MUK classes (Major Subject - ZkF, supplementary courses, etc.) are **not possible**, either. In this case, the student has to seek the cooperation of the relevant instructor in good time (e.g. postponement of the MUK class, deregistration) or organize an exchange (see below).
- Absences for the purpose of participating in auditions or competitions may be permitted upon timely consultation with the orchestra management; however, there is no automatic entitlement to such permission. The same applies to absences for the purpose of playing in a professional orchestra, if the student has been employed by the orchestra in question for at least three months; so-called "service contracts" with orchestras (*Werkvertrags-Orchester*), short-term substitutions and the like are specifically excluded.
- In the case of **absence without permission** (unexcused absence), the student will immediately be sent a **warning (Mahnung)**. **Two warnings may have severe consequences, even expulsion from the MUK.**

## EXCHANGES

If you are unable to play in an assigned project, you are obligated to find a replacement in good time (at least 2 weeks before the project starts). You, yourself, have to find another student who will participate in the project in your stead. If you cannot find a replacement, you will have to play in the project. In order to make an exchange, you must fill out an exchange form (Tauschformular) and ensure that it is signed by the students and the respective ZkF instructor. The form will then be confirmed by the orchestra management together with the Artistic Ensemble Practice - KEP director (conductor).

- **Exchange forms** (exchange application for KEP – Tauschantrag für KEP) are to be found on the wall in front of the door of the orchestra office (room 3.10).
- Please **submit** the exchange form **in good time!** The form must be submitted to the orchestra management, room 3.10 (or to the porter, with the request that it be passed on to the orchestra management), fully filled out and signed, at least 2 weeks before the date of the first part rehearsal (Stimmprobe).