JMI

JAZZ MUSIC INSTITUTE

Student Handbook

2022

Contents

Key Dates in 2022

The academic calendar is available on the front page of Moodle and this document has all important dates indicated throughout the year.

Below is a list of those key dates:

21-25 Feb 2022 - Orientation Week
28 Feb 2022 - Semester 1 2022 commences
25 Mar 2022 - Semester 1 Census Date
15 April 2022 - Good Friday public holiday
18-24 Apr 2022 - Mid-semester break
25 Apr 2022 - ANZAC Day public holiday
29 Apr 2022 - Semester 1 Academic Penalty Date
2 May 2022 - Labour Day public holiday
2-6 May 2022 - Project Week
6-10 June 2022 - Study Week Break
13-24 June 2022 - Assessment Weeks
26 June 2022 - End of Semester 1 2022

25 July 2022 – Semester 2 2022 commences
10 Aug 2022 – Ekka public holiday
19 Aug 2022 – Semester 2 2022 Census Date
12-16 Sep 2022 – Project Week
19-25 Sep 2022 – Mid-semester break
30 Sep 2022 – Semester 2 Academic Penalty Date
3 Oct 2022 – Queen's Birthday public holiday
31 Oct-6 Nov 2022 – Study Week Break
7-18 Nov 2022 – Assessment Weeks
20 November 2022 – End of Semester 2 2022
15 December 2022 – 2022 Graduation Ceremony

E-mail Communication

JMI management will communicate with students mostly via e-mail. It is therefore imperative that students regularly check the e-mail account they provide JMI during enrolment. It is suggested that students create their own Gmail account specifically for JMI-related information and provide that e-mail address to JMI management.

Moodle

Moodle is JMI's Learning Management System and plays a vital part to the administration of the courses at JMI.

All students have a login to Moodle. JMI's Moodle page address is
https://moodle.jazz.qld.edu.au/

It is imperative that students are checking Moodle regularly for information with regards to their study at JMI.

In Moodle, you have access to:

- All subject information, including course outlines

- All JMI Policies

- All course materials

- All announcements related to study at JMI

For assistance with using Moodle, please contact Nick Quigley either in person or via e-mail at nquigley@jazz.qld.edu.au

Class Notes and Materials

All class notes and materials are made available to students in each subject. At the top of each subject page, there is a forum where all notes and materials are posted. Students will receive an e-mail notification once a post is made.

Assessments & Grades

All assessments, grades and feedback are provided in each subject on Moodle. Students will receive an e-mail notification once they have received grades and feedback for an assessment.

Site News

All major announcements regarding activities at JMI will be made via the *Site News* which is on the front page of Moodle. Students will receive an e-mail notification once an announcement is made.

E-mail Notifications

If you are not receiving e-mail notifications from Moodle when there is an announcement on *Site News*, or when you receive grades or class notes, please contact Nick Quigley immediately via e-mail at nquigley@jazz.qld.edu.au to rectify the issue.

FEE-HELP

FEE-HELP Information

FEE-HELP is a loan scheme through the Australian Government whereby you can defer payment of your tuition fees to a HELP debt.

All information regarding FEE-HELP eligibility, borrowing amounts, pass rate requirements and loan fees are available at https://www.studyassist.gov.au/help-loans/fee-help

It is important that you are aware of the eligibility requirements, how much you have left on your HELP debt and the pass rate requirements for FEE-HELP before you incur a HELP debt.

Below is a link to the most recent fact sheets and information booklets on FEE-HELP:

FEE-HELP Fact Sheet

FEE-HELP Information Booklet

What's a Census Date?

The census date is the last date in a semester that you can withdraw your enrolment without incurring the fees for that specific academic period. For example, in semester 1 2022 you have until 25th March 2022 to withdraw from a unit of study before you incur the tuition fees for those units.

At JMI, the academic calendar is split up into 2 academic periods, also known as semesters, per year. Each unit of study you are enrolled in only lasts for 1 academic period.

e-CAF Forms

Any student who elects to pay their fees through FEE-HELP will need to complete an e-CAF form prior to the first census date in order to be able to access FEE-HELP at JMI.

The e-CAF is sent to you via e-mail during the enrolment process. The e-CAF is a secure online government form where you will need to provide your Tax File Number.

Once you've completed the e-CAF form, you're set up for accessing FEE-HELP for the remainder of your studies at JMI. You will not need to do anything else to access FEE-HELP for your tuition fees for the remainder of the course, other than checking your balance to ensure that you have enough left on your loan to incur JMI's fees.

Commonwealth Assistance Notices (CAN)

Within 28 days of passing a census date, you will be sent a CAN which will detail the tuition fees you have incurred on your HELP debt. This will be sent via e-mail. It is important that you thoroughly check this notice to make sure it is all correct. You have 14 days after receipt of the notice to notify of any changes that need to made to your CAN.

Paying up-front fees

If you choose to pay your fees upfront, you will be sent an invoice at least 2 weeks prior to the upcoming academic period with the tuition fees to be paid. All invoices for tuition fees are required to be paid prior to the census date for that academic period.

Paying some fees up-front and deferring some fees to FEE-HELP

You can choose to pay for some of your tuition fees up-front and defer the rest to a HELP debt. To do this, you will need to contact JMI via e-mail and request a *Part FEE-HELP Deferral Form*. On this form you can nominate the subjects that you would like to pay up-front and the subjects you would like to defer payment to FEE-HELP. This form will need to be sent through prior to the census date for the academic period. Once you have sent this form through, you will be sent an invoice for the fees you have nominated to pay up-front. This invoice will need to be paid by the census date.

Course Progression Rules

All information in this section is listed in JMI's **Assessment Policy** available on Moodle.

Passing and Failing Subjects

To pass a subject a JMI, you need to achieve at least final grade of 50/100. All assessments for a subject add up to 100%, so to pass you need to achieve 50%. Below is the grading scale for all subjects at JMI:

Fail – 0-49.99%

Pass – 50-64.99%

Credit – 65-74.99%

Distinction – 75-84.99%

High Distinction – 85-100%

If you fail a subject at JMI, you will need to repeat it and will incur the tuition fees for this subject again.

Borderline grades

If you receive a grade that is within 1% of the next grade up, you will be automatically awarded that 1%. For example, if you receive a final grade of 74.5%, you will automatically be given a grade of 75% and receive a Distinction for that subject

Borderline fails

If you complete all assessments in a subject and end up with a grade between 45% and 49%, you will be considered as a "borderline fail". In these instances, at the discretion of the Board of Studies, you may be offered a supplementary assessment that you will be required to pass to demonstrate that you have attained the learning outcomes for the subject. If you pass this supplementary assessment, your final grade for the subject will be 50%.

Unsatisfactory Academic Progress

If a student fails the *Principal Study* subject or fails more than 50% of their study load for the academic period, they will be deemed to be not progressing satisfactorily through the course. In this event, the student will be required to write to the Academic Board to explain their academic results for that academic period.

The Academic Board then has the delegated power to determine (a) that the student's unsatisfactory progress should be recorded on the student's academic record and, where required, on PRISMS and (b) whether the student should be excluded from the course of study.

In making those decisions, the Academic Board shall consider appropriately detailed documentary evidence that the student may provide of health problems or of unexpected events that are not part of the normal risk of academic studies, employment, family or social life and are outside of the student's control to prevent or to overcome, and which have disrupted previously satisfactory work.

Class Attendance Rules

At JMI, it is imperative that you attend face-to-face classes to get the most out of the programs. For this reason, we have attendance rules for all of our subjects.

Explained and Unexplained Absences

From time to time you will not be able to attend a class. This may be due to one of the following reasons:

- Health Conditions

- Family or personal circumstances

- Employment-related circumstances

- Unavoidable commitments

If this is the case, you will need to contact either JMI's administration officer, or your lecturer directly, to notify that you will not be in attendance. If you notify us prior to your class and provide evidence for the reason of your absence, your absence will be considered as "explained".

If you do not notify us prior to your class or provide evidence for the reason of your absence, your absence will be considered as "unexplained".

Some of the reasons may be sensitive or confidential in nature. If this is the case, please make that clear when notifying JMI of your absence and we will work together with you on whether evidence is required.

Ensemble Classes
For the *Ensemble* subject, students cannot have **more than 2 unexplained absences** for the semester. If a student has more than 2 unexplained absences for semester, they will automatically fail the subject.

All other classes
For all other classes in the Bachelor and Diploma program, students cannot have **more than 4 unexplained absences** for the semester. If a student has more than 4 unexplained absences for semester, they will automatically fail the subject.

Make-up lessons for Principal Study
If you will be unable to attend a Principal Study lesson due to one of the reasons below, you will need to notify your Principal Study teacher as soon as you possibly can to arrange for a make-up lesson.

- Health Conditions

- Family or personal circumstances

- Employment-related circumstances

- Unavoidable commitments

Make-up lessons will be allowed at the discretion of your Principal Study teacher and will be based on your communication, prior attendance/engagement in lessons and their availability.

Assessment Rules
All information in this section is available in the **Assessment Policy** available in Moodle

Assessment Submission
Every assessment in each course outline clearly indicates the method for submitting assessments. Some assessments will need to be submitted in hard copy at the JMI Office, but most assessments will need to be submitted online through Moodle.

Please make sure that you check the correct submission method for your assessments based on what is listed in the course outline.

Late Penalties
All assessments need to be submitted prior to the due date to avoid late penalties. At JMI, all assessments that are submitted after the due date receive a penalty of 50% of the marks for that assessment.

Assessment Extensions & Special Considerations
A student is able to apply for an extension on any assessment **prior to the due date**. To apply for an extension, you will need to complete the *Application for Assessment Extension Form* which is available to download on the front-page of Moodle.

Reasons for an assessment extension request may include:

- Health Conditions
- Family or personal circumstances

- Employment-related circumstances
- Unavoidable commitments

Requests or applications for extensions that are received after the due date for an assessment will not be allowed or considered.

Students are also able to apply for special considerations throughout their study if they are disadvantaged through no fault of their own. For information on special considerations, see Section 4.6 of the *Assessment Policy* on Moodle.

Academic Misconduct

JMI is committed to upholding the highest standards of academic integrity. The Institute views with greatest concern the action of students who act dishonestly or improperly in connection with their academic work. Academic misconduct will not be tolerated in any way, shape or form at JMI. For information on what constitutes academic misconduct and the penalties associated with committing academic misconduct, see Section 4.7 of the *Assessment Policy* on Moodle.

Student Support Services

All information in this section is available in the *Student Support Services Policy* available on Moodle

Academic Support Services

Throughout your studies at JMI, you may need to access support services specific to your academic studies. There are a wide range of support services available, including:

- Academic support

- English language support

- ICT support

Students are encouraged to seek out assistance

Mental Health & Counselling Services

Mental health is a very important issue to all staff and students at JMI. For this reason, we have a *Mental Health and Wellbeing Policy* available on Moodle.

It is important that students take care of their own mental health while studying at JMI. If students are experiencing mental health issues, they are able to access free external counseling services through JMI.

The process for accessing counseling services is available in the *Mental Health and Wellbeing Policy* available on Moodle.

Grievances & Appeals

All information in this section is available in the *Student Grievance Handling Policy* available on Moodle.

If a student would like to make a formal complaint or grievance against any staff or students at JMI, there is a clearly articulated policy for the process of making these complaints.

A grievance can be defined as a student's expression of dissatisfaction with any aspect of JMI's services and activities, such as:

- the enrolment, induction/orientation process;
- the quality of education provided;
- academic matters, including student progress, assessment, curriculum and awards in a course of study;
- handling of personal information and access to personal records;
- the way someone has been treated.

In the event that a grievance has occurred, please follow the process outlined in the **Student Grievance Handling Policy** available on Moodle.

Withdrawing from a Unit of Study

Students can withdraw from a unit of study at any point throughout the academic period. However, the timing of your withdrawal may have different repercussions on your course of study.

To withdraw from a unit of study, you will need to complete the *Withdrawal from a Unit of Study Form* available on Moodle.

Withdrawing before the census date

If a student submits a *Withdrawal from a Unit of Study Form* prior to the census date of the academic period, they will not incur the fees for the unit of study and the unit will not appear on the student's academic transcript.

If a student submits a *Withdrawal from a Unit of Study Form* after the census date, they will incur the fees for the unit of study and the unit will appear on their academic transcript.

Withdrawing before the academic penalty date

If a student submits a *Withdrawal from a Unit of Study Form* after the census date, but prior to the academic penalty date of the academic period, they will incur the fees for the unit of study but will not be penalised for their withdrawal. The unit of study will appear on their academic transcript as "Withdrawn" and will not affect the student's overall Grade Point Average (GPA).

If a student submits a *Withdrawal from a Unit of Study Form* after the academic penalty date of the academic period, they will incur the fees for the unit of study and will be penalised for their withdrawal. The unit of study will appear on their academic transcript as "Fail - Withdrawn" and will receive a grade of "Fail" which will affect the student's overall GPA.

Withdrawing from the course

Students can withdraw from the course of study by either taking a *Leave of Absence* or *Withdrawing from the course*. Information on this section is available in the **Leave of Absence and Withdrawal Policy** on Moodle.

Leave of Absence

Students are able to request a leave of absence if they wish to pause their studies at JMI but intend on returning within 2 years. The same rules apply regarding the incursion of fees and grades as stated in the *Withdrawal from a Unit of Study* section.

If a student wishes to take a leave of absence, they will need to fill out the *Withdrawal from a Course of Study Form* available on Moodle and indicate that they are taking a leave of absence on that form.

Information regarding what constitutes a leave of absence is available on the **Leave of Absence and Withdrawal Policy** on Moodle.

Withdrawal

Students are able to withdraw from their course of study if they do not intend on returning to JMI within the next 2 years. The same rules apply regarding the incursion of fees and grades as stated in the *Withdrawal from a Unit of Study* section.

If a student wishes to withdraw from the course, they will need to fill out the *Withdrawal from a Course of Study Form* available on Moodle and indicate that they are withdrawing on that form.

Information regarding what constitutes a withdrawal is available on the **Leave of Absence and Withdrawal Policy** on Moodle.

Credit Transfer & Recognition of Prior Learning

All students can apply for credit towards their study at JMI based on prior studies or industry work experience.

All information regarding the process for applying for credit towards study at JMI is available in the **Credit and RPL Policy** available on Moodle.

Applications for credit transfer are undertaken on a case-by-case basis. JMI's Head of School, Dan Quigley, is responsible for assessing credit applications. When assessing your credit application, the following considerations will apply:

- The level of prior study or work/life experience completed
- The learning outcomes of prior study and how closely the content crosses over with JMI's course and learning outcomes
- The duration of study undertaken and time elapsed since prior study
- The student's current performance ability and understanding of jazz-specific concepts

To make an application for credit, you will need to complete the **Credit for a Unit of Study Form** available on Moodle. You will need to indicate the units of study you are applying for credit. You will also need to provide supporting documentation to support your application. This includes academic transcripts, course outlines from units that you have completed at other providers and any other documentation that will support your application.

You will be notified via e-mail if your application is successful. If you are successful, you will then be provided with an updated course of study to reflect the units of study no longer required to be completed.

Building Access

All current students will be provided with a free door access card or chip when enrolled at JMI. This card or chip will give you access to the red door at the Exhibition Street entrance to the building. All current students have access to the JMI building during the following times:

Mondays – 7am to 10pm
Tuesdays – 7am to 10pm
Wednesdays – 7am to 10pm
Thursdays – 7am to 7pm

Fridays – 7am to 10pm
Saturdays – 7am to 10pm
Sundays – 7am to 10pm

Only current students will have access to the building during this time. Students are not allowed to bring in any other person that does not have access to the building. Details on the rules regarding access to JMI's building is available in the *After-Hours Access Policy* on Moodle.

Lost or stolen building access cards/chips
If your building access card or chip gets lost or stolen, you will need to notify Gary Eldershaw either in person or via e-mail at geldershaw@jazz.qld.edu.au immediately.

Replacement cards or chips will be available to students, but will cost $50 to replace.

Room Bookings
All rooms at JMI are available for booking through JMI's online booking system, Skedda. If a student wishes to use a room for personal practice or a rehearsal, they will need to book the room through Skedda.

The site for JMI's Skedda page is https://jazzmusicinstitute.skedda.com/

All students will be given access to Skedda. Any issues regarding access to Skedda should be directed to Gary Eldershaw at geldershaw@jazz.qld.edu.au

Students can rooms for a maximum of 1-hour per day during school hours (10am to 4pm). Students can book rooms for longer outside of school hours (7-10am and 4-10pm)

Priority will be given to staff and class bookings, so students' private room bookings may be voided if the room is required for a class.

Equipment Hire
Students are able to hire equipment from JMI for the purposes of performing a jazz gig organised through JMI. Equipment available for hire includes:

- music stands

- amplifiers

If you would like to hire equipment, please see Gary Eldershaw at the front desk and he will be able to hire the equipment to you. Equipment can only be hired over the period of 24-hours and must be returned to Gary by that time.

Printing
Students can access free printing at JMI through the library printer. Students can access the printer on the Wi-fi or through the computers in the library. The printer is listed as "JMI Library Printer". This printer only prints black & white A4 pages.

If you are experiencing any issues with accessing the printer, please see Gary Eldershaw at the office.

Library Access

Computers

Students have access to the computers in the library while they have access to the building.

Students will be provided with their library computer login and password via e-mail. The password cannot be changed. It is important to note that your library login is not connected to your Moodle login, so you will need to keep a record of your library login and password.

Each computer has Microsoft Office, Sibelius (music notation software) Auralia (aural training software) and Musition (music theory training software).

Each student has a home drive called "H:/" which will be accessible at each computer. When saving any documents on the library computers, students will need to save these documents to H:/ so that they can access these files at any computer in the library.

Each student also has access to "M:/" which is the drive where all student performance videos are stored.

If students are experiencing any access issues with the library computers, please see Nick Quigley at the office or e-mail nquigley@jazz.qld.edu.au

Books, CDs and DVDs

Students can borrow any item from JMI's library for a period of 2 weeks. The library will be open for perusal from 10am to 4pm Monday to Thursday.

To hire any items out from the library, you will need to see Gary Eldershaw at the office. You will need to return any borrowed items within 2 weeks. There is a library returns box in the library where you can return items.

Student IDs and Replacements

Students will be provided with a student ID card when they enroll at JMI. Student ID photos are taken at Orientation week with the data sent out for ID printing during that week. ID cards are printed by an external company, so there is usually a 1-week turnaround between sending the data and receiving the ID cards.

If your student ID card gets lost or stolen, you will need to request a new student ID card for the cost of $30. To order a replacement ID card, please contact Nick Quigley via e-mail at nquigley@jazz.qld.edu.au

In the event that your course of study is extended and your current ID card is made invalid, JMI will order a new ID card free of charge.

Project Week & Public Holidays

Week 9 of every semester is Project Week. Any classes that fall on a public holiday will be re-scheduled for Project Week and students will be provided the re-scheduled class times prior to the commencement of semester.

Project Week will also include a range of extra-curricular workshops available to students that will help to supplement your studies at JMI. A full schedule of workshops available to students at Project Week will be made available on Moodle prior to the commencement of semester.

Study Loads

JMI's Bachelor and Diploma programs are delivered 100% face-to-face on campus. Study loads are determined by the number of credit-points you are studying. It is important to be aware of how many credit-points each subject is worth in your program. To find out what each subject is worth, either check the course outline for the subject or download the *Schedule of Units for 2022* document available on Moodle.

Credit Points

Each unit of study is assigned a certain number of credit points. This number represents the weighting and workload of this unit in relation to the entire course. As an indication of the workload required for each unit of study, each credit point should represent 1 hour per week which includes either class contact time, associated study and assessment work.

For example, if you have a unit of study worth 5 credit points, you should be spending 5 hours on that unit of study each week, including the class contact time. Most units of study have a 2-hour class, so this would mean that you should be aiming to be doing 3 hours of associated study and/or assessment work on that unit of study each week.

A 100% full-time study load is 40 credit points; therefore it is expected that students will be undertaking a total of 40 hours of study per week which includes class time.

Full-time study

A 100% study load requires studying 40 credit-points per semester. However, to be considered a full-time student, you only need to be enrolled in a study load of 75% or above. A 75% study load requires studying 30 credit-points per semester.

Any student enrolled in less than 30 credit points per semester is considered a part-time student.

Parking

There is strictly no on-site parking available for JMI students before 4pm on weekdays. This parking is strictly only available to JMI staff before 4pm weekdays.

After 4pm on weekdays, or any time on weekends, students can use JMI's on-site staff parking.

Under no circumstances are students allowed to park in the on-site parking that is designated for the other business at the same premises. Students parking in the on-site parking of other businesses will risk having their cars towed.

Street Parking

There is a lot of street parking available in the surrounding streets near JMI's campus, such as Exhibition Street, Brookes Street, Mallon Street, Gregory Terrace, O'Connell Terrace and King Street. There is also a secure parking facility available on King Street.

Parking on Brookes Street is only available after 9am and before 4pm Monday to Friday.

Translink

Full-time students are able to access concession fares on public transport through Translink. In order to access concession fares, you will need to apply directly to Translink at
https://translink.com.au/tickets-and-fares/concessions/tertiary

Public Transport

JMI's campus is located in between the Bowen Hills and Fortitude Valley train stations, approximately 600m from both stations. There are also bus services available on St Paul's Terrace near the corner of Exhibition Street.

JMI Governance Structure

JMI has several boards and committees that are responsible for the corporate and academic governance of the institution. Below is a quick summary of each board and their responsibilities.

Board of Directors

Responsible for the corporate governance of JMI and compliance with all regulations

Academic Board

Responsible for the academic governance of JMI and compliance with the Higher Education Standards Framework. This board approves all grades, changes to curriculum, academic policies and hears any academic appeals. This board includes the student representative, who is elected by the student body to provide a student voice to the board.

Board of Studies

Responsible for monitoring the operations of courses, facilities and propose changes to the curriculum.

Executive Management Committee

Responsible for the day-to-day operations of the institution.

Student Representative

Each year a student representative is elected by the student body at orientation week. Students are able to nominate themselves for student representative during the end of year break and prior to orientation week.

The elected student representative will sit on the Academic Board and will provide a student's perspective on this board.

The student representative will be responsible for providing the feedback from the student body in regards to the following issues:

- Course administration and operations

- Educational facilities and infrastructure

- Support services for students

The student representative will also be expected to actively work with JMI's Marketing and Culture Coordinator, Kim Hanson, on developing and delivering extra-curricular cultural activities for the student body throughout the year.

Key Contacts

Below is a list of key contacts for your time at JMI:

Nick Quigley – Chief Executive Officer – nquigley@jazz.qld.edu.au

Contact Nick for any enquiries regarding the following:

- Student fees
- Moodle Access
- Support services
- IT support
- Study loads and enrolment/withdrawal processes
- Academic transcripts

Dan Quigley – Head of School – dquigley@jazz.qld.edu.au

Contact Dan for any enquiries regarding the following:

- Assessment extensions
- Student grievances
- Academic support
- Extra-curricular gigs or workshops

Paula Girvan – Course Coordinator – pgirvan@jazz.qld.edu.au

Contact Paula for any enquiries regarding the following:

- Timetabling
- Scheduling of assessments
- Academic support
- Class lists

Gary Eldershaw – Administration Officer – geldershaw@jazz.qld.edu.au

Contact Gary for any enquiries regarding the following:

- Printing
- Library loaning
- Building access and room booking through Skedda
- Equipment hiring

Kim Hanson – Marketing and Culture Coordinator – khanson@jazz.qld.edu.au

Contact Kim for any enquiries regarding the following:

- Social media
- Performances outside of JMI
- JMI cultural events