UNIVERSITY OF THE PHILIPPINES College of Music

EXIT REQUIREMENT FORM

GUIDELINES

- Students enrolled in MuP 195-198, MuD 196, MuEd 197 (undergraduate), and MuP 290-292 (graduate) must complete the checklist and submit this ERC form before the deadline set for the semester (two days before the dropping period).
- MODE OF DELIVERY. All performances MUST be delivered ONSITE (live or otherwise) unless in case of force majeure and medical emergencies.
- PANEL. The panel can be composed of intra/ inter-departmental / inter-college members, depending on the nature of the course. The OCS shall assign four (4) panel members based on the department panel cluster. The OCS issues the memoranda to panel members for official purposes. If assigned faculty is unavailable, assigned faculty must find a replacement. Panel grade will be forwarded to the faculty adviser who will compute and submit the final grade via CRS. The adviser should be present during the recital. A minimum of three (3) panel members MUST be present during the audition/recital.
- **RESERVATION.** There will be NO multiple reservations.
 - Students are strongly advised to hold recitals and auditions at the Mini Hall, Camerata, or Rey T. Paguio Hall. If the requested hall is unavailable or an outside campus recital is necessary, the recitalist must secure permission from the dean. For this, the student should write a letter to the dean duly endorsed by the department chair and the college secretary.
 - Students are not allowed to bring out any instrument of the College, but if the recitalist deems it necessary, he/she must submit a letter of request to the dean. (bit.ly/cmuhelp) If approved, a permit will be issued to the student by the college administration. The student must arrange transportation.
 - A major coordination with the Building Administrator and Media Specialist is required at least a week before the recital to discuss technical details and facilities needed.
 - Please visit bit.lv/cmuhelp for instrument borrowing and venue reservation.
- TIME SLOT. Graded culminating activities preferably must finish by 8 PM. There can be Saturday/Sunday graded recitals /culminating activities subject to special honoraria rates for faculty charged to the university as per approval and special payment for staff charged to the recitalist. Subject to the number of recitalists enlisted in the current semester, rehearsal and recital time for venue reservation is limited to three (3) hours maximum for rehearsal* and two hours maximum for the recital. Venue availability for the semester will be presented during the recital orientation.
- PROGRAM INVITATION. Follow the standard format available online and on the college bulletin board. Strictly follow rehearsal/audition/recital schedule. Since the recital is a public, academic-graded presentation, only repertoire approved by the department is allowed. (NO encore/additional pieces.)
- CANCELLATION. Inform the College Secretary's Office of a cancellation TWO weeks before to give time for the office to inform the panel of cancellation. The student can only reschedule the recital venue once. Students who fail to cancel their recital will receive failing marks, except for force majeure and medical emergencies.
- PAYMENT & FEES. Recitalists may use the CMu venue & sound system for FREE. However, recitalists will be charged minimal fees for aircon & lights. Recitals, auditions, and rehearsals from 8:00-5:00 during weekdays will not be charged a crew fee, those done after 5 p.m. and during weekends will be charged a crew overtime fee. A corresponding fee will be charged for the use of an instrument outside the College upon the approval of the Dean of a written request before the recital (see guideline no. 4. b)

- FORMAT. Start with the Lupang Hinirang. Limit intermission time to 15 minutes.
- **RECEPTION.** No reception is allowed within the premises of the College of Music during audition and recital. However, packed food for performers and guest artists may be distributed in a designated holding area.
- 11. **DOCUMENTATION.** Four copies of the program are to be submitted to the College Secretary's Office. For recitals outside CMu, submit documentation video/audio recording to the College Secretary's Office and the four copies of the program.

PROCEDURE:

- Download the ERC form the college website and read the guidelines carefully.
- Sign the ERC form conforme together with the adviser and chair's endorsement.
- Please visit bit.ly/cmuhelp for instrument borrowing and venue
- 4. Go to bit.ly/ERCFormSubmit, fill-out the information needed, attach the Signed Conforme and Submit.
- Ms. Fatima Manuzon will then process the necessary venue reservations. For Venue changes, please email Ms. Manuzon at fcmanuzon@up.edu.ph. Monitor the status of your ERC Form. If your desired CMu venue and/or timeslot is unavailable, you will be offered alternatives. If applicable, a billing statement for fees and/or instrument rental charges will be sent to you through the same email
- The OCS shall assign panelists to the student based on the department panel cluster and announce this information through a memo to be posted at the OCS bulletin board and emailed to the concerned panelists.
- Distribute the printed panel invitation in the faculty boxes at least one week before the event. For written exit requirements (thesis, special projects), the written work should be distributed to the panel one week before the defense presentation.
- Do the Recital/Project or Thesis defense.

four copies of the recital program invitation (for recitals),
hardbound copies of the thesis or special project
portfolio (for thesis or special project),
video/audio recording if the recital is done outside
the UP College of Music.

Submit the following to the Office of the College Secretary:

I have read and understood the exit requirements guidelines and procedures.

forfeiture of the venue privileges of the course enlisted this semester.

Non-compliance of the exit requirement guidelines will mean Conforme: Name and signature of student Exit Requirement Course number(MuP, MuEd, etc.): Endorsed by: Name and signature of faculty adviser Date

Name and signature of department chair

Date