

UNIVERSITY OF THE PHILIPPINES
College of Music
EXIT REQUIREMENT FORM

GUIDELINES

- 1. 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).
2. MODE OF DELIVERY. All performances MUST be delivered ONSITE (live or otherwise) unless in case of force majeure and medical emergencies.
3. PANEL. The panel can be composed of intra/ inter-departmental / inter-college members, depending on the nature of the course.
4. RESERVATION. There will be NO multiple reservations.
5. TIME SLOT. Graded culminating activities preferably must finish by 8 PM.
6. PROGRAM INVITATION. Follow the standard format available online and on the college bulletin board.
7. 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.
8. PAYMENT & FEES. Recitalists may use the CMu venue & sound system for FREE.

- 9. FORMAT. Start with the Lupang Hinirang. Limit intermission time to 15 minutes.
10. RECEPTION. No reception is allowed within the premises of the College of Music during audition and recital.
11. DOCUMENTATION. Four copies of the program are to be submitted to the College Secretary's Office.

PROCEDURE:

- 1. Download the ERC form the college website and read the guidelines carefully.
2. Sign the ERC form conforme together with the adviser and chair's endorsement.
3. Please visit bit.ly/cmuhelp for instrument borrowing and venue reservation.
4. Go to bit.ly/ERCFormSubmit, fill-out the information needed, attach the Signed Conforme and Submit.
5. Ms. Fatima Manuzon will then process the necessary venue reservations.
6. 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.
7. Distribute the printed panel invitation in the faculty boxes at least one week before the event.
8. Do the Recital/Project or Thesis defense.
9. Submit the following to the Office of the College Secretary:
- 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.

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

Non-compliance of the exit requirement guidelines will mean forfeiture of the venue privileges of the course enlisted this semester.

Conforme:

Name and signature of student Date

Exit Requirement Course number(MuP, MuEd, etc.):

Endorsed by:

Name and signature of faculty adviser Date

Name and signature of department chair Date