



## School Rules of the Stuttgart Music School

The school rules shall regulate the relationship between the Music School and their users.

### § 1 Mandate

The Stuttgart Music School is an educational institution for children, young people and adults. It is an institution under municipal responsibility with educational, cultural, youth and socio-political tasks. The Stuttgart Music School is a place for making music, of musical education and the cultivation of music, a place of art and culture, as well as a place of education and encounter. At the Stuttgart Music School, people from various parts of society, all generations and different cultural areas come together and learn from one another.

With its qualified specialist tuition, the Stuttgart Music School lays the foundation for a lifelong interest in music. It offers its students the opportunity to make high-quality music in the Music School, in general schools, within the family or in various forms of amateur music-making. During the course of their musical education the students are provided with comprehensive advice. Students who are particularly performance-oriented and talented receive special support, also with a view to preparing for professional music studies.

### § 2 Structure / Tuition

Structure and tuition are based on the structural plan of the Association of German Music Schools (VdM). The VdM educational plan "Music on the elementary/ basic level" and the framework curricula of the Association of German Music Schools, in which the aims and contents of the education are formulated, as well as further curriculum regulations of the Music School shall apply to the tuition.

The Music School is structured as follows

1. Elementary level/basic level
2. Instrumental and vocal subjects (elementary/intermediate/advanced level)
3. Ensemble subjects
4. Supplementary subjects
5. Pre-study preparation
6. Cooperation projects
7. Projects and events

As a rule, the elementary/basic subject lessons precede and accompany the tuition in instrumental and vocal subjects. Ensemble subjects are a basic component of the Music School lessons. Supplementary subjects, pre-study preparations, cooperation programmes, projects and events complete the portfolio of the Music School.

At times when the Music School is not allowed to teach face-to-face lessons due to legal regulations or official orders, these can be taught by means of digital technologies in accordance with the legal requirements.

### § 3 Elementary level/basic level

1. Parent-child-groups up to 3 years, normally accompanied by an adult,
2. Elementary Music Education for children up to 6 years of age in children's day-care centres:  
Courses for 3-year-old children enable the transition from parent-child-groups to early musical education.
3. Early musical education/elementary music education in the Music School between 3 or 4 and 6 years,
4. Basic musical education/elementary music education/singing classes between 5 or 6 and 8 years,
5. Orientation classes (e.g. instrument merry-go-round) 5 years and older:  
Orientation classes primarily offer a sure selection and decision for instrumental/vocal tuition.
6. Musical cooperation programmes (primary-school age) 6 - 9 years:  
Broad access to music and active music-making is often developed in cooperation between the Music School and the general schools.

### § 4 Instrumental and vocal tuition

1. Instrumental/vocal tuition shall be offered for
  - Children: Attendance of elementary/basic subjects is usually a prerequisite for subsequent instrumental or vocal tuition.
  - Young people and adults.
2. The tuition shall cover the instrumental and vocal subjects offered by the Music School from the specialist areas
  - a) String instruments
  - b) Plucked instruments

- c) Woodwind instruments / brass instruments
  - d) Keyboard instruments
  - e) Percussion instruments
  - f) Vocals
  - g) Further subjects: e.g. composition, music and recording techniques, conducting
3. Classes shall be given in groups of 2 to 7 students, in classes of 8 or more students and as private lessons. The groups are put together according to age and previous training so that the benefits of group tuition can be used. The school management shall decide on the structure and necessary changes during the school year.
  4. An audition (“+15 audition”) is necessary for a private tuition session of 45 mins.
  5. In the course of a school year the students have a guidance meeting with their tutor, if possible together with a parent/legal guardian. Optionally, they can participate in a voluntary test.

## **§ 5 Ensemble subjects**

The purpose of ensemble subjects is making music together. They are an integral part of the holistic education concept of the Music School at all performance levels. In coordination with instrumental and vocal lessons continual participation in an ensemble is part of the obligatory curriculum of the Music School for all students, whether instrumental or vocal. The school management together with the tutor decides on the assignment to ensemble tuition. For a supplementary subject fee it is possible to only have lessons in an ensemble subject without having instrumental tuition.

## **§ 6 Supplementary subjects**

Supplementary subjects are on-going tuition to augment the instrumental and vocal programme, in particular aural training / solfège / music theory. The school management together with the tutor decides on the assignment to additional tuition. Tuition in the supplementary subject without instrumental or vocal lessons is possible.

## **§ 7 Talent programme / pre-study preparation**

1. The Music School offers particularly interested and talented students an in-depth music education. Moreover, it prepares students for the entrance examination at a music conservatory.
2. Interested students can only be admitted to the talent programme / pre-study preparation if they pass the entrance examination. Once a year examinations in the instrumental or vocal subject and music theory and aural training decide whether the students can stay or not. The decision remains with the school management together with the department managers.
3. The school management together with the department managers after consultation with the subject teachers and parents/legal guardians or parties concerned decide on the exclusion from the talent programme and pre-study preparation.
4. Participants in the talent class and pre-study preparation receive additional lessons free of charge in the major subject, tuition in solfège and an ensemble subject.
5. Further details are regulated in the regulation for the talent class and pre-study preparation.

## **§ 8 Co-operation programmes**

The Music School cooperates with partners of the municipal education infrastructure, in particular with children’s day-care centres and general schools, as well as with further co-operation partners such as music associations, church congregations, training centres or professional orchestras. Co-operation programmes shall be based on contractual agreements with education partners.

In talent programmes the Music School cooperates with the State College for Music and Performing Arts Stuttgart and the Eberhard-Ludwigs-Gymnasium in the Musikgymnasium Baden-Wuerttemberg.

## **§ 9 Projects and events**

Projects, e.g. courses, workshops or excursions, are further music educational programmes of the Music School. Events including the necessary preparations are included in the educational mission and the individual image of the Music School. Auditions and concerts are an essential learning experience for students; participation is part of the lessons.

## **§ 10 School year**

The school year begins on 1 August and ends on 31 July of the following year. It is divided into two semesters (August to January and February to July). The regulations applicable to Stuttgart’s general schools determine the term of the holidays and public holidays without tuition.

## **§ 11 Tuition term**

Tuition times and duration are determined and allocated by the school management according to professional and organisational aspects. Requests of the students or legal representatives will be taken into account as far as possible; there is no entitlement to certain types and times of tuition.

## **§ 12 Application/admission**

Applications must be submitted in writing to the Music School or online via the website of the Stuttgart Music School ([www.stuttgarter-musikschule.de](http://www.stuttgarter-musikschule.de)). In the case of minor participants the written consent of the legal representatives is required. Applications only become legally effective upon confirmation by the Music School. Admission beyond the start of the school year will only be possible if the conditions are met by the Music School. There is no general right to admission. Adults can take instrumental, vocal, ensemble and supplementary subjects, provided free places are available.

## **§ 13 Data / privacy**

The Music School shall only collect data required for the correct fulfilment of its tasks. The data shall only be used for these tasks. In this context the data protection regulations shall be observed. Consent to the collection and use of data is given with the registration.

Reference is made to the data protection declaration of the Music School, which can be found on the Internet under [www.stuttgarter-musikschule.de](http://www.stuttgarter-musikschule.de), with regard to the information requirement at the time of collection of data of data subjects pursuant to Article 13 and 14 of GDPR. This also applies to lessons, mentoring and tuition support etc. in which digital technologies, formats and platforms are used.

## **§ 14 Termination of the tuition relationship**

1. As a general rule, de-registrations can only be made to terminate at the end of the semester. They must be submitted to the Music School in writing not later than six weeks prior to the end of the semester (31.1. or 31.7.).
2. During the school year, the student may only cancel the tuition contract at the end of the following month for important reasons (e.g. moving away, proof of serious illness).
3. In the event of compelling reasons or violation of these School Regulations the Music School, upon consultation with the student or the legal representatives, can terminate or suspend the tuition relationship ahead of time.
4. If normal progress is not to be expected in the lessons due to a lack of effort or for other reasons, there will be no right to further tuition. In such a case the students can be excluded from the lessons by the school management. In the event of exclusion, a part of the tuition fee can be reimbursed upon request.
5. The students shall be obliged to attend lessons on a regular basis. Repeated absence without an excuse can result in an exclusion - a decision that lies with the school management. The party concerned may appeal to the administration of the Music School against such an exclusion within one month. The Head of the Cultural Affairs Office shall decide on the appeal.

## **§ 15 Incapability**

If, in exceptional cases, the student cannot participate in the lessons, the Music School must be informed as soon as possible. This tuition will be returned to the mandate of the Music School and need not be given at a later date. In the case of a medically certified illness of more than two weeks a reasonable reduction of the tuition fee shall be granted upon request. The reduction is 50 % of the tuition fee for the respective period.

## **§ 16 Cancellation of lessons**

Lessons that are cancelled due to the unavoidable absence of the teacher shall be given in advance or at a later stage. If the lessons cannot be given by a replacement teacher or at a later date due to the illness of the teacher or for school reasons, a claim for reimbursement can be made upon request from the fourth lesson.

## **§ 17 Tuition rooms**

Face-to-face lessons shall only be given in the rooms assigned by the Music School. There is no legal right to tuition in a certain tuition room, tuition form or by a certain teacher.

At times when the Music School is closed due to legal regulations or official orders, lessons can be taught by means of digital technologies in accordance with the legal requirements. The type of digital technologies and platforms used in online formats and online offerings of the Music School lies exclusively within the decision-making authority of the Music School. It is the responsibility of the users or the parents/legal guardians to create the conditions for these digital technologies to be used.

## **§ 18 Supervision**

Supervision shall only be provided during the agreed tuition period. It shall begin and end in the classroom.

## **§ 19 Video and audio recording**

The Music School shall be entitled to produce video and audio recordings during lessons and other events and use these for its own use and self-portrayal. There is no obligation to remuneration.

## **§ 20 Public appearances**

The student shall undertake to inform the school management and the subject teacher of any public performances, also in digital formats, in due time in advance, as well as applications for competitions and examinations in the subjects attended at the Music School. Public performances by the Music School ensembles shall require prior consent.

## **§ 21 External tuition**

As a rule, students of the vocal segment who are given lessons in solo singing and students of the instrumental segment are not permitted to take additional lessons in the subject outside the Music School. Exceptions may be made by the school management.

## **§ 22 Instruments**

1. As a rule, the student shall have the appropriate instrument when the instrumental tuition begins. When available, instruments in stock at the Music School can be rented for a monthly fee.
2. The rental period is usually one year and can be extended upon request.
3. Rented instruments must be returned when the students leave the school.
4. The instrument and accessories must be maintained by the students or their legal representatives at their own cost. Maintenance instructions must be observed.
5. The students or their legal representatives shall be fully liable for the loss of or damage to the rented instrument. Liability insurance is recommended.
6. The instrument and accessories may not be passed on to a third party.
7. The school management can provide instruments for ensemble and orchestra work upon request for a limited period without a fee.

## **§ 23 Certificate**

Students are provided with an annual certificate of attendance of the Music School, which can be combined with a qualified assessment.

## **§ 24 Liability**

Liability of the City for personal injury, damage to property and financial losses of any kind occurred during participation in tuition or other events of the Music School shall be excluded, unless the damage incurred with intent or gross negligence of the employees of the State Capital Stuttgart.

## **§ 25 Exceptions**

1. The school management shall be entitled to set course fees for special events outside the scale of fees in line with the costs incurred and regulate sales revenues and the reimbursement of costs for the provision of special services. This will be published through notices in the respective institutions.
2. In cases of proven hardship, the school management may permit exceptions to the stipulations of the School Regulations, if this is necessary and in the interest of the proper running of the school.
3. As an exception, in the case of special musical aptitude and talent, the school management is authorised to admit students living outside Stuttgart to the Stuttgart Music School. A fundamental condition for the exception is the readiness of the student to participate in regular shared activities - especially in the orchestras and ensembles of the Stuttgart Music School - in addition to the instrumental and vocal tuition at the Stuttgart Music School. On a yearly basis the school management decides whether the student can stay at the Stuttgart Music School.

## **§ 26 Health regulations**

In the event of an outbreak of contagious diseases, the general health regulations for schools (in particular the German Federal Law on Epidemics, and the Protection against Infectious Diseases Act) shall apply.