

TU Dublin Conservatoire
Junior and Continuing Education Music Programme - Terms & Conditions
Effective 1 September 2026

1. Enrolment and Re-Enrolment

- Students are enrolled on a year-by-year basis. Re-enrolment is not automatic: it is subject to satisfactory progress, conduct and attendance at Instrumental/Vocal and Musicianship classes, and, in the case of certain instruments, availability of hours. On the recommendation of a teacher, students may be advised to discontinue their studies. Alternatively, they may be required to re-apply and re-audition where progress is not satisfactory. The result of this re-audition determines whether or not the student returns to the Conservatoire. Please note that students may be placed on a waiting list, in which case a place cannot be guaranteed. Re-enrolment is subject to the requirement that students are normally expected to complete their current cycle (Junior, Intermediate, Senior or Advanced) within four academic years of commencing the first grade in that cycle.
- Returning students who wish to reserve their place in the Conservatoire for the following academic year must re-enrol online by the deadline advised in the enrolment email and pay the online re-enrolment deposit. This deposit is non-refundable. Where staffing issues impact availability of places, priority re-enrolment may be suspended.
- New students must enrol online by the date indicated in their offer email to accept their place in the Conservatoire.
- The online enrolment deposit applies per instrument/vocal place. Failure to pay this by the appropriate deadline may result in delays to your registration on the programme and timely access to musicianship enrolment.
- Students who are placed on the waiting list generally do not commence lessons until after the term has started. This allows the Conservatoire to facilitate incoming third-level students who must be given priority. Please note that there is no reduction in fee, and teachers are not obliged to provide alternative lessons to make up the deficit.
- All Junior Conservatoire and Continuing Education students must attend a Conservatoire Musicianship class, unless the programme or equivalent has been completed. There are certain limited exemptions from this condition.

2. Programme Registration & Fees

- Having successfully completed online enrolment, students will receive an invitation to register on the programme, which must be completed before classes commence.
- Students are enrolled on a year-by-year basis for a full academic session and, as such, must pay the relevant programme fees in full. A facility is available within the academic session whereby tuition fees can be paid in two instalments: 50% of the tuition fee is due upon registration and before classes begin, with the second instalment to be paid by 31 January. Students who fail to pay 50% of the fees before classes begin, or the remaining balance by 31 January, will have their

studies suspended or terminated. Please note that this fee is for the entire academic year, and students cannot choose to pay only for the first half and then discontinue their studies. In cases where a student withdraws in January, they will remain responsible for the full fee. Registration for future years and lessons will not be permitted if there are any outstanding fees.

- There is no fee reduction for late commencement (for example, through having been offered, or taking up a place later than the normal start date).
- The Conservatoire offers subsidies for examination and accompanist fees; however, this arrangement is currently under review.
- The musicianship fee is only subsidised for students enrolled in an instrument/voice.

3. Withdrawals

- Continuing Education students and the parents/guardians of junior students must notify the Conservatoire in writing/email of their intention to withdraw from the programme as soon as possible. Tuition Fees will not be refunded if a student withdraws after the programme has commenced; fees will only be refunded where a programme does not commence.
- Junior and Continuing Education students in good standing who take a break from their studies may resume their studies at a later stage but must re-apply for entry to the Conservatoire in the normal way (i.e., including audition).

4. Classes and Lessons

- For new students, requests for specific lesson times and teachers will be considered and every effort will be made to accommodate such requests; however, the allocation of lesson times, teachers and rooms is subject to the Conservatoire's scheduling. Students living outside the Greater Dublin area are given priority for Saturday lessons.
- We cannot guarantee that practical lessons and musicianship classes and ensembles will take place on the same day.
- The Conservatoire reserves the right to change scheduled class/lesson times, rooms, or teachers or to cancel classes, if necessary. The Conservatoire will do its best to contact students/parents in advance of such changes.
- Musicianship classes are run based on a sufficient minimum number of students enrolling in the class.
- Junior Conservatoire and Continuing Education students taking practical lessons at the Conservatoire may not at the same time take lessons in the same instrument/voice outside the Conservatoire.

5. Attendance

- Attendance of at least 75% is required in the part-time Conservatoire. Attendance will be taken at each lesson and ensemble, and recorded in the Conservatoire database. Excused absences will not count against a student's attendance record.
- Students who do not have satisfactory attendance may not be permitted to participate in Conservatoire instrumental/vocal exams and may have their invitation to re-enrol withheld.

6. Achievement & Progression

- The Conservatoire curriculum comprises four cycles, each of four years' duration.
 - Junior (grades Initial-2) ○ Intermediate (grades 3-5) ○ Senior (grades 6-8)
 - Advanced (Advanced Levels 1 and 2)
- Students are expected to complete a cycle within a four-year period in order to progress to the next cycle. Where a student fails to progress through a cycle within a four-year period, their studies may be terminated.
- In all cases, teachers' reports and attendance at lessons, musicianship and ensemble (where appropriate) will be considered for the purposes of progression.
- Minimum grade requirements in instrumental/vocal tuition must be achieved in order to progress to the next cycle.
- Conservatoire examinations are held once per year only and there is no facility to take a second sitting.
 - A mark of 80% is required for progression from Grade 2 to the Intermediate cycle.
 - A mark of 85% is required for progression from Grade 5 to the Senior cycle.
 - A successful audition and teacher's report are required for progression from Grade 8 to the Advanced cycle.

7. Transfer Policy

Great care is taken to place students with teachers, and it is important for the sake of continuity in their musical education that students should not change teacher unless absolutely necessary. Before considering transferring to another teacher, please discuss your child's progress with her/his teacher in the first instance and then (if necessary) with the relevant Head of Discipline/Department. If you then decide that it would be best to change from one instrumental/vocal teacher to another, please apply for a transfer by writing to the Head of Discipline/Department, before 1 April each year. Transfer applications are considered on a case-by-case basis, following successful re-audition and taking account of staff availability. Please note that students must re-apply online in the normal manner to be re-auditioned, and that the result of the re-audition has a direct impact on the transfer process. (It is possible that a student may not pass the audition or may be placed on a waiting list, in which case, a place cannot be guaranteed.) If a transfer is recommended by the instrumental/vocal teacher, the same process of re-application and re-audition applies. It is not normally possible to change teachers *during* the academic year.

8. Communications

- Communications with applicants, Continuing Education students and the parents of Junior Conservatoire students will normally be by email or text message. Please ensure that we have your up-to-date contact details, especially your email address and mobile phone number, and please check your email/phone on a regular (daily) basis.
- It is very important to keep in close communication with your teacher, regarding progress, examinations etc. It is helpful for the teacher to know of any health and learning issues. Parents are invited to talk to teachers by appointment, or during the designated lesson time.
- Normally, parents do not attend lessons. However, parents may attend lessons if invited to do so by the teacher. In such instances, parents are expected to observe quietly without interrupting

the lesson. Under no circumstances should a lesson be recorded unless prior consent is given by the teacher.

- If your contact information changes you must notify the Conservatoire Office at PTMusic@tudublin.ie in order to continue to receive communications.

9. Personal Data, Including Photography and Video

- Personal information will be used only for the purposes of administering the Junior Conservatoire and Continuing Education programmes. Personal data will never be passed to third parties.
- Photographs and videos of Conservatoire events, commissioned by the Conservatoire, may be used for internal staff development, teaching and for publicity purposes, including the printing of flyers, posters and other publications, and for publication on the Conservatoire's website and social media platforms. Such images may feature Junior Conservatoire students engaging in musical activities organized by the Conservatoire.
- During the application and re-enrolment process you are asked to accept these Terms & Conditions. Under GDPR guidelines, you will have to give your consent for the Conservatoire to use photography or video footage, which may include your child/children. You also have the right to withhold your consent and there will be an option for opting out at the registration stage.
- *TU Dublin's Child Protection and Vulnerable Adults policy is currently being updated and a link will be posted here once approved.*
- It is not permitted under any circumstances for parents/students to record group classes or performances. The recording of one-to-one lessons is not normally permitted. However, if the teacher gives prior permission, any such recordings are for private use only.

10. Keyboard Department

- Applications from beginners over the age of 7 to study piano are **not** normally considered.
- Applications to Continuing Education (i.e., students over the age of 18) are only considered from experienced pianists (usually Grade 7 minimum).
- Organ/Harpsichord applicants without previous experience should normally have reached a minimum of Grade 6 in piano. The Conservatoire offers tuition in classical (pipe) organ only.
- All keyboard students must have access to an acoustic instrument for daily practice. Electronic keyboards are not acceptable.
- All students of appropriate age are expected to participate in competitions and concerts as part of their Conservatoire learning experience.

11. Orchestral Department

- Applications to Continuing Education (i.e., students over the age of 18) are only considered from experienced instrumentalists.
- Orchestral students are required to participate in an ensemble in addition to their scheduled practical lessons and musicianship classes. Attendance at ensemble sessions is compulsory, with a minimum attendance rate of 75% necessary. Attendance will be monitored and documented in the Conservatoire database during each session. Excused absences will not affect a student's attendance record. Failure to meet the attendance requirements may result in the student being

ineligible to take part in Conservatoire instrumental exams or competitions, and their re-enrolment invitation may be withheld.

- Students must provide their own instruments, having first sought the advice of their teacher. A limited number of instruments are available for short-term loan from the Conservatoire; details are available on request from the Ensembles Manager.

12. Vocal Department

- Applicants should normally be between the ages of 16 and 25.
- Applications to Continuing Education (i.e., over the age of 18) are only considered from experienced singers wishing to study classical singing.
- In addition to timetabled practical lessons, vocal students may be required to attend musicianship classes and ensemble rehearsals.
- Students from all departments are welcome to attend the Conservatoire choirs: Junior Choir (ages 7-11), Youth Choir (ages 11-17) and the Choral Society. Participation in the Chamber Choir is by audition only.

13. Musicianship Classes

- All Junior Conservatoire and Continuing Education students must attend a Conservatoire Musicianship class, unless the programme or equivalent has been completed. There are certain limited exemptions from this condition.
- Musicianship exemption requests must be submitted by 31 October by completing the online form [here](#).
- Priority enrolment is first given to Junior Conservatoire instrumental/vocal students. Where vacancies exist, places may be offered to other applicants.
- Online registration for Musicianship classes is available *after* registration on a first-come, first served basis.
- The attendance policy also applies to musicianship classes.

14. Leaving Certificate Course

- The Conservatoire offers a one-year Leaving Certificate course for students in their final school year (6th year) only.
- Applicants should normally have reached a minimum standard of Intermediate Level 2 / Grade 4 in Musicianship or Music Theory (ABRSM)
- Junior Conservatoire students are given priority enrolment on the Leaving Certificate course.
- The Conservatoire's Leaving Certificate course prepares students for the 'Listening' and 'Composing' components of the Leaving Certificate syllabus; preparation for the 'Performing' component is the student's responsibility.

16. Communication with Teaching Staff

- Instrumental/vocal staff are available to meet parents during the regular lesson time, or alternatively by prior appointment at an agreed time. The preferred method of communication is through TU Dublin email.

Further Information

For further queries on the above, please do not hesitate to contact the Conservatoire Administration team:

(01) 220 5545

email: PTMusic@tudublin.ie

Policy Updated and Approved March 2026