



Symphonieorchester  
der UdK Berlin

# Orchestra Regulations



Universität der Künste Berlin

# Orchestra Regulations – Academic Regulations Guidelines for Mandatory Participation in Orchestral Projects

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Every student in the Bachelor's and Master's programs in **Orchestral Instrument** and **Orchestral Musician** at the UdK Berlin is required to play an average of 15 orchestra services per semester. This also applies to students in the ERASMUS exchange program.

Students in the Master's program in **Instrumental Soloist** are required to participate in one orchestra project per academic year.

Every student in a Bachelor's program is also required to participate in a new music project designated as an official UdK Orchestra project, provided there are sufficient opportunities.

**Part-time students** may fulfil their orchestra requirement over several semesters in proportion to their part-time enrolment. However, only complete projects may be undertaken.

An approved extension of the program of study also includes an extension of the orchestra requirement.

Participation in orchestra takes place in the form of intensive phases. Students are expected to have practised their parts before the first rehearsal of a project. Orchestral parts can be collected at the Artistic Administration Office (KBB) approximately three weeks before rehearsals start.

Students are required to maintain contact with the orchestra office and to keep themselves informed about current rehearsal schedules and allocations via email and official noticeboards in the Fasanenstraße or the Bundesallee buildings.

## Allocations and seating

After the orchestra projects are announced, **string players** must register with the orchestra office for the projects of the upcoming semester. The orchestra office will announce the allocation of string players and their seating. Participation in the respective project is therefore binding. Afterwards, withdrawal from the allocated projects is possible only in justified exceptional cases and requires approval from the dean. A replacement must be provided regardless.

Positions in the **woodwind and brass sections** are decided at the beginning of each semester by the first study teachers.

If there are important reasons for missing a specific rehearsal the orchestra office must be notified in good time.

## Attendance Requirement

Participants must arrive in the hall at least ten minutes before the start of the rehearsal.

Tuning takes place five minutes before the start of rehearsal.

Upon arrival for rehearsals students must check in with the orchestra office staff. Each student is personally responsible for ensuring that their attendance is recorded for each rehearsal and performance.

## Exemption from Orchestra Requirements

Students required to participate in the orchestra may be exempted from this requirement upon request if they have a permanent position in a professional orchestra with a full-time (100%) fixed-term contract. In this case an application for exemption from orchestra requirement must be submitted (form available at the orchestra office).

Internships and academy positions do not qualify for an exemption nor do project-based temporary positions in professional orchestras.

## Absences

In the event of absence due to illness students must submit a doctor's note without being asked. In case of sudden illness, students must notify the orchestral office by phone or by email at least one hour before the start of rehearsal.

If in exceptional cases attendance at a single orchestral rehearsal is not possible for other reasons (solo concert, audition, competition), a request for exemption from the rehearsal must be submitted via email to the orchestra office; no official application form is required.

## Attendance Records

Orchestra attendance is tracked digitally by the orchestra office. Students can check their attendance status there at any time.

To register for the bachelor's or master's examination, students need a comprehensive test result, which the orchestra office will send upon request - first to the chair of the examination committee for signature and then to the IPA. If the orchestra requirement has not been fulfilled by that time, this preliminary examination or bachelor's or master's final examination will in accordance with the Study Regulations be automatically recorded as failed.

The examination committee will then set a date for a retake of the examination. To be admitted to the exam, the missing performances must have been made up by the time of the exam. Failure to pass the retaken Bachelor's or Master's final exam will result in expulsion from the university.

## Artistic Management Office (KBB)

Bundesallee 1-12, Room 111/112

TEL.: 030 3185 2591

Email: kbb@udk-berlin.de

## Orchestra Office

Fasanenstraße 1B, Room 211

TEL.: 030 3185 2367

Email: orchester@udk-berlin.de

## Stage Manager

Fasanenstraße 1B, Room 18 (ground floor)

TEL.: 030 3185 2340

Mail: fk3kbb4@intra.udk-berlin.de

## Orchestra Executive Board

At the beginning of the winter semester, an Orchestra Executive Board is elected for a term of one year (two semesters). It consists of four students. The Orchestra Executive Board represents the orchestra's interests at meetings of the Orchestra Council and the Institute Council, as well as in dealings with the Orchestra Office and the Artistic Director, and serves as the point of contact for the musicians.



The orchestra regulations take effect as of the 26/27 winter semester.

New part-time engagements and academy positions will no longer exempt musicians from orchestra obligations.