STUDENT’S GUIDE
2014/2015

A Practical Guide for International Students at the Malmö Academy of Music
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INTRODUCTION

Study Guide
We hope that you will find this guide to be of assistance upon your arrival and during your studies at the Academy of Music.

Information about Malmö
Along with this booklet you’ll also receive a Malmö Guide, a town map and a copy of the Malmö bicycle map. Malmö is ideal for bike rides and excursions! In a flash you’ve got 490 kilometers of safe bike paths at your disposal throughout the city. See you on the bike paths!

THE ORGANISATION

• **The Board of Directors** is the highest decision-making body at The Malmö Academy of Music and has overall responsibility for its operation(s). The Board comprises 12 members (eight instructors that include a prefect and assistant prefect; a Doctoral student; two students; and a member from the technical/administrative staff) who are selected by election held within the respective categories.

• Two Educational committees have been established: the *Educational Committee for Performance and Church Music Programmes*, and the *Educational Committee for Music Teachers*. These committees are responsible for establishing policy and other decision-making issues regarding course contents, their realization and development.

• The Malmö Academy of Music is headed by the prefect Ann-Charlotte Carlén. The prefect supervises the overall activities of the Academy and is responsible for the Academy’s personnel and management.

• The administrative organisation for the Malmö Academy of Music comprises two Registrar’s offices as well as departments shared by the entire Academy: the *Library, Engineering and Information Technology, Personnel/Scheduling/Economy, Information/Concerts and Services*.

• The Registrar’s offices primary tasks concern pedagogical supervision and leadership, planning, development and the review of the courses. The shared offices are responsible for their specific departments and decisions relevant to their operation. Deputy directors Anna Cronberg, and Berth Lideberg are responsible for the operations and running of the performance and church music program.
programmes. Deputy directors Lars Andersson and Tommy Lindskog share responsibility for the music teacher programme.

The Malmö Academy of Music has a large number of committees that work with academic planning and coordination. The committees also function in an advisory and preparatory capacity for the educational committees and board. The Academy has an employment committee, library committee, FUN committee (a committee for research studies) [FUN = Forskningsutbildningsnämnd], KU committee (a committee for research and development in the arts) [KU = Konstnärligt utvecklingsarbete] as well as committees within the following areas: woodwind instruments, brass instruments, percussion instruments, ensemble and choir conducting, chamber music, baroque music, church music and organ, jazz, rock/pop, folk and world music, ear training, music theory, history of music, media and studio, composition, AU (general educational areas) and eurythmic-drama-dance.

All instructors at the Academy participate as committee members within their areas. Normally, a student representative is appointed to the committee meetings. Select meetings or parts thereof may be intended for collegiate discussions, whereby the student representative’s attendance may not be necessary.
PREFECT’S REGISTRY

Ann-Charlotte Carlén, Prefect
Anna Cronberg, Head of Administration
Malin Björnmarker, Administration Secretary

The Malmö Academy of Music is headed by the prefect Ann-Charlotte Carlén. The prefect supervises the overall activities of the Academy and is responsible for the Academy’s personnel and management.

DEPARTMENTS, SENIOR OFFICERS & MANAGEMENT TEAM

Each Department has a separate Administration, where any questions concerning your curriculum, including information on examinations, results and certificates will be answered. All exchange programmes and courses, whichever you may have chosen, belong under one of the Departments. If you belong to the Department of Composition, Performance and Church Music, please contact Programme Administrators Malin Björnmarker or Hedvig Jalhed. If you belong to the Department of Music Education, please contact Programme Administrators Pia Remheden Eriksson or Sara Engblom. International students may have specific questions concerning exchange programmes or the adjusting to a new environment. Feel free to consult International Coordinator Lena Arstam.

The Deputy Directors of each Department will answer any questions you might have about your studies or programme chosen. On request, they will also give appropriate study counselling and guidance.

Department of Composition, Performance and Church Music (MU/KY)

Anna Cronberg  Deputy Director
Berth Lideberg  Deputy Director
Malin Björnmarker  Programme Administrator
Björn Elmgren  Project Leader
Hedvig Jalhed  Programme Administrator

Department of Music Education (ML)

Lars Andersson  Deputy Director IE/GY
Tommy Lindskog  Deputy Director G/Ga/GR
Student Rights

As a student you have important rights in relation to Lund University and the Malmö Academy of Music. These rights are regulated by the list of rights contained in Guidelines for Relations between Faculties and Students at Lund University (Riktlinjer för relationer mellan institutioner och studenter vid Lunds universitet). The guidelines are concerned with the student’s academic/social environment, course evaluation and examinations. The guidelines can be downloaded at: http://www.lu.se/student/att-studera/studentraettigheter

There are as well a number of important policies that regulate the business and activities at The Malmö Academy of Music, of which you, as a student, should be aware. These include The Policy for the Prevention of Sexual Harassment, The Equal Opportunities Policy, The Equal Treatment Act, and the Work Environment Policy for the Faculties of the Arts. These policies can be downloaded as pdf files at: www.performingarts.lu.se [Subtitle: Policy and Plans (Policy och planer) and Handbooks and Regulations (Handböcker och regler)]

Course Syllabi

Course syllabi for the Music Teacher’s Programme are available as pdf files on the Academy’s Web site: http://www.mhm.lu.se/utbildning

Instruction Rooms

The Academy of Music has a high volume level of instruction in relation to the
number of active students. In order to manage this large and important undertaking with the number of instruction rooms available, these must be able to be put to optimum use. Therefore, only the Academy’s students are permitted to use these rooms within the boundaries of the Academy’s activities.

International studies and scholarships

The Malmö Academy of Music prides itself on its international profile and its multi-faceted international contacts. At present, the Academy offers a range of exchange opportunities with conservatories in the Nordic countries and Europe, for undergraduate and postgraduate students as well as teachers. Most exchange activities take place within the framework of the exchange schemes on offer: ERASMUS, run by the European Union, and NORDPLUS, for studies at any Scandinavian university or university college. The Academy also has bilateral arrangements.

For more information on any of the above schemes or updated information on scholarships for students, please visit the Academy’s website www.mhm.lu.se or contact International Coordinator Lena Arstam.
THE LIBRARY

Staff
Åse Lugnér, Library Manager
Christer Axell, Librarian
Elisabeth Hansson, Librarian
Niclas Gustafsson, Assistant

Contact
E-mail: bibliotek@mhm.lu.se

Opening hours
Monday 9.00am – 4.30pm
Tues.-Wed. 10.00am – 4.00pm
Thursday 10.00am – 5.00pm
Friday 10.00am – 4.00pm

The library is closed on weekends and holidays.

Access
The Library is open to all members of the Academy (students, faculty, staff) for loans, reference and listening. External readers and members of the public have access to books but sheet music, DVD’s and CD’s are only available to members of the Academy.

Regulations
All material must be handled with care and kept from harm. Database material is available for on-line loan only. For all other material, a receipt form has to be signed for every loan. For identification of returned material, it is absolutely necessary to fill in all the information requested on the form, especially the copy/item number: in many cases, the library owns a number of copies/items of the same work.

Last date of return is normally 28 days after loaning; for DVD/VHS and CD, however, 14 days only.

For orchestral players at the Academy, scores are available from the library. Every player must personally sign the receipt list, and, after the concert or final rehearsal, has personal responsibility for returning his/her own copy of scores to the library.

The signer of the receipt or list will be held fully responsible! Make sure never to lend your loan material to anyone else!

Material of the following categories is for reference only:

a) Bibliography, dictionaries, encyclopaedias, registers and other works of reference.

b) The latest issue of periodicals and magazines.

Library cards
Library cards for freshmen and other newcomers can be applied for via LO-VISA, the online library catalogue of the Lund University, in the self-registration form: http://www.mhm.lu.se/om-musikhochskolan/bibliotek

Click on the link: Ansökan om lånekort.
Collect your card at the library after sending the application.

**One lesson loans**
Teachers and students are entitled to borrow reference material for lessons and seminars. Special forms for the purpose have to be filled out in advance.

*NB:* All items must be immediately returned after the lesson or seminar.

**Interlibrary loans**
The library will assist in matters of interlibrary loans, i.e. ordering items from other libraries and institutions.

**Return of items**
Items must be returned directly to a member of the staff, or placed in the book/item return drop box in the Library or outside the Library entrance door. No item may be returned directly to its shelf or case.

**Compensation for missing items**
If lost or damaged, borrowed material must be compensated for. The signer will be held liable to pay compensation. If parts of material, e.g. scores for 1st violin, are not returned, the signer will be charged the cost of the whole material, e.g. the whole of a Concerto.

For all lost material which has not been returned, the cost will in each case be settled by the library or institution that issued the loan.
INFORMATION / CONCERTS

Staff
Ove Torstensson, Head of Unit
Johan Jeppsson, Concert Manager
Leif Johansson, Photographer
Lovisa Jones, Public Relation Officer (Off Duty 2014/15)
Johan Antoni, Public Relation Officer (Substitute 2014/15)

Contact
E-mail: info@mhm.lu.se or E-mail: konsert@mhm.lu.se

INFORMATION

Bulletin boards
The bulk of internal information will be found on the bulletin boards at the main entrance. High costs make it impossible to copy every piece of information and distribute to student mailboxes. Each of the Academy Departments has been granted a separate area on the wall outside the cafeteria. For your own advantage, it is very important to take part of all information given there.

Poster policy
One of the most important principles of internal information at the Academy is the so-called information peace rule, i.e.
• One message – one notice – one bulletin board
• Information is restricted to bulletin board areas; which means: no posters or notices on pillars, doors and walls.
• Clear guidance as to how and where to find specific information.

It’s your responsibility!
Naturally, the information peace principle implies, on the student’s behalf, an active search for information, and a responsibility to find it. It is up to you to take part of the information – do not sit and wait for it to be given to you by others.

Directory and Photo Directory
The new Directory and the Photo Directory will be completed in October. The Directory will contain current information regarding addresses for students and personnel as well as other important information regarding the Academy’s organisation, governing bodies, etc. So that you need not be without any contact information whatsoever until the new directory is available, you’ll receive, along with this booklet, the 2013/2014 Directory containing personnel addresses as well as the addresses of students who studied here last year.

If you happen to need current addresses of new students or of someone whose address has changed during the previous academic year, please visit the Reception in the building’s entrance.
Changes of address are reported to the Reception and will be published for students and staff at the Academy.

The Photo Directory contains photos of all students and personnel. The photo from your ID-card will also be used in this publication.

**Student mailboxes**
Each student has his/her personal mailbox, placed in corridor A200. There is a large amount of internal information being circulated at the Academy, and students are strongly recommended to frequently check (and clear it regularly!) their mailboxes for current info.

At the end of spring term each year your mailbox will be cleared.

**CONCERTS**
A busy schedule of concerts, with a rich variety of music forms and genres, take place at the Rosenberg Hall and at other concert venues at the Academy, where students learn to become versatile and experienced performers, and where in-house and visiting instructors provide eminent specialist coaching. Entry is free to most of the concerts.

The Rosenberg Hall is the largest concert hall at the Academy.

Students and teachers perform concerts outside the Academy: at the Town Hall in the Landstingssalen (County Council Hall), Malmö Concert Hall, Dunker Culture Centre in Helsingborg, and at Malmö Museum of Art in the Skovgaardssalen. Academy students often perform on pop, rock and jazz stages around Malmö.

The Academy Symphony Orchestra makes 5–6 productions every year. In recent years, it has performed at Malmö Concert Hall, at Helsingborg Concert Hall, and Växjö Concert Hall.

The Orchestra has been touring in Germany, England, Holland and in the Autumn of 2012 toured in Germany with conductor Håkan Hardenberg, who holds a professorate in trumpet playing at the Malmö Academy of Music.

Other ensembles at the Academy have been on tour to a number of places, among them the Vienna Biennial in 2010 and the Academy Chamber Choir has performed in both Paris and Poland.

The Month’s Concert Programme will be found at the Information Desk or on Academy homepage: www.mhm.lu.se

For further information, or for registering for concert performances, please contact Concert Manager Johan Jeppsson phone: 040-325409; e-mail: johan.jeppsson@mhm.lu.se

**Concert posters**
Make a pdf file from the original version of your poster in Word or InDesign. These programmes are installed
on the computers at the Academy. You can then send the digital version of your poster by email to Bengt-Arne Jönsson at the service department to be printed: service@mhm.lu.se

When you are performing a concert for the Academy you may print out 10 A3 posters in four colours free of charge. It is important that the Academy logo is on the poster. Contact the staff at the Information/Concerts department to get various versions of the Academy logo sent to you via email.

**Marketing and Concert Performances**

Academy concerts are widely marketed. Important marketing tools include the Academy website, event calendars, advertisements and digital applications. In addition, we print a concert overview three times per academic year which is sent out to libraries and cultural institutions in Malmö and the surrounding region as well as to a long list of private people who support the Academy’s concert activities.
STAFF / SCHEDULE / ECONOMY

Staff
Annette Bennvid, Economist, Head of Unit
Lena Arstam, International Coordinator, Human Resources, Scholarships
Cristin Lindqvist, Schedule Planning, FileMaker and Human Resources

Contact
E-mail: personal@mhm.lu.se
Questions on practical details regarding your schedule, such as class times, classrooms or groups can be answered by the schedule planners.

General questions regarding your course of study can be answered by the department for your programme.

Schedules
Schedule planning starts during the spring term each year, and schedules are written from June onwards over the summer. Your schedule is not finalised until the academic year starts in the autumn.

Individual classes are scheduled together with teachers on Thursday, August 28th at 1pm. Follow directions on the notice board in reception.

Your schedule for the academic year 2014/15 can be found online at https://se.timeedit.net/web/lu/db1/ where you can on into the K-fakultet/MHM Schema and search for your name under “Student”. This schedule will show all your group classes, times and classrooms. The schedule is shown weekly and can look different from one week to the next so please scroll down to get a complete view.
SERVICE UNIT

Staff
Carina Olsson, Service Manager
Susanna Antony, Receptionist
Erik Ekström, Maintenance Technician
Bengt-Arne Jönsson, Maintenance Technician
Per Lundin, Service Maintenance Technician

Contact
E-mail: service@mhm.lu.se

The Service Unit can help you with:
• Keys*
• ID cards/Keycards to the main entrance and internal keycards*
• Booking rooms
• Copying and printing*
• Refilling your printing account
• Picking up and issuing smaller technical items from the Technical Unit
• Supplying envelopes, copying cards, books and compendiums as well as profile products
• Lending of teacher’s copying cards, music stands and lighting
• Assigning lockers

* NB! Orders must be placed two working days in advance.

Opening times for the Service Unit
The Service Unit is staffed during term times on weekdays from 08.00 – 16.00 with the exception of national holidays. If you require the assistance of a member of the Service Unit staff, please ask after the person at reception or ring the doorbell on the Service Unit’s door.

The Reception in the main entrance is staffed Monday – Friday with the exception of national holidays.

Incoming calls to the Academy reception are made to +46 40 325459.

Bus services
Take Malmö city bus 8 or 32 to reach the Academy. The Academy’s bus stop is called ”Musikhögskolan”.

Bus No. 8 from Västra Hamnen via Centralen and Gustav Adolfs Square with final destination Kastanjegården.
Bus No. 32 from Ön via Centralen and Gustav Adolfs Square with final destination Käglinge.

More information is available at: www.skanetrafiken.se

Bicycle Parking
Use one of the bicycle stands at the Academy when parking your bike. Do
not leave your bicycle outside the main entrance as this area sees a lot of foot traffic and vehicles making deliveries or picking up items. It is also an emergency exit designated by the fire department and needs to be kept clear for this reason, so please use the bike stands provided. Remember to lock your bicycle carefully to avoid it being stolen.

**Entrance Keycard/ID card**

At the beginning of the term you will be issued with an ID card that shows that you are a student at the Academy. The card doubles as a keycard to get through the main entrance of the Academy and as identification at the Academy’s concerts. The card costs SEK 100 and is valid for the entire time you study at the Academy. Your card will be deactivated a month after you complete your studies at the Academy.

NB! The card also acts as a Student ID so you can get free tickets and discounted tickets to Malmö Symphony Orchestra concerts.

**Absences**

If you are sick or otherwise absent please leave a message on the answering machine stating that you will be away by calling +46 40 325404. This telephone line is open around the clock. On the reception noticeboard you can see which teachers and students have registered an absence.

**Concert Halls (Rosenberg, Lilla salen and Liljeforssalen)**

When using the concert halls, please be sure to return all tables, chairs, music stands, etc. to their original positions before you leave for the day. Information on where items are supposed to be can be found posted on the wall of each concert hall as well as on the noticeboard inside the door. This is to let everyone know where items should be positioned. A lot of time can be saved if we do not have to run about looking for things. Everyone involved in activities should help return items to their original positions!

NB! Remember to never block emergency exits. The grand piano in the Rosenbergsalen should NEVER be placed in the way of the emergency exit.

**Copying**

Students should use the copier outside the reception or the copier in the computer studio. Copying cards can be purchased in Reception (Service Unit) and copies cost SEK 1 per page. Copies for individual classes should be paid for by students while copies for group classes can be made using a teacher’s copying card.
Common Units & Facilities: Practical Services

Copying and Printing at the Service Unit

Pdf files to be copied and printed should be mailed to the Service Unit, at least two days in advance.

Studios – booking studios

Regular teaching rooms are booked at the beginning of each year and can be seen on your schedule. If you want to make temporary changes or make a single booking, you can do this yourself at the following address: https://se.timeedit.net/web/lu/db1/ where you can log in using your Lucat ID.

You can make a maximum of five bookings up to two weeks in advance. Please note that it is not until you have received a confirmation via e-mail that a studio has been booked in your name.

You must book studios at least two days in advance.

Studios should be left in a clean and tidy order.

Practice Studios

All students have access to a number of practice studios. Various instrument and genre groups of students also have access to certain studios when they are not being used for teaching. Studios can be booked by logging into https://se.timeedit.net/web/lu/db1/

Information on the studios you have access to can be found at the Service Unit. Most studios are locked. If you have a keycard for internal doors, it will be programmed according to which studios you have access to.

Rules for studios

Studios can only be booked by students of the Malmö Academy of Music who have StiL ID.

As least half of those using the studios must be students at the Academy.

Normally, only evenings and weekends can be booked. If there are free periods during the day they can be booked, but classes are always prioritised.

You can make a maximum of five bookings up to two weeks in advance.
Keys and internal keycards

Depending on which programme and which instrument you are studying, you will be issued with keys/keycards to certain studios. Ask your teacher if you have the right to use a studio and thereafter you can contact the reception. Students can borrow keys/keycards at reception for a deposit of SEK 200. Once the card has been returned, SEK 100 is also returned. Lost cards cost SEK 100.

If you need a key/keycard temporarily, you can borrow one from Reception for one day. The key/keycard should be returned to Reception or placed through Reception’s mail slot as soon as you are finished with it. If a key/keycard is not returned, the borrower first receives a warning and if this is repeated, the borrower will not be allowed to book studios.

Lockers

Student lockers are assigned depending on which programme you are studying and what your main instrument of study is.

NB! If you want to change locker, please contact reception. Please do not store anything on top of your locker.

Theft, fire and security

The Academy is visited by 500 – 600 people daily and it is difficult to see if any outsiders with ill intent enter the building. Never leave your instrument or other items of value unattended. If you should notice anyone behaving suspiciously in or around the Academy, please do not try to remove the person/people yourself. Contact the reception instead. The same applies if you should discover something seriously wrong in the building. During the evening or weekend call the University’s emergency number +46 (0)40 2220700.

If there is an emergency please call 112 and inform the reception if it is open.

In the case of a fire you should always follow the instructions posted around the Academy.

Please do not let anyone you do not know into the Academy when you are using the main entrance. Ask to see their Academy ID before allowing them to pass.

Regulations for everyone’s benefit

• Keep inside doors closed. This reduces the risk of theft and damage.

• Keep the cafeteria tidy, even in the evenings and weekends. Throw rubbish away, put coffee cups away, tidy up newspapers and put chairs back where they belong.

• All rubbish is recycled and there are special bins for glass, metal, plastic, batteries etc. Please note that the bins
placed by the copiers are only for pa-
er.
• No food is to be consumed in teach-
ing or practice studios for reasons of hyýgene.
• Keep emergency exits free from furni-
ture and equipment and avoid leaving anything that might fuel a fire in the corridors.
• Rooms that are left in poor condition will be locked/taken off the booking schedule.
• Smoking is forbidden in all Academy premises including outside the main entrance in the Academy courtyard.
• Dogs are cats are not allowed inside the Academy’s buildings. Exceptions can be made if a doctor’s certificate is presented.
• Take care of Academy buildings so they stay in good shape and are pleasant to spend time in. Remember that this is where we all work!

Opening times
Students can access the Academy’s practice rooms everyday between 07.00 and 23.00. From 23.00–08.00 the Academy’s alarm system is activated.
TECHNICAL UNIT

Staff
Ulf Dahlén, Head of Unit
Daniel Branting, IT Technician/Support
Jan Johansson, IT and Sound Technician
Johan Roslund, IT Technician
Linda Stråhle, Piano Technician
Hans-Åke Åberg, Sound Technician

Contact
E-mail: teknik@mhm.lu.se
IT Service: room B304
AV Service: room B310
Piano Technician: room B316

Computer Studio (T200)
You have access to the computer studio’s eight work stations daily from 07.00 – 22.30. You must have an internal keycard to be able to get into the studio. NB! Power to the computers is cut at 22.30. Make sure you save your work often.

If you find that there is something wrong with the computer equipment, please contact the IT Service (B304) and tell them which work station you are at and what is wrong so that the problem can be solved as quickly as possible.

Computer Studio Rules:
• You must not start the computers in any other way than logging in with your own user name and password.
• You must follow the Lund University Network Rules.
• Do not change the work stations in any ways without permission from an authorised staff member.
• Do not change the existing computer settings.
• Do not take with you or consume food and/or drinks in the computer studio.
• Do not connect your own computer to the Lund University Network.

Students who do not follow the above rules risk being barred from the computer studio.

Access to computer studio, e-mail and MinStiL
Students on the Music Teacher Programme will be given an envelope by Pia Remheden Eriksson with personal log in information to e-mail and MinStil (Computer system Student in Lund) Students on the Performance and Church Music programmes will be given personal log in information when they register. NB! During your time at the Academy, the Academy will only contact you via email on your MinStil e-mail address, for example: Anna.Andersson.123@student.lu.se
Common Units & Facilities: Technical Equipment & Instruments

Maintenance of Pianos and Grand Pianos
If you find a fault with a piano/ grand piano, for example a string is broken, please report it to the Service Unit where you can fill in a form and hand it in.

Continued playing on an instrument with broken strings can deform the hammers or even destroy them.

Please help us keep the instruments in the best possible condition. Note that the Academy does not expect you to pay for any damage, even if you are the one to hear a string snap.

Also remember to only air the rooms for a short time. This is particularly important during the winter months when sudden changes in temperature and humidity can damage the instruments’ tuning and cause ill health. If you open a window you are also responsible for closing it before you leave the room.

Borrowing electronic equipment
Do you need to borrow microphones, guitar amplifiers, cables or maybe an entire PA set up? All this and more can be borrowed by booking equipment at the Academy’s help desk:

helpdesk.mhm.lu.se
or by sending an e-mail to:
helpdesk-teknik@mhm.lu.se

Reporting defective equipment
Defective technical and IT-related equipment can be reported to the Academy’s help desk:

helpdesk.mhm.lu.se
or by sending an e-mail to:
helpdesk-teknik@mhm.lu.se

Borrowing instruments
The Malmö Academy of Music has a wide range of musical instruments available to borrow. These are primarily meant for students who have chosen a secondary instrument of study and are beginners.

You can borrow instruments by booking them at the Academy’s help desk:

helpdesk.mhm.lu.se
or by sending an e-mail to: helpdesk-teknik@mhm.lu.se
Book instruments at least two days before you need them.

Borrowers are held financially responsible for any damage to instruments caused by carelessness, etc. Damage due to routine wear and tear will of course be paid for by the Academy.

The following rules apply to borrowing instruments:

• As a borrower, you must sign an insurance policy for the instrument that applies for the time it is in your care.

• As a borrower, you are held financially responsible for the instrument you have on loan from the Academy.

• Borrowers may never lend borrowed instruments/equipment to anyone else.
STUDENTS’ UNION

Expedition
Location: T200 (beside the Library)
Phone: 040-325444
E-mail: stud@mhmlu.se
Homepage: www.skfm.se

Aims and Objectives:
The Students’ Union aims to
• advance the general welfare and education of its members by taking measures to improve the educational quality at the Academy
• encourage active democratic discussion among members and a vigorous debate on issues of common interest, on a local and national level
• promote an environment conducive to study.

Structure and organisation
The Union operates through the annual Executive, elected at the annual General Elections Meeting, usually held in May.

Meetings
All students are most welcome to attend the Meetings, which are held 2–3 times each term. The meetings are a useful forum for information: come along for the latest info!

Representation in Faculty Decision-Making Bodies
Being the official student representative body, the student representatives (elected among the above representatives) speak to the University on behalf of students.

Students’ Union at the Malmö Faculty of Fine and Performing Arts (SKFM)
The Student Union at the Malmö Faculty of Fine and Performing Arts (in Swedish called SKFM) is an association of the Student Unions at the Malmö Academy of Music, The Malmö Theatre School and the Malmö Art Academy. SKFM’s main objective is to promote effective cooperation between these institutions.

The Executive
The 2013/2014 Members of the Executive:
Andrea Hatanmaa (GY3) – Chair
Emma Rosenberg (G4) – Vice Chair
Ellen Pedersen (IE4) – Secretary
Maria Carlsson (MU3) – Treasurer
John Andersson (GY3) – Vice Treasurer
Mikel Morueta Holme (G4) – Director of Public Relations
Vacant – Member

Party Committee
The Student Union’s festive and other celebratory activities are arranged by the Party Committee. The committee is always looking for new members of various talents and abilities. So don’t hesitate...
– get in touch with the Student Union to join this enterprising and entertaining committee!

The members of the Party Committee this year are Kristina Sjöberg (GY3), Tove Darelid (GY2), Hanna Sandgren (GY2) and Elisabeth Nilsson (MU4).

**Sweden’s Music Academic Song ‘Konstest’ (SMASK)**

SMASK is a song/melody festival that is arranged by students at each of the six Academies of Music in Sweden. The submitted entries, arrangements and the show in its entirety are presented and produced by students. This is a yearly entertainment production that involves the whole Academy. The orchestra, conductor, artists, dancers and the SMASK ‘general’ are united in their efforts to preserve the genre of ‘Schlager’ (European pop music) where an element of irony is an absolute necessity. Two entries are selected in the local finals, which will then represent the Academy at the national level – held every sixth year in Malmö. Enthusiasm and mirth characterise the production of SMASK! For more information, visit: www.smask.org or www.smask.org/malmo

The Cover Girls entertaining on the barbeque party, June 2010.
Students’ Union Expedition (T200)

Due to some rearranging at the Academy of Music, the Students’ Union Expedition is now found close to the Library.

Here you can pay your union fees, buy notebooks, sheet music books, pens, CDs and more at very advantageous prices. We have subscriptions to the daily newspapers that can be read in the cafeteria. The office also has a microwave oven and has installed a CD burner in the library.

If you have any suggestions or complaints regarding your studies or the Academy in general, you’re welcome to bring them to the attention of the Student Union. If you are interested in becoming involved in other aspects of the Academy, there are several committees (such as the aforementioned Party Committee) and councils in which you are invited to participate.

Term Invoice

NOTE! From the 1st of July, 2010, it is no longer mandatory to belong to a Student Union at universities in Sweden. But, of course, there are still great benefits to voluntarily belong to a student union and pay the fee for this organization.

Term Invoices are sent out to every student by email in the beginning of
every semester. The tuition fee for a full time membership is SEK 150 per term and SEK 100 for a part time membership. More information will be sent by email in the beginning of the Autumn semester!

**Student Health Insurance**

All exchange students are covered by "The Swedish State Insurance for Foreign Students" (STUDENT IN). This coverage is restricted to the period of time that the students are in Sweden, as specified in the student’s Letter of Acceptance and extends mainly to health claims arising while the student is physically present in Sweden. The students agree to read and accept the terms and conditions of the insurance agreement as presented in the following link: [http://www.kammarkollegiet.se/forsakr/villkor/studentineng.pdf](http://www.kammarkollegiet.se/forsakr/villkor/studentineng.pdf)

**N.B.**

EU/EEA citizens are required by the Swedish authorities to have comprehensive medical insurance (e.g. European Health Insurance Card, E128 or E111) during their studies in Sweden. Students are requested to contact their local National Health Insurance Institution, before coming to Sweden, for the required documents.

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**Practice Studios**

The Academy owns several practice studios/rooms. For your own benefit, the Student Union has listed a few simple rules and regulations:

- When leaving the room/studio, sign your name and add the date and time of leaving.
- During your break, you may close the inner door only. If you close the outer door, you forfeit your right to re-enter the room.
- Breaks may last for a maximum of 30 minutes, after which you forfeit your right to the room.
- Others may borrow your room during your break.
- You must not take a second break in direct connection to the previous.
- Tidy the room before leaving!

**“Non-pauseable Room” rule:**

The following rule, which applies to three rooms only, has proved effective during periods of heavy demand for stints of spontaneous practice.

On **weekdays 9.00am–4.00pm**, practice is allowed for a maximum of **one hour a day only**, and without leaving the room, in practice rooms **D203, Y209 and Y211**.

Thus, if you have played in one of the above studios for one hour, or leave
earlier, you no longer have access to any of them, until the following day.

**Swap rule:**
If you need a certain studio, e.g. for playing drums or bass, you may change rooms with a fellow student;
N.B. on the understanding that you do have a room for exchange.

**Window rule:**
Never practise with windows open (however small the gap)! For fresh air, open the window when you take a break; never when practising!

**New Address?**
Please notify the Students’ Union immediately of any necessary changes to the register: be it address, phone number, or programme/course.

**EXTERNAL STUDENT DISCOUNTS AND BENEFITS**

**Malmö Symphony Orchestra**

Students of the Malmö Academy of Music are able to receive free tickets to Malmö Symphony Orchestra concerts that are not sold out. Concerts usually start at 7pm.

Free tickets, which cannot be booked in advance, can be collected by presenting your student ID card (the same card you use to get in the main entrance of the Academy) at the box office of the Concert House between 3pm and 6.30pm (Saturdays 1pm and 2.30pm) on the day of the concert. If you come after 6.30pm (Saturdays 2.30pm) you can purchase tickets for half price.

Please respect these times!

If you want to be sure to see a concert you are of course able to purchase tickets in advance. The box office can be reached on +46 (0)40 630 4501.

Students of the Academy are entitled to a 50% discount on ticket prices.

This discount does not apply to Nallekonsert®, Lussikal and Nyår.

Please read about MSO’s concerts in their season programme which can be found in the Academy’s library or go into MSO’s website www.mso.se.
Friends of Malmö Symphony Orchestra

The Malmö Symphony Orchestra has a friends association, known as MSOV, and you are welcome to join! Keep an eye out for information on notice boards where you can find out how to become a member for half price, or contact Sven Inge Frisk, Chairman for MSOV at:

Ph. +46 (0)40 91 93 95 or +46 (0)739-22 44 29.
E-mail: sv.frisk@telia.com

Malmö Opera

Free tickets are sometimes available for dress rehearsals. Watch out for information on Academy notice boards! A number of seats are available for SEK 100 at all regular performances. They can be booked and purchased in the same way as regular tickets. Holders of CSN/Mecenatkort ID cards are entitled to a 50% discount on regular ticket prices for the whole season.

The Dance Station

The Dance Station is Malmö’s special performance stage for dance. Academy students are entitled to a 50% discount on ticket prices to all Dance Station performances.

Address Palladium, Södergatan 15, 211 34 Malmö
www.dansstationen.nu

Inkonst

Academy students pay only SEK 20 for tickets to Inkonst’s theatre performances. Concerts and other events may also be discounted. Contact info@inkonst.com for reservations and more information.

Inkonst is an art venue in Malmö for performing arts, live music, clubs, literature, film, talks and other forms of art. We pick up on innovative and contemporary culture and offer a creative meeting place for artists and creators. Inkonst presents two seasonal programmes annually featuring both established and new artists from Sweden, Europe and the rest of the world.

Inkonst’s musical scene has no boundaries, which is exactly how we want it. The goal is not to specialise in any particular genre, but to present performances outside the scope of com-
commercial productions. Inkonst presents live music that dares to be specific, push forward and to experiment. Performances cover genres such as electronica, techno, rock, kraut, doom, world music, jazz or pop. We present both young up-and-coming artists as well as the legends that have shaped the music we are interested in today.

Inkonst is also a venue for contemporary performing arts that focus on what is happening on the international stage. Often cross-disciplinary and trans-boundary works are performed where traditional theatre rules are no longer taken as a given. Our aim is to be a cutting-edge venue that can show audiences what is happening on stages around Europe and the rest of the world, but also to present the best of what is happening in Sweden and Malmö.

Inkonst started in 1998 and since 2006 it has been located in the old Mazetti chocolate factory, near the popular Möllan district and the Station Triangeln.

Address: Inkonst, Bergsgatan 29, 214 22 Malmö
www.inkonst.com

OPUS

As a student you have the added benefit of being entitled to a discount on a subscription to OPUS.

An annual subscription for six issues is SEK 199 (Regular price SEK 429). Subscribe today by calling OPUS customer services on: 046-261 51 00

NB! Use the code Student to receive your discount.

Skåne’s Dance Theatre

As an Academy student you are also entitled to half price tickets to Skåne Dance Theatre performances in Malmö.

Skåne’s Dance Theatre is Sweden’s largest independent dance institution and has its own premises at the Malmö Docks. The company consists of 16 dancers who present the work of Swedish and international choreographers. Performances are held on their own stage, at the Malmö Opera House and on tour. Student discounts do not apply to lunch-time performances or guest performances.

www.skanesdansteater.se
STUDENT HEALTH COUNSELLING

Student Health Counselling is a service available to all Lund University students, which includes students at the university’s programmes located in Malmö and Helsingborg. The clinic has councillors, nurses, psychologists, psychiatrists, physiotherapists and medical secretaries. Student Health Care works primarily with physical, psychological and social problems that are related to your studies. You need to make an appointment to see the Student Health clinic, but you can also ask questions or get advice over the telephone. Appointments cost SEK 60.

Address: Paradisgatan 5B, Lund
Tel: 046-222 43 77
E-mail: studhals@studenthalsan.lu.se

More information is available at: www.lu.se/studenthalsan

Student health counselling based in Malmö

Councillor Hans Alnemark will be available in Malmö every second Tuesday. Anything and everything can happen while you are studying: difficulties in relationships, diminished stamina for your studies, or perhaps depression and a need to talk to an objective listener. He’s also quite good at helping you with your concerns regarding your study loans.

Contact:
Councillor Hans Alnemark, hans.alnemark@studenthalsan.lu.se
Telephone: 046-2224383, ring and leave a message with the answering service.
Appointments are held at the Malmö Academy of Music in room B-222.

Other healthcare
Region Skåne’s medical help line is open around the clock. Call 1177.
Other specialists
Physiotherapist Ing-Marie Olsson can be contacted if you feel physical discomfort caused by playing an instrument or stress and tension. Her consulting room is B222 and she is usually available on Mondays or Tuesdays. Please call to make an appointment.

Ing-Marie Olsson’s work concentrates on Basal Body Awareness (in Swedish known as Basal Kroppskännedom and abbreviated BK) and is offered to students and administrative personnel both privately and by course. BK, used both as a treatment and a preventive measure, focuses on increasing one’s awareness of the body’s posture and breathing through physical exercises – both of which can influence one’s physical musical performance. BK is also used as a treatment for pain, tensed or strained muscles, insomnia, stress, anxiety and depression caused by exhaustion.

Tel. 0733-865623

Audiologist Andreas Sjögren is at the Academy one Thursday afternoon per month [13.00–17.00]. You can consult him for a hearing test, to receive advice on problems concerning your hearing and tinnitus. You can also get individually designed hearing protectors. See the notice board for hours of operation. Tel. 0736-286700 or mail: andreas.sjogren@horseltjanst.se

MUSIKERHÅLSAN
Another organisation with lots of competence in musicians’ specific problems is Musikerhålsan, situated in Malmö.

Here you can consult with audiologists, Alexander technique pedagogues, behaviourists and mental trainers, dance therapists, cognitive psychotherapists, speech therapists, doctors and physiotherapists. With the wide-ranging abilities in our team you can receive advice, training and treatment with the aim to alleviate your problems and increase the quality of your everyday life. You may contact each professional directly.

For more information and pricing, please visit their homepage: http://www.artist-musikerhalsan.se/
University Church

There are times when you just need someone to talk to about life’s large and small concerns. These might be questions regarding God and the meaning of life or questions concerning conflict resolution or stage fright. At moments like these, the student chaplaincy is a resource available to both students and personnel at The Malmö Academy of Music. Professional confidentiality is ensured. You’ll find more information about these groups in our programme that will be available in the Academy’s entrance.

Please feel free to get in touch!

• **Birgitta Lidén**, Pastor in the Swedish Missionary Church (Svenska Missionskyrkan),
  Tel. 0703-29 83 94,
  E-mail: birgitta.liden@mah.se

• **Kent Wisti**, University Chaplain in the Church of Sweden (Svenska Kyrkan),
  Tel. 0708-25 12 11,
  E-mail: kent.wisti@mah.se

• **Katarina Egfors-Härnring**, University Chaplain in the Church of Sweden (Svenska Kyrkan),
  Tel. 0708-11 12 11,
  E-mail: katarina.e.harnring@mah.se
ESTATES

A House Built for Music
The Malmö Academy of Music, which bears its name since 1971, commenced musical education in October 1907 under the name of Malmö Music Conservatory.

The new premises at Ystadvägen 25 were opened in October 1982.

It is essential, for obvious reasons, that a Music Academy owns premises with fine acoustics, making it a pleasure to make music. Likewise, rooms must be perfectly sound-proof.

A simple yet sophisticated system of acoustic lay-in ceiling tiles gives every studio its own reverberance, adjusted to the instruments in use. Brass and piano, for example, should have a shorter reverberance time (0.7 metres/0.78 yards/s²) than strings or the human voice (0.9 metres/1.0 yards/s²). The Organ Hall has a reverb time of no less than 2.0 meters/2.2 yards/s².

Sound leakage between rooms, as well as traffic noise and other unwanted sounds, are avoided by means of double plaster walls and ceilings, which together with the “floating floors” form an inner cell with no direct contact with the external concrete room framework, a highly expensive but effective construction.

In teaching rooms, splayed ceilings and walls help to diffuse resonance and avoid flutter echo problems. The result is excellent acoustics and practically no sound leakage.

The Academy’s main concert hall houses 400 seats and a stage large enough to hold a grand symphony orchestra, together with a full choir.
Teaching studios have a grand piano or piano, and hi-fi equipment. Nine rooms, mainly used for piano tuition, have two grand pianos (Steinway or Bösendorfer). Every practice studio has at least one acoustic guitar and one piano/grand piano.

In the conference room and in teaching rooms, copies of the eighty-two “Fredman’s Epistles” paintings by famous Swedish artist Peter Dahl, inspired by Swedish 18th century poet C.M. Bellman, are on display. The Academy also owns the original paintings.

**Venues and Facilities**

**The Rosenberg Hall** (Rosenbergsalen) (A301: area 1,000 yds.)
The Academy’s main concert hall houses 400 seats and a stage large enough to hold a grand symphony orchestra, together with a full choir (the stage being ca. 250 yds.). This hall was designed with minute care to give the best possible acoustic means for rich music experiences, to musicians and audience alike. Purpose-built to reflect sound, it renders the illusion of a wide space by forming a multitude of side reflections, mixing and delicately balancing direct sound with reflected sound. The lowered ceiling above the orchestral platform promotes swift and early reflection of sounds among the orchestra, thus promoting ensemble co-ordination.

The excellent acoustics will do full justice to the solo guitar and the full symphony orchestra alike. However, certain discomfort was discovered with listeners when brass and percussion ensembles played forte fortissimo, and when jazz, pop and rock musicians gave full swing to the amplified sound from electric instruments. Thus it was decided to install wood panelling on the long side walls and curtains on the short side walls, which help to moderate reverberance.

The concert hall entrance displays a fine photo collection, produced during the Academy’s Centennial celebration in 2007.

**Little Hall** (Lilla salen) (A303: area 250 yds.)
Being the second largest among Academy venues, it is highly suitable for chamber music as well as other genres. It accommodates jazz, pop and rock concerts as well as tuition groups, and is also highly recommendable for conference use, with space for around 150 seats.

**The Liljefors Hall** (Liljeforssalen) (A200: area 140 yds.)
is the newest concert venue, renovated and equipped in 2010. This room is used for concerts, group training, conferences and events. The hall is named by the Swedish painter Bruno Liljefors.
The Little Hall is frequently used for concerts in various genres. (1860–1939), whose painting, depicting flying swans, is hanging in the background.

**Percussion Room**
(A305: area 112 yds.²)
Situated directly adjacent to the grand concert hall, it houses full percussion equipment which facilitates movement of percussion instruments for rehearsals and concerts.

**Eurythmics Rooms**
(D202 and D204: each area 125 yds.²)
Intended foremost for eurythmics students, the rooms are furnished with sprung floors, to leaven impact on legs and feet, and with barres and large full-length mirrors.

**Choir and Ensemble**
(D206 and D208: each area 125 yds.²)
Intended for choirs and wind ensembles.

**Organ Hall**
(D210: area: 119 yds.²)
The organ, having 31 stops over three manuals, was built and installed in 1984 by Danish organ builder Poul Gerhard Andersen. The Organ Hall is mainly used for tuition of Organist Programme students and for practice.
Reverberance time in the Organ Hall is 2.22 yds./s², which is optimal for organ music. There are three more organ halls for practising.

**Methodology Room**  
(C201: area 125 yds.²)  
This room houses a fine reference library of educational and teaching methodology literature, with the added equipment of a drum set, vocal processor / sound equipment “sånganläggning”, electric guitar and bass, synthesizer and amplifier.

**Ensemble Rooms in building Y-200**  
(7 rooms area 65 yds.² and A215: area approx. 45 yds.²)

Intended for ensembles of jazz, rock and pop. Each room is provided with a drum set, vocal processor /sound equipment “sånganläggning”, electric guitar and bass, synthesizer and /sound/ amplifier.

**Recording Studio**  
(area 125 yds.²)  
The studio allows for advanced music recording from the Rosenberg Hall and the Little Hall through a total of 73 microphone lines /cables /wires. An inner studio cell, with subdued sound, offers the additional options of analogue or digital master recordings and 16 channel analogue multi-track recordings, as well as computer programmed or MIDI-based productions.

Students of the Music Production Programme use the Recording Studio for practice.

**Composer’s Studio**  
(C205: area approx. 49 yds.²),  
A modern studio for composing electro-acoustic music, well adjusted to meet the needs of the Academy’s composition classes.

**Computer Rooms** (T202 and T203)  
Teaching computer programmes is currently conducted in two studios in the T building.  
There is also a computer studio (C203), which offers eight work stations for student practising.
The Library (T200: area 450 m²)
The Academy’s library contains 23,000 musicals; 10,000 LP records; 7,000 CDs; 300 musicals (films) in either DVD or VHS format; about 60 publications that concern music; as well as reference works and other non-fiction literature. At your disposal are also eight computers for material/reference searches, private reading areas and areas designated for group work. Wireless Internet is available in the reading room.

Rest Rooms
There is one relaxation room in corridor C200, including changing rooms and showers. Another relaxation room is situated opposite the Little Hall (Lilla salen).

The Cafeteria (187 yds.²)
takes some 70 seated guests and offers the usual standard refreshments, and Menu of the Day. Opening hours: 9.00am–4.00pm, all days of tuition.

Two paintings, made by the famous Swedish artist Peter Dahl, adorn the walls: they present a café in daytime and at night.