

Deputy of Artistic Director of the Moscow City
State Budget Cultural Institution «Galina
Vishnevskaya Opera Centre»

Artistic Director of the Moscow City State
Budget Cultural Institution «Galina
Vishnevskaya Opera Centre»

January 9th 2017

Elena Savelyeva

January 9th 2017

Olga Rostropovich

Regulations on the organization of the educational process of the Moscow City State Budget Cultural Institution «Galina Vishnevskaya Opera Centre»

I. General conditions

1.1. The Moscow City State Budget Cultural Institution «Galina Vishnevskaya Opera Centre» (hereinafter referred to as "Opera Centre") is a non-profit organization and a unified concert and educational and musical educational complex.

1.2. Opera Centre was created by Galina Vishnevskaya in accordance with the Decree of the Government of Moscow dated 02.02.2002, No. 251-PP "On the establishment of The Moscow City State Budget Cultural Institution «Galina Vishnevskaya Opera Centre».

1.3. Opera Centre carries out its educational activities in accordance with the Constitution of the Russian Federation, Federal Law of 29.12.2012 No. 273-FZ "On Education in the Russian Federation", acts of the President of the Russian Federation, other legislative acts of the Russian Federation, regulatory legal acts of the Ministry of Culture of the Russian Federation, Department culture of the city of Moscow, the Ministry of Education of the Russian Federation, the Department of Education of the city of Moscow, the Charter and these Regulations.

1.4. The main goals and objectives of the Opera Centre include:

- identification of the acting and singing individuality of young artists, as well as the development and improvement of their singing techniques;

- continuation of the great Russian opera traditions;

- creation of a new perception of the Russian opera;

- communication of the Russian opera school with the traditions of foreign operatic art;

- promotion of the opera art in Russia and abroad;

- meeting the needs of the individuals for intellectual, spiritual, moral, and professional improvement.

1.5. The Opera Centre provides the following activities in order to achieve its goals:

- performs additional general education programs in the manner and under the conditions stipulated by the Charter of the Opera Centre, these Regulations, and other local acts;

- creates and performs public musical performances, concerts, cultural entertainment and entertainment programs, festivals, creative and thematic nights, charitable programs, socially significant social and cultural events, meetings with figures of culture, art and literature;

- carries out artistic contests and competitions;

- tours in Russia and abroad;

- carries out internships, collaborations, professionals exchange with theaters in Russia and abroad.

1.6. Opera Centre carries out educational activities in the field of additional education for children and adults in accordance with the license issued by the Moscow Department of Education No. 036910 dated 22.12.2015. The graduates of the Opera Centre who have passed the final attestation are issued a document (certificate) of their education.

1.7. These Regulations govern the form and procedure of the educational process, mode of training and work of the teaching staff / accompanists of the Opera Centre.

II Admission to the Opera Centre

2.1. Citizens of the Russian Federation, the Commonwealth countries, the CIS and foreign citizens wishing to improve in the field of opera art, who have higher (incomplete higher) or secondary vocal education in the specialties "Vocal Art", "Choral conducting " can be admitted to study at the Opera Centre the expense of the Moscow City budget.

2.2. Admission to the Opera Centre is carried out on the basis of a competitive selection. The terms of the competition are annually developed and approved by the Opera Centre independently; the information about the admission is posted on the official website of the Opera Centre.

2.3. The number of students admitted to the first year of study at the Opera Centre at the expense of budgetary funds is determined by the Opera Centre independently and should not exceed the number of the contingent established in the state assignment and licenses for educational activities.

2.4. The quantity for enrollment of students on a paid basis is established by the Opera Centre based on the possibility of ensuring high quality of education, sufficient funding under the contracts with legal entities and (or) individuals. The cost of training is set annually by order of the Artistic Director of the Opera Centre in agreement with the Establisher. The 'organizational fee' for participation in the admission competition is established annually by order of the Artistic Director and is actually a payment for a lesson with the Opera Centre's accompanist. Payment of the 'organizational fee' is made via Sberbank on the basis of an invoice posted on the Opera Centre's website. The organization fee is non-refundable.

III. Organization of the educational process

3.1. The language of the education at the Opera Centre is Russian. The training is carried out on a full-time basis. The total period of study is 2 years.

3.2. The course of study at the Opera Centre is an internship under the program "Soloist of the Opera Theatre". Students who have completed a full course of study on a budgetary basis are issued with a Certificate of Additional Education for the course "Soloist of the Opera Theatre" of the standard form upon graduation. Students who have completed a full course of study on a paid basis are issued with a Certificate of Additional Education for the course "Soloist of the Opera Theatre" upon graduation.

3.3. The academic year at the Opera Centre is 10 (ten) months and is divided into two semesters; each semester ends with a final attestation. Study sessions are held according to the semester schedule. The academic year begins on September 1st and ends according to the working curriculum no later than June 30th.

3.4. The duration of the study week is 6 days (Monday to Saturday). Classes are held from 11.00 to 22.00.

3.5. The curriculum is aimed at preparing students for leading roles of the world opera repertoire; it includes workshops by prominent figures of the world opera, auditions by the heads of Russian and foreign theaters, classes with a choirmaster, lessons with highly professional accompanists – laureates and diploma winners of all-Russian and international competitions, participation in performances and concerts practice in Russia and abroad.

3.6. The study curriculum includes the following disciplines:

- vocal lessons with leading tutors of the Russian opera school;
- lessons with professional accompanists - laureates and diploma winners of All-Russian and International competitions;
- studying the basics of conducting, working with a conductor, stage director;
- lessons of singing diction;
- acting skills;
- eurhythmics lessons;
- dance lessons;
- foreign languages;
- participation in orchestra rehearsals and performances.

The curriculum also includes:

- workshops with guest experts, prominent figures of the world opera stage;
- concert and touring practice in the major concert halls of Russia and abroad.

3.7. The main types of training at the Opera Centre are:

- individual lessons;
- group lessons;
- consultations;
- lectures;
- seminars;
- workshops, master classes;
- concert performances.

3.8. Schedules for classes with a teacher, accompanist, stage rehearsals with a conductor, choirmaster and stage director are drawn up weekly according to the approved Curriculum. A release of the operational schedule for 3 (three) working days is possible during the period of preparation for the release of a performance / concert program.

3.9. Group lessons may be canceled by the Studies Office in the event of orchestral and stage rehearsals for two or more activities of the Curriculum during the week.

3.10. Once a month, additional free lessons may be organized for the students of the Opera

Centre (in the amount of no more than 2 hours with a vocal teacher and 3 hours with an accompanist). The scheduling of classes, the appointment of teachers and accompanists is carried out by the Opera Centre's Studies Office, and approved by the Artistic Director.

3.11. For Opera Centre's graduates involved in the performances of the current repertoire, additional free lessons may be organized in the amount of no more than 2 lessons – with a vocal teacher and 6 - with an accompanist (for the main roles performers) and no more than 6 lessons – with a choirmaster and accompanist (for ensemble roles performers). Scheduling of classes, appointment of teachers and accompanists is carried out by the Opera Centre's Studies Office. The appointment of students and graduates of the Opera Centre for parts in the performances of the current repertoire is approved by the order of the Artistic Director.

3.12. Additional paid classes with teachers and accompanists of the Opera Centre may be organized for students and graduates of the Opera Centre by concluding an Agreement for the provision of paid educational services. The cost of training is set annually by order of the Artistic Director.

3.13. The training period can be extended by no more than 1 (one) year to undergo concert-stage practice as soloists of the Opera Centre (within the framework of the admission target numbers for the current year) on a recommendation of the Pedagogical Council, based on the results of the final certification attestation.

3.14. The academic hour is set at 45 minutes for all types of training sessions / lessons. The break between classes is 15 minutes. The class schedule should include a break of sufficient duration (at least 20 minutes) for meals. Interruptions in classes should not interfere with the objectives and artistic feasibility of the lesson / rehearsal. The total duration of breaks, if postponed, must correspond to the time indicated in the schedule.

3.15. Holidays are established for the students of the Opera Centre with a total duration of 10 weeks, including at least 2 weeks in winter. The specific dates and duration of the holidays are determined by the Curriculum.

3.16. The learning process also implies regular auditions of students, held both: by the teaching staff of the Opera Centre and by the leading contemporary conductors, directors, and directors of theaters. Testing the knowledge, skills and abilities of the Opera Centre's is determined by the final certification of students. Upon completion of the training, the graduate receives a standard document of education (Certificate).

3.17. In case of early termination of the training contract on the grounds provided for in the contract, including cases of: inexpediency of further training or in case of unsatisfactory certification results, based on the decision of the Pedagogical Council, based on the results of the intermediate or final certification, the student receives a Reference paper on taking the training course.

IV. Organization of the academic workload

4.1. The working and resting hours of pedagogical workers / accompanists are established by the Internal Labor Regulations of the Opera Centre, labor contracts, curriculum, work schedules.

4.2. Information about the pedagogical workload is indicated in astronomical hours, considering short breaks between classes, lasting no more than 15 minutes. The number of hours of daily workload is established within the limits of the norm fixed by labor contracts.

4.3. The information about the pedagogical workload is recorded by teachers and accompanists in the work Journals of teachers / accompanists, as well as by staff of the Studies Office - in the curriculum and the current classes schedule. The classes schedule for the week is subject to approval by the Deputy Artistic Director for Education and must be communicated to teachers / accompanists and students by hanging on notice boards on the 4th floor at the exits (elevators).

4.4. When scheduling training sessions, the principle of uniformity of the teaching load is applied throughout the academic year; irrational expenditures of teaching staff time should be eliminated, so that continuous sequence is not ruined by the long breaks, which are not work time of the teaching staff and hence are not subject to payment.

4.5. When compiling timesheets, the following activities are counted as a teaching workload:

- classroom and stage (group and individual) working hours of teachers and accompanists according to the approved schedule and curriculum;
- admission and final exams (the composition of the committee is approved by the order of the Artistic Director);
- rehearsals and performances according to the approved schedule.

4.6. A change in the teaching load within the approved rates is subject to agreement with the Studies Office and should be reflected in the schedule and the work journals of teachers / accompanists. Changing (increasing) the teaching load in excess of the approved rates is subject to mandatory approval by the Financial and Human Resources Dept. of the Opera

Centre and approval by the Artistic Director.

4.7. Cancellation of classes for reasons beyond the control of the teacher / accompanist is subject to registration and payment in the following modality:

- if the teacher / accompanist is notified of the cancellation in advance, before arriving at the Opera Centre - the canceled lesson is not payable;
- if the teacher / accompanist is notified of the cancellation of classes on the day of the classes and the canceled class is the last one, the canceled class is not subject to payment;
- if the teacher / accompanist is not notified of the cancellation of classes and has arrived to conduct classes at the Opera Centre - the canceled class is payable.

V. Concert activities of the Opera Centre

5.1. The main goals of the Opera Centre's concert activities are:

- the implementation of musical and educational activities aimed at meeting the needs of an individual for intellectual, cultural and moral development by the teaching staff, graduates and students of the Opera Centre;
- planning, organizing and conducting concert activities that generate income.

5.2. The organization of the Opera Centre's concert activities is carried out by the administrative and pedagogical staff of the Opera Centre.

5.3. The planning of concert activities is carried out in accordance with the educational and creative plans of the Opera Centre and contractual obligations to third-party organizations.

5.4. The concert plan is approved by the Artistic Director.

5.5. External concert activities (touring) of the teaching staff and accompanists of the Opera Centre are subject to payment in accordance with the current legislation of the Russian Federation and are reflected in the timesheet as a business trip.

5.6. Opera Centre's student participation in concert (touring) activities is carried out free of charge.

VI. Opera Centre management

6.1. Opera Centre is managed in accordance with the legislation of the Russian Federation, the Charter of the Opera Centre and an agreement with the Establisher – the Moscow City Department of Culture.

6.2. The sole executive body of the Opera Centre is the Artistic Director, who appoints deputies, and distributes rights and responsibilities.

6.3. The educational work at the Opera Centre is supervised by the Deputy Artistic Director for Education, appointed by order of the Artistic Director.

6.4. The powers of the Deputy Artistic Director for Education are determined by the employment contract, job descriptions and include, among other:

- making decisions on the main issues of organizing the educational process;
- development of curricula and programs;
- approval of the timetable for training sessions and the corresponding control management;
- summing up the results of educational activities and approval of reports on educational work;
- monitoring the implementation of curricula and programs.

6.5. The Pedagogical Council is a permanent advisory body under the Artistic Director for educational and creative activities. The composition of the Pedagogical Council is approved annually by order of the Artistic Director. The direct manager of the Pedagogical Council is the Artistic Director. The activities of the Pedagogical Council are regulated by the Regulations on the Pedagogical Council.

6.6. The main powers of the Pedagogical Council include:

- participation in the development of the Opera Centre's creative activity concept;
- proposal, consideration and approval of repertoire and other creative plans;
- discussion of the Opera Centre's students' professional growth issues, assimilation of the masters of arts experience, individual work of students, their debuts and experiments;
- consideration of tariff rates assignment and qualification categories of the teaching staff issues;
- discussion of candidates among the Opera Centre employees in order to present them to an honorary title, state award;
- approval of the annual report on the educational and creative activities of the Opera Centre;
- discussion of ongoing creative activities;
- making decisions on the transfer, expulsion of students of the Opera Centre;
- recommendation to extend the term of study for a particular student.

6.7. The Studies Office is a structural unit of the Opera Centre. The main function of the Studies Office is the organization and interaction of all divisions of the Opera Centre within the framework of educational activities, ensuring the unity and continuity of the educational process.

6.8. The powers of the Studies Office include:

- scheduling of classes, monitoring its implementation by teachers and students;
- adjusting the class schedule;
- scheduling of midterm and final exams;
- documentation and preparation of reporting data on educational issues;
- keeping personal files of the Opera Centre students; storage and transfer of documentation to the archive;
- accounting and control over the attendance of classes and the implementation of the teaching workload by teachers.

VII. Rights and obligations of the teachers / accompanists and students of the Opera Centre

7.1. The rights and obligations of teaching staff / accompanists and students of the Opera Centre are established by the Internal Labor Regulations, concluded labor contracts and study contracts.

7.2. The rights and obligations of teaching staff are determined by the labor legislation of the Russian Federation, the Internal Labor Regulations and job descriptions. Labor relations are regulated on the basis of an employment contract.

7.3. Opera Centre students have the right to:

- participate in the educational and creative life of the Opera Centre;
- use facilities, library, services of educational, scientific and other departments of the Opera Centre free of charge, as well as musical instruments in the prescribed manner;
- participate in concerts, competitions, festivals;
- study according to individual curricula;
- work at enterprises, institutions and organizations of any organizational and legal forms during their spare time;
- apply for the provision of a dormitory - for nonresident students within the stipulated quotas;
- be reinstated as a student of the Opera Centre, in case of suspension of the contract for training during the academic year for valid reasons (illness, pregnancy, etc.). Reinstatement is possible no earlier than September 1st of the next academic year.

- transfer from a paid form of education to a free one. Transfer from a paid form of study to a budgetary financed by the city of Moscow is carried out during the period of admission examinations and / or during the academic year if there are vacant budgetary financed places. The transfer is carried out at the request of the student on the basis of the recommendation of the Pedagogical Council and the presentation of the Deputy Artistic Director for Education. The transfer is made by order of the Artistic Director. Students studying at the Opera Centre at the expense of the budget are not paid a scholarship.

A student may be paid a monetary incentive for outstanding academic success and active concert activity on the basis of an order of the Artistic Director of the Opera Centre.

7.4. Students of the Opera Centre are required to:

- master professional skills;
- complete, within a specified time frame, all types of assignments provided for by the relevant plans and training programs;
- take good care of the musical instruments and property of the Opera Centre;
- comply with the norms of morality and professional ethics;
- to comply with the Charter and the operating mode of the Opera Centre, the Internal Labor Regulations;
- to notify the Studies Office of the Opera Centre and / or the teacher / accompanist in any available way on inability to arrive for the lesson no later than 24 hours before the start of the lesson. In case of failure to notify or untimely notification, the student is deprived of the right to visit the missed lesson again;
- provide a written explanation of the reasons for absence from classes in case of failure to attend classes.

7.5 Students can be expelled from the Opera Centre in case of:

- violation of the procedure for admission to the Opera Centre, which, through the fault of the student, has resulted in his/her illegal admission to the Opera Centre;
- the impossibility of proper fulfillment of the obligation to provide educational services due to the effect of actions (inactions) of the student;
- inexpediency of further training due to individual characteristics, impossibility or pedagogical inexpediency of the further training (on basis of the decisions of the Pedagogical Council);
- unsatisfactory results of the final or intermediate certification (based on the decision of the Pedagogical Council);
- application of expulsion to a student as a disciplinary measure;

- in other cases, stipulated by the legislation of the Russian Federation;
- on the initiative of the student unilaterally, in cases of transfer of the student to continue mastering the educational program to another organization carrying out educational activities, or refusing the student from further mastering the educational program without giving reasons, provided that the Opera Centre is notified no later than 30 calendar days before the date of the planned cancellation of training.

7.6. Pedagogical staff / accompanists of the Opera Centre are obliged to:

- ensure high efficiency of the pedagogical process;
- comply with the Internal Labor Regulations, the Opera Centre operation mode, the rights and obligations provided for by labor contracts;
- form students' professional qualities;
- develop students' independence, initiative, creativity;
- improve their competences on a regular basis;
- comply with the norms of morality and professional ethics;

7.7. The pedagogical workers / accompanists of the Opera Centre have the right to:

- elect and be elected to the Pedagogical Council;
- participate in the discussion and solution of issues related to the educational activities of the Opera Centre;
- use the services of the library, information facilities, educational and administrative departments free of charge;
- determine the content of training courses in accordance with state educational standards of higher and postgraduate professional education;
- choose the methods and means of teaching that most fully ensure the high quality of the educational process;
- to have their professional activities supported in organizational and material ways;
- have free access to the information necessary to ensure the educational process and conduct scientific research;
- be sent on a mission for concerts, master classes, touring performances.

7.8. A reduced working time is established for teachers / accompanists - no more than 18 hours a week for teachers and 24 hours a week for accompanists, with an annual paid leave of 42 calendar days.

7.9. Additional teaching workload for teaching staff is established by the Opera Centre independently, depending on the competences and profile, in the amount of up to 300 hours per academic year.

VIII. List of local acts types regulating the educational activities of the Opera Centre

8.1. The educational process at the Opera Centre is regulated by the following local regulations:

- orders and decrees of the Artistic Director;
- decisions and orders of the Pedagogical Council;

Following regulations:

- about structural divisions;
- about the Pedagogical Council;
- about wages;
- about intermediate and final certification of students;
- on the maintenance of work journals for teachers / accompanists;
- on the certification of teaching staff;
- other local acts, orders, decrees, instructions, including official ones, that do not contradict the Charter and the current legislation of the Russian Federation.

8.2. The Studies Office nomenclature of files should contain the following:

- personal files of the students (statements, biographies, questionnaires, passport copies, copies of orders, characteristics, etc.);
- orders on students personnel (copies);
- attendance and classes journal;
- issuance of certificates of training completion journal;
- orders and decrees of the Artistic Director concerning the educational process (copies);
- minutes report of the Pedagogical Council meetings;
- admission rules, protocols of competitive auditions;
- enrollment and graduation plans and reports on their implementation;
- educational plans;
- schedule of training sessions;
- lists of students (contact phone numbers, email addresses);
- book for registering the pedagogical workers personnel;
- minutes reports of the examination board meetings;

- information and explanatory notes on the reasons for not attending the classes;
- correspondence on the provision of dormitory rooms for students;
- calculation of hours and amount of educational and teaching workload;
- orders on the approval of the students' participation in performances;
- index of students' participation in performances;
- register of instructions on labor protection of the department staff;
- job descriptions of the employees (copies);
- nomenclature of files (copy).

This document consists of
7 (seven) pages,
all stitched, numbered, and sealed

Deputy Head of HR Department

_____ Vasiliy Ryazanov