



أكاديمية قطر للموسيقى  
Qatar Music Academy

عضو في مؤسسة قطر  
Member of Qatar Foundation

**2024 / 2025**

**FAMILY HANDBOOK**



Welcome! We are excited for you to join us this academic year. The purpose of this Family Handbook is to support students and their families in understanding the rights, expectations, procedures and responsibilities while at Qatar Music Academy.

We ask that students, families, and staff members take the time to read through the handbook. Feel free to reach out to our General Information email at ([gma.info@qf.org.qa](mailto:gma.info@qf.org.qa)) regarding any questions you may have.

## 1. Core values

### 1.1 | Vision

Qatar Music Academy (QMA) will be internationally renowned for excellent music education incorporating both Arab and Western music, thereby helping to foster a thriving music culture in Qatar and the region.

### 1.2 | Mission

QMA aims to develop promising talent from the region to be the next generation of world-class musicians, by providing comprehensive music education programs in Arab and Western classical music. QMA will provide an environment that encourages all students to achieve their full potential.

### 1.3 | Strategic objectives

- To become an internationally renowned music Academy providing a world-class education.
- To build awareness and appreciation of music in Qatar and the region (traditional Arab and Western classical).
- To promote Qatari musical heritage and preserve Arabic music and language.
- To have a transparent, accountable, and sustainable financial model.

### 1.4 | Academic objectives

- To select and nurture musically talented students.
- To establish and foster a sense of community within QMA.
- To continuously monitor the progress of individual pupils and the organization, identifying and addressing any shortcomings.
- To maintain a high quality of teaching and learning at QMA.
- To ensure the ongoing development of QMA's staff skills and competencies.
- To develop the necessary infrastructure, including recruitment, resource procurement, and the establishment of procedures and standards.

### 1.5 | Educational philosophy

Every Qatar Music Academy student has the capacity to actively engage with and enjoy music.

Our role as music educators is to facilitate learning and discourse, preparing and engaging diverse learners to become productive members of society. Through music, we aim to involve students in activities that require them to be creative, disciplined, flexible, and to work cooperatively with others. We must also help them explore the emotions that different types of music evoke and assist them in learning to articulate what they feel and why.

Our role is to educate students about other cultures so that they can learn to see the world through another's eyes and appreciate alternative ways of thinking and living.

## 2. Responsibilities

### 2.1 | Responsibilities of all QMA students

We encourage and expect our students to:

- Take responsibility for their actions.
- Maintain a sustained and committed effort towards learning and musical achievement.
- Practice their instruments (where applicable) daily.
- Complete their homework to the best of their ability and on time.
- Demonstrate consistent progress in their musical studies.
- Be punctual and prepared for every QMA event on and off-site.
- Dress in a manner that is appropriate to the QMA setting.
- Be a positive ambassador of QMA on and off-site.
- Recognize and learn to appreciate their own strengths and weaknesses.
- Address each opportunity at QMA with honesty and thoughtfulness.
- Refrain from bringing anything to school that may compromise their own safety or the safety of others.
- Adhere to the attendance policy. (Please see 6.2 for clarification).

### 2.2 | Further responsibilities of students in the Academic Music program

We expect our students to:

- Prepare thoroughly for their examinations and performances.
- Obtain a minimum attainment grade of 3 (Good) or above in both internal exams to maintain their place in the Academic Program.
- Participate in rehearsals, recitals, concerts, and any events related to their respective departments.
- Maintain a good standard of progress in order to keep their place in the relevant program.
- Understand that moving to another department or changing their instrument during the existing academic year will not be possible without the permission of their department's Head.
- Arrive on time to their lessons with the knowledge that no make-up lessons will be provided if they are 15 minutes late to a class.

### 2.3 | Responsibilities of students attending the Music for All program

We expect our students to:

- Discuss and agree on a suitable repertoire with their instrumental teacher.
- Prepare thoroughly for examination where applicable.
- Participate in school ensembles.
- Understand that a lack of consistent progress will result in losing their place in the program for the following year.

### 2.4 | Responsibilities to others

We expect our students to:

- Respect the rights of others to be heard and appreciated, within and beyond the classroom.
- Respect all individuals regardless of race, ethnicity, age, gender, religion, disability, economic status and other diverse backgrounds.
- Respect and honor the codes of conduct of other schools when visiting them.
- Use only language and gestures that are appropriate in a school setting, maintaining an attitude of respect for all individuals.
- Welcome and support all members of the QMA community and visitors.
- Keep quiet when in the Academy's corridors.
- Honor scheduled commitments and give appropriate notice if unable to attend lessons.

### 2.5 | Responsibilities to QMA property

We expect our students to:

- Keep personal and common areas in the Academy clean and tidy.
- Refrain from eating in the instrumental rooms, classrooms, and the library.
- Show care and regard for the building, instruments, equipment, and personal property.
- Avoid making any notes in QMA's library books or the music scores.

## 2.6 | Students' parents responsibilities

We expect our parents to:

- Show an active interest in their child's music tuition and progress.
- Communicate with the Academy in an appropriate and respectful manner.
- Ensure that their child is neat, appropriately dressed, and prepared for all music lessons.
- Provide QMA with updated phone numbers and emails.
- Report their child's absence to the teacher no later than 9:00 a.m. on the morning of the lesson.
- Encourage and assist their child to follow the QMA rules.
- Volunteer to support an event, if possible.
- Participate in events and attend recitals and concerts.
- Check their child's work regularly and make sure they practice daily.
- Make sure their child takes good care of their instruments and QMA's facilities.
- Provide a supportive environment in house for daily student's practice sessions, isolated from the outside distractions.
- Ensure their child is prepared for all music lessons with all necessary materials.
- Reply to QMA emails in a timely manner where appropriate.
- Understand that a child may lose their place if they do not practice regularly and make continuous progress.
- Understand that piano lessons will not begin until an appropriate instrument has been purchased.
- To attend individual music lessons of their young child (Up to 11 years old). Please note that only one adult can attend a child's music lesson (A parent/guardian or caretaker, but not both at the same time).
- Read their child/children's weekly lesson report and monitor their daily practice sessions to make sure that teachers' instructions are followed precisely.
- Attend all mandatory Parents' info nights, Parents' conferences and meetings organized by Qatar Music Academy.
- Read all information emails and announcements sent by Qatar Music Academy.
- Dress in an appropriate manner; shoulders and knees need to be covered when coming to QMA.
- Turn off their mobile phones during their child's lessons when attending a lesson.

## 2.7 | Recommended practice times and homework

We expect parents to encourage their children to practice their instruments regularly and to know that playing a musical instrument is a special privilege. We encourage parents to ask their children to follow the instructions they are given by their teachers and ask their children to set goals rather than simply asking them to practice.

There is no true standard of practice time, and often, daily practice is the best way to improve.

Recommended practice times	
Years of experience	Daily practice time each week
Beginner to 1 year	20 minutes
1 year to 2 years	30 minutes
2 years to 3 years	45 minutes
3 years to 4 years	60 minutes
4 years to 5 years	75 minutes
6 years and above	90 – 120 minutes

Musicianship classes: Maximum required time for completion of homework per grade	
Grade 1	10 minutes per week
Grade 2	15 minutes per week
Grade 3	15 to 20 minutes per week
Grade 4	20 minutes per week
Grade 5	30 to 40 minutes. Please note this can be extended if students need to do past exam papers.
Grade 6	60 minutes per week
Grades 7 & 8	60 to 70 minutes per week

### 3. Communication

#### 3.1 | Contacting faculty

Parents can contact their child's teacher via email or through our Admissions Office at **(4454 8191)**. Our faculty members check their emails daily on working days and are expected to respond within one working day of receiving your message. Please note that the Qatar Philharmonic Orchestra (QPO) teachers may take longer to respond as they may be touring.

#### 3.2 | Communicating with instrumental teachers

Instrumental teachers will communicate regularly with parents and students via email. These emails will provide guidance on how to practice and include details of weekly goals.

#### 3.3 | Reporting student progress

Parents of students will receive two progress reports throughout the academic year. In order to maintain a place at QMA, an Academic Program student is required to achieve above 50% in the core skills categories (developing level) for the instrument, musicianship, and ensemble sections of the report.

Students who have received scholarships are expected to maintain a minimum score of 75% in all core skill categories of their internal exams, musicianship, and ensemble attendance.

Students will also receive written weekly lesson feedback from their instrumental teachers.

#### 3.4 | Website and social media

Our website & social media are updated on a regular basis and contain the latest information about life at QMA, including important announcements and upcoming events.

[Visit our website](#) | [Find us on Instagram](#) | [Find us on Facebook](#) | [Find us on X](#)

#### 3.5 | QMA Monthly Bulletin and Newsletter – The Music Box

The purpose of our newsletters is to provide news, updates, and resources to the QMA community.

- The 'In Tune' Bulletin is published twice during each term.
- The Music Box newsletter is published at the end of each academic term.

Both will be available in electronic format on [our website](#).

### 4. Academic Music Program

Please note that the instrumental curriculum is tailored to the individual needs of each student.

#### 4.1 | Prep Programs (PP)

QMA offers a range of preparatory programs designed to nurture young musical talents. These include the Elementary Prep Program (EPP), the Woodwind and Brass Prep Program (WBPP), and the two-year Foundation Prep Program (FPP), which consists of FPP1 followed by FPP2. For students ready to advance further, the Bridge Prep Program (BPP) provides a pathway to higher levels of musical education.

Each program is tailored to support the development of essential skills and a deep understanding of music.

#### 4.2 | General music examinations

- Please note that all students from Grade 1 and above will be enrolled for relevant music theory examinations (all music examinations are taken in English).
- All students who are in the Academic program from Grade 1 and above must take an internal practical exam twice a year: one to be held either in December or January and the other one to be held in May of each academic year.
- Students must receive a pass from Sharqiyyat and Western Music Department (WMD) internal exams in both, performance, and theory, in order to maintain their place in the Academy.
- Unexplained absence to sit these exams will result in a fail mark. In unavoidable circumstances, students will be allowed to take the exam at the next available opportunity.
- Students who wish to take the ABRSM (Associated Board of the Royal Schools of Music) practical exam in November or in May, are allowed to perform their ABRSM exam pieces in their Internal exam.
- Students in both programs are required to pay for their own ABRSM exams, and to arrange their accompanists for ABRSM examinations privately. Information about ABRSM examinations will be available at the time of enrollment.
- Please note that the ABRSM exams are considered external exams and students must pay for exam entry fees and for the accompanist privately.

#### 4.3 | Transfer limitations from Academic Program (AP) to Music for All program (MFA) and vice versa

Academic music program students may request to transfer to the Music for All program. If a student wishes to return back to the Academic music program, they will have to go back to the Bridge program and complete relevant assessments. This transfer procedure can only occur **three times** during a student's schooling at QMA.

#### 4.4 | Skipping ABRSM grades

Parents often request that their child skip certain ABRSM grades. We typically expect students to progress through the ABRSM grades at an average rate of one grade per year. We understand that, at an early age, it may not be uncommon for a student to skip one grade, but as they advance, it becomes more challenging.

To prevent excessive jumps in grades (1 to 4, 5 to 7/8 or 6 to 8), we've adopted the following criteria:

A student must achieve a Distinction grade in the ABRSM exam taken during the previous academic year to qualify for skipping one grade in the next academic year. However, the final decision whether a student can skip a grade needs to be taken by a student's teacher, who will assess the student's technical and musical abilities, as well as their commitment to more rigorous practice.

We highly recommend a minimum weekly instrumental lesson time of 60 minutes for students taking the ABRSM Grade 5 and above. This requirement is based on the musical and technical complexity of the required program. Any shorter weekly music lessons may jeopardize a positive outcome and prolong the preparation time.

It's important to emphasize the development of an effective parent-teacher relationship, built on trust, reciprocity, and shared goals, as it plays a crucial role in the student's musical progress and overall well-being.

With this in mind, there should be an agreement between the teacher and parent regarding which ABRSM performance grade the student should prepare for.

#### 4.5 | Internal examinations

All students in the Academic Program will be required to complete two internal practical exams. The first will take place either before the winter break in December or in January, while the second one is held in May. Your child's teachers will decide the most appropriate exam repertoire for your child. Please contact your instrumental teacher if you need more information regarding these exams and trust their guidance.

Please note that the accompanists for the internal exams and recitals will be provided by QMA free of charge.

#### 4.5 | ABRSM/LRSM (Licentiate of the Royal Schools of Music) and FRSM (Fellowship of the Royal Schools of Music) Diplomas in Performance – Western music department (WMD)

(Academic Course Requirements)

The duration of a diploma course is two academic years, or one-and-a-half academic years in cases where all requirements have been fulfilled and the required level of preparation and performance has been met.

#### 4.6 | Performance opportunities

Music for All program students should perform a minimum of once a year (either in instrumental recital or an ensemble recital).

Prep program students should be able to perform a minimum of twice a year (either in ensemble or instrumental recitals). If a student is not ready to perform in an instrumental recital, they should partake in a choir performance instead.

Academic Music program students should perform four times a year (two instrumental/exam based recitals and two ensemble/choir performances).

#### 4.7 | Vocal and instrumental ensembles

- Choirs: Preparatory Choir, Middle Choir, Qatar Junior Youth Choir (entry by audition), Qatar Senior Youth Choir (entry by audition), Community Choir, Nagham Jawqa (Adult Choir)
- String Ensembles: Little Amadeus Strings, Harmony Strings Ensemble, Junior String Quartet, Senior String Quartet, Guitar Ensemble
- Brass and Woodwind Ensembles: Beginning Winds Ensemble, Junior Symphonic Winds Ensemble, Symphonic Winds Ensemble, Recorder Group, Jazz Band
- Keyboard Ensembles: Piano Four Hands
- Percussion Ensembles: Arab Percussion Junior Ensemble, Arab Percussion Middle Ensemble, Arab Percussion Senior Ensemble, Arab Percussion Adult Ensemble, Mallets Western Percussion Ensemble, Western Percussion Ensemble
- Arab Strings Ensembles: Arab Strings Junior Ensemble, Arab Strings Middle Ensemble, Arab Strings Senior Ensemble, Oud Group, Qanun Group
- Takht Ensembles: Junior Takht, Middle Takht, Master Takht, Qatari Womens Ensemble, Arab Community Ensemble
- Orchestra: Qatar Youth Orchestra

## 5. Arab Music Department (AMD)

This program is designed for students who are committed to studying music and for those who are trying to pass a performance entrance exam in order to study in specialized or higher institutes of music internationally. The program is based on individual instrumental coaching, Western musicianship, Arab maqam and analysis, choral singing, and ensemble playing.

Students will begin to learn more about Arab music in their musicianship classes at Grade 4.

### 5.1 | Assessment and certification in the Arab music department

#### Western musicianship

Musicianship lessons will focus on developing skills and understanding in the following areas: Music theory, aural training, solfege (sight-reading), Western history of music and music analysis, and composition.

#### Maqamat and analysis

Arab music theory lessons are based on oral tradition. In these lessons, students will focus on: Arab theory, music forms and analysis, Arab music tradition, Arab music history, Solfege, Iqa'at (Arabic rhythmic cycles), Arab music composing and instrumentation.

#### Sharqiyyat practical exam

The Sharqiyyat practical exam is for all students in the Arab music department who have completed nine months of instrumental tuition, it is an internal exam that requires no fees. Two exams are held throughout the academic year, one in December and a second one in May/June to progress onto the next level. Certificate and level upgrades awarded are subject to fulfilling the musicianship, instrumental, and performance criteria of the examination by students. Please note that students in the 'Music for All' Program who would like to sit the Sharqiyyat practical exam must obtain their instrumental teachers' approval.

For more information, please refer to the Sharqiyyat book and the syllabus.

## 6. Policy and conduct

### 6.1 | Students' dress code

The Qatar Music Academy expects students to wear their concert attire properly and with pride when they are performing. Students should wear casual (culturally appropriate) clothes to their music lessons.

The QMA performing attire (to be provided by parents) includes:

Girls	Boys
White long-sleeved formal shirt (No logos or patterns)	White long-sleeved formal shirt (No logos or patterns)
Black trousers or a long black skirt (No patterns)	Black trousers
Black closed shoes and black socks	Black closed shoes and black socks
National students: Black Abaya and scarf	National students: White thobe and ghutra

Please see examples of **acceptable** concert attire:



Please see examples of **acceptable** attire while attending the Academy:

Girls	Boys
Trousers, or skirts below the knee	Trousers
Legging or skinny jeans	T-shirts
T-shirts	Polo shirts
Blouses	Dress shirts
Sandals, rubber shoes, and school leather shoes	Sandals, rubber shoes, and school leather shoes

Please see examples of **unacceptable** attire while attending the Academy:

Girls	Boys
Shorts, or mini-skirts (students 12 years old or above)	Shorts (students 12 years old or above)
Sleeveless shirts	Sport type vests and sleeveless shirts
House slippers or flip-flops	House slippers or flip-flops

Ensemble rehearsals dress code: Please note that all students aged 12 years old or above should have their knees covered during ensemble rehearsals: Boys should wear long trousers and girls should wear either long trousers or skirts that fall below the knee.

## 6.2 | Students' attendance policy

Students must attend all classes on a regular basis to maintain their place at the Academy. If a student is unable to attend an instrumental lesson, music theory class, or ensemble, it is their parent's responsibility to notify the teacher through SMS or email before 9:00 a.m. on the day of the lesson. The message should contain the name of the child and the time of the lesson.

Please see QMA's policy regarding students' attendance below:

- Qatar Music Academy is not obliged to reschedule classes for any reason other than a student's illness. In this instance their teacher will endeavor to find an alternative time.
- Students wishing to reschedule lessons for reasons such as holidays, school trips, etc. will NOT have their request approved and will not be permitted to reschedule the lesson.
- Please note that if a student misses an individual lesson without explanation, their teacher will not be required to reschedule that lesson.
- Please note that parents will be contacted if a student misses two classes over two consecutive weeks without any explanation.
- If there are three unexplained absences over three consecutive weeks, the student will lose their place at the Academy. This unauthorized absence will be considered as a serious breach of contract.

## 6.3 | Unsupervised practice at QMA

Only students attending secondary school (12 years old and above) and adult student are allowed to practice their instrument unsupervised in the practice rooms. Prior to this, a consent form must be signed by the student's teacher (secondary school age students) and parent/guardian. This signed form needs to be taken to the security office at the QMA reception which will find a suitable room for a student to practice alone. Please note that all adult and school age students should finish their practicing by 9:00pm.

## 6.4 | Illness while at QMA

If a student becomes ill during Academy hours, you will be contacted immediately and asked to pick up your child or make necessary arrangements for your child to be seen by their doctor. Please do not send your child to QMA if they appear to be developing an illness. We stress the importance of detailing all pre-existing medical conditions on your child's medical forms.

It is required that we have the current telephone numbers of both parents and of another guardian who is available in case of an emergency.

## 6.5 | Complaints and grievances

If you have a complaint or grievance, please approach the relevant department/teacher to arrange a mutually convenient time in order to discuss the issue and try to bring it to an agreeable conclusion. If a satisfactory agreement is not reached, please organize a meeting with the Head of department. If that meeting does not address the issue, please make an appointment to see the Director of QMA.

## 6.6 | Harassment

Harassment in any form will not be tolerated at QMA. It is our policy that all students and staff, including members of our security and cleaning teams should enjoy an environment free from all forms of discrimination and harassment. No staff member, either male or female, should be subjected to unsolicited and unwelcome conduct, verbally, physically, sexually, racially, or otherwise derogatory or in the form of discriminatory materials, statements or remarks. Harassment is damaging to the work and school environment and is also illegal in the State of Qatar.

QMA will act positively to investigate alleged harassment claims and to effectively resolve them when an allegation is determined to be valid. Given the nature of the type of harassment, QMA recognizes that the context of a given incident needs to be taken into consideration and that false accusations can have a serious effect on the reputation of an innocent person. QMA will therefore treat all allegations sensitively and expects that a person bringing an allegation would act in the same way while the issue is under investigation.

## 6.7 | Video or audio recording

Parents, as well as students, should obtain permission from their instrumental teacher before recording any classes or lessons. Teachers also have the right to decline this request.

For ensemble or group performances that are not public, parents and students need written approval from our administration to film. It's important to understand and respect that some individuals may not be comfortable with sharing images of themselves or their children due to personal, cultural, or privacy reasons.

## 6.8 | Financial transactions

Missing the re-enrollment deadlines announced by our Finance department, will lead to cancellation of the student's contract and student's seats at Qatar Music Academy.

Refunds will be granted on a case-by-case basis at the discretion of the Academy's director and processed through our Finance department.

For more information or inquiries from our Finance department, please contact our Finance officer, Ms. Jaynab Nishi through email at ([jnishi@qf.org.qa](mailto:jnishi@qf.org.qa)) or by phone at **4454 8280**. Our finance department's working hours are as follows:

- **Sundays and Wednesdays:** 9:00am to 5:00pm
- **Saturdays (during September only):** 11:00am to 4:00pm

For more information, please see our [Fee Structure and Guidelines](#) policy.

## 6.9 | Termination of contract

Please see our [Fee Structure and Guidelines](#) policy for more details.

# 7. General guidelines

## 7.1 | Students' privacy

Please note that by consenting to the Student Photo and Video Permission section outlined in your Student Agreement, you grant QMA the permission to photograph and record that student partaking in activities within and outside QMA premises including but not limited to concerts recitals, annual photo shoots, interviews, etc. These visuals may be utilized on social media and the QMA and Qatar Foundation website to promote both music and QMA on a local and international scale.

It's important to note that public group performances may unavoidably involve photography or filming. If you have strong objections to your child or yourself being photographed, kindly discuss this matter with your instrumental or ensemble teacher in advance to find a suitable or alternative arrangement.

## 7.2 | Mobile phones

Please note that the use of mobile phones is not allowed inside the QMA building unless there is a serious need to contact emergency services. Parents are only allowed to use their phones in the main entrance/lobby for browsing or texting.

## 7.3 | Food and drinks

With the exception of bottled water, food, and drinks are only allowed in the lobby area and not in the classroom, studios, or corridors. Parents and students are responsible for the proper disposal of food and drink items in the bins provided. The pantry area is for staff and faculty use only.

#### 7.4 | Items not permitted within the QMA building

Please note that balls, marbles, scooter boards, bicycles and sharp objects are not permitted in the QMA building.

#### 7.5 | Pets

Please note that pets are not allowed in the QMA building.

#### 7.6 | Property damage liability

Parents are responsible for any damage their child may cause while on the QMA premises.

#### 7.7 | Child pick up and drop off to the classroom

Parents are not permitted in corridors during lesson times. All pick-ups and drop-offs will take place in the reception area. Parents wishing to drop off their primary school aged children to and from their lessons must submit their QID details to security. This process should take no more than 3 minutes.

Otherwise, students under 12 years of age must wait inside the reception area for collection. Please note that security guards and QMA staff are not responsible for looking after students before and after their classes.

#### 7.8 | Parents attending individual lessons

Parents wishing to attend their children's individual lessons must request this from their instrumental teacher. The teacher must then submit the parent's details and lesson schedule to our Facilities and Support Services Officer.

#### 7.9 | Public parking space

We are aware of the difficulties that our staff and parents have experienced with regard to parking close to QMA.

We are pleased to announce that new signage for drop-off/pick-up has been put on the slip road between Tasty Street and QMA. This will enable parents/guardians to drop-off and pick up their children from their music lessons (Limited to a maximum waiting time of 3-5 minutes).

Please note that any extended parking in this area may result in a fine. We understand that parking will still be an issue, particularly during times when there are events taking place on the Katara esplanade.

During these times, we kindly suggest that you make alternative arrangements (Perhaps by making use of the underground parking lot at Galleries Lafayette, or other designated parking lots around Katara) if you are planning to wait for your younger children while they attend their music lessons at QMA.

#### 7.10 | Lost property

The lost and found cupboard is located at the Security Office. Students and parents are welcome to enquire about their lost items there. Our security team will assist you with how to claim your lost items. Please note that leaving your child's musical instruments unattended in the security room is not permissible.

All lost and found items will be handed over to Qatar Foundation's Security Department at the end of the school year in June.

#### 7.11 | Fire safety access

Please note that all doors are accessible for entry and exit. The electronic doors will automatically open in case of fire. We are also equipped with fire extinguishers, first-aid kits, and other fire-related equipment that is routinely inspected by Katara as per Qatar's public safety standards.

#### 7.12 | Emergency contact numbers

Important numbers in case of any emergencies (i.e. fire, medical, security) are posted in common areas throughout the building.

Katara Emergency Medical Service (EMS) reachable at **4408 0803** operates on a 12 hour shift from 12:00pm until 12:00am. In between timings will be covered through Qatar's Emergency services number **999**.

#### 7.13 | Security arrangements

Please note that parents and visitors must enter the school through the main entrance. A new electronic attendance system called Visitor Management System (VMS) will be launched in the next few months. Visitors to QMA are required to wear a visitor badge during their time at the Academy.

## 8. Facilities and resources

### 8.1 | Library

The library provides a welcoming environment in which students may read and study. Students may use any of the resources available in the library. Instrumental teachers will assist in helping students find music books. Our collection provides both printed and non-printed resources that meet the needs of the QMA community.

Please note that lost materials will be charged to parents. If the item is not returned by the due date, there will be two requests to return the lost book, one written and one by phone. Parents will be charged with the replacement cost if the item is not returned after four weeks.

The library opens from 2:00pm to 5:00pm on weekdays for the general public.

Please bear in mind the following:

- Students can borrow books only under the supervision of a teacher.
- Each student is allowed to borrow only one book at a time.
- Teachers are accountable for the timely return of books borrowed by their students.
- All borrowed books must be returned before the due date.
- Students with overdue or lost book fines cannot check out more books.
- Students must not damage or deface library resources.

### 8.2 | Purchase of music accessories and stationery

Students and parents wishing to purchase items displayed in the cabinets in our lobby should follow these steps:

- **Payment:** Payments must be made to finance officer, Ms. Jayban Nishi, in Room 13.
- **Collection:** Once payment is completed, the purchased item can be collected from our school secretary, Ms. Rafif Nasr, in Room 11.

Receipts must be presented during collection to ensure a smooth transaction process.

### 8.3 | Music Lab

Procedure to access the Music Lab: The Music Lab is strictly for Musicianship lessons only. Students are not allowed to use the Music Lab unsupervised.

## 9. Instrument Rental Policy

Students wishing to hire an instrument from QMA should reach out to their instrumental teachers directly for details. We have a range of instruments available in both, Western and Arab music department for hire.

## 10. Other resources and useful information

### 10.1 | Music sites for downloading scores:

- [Classical Scores](#)
- [Free Scores](#)
- [Indiana University Bloomington Library](#)
- [International Music Score Library Project](#)
- [J.W. Pepper](#)
- [Sheet Music Archive](#)
- [Sheet Music Fox](#)

## 10.2 | List of policies and guidelines from Qatar Music Academy

- Academic Integrity Policy
- Assessment Policy
- Child Protection Policy
- Faculty Handbook and Family Handbook
- Inclusion Policy
- Language Policy
- Library Policy
- Promotion and Retention Policy
- Scholarship Program Guidelines
- Fee Structure and Guidelines
- Waiting List Policy

## 10.3 | Music stores in Qatar

### Badie Studio and Stores

They are the exclusive distributor of thirty-five international brands and specialize in providing a range instruments such as guitars, drum Sets, violins, keyboards, melodicas, trumpets, ukuleles, and oriental instruments. They also offer professional equipment such as audio mixers, amplifiers, cables, connectors, and microphones.

Locations and telephone numbers:

- Al Mut'haf St, Doha - 4442 3554 / 5556 5052
- Al Nasr Street, Doha - 4001 2468 / 6630 0929

### Darwish Holding (Yamaha, Music Square by 51 East, Modern Home, Fnac)

Features a music retail segments within its department stores, with exclusive distribution of notable brands such as Yamaha, Gibson Brands, and Fender in Qatar. Additionally, they provide instrument servicing and maintenance for select instruments.

Locations and telephone numbers:

- [Music Square, 51 East, Lagoon Mall, Doha](#) - 4433 5598
- [Modern Home, 51 East, Al Maha Center, Salwa Rd, Doha](#) - 4433 5533
- [FNAC, Doha Festival City Mall, Umm Salal Mohammed](#) - 4436 2222

## 10.4 | For your reference

<b>Important numbers</b>	
Admissions and inquiries	<b>4454 8191</b>
Finance Office	<b>4454 8280</b>
Security Office	<b>4454 8192</b>
Katara Emergency Services	<b>4408 0803</b>

<b>Personnel</b>	
Director of Qatar Music Academy	<b>Mr. Zlatan Fazlić</b>
Head of Western Music	<b>Dr. Ozgur Mert Esen</b>
Head of Arab Music	<b>Mr. Taoufik Mirkhan</b>
Finance Officer (Payments)	<b>Ms. Jaynab Nishi</b>
School Secretary (Admissions and inquiries)	<b>Ms. Naja Palokkoden</b>
School Secretary (Stationary and accessories)	<b>Ms. Rafif Nasr</b>