2015 Student Handbook

Your creative journey starts here...
Academic Year

The School's academic year consists of two semesters. Each semester is comprised of 16 weeks of course work and one week of assessment divided across two terms. Student enrolment is on a semester-by-semester basis.

2015 Academic Dates

Semester 1
Enrolment closing date:
Continuing students...........28 Nov 2014
Application closing date:
New students.....................5 Jan 2015
Enrolment closing date:
New students.................20 Jan 2015
Term 1.........................9 Feb – 3 Apr 2015
Term 2.........................20 Apr – 12 Jun 2015
Assessment Week.............15 – 19 Jun 2015
Census Date.....................9 Mar 2015

Semester 2
Enrolment closing date:
Continuing students...........9 Jun 2015
Application closing date:
New students.....................9 Jun 2015
Enrolment closing date:
New students.................22 Jun 2015
Term 3..........................13 Jul – 4 Sept 2015
Term 4..........................21 Sept – 13 Nov 2015
Assessment Week.............16 – 20 Nov 2015
Census Date...................10 Aug 2015

2015 Public Holidays
Thurs 1 Jan..............................New Year’s Day
Mon 26 Jan...........................Australia Day
Mon 9 Mar............................March Public Holiday
Fri 3 Apr...............................Good Friday
Mon 6 Apr.............................Easter Monday
Sat 25 Apr...........................Anzac Day
Mon 8 Jun.............................Queen’s Birthday
Mon 5 Oct..............................Labour Day
Fri 25 Dec...........................Christmas Day
Mon 28 Dec........................Proclamation Day

Public Holiday Classes
Classes may or may not be conducted on public holidays so please check with the lecturer to confirm arrangements. Classes that are cancelled on public holidays may be rescheduled for a time convenient to the majority of class members.

2015 Key Dates*
Mon 9 Feb..............................New Student Orientation Day
(Mon 13 Jul).........................New Student Orientation Day
(Semester 2)
Sun 14 & Mon 15 Jun...............Tertiary Careers Expo
Sun 16 Aug............................Open Day
Aug (date TBC).....................Prospective Student Information Evening

* Dates are correct at the time of printing in March 2015.

Please check with the School to confirm or refer to the website for the latest information.

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[via Gate 1, 226 Fullarton Road]
T 08 8299 7300 F 08 8172 0504
info@acsa.sa.edu.au
www.acsa.sa.edu.au
CEO’s Welcome

Welcome

On behalf of the faculty and staff, I welcome you to the Adelaide Central School of Art community. I trust this will be an exciting and fulfilling academic year for you and we look forward to following your progress through our degree program.

This Student Handbook provides important information about the School, our degree courses, staff, services, policies, procedures and facilities and also outlines the responsibilities of our students while studying at the School. I strongly encourage you to read the Handbook in its entirety and refer to it as the year progresses. I also encourage you to make the most of our friendly and capable administration team who are ready to assist with all your enquiries.

Adelaide Central School of Art is an independent, not-for-profit, accredited Higher Education Provider, delivering intensive training for students looking to develop careers as practising artists. Our studio-based teaching program cultivates sophisticated practical skills, underpinned by intensive conceptual investigation.

In your time at the School you will experience a learning environment that is both challenging and supportive. Small class sizes and focused one-on-one interaction with lecturers ensures you have the ideal opportunity to develop as an artist. The School offers both day and evening classes, with flexible study plans catering to both full-time and part-time students. Our extended 34-week academic year maximises studio time providing enhanced learning opportunities.

As a single-focus art school all classes are led by lecturers who are leading practitioners in their field. You will benefit from the range of experience and expertise offered by our staff of respected contemporary artists, writers and curators. The School prides itself on the quality of our teaching faculty and actively supports and promotes their success.

The School’s move to the Glenside Cultural Precinct in 2013 expanded its operational capacity, offering enhanced facilities and improved amenities for students and staff. Our on-site student studios for level 3 and 4 students help create a collegiate atmosphere of shared initiative, discovery and support.

In 2014, the School continued developing new opportunities for students and graduates. Among other activities, we launched the inaugural $5000 Arkaba Commission for Adelaide Central School of Art Graduates and held Drawing Month, a program of exhibitions, events and workshops exploring contemporary Australian drawing and incorporating the work of 13 local and interstate artists.

2015 promises to be another exciting year with a dynamic exhibition program in Adelaide Central Gallery and an extended program of exhibitions and events in the Teaching & Studio Building. Students will benefit from recent curriculum developments, including a new elective unit in Video and Performance and an extended Contemporary Studio Practice course. In addition to the degree program and our short courses, the School will also launch the Adelaide Central Atelier Academy, offering a series of specialist courses providing intensive technical training in key disciplines.

Adelaide Central School of Art is more than a school of excellence: it is an intense community of committed students, artists and educators. I urge you to be actively involved with the visual arts community both here in Adelaide and throughout Australia and to make the most of your experience studying with us. It will be a unique period in your life, marked by successes and failures, breakthroughs, frustrations and constant discovery. Stay focused and ambitious, embrace the challenge and enjoy the journey.

Ingrid Kellenbach, CEO
The School

Mission
Adelaide Central School of Art will stand for excellence in the education and training of a wide community of visual artists, and for the quality and success of its graduates and teachers in the visual arts field. It will have a solid reputation locally, nationally and internationally, and be the institution of choice for future practising artists.

Goals
The School’s goals encompass artistic, educational and social responsibilities.

Artistic
The School encourages traditional, contemporary and innovative approaches to visual art while showing respect for cultural difference and traditions. To achieve these goals it is inclusive, progressive, national and international. It promotes cross-cultural learning and encourages intellectual enquiry, intuition, practical skills and passion.

Educational
The School enables learning in an environment of creativity and excellence that empowers the individual to maximise their skills, knowledge and commitment to the artistic profession.

Social
The School assists students, faculty and staff to strive for a sense of community and belonging through local, national and international networks, and supports its community to be part of a broader artistic society.

History
Founded in 1982 by Rod Taylor, Adelaide Central School of Art has successfully established itself as a school of excellence in both teaching practices and student success. The School achieved accreditation for its first award courses in 1994, offering a one year Certificate IV and three year Diploma of Visual Art. In 1998 the School became a Higher Education Provider offering a four year Bachelor of Visual Art program. In 2008 the School was approved to offer the FEE-HELP loan scheme which allowed students to defer their fees through a government loan.

In 2010 the School initiated a restructuring of its course offerings, moving from a four year degree program, to a three year Bachelor of Visual Art degree, with a fourth year offered as an Honours year to high achieving students.

In 2011, Adelaide Central School of Art received approval from the Department of Further Education, Employment, Science and Technology (DFEEST) for these new courses, aligning them with national standards, and offering academic parity with other tertiary institutions in Australia.

In August 2012, the South Australian Government granted Adelaide Central School of Art a 50-year lease for two heritage buildings at the Glenside Cultural Precinct. The new School campus is adjacent to the Adelaide Film Studios, home of the South Australian Film Corporation and related creative enterprises, in a vibrant arts and learning community.

The School’s move to expanded premises within the Glenside Cultural Precinct, just on the outskirts of the Adelaide CBD, enabled the School to extend its programs and provide increased opportunities for students, staff and the community at large.

In 2013 the School received approval from the Tertiary Education Quality and Standards Agency (TEQSA), for the School’s renewal of registration for the maximum period of seven years until 31 Oct 2020 as a ‘Higher Education Provider’ under Section 35 of the Tertiary Education Quality and Standards Agency Act 2011 (the TEQSA Act).

Today the School maintains its enviable and unique position in the South Australian visual arts sector.
Affiliations

Helpmann Academy
In 1998 the School became an affiliate member of the Helpmann Academy: a unique partnership of the skills and talents of South Australia’s tertiary institutions. The School is actively involved in furthering the relationship between tertiary institutions through the auspices of the Helpmann Academy. This has resulted in a number of collaborative initiatives between the partner institutions, including Drawing Month in 2014. The annual Helpmann Academy Graduates’ Exhibition is recognised as a significant event in the arts calendar, and Adelaide Central School of Art graduates are well represented in this exhibition. The School encourages students to subscribe to the Academy’s mailing list to receive regular updates on their programs and opportunities.

New York Studio School of Painting, Drawing and Sculpture
The School has developed a special relationship with the New York Studio School and staff from both Schools conduct occasional workshops to maintain the international connection. The two Schools share a similar vision based on studio practice, and this mutual recognition will continue to strengthen their academic and cultural ties. Graham Nickson, the Dean of the New York Studio School (NYSS), has visited the School to conduct the internationally renowned Drawing and Painting Marathon. This intense two-week event has attracted national and international artists, along with serious practitioners and students.

Painting Group
The Adelaide Central School of Art Painting Group supports the School and maintains close links with the School community, and between graduates and former students. Membership details are available from Administration. The group meet for a weekly painting session at the School, usually on a Monday morning.

Affiliated Studios
Central Studios, situated in Grote Street, Adelaide, is a group of independent, professional visual artists working in association with the School. Many of the artists are lecturers and graduates of the School and students are able to liaise with the artists and observe first-hand how professional artists work and develop their careers.

Fontanelle, Ripple Artist, Mint Studios, Floating Goose, The Mill and Switchboard Studios also accommodate a number of the School’s graduates and lecturers. Other studio collectives are being formed as the School’s students graduate and seek collegiate support while developing their emerging careers.

Hatched National Graduate Exhibition
Each year outstanding graduates from the School are invited to participate in the major graduate exhibition Hatched, staged by the Perth Institute of Contemporary Art (PICA). This is the major national showcase for recently graduated visual art students from across Australia.

Visiting Academics and Artists
The School is committed to hosting artists and academics who add to the richness of discourse in contemporary art practice. The School has staged Masterclasses presented by Christopher Orchard, Godwin Bradbeer, Anna Platten and Chelsea Lehmann, and hosted visiting academics Terence Maloon, Aida Tomescu, Dr Barbara Bolt, Prof. Jon Cattapan and Digby DeBruin.
Organisation and Governance

Adelaide Central School of Art is an incorporated association, managed by a Board of Governors. Its principal committee is the Finance, Audit and Governance Committee.

The Board of Governors is responsible for overseeing the sound governance and financial management of the School.

The Academic Board is responsible for advising the Board of Governors on all matters of academic policy, performance and achievement.

The Academic Committee is responsible for the development of the academic curriculum, and all matters pertaining to teaching and learning.

Staff

Administration

Ingrid Kellenbach  Chief Executive Officer
Anna OLoughlin  Academic Administrator
Gloria Strzelecki  Gallery Manager
James Edwards  Gallery Assistant
Michael Bishop  Finance Officer
Luke Thurgate  Project Manager
Andrew Herpich  Administration Assistant
Angela Dawes  Administration (Special Projects)

Catherine Kerrigan  Librarian
Gino Hrvatin  Maintenance
Michael Bishop  First Aid Officer
Johnnie Dady  First Aid Officer
Roy Ananda  First Aid Officer

Board of Governors

Alan Young AM, Chair
Nicholas Linke, Deputy Chair
Cathy Simons, Finance Committee Chair
Stephanie Ockenden
Anna Davison
Associate Professor Barbara Bolt
Adjunct Professor Kay Lawrence
Mary-Jean Richardson, Head of Department Rep
Ingrid Kellenbach, CEO

Academic Board

Adjunct Professor Kay Lawrence, Chair
Dr Joy McEntee
Tim O’Shea
Fiona Salmon
Roy Ananda, Head of Department Rep
Sally Parnis, Graduate Rep
Mary-Jean Richardson, BVA/BVA Hons Coordinator
Ingrid Kellenbach, CEO

Academic Committee

Ingrid Kellenbach, Chair
Roy Ananda, Head of Drawing
Nicholas Folland, Head of Sculpture and Head of Contemporary Studies
Mary-Jean Richardson, BVA and Honours Coordinator and Head of Painting
Sera Waters, Head of Art History & Theory

BVA and Honours Coordinator
Mary-Jean Richardson

Department of Drawing

Roy Ananda, Head of Department
Melanie Brown
Johnnie Dady
James Dodd
Trena Everuss
Rob Gutteridge
Jessica Mara
Christopher Orchard
Yve Thompson
Luke Thurgate

Department of Painting

Mary-Jean Richardson, Head of Department
Daryl Austin
Melanie Brown
Nona Burden
Deidre But-Husaim
Rob Gutteridge
Jessica Mara

Department of Sculpture

Nicholas Folland, Head of Department
Roy Ananda
Johnnie Dady
Julia Robinson

Department of Art History and Theory

Sera Waters, Head of Department
Jack Cross
Zoe Freney
Dr Andrew Deaeman
Geoff Gibbons
John Neylon
Sara White

Department of Contemporary Studies

Nicholas Folland, Head of Department
James Dodd
Sasha Grbich
Dr Sue Kneebone
Julia Robinson
Luke Thurgate
Course Information

Teaching and Learning Plan
The School has a comprehensive Teaching and Learning Plan that provides guidelines for both students and staff on how to contribute to the School’s vision for a unique and supportive learning environment. The Plan is available from the School’s website.

Bachelor of Visual Art
The Bachelor of Visual Art is organised into three levels over three years and requires the completion of units that equal 144 credit points. Levels 1 and 2 are focused on building skills in fundamental aspects of visual art: Contemporary Studio Practice, Drawing, Painting, Sculpture, Foundation Studies, and Art History and Theory. Level 3 is designed to enable students to immerse themselves in their art practice, and to support them to draw together the skills and knowledge gained over the previous years of study. Students receive grounding in Professional Studies, so they can effectively manage their professional art practice and market themselves and their work.

On completion of the Bachelor of Visual Art, graduates are equipped to practise as independent visual artists, able to research and develop their visual arts practice over lifelong careers, and can pursue employment opportunities in related visual art occupations.

Associate Degree of Visual Art
The Associate Degree is a two year entry level program that provides students with basic skills in fundamental aspects of visual art. The course comprises Levels 1 and 2 (96 credit points) of the Bachelor Visual Art and includes: Drawing, Painting, Sculpture, Foundation Studies, Art History and Theory, and Contemporary Studio Practice.

Students who complete the Associate Degree of Visual Art can elect to complete a third year of full-time (or equivalent part-time) study to gain the Bachelor of Visual Art. The Associate Degree also offers an exit point from the Bachelor Visual Art, enabling students who have completed Levels 1 and 2 to graduate with a stand-alone qualification.

Students graduating with the Associate Degree will be equipped to practise as visual artists, or in related occupations in a variety of employment contexts. The Associate Degree also provides students with the research and study skills necessary for developing their practice further.

Bachelor of Visual Art (Honours)
The Bachelor of Visual Art (Honours) program provides students with an opportunity to develop advanced skills and knowledge in their chosen visual arts discipline. There is particular emphasis on research and students concurrently pursue an area of interest through sustained engagement in studio-based practice. Students develop a unique and original body of artwork at a high level that embodies substantial reflection on the nature of contemporary visual art practice.

The Bachelor of Visual Art (Honours) program offers graduates the foundation and pathway for Masters or Doctoral levels of practice and research in the visual arts. Bachelor of Visual Art (Honours) may only be studied on a full-time basis. Entry to the Honours program is by a written application and includes a project proposal and portfolio interview.

Accreditation
The award courses at Adelaide Central School of Art have been accredited under the Training and Skills Development Act 2008 and the school is registered in the category of “Higher Education Provider” under Section 35 of the Tertiary Education Quality and Standards Agency Act 2011 (the TEQSA Act).
The School’s Award courses have been assessed by professional educators and deemed to be of equivalent standing to similar courses offered by other recognised tertiary institutions, and satisfies the national accreditation principles that lead to qualifications under the Australian Qualifications Framework (AQF).

Centrelink
Students enrolled in 75% or more of the full-time load may be eligible to apply for Centrelink benefits (such as Youth Allowance, Austudy and Abstudy) and should enquire directly to their local Centrelink office.

Please note: 75% workload is equal to 18 credit points per semester.

Core Units
Core units are essential elements of the visual arts curriculum. At Level 1, the core units are General Drawing, Life Drawing, Art History and Theory, and Foundation Studies; these are fundamental to visual arts training and form the foundation for further study.

Elective Units
An elective is a unit that counts towards the completion of the course, but is not a compulsory unit of study. The intention of the elective is to add greater breadth of experience and enable students to pursue their interests. At Levels 2 and 3, electives can either be course units or cross-institutional study in consultation with the lecturer/supervisor. Please see page 18 for details on cross-institutional study. The application form for cross-institutional study is available from the School’s website.

Levels
Units are graded into levels to identify a progression through the courses. Most Level 1 units have no pre-requisites; however, some have co-requisites. Students are required to successfully complete a subject unit at Level 1 before progressing on to Level 2 of that subject, unless granted Recognition of Prior Learning (for more details see page 18). At Level 3, Art History and Theory 3:1 must be completed as a co-requisite with Studio Practice 3:1.

Unit Coding
Each unit is identified by an alpha-numeric code eg 1:1, 1:2, 2:1, 2:2. The first digit indicates the unit level; the second digit indicates the semester unit; each unit is then divided into part a and part b. Generally, students progress through a subject in a numerically sequential order for example; 1:1a > 1:1b > 1:2a > 1:2b > 2:1a … > 3:2b.

Studio Practice
The Studio Practice units comprise study in the area in which the student wishes to pursue a specialisation. The Level 2 Contemporary Studio Practice unit bridges the structured course work of Level 2 and the independent practice required at Level 3.

Level 3 student course work is focused on independent Studio Practice. In Semester 1, students experiment and work across various media under the guidance of a group facilitator and within the structure of set projects. In Semester 2, students undertake a project of their own devising, working with the guidance of an individual supervisor.

Level 3 students can attend, but will not be assessed for, Level 2 classes that support their Studio Practice. Students must seek approval from the Academic Administrator before joining any Level 2 class, as conditions apply (see the Level 3 Course Information Booklet). Weekly technical support is offered to facilitate students’ projects.

Course Outlines
Comprehensive course outlines, detailing course content, assessment and reading lists are provided to students at the beginning of each course.

Other Programs
In addition to award programs, the School offers short courses, a Summer School, workshops, masterclasses, secondary student workshops, artist talks and public seminars. In 2015 the School will launch the Atelier Academy, a new program of specialist courses. All of these programs are listed online and promoted through the School’s Facebook page.

Terminology
- An award course is a program of study leading to a qualification, eg Bachelor of Visual Art.
- A unit is a set course of work in one subject area, and is usually one semester in duration.
- Core and elective units combine to make up an award course.
- EFTSL (Equivalent Full-Time Student Load) is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis. One year of full-time study equals 1.0 EFTSL.
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<th>Course Code</th>
<th>Course Unit</th>
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* Equivalent Full-Time Student Load
## 2015 Course Sequence

### Level 1

<table>
<thead>
<tr>
<th>Course Unit Code</th>
<th>Elective</th>
<th>Contact hrs p/wk</th>
<th>Personal study hrs p/wk</th>
<th>Credit points</th>
<th>EFTSL*</th>
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<td>2.5</td>
<td>4</td>
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<td>SC11</td>
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<td>3.5</td>
<td>2.5</td>
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<tr>
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### Level 2

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### Level 3

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</tbody>
</table>

PLUS Level 1 or 2 Elective Units or CIS† 3.5 2.5 4 .083

* Equivalent Full-Time Student Load
† Cross Institutional Study
Assessment

Assessment is a core academic activity and an essential component of the teaching and learning process. Through assessment we encourage student learning, and monitor student achievements and the effectiveness of the learning environment.

Assessment in the Semester Units
At the start of each semester students receive a course content sheet for each unit they are enrolled in, which describes the assessment tasks. Two types of assessment are used:

Formative Assessment
The formative assessment is an informal continuous assessment, providing feedback as students work on either set projects or self-initiated projects. If students are unsure of their progress while completing projects, they should speak to their lecturer or make an appointment with the relevant Head of Department.

Summative Assessment
The summative assessment is the official assessment of student work given at the end of the project or semester unit. This provides feedback on overall performance against the stated learning outcomes through the awarding of a mark and/or grade.

Critiques
Critiques are an integral part of assessment and form part of the educational approach of the School. The primary purpose of a critique is to provide clear and constructive feedback on work students have presented. The aim of a critique is to assist students to gain:

• an increased insight and knowledge of how successful they have been in dealing with the agreed project in terms of their own objectives and intentions,
• an awareness of their work within broader dialogue and approaches,
• experience in articulating their own objectives and intentions in relation to the project, and
• an increased capacity to reassess the way their work is perceived and to make changes to improve its conceptual and visual qualities.

Assessment Requirements
Completion of Assessment Work
Students must complete all project requirements for the semester unit in which they are enrolled.

Full details of the attendance requirements are explained in the Student Code of Conduct on Page 24 and are available from the School’s website.

Completion of the Associate Degree of Visual Art
The degree will be conferred on the basis of satisfactory completion of all the units comprising the program, taking into account any status or Recognition of Prior Learning (RPL) which may have been granted.

Bachelor of Visual Art Final Assessment
The final stage of completing the Bachelor of Visual Art is an examination by an independent assessment panel following a formal presentation by the student of their work, accompanied by a written synopsis.

Students must have successfully completed all subject units for Level 3 before applying to be examined for their degree.

An application for a final examination must be made on the appropriate form and be signed by the Academic Administrator to confirm/record that all the requirements for the subject units have been completed.

The results of all units of study and the final examination will be given using the School’s grading system: High Distinction, Distinction, Credit, Pass, Fail.

Graduates will receive an overall grade for the Bachelor of Visual Art which is a combination of grades from Art History and Theory 3, Studio Practice 3 and the final examination.

Bachelor of Visual Art (Hons) Final Assessment
The final stage of completing the Bachelor of Visual Art (Hons) is an examination by an independent assessment panel following a formal presentation by the student of their work, accompanied by an exegesis.

Completion of the Bachelor of Visual Art and Bachelor of Visual Art (Hons)
The degree will be conferred on the basis of satisfactory completion of all the units comprising the program, and the final examination, taking into account Recognition of Prior Learning (RPL) that may have been granted.
Result Withheld (Extension)
Where a student has been unable to complete the required work for assessment by the assessment deadline, a two week extension of time may be sought. In this case a Result Withheld (RW) will be noted on the class assessment sheet. An extension will not exceed two weeks unless there are exceptional medical or compassionate circumstances. Application for an extension is the student’s responsibility, and should be made on the Application for Extension form available from the School’s website or Administration.

Conditions: Result Withheld (Extension)
• A student given a Result Withheld notation can re-enrol for the subsequent semester, pending the outcome of the final assessment.
• Only one Result Withheld (Extension) can be granted for each unit in any one semester, unless there are exceptional medical or compassionate circumstances.
• If work is not completed by the extended deadline but handed in after the extension due date, the work will be graded according to the sliding scale.
• Work will not be accepted after two weeks past the extension due date and a Fail will be registered unless there are exceptional circumstances, in which case a supplementary assessment may be offered.

Procedures: Result Withheld (Extension)
• The student completes an Application for Extension form (available from the School’s website), recording the assignment details, the original due date for the assignment and the two week extension due date.
• The student requests approval for the extension from the lecturer. If approved, the lecturer signs the Application for Extension form.
• The student then lodges the Application for Extension form with the Academic Administrator.
• The Academic Administrator determines if an extension is to be granted based on the evidence provided.
• If the extension is approved, the Academic Administrator signs the form to confirm the extension due date.
• If the evidence is not sufficient to grant an extension, the student is notified immediately.
• The Academic Administrator notifies the lecturer that the student has been approved for an extension.
• The RW (Result Withheld) notation and extension due date is recorded on the Class Assessment Sheet.

Sliding Scale for Marking Late Assessment Work
For each day that passes after the due date (or extension due date), the final mark will be adjusted down by 3% per day, eg:
• One day AFTER the agreed due date (or the agreed extension due date), assessment work is marked out of 97%
• Three days late: 91%
• Five days late: 85%

Penalties for Late Submission of Assessment Work (Without an Extension)
If assessment work is handed in after the due date without an extension being approved, the work will be graded according to the sliding scale above.
Work will not be accepted more than two weeks past the due date and a Fail will be registered unless there are exceptional circumstances.

Moderation
Students’ work in projects and assignments will be marked by the lecturer in charge of the semester unit. The marks in a semester unit will be moderated by the relevant Head of Department or by a senior faculty member if the course is taught by a Head of Department.

Recording Assessments
• Project marks will be recorded by the lecturer on the Class Assessment Sheet.
• A final percentage mark and grade for each student in the class will be recorded at the end of the semester.
• Final grades for the semester unit will not be deemed official until after the moderation of assessments.
• Final grades only are recorded on official academic transcripts.
• Records of students’ academic performance will be kept. Students will be provided access to these records on request.
• Final semester marks are available four weeks after the end of semester. This does not include results for work submitted late. Students can access their marks through the School’s website.
• To ensure student confidentiality and compliance with privacy legislation, the School will not discuss students’ results with any other party, release results over the phone or to another party (without written consent from the student).
Supplementary Assessment and Reassessment

Supplementary Assessment Procedure

1. Application for Supplementary Assessment
   A student may request a supplementary assessment by completing the official application form available from Administration and the School’s website. The completed form and supporting documentation must be submitted to the Academic Administrator. Medical certificates must clearly indicate the period for which they apply.
   The student must apply for the supplementary assessment within a reasonable timeframe, generally no more than 14 calendar days after the due date of the original assessment task.

2. Notification of Outcome of Application
   The Academic Administrator will notify the student of one of the following outcomes within 7 calendar days of receiving the application for supplementary assessment, either:
   a. the application is unsuccessful; in which case the student will be informed of the reasons for the decision; or
   b. the student will be granted a supplementary assessment; in which case the lecturer will determine and notify the student of the nature of the supplementary assessment task and the due date for submission.
   If the application has been approved, the Application for Supplementary Assessment Form must be signed by both the lecturer and Academic Administrator.

3. Assessment and Grading of Supplementary Assessment Task
   The lecturer will assess the supplementary assessment project and the grade will be moderated by another lecturer within the same faculty. The lecturer will notify the student of their grade within 14 calendar days of receiving the work.
   As supplementary assessments are approved on medical/compassionate grounds, the full range of grades will be available.
   All students receive a single final grade for each course unit, whether or not a supplementary assessment or other redemptive work was necessary to achieve that grade. No indication of the supplementary assessment will appear on the official academic transcript.

4. Appealing a Decision
   Students can refer to the Academic Grievance Procedures for:
   • Appeals against a decision not to award a supplementary assessment on medical/compassionate grounds.
   • Appeals against a grade awarded for a supplementary assessment.
   A student will not be eligible to apply for a second supplementary assessment of the same assessment task.

Reassessment

Students may request a resubmission or reassessment of an assessment task based on academic grounds.

Resubmission of an Assessment Task

Grounds for Applying for a Resubmission
   Students who have received a fail grade within the range of 45-49% may be eligible to apply for a resubmission. This process may also be initiated by the lecturer.
   Submitting an application for a resubmission is no guarantee of approval. Applications will be assessed on a case-by-case basis, but possible grounds for refusing an application may include cases whereby:
   • the Fail grade was awarded because the assessment task was incomplete, or
   • the Fail grade was in part a result of marks deducted for late submission, or
   • there is a pre-existing Academic Counselling Plan signed by the lecturer and student which details conditions relating to the reassessment of work.

Resubmission Procedure

1. Application for Resubmission
   A student may request to resubmit an assessment task by completing the official Application for Reassessment Form (available from Administration and the School’s website). The completed form must be submitted to the Academic Administrator.

2. Notification of Outcome of Application
   The Academic Administrator will notify the student of one of the following outcomes within 7 calendar days of receiving the application for resubmission, either:

Grounds for Supplementary Assessment

A student may apply for a supplementary assessment on medical/compassionate grounds if the student believes that illness or other special circumstances have significantly impaired or will significantly impair his/her performance.

Applications will be assessed on a case-by-case basis and students should be aware that submitting an application for supplementary assessment is no guarantee of approval.

Generally, the School does not consider minor ailments as sufficient grounds for supplementary assessment.
a. the application is unsuccessful, in which case the student will be informed of the reasons for the decision; or
b. the student is eligible to resubmit, in which case the student will be notified of the due date for the resubmission. The due date should not exceed 14 calendar days from the date of notification.

If the application has been approved, the Application for Reassessment Form must be signed by both the lecturer and Academic Administrator.

3. Assessment and Grading of Resubmission
The lecturer will assess the resubmission and notify the student of their grade within 14 calendar days of receiving the work. If appropriate, the grade will be moderated by another lecturer within the same faculty.

Only the grades of P (Pass) and F (Fail) will be awarded. The results of the resubmission will not be graded above the level of 50% Pass.

The student should be aware that the result determined from the resubmission represents the final grade.

All students receive a single final grade for each course unit, whether or not any form of secondary assessment was necessary to achieve that grade. No indication of the resubmission will appear on the official academic transcript.

4. Appealing a Decision
For appeals against a decision not to permit a resubmission, students can refer to the Academic Grievance Procedures. A student will not be eligible to apply for a second resubmission of the same assessment task.

Re-marking of an Assessment Task
The re-marking of an assessment task is the reassessment of the same piece of work, unlike a supplementary assessment.

Grounds for Requesting a Re-mark
Students can only request the re-marking of an assessment task based on grounds of a failure in procedure and/or where the student can demonstrate that their work has been inappropriately marked based on the assessment criteria. Examples of valid grounds for a request for re-mark may include:

- The assessment result was not based on the assessment methods specified in the course information documents.
- Progress was disadvantaged due to issues relating to teaching and feedback. Please note students are expected to raise these issues as they arise in accordance with 7.1 of the Student Grievance Policy.
- Written/verbal feedback is inconsistent with the assessment result.

In cases where assessment tasks have been moderated, this may be considered sufficient grounds for refusing a request for a re-mark.

1. Application for a Re-mark
A student may request a re-mark by completing the official Application for Reassessment Form (available from Administration and the School’s website). The completed form must be submitted to the Academic Administrator.

The student must apply for the remark within a reasonable timeframe, generally no more than 7 calendar days after being notified of the result of the assessment task.

2. Notification of Outcome of Application
Once the request has been received, the Academic Administrator will determine if there are grounds for a re-mark, in consultation with the Head of Department when necessary.

The Academic Administrator will notify the student in writing as to whether the request has been granted within 7 calendar days. If the request is not granted, the Academic Administrator will also provide feedback on why the request was denied when notifying the student of the outcome.

3. Assessment and Notification of Final Grade
Where a re-mark is granted, the work in its original form will need to be submitted to the Academic Administrator. The lecturer who initially marked the work will be required to confirm that the work has not been changed since it was originally submitted. The re-mark will then be conducted by a different lecturer within the same Department, to be determined by the Academic Administrator. The lecturer conducting the re-mark will not be provided with the details of the student’s original mark.

Once the work has been received by the Academic Administrator, the re-mark should be completed and the student notified in writing of the outcome within 14 calendar days.

Where there is a change to the result, the Head of Department must approve the change prior to the student being notified.

The student should be aware that the result determined from the re-marking represents the final grade.

4. Appealing a Decision
For appeals against a decision not to award a re-mark, students can refer to the Academic Grievance Procedures. A student will not be eligible to apply for a second re-mark.
Marking Scale for Associate Degree of Visual Art and Bachelor of Visual Art

A final grade is the grade awarded for a semester unit of work. Grades are awarded on the following guidelines:

**High Distinction (HD)**
The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated the acquisition of an advanced level of knowledge, understanding, competencies, or skills required for meeting topic objectives and passing the range of topic elements at the highest level.
The student would normally have attained an in-depth knowledge of program content and undertaken extensive wider reading or activity beyond that which is required or expected.
The student would have consistently demonstrated a high level of proficiency at applying a range of approaches, methodologies and conceptual tools and combining a knowledge of the subject matter of the topic displaying an elevated capacity for original and creative thinking.
The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given topic level. A score in the range of 85 – 100 will be awarded.

**Distinction (DN)**
The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has demonstrated advanced knowledge, understanding, competencies, or skills required for meeting topic objectives and completing assessment exercises at a high standard.
The student would normally have attained an advanced knowledge of program content beyond that which is required and expected. Students will have demonstrated a broad familiarity with and facility at applying a range of approaches, methodologies and conceptual tools. The grade should reflect very high quality work which shows the student generally works at a level which is beyond the requirements of the assessment exercise and is developing a capacity for original and creative thinking. A score in the range of 75 – 84 will be awarded.

**Credit (CR)**
The grade will be awarded where there is evidence that a student has undertaken all of the required core work for the topic and additional work in wider areas relevant to the topic, and has demonstrated a sound level of knowledge, understanding, competencies, or skills required for meeting topic objectives and completing assessment exercises at a proficient standard.
The student would normally have attained a sound knowledge of program content and, as appropriate, wider thinking, and demonstrated familiarity with and the ability to apply a range of major approaches, methodologies and conceptual tools.
Students should have a reasonable opportunity of reaching this grade provided they have completed all course requirements, demonstrated proficiency in the full range of course objectives and shown considerable evidence of a sound capacity to work with the range of relevant subject matter. A score in the range of 65 – 74 will be awarded.

**Pass (P)**
The grade will be awarded where there is evidence that a student has undertaken the required core work for the topic and has demonstrated sound knowledge, understanding, competencies, or skills required for meeting program objectives and satisfactorily completing essential assessment exercises.
The student would normally have attained a sound knowledge of matter contained in set texts or reading materials, demonstrated a good general level of familiarity with matter contained in the program, and demonstrated some familiarity with major approaches, methodologies and conceptual tools. A score in the range of 50 – 64 will be awarded.

**Fail (F)**
The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in the topic or has failed to complete essential topic elements or required assessment tasks at an acceptable level, in accordance with topic objectives. A score in the range of 0 – 49 will be awarded.

**Marking Scale and Honours Classes for Bachelor of Visual Art (Hons)**

- **85 –100 HD / H1 Honours First Class**
  Reserved for the most outstanding examples of scholarship.
- **75 – 84 DN / H2A Honours Second Class A**
  Reflects a high level of scholarship and performance in both the coursework and research components of the program.
- **65 – 74 CR / H2B Honours Second Class B**
  Reflects a substantial performance in application and scholarship throughout the program.
- **50 – 64 P / H3 Honours Third Class**
  Reflects performance at a satisfactory level and indicates completion of the requirements associated with an honours program of study.
- **49 and less Fail**
  Unsatisfactory performance in the program.

**Posting of Grades**
Students are provided with a link to access their grades which are posted online within four weeks after the end of semester.

**Appeals against final grades**
Students who are dissatisfied with their assessments can follow the process outlined in the Student Grievance Policy and Procedure which are published on the School’s website.
Admission and Enrolment Procedures

Application
An application form must be completed by prospective students for all courses. Only one application form can be accepted from each applicant.

The School has two intakes each year for the Associate Degree and Bachelor of Visual Art. There is one intake each year for the Bachelor of Visual Art (Hons). Application closing dates are listed on page 1 of this handbook. Application forms are available from the School’s website and set out the required documentation. In many cases, applicants will be invited to attend an application interview prior to acceptance into the course.

Successful applicants will receive enrolment information with a Letter of Offer.

Enrolment
All students must be formally enrolled to participate in classes. Students are advised that it is their personal responsibility to ensure they are correctly enrolled and advise Administration in writing of any changes. Failure to advise the Academic Administrator about an incorrect record by the approved Census Date can result in both academic and financial penalties.

Both full-time and part-time enrolment is on a semester by semester basis and continuing students are required to complete the Student Enrolment form (available from the School’s website) prior to the enrolment due date for each semester.

Enrolment and payment should be finalised as early as possible to secure a place in any continuing subject.

The Student Liaison Officer is available by appointment to provide advice and discuss issues relating to subject choices, workload and timetable arrangements.

Terms and Conditions of Enrolment
All students must read and agree to the School’s Terms and Conditions of Enrolment prior to enrolling in their course.

Payment of Fees
Fees are updated and published annually.

For further information please refer to the 2015 Schedule of Fees in this handbook (see page 31). The current Schedule of Fees is available from the School’s website.

- The student agrees to pay the tuition fees, student services and amenities fees and additional charges in accordance with the 2015 Schedule of Fees.
- Tuition fees do not include art materials, equipment or educational materials required for course units.
- Tuition fees may be paid directly to Adelaide Central School of Art or through the Commonwealth Government’s FEE-HELP student loan scheme. The Student Services and Amenities fees may be paid directly to Adelaide Central School of Art or through the Commonwealth Government’s SA-HELP student loan scheme.
- Payment of semester fees in full / FEE-HELP and SA-HELP applications / instalment deposit must be received no later than the enrolment closing date as per the 2015 Schedule of Fees.

Commencing Students
Commencing students are required to enrol as specified in the enrolment instructions included with their Letter of Offer.

Students are expected to maintain accuracy of their enrolment details using approved forms of communication either in writing or on appropriate forms. Verbal amendments to enrolment details are not accepted.

The School will consider a commencing student enrolled upon completion of the following:

- Application for admission
- Acceptance of the offer of admission to a specified program according to the prescribed instructions
- Provision of documentation for proof of identity and Australian Citizenship or Permanent Residence
- Completion of the enrolment form, including unit selection and declaration agreeing to the Terms and Conditions of Enrolment
- Payment of all tuition fees, Student Services and Amenities fees and any other compulsory fees by the prescribed date for their enrolment to be valid. Failure to pay fees by the prescribed date will lead to termination of enrolment
- Completion of any other procedures required by the School
Continuing Students
All students are required to enrol formally for the academic period in a program of study in accordance with the rules of the course in which they are enrolled. Continuing students will be considered enrolled on completion of the following requirements:

- Completion and submission of the enrolment form by the enrolment due date.
- Enrolling in units for each semester where all pre-requisites and co-requisites have been met.
- Payment of all tuition fees, Student Services and Amenities fees and any other compulsory fees by the prescribed date for their enrolment to be valid. Failure to pay fees by the prescribed date will lead to termination of enrolment.
- Valid enrolment by the census date or the student will be regarded as having deferred or withdrawn from the course.

Late Enrolment
Late enrolment is defined as the completion of any enrolment requirements after the deadline specified by the School. The School will consider all applications for late enrolment and may:

- Approve the late enrolment and impose a late fee, or
- Approve the late enrolment without penalty (exceptional circumstances only), or
- Refuse the late enrolment.

Late fee penalties are determined each year (and published in the Schedule of Fees on page 31 - an updated schedule is available from the School's website) and are subject to change.

Availability of Course Units
Prospective students are advised to enquire with the School about availability of course units prior to enrolling.

The School reserves the right to:

- Cancel any course for which there are insufficient enrolments.
- Substitute lecturers.

The School may impose enrolment quotas on particular subjects when there are space and resource restraints. Quotas may be modified by the Academic Administrator on the advice of the Head of Department.

Although every care is taken to ensure that students are not inconvenienced, courses may not always be timetabled at the same time from one semester to the next.

Places in Classes
- Continuing students will have priority for places in classes, according to the date of enrolment, then places will be allocated to new students.
- The School may require students enrolled in a class be relocated to a class at another time slot if enrolments in the first class exceed the class size limit.

Deferrment
Requests to defer an offer of admission or initial enrolment will be assessed on a case-by-case basis. Normally a deferrment is granted under exceptional circumstances. Applications must be made in writing to the Academic Administrator prior to the census date. Students not permitted to defer must lodge a new application for admission at the time appropriate to their intended commencement of the program. Students granted a deferrment are still responsible for enrolling by the due date of the subsequent academic period.

Confirmation of Enrolment
Students can request an official Confirmation of Enrolment from Administration for Centrelink verification.

Personal and Address Details
Students are responsible for ensuring that the School has up to date contact details including phone, email and postal address, during their period of enrolment. The School will not accept responsibility for official notifications not received when a student has failed to notify the School in writing of change of personal and/or address details. Failure to correct inaccurate information may have serious financial and academic consequences for students.

Pre-requisites and Co-requisites
Students are responsible for ensuring that any specified pre-requisites and co-requisites have been met. The School may cancel a student’s enrolment in a subject where the pre-requisite or co-requisite has not been met. Please refer to the Course Content and Assessment handouts or consult the Academic Administrator for details.

Variations to Enrolment
Students must ensure that they update their records with the School in writing by the census dates if a change is made to subjects in their course of study.

Students wishing to vary subjects or transfer from a class must complete an Amendment to Enrolment Form, and approval must be obtained from the Academic Administrator. Permission to transfer is not automatic. It is the student’s responsibility to ensure that when varying their enrolment that they retain the prescribed credit point load to complete the requirements for their year of study and satisfy the pre-requisites for that year. Students are strongly encouraged to discuss their proposed variations to enrolment with the Student Liaison Officer prior to submitting an Amendment to Enrolment Form.

Applications to vary enrolments will not be accepted after the census date for the semester.

Withdrawals from Units of Study
- All applications for withdrawal from units of study must be submitted by completing the Application for Withdrawal Form that is available from the School’s website. Please note: withdrawal communication by email will not be accepted.
- A minimum withdrawal fee of $75 per unit of study will be charged.
- Failure to attend classes does not constitute withdrawal.
- Non-attending students will be liable for full payment of the semester’s fees.
- Students withdrawing from a course who pay fees by instalments must continue to pay instalments until their situation has been resolved.
For Withdrawals On or Before Census Dates: 9 March and 10 August 2015

For FEE-HELP students:
Provided that correct formal withdrawal procedures have been followed, including submitting the Application for Withdrawal form, on or before the Census Date for the unit, the student will not incur a FEE-HELP debt for that unit.
However, they will be liable to pay the withdrawal fee of $75 per unit of study (eg if withdrawing from 6 subjects the withdrawal fee will be $450).
Within 7 days of receiving notification of withdrawal, the School will issue the student with a 30 day invoice for the withdrawal fee.

For non FEE-HELP students:
The minimum withdrawal fee of $75 per unit of study will be charged and any fees paid will be refunded less the withdrawal fee. Within 7 days of receiving notification of withdrawal, the School will issue the student with either a refund cheque or a 30 day invoice for the withdrawal fee.
Alternatively, unused tuition fees paid can be held in credit for a maximum of 12 months for other tuition within the School's award program and the withdrawal fee will be waived. Deferred fees held in credit that are not used within 12 months will be forfeited. In the event of withdrawing from units of study prior to the Census Date, the Student Services and Amenities Fee is not refundable.

For Withdrawals After Census Dates: 9 March and 10 August 2015

For FEE-HELP students:
If the student has requested FEE-HELP assistance for their study, they will incur a FEE-HELP debt for the unit and will be legally required to repay this debt unless there are special circumstances (such as serious illness) preventing completion of the unit. In cases of special circumstances, the student can apply to the School to have the FEE-HELP debt re-credited proportionate to the unused tuition period (time limits apply). In such cases a minimum withdrawal fee of $75 per unit of study will apply.

For non FEE-HELP students:
No tuition fee refund is payable for withdrawal after the Census Date and semester fees remain due and payable by the student. Tuition fee refunds for unused periods of study after withdrawal are given solely at the discretion of Adelaide Central School of Art and will only be considered if the student formally withdraws from the program or unit of study in writing and provides evidence of compelling, medical, compassionate or exceptional circumstances which can be verified. In such cases a withdrawal fee of $75 per unit of study will apply.
In the event of withdrawing from units of study after the Census Date, the Student Services and Amenities Fee is not refundable.

Non-Attendance
No refund or release from financial commitment will be granted for non-attendance. For classes missed, students may have the option of attending a make-up class during the same week. However, this must be negotiated with Administration. Please contact the Student Liaison Officer for further information.
Please refer to page 24 of this handbook for further information on attendance.

Full Tuition Fee Refunds
Full tuition fee refunds are payable if the School is unable to provide the academic program or unit for which the student enrolled and a suitable alternative program or unit is not available.

Debt Collection
If a debt collection agency is employed to recover outstanding tuition fees or withdrawal fees, the debtor is liable to pay all debt collection fees in addition to the outstanding tuition and withdrawal fees.

Appeals
If a student wishes to appeal the decision made regarding their refund application then they should follow the School's non-academic grievance procedure. See the Student Grievance Policy and Procedures document available from the School's website.

Fee Protection
Student fees are protected by an Australian Government recognised Tuition Assurance Scheme through the Australian Council for Private Education and Training (ACPET).
In the unlikely event that Adelaide Central School of Art defaults, for unforeseen reasons, and is unable to provide a course of study or continue a course of study, ACPET will arrange for students to enrol in a similar course of study and receive full recognition for any successfully completed unit of study already undertaken.
The Scheme covers a student if she or he is a citizen or permanent resident of Australia and enrolled as a full or part-time student in approved programs leading to an accredited award and has paid tuition fees in advance for a period of ten weeks or more and is not a student as defined in the Education Services for Overseas Students Act 2000.
The new provider (the member receiving the domestic student) will make no additional tuition charge for the portion of the previous course for which the member provider who is no longer able to continue that course has received full payment. The new provider is entitled to charge its normal tuition fee for any portion of a course not previously paid for by the domestic student to the original provider.
The student will normally be responsible for meeting any relocation expenses and the purchase of any texts or materials required by the new provider.
Recognition of Prior Learning (RPL)

Students can be granted specified credit or block credit for comparable prior study or experience. This is named Recognition of Prior Learning (RPL). RPL will be based on the relevance of the prior study to the content requirements of the course in which credit is sought. Students who seek RPL for their previously acquired skill, knowledge and experience will be asked to submit supporting evidence.

There is an RPL Application Fee of $40. Once the application has been assessed, students will be required to pay an RPL Fee of $100 for each unit that is granted.

Application Procedure

Applications for Recognition of Prior Learning should be submitted at least two weeks prior to the enrolment due date to ensure a clear program of study has been planned. In exceptional circumstances, students who have attended the first class of the course may apply for the RPL prior to commencement of the second class to ensure sufficient time for the School to process their application prior to the Census Date for that semester.

The Application for Recognition of Prior Learning Form is available on the School's website or from Administration. Students wishing to apply for RPL must submit this form to the Academic Administrator along with any documents and transcripts that will support their application. Supporting evidence may include:

- An endorsed statement or academic record to validate the experience claimed
- Evidence including key learning outcomes from the previous courses studied
- A portfolio of work

Students may be requested to make a presentation of a portfolio of work (at an interview) to provide further evidence of prior learning relevant to the unit for which the RPL is sought. The work must demonstrate a commensurate level of relevance and competence when compared to the learning outcomes and course content of the specific course unit offered by the School.

Specified credit may be awarded when the work presented is of substantially the same standard and has substantially the same syllabus as an equivalent course unit at the School.

Block credit may be awarded for work of a similar standard in a program of studies which is equivalent to one offered at the School. To receive an undergraduate award from the School, no more than 50% of that award can comprise RPL or block credit.

Cross-Institutional Enrolment

Students enrolled in a course of study at the School who want to undertake units offered at one (or more) of the other universities as part of their award may be admitted to such units as cross-institutional students. Adelaide Central School of Art students may undertake cross-institutional study from Level 2 onwards at Adelaide College of the Arts, Flinders University, the University of South Australia, or externally with an interstate institution. The maximum cross-institutional units students are permitted to undertake is four semester units. Two units can be credited to Level 2 electives and two units can be credited to Level 3 electives. Before enrolling at another institution, students must seek advice from the School as to whether their proposed study at the host institution will be credited towards their award.

Further information about subjects or topics available at Adelaide College of the Arts, Flinders University and the University of South Australia is available in the publications of these schools.

For all enquiries about cross institutional study, please consult Administration. The Cross Institutional Study Information and Application Form is available from the School's website.

Material and Equipment Costs

Materials are not provided as part of the course costs. While the School will provide the essential equipment and facilities to enable students to undertake their course, the purchase of materials is the responsibility of each student.

Graduation and Certification

Students who have met the qualifications for an award under the Australian Qualifications Framework will receive their award at the annual graduation ceremony held in the following year. Students must have completed all the requirements for the course and paid all fees to be eligible for their award.

Academic Transcripts

An academic transcript that documents the semester grades obtained for individual course units as well as any awards conferred can be requested from Administration. There is a $50 fee for academic transcripts and they will be issued wherever possible within two working days of request. Identification may be required when requesting a transcript. Academic Transcripts will not be issued to students who have outstanding fees. Alternatively, students can request a photocopy of grades entered in their student file. However, please be aware that this is not an official academic transcript.
Tuition fees and Student Services and Amenities fees are payable on initial enrolment into the course and then for subsequent semesters at the rate applicable at the time of re-enrolment. Accounts for fees are not issued although a tax invoice can be issued upon request. Fees are reviewed annually and are current for the calendar year January to December.

Payment of Fees
To ensure a place in a course, early re-enrolment is encouraged. The enrolment form (available from the School’s website) must be lodged no later than the due date for each semester and be accompanied by either:

1. Payment in Full
If fees cannot be paid in person during office hours, they may be sent by post or paid by credit card over the phone. The School accepts EFTPOS, Visa and MasterCard. When students default on fee payments, debt recovery action will be taken which may involve additional costs. If fees are outstanding at the end of the semester, students will not be able to obtain academic results or re-enrol.

2. Payment of Fees by Instalments or Direct Debit
By Instalments
If approved to pay by instalments, the following agreement is entered into:
• An initial deposit of no less than 25% of the total semester’s fees are paid by the due date to secure enrolment. A 20% administration fee will apply to the amount remaining.
• This balance is then paid off in either eight fortnightly instalments, or four monthly instalments over the course of the semester.
• The student will sign an instalment payment agreement and be given a copy of the due dates for each payment. If the agreement is broken (e.g. fees are not paid by the due date), one reminder notice will be sent, requesting payment within seven days. If a second reminder notice is required after this, the student will become ineligible to use the instalment scheme again.

By Direct Debit
Direct debit involves an automatic transfer of fees from the student’s bank account into the School’s bank account in either fortnightly or monthly payments over the semester. It is the student’s responsibility to organise the direct debit with their bank and supply a copy of the paperwork to the School’s Finance Officer.
To arrange a direct debit students must first contact the School’s Finance Officer to determine payment amounts and due dates as well as bank account deposit details. This information is provided to the bank to organise the periodic transfer arrangements. The first direct debit payment must be received by the enrolment due date.

3. FEE-HELP Loan Scheme
FEE-HELP is a Commonwealth Government student loan scheme available to any Australian citizen with a tax file number and is applicable to all or part of the compulsory Student Services and Amenities fee. No loan fee applies. The FEE-HELP application form must be completed and submitted with the enrolment form. Further information is available in the FEE-HELP booklet available from Administration or from www.studyassist.gov.au.

4. SA-HELP Loan Scheme
SA-HELP is a Commonwealth Government student loan scheme available to any Australian citizen with a tax file number and is applicable to all or part of the compulsory Student Services and Amenities fee. No loan fee applies. The SA-HELP application form must be completed and submitted with the enrolment form. Further information is available in the SA-HELP booklet available from Administration or from www.studyassist.gov.au.

Reasonable Adjustments
The School will make reasonable adjustments to the fee policy and procedures to enable a student with a disability to participate in education on the same basis and cost as a student without a disability.

Late Payment and Non Payment of Fees
Failure to pay fees according to payment guidelines and deadlines will result in a student’s enrolment not being processed unless they have exceptional circumstances (see below). Should a student enrol late, a $120 late fee will be levied.
A student who does not pay full fees for the academic period will not be permitted to enrol in a subsequent academic period until such time as the debt is either paid in full or an agreement reached between the student and the School on the method of payment.
Students indebted to the School will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate.
Fees not paid by the enrolment date will also incur an administration fee of 20% of the outstanding balance.
The School is obligated to collect all unpaid fees. Students who are indebted to the School will receive a statement of outstanding charges in each semester (after the census dates) requesting payment.
When a debt is outstanding for more than 90 days after the payment deadline, the School will forward the student a reminder letter for payment with a warning that if they remain indebted beyond a date determined by the School, their enrolment will be cancelled and they will be denied permission to re-enrol.

Withdrawal from the Course
Where notification of withdrawal is received before the commencement of classes, the School will refund any fees paid minus a $75 administration charge per unit.
Where notification of withdrawal is received after classes commence but before the census date the School will refund fees paid minus a $75 administration charge per unit. Where fees have not been paid or a payment plan has been agreed or fee payment has been deferred through the FEE-HELP loan scheme, the withdrawing student will be liable for a $75 administration charge per unit and will be classed as a debtor until this charge is paid.
Where notification of withdrawal is received after the census date, semester fees remain due and payable by the student. No refund of fees paid will be made.
Refer to the Terms and Conditions of Enrolment available from Administration or the School’s website.
Facilities, Resources and Services

Student Common Area
The Common Areas are located on all three levels of the Teaching & Studio Building, with kitchens available on Ground and Level 2. The kitchens are fitted with a dishwasher, fridge, microwave, sandwich press, cutlery and crockery. Students are responsible for washing their own dishes and keeping these areas and its facilities clean and tidy. The School provides limited amounts of tea, coffee and milk.

Library
The School has a collection of approximately 4,500 art books, a selection of arts magazines and subscriptions to Oxford Art Online and Very Short Introductions. Resources are available for use by students and staff. The Library catalogue is available online at library.acsa.sa.edu.au. The School has a part-time librarian and her hours are posted on the Library News blog (www.acsalibrary.blogspot.com.au).

Library Opening Times
Term Opening Hours
Mondays to Fridays 11am - 3pm
Contact Administration if access is required after hours.
The Library is closed during non-term times. Further information on library usage can be obtained from the Librarian.

Borrowing Rights
The School has a self-check system which uses the same login and password as the School computers/printers to allow students to borrow books. Students may borrow as follows:
- Maximum of three books at any one time
- High Demand collection – 1 week loan, no renewals
- Main collection – 2 week loan, 1 renewal
- Overdue fees
  High Demand: $5 per day
  Main collection: $2 per day
- Lost items will incur replacement cost plus $30 administrative fee
- Borrowing rights will be suspended when outstanding fees reach $15

If the Library is closed when you are returning books, please speak to Administration.
Reference and rare books may not be borrowed but are available for use in the Library. Access to the rare books is available when the Librarian is present. Books with an orange dot on the spine may only be borrowed by staff however students may use them in the Library.
All of the above is subject to revision and students should check the School’s website and/or the Library News blog for the most current information.

Library Donations
Donations of quality art books are always a welcome addition to the Library, in particular, donations of books on the School’s acquisitions list. Please contact the Librarian or Administration staff regarding donations.

Other Libraries
Students can join the Flinders University Library, UniSA Library or the University of Adelaide Barr Smith Library to access their print and online collections and apply to the School for reimbursement of the library membership fee.

Students eligible for reimbursement and wanting to take up this offer need to:
1. Choose one of the designated libraries to join as a community borrower.
2. Pay the full membership fee ($110) and retain the receipt.
3. Bring the receipt to the School’s Administration to be reimbursed 50% or 100% of the community membership fee, according to the above eligibility criteria. Students must supply bank account details if requiring a direct deposit.
The following criteria apply:
Levels 1 and 2
The School will reimburse the following students for 50% of the cost for community membership at the Flinders University Library, UniSA Library or the Barr Smith Library:
- Full-time students (enrolled in a minimum of five subject units).
- Part-time students enrolled in Foundation Studies and /or Art History and Theory.

Administration
The School assists students with a range of enquiries including admission, course information, fees, FEE-HELP, SA-HELP, student cards, scholarships, assessment, results and graduation.

Opening Hours
During Semester
Mon, Thurs and Fri 8.30am – 5.15 pm
Tues - Wed 8.30am – 7.00 pm
Saturday and Sunday Closed

Holiday Breaks
Mon – Fri 9.00 am – 5.00 pm
Saturday and Sunday Closed

Central Artist Supplies
Central Artist Supplies is an independent art supplies shop operating within the School campus, open:
Mon – Fri 8.30 am – 4.15 pm
Saturday 9.00 am – 1.30pm (open on Saturdays only during weekend courses)
For information on art supplies, please contact Greg Hanisch on 8271 6912 or at centralartistsupplies.com.au.

Computer, Printer and Internet Access
Computers with internet access and a printer are available for student use in the Media Room on Level 2. An additional colour printer is available outside the library on Level 1. Students are provided with $5 of printing credit upon collection of their swipe card. Free wireless internet access is available throughout the School.
Level 3
The School will reimburse students enrolled in Level 3 Art History and Theory 100% of the cost for community membership at the Flinders University Library, UniSA Library or the Barr Smith Library.

The School will reimburse students enrolled part-time in the Level 3 Art History and Theory unit 50% of the cost for community membership at the Flinders University Library, UniSA Library or the Barr Smith Library.

Honours
The School will reimburse full-time Honours students 100% of the cost for community membership at the Flinders University Library, UniSA Library or the Barr Smith Library.

Financial support
Students may be eligible for assistance from the Federal Government through Centrelink.

Centrelink
Centrelink is an Australian Government Statutory Agency, which delivers a range of Commonwealth services to the Australian community. Centrelink offers financial assistance to students for the duration of their study. The Pensioner Education Supplement (PES) helps individuals undertake full-time or part-time study. Centrelink Contact Numbers:

Customer Relations 1800 050 004
Youth and Student Services 132490

Youth Allowance (for under-25s)
Income support on a means-tested basis is available under the Commonwealth Government scheme to Australian residents for full-time study in approved courses. There are new eligibility rules (such as the period of employment) that may qualify students to meet the ‘independence’ criteria where parental income is not means tested.

* Consult with Centrelink and/or the Department of Immigration and Citizenship concerning residency requirements.

Austudy (for over-25s)
Income support on a means-tested basis is available under the Commonwealth Government scheme to Australian residents for full-time study in approved programs. Austudy information and application forms are available from Centrelink.

Abstudy
Abstudy offers financial support to Aboriginal and Torres Strait Islander people undertaking full-time tertiary study in an approved degree. To apply for Abstudy students need to fill in the application forms available from their local Centrelink office. For further information telephone 132317.

Disabilities
The Adelaide Central School of Art supports the right of people with disabilities to full and equitable participation in higher education. The School recognises and embraces its social and legal obligations to provide an accessible and inclusive environment for students with disabilities. The School is committed to meeting its obligations outlined by the Commonwealth Disability Discrimination Act 1992, the South Australian Equal Opportunity Act 1984, and the Disability Standards for Education 2005. The School will act in accordance with the spirit and requirements of the legislation.

The Disability Standards for Education 2005 require educators to make ‘reasonable adjustments’ so that students with disabilities are treated on the same basis as students without disabilities.

Adjustments include measures taken to enable a student with a disability to:

- apply for admission or enrolment,
- participate in the course or program, and
- use the facilities or services on the same basis as a student without a disability, and includes an aid, facility, or service that the student requires because of his or her disability.

In assessing whether a particular adjustment for a student is reasonable, regard should be had to all the relevant circumstances and interests, including the following:

a. the student’s disability
b. the views of the student or the student’s associate, given under section 3.5 of the Standards
c. the effect of the adjustment on the student, including the effect on the student’s:
   i. ability to achieve learning outcomes and
   ii. ability to participate in courses or programs and
   iii. independence
d. the effect of the proposed adjustment on anyone else affected, including the School, staff and other students
e. the costs and benefits of making the adjustment.

If a student has a disability that will impact on their learning and study, it is important to notify the School of this as soon as possible so that the School can make reasonable adjustments as required.

Counselling Services
Personal and Other Counselling
The School provides a free and confidential on-site counselling and pastoral care service for both students and staff, with a counsellor from Life Design Counselling.

The Counsellor’s role is to provide support for student and staff concerns, opportunities for personal growth, and referrals for outside assistance where that is needed.

Some reasons people like to talk to the Counsellor include:

- Managing anxiety, stress and depression.
- To build skills in managing one’s workload, including time management and study planning.
- Balancing family, work and study commitments.
- Crisis support: when things get too much to handle independently.
- Basic budgeting advice, and referrals for welfare/emergency assistance or other practical support.
- Setting goals and working towards a successful future.
- Grief, loss and changes in lifestyle/relationships.
- Personal development, increasing self-confidence.
- Anything that affects a student or staff member’s life and ability to study and work.

If you would like to meet with the Counsellor or find out more information about this service, please contact Administration.

Academic Support Services
Academic Guidance
The Student Liaison Officer is available by appointment to discuss queries and problems relating to subject choices, workload, general course study advice and guidance.

Essay Writing Support
The Student Liaison Officer provides essay writing support through group workshops and individual meetings. Students must be referred for these services by a lecturer. Students can speak with their lecturer or contact Administration for further information.
Housekeeping

Student Artwork
Students are requested to put their names and the class details on all artwork, including homework assignments. Any work left on the School premises is at the student’s risk and the School does not accept responsibility for any work or belongings inadvertently left on the premises.

The School does not accept responsibility for the documentation and archiving of student work. It is recommended that all students document their own work and retain images for their reference and not place them on library computers.

At the end of each semester, the School will email students to request that they collect any work and associated art materials left in the School within a specified timeframe. Work that is not collected within this timeframe will be disposed of. Work left for assessment purposes must be picked up by the date advised by the lecturer.

Student ID card
Students enrolled in five subjects or more per semester are eligible for full-time Tertiary Student ID cards and Transport Concession cards. These cards are available from Administration and require a small portrait identification photograph measuring 24mm wide x 33mm high. Students enrolled in less than five subjects can obtain a part-time Tertiary Student ID card. The cards are available throughout the year, but expire at the end of February the following year.

Timetables
Copies of the timetable are available from the School’s website and are displayed on the noticeboards throughout the School. It is the students’ responsibility to ensure they have the most up-to-date version.

Noticeboards
Please check the noticeboards in the kitchens on the ground floor and Level 2 frequently (at least once a week) to keep in touch with School activities, upcoming events, workshops, lectures, exhibition openings and the like.

Parking
Limited parking is available on campus for students; in addition there are car parking spaces on the surrounding streets.

Student Artwork Sales
If a student wishes to sell work that is on display at the School, it is considered to be a private sale. The School can assist with the sale of student work by directing any enquiries to the student in the first instance and thereafter it is for the student to pursue.

Student Artwork Displayed Externally
Students displaying their work externally should seek permission from the Chief Executive Officer if exhibiting under the School’s name.

Student Lockers
A limited number of lockers are available for hire on a semester basis. The key deposit for new students is $20 (which is refunded on return of the key), and the hire rate is an additional $20 per semester payable with enrolment fees.

Lost Property
Lost property should be handed to Administration staff. Students who have lost something at the School need to enquire at Administration. Contents of the lost property box are disposed of at the end of each academic year. Students are strongly advised not to leave valuables (mobile phones, laptops, electronic equipment, bags, art materials) unattended.

The School takes no responsibility for property that is misplaced or stolen.
Student Course Evaluations Surveys
Towards the end of each semester, students are required to complete a class survey to gauge student satisfaction with the delivery of course content and services.

The surveys are anonymous and individual responses are not viewed by the lecturer. The survey data is collated and the outcomes tabled and reviewed by the Academic Committee and Management.

Student feedback is important for identifying areas for improvement at the School.

The School also conducts an annual independent student survey overseen by a professional consultant. The participation in these surveys ensures the School can be responsive to students concerns and assists the School with its planning, performance and continual improvement.

Studio Etiquette

Teaching studios are used for different subjects, therefore it is necessary to tidy the studio at the end of each class and return the studio to its original condition ready for the next class.

RULE NUMBER 1
Do not move any still life set-ups or any components in a still life.

RULE NUMBER 2
Leave the studio as you would like to find it.

Students: After Each Class:
1. Clean dry (charcoal, pastel dust) or wet (paint) residue off easel rails before hanging up easels.
2. Hang up all easels on the easel racks.
3. Stack all drawing boards in their allocated spot.
4. Return all equipment/props/mattresses/whiteboards etc to their original place if they have been moved.
5. Clear the centre of the studio — stack chairs, stools, crates etc neatly around the perimeter and in corners.
6. Place name and class details on all work.
7. Last person to leave the studio must turn off the air-conditioning, extractor fan, heaters and lights, and ensure all windows are closed.

Mobile Phones

Students are not permitted to receive or make phone calls or texts during class, and must have their phone turned off, or on silent mode.

If students are not willing to comply with turning off a mobile phone, staff have the authority to dismiss the student from class.

If there is an urgent reason for keeping a mobile phone turned on, students should notify their lecturer prior to the class of the possible disturbance.

Earphones

Students are not permitted to wear earphones in class. Students are encouraged to maximise their learning opportunities by listening directly and indirectly when lecturers are discussing technical, material and conceptual ideas both to the class and to individual students.

Wearing earphones disengages a student from the benefits of peer learning, interaction and collegiality.

Behaviour

Students and staff should have the right to work and study in an environment free from harassment, discrimination or threatening behaviour. We therefore expect staff and students to:

• Respect differences and diversity.
• Respect people’s rights to privacy and confidentiality.
• Behave in a manner that does not interfere with the learning of others.
• Observe the School’s policies and procedures, which can be found on the School’s website.

Disruptive Behaviour

Disruptive and abusive behaviour as well as any form of misconduct by students is not accepted at Adelaide Central School of Art.

Unacceptable behaviour includes:

• Use of mobile phones during class.
• Offensive language including swearing and yelling.
• Aggressive and threatening behaviour of any form including bullying and intimidation.
• Stealing, vandalising or causing wilful damage to school or student property.
• Noisy behaviour which interrupts the class.
• Disobeying a lecturer’s instructions.
• Discrimination, harassment and victimisation.
• Attending class under the influence of alcohol or illegal drugs.

All students are expected to follow the instructions given by the lecturer. Students who disrupt class will be asked to leave the room. Disruptive students will be subject to the School’s Misconduct Policy and Procedures, available from the School’s website.
Student Code of Conduct

The Student Code of Conduct defines behaviour expected of all Adelaide Central School of Art students. It is each student’s responsibility to know and comply with this Student Code of Conduct.

The aim of the School is the intellectual, personal, social, and ethical development of students. Self-discipline and a respect for the rights of others in the School are necessary for the fulfilment of such goals.

The adoption of the Student Code of Conduct does not prohibit the School from implementing or maintaining additional rules to govern the conduct of students.

The Code identifies those behaviours considered unacceptable and not permitted for all students of the School while on campus owned or controlled property, while on off-campus field trips, or while representing the School in the community.

Students found to be in breach of the Student Code of Conduct may be subject to disciplinary action under the School Grievance and Misconduct Policy and Procedures. Students are expected to accept the following responsibilities and to participate appropriately in the range of experiences which shape their courses of study to:

- Be self-motivated and self-directed learners.
- Be responsive and courteous when communicating and dealing with students, staff and visitors to the School.
- Participate actively and positively in the teaching-learning environment, and maintain steady progress in their academic studies.
- Comply with workload expectations, and notify appropriate staff if difficulties are experienced.
- Submit work which is their own.
- Provide feedback to the School’s staff which is honest and fair.
- Accept constructive criticism.
- Deal with differing opinion by rational debate rather than by vilification, coercion, bullying or any form of intimidating behaviour.
- Treat staff and students of the School with openness, honesty and courtesy and take an active role in the promotion of an environment free from harassment and discrimination according to state and federal legislation and School policy.
- Respect both the School’s and private property.
- Actively consider the health and safety of themselves and others when carrying out studies.
- Make themselves aware of and comply with School policies and rules including information contained in the School’s handbook.
- Protect the privacy of others and maintain appropriate confidentiality regarding personal matters.
- Use appropriately the relevant services and resources provided by the School.
- Ensure that information provided at enrolment is kept up to date.

School Code of Practice

Adelaide Central School of Art’s Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of higher education organisations registered in South Australia under the Training and Skills Development Act 2003.

To view the School’s Code of Practice please refer to the student-related Policies section of the School’s website or contact Administration for a copy.

Conduct and Responsibilities

Attendance

Out of courtesy to lecturers and other students, it is requested that students be on time for classes and contact Administration staff regarding absences or lateness. The School will endeavour to convey such messages to the lecturers if advised at least 15 minutes before the start of class.

Attendance Policy

- Adelaide Central School of Art students are expected to attend all prescribed classes.
- Students are only entitled to attend classes in the subject units for which they are formally enrolled.
- To be eligible for a pass or higher grade in each unit of study students must attend a minimum of 80% of the prescribed classes for each unit (ie 13 out of 16 sessions per semester unit).
- Students may attend alternative classes in the same subject unit to make up for absences. Missed classes can only be made up within the same week of the missed class. Students must first ask Administration staff to check if there is room in an alternative class.
- Students must notify Administration staff of any changes to their attendance including make-up classes, prior knowledge of lateness and absence.

Lateness

Students are marked late on the attendance sheet if they arrive ten minutes or more after the scheduled starting time of the class. Students are marked absent on the attendance sheet if they arrive one hour or more after the scheduled starting time of the class.

Lecturers are not required to repeat themselves for students who are late or absent.

It is the student’s responsibility to catch up on course material and information missed through absence or lateness.

Procedures for Lateness

1. If students are occasionally late for class the lecturer will speak to them and note the late attendance on the class list unless prior notification was provided.
2. If students are late three times in the prescribed classes for any course unit, Administration will issue a formal notification to remind the student of their responsibilities and the risk to their studies.
3. If a number of students are frequently late it may indicate that there is a problem with the delivery of the course or unit of study and the lecturer responsible should seek advice from the Head of Department.

Non-attendance

Non-attendance of a class does not constitute withdrawal.

Non-attendance or failure to complete a unit of study or course does not cancel a student’s obligation to pay the fees set by the School for the unit or course.

Refunds are not given for non-attendance.

Procedures: Non-attendance

1. If students miss two of the prescribed classes for any course unit, Administration will issue an email to the student reminding them of the attendance policy and the risk of failure.
2. If students miss three of the prescribed classes for any study unit, Administration will issue a formal notification to the student reminding them of the attendance policy and advising them to contact the Academic Administrator to discuss their situation.
3. Students who have missed four classes or more in a single unit will be required to attend an Academic Counselling session with the Academic Administrator and lecturer of the unit.
Child Safe Environment
The School complies with obligations to establish child safe environment policies and procedures under the Children's Protection Act 1993 and adopts principles of good practice outlined by the Department for Education and Child Development. Please see www.families.sa.gov.au/childsafe for these principles.

The School is committed to the safety and wellbeing of all children and young people accessing our services. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and encourage their active participation in building and maintaining a secure environment for all participants.

In all cases, work or research that involves children and young people (anyone under 18) must be approved by the Academic Committee, who will identify and analyse risk of harm to children. All work should conform to the protocols set out in the Australian Council for the Arts Protocols for Working with Children (www.australiacouncil.gov.au/about_us/strategies_2/children_in_art), and to the Principles of Good Practice set out by the Department for Education and Child Development.

In cases where work involves children, the School will make staff aware of the relevant legislation and process around mandatory reporting of abuse and neglect, child protective practices and appropriate codes of conduct for working with children and young people (through distribution of relevant fact sheets and information sessions). The School will ensure that staff supervising children are subject to a criminal history assessment every three years.

Communication with Students
The School will send information to students via email and when it is necessary also by mail. It is the responsibility of students to check email at least once a week and to ensure that the School has current email and postal addresses.

Copyright
While copyright law is complex, all students must have a basic understanding as infringing copyright may lead to fines or even imprisonment.

Under the Copyright Act 1968 (Cth), copyright attaches automatically to original work as soon as it is created. It gives the creator of work the right to copy, publish, perform, broadcast or make an adaptation of their work.

Copyright automatically protects text found in newspapers, magazines, books and online, as well as sound recordings, broadcasts and music. Art work and illustration are also protected by copyright.

It is an infringement of copyright to use a substantial part of a protected work. It is also an infringement of copyright to use part of a protected work and not acknowledge the creator.

The Copyright Act 1968 allows students to make a copy of sections of literary, dramatic, musical or artistic works provided they are required for research or study purposes. Such copies must not comprise more than a reasonable portion of the work, for example, not more than one chapter of a book, or one article from a journal.

If students are uncertain as to whether conduct infringes copyright, they are advised to speak to a staff member. Alternatively, the Australian Copyright Council provides free legal advice to composers, writers, artists, film makers, and photographers. Students can use this service by registering at: www.copyright.org.au/legal-advice.

The School is a member of the Australian Copyright Council and the National Association for Visual Artists and pays a fee to cover copyright for teaching purposes (eg student readers).

Ethics
The School expects all students and staff to comply with relevant legislation and guidelines for ethical research and conduct issued by regulatory authorities in accordance with the Australian Code for the Responsible Conduct of Research which can be viewed at www.nhmrc.gov.au/guidelines/publications/r39.

Life Models
Lecturers advise students regarding correct class behaviour and conduct at the commencement of semester for all classes employing life models.
Health and Safety

Management of Risk of Harm to Students and Staff
The School is required by law to ensure the health and safety of students, staff and visitors on its premises. In order to meet these legal obligations it is necessary for the School to assess and manage any known risks.

Safety on Site
All policies, procedures, informational and advisory signage must be adhered to at all times. These are set out on pages 26-28 of this handbook. Additionally, all verbal instructions from lecturers and staff relating to safety must be complied with.

Student Behaviour
The School must be advised if a student has a history of violence that may suggest there is a potential risk of any type to the School's students, staff and/or visitors. It is a condition of enrolment to advise the School prior to attending the first class.

For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and wellbeing of others such as:
• Actual violence to any person.
• Possession of or use of a weapon or any item with the intention to cause harm or injury to others.
• Ownership of a firearm of any kind.
• Threats of violence or intimidation.
• Suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

The School is committed to offering education free of risk or harm to all members of the School. Following a student’s advice of a potential risk, the School will carry out an assessment of the risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is the School’s aim to provide an appropriate, safe environment to suit all students’ needs.

Occupational Health, Safety and Welfare
Adelaide Central School of Art has in place comprehensive Work, Health and Safety (WHS) policies. Students are informed of health and safety issues in the first lecture of each term. Policies include:
• Accident, Injury and Near Miss.
• First Aid.
• Hazardous Substances: Purchasing, Storage and Disposal.
• Introduction to New Plant Equipment, Materials and Processes.
• Manual Handling.
• Rehabilitation.
• Smoking Policies and Procedures.
• Ultra Violet Protection.
• Working Alone.

All students have the following responsibilities:
• To abide by all the School's WHS policies and procedures.
• Take reasonable care to protect the health and safety of themselves and others.
• Not wilfully or recklessly interfere with or misuse anything provided by the School.
• Not endanger the welfare of themselves or others through the consumption of alcohol, drugs or smoking.
• Report to Administration any hazard which could pose a risk to a person’s health, safety or welfare.
• Report to Administration all accidents and injuries.
• Advise Administration and lecturing staff if they have a personal health condition which may be critical under certain conditions or which may affect their performance or impact on their work. This information will be treated as confidential.

Advice on Potential Hazards around the School
• Easels should not be moved (and especially turned-around) unless drawing boards are first removed. Students should be wary of others moving easels in their vicinity.
• Students are not permitted to spray chemicals (eg fixative, spray paints) inside any rooms/studios.
• Windows must be closed, and heaters/air conditioners/lights must be turned off by the last person leaving the studio/workspace.
• Ladders are not to be left outdoors after dark for safety and security reasons.
• Students must not stand on chairs but use ladders or stools that are provided.
• Even with ladders, students must not climb higher than two metres without someone else in attendance.
• Printing processes use dangerous chemicals. Students must be familiar with procedures in case of accident.
• Students must erect bunting around outdoor sculptures that may pose safety risks.
• Students are responsible for clean-up and disposal of any sculptural or installation pieces.
Pigments are frequently made of highly toxic materials and students should be aware that there are dangers in ingesting pigments or absorbing them through broken skin. The pigment dust from dry pastels may also be dangerous and students should minimise their risk of exposure.

Sculpture workshop tools cannot be used without someone else in attendance, and students must be specifically trained before using welding equipment or power tools.

For further information, please refer to the lecturer, specified text books and contract for use of studios. Additional information can be found in Rossol, Monona, 2001, *The Artist’s Complete Health and Safety Guide*, 3rd edition, Allworth Press, New York. This book is held in the School’s High Demand collection and can be requested for overnight loan from the Librarian or Administration staff.

All accidents, no matter how minor, should be reported to Administration or the First Aid Officer and recorded in the School’s Incident Book (see below).

**Exhaust and Extraction System**

The extraction system installed in the studios complies with the AS 1940 – 2004 standards which are for the handling and storage of flammable and combustible liquids.

**Emergencies and First Aid**

**Fire**

In the event of a fire an alarm will be sounded and all students and staff must evacuate the building immediately via the nearest exit to meet at the fire evacuation point(s). Fire drills will be conducted periodically.

**Exit Doors**

All points of access to the School must be maintained and unobstructed to permit emergency evacuation if required.

**Emergencies**

In the event of an emergency, students must follow all instructions by School staff immediately and without question. Students should report any emergencies to their lecturer or Administration staff. After hours, contact Adelaide Police on 131 444 for non-urgent matters and on 000 for life-threatening situations.

**First Aid**

For first aid, students contact the School’s First Aid Officers, Michael Bishop, Johnnie Dady or Roy Ananda. First aid kits and emergency phones are located on each level of the building in the wet area of the central corridor. For after hours first aid assistance, contact a lecturer on duty who will direct you to the after hours first aid officer and supplies. Medications such as Panadol are not kept on the premises and students prone to conditions requiring medication are advised to carry their own.

**Medical Conditions**

If students have, or subsequently develop, a medical condition or use medicines that may adversely affect their safe use of equipment, they must seek advice from their medical practitioner and also advise their lecturer before attending class.

Such conditions may include but are not limited to:

- Sensitivity to chemicals, glues and essential oils, allergies and reactions to dust and paint materials.
- Pregnancy
- Temporary or permanent disabilities or limited visual and physical movement.

**Permitted Equipment and Safe Usage**

Students can refer to detailed notes provided by the School regarding health and safety advice on the correct use of equipment and safe usage procedures for each Department. It is a student’s responsibility to seek instruction and to follow procedures when using such equipment. Students unsure on the safe and correct use of equipment must seek advice from their lecturer before attempting to use the equipment.

All materials must be used and stored according to specifications outlined in Material Safety Data Sheets specific to the product. The School keeps a file of Material Safety and Data Sheets for all items included in the course material lists. It is the student’s responsibility to supply Material Safety Data Sheets for all items to be stored and used at the School that are not included in the course material lists. Items categorised as Highly Flammable must be limited to combined volumes not exceeding 250ml per item. Larger volumes must not be used or stored on site.

**Personal Electrical Equipment**

For the safety of students, staff and visitors, strict guidelines apply to the use of personal electrical equipment. All personal electrical equipment such as computers, electrical charging devices, fans, need to be tested for any electrical faults before use at the School.

Only tested and tagged equipment is permitted to be used. The School arranges testing and tagging of all School and student personal electrical equipment on a set date during the year. Students will be advised of the date and equipment not tested on that date cannot be used at the School.

The safety and correct use of all School and personal electrical equipment remains the responsibility of the student.
Personal Safety
Some procedures and materials are potential health hazards if appropriate health and safety procedures are not met. It is essential that every student is responsible in following safe working procedures as directed by staff to avoid injury. The following guidelines must be adhered to by every student:

• Wear appropriate footwear: thongs and bare feet are unacceptable, and open-toed footwear is also not appropriate in some studio contexts.
• Wear appropriate protective clothing or while working in the studios and workshops.
• Tie back hair when working with machinery.
• Wear solvent-proof gloves and barrier cream for handling solvents, acids, corrosives and toxic substances.
• Goggles/safety glasses must be worn when working with solvents, acids, dust, machinery and other hazardous materials/processes. Disposable dust masks may be used for low hazard products.
• Ensure studios and workshop areas are clean and tidy before leaving.
• Be familiar with the location of first aid kits and fire extinguishers.
• When working after hours, students must always keep the building studio/workshop doors locked. It is strongly advised that students work with another student or at least notify a staff member of their location. Students are not permitted to work in the studios outside school hours unless there is a member of staff on site.

Removing Oil Paint
Soap and warm water is the best method to remove oil paint from clothes and skin. The soap breaks down the oil. Pure velvet laundry soap is very effective. If the paint is dry use a small amount of tea tree oil on a cotton bud and rub the paint away from the fabric then soap and rinse with warm water. Do not use tea tree oil undiluted on skin as it can severely burn skin. Baby oil can be used as an alternative. If a process is excessively messy, wear protective gloves.

Risky/Dangerous/Offensive/Obstructive Projects
Students and lecturers must obtain administrative approval for any projects that could pose a physical or emotional risk to anyone within the School grounds. This includes installations that may obstruct the passage of student traffic, presentations that may offend, or projects that may breach occupational, health and safety rules.

Smoking
Adelaide Central School of Art is committed to providing a safe and healthy working environment for staff and students and has therefore designated that smoking is not permitted in common areas, studios, workshops, tutorial rooms or any other teaching areas. Students can smoke away from the buildings in a specially designated area of the School.

Risks During Pregnancy
Pregnant students or those contemplating pregnancy need to be aware that some of the materials used at the School carry reproductive risks. An artist may be more vulnerable to toxic chemicals during pregnancy than at other times, due to some of the physiological changes that occur in the body during pregnancy. For example, higher concentrations of solvents can circulate through the bloodstream during pregnancy, because a pregnant woman’s blood volume increases by 30 to 40%. This increase means that the amount of iron in the blood decreases, so a pregnant artist may become more vulnerable to chemicals (such as lead, benzene, and carbon monoxide) that can cause anaemia.

There are also higher concentrations of inhaled substances in the lungs of a pregnant artist, because she needs more oxygen and breathes more deeply, thus becoming more susceptible to respiratory problems. The increased strain upon the respiratory system might make it inadvisable for a pregnant woman to wear a respirator for extended periods, because a respirator itself increases breathing resistance.*

Further information can be found at: http://www.nontoxicprint.com/reproductionrisks.htm and Rossol, Monona, 2001, The Artist’s Complete Health and Safety Guide, 3rd edition, Allworth Press, New York, Chapter 31: Reproductive Risks. This book is held in the School’s High Demand collection and can be requested for overnight loan from the Librarian or Administration staff.

* Center for Safety in the Arts 1983, Reproductive Hazards In The Arts And Crafts, New York.
Complaints

Complaints by students and against students can arise in a number of ways and will be dealt with according to the School’s Student Grievance Policy and/or the Student Misconduct Policies. Complaints can be related to either academic or non-academic issues.

Student Grievances

The Student Grievance Policy and Procedure deals with complaints by students against the School.

The Student Misconduct Policy and Procedures deals with complaints against students either by the School, members of staff or other students. Grievances are concerns, problems or complaints that arise within the context of being a student of the School. The School will seek to ensure that all student grievances are dealt with fairly, constructively, promptly and with due regard for confidentiality.

The School’s comprehensive Student Grievance Policy and Procedures provides a framework for the resolution of student grievances to ensure a safe and fair learning environment for all students and staff. It also outlines the procedures to be used in addressing student grievances. Student Grievances can be related to either academic or non-academic issues.

Academic Grievances

An academic grievance is a complaint relating to an academic decision including, but not limited to, academic progress, assessment results, or an improper or unfair action taken by the School that is related to the course of study.

Non-Academic Grievances

A non-academic grievance may include, but is not limited to, bullying, discrimination, harassment, sexual harassment, victimisation or vilification.

For more information on the Student Grievance Policy and Procedures, including the process for submitting a grievance, please refer to the School’s website or contact Administration for a printed copy. Students can also contact the Student Liaison Officer for information or advice.

The Office of the Training Advocate SA

If not satisfied with the School’s decision relating to a grievance, the complainant may seek external mediation (appeal) with the Training Advocate SA.

The South Australian Office of the Training Advocate (OTA) provides guidance about the training system in South Australia and offers independent advice and support. It negotiates on behalf of students to resolve issues and investigates complaints or refers them to the appropriate authority. It is important to note that the OTA does not overturn academic results, does not provide legal advice, and will not investigate a complaint if the Registered Provider has not had the opportunity to review a complaint through its own internal processes. The Office is located at Ground Floor 55 Currie Street, Adelaide or access to services via email (trainingadvocate@sa.gov.au) or a toll-free telephone number 1800 006 488.

Student Misconduct Policy and Procedures

The Student Misconduct Policy and Procedures deals with complaints against students either by the School, members of staff or other students. The Student Misconduct Policy and Procedures provides a framework for addressing misconduct to ensure a safe and fair learning environment for all students and staff.

It is the responsibility of all staff and students to report suspected misconduct. This can either be done directly to the Academic Administrator or to the student’s supervisor/Head of Department.

Student Misconduct can be related to either academic or non-academic issues:

Academic Misconduct

Students must not engage in any form of academic misconduct. It is in the interest of all that academic integrity is maintained. The School must be assured that work submitted for assessment is, in fact, the work of the person or persons being assessed. Serious, repeated, willful or deliberate plagiarism is regarded as a serious act of academic misconduct and may be dealt with by the Head of Department and the School’s Academic Committee in accordance with the process set out in the Student Misconduct Policy and Procedures.

Academic misconduct may include but is not limited to: plagiarism, duplication and copying another person’s work, any act of dishonesty or deception in fulfilling an academic requirement, or any behaviour that disrupts class and prevents fellow students from studying. Please refer to the Student Misconduct Policy for further information.

Non-Academic Misconduct

Students must not engage in any form of non-academic misconduct. This may include but is not limited to bullying, discrimination, harassment, sexual harassment, victimisation or vilification, offensive language, attending class under the influence of alcohol or illegal drugs, disruptive behaviour, stealing, any breach of School policy, rules, or the Code of Conduct.

For more information, please refer to the Student Misconduct Policy and Procedures on the School's website or contact Administration for a printed copy.

Sexual Harassment

Sexual harassment by students or staff is totally unacceptable and an unlawful activity.

Sexual harassment is unwelcome conduct of a sexual nature and is prohibited under State and Federal legislation.

Under the Commonwealth Sex Discrimination Act 1984, a person sexually harasses another person by:

- making an unwelcome sexual advance or an unwelcome request for sexual favours
- engaging in other unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the individual being harassed would be offended, humiliated or intimidated.

Sexual conduct is unwelcome when it is not invited or solicited by the person on the receiving end of the conduct, and that person regards the conduct as undesirable or offensive.

It is irrelevant at law as to whether or not the behaviour or conduct was intended. It is how the behaviour is received, not how it was intended.

Examples of sexual harassment include:

- Demands or even subtle pressures for sexual favours, gestures or body movements of a sexual nature.
- Leering, patting, pinching, touching or unnecessary familiarity.
- Constantly asking someone out, especially after prior refusal.
- Inappropriate, offensive or nuisance telephone calls, voice mails or emails.
- Offensive comments regarding physical appearance, sexuality, dress or private life.
- Smutty, sexist or homophobic jokes or comments.
- Displaying sexually graphic material, such as posters, calendars, cartoons, offensive screen savers.
- The display of pornographic material.

Should a student feel he/she is being sexually harassed, students can contact the Student Liaison Officer or School Counsellor. Students can also follow the procedures outlined in the Student Grievance Policy and Procedures available on the School’s website or from Administration.
## 2014 Schedule of Fees

As at 27 August 2013

The fee structure at Adelaide Central School of Art is based on a Credit Point System, equivalent to similar higher education institutions. The following fees are listed per course unit, per semester.

<table>
<thead>
<tr>
<th>Level</th>
<th>EFTSL</th>
<th>Credit Points</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Drawing 1:1</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
</tr>
<tr>
<td>Life Drawing 1:1</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
</tr>
<tr>
<td>Art History &amp; Theory 1:1</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
</tr>
<tr>
<td>Foundation Studies 1:1</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
</tr>
<tr>
<td>Elective</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
</tr>
<tr>
<td>Elective</td>
<td>.083</td>
<td>4</td>
<td>$1,600</td>
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</tbody>
</table>

| **Level 2** |       |               |             |
| General Drawing 2:1 | .083 | 4 | $1,600 |
| Life Drawing 2:1 | .083 | 4 | $1,600 |
| Art History & Theory 2:1 | .083 | 4 | $1,600 |
| Contemporary Studio Practice 2:1 | .083 | 4 | $1,600 |
| Elective | .083 | 4 | $1,600 |
| Elective | .083 | 4 | $1,600 |

| **Level 3** |       |               |             |
| Studio Practice 3:1 | .167 | 8 | $3,200 |
| Art History & Theory 3:1 | .083 | 4 | $1,600 |
| Professional Studies 3:1 | .083 | 4 | $1,600 |
| Drawing 3:1 | .083 | 4 | $1,600 |
| Elective | .083 | 4 | $1,600 |

<table>
<thead>
<tr>
<th>Honours</th>
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<tbody>
<tr>
<td>Honours Studio Practice 1:1</td>
<td>.375</td>
<td>18</td>
<td>$7,200</td>
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<tr>
<td>Honours Research Methods 1:1</td>
<td>.125</td>
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</tbody>
</table>

### Other fees and expenses

- **Compulsory Student Services and Amenities Fee**
  - $5 per credit point
  - Level 1 and 2: $20 per unit
  - Level 3 and Honours: determined by credit point

- **Withdrawal fee**
  - $75 per unit
  - (see terms and conditions of enrolment)

- **Late application fee**
  - $100

- **Late enrolment fee**
  - $100

- **Academic transcript**
  - $50

- **RPL application fee**
  - $80 unit

*To avoid incurring the late fees please note the dates for submitting applications and enrolments in 2014.

### Key Academic Dates for 2014

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>10 Feb - 27 Jun 2014</td>
<td></td>
</tr>
<tr>
<td>Enrolment Closing Date for Continuing Students</td>
<td>29 Nov 2013</td>
<td></td>
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<tr>
<td>Application Closing Date for New Students</td>
<td>6 January</td>
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</tr>
<tr>
<td>Enrolment Closing Date for New Students</td>
<td>20 January</td>
<td></td>
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<tr>
<td>Census Date</td>
<td>11 March</td>
<td></td>
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<tr>
<td>Assessment Week</td>
<td>23 – 27 June</td>
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</tbody>
</table>

| **Semester 2** | 14 July - 28 Nov 2014 | |
| Enrolment Closing Date for Continuing Students | 10 June | |
| Application Closing Date for New Students | 10 June | |
| Enrolment Closing Date for New Students | 23 June | |
| Census Date | 11 August | |
| Assessment Week | 24 – 28 November | |
Glenside Cultural Precinct Site Plan

Bus routes
To stop 5 Glen Osmond Road:
171, 173, 861, 862, 863, 864 and 865
To stop 5B Greenhill Road:
147, 580 and 820
Make art the experience of a lifetime.