



2019 Student Handbook

Your creative journey starts here...

Adelaide Central



School of Art

Academic Year

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

2019 Academic Dates

Semester 1

Term 1	11 Feb – 5 Apr 2019
Term 2	*23 Apr – 14 Jun 2019
Assessment Week	17 Jun – 21 Jun 2019
Census Date	12 Mar 2019
Enrolment Closing Date:	
Continuing Students	16 Nov 2018
Application Closing Date:	
New Students	11 Jan 2019
Enrolment Closing Date:	
New Students	29 Jan 2019

Semester 2

Term 3	15 Jul – 6 Sep 2019
Term 4	23 Sep – 15 Nov 2019
Assessment Week	18 Nov – 22 Nov 2019
Census Date	12 Aug 2019
Enrolment Closing Date:	14 Jun 2019
Continuing Students	
Application Closing Date:	
New Students	14 Jun 2019
Enrolment Closing Date:	
New Students	1 Jul 2019

2019 Public Holidays

Tue 1 Jan	New Year's Day
Sat 26 Jan	Australia Day
Sat 28 Jan	Australia Day Public Holiday
Mon 11 Mar	March Public Holiday
Fri 19 Apr	Good Friday
Sat 20 Apr	Easter Saturday
Mon 22 Apr	Easter Monday
Thu 25 Apr	Anzac Day
Mon 10 Jun	Queen's Birthday
Mon 7 Oct	Labour Day
Wed 25 Dec	Christmas Day
Thu 26 Dec	Proclamation Day

Public Holiday Classes

Classes are not conducted on Public Holidays. A make-up class may or may not be scheduled. Check with lecturers to confirm arrangements.

Administration Office

Opening hours (during term):

Mon, Tue, Fri	8.30am – 5.15pm
Wed, Thu	8.30am – 7.00pm
Sat and Sun	Closed
Public Holidays	Closed

Opening hours (term breaks):

Mon – Fri	9.00am – 5.00pm
Sat and Sun	Closed
Public Holidays	Closed

* Term 2 commences on Tuesday 23 April due to the Monday Public Holiday.

cover image Installation detail: Jasmine Crisp, *Somewhere Else*, 2017, wood, nails, LED light, wire, clothing, acrylic, oil, glue, polymer clay, lacquer, canvas, dimensions variable. Photo by James Field.

photography by James Edwards, Ingrid Kellenbach and Beth Shimmin unless otherwise credited

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CEO's Welcome

Welcome to our wonderful community. I hope you are ready to make your mark at South Australia's leading independent, not-for-profit, single-focused visual art school.

Your teachers are some of Australia's leading contemporary artists, writers and curators. They will challenge you to make complex connections between ideas and materials. You will explore processes and practices to ultimately become sophisticated art makers. Your classes are held in our award-winning teaching and studio building in the Glenside Health and Cultural Precinct.

Throughout the degree you will form lasting relationships with fellow students, lecturers, and the wider arts industry. These relationships will be an important part of your experience, providing a wide variety of additional career opportunities. Many of our graduates continue to support each other, sharing projects, studios and exhibitions. You are joining a broad community of visual artists and arts workers shaping the direction of Australia's multi-billion dollar visual arts sector.

Did you know Adelaide Central School of Art has a Graduate Support Program? The program offers a range of residencies, grants, exhibitions and ongoing mentoring after you Graduate. We are committed to your success and here to support your development as an emerging artist.

You're invited to be an active participant in our community. Make sure you attend local exhibitions and events including our own program at Adelaide Central Gallery. And join us for the regular ArtSpeak talks by outstanding practitioners and industry professionals.

Joining the Student Association is another great way to contribute to the vibrant social culture of our School. There is much on offer, and I urge you to make the most of it.

Thank you for choosing to study at Adelaide Central School of Art. We are looking forward to welcoming you to our community.

Penny Griggs, CEO



The School

Mission

Adelaide Central School of Art aims to provide the highest quality tertiary visual arts education in a learning environment that is accessible, nurturing and professional. The School stands for excellence in educational practice, the quality and success of its graduates and lecturers, and a solid reputation locally, nationally and internationally.

Artistic goals

The School will encourage traditional, contemporary, innovative and inclusive approaches to visual art. It will be progressive, national and international, promote cross-cultural learning, and encourage intellectual enquiry, intuition, practical skills and passion.

Educational goals

The School will enable learning in an environment of creativity and excellence that will empower individuals to maximise their skills, knowledge and commitment to the artistic profession.

Social goals

The School will assist students, faculty and staff to strive for a sense of community and belonging through local, national and international networks. It will support its community to be part of a broader artistic society.

History

Adelaide Central School of Art is a single-focus art school founded in 1982 by Rod Taylor. Over the last three and half decades it has established itself as an institution of excellence in both teaching practices and student success.

The School has grown significantly in that time. In 1994 the School was accredited to offer a Certificate IV and Diploma of Visual Art. Four years later the School became a Higher Education Provider, receiving accreditation to offer a four-year Bachelor of Visual Art. The School was approved for the FEE-HELP loan scheme in 2008, allowing students to defer their fees through a government loan.

In 2011 the School launched a restructured three-year Bachelor of Visual Art, with a fourth Honours year available to high-achieving graduates. The change aligned its program with other tertiary institutions in Australia.

In August 2012 the South Australian Government granted the School a 50-year lease for two heritage buildings at the Glenside Health and Cultural Precinct. The following year, after extensive renovations led by former CEO, Ingrid Kellenbach, the School relocated from Norwood. The architectural firm that oversaw this work, Grieve Gillette Anderson, received an AIA 2014 (SA) Architecture Award in Heritage.

The School's move to the Glenside Health and Cultural Precinct locates the campus in an arts, health and learning community, next to Adelaide Studios, home of the South Australian Film Corporation and related creative enterprises. These expanded and refurbished premises, just outside the Adelaide CBD, have allowed for extended programs and increased opportunities for students, staff and the community.

In 2013 the Tertiary Education Quality and Standards Agency (TEQSA) renewed the School's registration as a Higher Education Provider for the maximum period of seven years. In 2017 the School received approval from TEQSA for the renewal of accreditation for the School's Associate Degree of Visual Art, Bachelor of Visual Art, Bachelor of Visual Art [Honours] courses.

The School was also identified as the top art school in Australia for overall student experience in the national 2017 QILT Student Experience Survey. This endorsement by our graduates and students reaffirms the School's unique position in the South Australian visual arts sector, reinforcing our commitment to low student-to-staff ratios and the provision of an exceptional studio-based educational experience.



Adelaide Central Gallery

Adelaide Central Gallery is an important component in the teaching and learning environment at the School. Regularly attending exhibitions and engaging with professional practising artists are vital to a well-rounded arts education.

Curated by Andrew Purvis, our annual exhibition program of local, interstate and international artists excites and inspires both our students and the general public. The program incorporates the School's annual graduate exhibition, giving many students their first exposure in the world of professional practice.

Entry to the Gallery is free, and we welcome visits from school groups and the general public. Exhibitions are supplemented by our ArtSpeak program, a weekly series of engaging talks, panels and in-conversation sessions featuring eminent artists, visiting curators and Adelaide Central School of Art lecturers and graduates.

Access to the Gallery is via Administration.

image | Nancy Downes working in Adelaide Central Gallery for the exhibition *Art Work*, 2016

Affiliations and Partnerships

Artlink Magazine

Artlink is a peer-reviewed publication with strong national and international networks which covers contemporary art from Australia and the Asia-Pacific. It is independently edited and published by Artlink Australia (located within the School's Administration Building). *Artlink* support the annual *Art History & Theory Award* for an outstanding graduating student.

Artist-Run Initiatives

Central Studios, FELTSpace, Floating Goose Studios Inc, The Mill, praxis ARTSPACE, Holy Rollers, Collective Haunt Inc. and Switchboard Studios accommodate a number of the School's graduates and lecturers. Other studio collectives are being formed as our students graduate and seek collegiate support while developing their careers.

Council of Private Higher Education (COPHE)

The School is a member of the Council of Private Higher Education (COPHE), a peak body representing Australian private higher education providers that promotes equity, choice and diversity in the sector.

HATCHED National Graduate Exhibition

Each year the School nominates outstanding graduates to participate in *HATCHED*, the major national showcase for recently graduated visual art students from across Australia, staged by the Perth Institute of Contemporary Art (PICA). The School provides financial assistance to graduates who are selected to exhibit in *HATCHED* through the Graduate Support Program.

JamFactory

The School partners with JamFactory to offer a program of short courses in ceramics held at JamFactory Ceramic Studios in the Lion Arts Centre in the Adelaide CBD.

National Art School

The School has a close benchmarking partnership with the National Art School (NAS), Sydney, which sees an ongoing exchange of information on a range of academic matters. We also worked with NAS in 2018 to present the second iteration of *The Drawing Exchange*. This exhibition project paired six artists from Adelaide with six artists from Sydney to produce new collaborative works which were displayed concurrently at both venues. Members of our academic and professional staff continue to participate in teaching exchanges and public programs at NAS.

New York Studio School of Painting, Drawing and Sculpture

Adelaide Central School of Art and the New York Studio School (NYSS) have an international relationship underpinned by a shared educational philosophy emphasising studio-based practice and teaching. We look forward to further developing our relationship in 2019.

Adelaide Central School of Art Painting Group

The Painting Group connects former students, graduates and practising artists with the School. They meet for a weekly session on campus. Membership details available from Administration.

Visiting Academics and Artists

The School has extensive networks throughout the visual arts industry in South Australia and further afield. We regularly host artists, academics and industry professionals, who contribute their knowledge and experience to our programs. We run a weekly ArtSpeak program as well as guest lectures, forums, masterclasses and residencies.

Work Integrated Learning

The School partners with a number of arts organisations to deliver the elective unit, Work Integrated Learning. This unit facilitates hands-on experience and network building within the arts industry through a series of work placement opportunities. In 2018 and 2019, placements have been offered at the Art Gallery of South Australia, *Artlink* magazine, and the Flinders University Art Museum.

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.

Board of Governors

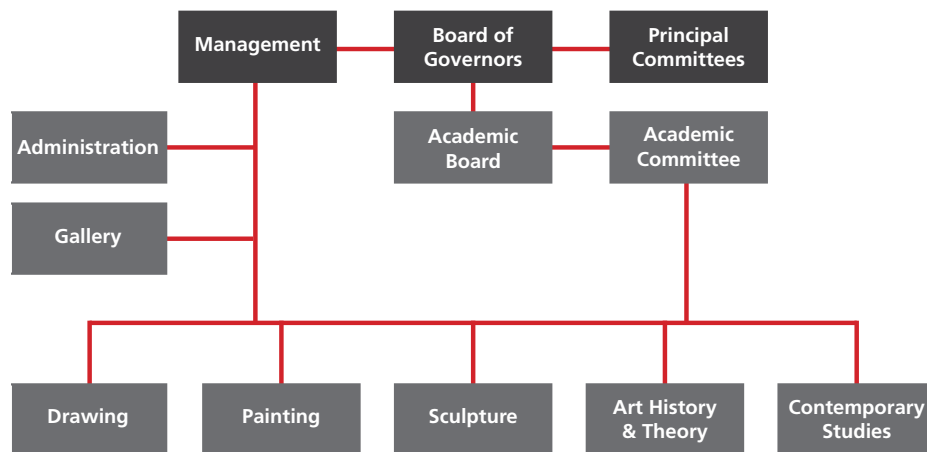
Alan Young AM, Chair
 Nicholas Linke, Deputy Chair
 Cathy Simons, Finance Committee Chair
 Chris Reid, Academic Board Chair
 Roy Ananda
 Professor Barbara Bolt
 Stephanie Ockenden
 Dr Sally Parnis
 Leigh Robb
 Penny Griggs
 Lynette Kelly, Secretary

Academic Board

Chris Reid, Chair
 Roy Ananda
 Nicholas Folland
 Elizabeth Jenner
 Dr Joy McEntee
 Tim O'Shea
 Jenna Pippett
 Fiona Salmon
 Professor Catherine Speck
 Penny Griggs
 Anna O'Loughlin, Secretary
 Sally Dukic, Secretary

Academic Committee

Penny Griggs, Chair
 Roy Ananda
 Nicholas Folland
 Zoe Freney
 Monte Masi
 Mary-Jean Richardson
 Anna O'Loughlin, Secretary
 Sally Dukic, Secretary



Administration Staff

Penny Griggs	Chief Executive Officer
Anna O'Loughlin	Academic Administration Manager
Sally Dukic	Academic Administration Manager (Feb-Aug)
Michael Bishop	Finance and Facilities Manager
Lynette Kelly	Business Development Manager
Luke Thurgate	Public Programs Manager
Andrew Purvis	Curator – Exhibitions
Andrew Herpich	Student Liaison Officer
Alex Beckinsale	Marketing & Events Co-ordinator
Emma Bishop	Administration Officer
Lucia Dohrmann	Finance Assistant
Cathy Milne	Administration and Reception
Sharyn Ingham	Administration and Reception
Catherine Kerrigan	Librarian
David Chester	Assistant Librarian
Dorothy Crosby	Counsellor

Technical and Facilities

Matt Taylor	Workshop Technician
Bernadette Klavins	Workshop/Facilities Assistant
Jon George	Facilities and Maintenance Officer
Ryan Waters	Facilities Assistant

Academic Staff

BVA and BVA [Hons] Coordinator

Roy Ananda

BVA Level 1 Coordinator

Monte Masi

Department of Contemporary Studies

Nicholas Folland, Head of Department
 James Dodd
 Dr Sue Kneebone
 Monte Masi
 Julia Robinson
 Luke Thurgate

Department of Art History & Theory

Zoe Freney, Head of Department
 Jack Cross
 Dr Andrew Dearman
 Dr Nerina Dunt
 Geoff Gibbons
 Dr Sue Kneebone
 John Neylon

Department of Drawing

Roy Ananda, Head of Department
 Melanie Brown
 Daniel Connell
 Johnnie Dady
 James Dodd
 Trena Everuss
 Sasha Grbich
 Rob Gutteridge
 Michael Kutschbach
 Jessica Mara
 Christopher Orchard
 Sally Parnis
 Yve Thompson
 Luke Thurgate

Department of Painting

Mary-Jean Richardson, Head of Department
 Daryl Austin
 Melanie Brown
 Daniel Connell
 Rob Gutteridge
 Michael Kutschbach
 Jessica Mara

Department of Sculpture

Nicholas Folland, Head of Department
 Roy Ananda
 Johnnie Dady
 James Dodd
 Sasha Grbich
 Bernadette Klavins
 Monte Masi
 Julia Robinson



Graduate Support Program

The Adelaide Central School of Art Graduate Support Program assists our high-achieving alumni continue their development as professional artists. In 2018 over \$25,000 was awarded to graduates for the development and display of new work, the purchase of studio equipment, and professional development activities the world over.

The Graduate Support Program strengthens Adelaide Central School of Art's national profile as a visual arts education provider of excellence and the institution of choice for aspiring professional artists. We continue to be impressed by the quality and ambition of our students and graduates and look forward to supporting their future endeavours.

The Program also supports professional development activities and provides financial assistance to graduating students selected to exhibit in the Perth Institute of Contemporary Art's annual national graduate exhibition, *HATCHED*.

Graduates are encouraged to check the School's website for new opportunities and grant application closing dates.

Awards for Excellence

Each year the School provides awards to outstanding students for excellence in their studies. In 2018 we welcomed Rhana Devenport, Director of the Art Gallery of South Australia, to assist in judging and presenting our awards at the Graduate Exhibition opening event:

- *Major Travel Award* for a high-achieving BVA or BVA [Hons] graduate
- *James Martin Award* for a high-achieving BVA graduate
- *Lee Family Award* for a high-achieving BVA [Hons] graduate
- *Helen Mitchell Award*
- *Adelaide Central School of Art and Artlink Magazine Award* for a high-achieving student in Art History & Theory
- *NAVA Ignition Award* for a high-achieving student in Professional Studies
- *Board of Governors and Guildhouse Award for Excellence*
- *FELTspace Graduate Award* for a high-achieving graduate working within an experimental practice

Port Art Supplies Encouragement Awards encourages committed Level 1 and 2 students with awards in the form of vouchers for the purchase of materials from Port Art Supplies. The awards are announced at the opening of the Graduate Exhibition each year.

Course Information

Accreditation

The degree courses at Adelaide Central School of Art are accredited by the Tertiary Education Quality and Standards Agency (TEQSA). The School's degree courses satisfy the national accreditation requirements that lead to qualifications under the Australian Qualifications Framework (AQF).

Bachelor of Visual Art

The Bachelor of Visual Art (BVA) is a three-year degree program, designed to prepare students with the skills and knowledge to develop careers as practising artists. A focus on the fundamental art-making practices of drawing, painting and sculpture is complemented by an emphasis on conceptual development, art history and theory and professional practice. At Level 3 students are supported to develop a coherent body of work based on comprehensive self-directed studio research.

On completion of the BVA, a graduate is equipped to develop an independent studio practice and pursue a career as a professional practising artist. Graduates are also well-positioned to undertake further study or seek employment opportunities in related fields such as arts administration, arts writing, education, marketing, events, commercial design, and curating.

Associate Degree of Visual Art

The Associate Degree of Visual Art (ADVA) is a two-year program focused on building foundation skills in key aspects of visual art. The ADVA offers an exit point from the BVA, enabling students who have completed Level 1 and 2 to graduate with a stand-alone qualification.

On completion of the ADVA, graduates are equipped to pursue employment opportunities in the field of visual arts and in related occupations, or undertake further study.

Bachelor of Visual Art [Honours]

The Bachelor of Visual Art [Honours] (BVA [Hons]) is a one year full-time program open to high-achieving students who have completed an undergraduate degree in visual art (or equivalent). The program provides students with an opportunity to extend their artistic practice and develop their research skills and understanding of contemporary art.

Under the guidance of a supervisor, students will engage in practice-led research, utilising a range of methodologies to develop an original body of artwork and corresponding exegesis. The BVA [Hons] program equips students to pursue careers as practising artists and provides a pathway to post-graduate research programs.

Course Delivery

Units for all courses are taught on-campus across a 17-week semester. External study is not available. Practical units are delivered in-studio; theory units are held in the Lecture Room.

Levels

Units are graded into levels to identify progression through the courses. Most units have pre-requisites or co-requisites. Students are required to successfully complete a unit at Level 1 before progressing on to Level 2 of that unit. In order to enrol in Level 3 units, students need to have completed all of Level 1 in addition to the unit-specific pre-requisites. At Level 3, Art History & Theory 3.1 must be undertaken as a co-requisite with Studio Practice 3.1.

Core Units

Core units are essential elements of the visual arts curriculum. Level 1 of the BVA is entirely composed of core units, providing a foundation program in fundamental areas of visual art. Level 2 and 3 of the BVA comprise both core and elective units.

Elective Units

A number of elective units must be undertaken to complete the course, but students choose which of these units to undertake. The intention of an elective is to enable students to pursue their interests and / or broaden their experience. At Levels 2 and 3, students have the opportunity to enrol in elective units at other universities as well as those offered by the School. See Page 15 for details on cross-institutional study.

Unit Outlines

Comprehensive unit outlines, detailing content, learning outcomes, assessment and recommended resources are provided to students at the beginning of each unit.

Course Completion

The ADVA will be conferred on the basis of satisfactory completion of all 24 prescribed units, comprising a total of 96 credit points.

The BVA will be conferred on the basis of satisfactory completion of all 32 prescribed units, comprising a total of 144 credit points.

The BVA [Hons] will be conferred on the basis of satisfactory completion of the 4 prescribed units, comprising a total of 48 credit points.

Graduation and Certification

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

Public Programs

In addition to degree programs, the School offers Atelier Academy (a program of specialist courses), Summer School, short courses, masterclasses, secondary student and teen workshops, professional learning opportunities for teachers, artist talks and public seminars.

All of these programs are listed on the School's website.

2019 Course Sequence

Core Units

Course Sequence based on full-time study	Core [C] or Elective [E]	Course Unit Code	Course Unit	Contact hrs p/wk	Personal study hrs p/wk	Credit points	EFTSL*
Level 1 Semester 1	C	GD11	General Drawing 1.1	3.5	2.5	4	.083
	C	LD11	Life Drawing 1.1	3.5	2.5	4	.083
	C	AH11	Art History & Theory 1.1	2.5	3.5	4	.083
	C	CSP11	Contemporary Studio Practice 1.1	3.5	2.5	4	.083
	C	P11	Painting 1.1	3.5	2.5	4	.083
	C	SC11	Sculpture 1.1	3.5	2.5	4	.083
Level 1 Semester 2	C	GD12	General Drawing 1.2	3.5	2.5	4	.083
	C	LD12	Life Drawing 1.2	3.5	2.5	4	.083
	C	AH12	Art History & Theory 1.2	2.5	3.5	4	.083
	C	CSP12	Contemporary Studio Practice 1.2	3.5	2.5	4	.083
	C	P12	Painting 1.2	3.5	2.5	4	.083
	C	SC12	Sculpture 1.2	3.5	2.5	4	.083
Level 2 Semester 1	C	GD21	General Drawing 2.1	3.5	2.5	4	.083
	C	LD21	Life Drawing 2.1	3.5	2.5	4	.083
	C	AH21	Art History & Theory 2.1	2.5	3.5	4	.083
	C	CSP21	Contemporary Studio Practice 2.1	3.5	2.5	4	.083
	E		Elective unit	3.5	2.5	4	.083
	E		Elective unit	3.5	2.5	4	.083
Level 2 Semester 2	C	GD22	General Drawing 2.2	3.5	2.5	4	.083
	C	LD22	Life Drawing 2.2	3.5	2.5	4	.083
	C	AH22	Art History & Theory 2.2	2.5	3.5	4	.083
	C	CSP22	Contemporary Studio Practice 2.2	2.5	3.5	4	.083
	E		Elective unit	3.5	2.5	4	.083
	E		Elective unit	3.5	2.5	4	.083

Exit Point Associate Degree of Visual Art

Level 3 Semester 1	C	D31	Drawing 3.1	3.5	2.5	4	.083
	C	PS31	Professional Studies 3.1	2.5	3.5	4	.083
	C	AH31	Art History & Theory 3.1	2.5	3.5	4	.083
	C	SP31	Studio Practice 3.1	4	8	8	.166
	E		Elective unit	3.5	2.5	4	.083
Level 3 Semester 2	C	AH32	Art History & Theory 3.2	2.5	3.5	4	.083
	C	SP32	Studio Practice 3.2	1	23	16	.333
	E		Elective unit	3.5	2.5	4	.083

Exit Point Bachelor of Visual Art

Level 4 Semester 1	C	HRM11	Honours Research Methods 1.1	3	4.5	6	.125
	C	HSP11	Honours Studio Practice 1.1	2	25	18	.375
Level 4 Semester 2	C	HRM12	Honours Research Methods 1.2	3	4.5	6	.125
	C	HSP12	Honours Studio Practice 1.2	2	25	18	.375

Exit Point Bachelor of Visual Art [Honours]

* Equivalent Full-Time Student Load



Elective Units

Course Unit Code	Elective	Contact hrs p/wk	Personal study hrs p/wk	Credit points	EFTSL*
Level 2					
LP21	Life Painting 2.1	3.5	2.5	4	.083
LP22	Life Painting 2.2	3.5	2.5	4	.083
TRP21	Tonal Realism Painting 2.1	3.5	2.5	4	.083
TRP22	Tonal Realism Painting 2.2	3.5	2.5	4	.083
NRP21	Non-Representational Painting 2.1	3.5	2.5	4	.083
NRP22	Non-Representational Painting 2.2	3.5	2.5	4	.083
SC21	Sculpture 2.1 The Multiple	3.5	2.5	4	.083
SC22	Sculpture 2.2 Installation	3.5	2.5	4	.083
SC23	Sculpture 2.3 Video & Performance	3.5	2.5	4	.083
SC24	Sculpture 2.4 Objects & Invention	3.5	2.5	4	.083
	PLUS CIST†	3.5	2.5	4	.083
Level 3					
D32	Drawing 3.2	3.5	2.5	4	.083
P31	Painting in the Expanded Field 3.1	3.5	2.5	4	.083
P32	Propositional Painting 3.2	3.5	2.5	4	.083
W31	Work Integrated Learning 3.1	3.5	2.5	4	.083
	PLUS Level 2 Elective Units or CIST†	3.5	2.5	4	.083

Terminology

An award course is a program of study leading to a qualification, e.g. Bachelor of Visual Art. A unit is a set course of work in one subject area, usually one semester in duration, e.g. General Drawing 1.1.

Core and elective units combine to make up an award course.

EFTSL (Equivalent Full-Time Student Load) is a measure of the study load of a student undertaking a course of study on a full-time basis. One year of full-time study equals 1.0 EFTSL.

* Equivalent Full-Time Student Load

† Cross Institutional Study

Course Content

Level 1 Core Units

General Drawing 1.1 and 1.2

These structured and comprehensive units are designed for those who have not previously studied visual art at a tertiary level. Starting with basic skills in drawing by observation, the first semester introduces students to different ways of seeing. Form and structure, concept development, expression and communication are explored in the second semester.

Life Drawing 1.1 and 1.2

These units provide students with the essential foundational skills for the representation of the human form through drawing. While the basis of the course is largely drawing from direct observation, consideration is also given to the study of anatomy, concepts of form and structure and the communicative and expressive possibilities of figurative drawing.

Sculpture 1.1 and 1.2

These units provide a rigorous and comprehensive introduction to working in three-dimensions. Unlike other Level 1 units, Sculpture 1.2 can be done before 1.1. In Sculpture 1.1 students become familiar with the material language of clay and the skills associated with modelling, mould-making and casting. Sculpture 1.2 introduces students to a wider range of materials and objects, exploring their poetic and communicative possibilities through a series of fun and challenging projects.

Painting 1.1 and 1.2

Level 1 Painting introduces the fundamental skills and concepts of painting. Students will gain a thorough understanding of painting, using observation and direct and indirect painting techniques. A range of approaches to paint application and methods are taught, including wet in wet, scumbling, glazing, colour-mixing and the preparation of painting surfaces, supports and grounds. Once the basic techniques are acquired, students are introduced to the development of ideas and conceptual approaches to painting, drawing on historical and contemporary examples.

Contemporary Studio Practice 1.1 and 1.2

These units aim to facilitate a broad understanding of the conceptual and visual languages inherent in the visual arts. This unit equips students with an expansive array of techniques, strategies and approaches to making and thinking processes and encompasses a wide range of disciplines and media. Students are encouraged to broaden their approaches to making through self-directed projects, experimenting across media and engaging in class discussions.

Art History & Theory 1.1 and 1.2

Level 1 of Art History & Theory introduces students to the different methods for studying and writing about art and surveys the changes in art practice from ancient to contemporary. Through selected case studies, this survey demonstrates how works of art are related to their particular cultural contexts. The final term is dedicated to contemporary Indigenous Australian art and explores a diverse range of art practices as well as key issues that arise from the creation and reception of Indigenous art.

Level 2 Core Units

General Drawing 2.1 and 2.2

General Drawing 2.1 and 2.2 further develop students' awareness of drawing as a communicative visual language. Students are introduced to increasingly sophisticated notions of drawing and develop a breadth and depth of skills, processes and conceptual understanding.

Life Drawing 2.1 and 2.2

In Life Drawing 2.1 and 2.2 students will develop an increased understanding of the various formal, material and conceptual considerations pertinent to drawing the human figure. Drawing is used as an investigative tool in relation to systems of representation, meaning and communication, narrative and expression.

Contemporary Studio Practice 2.1 and 2.2

These units challenge students to work on a range of briefs, creating a series of propositional outcomes reflecting their interests. Students are encouraged to experiment and take risks within small peer groups facilitated by a lecturer, and work across a range of disciplines and media, documenting their research and outcomes. Through a series of forums engaging local art industry professionals, Contemporary Studio Practice 2 also introduces students to the broader arts environment with a focus on professional business practices and provides students with basic skills to pursue careers as self-employed artists.

Art History & Theory 2.1 and 2.2

Students undertake four term-length streams that complement the content developed in Level 1 and allow for a more focused engagement with a particular period, technology, culture or theme. Students can select from a range of streams that cover areas such as the history and theory of printmaking, photography, classical and current philosophy, memory, materiality, arts writing, and art of the South East Asian region. Through this process, students can begin to identify and pursue areas of personal interest.

Level 3 Core Units

Drawing 3.1

This unit explores the diversity of contemporary drawing practice and is delivered by a selection of expert practitioners. Drawing 3 projects often consider the conventions of drawing in relation to other disciplines, such as painting, performance, three-dimensional practices, time-based documentation and print. Through set project briefs, students develop a deeper understanding of drawing as an investigative practice.

Professional Studies 3.1

Professional Studies 3.1 provides students with a working knowledge of professional business practices and equips students with the skills to embark on careers as self-employed artists. Students will gain a critical understanding of the industry at a local and national level through participation in seminars with industry professionals and visits to various arts organisations. The course will provide students with important strategies for generating and sustaining a professional practice.

Studio Practice 3.1 and 3.2

In Studio Practice 3.1 students are introduced to an exploratory approach to ideas, materials and processes within a group facilitation model, extending the strategies established in their previous coursework. Students develop a proposal for the studio project to be undertaken in semester 2. In Studio Practice 3.2, students work under the guidance of a supervisor, developing their major studio project into a resolved body of work for presentation to a panel of examiners. These units must be undertaken in conjunction with Art History & Theory 3.

Art History & Theory 3.1 and 3.2

Level 3 of Art History & Theory surveys contemporary art currents, with the work of Australian and international leading contemporary artists and theorists examined in depth. Assignments are directed towards students investigating their individual research focuses in order to contextualise their own art practice within the field of contemporary art. This unit must be undertaken in conjunction with Studio Practice 3.

Level 2 and 3 Electives

Sculpture 2

Sculpture 2 units can be undertaken as electives at Level 2 or Level 3. The following units can be undertaken in any order or combination by students who have successfully completed Sculpture 1.1 and 1.2:

- **Sculpture 2.1 The Multiple in 3D Space**
This unit is specifically concerned with the development of three-dimensional artworks consisting of multiple elements. Projects address both the spatial dynamics of multiple element artworks as well as techniques and processes pertinent to the field, such as mould-making, casting and pattern-making.
- **Sculpture 2.2 Installation**
This unit considers the ways in which artists make immersive experiences, collaborate with participating audiences and work in response to architectures, social situations and places. Students develop critical awareness of the field of sculpture and installation and develop these considerations as components of their practice.
- **Sculpture 2.3 Video & Performance**
This unit provides an introduction to artists practising in these areas, basic theories, and discussions relevant to the field. The unit covers rudimentary video and audio recording, editing and presentation, and encourages students to develop their own personal and contextual relationships with these ways of making.
- **Sculpture 2.4 Objects & Invention**
This unit invites students to think about a range of structures, spaces and objects relating to the human body (such as architecture, furniture and clothing) and investigates how such objects might be meaningfully utilised within three-dimensional visual art practice. The utilitarian motivations of design, architecture and related fields are considered alongside the more poetic or communicative intentions that drive contemporary spatial practices.

Painting 2

Painting 2 units can be undertaken as electives at Level 2 or 3. Units in the following subject areas can be taken in any order or combination by students who have successfully completed Painting 1.1 and 1.2:

- **Tonal Realism 2.1 and 2.2**
Students undertaking units in tonal realism will gain the necessary skills required for an advanced level of representational painting. They will investigate the traditions and techniques of old master and contemporary realist painters, including indirect and direct painting methods, glazing, various colour palettes and compositional and constructive elements.
- **Non-Representational Painting 2.1 and 2.2**
These units introduce students to formal elements of painting, such as colour, tone, line and composition. Students investigate experimental painting processes that use formal elements to construct meaning.
- **Life Painting 2.1 and 2.2**
These units provide students with the skills and techniques required by artists when working from the figure. Working with a life model, students will investigate the materials, methods, techniques and concepts of painting from life.

Painting in the Expanded Field 3.1 and Propositional Painting 3.2

The focus of these units is critical and formal development. Through rigorous studio practice and accompanying lectures and tutorials, students will explore the possibilities and realities of painting. Ideas grounded within the tradition of painting are exchanged, challenged and refined. The main objective of this course is to develop direction, purpose and the critical thinking skills necessary for a painting-based studio practice.



Work Integrated Learning 3.1

This elective unit provides students with hands-on experience working in the arts industry through a series of placement opportunities. Students will immerse themselves in the work of their host organisation and participate in regular meetings with their academic supervisor. Through this unit, students have the opportunity to explore career pathways in the arts, gain experience in a professional environment, build networks in the sector, and undertake self-directed projects.

BVA [Hons] Units

Honours Studio Practice 1.1 and 1.2

Students undertaking Honours Studio Practice 1.1 and 1.2 will embark on self-directed studio research and investigation, under the guidance of a nominated supervisor, to develop a substantial body of artwork throughout the year. Regular critiques and group discussions with peers form an integral part of these units.

Honours Research Methods 1.1 and 1.2

In Honours Research Methods 1.1, students plan, develop and write a Research Proposal and a Literature and Artefact Review, guided by a series of lectures, critical readings, tutorial presentations and individual supervised sessions.

In Honours Research Methods 1.2, students consolidate and apply research into relevant theory and art practice to demonstrate the projected outcomes of their studio research. Students produce a 5000 word exegesis articulating the direction and underpinning concepts of their final body of work.

image | BVA student painting in third year studio.

Assessment

Assessment is an essential component of the teaching and learning process. Through assessment the School encourages student learning and monitors student achievements and the effectiveness of the learning environment.

Assessment in the semester units

At the start of each semester students receive a unit outline for each unit in which they are enrolled. This describes the assessment tasks. Two types of assessment are used: formative and summative.

Formative assessment

The formative assessment is an informal continuous assessment, providing feedback as students work on either set projects or self-initiated projects. The purpose is to provide ongoing feedback guiding the student towards achieving the required unit learning objectives.

Summative assessment

Summative assessment is a quantitative result provided at the end of each semester unit. The result given for a summative assessment task contributes to the student's final grade for a unit.

Moderation

Summative assessment tasks 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.

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 presented by students.

The aim of a critique is to assist students to gain:

- Insight and knowledge about how successful they have been in dealing with the agreed project in terms of their own objectives and intentions
- Awareness of their work within broader dialogue and approaches
- Experience in articulating their own objectives and intentions in relation to the project
- 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.

Attendance

Students are expected to attend all prescribed sessions in a unit. Attendance of at least 80% of the prescribed sessions is required for the student to be eligible for assessment. Students must communicate with Administration if unforeseen circumstances prevent a minimum of 80% attendance.

Further details of the attendance requirements are explained on Page 24 and are available from the School's website.

Extensions

When a student has been unable to complete the required work for assessment by the assessment deadline due to extenuating circumstances, a two-week extension of time may be sought. An extension will not exceed two weeks unless there are exceptional medical or compassionate circumstances. In this case a Result Withheld (RW) will be noted on the Class Assessment Sheet. Application for an extension should be made on the requisite form, which is available from Administration or on the School's website.

Conditions:

- Only one extension can be granted for each unit in any one semester, unless there are exceptional medical or compassionate circumstances
- Work will not be accepted more than 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
- A student given a RW notation can re-enrol for the subsequent semester, pending the outcome of the final assessment.

Procedures:

- The student completes an application for extension form (available from Administration), recording the assignment details, the original due date for the assignment and the two-week extension due date
- The student lodges the application for extension form with the Academic Administration Manager along with supporting evidence for the extension (e.g. letter from doctor)
- If the extension is approved, the Academic Administration Manager signs the form to confirm the extension due date; if the evidence is insufficient to grant an extension, the student is notified immediately
- The Academic Administration Manager notifies the lecturer that the student has been approved for an extension
- The RW notation and extension due date is recorded on the class assessment sheet
- The lecturer must advise the Academic Administration Manager of the final assessment mark as soon as it has been determined.

Penalties for late submission assessment work

All assessment tasks are scored out of 100 marks. In the event that an assessment task is submitted after the due date without an extension, 3 marks out of 100 will be deducted for every working day that the assessment task is late.

A maximum of 30 marks can be deducted. Work will not be accepted more than two weeks past the due date and a Fail will be registered, unless there are exceptional circumstances. In cases where an extension has been granted, the same penalties apply to work submitted after the extension due date.

For further information on the general assessment requirements refer to the Course Unit Assessment Policy and Procedures available on the School's website.



Supplementary Assessment and Reassessment

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 their 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.

For further information, refer to the Supplementary Assessment Policy and application form available on the School's website.

Reassessment

The resubmission or re-marking of an assessment task. Students may request a reassessment of an assessment task based on academic grounds. Applications for reassessment must meet the criteria outlined in the Reassessment Policy and Procedures to be approved.

Resubmission of an assessment task

Students who have received a fail grade within the range of 45-49% may be eligible to apply for a resubmission. Resubmission allows a student additional time to work on an assessment task before resubmitting it to their lecturer for assessment.

Re-marking of an assessment task

The re-marking of an assessment task is the reassessment of the same piece of work, unchanged since the original submission.

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.

For further information, refer to the Reassessment Policy and application form available on the School's website.

Final Grades

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.

Students will be notified of their final semester grades by email up to four weeks after the end of semester. This does not include results for work submitted after the set assessment deadline.

To ensure student confidentiality and compliance with privacy legislation, the School will not discuss students' results with any other party or release results over the phone to another party (without written consent from the student).

Bachelor of Visual Art final assessment

The final stage of completing the BVA is an examination by a panel of external and internal assessors, following a formal presentation by the student of their work, accompanied by a written synopsis. The grade awarded by the assessment panel will represent the final grade for Studio Practice 3.2.

Bachelor of Visual Art [Hons] final assessment

The final stage of completing the BVA [Hons] is an examination by an external assessment panel following a formal presentation by the student of their work, accompanied by an exegesis. The grade awarded by the assessment panel will represent the final grade for Honours Studio Practice 1.2 and Honours Research Methods 1.1.

For further information, refer to the Course Unit Assessment Policy available on the School's website.

Schedule of Grades

A final grade is the grade awarded for a semester unit of work.

Associate Degree of Visual Art and Bachelor of Visual Art

- 85 – 100% High Distinction (HD)
- 75 – 84% Distinction (DN)
- 65 – 74% Credit (CR)
- 50 – 64% Pass (P)
- 0 – 49% Fail (F)

Bachelor of Visual Art [Hons] Final Grades

- 80 – 100% Honours First Class
- 75 – 79% Honours Second Class Division 1
- 65 – 74% Honours Second Class Division 2
- 50 – 64% Honours Third Class
- 0 – 50% Fail

Please refer to the Schedule of Grades on the School's website for grade descriptions and notations.

Admission Policy and Enrolment Procedures

Application

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

The School has two intakes each year for the BVA. There is one intake each year for the BVA [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 entry requirements and required supporting 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

To participate in classes all students must formally enrol each semester using the prescribed form. Students are advised that it is their personal responsibility to ensure they are correctly enrolled.

Both full-time and part-time enrolment is on a semester-by-semester basis and 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 unit.

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

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 unit where the pre-requisite or co-requisite has not been met. Please refer to the Unit Outlines or consult the Student Liaison Officer for details.

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

Students agree to pay the tuition fees, student services and amenities fees, and additional charges in accordance with the 2019 Schedule of Fees (found on Page 32). To secure places in classes payment of semester fees in full / instalment deposit must be received no later than the enrolment closing date as per the 2019 Schedule of Fees.

If selected Electronic FEE-HELP & SA-HELP Forms (eCAF) will be emailed to the student on the receipt of the enrolment form. FEE-HELP and SA-HELP forms must be submitted by the relevant census date. Places in classes will not be confirmed until complete submission of the eCAF.

Fees are updated and published annually. For further information please refer to the 2019 Schedule of Fees in this handbook (refer to Page 32) or the School's website.

Commencing Students

Commencing students are required to enrol as specified in the enrolment instructions included with their letter of offer. 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 and submission of the enrolment form by the due date
- Payment of all tuition fees, student services and amenities fees and any other compulsory fees by the prescribed date
- 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 for which 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
- 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
- Approve the late enrolment without penalty (exceptional circumstances only)
- Refuse the late enrolment.

Late fee penalties are determined each year and published in the Schedule of Fees on Page 32.

Failure to pay fees by the prescribed date will lead to termination of enrolment.

Availability of Course Units

Future students are advised to enquire with the School about availability of course units prior to enrolling. The School reserves the right to cancel any unit for which there are insufficient enrolments and to substitute lecturers when necessary.

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

Places in Classes

Continuing students will have priority for places in classes, according to the date of enrolment, and then places will be allocated to new students.

The School may require students enrolled in a class to be relocated to a class at another time if enrolments in the first class exceed the maximum number.

Deferment

Requests to defer an offer of admission or initial enrolment will be assessed on a case-by-case basis. Applications must be made in writing to the Academic Administration Manager 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 deferral 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 or other verification.

Personal Details and Email

The School will send information to students via email to their personal email addresses, and when it is necessary, also by mail. It is the responsibility of students to check their email at least once a week.

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 changes to personal details. Failure to correct inaccurate information may have serious financial and academic consequences for students.

Variations to Enrolment

Students wishing to vary units or transfer from a class must submit a written request to Administration and approval must be obtained from the Academic Administration Manager. Permission to transfer is not automatic. It is students' responsibility to ensure that when varying their enrolment, they retain the prescribed credit point load to complete the requirements and satisfy the pre-requisites for that year of study.

Students are strongly encouraged to discuss their proposed changes with the Student Liaison Officer prior to requesting an amendment to their enrolment.

Except for withdrawals, 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.

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 approved by Administration. Please contact the Student Liaison Officer or refer to Page 26 for further information on attendance.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) occurs when students are granted specified or unspecified credit for comparable prior study or experience. RPL will be based on the relevance of the prior study to the content requirements of the unit in which credit is sought. Students who seek RPL for their previously acquired skills, 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.

For further information, please refer to the RPL application form available on the School's website.

Cross-Institutional Enrolment

Students enrolled in a course of study at the School who want to undertake units offered at another university as part of their degree 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.

Students are permitted to undertake a maximum of four semester-long units as cross-institutional study. 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.

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



image | Student participating in Watercolour Level 2, Summer School Course

Fee Policy

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. Fees are reviewed annually and are current for the calendar year (January to December).

Adelaide Central School of Art has been approved to offer students access to the Commonwealth Government FEE-HELP Student Loan Scheme. Please visit studyassist.gov.au for full details so that you are well-informed before choosing your method of payment.

Tuition Fees – Payment Options

1. Payment in full by the enrolment due date:

Semester fees are paid in full upon enrolment (cash, cheque or credit card / EFTPOS) on or before the enrolment due date.

OR

An initial deposit of 20% of the total semester's fees is payable upon enrolment and the outstanding balance paid on or before the enrolment due date.

If the outstanding balance is not paid by the enrolment due date, a 20% administration fee will apply to this amount.

2. FEE-HELP:

The Commonwealth Government Student Loan Scheme is available to any Australian citizen with a tax file number and is applicable to all or part of tuition fees.

FEE-HELP Census Dates in 2019

Semester 1: 12 March

Semester 2: 12 August

The FEE-HELP Census Date is the last day you can withdraw from the course without incurring a FEE-HELP debt.

If you are applying for FEE-HELP, once your enrolment forms have been submitted you will receive an email request to complete your online FEE-HELP application. In order to secure your place, your online application for FEE-HELP must be completed by the due date.

3. Instalment plan:

A signed instalment agreement must accompany the enrolment form. An initial deposit of 25% of the semester's total fees is due and payable upon enrolment on or before the enrolment due date.

The balance of fees plus 20% administration fee is payable in fortnightly or monthly instalments according to the signed instalment agreement. Payment of instalments by direct debit or automatic credit card authority is encouraged.

Compulsory Student Services and Amenities Fee – Payment Options

The student services and amenities fee is a fee that universities and other approved higher education providers charge for student services and amenities unrelated to or outside of particular course units.

1. Payment in full by the enrolment due date:

Student services and amenities fees are paid in full upon enrolment (cash, cheque or credit card / EFTPOS) on or before the enrolment due date.

2. SA-HELP:

SA-HELP is a loan scheme that assists eligible students to pay for all or part of their student services and amenities fee. Students can choose to defer all or part of their fee for the relevant year. If you use SA-HELP, the amount will be added to your accumulated HELP debt. You can take out a SA-HELP loan even if you do not wish to take out any other HELP loan.

If you are applying for SA-HELP, once your enrolment forms have been submitted you will receive an email request to complete your online SA-HELP application. In order to secure your place, your online application for SA-HELP must be completed by the due date.

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.

Collection of Unpaid Fees

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.

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 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. Refer to page 27 for further information and the Student Grievance Policy and Procedures available from the School's website.



Withdrawals

For withdrawals on or before the Semester 1 Census Date of 12 March 2019

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.

For non-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, fees paid will be fully refunded.

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. Deferred fees held in credit that are not used within 12 months will be forfeited.

For withdrawals after the Semester 1 Census Date of 12 March 2019

For FEE-HELP students:

Withdrawals after the Census Date will incur a FEE-HELP debt.

For non-FEE-HELP students:

No tuition fee refund is payable for withdrawals after the Census Date. Any outstanding semester fees will remain payable by the student.

Special circumstances:

In cases where special circumstances prevent the completion of one or more units of study, the student can apply to the School to have the FEE-HELP debt re-credited (FEE-HELP students) or the tuition fees refunded (non-FEE-HELP students). Please contact Administration for further information.

Financial Support

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.)

Centrelink is an Australian Government Statutory Agency that delivers a range of Commonwealth services to the Australian community. Centrelink offers financial assistance to eligible students:

- ABSTUDY provides help with costs for Aboriginal and Torres Strait Islander Australians undertaking study
- Austudy provides financial help to full-time students 25 years and older
- Youth Allowance provides financial help for people 16 – 24 years of age.

For further information on these and other payments provided by Centrelink, visit humanservices.gov.au

Fee Protection

Tuition assurance protects students in the event a course of study provided by an approved HELP provider ceases to be provided after it starts but before it is completed.

As an approved higher education provider under the *Higher Education Support Act 2003*, Adelaide Central School of Art Incorporated meets the tuition assurance requirements. Further information on tuition assurance is available on the School's website under 'Timetables & Fees'.



Student Resources, Services and Information

Administration Office

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.

Student Liaison Officer

The School's Student Liaison Officer is Andrew Herpich. Andrew provides enrolment and study advice, timetabling help, essay writing support, and answers any questions or concerns relating to study.

Contact: andrew.herpich@acsa.sa.edu.au or 8299 7300.

Adelaide Central School of Art Student Association

The Student Association is an organisation run by students, for students. It is a supportive resource for new students and organises several social events throughout the year, including BBQs, bake sales, movie nights and quiz nights.

The Student Association liaises with the School's Administration to ensure students' needs are met while studying at Adelaide Central School of Art. It also raises funds throughout the year for student amenities and the Graduate Catalogue. Connect with the Student Association on Facebook: facebook.com/acsastudentassociation.

Student Exhibition Program

The Student Exhibition Program, led by a committee of current students, coordinates temporary exhibitions in the T&S Building throughout the year. The Student Exhibition Program Committee is supported by Andrew Purvis, Curator – Exhibitions and Luke Thurgate, Public Programs Manager.

Material and Equipment Costs

Materials are not usually provided as part of the course costs. While the School will provide the essential equipment and facilities to enable students to undertake their course, full-time students can expect to pay approximately \$700 – \$800 extra for materials in the first year.

The Student Association maintains a supply of materials that can be borrowed and returned on a class-by-class basis. Please let the Student Liaison Officer know if you would like to borrow from or contribute to this stock.

images | Page 18: Staff and Students at Contemporary Studio Practice Party 2016

Page 19: Student participating in Oil Painting 1

Central Artist Supplies

Central Artist Supplies is an independent art supplies shop operating within the School campus. For more information please contact Greg Hanisch on 8271 6912 or visit centralartistsupplies.com.au.

Opening hours:

Tues – Fri 8.30am – 4.15pm

Saturday 9.00am – 12.00pm (not on long weekends)

Saturday 9.00am – 2.00pm (extended when short courses are running)

Student ID Card

Students enrolled in five or more units per semester (or equivalent) are eligible for full-time Tertiary Student ID cards. These cards are available from Administration and require a portrait identification photograph, which can be taken by the Student Liaison Officer.

Students enrolled in less than five units can obtain a part-time Tertiary Student ID card.

Full-time student cards expire at the end of February the following year; part-time student cards for first semester expire 31 July, and for second semester, end of February the following year.

Swipe Cards – refer to Page 21.

Timetables

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

Computer, Printer, Photocopier and Wi-Fi Internet Access

Computers with internet access and printing facilities are available for student use in the Media Room on Level 2 and outside the Library on Level 1. Students are provided with \$5 printing credit upon collection of their swipe card.

Wi-Fi is installed throughout the T&S Building. At the commencement of each term a Wi-Fi voucher will be sent to all students. This voucher will enable access to the ACSA Wi-Fi Portal.

Access to school computers on site and photocopiers are accessible using the details below:

The login format is as follows:

Login: [first initial][lastname]001, Password: your birthday [dd/mm/yy]

E.g. Frida Kahlo born 6 July 1907 would be:

Login: fkahlo001, Password: 060707

For photocopier use, this login can be linked to your swipe card. Instructions are posted near the Library and Media Room photocopiers. If you require assistance, please ask a staff member.

Photocopying

A photocopying and laminating service is also available from the Administration Office during office hours. If you have any copying to be done before evening classes, please see a staff member before 6.45pm.

A4 black and white	\$0.10
A4 colour	\$1.00
A3 black and white	\$0.20
A3 colour	\$1.50
Laminating	\$2.00
Acetate sheet	\$1.50 + photocopying cost

Lost Property

Lost property should be handed to Administration staff. Contents of the lost property box are discarded at the end of each academic year. Students are strongly advised not to leave personal items unattended. The School takes no responsibility for property that is misplaced or stolen, including art materials.

Student Artwork

Students must put their names and class details on all artwork, projects, and assignments. Any work left at the School is at students' risk, and the School does not accept responsibility for any work or belongings 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.

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

Parking and Driving on Campus

Carpark C can be used by students and is located at the western end of the T&S Building. Additional street parking is available along Mulberry Road and behind the School buildings on Eucalyptus Road and Cramond Drive. Students are to avoid parking in designated Health or Film Studio carparks.

A disability access carpark is located at the eastern end of the T&S Building, opposite the entrance to Adelaide Central Gallery. A parking map is available from Administration. Loading bay carparks are also available for student use and are clearly marked in this same area.

A bike rack is located in the outside courtyard area of the T&S Building for use by students and staff. Please refrain from attaching your bike to objects or buildings around the Glenside Health and Cultural Precinct. Please observe speed limits within the Glenside Campus as the entire site is a shared zone for use by pedestrians and vehicles.

Bus Routes

Stop 5 on Glen Osmond Road

171, 173, 861, 862, 183, 864 and 865
(drop off at Foodland Frewville and then a 5 min walk to the School)

Stop 5B Greenhill Road

147, 580 and 820 and a 5 min walk to the School



Student Evaluations

Towards the end of each semester, students are required to complete a survey to gauge student satisfaction with unit content and delivery. 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, Academic Board and Management.

Adelaide Central School of Art participates in national benchmarking processes with QILT – Quality Indicators for Learning and Teaching. The School was identified as the top art school in Australia for student experience in the 2017 Student Experience Survey.

Student feedback is important for identifying areas for improvement at the School. Participation in surveys ensures the School can be responsive to students concerns and assists the School with its planning, performance and continual improvement.

Academic Transcripts

An academic transcript documenting the semester grades obtained for individual course units as well as any awards conferred can be requested from Administration.

There is a \$25 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 an unofficial record of study via email.

Student Support Services

Academic Support

Orientation

New students receive a full day of orientation on the first day of the semester. The orientation provides students with important introductory information about the course and familiarises them with the campus before classes commence. The orientation includes presentations from the Department Heads, Student Association, Counsellor, Curator, Level 1 Coordinator, and Student Liaison Officer. New students also receive a Library induction, safety and security briefing, tour of the School facilities, and lunch with students and lecturers.

Academic and Enrolment Guidance

The Student Liaison Officer is available by appointment to discuss queries and concerns relating to enrolment, subject choices, workload etc. and to provide general study advice and guidance.

Essay Writing and Research Support

The Student Liaison Officer provides essay writing and research support through group workshops and individual meetings. Students are referred for these services by a lecturer or may also self-refer, in which case the Student Liaison Officer will assess their support requirements. The Librarian also provides research support and delivers workshops throughout the year.

Peer Learning

The Peer Learning Program is designed to provide information, guidance and advice for students to help them navigate the demands of the BVA. The current Peer Learning Program includes IT workshops and a weekly Study Club.

Academic counselling

Students who are experiencing ongoing or significant issues relating to academic progress and/or attendance are required to attend an academic counselling meeting with the Academic Administration Manager and the lecturer of the relevant unit. This is an early intervention process aimed at supporting a student's academic progress.

Individual academic support

In certain cases, the School approves one-on-one academic support from lecturers for students. This may include a set number of hours over the term or a one-off session. Circumstances in which individual academic support may be approved include when a student has a study support plan in place, is transitioning from secondary school directly into the BVA, or has experienced a disruption to their studies due to unforeseen and extenuating circumstances.



Personal Support

Personal and Other Counselling

The School provides a free and confidential on-site counselling and pastoral care service with a qualified counsellor for both students and staff.

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

Students can contact the Counsellor directly to make an appointment. At the start of each semester, all current students are informed by email of the Counsellor's contact number. Students can also contact Administration or the Student Liaison Officer for further information.

Some reasons people like to talk to the Counsellor include:

- Managing anxiety, stress and depression
- 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
- Balancing family, work and study commitments
- Personal development, increasing self-confidence. Anything that affects a student or staff member's life and ability to study and work.

Information on External Services

The Student Liaison Officer and the Counsellor can provide information on a range of external services that are available to students, in the areas of health and medical, mental health, sexual assault and harassment, and emergency accommodation.

Disabilities

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 requirements and intent of the legislation.

The *Disability Standards for Education 2005* requires educators to make 'reasonable adjustments' so that students with disabilities are treated on the same basis as students without disabilities. To view the School's Disabilities Statement, please visit the School's website or contact the Student Liaison Officer.



Teaching and Studio (T&S) Building Access

The main entrance to the T&S Building is the prominently signed north-eastern corner that houses the stairs and lift. Another entrance is located via the Southern Courtyard. The T&S Building has been designed with a swipe card system to provide secure access for all staff and award course students entering and leaving the building. Monitored CCTV surveillance cameras are located throughout the School.

Disability access is either via the front entrance or the ramp at the southern exit. At no time are the main or rear entrance doors of the T&S Building to be propped open, even briefly, as this compromises the security of the building.

T&S Building Exits

1. The EXIT button for the main entrance is located on the brick wall inside the main door. The door is automatic and swings open, facilitating easy access when carrying art materials.
2. Southern exit door leads into the Southern courtyard.

Please refer to the Emergency Evacuation Plans around the T&S Building for all emergency exits.

Swipe Cards

All students must obtain a coded swipe card from the Administration Office to gain entry to the T&S Building. The card will be numbered and coded to your name. A refundable \$50 deposit is required at the time of issue.

Do not lend your card or permit entry to anyone else. Please direct anyone wanting to access the building without a swipe card to the Administration Office. All visitors to the building (e.g. friends and family) must sign in and out at the Administration Office to comply with the School's safety and security requirements.

Students can top up printing funds on their swipe cards for use on the School's printers and photocopiers at Administration.

Lost Swipe Cards

If you lose your card you must notify Administration immediately. Your card will be cancelled to prevent another person using it, and you will forfeit the deposit. A new swipe card will be coded and issued to you. The refundable deposit for the replacement card is \$50.

Automatic Arming of the T&S Building

The security system is programmed to automatically arm the T&S building at 11.00pm. When the building is automatically armed, all the lights are programmed to turn off. Excepting Honours students, no students are to be in the building after 10.00pm.

If movement is detected when the building is armed, the alarm will be activated and a security person dispatched to investigate. If the alarm is activated by a student or staff member, the \$100 call out security fee will be passed on to the person responsible.

Access Times

Access times to the T&S Building vary for students of different levels. You will be notified by email of any changes to the following:

Level 1 and 2 students

Monday, Tuesday, Friday 8.30am – 5.15pm

Wednesday & Thursday 8.30am – 9.30pm

There is no weekend access for Level 1 and 2 students.

During holidays, access is from 9.00am – 5.00pm Monday to Friday. Please notify Administration staff in advance if you intend on using teaching studios at this time.

Level 3 students

Monday – Friday 8.30am – 10.00pm

Saturday 9.00am – 5.00pm

Saturday access is only available during the above hours while a staff member is on site, i.e. when Short Courses are held. Sunday access is unavailable for Level 3 students.

Honours students and resident studio artists

24 hour / 7 day access. As this access is out of school hours, when staff are not on site, Honours students and studio artists will be issued with security codes to arm and disarm the building. Honours students and studio artists will be inducted into the use of this privilege and the responsibilities that come with it.



Facilities, Rooms and Studios in the T&S Building

Teaching Studios – All Levels

There are five teaching studios in the T&S Building:

Ground Floor:	Studio 1 and 2
Level 1:	Studio 3 and 4
Level 2:	Studio 5

Lecture Room – Level 2

The Lecture Room is used for Art History & Theory and Professional Studies classes, as well as for artist talks and similar events. Audio visual equipment is permanently installed.

Sculpture Studios and Workshop – All Levels

Ground Floor Machinery Workshop

The Machinery Workshop has restricted access. Students will only be given access to this area after they have successfully completed a Workshop Safety Induction Session. The Machinery Workshop access times are: Tuesday – Friday 9.30am – 2.30pm.

Level 1 Sculpture Studio

Designated studio for sculpture classes that involve wet materials.

Level 2 Sculpture Studio

A multi-purpose studio for sculpture classes.

Southern Courtyard

A multipurpose secure external workspace and teaching studio.

Student Common Areas

The Common Areas are located at the western end of all three levels of the T&S Building and provide tables, chairs and lounges.

Using the Lift

If the lift stops while you are in it, do not panic. Press the yellow button for assistance.

Wet Areas – All Levels

Wet areas are centrally located on each of the three floors, allowing students to dispose of paint and other liquids (e.g. paint solvents and mediums). The drain is connected to an underground sump that filters this water before releasing it into the environment. Each wet area has a first-aid kit and an eye wash.

Solids must not be poured down the wet area sinks. Please check with your lecturer if you are unsure about the disposal of waste material. An emergency phone is located in each wet area. This phone can dial out to emergency numbers (police, fire, ambulance) and also to the Administration Office.

Kitchenettes – Ground Floor and Level 2

Student kitchenettes are located on the Ground Floor and Level 2. They are equipped with instant hot water, filtered water, dishwasher, microwave, sandwich press, fridge, crockery and cutlery. The School provides basic tea, coffee, sugar and milk for these kitchens. Supplies are purchased from the student services and amenities fee fund. If you require special provisions, feel free to bring your own. The fridges are emptied and cleaned each Monday.

All students using the kitchenettes are responsible for washing and putting away their own dishes. Please keep these areas tidy and clean!

Only paper or foam cups may be taken outside the building. A vending machine with drinks and snack foods is located outside of the Library on Level 1. A coffee machine is located on Level 1 in the Common Area.

Do not use the kitchens to wash your hands to remove paint, charcoal etc and do not pour any paints, solvents or chemicals down the sinks. Please use the wet areas located on each level for this purpose. Do not use supplied crockery and cutlery for paint, solvents and chemicals.



Lockers – Level 1

Lockers are located in the main corridor on Level 1. Locker hire is \$20 per semester, with an additional \$20 key deposit (refundable upon return of the key). Enquire at the Administration Office to hire.

Toilets – All Levels

Toilets are located on each level opposite the lifts and contain a female toilet and a unisex toilet. Disability access toilets are located on each level at the western end of the building.

Counselling Room – Level 1

This private room is located off the small hallway at the western end of the building. The School's Counsellor uses this room to meet with students and staff. For further information on counselling services refer to Page 20.

Fire Alarms

The T&S Building is fitted throughout with a monitored fire alarm system that links directly to the Metropolitan Fire Service (MFS). Substances / equipment that can activate the fire alarm include smoke, dust, ground cement dust, fumes, welding, angle grinders and (of course) fire. When set off, an alarm will sound, all the exit doors will be released, and all occupants must leave the building via the closest possible exit and proceed to one of the following emergency evacuation points:

- The grassed area on the northern side of the T&S building (in front of the Administration Building)
- Rear of the Administration Office in the courtyard of Erindale (via the rear exits).

The School will be charged a call out fee by the MFS for false fire alarms (over \$800). This cost will be recovered from those responsible for the false alarm.

Any activity that produces / involves smoke, dust, ground cement dust, fumes, sparks is strictly prohibited outside of the Machinery Workshop. Anything producing / involving fire is strictly prohibited throughout the premises. For more information please contact Administration.

images | Page 22: Student participating in Non-Representational Painting class

Page 23: Students participating in Introduction to Portrait Painting Short Course

Library

The School's Library is located on Level 1 and has a collection of approximately 6000 art books, a selection of art magazines, and subscriptions to Oxford Art Online, Very Short Introductions and Art+ Australia. The Library catalogue is available online at library.acsa.sa.edu.au.

Library Staff

Librarian

Catherine Kerrigan – catherine.kerrigan@acs.sa.edu.au

Assistant Librarian

David Chester – david.chester@acs.sa.edu.au

Student Liaison Officer

Andrew Herpich – andrew.herpich@acs.sa.edu.au

Opening hours (during term)

Mon, Thu, Fri	10.00am – 3.30pm	Catherine
Tue	12.00pm – 2.00pm	Andrew
Wed	11.00am – 3.30pm	David
	4.00pm – 5.00pm	Andrew

See Administration to borrow or return books outside these hours.

Borrowing

Students can borrow and return books using a self-check system that uses the same login and password as the School computers / printers. The following guidelines apply:

- Maximum of three books at any one time
- High Demand collection – one-week loan, no renewals
- Main collection – two-week loan, one renewal
- Staff collection (orange dot) – staff borrowing, onsite use only for students
- Reference and rare books – on-site use only
- Magazines – on-site use only in Magazine Reading Room
- Students with overdue books at the end of semester will be unable to obtain their grades or enrol
- Lost items will incur replacement cost plus \$30 administrative fee.

Students should check the School's website or contact the Librarian for the most current information.

Reimbursement for Membership at Other Libraries

Students may join Flinders University Library, University of South Australia Library or the Barr Smith Library at the University of Adelaide as Community Borrowers.

Those enrolled in Honours or Level 3 Art History & Theory and Studio Practice will be reimbursed 100% of the cost of membership. Full-time Level 1 and 2 students or part-time students enrolled in Art History & Theory, Contemporary Studio Practice or Professional Studies will be reimbursed 50% of the cost of membership.

Eligible students who want to take up this offer will need to pay the membership fee to the relevant institution, retain the receipt, and attached it to a completed reimbursement form (available in Administration). Reimbursement is by direct deposit; students must supply their bank details.

Library Donations

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

Attendance

Attendance

Students are required to contact Administration 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.

Adelaide Central School of Art students are expected to attend all prescribed classes. 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.

Students may attend alternative classes in the same unit to make up for absences. Missed classes can only be made up within the same week. Students must obtain approval from Administration prior to attending a make-up class.

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. Fee refunds are not given for non-attendance.

If a student misses three of the prescribed classes for any unit, Administration will issue a formal notification to the student reminding them of the attendance policy and advising them to contact the Student Liaison Officer to discuss their situation.

Students who have missed four classes or more in a single unit will be required to attend an academic counselling session with the Academic Administration Manager and lecturer of the unit to determine if they are eligible to continue in the unit. A student may be eligible to continue if extenuating circumstances impacted their attendance, in which case the academic counselling session will focus on identifying steps and/or supplementary tasks to support the student to catch up.

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. This will count toward the total number of absences for that 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

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.

If students are late three times in the prescribed classes for any unit, Administration will issue a formal notification to remind the student of their responsibilities and the risk to their studies.

Studio Etiquette

Teaching studios are used for different units; 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.

It is essential that you **DO NOT** move any still life set-ups or any components in a still life.

After each class:

- Clean dry (charcoal, pastel dust) or wet (paint) residue off easel rails
- Hang up all easels on the easel racks
- Stack all drawing boards in their allocated area
- Return all equipment / props / mattresses / whiteboards etc. to their original place if they have been moved
- Clear the centre of the studio – stack chairs, stools, crates etc. neatly around the perimeter and in corners
- Place name and class details on all work
- Unless advised by the lecturer, no work is to be left in the studios after class
- Last person to leave the studio must turn off the air-conditioning, extractor fan, heaters and lights, and close all windows.

Mobile Phones and Earphones

Students are not permitted to receive or make phone calls or texts during class and must have their phone turned off or on silent. 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. Students are not permitted to wear earphones or headphones in class.

Extra Studio Time

Students are encouraged to use the teaching studios outside of the usual class times. Use of the teaching studios is only possible during office hours and students are required to obtain approval from Administration. Level 1 and Level 2 students are not permitted to use the teaching studios after hours without permission from Administration.

Life Models

In order to ensure a safe and respectful studio environment, the use of cameras (including mobile phones) in classes with life models will be treated as Student Misconduct. Please be aware of the following School policy:

- Cameras (including mobile phones) must not be used for any purpose during classes with life models. Photographing a model is a serious breach of privacy and will not be tolerated.
- Any student seen using such a device in class for any purpose will be issued with a formal warning by the lecturer. If this behaviour is repeated in the same class during the semester, the student will be asked to leave and report to Administration. In such a case, the incident will be addressed according to the Student Misconduct Policy.
- Any student found to be photographing or filming a model in class will not receive a first warning. Instead, the student will immediately be asked to report to Administration and the incident will be addressed according to the Student Misconduct Policy.

Lecturers will advise students further regarding appropriate class behaviour and conduct at the commencement of semester for all classes employing life models.

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 respect for the rights of others in the School are necessary for the fulfilment of such goals.

Students are expected to comply with the Code while on campus, owned or controlled property, during off-campus excursions, and while representing the School in the community.

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.

Students found to be in breach of the Student Code of Conduct may be subject to disciplinary action under the Student Grievance and Misconduct Policies 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:

- Respect differences and diversity
- Behave in a manner that does not interfere with the learning of others
- 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 that 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 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 the School's property and the private property of other students and staff
- Actively consider the health and safety of themselves and others when carrying out studies
- Not be under the influence of alcohol or illegal drugs during class
- Make themselves aware of and comply with School policies and rules including information contained in the Student Handbook and on the School's website
- 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.



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*, 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 copyright.org.au/legal-advice.

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

Student Work

Art work created in class and/or in response to the course curriculum under the tuition and guidance of a lecturer cannot be considered an original work by the student. Therefore, students are required to submit a written request to the Academic Committee if they wish to exhibit any such work externally and/or submit work for competitions, awards, or prizes. Exception: Graduates are permitted to exhibit work produced in Studio Practice 3 or Honours Studio Practice 1 following the completion of their studies without seeking permission.

image | Student participating in Introduction to Anatomical Drawing Workshop

Student Misconduct Policy and Procedures

The Student Misconduct Policy and Procedures describe complaint processes 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.

Student misconduct can be related to either academic or non-academic issues.

Academic Misconduct

As a higher education provider, the School has a responsibility for ensuring academic integrity in its accredited courses. Academic misconduct may include but is not limited to plagiarism, any act of dishonesty or deception in fulfilling an academic requirement, or any behaviour that disrupts class and prevents fellow students from studying.

Non-Academic Misconduct

The School is committed to ensuring a safe and respectful environment for staff and students. Non-academic misconduct 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.

Students found to have engaged in any form of academic or non-academic misconduct will be subject to disciplinary action under the Student Misconduct Policy.

The Student Misconduct Policy and Procedures is available on the School's website or from Administration.

Sexual Harassment Policy

Sexual harassment is any form of unwanted or unwelcome sexual behaviour, where it is reasonable to expect that the other person would be offended, humiliated or intimidated. The School has a zero-tolerance policy towards sexual harassment and is committed to providing a safe and supportive working and learning environment for students, staff and the broader School community.

The School's Sexual Harassment Policy outlines the rights and responsibilities of all members of the School community in ensuring an environment that is free of sexual harassment. The policy also provides clear pathways for reporting incidents of sexual harassment and includes information on confidential support services.

The Sexual Harassment Policy is available on the School's website or from Administration.

Student Grievances

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

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 lodging and responding to student grievances to ensure a safe and fair learning environment for all students and staff.

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.

The Student Grievance Policy and Procedures is available on the School's website or from Administration. Students can also contact the Student Liaison Officer for information or advice.

The Office of the Training Advocate

If dissatisfied with the School's decision relating to a grievance, the complainant may seek external mediation (appeal) with the Office of the Training Advocate (OTA).

The 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.

For further information, please visit the OTA website at: <http://www.trainingadvocate.sa.gov.au/>

Health and Safety

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.

All policies, procedures, informational and advisory signage must be adhered to at all times. Additionally, all verbal instructions from lecturers and staff relating to safety must be complied with.

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 follows 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 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
- Wear goggles / safety glasses 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.

Child Safety

The School is committed to the provision of a child-safe environment that protects children from abuse and harm. The well-being and best interests of children are the responsibility of the entire community and the School acknowledges its role in contributing to a child-safe environment.

The School has developed a Child Safety Policy, which outlines the responsibility of management, administration and lecturing staff who work with children (participants under 18 years of age) both on-site and when representing the School at external events. The policy demonstrates the School's compliance with the *Children's Protection Act 1993 (SA)* and the *Child Safe Environments: Principles of Good Practice, Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children* and *Guidelines for Mandated Notifiers and Information for Organisations*.

The Child Safety Policy is available on the School's website or from Administration.

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. Further information can be found at nontoxicprint.com/reproductionrisks.htm and/or in *The Artist's Complete Health and Safety Guide*, 3rd edition (New York: Allworth Press, 2001) by Monona Rossol, 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.

Behavioural History

The School is committed to offering education free of risk or harm and aims to provide an appropriate safe environment to suit all students' needs. 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 well-being 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.

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.

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, etc. 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 set dates during the year. Students will be advised of the dates 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.

Removing Oil Paint

Soap and warm water are best for removing 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 as it can severely burn skin. Baby oil can be used as an alternative. If a process is excessively messy, wear protective gloves.

Exhaust and Extraction System

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

Risk Assessments

Students must complete a risk assessment for any projects that may present any health, safety, ethical, or legal risks, or which breach any rule, policy or code of conduct of the School. Students are required to discuss such projects with their lecturer/facilitator/supervisor in the first instance and then submit a risk assessment for approval to School Management prior to any work commencing.

Smoking

Smoking is permitted ONLY in designated areas. Smoking outside of these areas is strictly prohibited. For more information please contact the Administration Office.

Work, Health and Safety Policies

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
- Manual Handling
- Rehabilitation
- Hazardous Substances: Purchasing, Storage and Disposal
- Smoking Policies and Procedures
- Ultra Violet Protection
- Working Alone
- Introduction to New Plant Equipment, Materials and Processes.

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 smoking, the consumption of alcohol, or illegal drugs
- 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
- Seek approval from Administration prior to bringing any material on site that is not included in the School's approved unit materials sheets.

Advice on potential hazards around the School:

- Easels should not be moved (and especially turned around) until drawing boards have been removed, and students should be wary of others moving easels in their vicinity
- Students are not permitted to spray chemicals (e.g. fixative, spray paints) inside any rooms / studios
- Ladders are not to be left outdoors after dark for safety and security reasons
- Students must not stand on chairs but use the provided ladders or stools
- Student must ensure that another person is present when using a ladder
- 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
- 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: Monona Rossol, *The Artist's Complete Health and Safety Guide*, 3rd edition (New York: Allworth Press, 2001). 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 a First Aid Officer and recorded on an incident / accident report form.



image | Craig Glasson, 2018, *Untitled Structure #03* (Installation Shot), foam board, 138 x 277 cm

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). Please refer to Page 23 for details. Evacuation plans are located in all studios and significant locations throughout the School. Fire drills will be conducted periodically. Do not use the lift during a fire emergency.

Emergencies

In the event of an emergency, students, staff and visitors must follow all instructions by Emergency Wardens 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.

All points of access to the School must be maintained and unobstructed to permit emergency evacuation if required. Emergency Wardens will be on-site during scheduled class times to assist in the event of an emergency. Emergency Wardens: Michael Bishop, Jon George, Luke Thurgate and Ryan Waters.

Duress Button in Disability Access Toilets

The disability access toilets at the eastern end of each floor are fitted with a red duress button. If this alarm is activated an audible and visual alarm is generated outside the toilet. In addition, an alarm signal will be sent to the central monitoring station where they will action the call by notifying Administration. To deactivate the alarm, press the duress button again.

First Aid

In the T&S Building, first-aid kits are located in each of the wet areas (one on each level) as well as the Machinery Workshop on the ground floor. In the Administration Building a first-aid kit is located near the reception area. For first-aid, students should contact the School's First-aid Officers:

- | | | |
|------------------|----------------------|-------------------|
| • Roy Ananda | • Trena Everuss | • Cathy Milne |
| • Daryl Austin | • Nicholas Folland | • Anna O'Loughlin |
| • Emma Bishop | • Jonathan George | • Matt Taylor |
| • Michael Bishop | • Andrew Herpich | • Julia Robinson |
| • Melanie Brown | • Sharyn Ingham | • Yve Thompson |
| • Johnnie Dady | • Bernadette Klavins | • Luke Thurgate |
| • Andrew Dearman | • Jessica Mara | • Ryan Waters |

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 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; 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 students' 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 (MSDS) specific to the product. The School keeps a file of MSDS for all items included in the course material lists. It is students' responsibility to supply MSDS 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 of 500ml not exceeding 250ml per item. Larger volumes must not be used or stored on site.



If you feel physically threatened or unsafe, please call:

Glenside Security 0409 424 005, or
Triage 131 465, or
Police 131 444 or 000.

The School recommends saving the Glenside Security number in your phone if you are accessing the campus after-hours.

images | Page 30: BVA student studio

Page 31: Staff and students in the Southern Courtyard in front of the new work spaces



The Glenside Health and Cultural Precinct

Adelaide Central School of Art is situated within the Glenside Health and Cultural Precinct. We share this precinct with Adelaide Studios, home of the South Australian Film Corporation, and Glenside Health Services, which includes the hospital, supported accommodation units and care facilities. Please be mindful of the other tenants in the precinct.

In 2019 the Cedar Woods Glenside redevelopment occurring at the western and north-western areas of the site will continue. This redevelopment should cause minimal inconvenience to the School's operations and our students.

The Southern Courtyard

The Southern Courtyard Development was completed in August 2017, providing a significant extension to the Teaching & Studio Building. This major building project has greatly enhanced the School's facilities, providing two flexible covered work-spaces within a secure outdoor area. This Courtyard enables students to work outside with a greater range of materials and create more ambitious work, all year round.

With generous support from donors and a grant from Hotel Care Community Projects, the Courtyard has been fitted with seven heavy-duty purpose-designed workbenches. These benches are made with robust steel frames and strong castors for students to work on with a broad range of materials.

In addition to providing additional teaching facilities, the Courtyard also serves as a venue to host functions, openings and events and is used regularly by the Student Association.

2019 Schedule of Fees

As at 7 August 2019 (contact Administration for the latest version)

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.

Level 1	EFTSL	Credit Points	Tuition Fee	Level 1	EFTSL	Credit Points	Tuition Fee
General Drawing 1.1	.083	4	\$1,820	General Drawing 1.2	.083	4	\$1,820
Life Drawing 1.1	.083	4	\$1,820	Life Drawing 1.2	.083	4	\$1,820
Art History & Theory 1.1	.083	4	\$1,820	Art History & Theory 1.2	.083	4	\$1,820
Contemporary Studio Practice 1.1	.083	4	\$1,820	Contemporary Studio Practice 1.2	.083	4	\$1,820
Painting 1.1	.083	4	\$1,820	Painting 1.2	.083	4	\$1,820
Sculpture 1.1	.083	4	\$1,820	Sculpture 1.2	.083	4	\$1,820
Level 2	EFTSL	Credit Points	Tuition Fee	Level 2	EFTSL	Credit Points	Tuition Fee
General Drawing 2.1	.083	4	\$1,820	General Drawing 2.2	.083	4	\$1,820
Life Drawing 2.1	.083	4	\$1,820	Life Drawing 2.2	.083	4	\$1,820
Art History & Theory 2.1	.083	4	\$1,820	Art History & Theory 2.2	.083	4	\$1,820
Contemporary Studio Practice 2.1	.083	4	\$1,820	Contemporary Studio Practice 2.2	.083	4	\$1,820
Elective	.083	4	\$1,820	Elective	.083	4	\$1,820
Elective	.083	4	\$1,820	Elective	.083	4	\$1,820
Level 3	EFTSL	Credit Points	Tuition Fee	Level 3	EFTSL	Credit Points	Tuition Fee
Studio Practice 3.1	.167	8	\$3,640	Studio Practice 3.2	.333	16	\$7,280
Art History & Theory 3.1	.083	4	\$1,820	Art History & Theory 3.2	.083	4	\$1,820
Professional Studies 3.1	.083	4	\$1,820	Elective	.083	4	\$1,820
Drawing 3.1	.083	4	\$1,820				
Elective	.083	4	\$1,820				
Honours	EFTSL	Credit Points	Tuition Fee	Honours	EFTSL	Credit Points	Tuition Fee
Honours Studio Practice 1.1	.375	18	\$8,190	Honours Studio Practice 1.2	.375	18	\$8,190
Honours Research Methods 1.1	.125	6	\$2,730	Honours Research Methods 1.2	.125	6	\$2,730

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 points

Late application fee*

\$120

Late enrolment fee*

\$120

Academic transcript

\$25

RPL application fee

\$40

RPL fee

\$100 per unit

*To avoid incurring the late fees please note the dates for submitting applications and enrolments in 2019.

Key Academic Dates for 2019

Semester 1

11 Feb - 21 Jun 2019

Enrolment Closing Date for Continuing Students 16 November 2018

Application Closing Date for New Students 11 January

Enrolment Closing Date for New Students 29 January

Census Date 12 March

Assessment Week 17 – 21 June

Semester 2

15 July - 22 Nov 2019

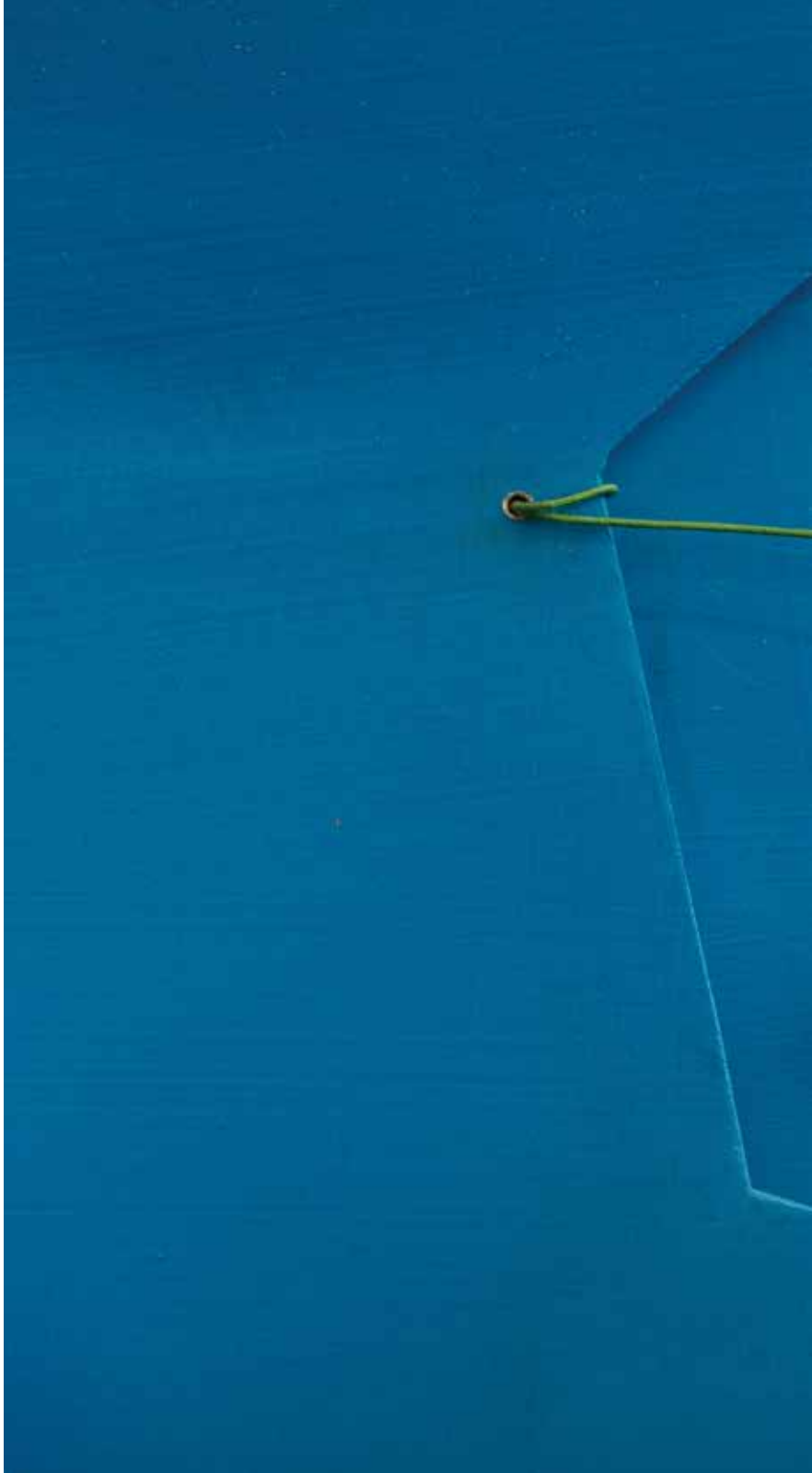
Enrolment Closing Date for Continuing Students 14 June

Application Closing Date for New Students 14 June

Enrolment Closing Date for New Students 1 July

Census Date 12 August

Assessment Week 18 – 22 November



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Make art the experience of a lifetime