

## Academic Year

Our 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.

## Academic Dates

### Semester 1

Term 1	10 Feb – 3 Apr 2020
Term 2	20 Apr – 12 Jun 2020
Assessment Week	15 Jun – 19 Jun 2020
Amended Census Date	27 Mar 2020
Enrolment Closing Date:	
Continuing Students	15 Nov 2019
Application Closing Date:	
New Students	10 Jan 2020
Enrolment Closing Date:	
New Students	28 Jan 2020

### Semester 2

Term 3	13 Jul – 4 Sep 2020
Term 4	21 Sep – 13 Nov 2020
Assessment Week	16 Nov – 20 Nov 2020
Amended Census Date	24 Aug 2020
Enrolment Closing Date:	
Continuing Students	12 Jun 2020
Application Closing Date:	
New Students	12 Jun 2020
Enrolment Closing Date:	
New Students	29 Jun 2020

## 2020 Public Holidays

Wed 1 Jan	New Year's Day
Mon 27 Jan	Australia Day Holiday
Mon 9 Mar	March Public Holiday
Fri 10 Apr	Good Friday
Sat 11 Apr	Easter Saturday
Mon 13 Apr	Easter Monday
Sat 25 Apr	Anzac Day
Mon 8 Jun	Queen's Birthday
Mon 5 Oct	Labour Day
Fri 25 Dec	Christmas Day
Mon 28 Dec	Proclamation Day
Thu 31 Dec	New Year's Eve

### 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, Thu, Fri	8.30am – 5.15pm
Wed	8.30am – 7.00pm
Sat	9.00am – 2.00pm
Sun & Public Holidays	Closed

### Opening hours (term breaks):

Mon – Fri	9.00am – 5.00pm
Sat	9.00am – 2.00pm
Sun & Public Holidays	Closed

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## Welcome

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

Your teachers are among Australia's foremost contemporary artists, writers and curators. They will challenge you to make complex connections between ideas and materials. You will explore processes and practices to 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 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.

Engaging with 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, Adelaide Central School of Art



## History

### Vision

To be a focal point for contemporary visual arts practice in Australia.

### Purpose

To identify, develop and nurture visual arts practitioners by delivering high-quality contemporary visual arts education and experiences.

### Values

- We believe in the transformative potential of arts education
- We strive for excellence
- We support curiosity and courage
- We embrace diversity
- We practice respect through shared experience

### Philosophy

Students learn by doing. We offer a studio-based arts education that draws from the atelier model in which classes are taught by practising artists. We believe in-depth study of drawing, painting and sculpture provides the foundation for contemporary arts practice. We emphasise structured sequential learning and develop practical skills in parallel with rigorous intellectual inquiry.

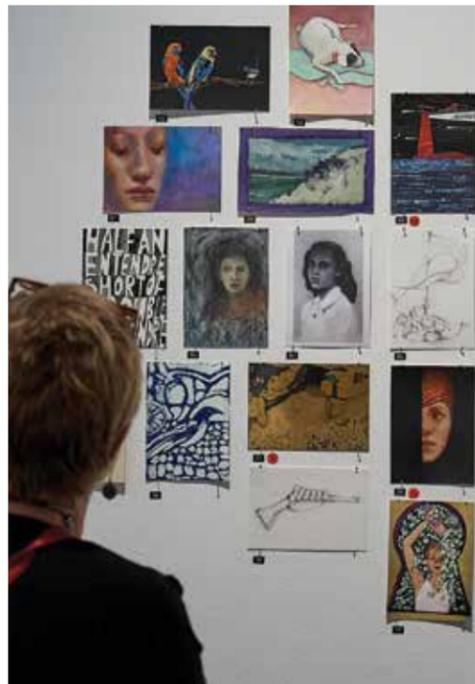
Adelaide Central School of Art was founded by Rod Taylor in 1982 as a single-focus art school. Over the last three and half decades we have established ourselves as an institution of excellence in both teaching practices and student success.

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

In 2011 we launched a restructured three-year Bachelor of Visual Art, with a fourth Honours year available to high-achieving graduates from any higher education provider. The change aligned our program with other tertiary institutions in Australia.

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

We perform exceptionally well in the national QILT Student Experience Survey. For the second year running we have been identified as the best art school in Australia. The 2018 results highlight that out of 100 Australian institutions offering undergraduate degrees, Adelaide Central School of Art ranked 1st in Australia for Overall Quality of Education Experience.



## Adelaide Central Gallery

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

Curated by Andrew Purvis our annual exhibition program of local, interstate and international artists is intended to excite and inspire both our students and the general public. The program incorporates our 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 complemented 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.

See page 31 for exhibition calendar of events in 2020.

image | *Wish You Were Here!*, 2019 Photo Sam Roberts.

## Affiliations and Partnerships

### Artlink Australia

*Artlink* is a peer-reviewed publication with strong national and international networks that covers contemporary art from Australia and the Asia-Pacific. It is independently edited and published by Artlink Australia (located within our 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, Collective Haunt Inc. and Switchboard Studios accommodate a number of our graduates and lecturers. Other studio collectives are being formed as our students graduate and seek collegiate support while developing their careers.

### Independent Higher Education Australia (IHEA)

We are a member of Independent Higher Education Australia (IHEA), a peak body representing Australian private higher education providers, which promotes equity, choice and diversity in the sector.

### JamFactory

We partner with JamFactory to offer a program of short courses in ceramics held at their Ceramic Studios in the West End Creative Precinct in the Adelaide CBD.

### National Art School

We have 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 2017 and 2018 to present *The Drawing Exchange*. This exhibition project pairs artists from Adelaide with artists from Sydney to produce new collaborative works 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.

### Royal South Australia Society of Arts and Carbins Trust

We have established a new partnership with the Royal South Australia Society of Arts and Carbins Trust, who are supporting two school-leaver scholarships. We are also working with them to offer a recent graduate under 30 a professional development opportunity at the Royal Academy in London to commence in 2021.

### Adelaide Central School of Art Painting Group

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

### Visiting Academics and Artists

We have 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

We partner 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. Placements have been offered at the Art Gallery of South Australia, Artlink Australia and the Flinders University Art Museum.

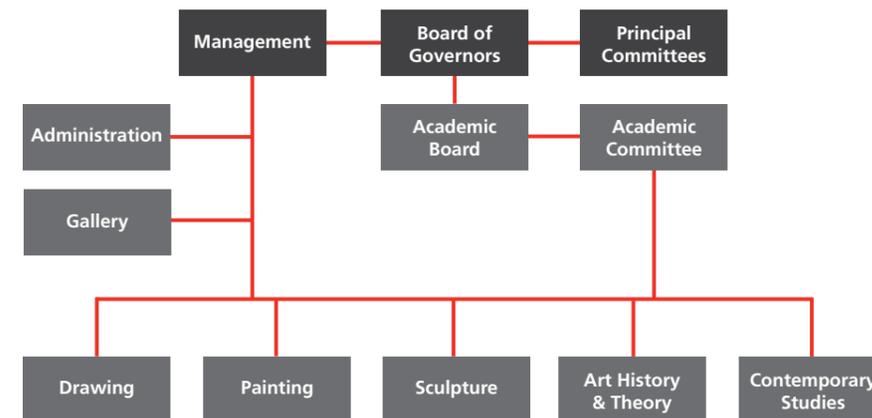
## Organisation and Governance

We are 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 our sound governance and financial management.

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.



## Administration Staff

Penny Griggs	Chief Executive Officer
Anna O'Loughlin	Academic Administration Manager
Michael Bishop	Finance and Facilities Manager
Luke Thurgate	Public Programs Manager
Andrew Purvis	Curator – Exhibitions
Andrew Herpich	Student Liaison Officer
Alex Beckinsale	Social Media 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

Jon George	Facilities and Maintenance Officer
Ryan Waters	Facilities Assistant
Steve Soeffky	Workshop Technician

## Academic Staff

### BVA and BVA (Hons) Coordinator

Sasha Grbich

### BVA Level 1 Coordinator

Monte Masi

### Department of Contemporary Studies

Nicholas Folland, Head of Department  
Dr Sue Kneebone  
Monte Masi  
Julia Robinson

### Department of Art History & Theory

Zoe Freney, Head of Department  
Jack Cross  
Dr Andrew Dearman  
Dr Nerina Dunt  
Geoff Gibbons  
Sasha Grbich  
Dr Sue Kneebone  
Andrew Purvis  
Dr Ash Tower  
Dr Sera Waters

### Department of Drawing

Roy Ananda, Head of Department  
Melanie Brown  
Dr Daniel Connell  
Johnnie Dady  
Jessica Mara  
Christopher Orchard  
Luke Thurgate  
Lucy Turnbull

### Department of Painting

Mary-Jean Richardson, Head of Department  
Daryl Austin  
Melanie Brown  
Dr Daniel Connell  
Jessica Mara  
Anna Gore

### 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

Our Graduate Support Program assists high-achieving alumni continue their progress as professional artists. In 2019 over \$25,000 was awarded to graduates for the creation and display of new work, the purchase of studio equipment and professional development activities the world over.

The Graduate Support Program strengthens our 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.

Graduates are encouraged to check our website for new opportunities and grant application closing dates.

## Awards for Excellence

Each year we provide awards to outstanding students for excellence in their studies. In 2019 we welcomed artist Hossein Valamanesh to assist in judging and presenting our awards at the Graduate Exhibition opening event:

- *SUREWISE 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** acknowledge 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

Our degree courses are accredited by the Tertiary Education Quality and Standards Agency (TEQSA), having satisfied 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 give you the skills and knowledge to develop a career as a practising artist. Our 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 you will be supported to develop a coherent body of work based on comprehensive self-directed studio research.

On completion of the BVA you will be equipped to develop an independent studio practice and pursue a career as a professional practising artist. You will also be 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 you an exit point from the BVA, enabling you to graduate with a stand-alone qualification after completing Level 1 and 2.

On completion of the ADVA, you will be 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 (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 you with an opportunity to extend your artistic practice and develop your research skills and understanding of contemporary art.

Under the guidance of a supervisor you will engage in practice-led research, utilising appropriate methodologies to develop an original body of artwork and accompanying written exegesis. The BVA (Hons) program equips you to pursue a career as a practising artist 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. You 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 you need to have completed all of Level 1 in addition to the unit-specific pre-requisites. 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 you can choose which of these units to undertake. The intention of an elective is to enable you to pursue your interests and / or broaden your experience. You can also enrol in visual arts (or related) elective units at other higher education providers. 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 you at the beginning of each unit.

### Course Completion

The ADVA will be conferred on the basis of satisfactory completion of all 18 prescribed units, comprising a total of 96 credit points.

The BVA will be conferred on the basis of satisfactory completion of all 25 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

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

### Public Programs

In addition to degree programs we offer Atelier 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 our website.

## 2020 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*
<b>Level 1 Semester 1</b>	C	D11	Drawing 1.1	6	6	8	.166
	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	P1/SC1	Painting 1 OR Sculpture 1	6	6	8	.166
<b>Level 1 Semester 2</b>	C	D12	Drawing 1.2	6	6	8	.166
	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	P1/SC1	Painting 1 OR Sculpture 1	6	6	8	.166
<b>Level 2 Semester 1</b>	C	D21	Drawing 2.1	6	6	8	.166
	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
<b>Level 2 Semester 2</b>	C	D22	Drawing 2.2	6	6	8	.166
	C	AH22	Art History & Theory 2.2	2.5	3.5	4	.083
	C	CSP22	Contemporary Studio Practice 2.2	3.5	2.5	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

<b>Level 3 Semester 1</b>	C	D31	Drawing 3.1	3.5	2.5	4	.083
	C	AH31	Art History & Theory 3.1	2.5	3.5	4	.083
	C	SP31	Studio Practice 3.1	4	14	12	.249
	E		Elective unit	3.5	2.5	4	.083
<b>Level 3 Semester 2</b>	C	AH32	Art History & Theory 3.2	2.5	3.5	4	.083
	C	SP32	Studio Practice 3.2	1	23	16	.333
	C	PS31	Professional Studies 3.1	3.5	2.5	4	.083

### Exit Point Bachelor of Visual Art

<b>Level 4 Semester 1</b>	C	HRM11	Honours Research Methods 1.1	3	4.5	6	.125
	C	HSP11	Honours Studio Practice 1.1	2	25	18	.375
<b>Level 4 Semester 2</b>	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*	
<b>Level 2</b>	PT21	Techniques of the Old Masters	3.5	2.5	4	.083	
	PT22	Contemporary Tonal Realism	3.5	2.5	4	.083	
	PL23	The Figure in Form & Colour	3.5	2.5	4	.083	
	PL24	People & Portraits	3.5	2.5	4	.083	
	PN25	Non-representational Process & Technique	3.5	2.5	4	.083	
	PN26	Non-representational Concept & Composition	3.5	2.5	4	.083	
	SC21	The Multiple in 3D Space	3.5	2.5	4	.083	
	SC22	Installation	3.5	2.5	4	.083	
	SC23	Video & Performance	3.5	2.5	4	.083	
	SC24	Objects & Invention	3.5	2.5	4	.083	
			PLUS CIS†	3.5	2.5	4	.083
	<b>Level 3</b>	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 CIS†	3.5	2.5	4	.083

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

### 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. 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.

image | Aleda Laszczuk, *Fractured States (fuck me, but fuck you too)* [detail], 2019. Image by James Field.

## Course Content

### Level 1 Core Units

#### Drawing 1.1 and 1.2

Drawing 1 is a comprehensive foundational unit designed for those who have never studied drawing at a tertiary level. Starting with a thorough introduction to drawing from direct observation, you will incrementally build your understanding of proportion, tone, colour, perspective, anatomy, form and structure. Having acquired this toolkit of observational and technical skills you can begin to explore the expressive and communicative possibilities of drawing.

#### Sculpture 1

This unit provides a rigorous and comprehensive introduction to working in three dimensions. In Sculpture 1 students become familiar with the material language of clay and the skills associated with modelling, mould-making and casting. This unit also introduces you to a wider range of materials and objects, exploring their poetic and communicative possibilities through a series of fun and challenging projects.

#### Painting 1

This unit introduces the fundamental skills and concepts of painting. You will gain a thorough understanding of painting, using observation and direct and indirect painting techniques. You are taught a range of approaches to paint application and methods, including wet-in-wet, scumbling, glazing, colour-mixing and the preparation of painting surfaces, supports and grounds. Once the basic techniques are acquired, you are introduced to the development of ideas and conceptual approaches to painting, utilising 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. The units encompass a wide range of disciplines and media and equip you with an expansive array of techniques, strategies and approaches to making and thinking processes. You are encouraged to broaden your approach 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 you 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

#### Drawing 2.1 and 2.2

Drawing 2 further develops your ability to use drawing as a communicative visual language and an investigative tool. At this level you are introduced to increasingly sophisticated approaches to drawing and continue to broaden and deepen your skills and conceptual understanding. These units encompass a wide range of drawing processes, practices and purposes, including more in-depth examination of the human figure.

#### Contemporary Studio Practice 2.1 and 2.2

These units challenge you to work on a range of briefs, creating a series of propositional outcomes reflecting your interests. You 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 your research and outcomes. Through a series of forums engaging local art industry professionals, Contemporary Studio Practice 2 also introduces you to the broader arts environment. With a focus on professional business practices this unit provides you with basic skills to pursue careers as self-employed artists.

#### Art History & Theory 2.1 and 2.2

These units comprise 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. You can select from a range of streams covering areas including 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 you 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 you will develop a deeper understanding of drawing as an investigative practice.

#### Professional Studies 3.1

Professional Studies 3.1 provides you with a working knowledge of professional business practices and equips you with the skills to embark on a career as a self-employed artist. You 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 you with important strategies for generating and sustaining a professional practice.

#### Studio Practice 3.1 and 3.2

In Studio Practice 3.1 you are introduced to an exploratory approach to ideas, materials and processes within a group facilitation model, extending the strategies established in your previous coursework. You will develop a proposal for your studio project to be undertaken in Semester 2. In Studio Practice 3.2 you work under the guidance of a supervisor, developing your 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

Art History & Theory 3 surveys contemporary art currents, with the work of Australian and international leading contemporary artists and theorists examined in depth. Assignments are directed towards investigating your individual research focus in order to contextualise your 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

Elective units can be undertaken at Level 2 or Level 3. The following units can be undertaken in any order or combination once you have successfully completed Sculpture 1 and Printing 1:

- **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 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. You will develop critical awareness of the field of sculpture and installation and develop these considerations as components of your 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 you to develop your own personal and contextual relationships with these ways of making.

- **Sculpture 2.4 Objects & Invention**

This unit invites you 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 2.1 Techniques of the Old Masters**

This unit examines techniques and materials used by the Old Masters. In first term you will paint various observational tonal studies using direct and indirect painting methods. You will learn how to develop coloured grounds, utilise alla prima painting strategies, work from grisaille / dead colour underpainting and employ glazing techniques. You will then research in depth a chosen Old Master work and paint a 1:1 scale copy.

- **Painting 2.2 Contemporary Tonal Realism**

This unit focuses on contemporary paintings that use tonal realist techniques. Through investigating various compositional constructions, you will paint preparatory studies that lead to making a major work.

- **Painting 2.3 The Figure in Form & Colour**

Through direct observation of the figure, you will learn techniques to depict the human form. The focus is on creating volume and structure and mixing naturalistic skin tones and colours. You will also paint the whole figure in a setting in a long pose examining composition and paint handling.

- **Painting 2.4 People & Portraits**

Through direct observation of the figure you will learn techniques to depict the human form. The first term of this unit entails two paintings, exploring the figure located in an environment. In the second term you will paint a series of portraits that explore alla prima techniques depicting head and shoulders and head and hands.

- **Painting 2.5 Non-representational Process & Technique**

Through a series of playful experiments with non-representational painting processes and methods, technical guidance and discussion you will develop the skills to make a major non-representational work. Material and technical explorations of process and practice will be developed through an investigation of colour, tone, surface, mark making, space and composition.

- **Painting 2.6 Non-representational Concept & Composition**

You will paint a 1:1 scale copy of a non-representational painting from the ground up. Copying a work pushes you beyond the familiar and exposes the possibilities of non-representational painting. A major work is then made in response to this painting.

- **Painting 3.1 Painting in the Expanded Field**

This unit explores such questions as: What constitutes painting? How might an understanding of painting be meaningfully expanded through an engagement with other materials and disciplines? To what extent can interacting with non-traditional painting materials take place and still relate to painting? You will make a major work through a series of exercises, material experimentations, discussions and critiques.

- **Painting 3.2 Propositional Painting**

This unit focuses on traditional oil painting techniques and conceptual development and aims to build an understanding of contemporary painting and the contexts and historical knowledge associated with it. Through a series of exercises, discussions and critiques you will make a series of small paintings that propose ideas for a major work.



image | Painting 1.

### Work-integrated Learning 3.1

Work-integrated Learning provides you with hands-on experience working in the arts industry through a series of placement opportunities. You will immerse yourself in the work of your host organisation and participate in regular meetings with an academic supervisor. Through this unit you 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

In Honours Studio Practice 1.1 and 1.2 you 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 you will begin by developing a Research Proposal and a Literature and Artefact Review. This writing will be informed by a series of lectures, critical readings, tutorial presentations and individual supervised sessions.

In Honours Research Methods 1.2 you will consolidate and apply research into relevant theory and art practice to demonstrate the projected outcomes of your studio research. You will produce a 5000-word exegesis articulating the direction and underpinning concepts of your final body of work.

## Assessment

Assessment is an essential component of the teaching and learning process. Through assessment we encourage student learning, monitor student achievement and assess the effectiveness of the learning environment.

### Assessment in the semester units

At the start of each semester you will receive a unit outline for each unit in which you are enrolled, which includes the assessment tasks. Two types of assessment are used: formative and summative.

#### Formative assessment

The formative assessment is an informal continuous assessment, providing feedback to support you to achieve the required unit learning objectives.

#### Summative assessment

Summative assessment is a quantitative result usually provided at the end of each semester unit. The result given for a summative assessment task contributes to your final grade for a unit. Summative assessment tasks will be marked by the lecturer in charge of the semester unit.

#### Moderation

Moderation is a process of grade validation independent of the lecturer delivering the unit. The marks awarded by the lecturer of 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 our educational approach. The primary purpose of a critique is to provide clear and constructive feedback on the work you present.

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

- Insight and knowledge about how successful you have been in dealing with the agreed project in terms of your own objectives and intentions
- Awareness of your work within broader dialogue and approaches
- Experience in articulating your own objectives and intentions in relation to the project
- Increased capacity to reassess the way your work is perceived and to make changes to improve its conceptual and visual qualities.

## Assessment Requirements

### Completion of assessment work

You must complete all project requirements for the semester unit in which you are enrolled.

### Attendance

You are expected to attend all prescribed sessions in a unit. To be eligible for assessment you are required to have attended at least 80% of the prescribed sessions. You 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 on our website.

## Extensions

If you have 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 our 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
- If you are given a RW notation you can re-enrol for the subsequent semester, pending the outcome of the final assessment.

### Procedures:

- You must complete an application for extension form recording the assignment details, the original due date for the assignment and the two-week extension due date
- You will then lodge the application for extension form 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 you will be notified immediately
- The Academic Administration Manager notifies the lecturer that you have 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 of 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, three 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 our website.

## Supplementary Assessment and Reassessment

### Supplementary Assessment

You may apply for a supplementary assessment on medical / compassionate grounds if you believe that illness or other special circumstances have significantly impaired or will significantly impair your performance.

Applications will be assessed on a case-by-case basis, and you 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 our website.

### Reassessment

You may request a reassessment of an assessment task based on academic grounds.

### Resubmission of an assessment task

If you have received a fail grade within the range of 45 – 49% you may be eligible to apply for a resubmission. Resubmission allows you additional time to work on an assessment task before resubmitting it to your 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.

You can only request the re-marking of an assessment task based on grounds of a failure in procedure and / or where you can demonstrate that your work has been inappropriately marked based on the assessment criteria.

For further information, refer to the Reassessment Policy and application form available on our 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.

You will be notified of your 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 your confidentiality and compliance with privacy legislation, we will not discuss your results with any other party or release results over the phone to another party without your written consent.

### 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 of your work, accompanied by a written synopsis. The grade awarded by the assessment panel will represent your 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 of your work and accompanying exegesis. The grade awarded by the assessment panel will represent the final grade for Honours Studio Practice 1.2 and Honours Research Methods 1.2.

For further information, refer to the Course Unit Assessment Policy available on our 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 our website for grade descriptions and notations.



image | Gemma Rose Brook, *What was it like for Heysen as he saw the light kiss these gums and painted this shady pool?*, 2019. Image by James Field.

## Admission Policy and Enrolment Procedures

### Application

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

We have 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. Please visit our website to access the online application form, which sets 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 you must formally enrol each semester using the prescribed online form. You are advised that it is your personal responsibility to ensure you are correctly enrolled.

Both full-time and part-time enrolment is on a semester-by-semester basis, and you are required to complete the online enrolment form (available on our 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 you with advice and discuss issues relating to unit choices, workload and timetable arrangements.

### Pre-requisites and Co-requisites

You are responsible for ensuring that any specified pre-requisites and co-requisites have been met. We may cancel your 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

You must read and agree to our Terms and Conditions of Enrolment prior to enrolling in your course.

### Payment of Fees

You must agree to pay the tuition fees, student services and amenities fees and any additional charges in accordance with the 2020 Schedule of Fees (found on page 32). Full payment of semester fees or an instalment deposit must be received no later than the enrolment closing date as per the 2020 Schedule of Fees to secure places in classes.

Electronic FEE-HELP and SA-HELP Forms will be emailed to you on the receipt of your enrolment form if you have selected these payment options. FEE-HELP and SA-HELP forms must be submitted by the relevant census date.

Fees are updated and published annually. For further information please refer to the 2020 Schedule of Fees in this handbook (refer to Page 32) or our website.

### Commencing Students

As a commencing student you are required to enrol as specified in the enrolment instructions included with your letter of offer. We will consider a commencing student enrolled upon completion of the following:

- Application for admission
- Provision of documentation for proof of identity and Australian Citizenship or Permanent Residence
- Acceptance of the offer of admission to a specified program according to the prescribed instructions
- 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 required procedures.

### Continuing Students

You are required to enrol formally for the academic period in a program of study in accordance with the rules of the course in which you are enrolled. As a continuing student you will be considered enrolled on completion of the following requirements:

- Completion and submission of the enrolment form by the enrolment due date
- Enrolment 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.

### Late Enrolment

Late enrolment is defined as the completion of any enrolment requirements after the specified deadline. We 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 about availability of course units prior to enrolling. We reserve the right to cancel any unit for which there are insufficient enrolments and to substitute lecturers when necessary.

We may impose enrolment quotas on units when there are space and resource restraints. Quotas may be modified by the Academic Administration Manager in consultation with 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.

We may require students enrolled in a class to be relocated to a class at another time subject to maximum and minimum class numbers.

### 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

You can request an official confirmation of enrolment from Administration for Centrelink or other verification.

### Personal Details and Email

We will send information to you via your personal email addresses, and when it is necessary, also by mail. It is your responsibility to check your email at least once a week.

You are responsible for ensuring that we have up-to-date contact details during your period of enrolment, including phone, email and postal address.

We will not accept responsibility for official notifications not received when you have failed to notify us in writing of changes to your personal details. Failure to correct inaccurate information may have serious financial and academic consequences.

### Variations to Enrolment

If you wish to vary units or transfer from a class you must submit a written request to and receive approval from Administration. Permission to transfer is not automatic. It is your responsibility to ensure that when varying your enrolment you retain the prescribed credit-point load to complete the requirements and satisfy the pre-requisites for that year of study.

You are strongly encouraged to discuss your proposed changes with the Student Liaison Officer prior to requesting an amendment to your 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 our website.

### Leave of Absence

We recognise that you may require a leave of absence from your course of study in certain circumstances such as travel, family matters, and medical reasons. You can apply to take leave of absence for up to 12 months. A leave of absence form must be filled out and submitted to administration to ensure continuation of your enrolment in the course. If you do not re-enrol in your course and do not obtain approved leave of absence you will be considered to have discontinued your course. In this case reapplication will be required along with an assessment for Recognition of Prior Learning.

### Non-attendance

No refund or release from financial commitment will be granted for non-attendance. For classes missed you 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 24 for further information on attendance.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) occurs when you 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 for which credit is sought. If you seek RPL for your previously acquired skills, knowledge and experience you will be asked to submit supporting evidence.

There is an RPL application fee of \$40. Once the application has been assessed you will be required to pay an RPL fee of \$100 for each unit that is granted. The RPL fee does not apply to previous study completed at Adelaide Central School of Art.

For further information please refer to the RPL application form available on our website.

### Cross-institutional Enrolment

If you are enrolled in a course of study with us and want to undertake units offered at another higher education provider as part of your degree you may be admitted to such units as a cross-institutional student.

You 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.

You are permitted to undertake a maximum of four semester-long units as cross-institutional study. Three units can be credited as Level 2 electives and one unit can be credited as a Level 3 elective.

Before enrolling at another institution you must seek advice from the Student Liaison Officer as to whether your proposed study at the host institution will be credited towards your award.

For all enquiries about cross-institutional study please consult Administration. The cross-institutional study information and application form are available from our 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 | Susanna Castleden, *Grey Nomad Tracking (1:1 Passing Side)* [exhibition view], 2014. From the *Unique State* exhibition, Adelaide Central Gallery, 2019.

## 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).

We have been approved to offer you access to the Commonwealth Government FEE-HELP Student Loan Scheme. Please visit [studyassist.gov.au](http://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 with 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 Amended Census Dates in 2020

**Semester 1: 27 March**

**Semester 2: 24 August**

The 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 you will receive an email request to complete your online FEE-HELP application once your enrolment forms have been submitted. 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 your 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 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 you to pay for all or part of your student services and amenities fee. You can choose to defer all or part of your 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 you will receive an email request to complete your online SA-HELP application once your enrolment forms have been submitted. 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

Unless you have exceptional circumstances (see below) failure to pay fees according to payment guidelines and deadlines will result in your enrolment not being processed. Should you enrol late a \$120 late fee will be levied.

If you do not pay full fees for the academic period you 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 about the method of payment.

If you are indebted to us you 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

We are obligated to collect all unpaid fees. If you are indebted to us you 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 we will forward you a reminder letter for payment with a warning that if you remain indebted beyond a date determined by us, your enrolment will be cancelled, and you will be denied permission to re-enrol.

#### Full Tuition Fee Refunds

Full tuition fee refunds are payable if we are unable to provide the academic program or unit for which you 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 you wish to appeal the decision made regarding your refund application you should follow our non-academic grievance procedure. Refer to page 27 for further information and the Student Grievance Policy and Procedures available from our website.



#### Withdrawals

**For withdrawals on or before the Semester 1 census date of 27 March 2020 and Semester 2 Census Date of 24 August 2020**

##### 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, you 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 our 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 27 March 2020 and Semester 2 census date of 24 August 2020.**

##### 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 you can apply to us 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. A 75% workload is equal to 20 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](http://humanservices.gov.au)

#### Fee Protection

Tuition assurance protects you 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 our website under Timetables & Fees.



## Student Resources, Services and Information

### Administration Office

We can assist you with a range of enquiries, including admission, course information, fees, FEE-HELP, SA-HELP, student cards, scholarships, assessment, results and graduation.

### Student Liaison Officer

Our Student Liaison Officer is Andrew Herpich. Andrew provides enrolment and study advice, academic support and answers any questions or concerns relating to your experience at ACSA.

Up-to-date information on Andrew's hours and consultation times are included in his email signature.

Contact: [andrew.herpich@acsa.sa.edu.au](mailto: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 provides a supportive community for new students and organises social events throughout the year, including BBQs, bake sales, movie nights and quiz nights.

The Student Association liaises with our Administration to ensure your needs are met while studying with us. It also raises funds throughout the year for student amenities and the Graduate Catalogue.

Connect with the Student Association on Facebook: [facebook.com/acsa.studentassociation](https://www.facebook.com/acsa.studentassociation).

### Student Exhibition Program

The Student Exhibition Program, led by a committee of current students, coordinates exhibitions in the T&S Building throughout the year. The Student Exhibition Program Committee is supported by Andrew Purvis, Curator.

### Material and Equipment Costs

Materials are not usually provided as part of the course costs. While we will provide the essential equipment and facilities to enable you to undertake your 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.

### Central Artist Supplies

Central Artist Supplies is an independent art supplies shop operating within our campus. For more information please contact Greg Hanisch on 8271 6912 or visit [centralartistsupplies.com.au](http://centralartistsupplies.com.au).

### Opening hours:

Tue – Fri 8.30am – 4.00pm

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

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

### Student ID Card

If you are enrolled in 20 credit points per semester (or equivalent) you are eligible for a full-time Tertiary Student ID card. These cards are available from Administration and require a portrait identification photograph, which will be taken by the Student Liaison Officer.

If you are enrolled in less than 20 credit points you 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 expire on 31 July (first semester) and the last day of February (second semester).

Swipe Cards – refer to Page 21.

### Timetables

Copies of the timetable are available from our website and Administration and are displayed on the noticeboards throughout our campus. It is your responsibility to ensure you 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 your use in the Media Room on Level 2 and outside the Library on Level 1. You are provided with \$5 printing credit upon collection of your 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 you. This voucher will enable access to the ACSA Wi-Fi Portal.

Our computers 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.

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. You are strongly advised not to leave personal items unattended. We take no responsibility for property that is misplaced or stolen, including art materials.

### Student Artwork

You should put your name and class details on all artwork, projects and assignments. Any work left on campus is at your risk and we do not accept responsibility for any work or belongings left on the premises.

We do not accept responsibility for the documentation and archiving of your work. It is recommended that you document your own work and retain images for your reference.

At the end of each semester we will email you to request that you collect any work and associated art materials left on campus 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 all students and is located at the western end of the T&S Building. Additional street parking is available along Mulberry Road and behind our buildings on Eucalyptus Road and Cramond Drive. You 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 you to 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)

#### Stop 5B Greenhill Road

147, 580 and 820 and a 5 min walk

### Student Evaluations

Towards the end of each semester you 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.

We participate in national benchmarking processes with QILT (Quality Indicators for Learning and Teaching) and were identified as the top art school in Australia for student experience in the 2017 and 2018 Student Experience Survey.

Your feedback is important for identifying areas we can improve. Participation in surveys ensures we are responsive to your concerns and assists us with 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 are encouraged to join us for a full day of orientation on the first day of the semester. The orientation provides you with important introductory information about the course and familiarises you 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 our facilities and lunch with peers and lecturers.

#### Academic and Enrolment Guidance

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

#### Essay Writing and Research Support

The Student Liaison Officer provides essay writing and research support through group workshops and individual meetings. You are referred for these services by a lecturer or may also self-refer, in which case the Student Liaison Officer will assess your 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 to help you navigate the demands of the BVA. The current Peer Learning Program includes IT workshops and a weekly Study Club.

#### Academic Counselling

If you are experiencing ongoing or significant issues relating to academic progress and / or attendance you may be required to attend an academic counselling meeting with the Academic Administration Manager or Student Liaison Officer and the lecturer of the relevant unit. This is an early intervention process aimed at supporting your academic progress.

#### Individual Academic Support

In certain cases we approve one-on-one academic support from lecturers. 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 you have a study support plan in place, you are transitioning from secondary school directly into the BVA, or you have experienced a disruption to your studies due to unforeseen and extenuating circumstances.

#### Aboriginal and Torres Strait Islander Students

We are committed to supporting the engagement and participation of ATSI peoples in our degree programs. We recognise and respect Indigenous knowledge and our goal is further understanding of Indigenous perspectives, knowledge systems, cultures and histories through our curriculum, particularly in the context of visual art.

Our Strategy for Indigenous Participation and Engagement outlines our approach to supporting ATSI student success. As part of this strategy, ATSI students are eligible to receive individual tuition from academic staff at no cost. Please contact our Student Liaison Officer if this is of interest to you.

#### Disabilities

Adelaide Central School of Art supports the right of people with disabilities to full and equitable participation in higher education. We recognise and embrace our social and legal obligations to provide an accessible and inclusive environment for students with disabilities.

We are committed to meeting our obligations outlined by the *Commonwealth Disability Discrimination Act 1992*, the *South Australian Equal Opportunity Act 1984*, and the *Disability Standards for Education 2005*. We 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 our Disabilities Statement please visit our website or contact the Student Liaison Officer.

#### Personal Support

##### Personal and Other Counselling

We provide 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.

You can contact the counsellor directly to make an appointment. At the start of each semester you will be informed by email of the counsellor's contact number. You 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 you in the areas of health and medical, mental health, sexual assault and harassment and emergency accommodation.



## 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 building.

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 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. The 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

You 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. 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 our safety and security requirements.

You can top up printing funds on your swipe card for use on our 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

Mon, Tue, Thu, Fri 8.30am – 5.15pm  
Wed 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.

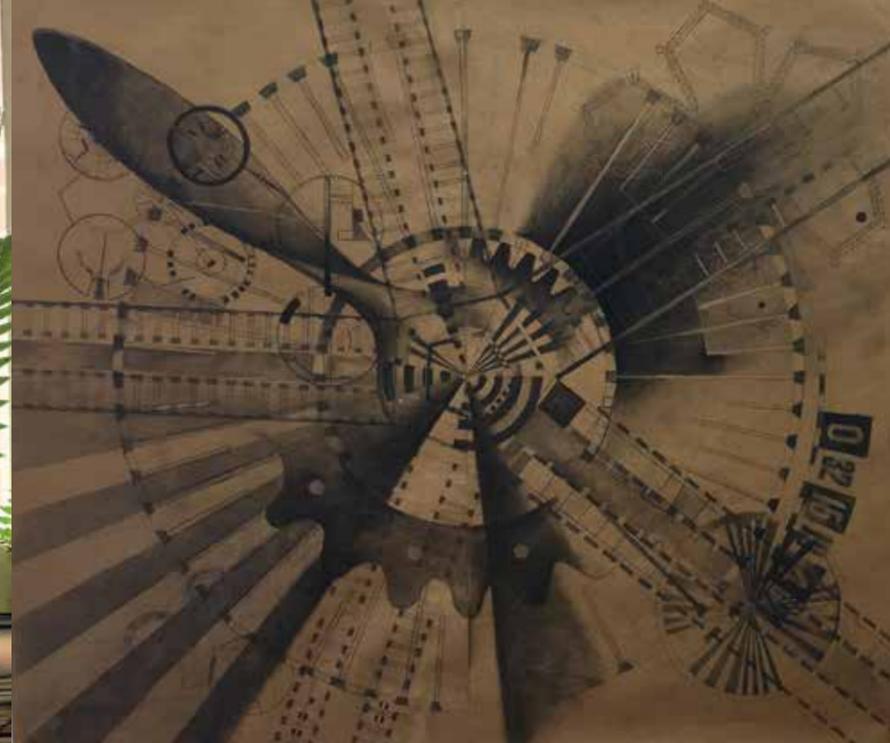
##### Level 3 students

Mon – Fri 8.30am – 10.00pm  
Sat 9.00am – 5.00pm

Saturday access is only available during the above hours while a staff member is on site, e.g. 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. You will only be given access to this area after you have successfully completed a Workshop Safety Induction Session. The Machinery Workshop access times are: Tues – Fri 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 space.

#### 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 you to dispose of paint and other liquids (e.g. paint solvents and mediums). The drain is connected to an underground sump that is emptied annually. 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. We provide 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 on Level 1.

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. 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 toilet for female people 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. Our 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).

We 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 or 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.

## Library

Our 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](http://library.acsa.sa.edu.au)

### Library Staff

#### Librarian

Catherine Kerrigan – [catherine.kerrigan@acs.sa.edu.au](mailto:catherine.kerrigan@acs.sa.edu.au)

#### Assistant Librarian

David Chester – [david.chester@acs.sa.edu.au](mailto:david.chester@acs.sa.edu.au)

#### Student Liaison Officer

Andrew Herpich – [andrew.herpich@acs.sa.edu.au](mailto: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

You can borrow and return books using a self-check system that uses the same login and password as our 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, on-site 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 may be unable to obtain their grades or enrol
- Lost items will incur replacement cost plus \$30 administration fee.

Please check our website or contact the Librarian for the most current information.

### Reimbursement for Membership at Other Libraries

You 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 upload it to a completed online reimbursement form (available from our website). Reimbursement is by direct deposit so students must supply their bank details.

### Library Donations

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

## Attendance

### Attendance

You are required to contact Administration regarding absences or lateness. We will endeavour to convey such messages to the lecturers if advised at least 15 minutes before the start of class.

We expect our students to attend all prescribed classes. To be eligible for a pass or higher grade in each unit of study you must attend a minimum of 80% of the prescribed classes for each unit.

You may attend alternative classes in the same unit to make up for absences. Missed classes can only be made up within the same week. You 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 your obligation to pay the fees set by us for the unit or course. Fee refunds are not given for non-attendance.

If you miss 20% of the prescribed classes for any unit (for example, three classes in a semester for a unit) Administration will issue you a formal notification reminding you of the attendance policy and advising you to contact the Student Liaison Officer to discuss your situation.

If you have missed more than 20% of classes in a single unit you will be required to attend an academic counselling session with the Student Liaison Officer or Academic Administration Manager and lecturer of the unit to determine if you are eligible to continue in the unit. You may be eligible to continue if extenuating circumstances impact your attendance, in which case the academic counselling session will focus on identifying steps and / or supplementary tasks to support you to catch up.

### Lateness

You are marked late on the attendance sheet if you arrive ten minutes or more after the scheduled starting time of the class.

You are marked absent on the attendance sheet if you arrive one hour or more after the scheduled starting time of the class. This will count toward your total number of absences for that class.

Lecturers are not required to repeat themselves if you are late or absent. It is your responsibility to catch up on course material and information missed through absence or lateness.

### Procedures for Lateness

If you are occasionally late for class the lecturer will speak to you and note the late attendance on the class list unless prior notification was provided.

If you are late three times in the prescribed classes for any unit Administration will issue you a formal notification to remind you of your responsibilities and the risk to your 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 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
- No work is to be left in the studios after class unless advised by the lecturer
- 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

You are not permitted to receive or make phone calls or texts during class and must have your phone turned off or on silent. If there is an urgent reason for keeping a mobile phone turned on you should notify your lecturer prior to the class of the possible disturbance. You are not permitted to wear earphones or headphones in class.

### Extra Studio Time

You 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 you 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 ACSA 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
- If you are seen using such a device in class for any purpose you will be issued with a formal warning by the lecturer; this behaviour is repeated in the same class during the semester you will be asked to leave and report to Administration and the incident will be addressed according to the Student Misconduct Policy
- If you are found to be photographing; or filming a model in class you will not receive a first warning instead you will immediately be asked to report to Administration, and the incident will be addressed according to the Student Misconduct Policy.

Lecturers will advise you 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 our students. It is your responsibility to know and comply with our Student Code of Conduct. We value the intellectual, personal, social and ethical development of students. Self-discipline and respect for the rights of others are necessary for the fulfilment of such goals.

You are expected to comply with the Student Code of conduct while on campus and during off-campus excursions and while representing us in the community.

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

If you are found to be in breach of the Student Code of Conduct you may be subject to disciplinary action under the Student Grievance and Misconduct Policies and Procedures. You are expected to accept the following responsibilities and to participate appropriately in the range of experiences which shape your 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
- Participate actively and positively in the teaching-learning environment and maintain steady progress in your academic studies
- Comply with workload expectations and notify appropriate staff if difficulties are experienced
- Submit work that is your own
- Provide feedback to our 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 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 ACSA policy
- Respect our property and the private property of other students and staff
- Actively consider the health and safety of yourself and others when carrying out studies
- Not be under the influence of alcohol or illegal drugs during class
- Make yourself aware of and comply with ACSA's policies and rules including information contained in the Student Handbook and on our website
- Protect the privacy of others and maintain appropriate confidentiality regarding personal matters
- Use appropriately the relevant services and resources provided by ACSA
- Ensure that information provided at enrolment is kept up to date.



## Student Misconduct Policy and Procedures

The Student Misconduct Policy and Procedures describe complaint processes against students either by the 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 we have a responsibility for ensuring academic integrity in our 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

We are 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.

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

The Student Misconduct Policy and Procedures is available on our website or from Administration.

## Student Grievances

We have 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. We will seek to ensure that all student grievances are dealt with fairly, constructively, promptly and with due regard for confidentiality.

Our 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 our website or from Administration. You can also contact the Student Liaison Officer for information or advice.

## Copyright

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

We encourage you to read 'An Introduction to Copyright in Australia' published by the Australian Copyright Council and available on their website: [copyright.org.au](http://copyright.org.au)

Some key information included in this fact sheet:

- Copyright law creates incentives for people to invest their time, talent and other resources in creating new material – particularly cultural and educational material, which benefits society. Australia copyright law is set out in the Copyright Act 1968 (Cth)
- Copyright protection is free and automatic from the time a work is first written down or recorded in some way and you do not need to publish your work, put a copyright notice on it or do anything else before your work is covered by copyright
- Copyright protects textual material, computer programs, compilations, artistic works, dramatic works, musical works, cinematograph films, sound recordings, broadcasts and published editions
- Something that is a literary, dramatic, musical or artistic work for copyright purposes will be protected if it is original, which means that the work is not a mere copy and a requisite level of skill and effort has been exercised in its creation
- Unless a special exception applies people who use copyright material in any of the ways exclusively controlled by the copyright owner without permission infringe copyright.

## Student Work

If you are uncertain as to whether conduct infringes copyright you 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. You can visit [copyright.org.au](http://copyright.org.au) to access this service.

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

Artwork 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 you are required to submit a written request to the Academic Committee if you wish to exhibit any such work externally and / or submit work for competitions, awards or prizes. 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.

## Sexual Assault and Sexual Harassment Policy

Sexual assault is any unacceptable sexual and / or physical behaviour and is a criminal offence, defined in our policy as any sexual act to which a person has not consented. 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. We have a zero-tolerance policy towards sexual assault and harassment and are committed to providing a safe and supportive working and learning environment for students, staff and our broader community.

Our Sexual Assault and Sexual Harassment Policy outlines the rights and responsibilities of all members of our community in ensuring an environment free of sexual harassment. The policy also provides clear pathways for reporting incidents of sexual assault and sexual harassment and includes information on confidential support services.

The Sexual Assault and Sexual Harassment Policy is available on our website or from Administration.



## Health and Safety

We acknowledge all employees, students, contractors and sub-contractors have the right to work in an environment that is healthy and safe.

We are committed to meeting the standards required by the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)* approved codes of practice and by common law.

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 obeyed.

### 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

We are 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 we acknowledge our role in contributing to a child-safe environment.

We have 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 our 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 our website or from Administration.

### Behavioural History

We are committed to offering education free of risk or harm and aim to provide an appropriate safe environment to suit all students' needs. We must be advised if you have a history of violence that may suggest there is a potential risk of any type to our students, staff and / or visitors. It is a condition of enrolment to advise us 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.

If you advise us of a potential risk, we 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 on campus.

Only tested and tagged equipment is permitted to be used. We arrange testing and tagging of all electrical equipment on set dates during the year. You will be advised of the dates and equipment not tested on that date cannot be used on campus. The safety and correct use of electrical equipment remains your responsibility.

### Permitted Equipment and Safe Usage

Please refer to Safe Operating Procedures for advice on the safe and correct use of equipment. It is your responsibility to seek instruction and to follow procedures when using equipment. If you are unsure of the safe and correct use of equipment you must seek advice from your lecturer before attempting to use the equipment.

All materials must be used and stored according to specifications outlined in Safety Data Sheets (SDS) specific to the product. We keep a file of SDS for all items included in the unit material lists. It is your responsibility to supply SDS for all items to be stored and used on campus that are not included in the unit 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.

### Risks During Pregnancy

Pregnant students or those contemplating pregnancy need to be aware that some of the materials used on campus carry reproductive risks. Please refer to the Safety Data Sheets for further information and advice on the safe use of materials during pregnancy.

### 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

You 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. You are required to discuss such projects with your lecturer / facilitator / supervisor in the first instance and then submit a risk assessment to Management for approval 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 Administration.

### Work, Health and Safety Policies

Adelaide Central School of Art has in place comprehensive Work, Health and Safety (WHS) policies, procedures, assessments and plans. You will be informed of health and safety issues in the first lecture of each term.

Policies cover:

- Accident, Injury and Near Miss
- First Aid
- Manual Handling
- Hazardous Substances: Purchasing, Storage and Disposal
- Working Alone
- Fire Safety and Emergency Response
- Electrical Compliance

### All students have the following responsibilities:

- To abide by all our WHS policies and procedures
- Take reasonable care to protect the health and safety of yourself and others
- Not wilfully or recklessly interfere with or misuse anything provided
- Not endanger the welfare of yourself or others through smoking, and / or 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 you have a personal health condition which may be critical under certain conditions or may affect your performance or impact on your work
- Seek approval from Administration prior to bringing any material on site that is not included in our approved unit materials sheets.

### Advice on potential hazards around the Campus:

- Easels should not be moved (and especially turned around) until drawing boards have been removed, and you should be wary of others moving easels in your vicinity
- You 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
- You must not stand on chairs but use the provided ladders or stools
- You must ensure that another person is present when using a ladder
- You must erect bunting around outdoor sculptures that may pose safety risks
- You are responsible for clean-up and disposal of any sculptural or installation pieces
- Pigments are frequently made of highly toxic materials and you 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 you should minimise your risk of exposure
- Workshop tools cannot be used without someone else in attendance, and you must be specifically trained before using workshop 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 our High Demand collection and can be requested for short term 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.





## 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 and 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 our campus. 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. You should report any emergencies to your lecturer or Administration staff. For after-hours emergencies contact Adelaide Police on 131 444. For non-urgent matters and on 000 for life-threatening situations.

All points of access to our campus 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 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 you should contact a staff member.

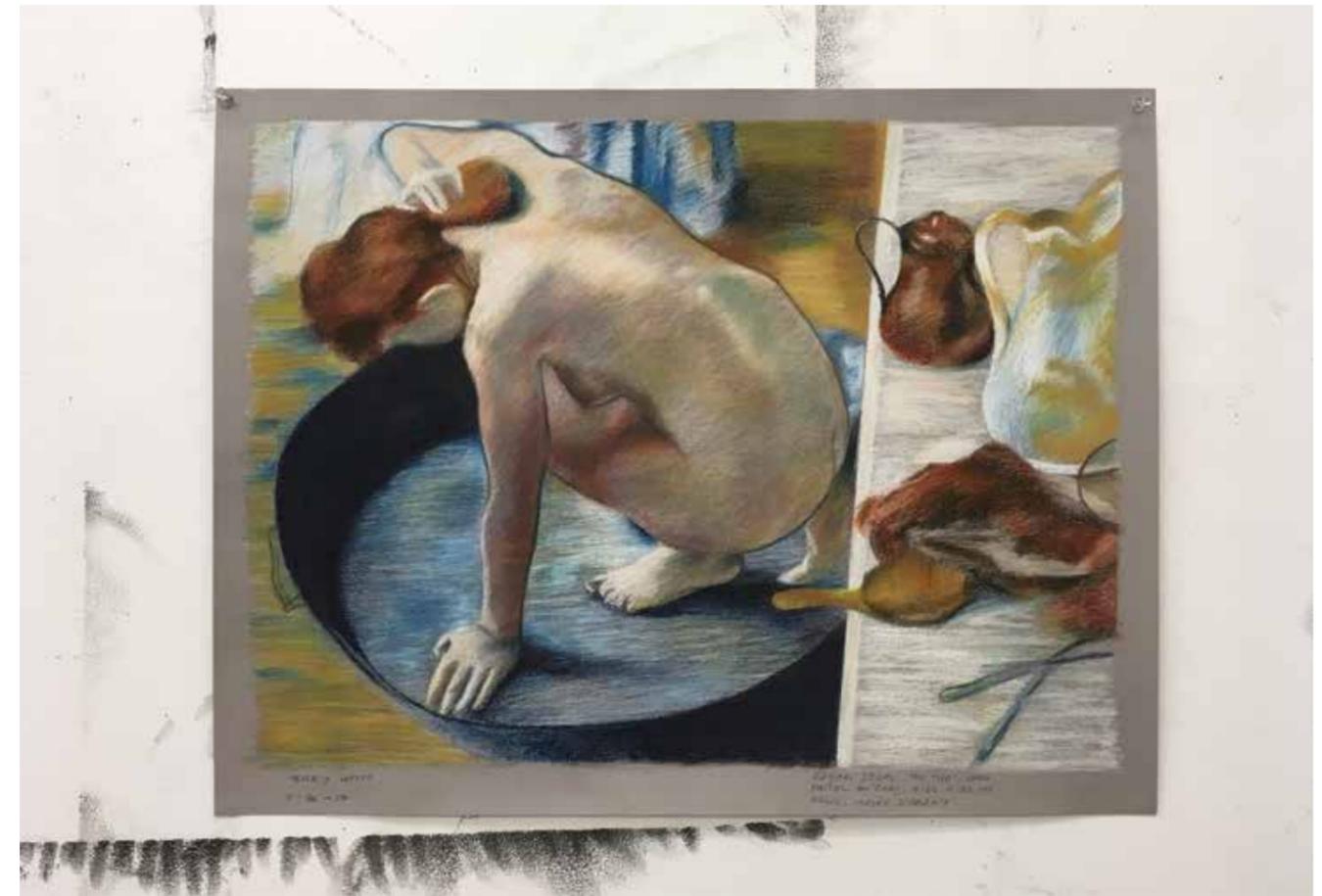
First Aid Officers:

- Roy Ananda
- Daryl Austin
- Alex Beckinsale
- Emma Bishop
- Michael Bishop
- Melanie Brown
- Johnnie Dady
- Andrew Dearman
- Nerina Dunt
- Nicholas Folland
- Jonathan George
- Andrew Herpich
- Sharyn Ingham
- Bernadette Klavins
- Sue Kneebone
- Michael Kutschbach
- Jessica Mara
- Monte Masi
- Cathy Milne
- Anna O'Loughlin
- Mary-Jean Richardson
- Julia Robinson
- Steve Soeffky
- Ryan Waters

First-aid kits and emergency phones are located on each level of the T&S 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 you have or subsequently develop a medical condition or use medicines that may adversely affect your safe use of equipment you must seek advice from your medical practitioner and advise your lecturer before attending class. Such conditions may include but are not limited to sensitivity to chemicals, glues and essential oils, allergies and reactions to dust and paint materials, pregnancy, temporary or permanent disabilities or limited visual and physical movement.



## 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 2020 the Cedar Woods Glenside redevelopment occurring at the south-western and north-western areas of the site will continue. This redevelopment should cause minimal inconvenience to our operations and your experience studying with us.

## Exhibition Calendar

### 11 February – 20 March: *Drastic Fabric*

An expanded textiles exhibition featuring works woven from resonant and experimental materials. Featuring Elizabeth Jenner, Carly Snoswell, Henry Jock Walker and Sera Waters

### 31 March – 15 May: *On Elegance While Sleeping*

An exhibition of artists who use sleep as a process or material in their artistic practice. Featuring Sundari Carmody and Sasha Grbich

### 26 May – 17 July: Tanya Lee & Jenna Pippett

An interstate collaboration of two artists working in the field of video and performance.

### 28 July – 4 September: Mary-Jean Richardson

An ambitious solo exhibition of new work from ACSA's Head of Painting.

### 22 September – 23 October: *Drawing Exchange 2020*

The third iteration of ACSA's biennial collaboration with the National Art School.

### 31 October – 13 November: *Wish You Were Here!*

Our annual fundraising exhibition, featuring an array of local, and national contributors.

### 5 December – 18 December: *2020 Graduation Exhibition*

A curated exhibition featuring the work of our 2020 BVA and BVA (Hons) graduates

## 2020 Schedule of Fees

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
Drawing 1.1	.167	8	\$3,640	Drawing 1.2	.167	8	\$3,640
Art History & Theory 1.1	.083	4	\$1,820	Life Drawing 1.2	.083	8	\$1,820
Contemporary Studio Practice 1.1	.083	4	\$1,820	Art History & Theory 1.2	.083	4	\$1,820
Painting 1	.167	8	\$3,640	Contemporary Studio Practice 1.2	.083	4	\$1,820
Sculpture 1	.167	8	\$3,640	Sculpture 1.2	.083	8	\$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

<b>Late application fee*</b>	\$120
<b>Late enrolment fee*</b>	\$120
<b>Academic transcript</b>	\$25
<b>RPL application fee</b>	\$40
<b>RPL fee</b>	\$100 per unit