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## From the Head, Arts Academy's pen

Welcome to the Arts Academy, University of Ballarat. For our first year students, congratulations on obtaining a place in one of our degree programs. I hope that you enjoy your years here as we assist you to prepare for a role in the Arts. For our continuing students, welcome back. I trust you are refreshed and ready to progress your study in the Arts.

The Arts Academy offers degree and diploma programs in the visual and performing arts and works primarily from campuses in Camp Street and Lydiard Street in the heart of Ballarat. Visual Arts are also offered in Horsham as well as special visual arts programs at Ararat and Langi Kal Kal Prisons.

Ballarat has a rich cultural history. Some examples are: the Ballarat Fine Art Gallery is the second oldest public art gallery in Australia after the National Gallery of Victoria and is widely regarded as having the finest collection of any regional gallery in Australia; Her Majesty's Theatre is the oldest continuously operating performing arts theatre in Australia; the Royal South Street Society (a former owner of Her Majesty's) has supported performing arts in the Ballarat community for over 140 years; and the Mining Exchange. Arts programs were first formally offered in 1907 by the School of Mines, one of the predecessor organisations that form the University of Ballarat: thus the Arts Academy is one of the oldest providers of formal arts training in Australia.

The Arts Academy builds on this proud history through contemporary cultural thought and action, exemplified in the Camp Street Campus which blends fine Victorian buildings, for which Ballarat is rightly famous, with the recent work of Daryl Jackson, one of Australia's leading architects. Our programs are designed to shape your talents, expand your skills in your chosen discipline, and introduce you to professional arts practice.

This guide is designed to inform you about the structure and requirements of the degree course you are undertaking, to outline the content of first year units you will study, to make you aware of some University services and to provide some tips on negotiating life on and around the city campuses of the University safely and effectively. If you require more detailed information, you will find it in the University Handbook: Higher Education which is available on the University of Ballarat website [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks). You will also find much more valuable information on the UB website.

I look forward to working with you and I hope that you make many friends among staff and students, that you find your studies and activities stimulating, and that you obtain a degree worthy of your talent and your work here.



**Professor Peter Matthews**  
**Head**  
**Arts Academy**

## **Arts Academy Staff**

### **Head**

Professor Peter Matthews

### **Deputy Head**

Associate Professor Allan Mann

### **Course Coordinators**

Associate Professor Kim Durban, Undergraduate Performing Arts

Associate Professor Allan Mann, Post Graduate Studies

Ms Anne Saunders, Undergraduate Visual Arts

Mr Paul Lambeth, Head of Department – Arts Academy (Diploma Courses)

### **Performing Arts Staff**

#### **Lecturers – Degree Program**

Associate Professor Kim Durban, Senior Lecturer, Lecturer, Acting

Tracy Bourne, Lecturer, Singing

Julianne Eveleigh, Lecturer, Voice

Ross Hall, Lecturer, Acting

Lisa Minett, Lecturer, Movement and Dance

Susan Pilbeam, Lecturer, Critical Studies

Wendy Rechenberg, Lecturer, Music Theatre

David Wynen, Lecturer, Movement and Dance (on leave)

#### **Teachers – Diploma Program**

Cas Anderson, Teacher, Diploma of Theatre Arts

Simon Edwards, Teacher, Advanced Diploma of Music

Jef Hammersley, Teacher, Diploma of Live Production, Theatre and Events (Technical Production)

Rex Hardware, Teacher, Diploma of Live Production, Theatre and Events (Technical Production)

Suzanne Kalk, Teacher, Diploma of Theatre Arts

Grant Mathers, Teacher, Advanced Diploma of Music

### **Visual Arts Staff**

#### **Lecturers – Degree Program**

Anne Saunders, Senior Lecturer; Lecturer, Drawing and Multi Discipline

Loris Button, Lecturer, Painting

Dr Jennifer Jones-O'Neill, Lecturer – Art Theory / Visual Arts

Associate Professor Allan Mann, Senior Lecturer; Lecturer, Printmaking, Honours, MA & PhD

Gavin Nash, Lecturer, Graphic Design / Multi-media

Jimmy Pasakos, Lecturer – Contemporary Imaging (Drawing and Digital Art)

Peter Pilven, Lecturer, Ceramics

#### **Teachers – Diploma Program**

David Arnold, Teacher, Diploma of Arts (Visual Arts), Ararat Prison

Neville French, Advanced Skills Teacher; Teacher in Charge, Diploma of Arts (Ceramics)

Paul Lambeth, Teacher, Diploma of Arts (Visual Arts)

Adrian McMillan, Co-ordinator, Education Centre, Ararat Prison, Teacher, Diploma of Arts (Visual Arts)

Vikki Nash, Teacher, Diploma of Arts (Visual Arts)

Mary Rasmussen, Teacher, Diploma of Arts (Ceramics)

Ewen Ross, Advanced Skills Teacher; Program Manager, Visual Arts, Horsham Campus

Trevor Tagliabue, Teacher, Diploma of Arts (Visual Arts)

### **Administrative and Support Staff**

Coralee Asker, Administrative Assistant

Lydia Cloke, Administrative Assistant, Student Liaison

Shelley Hinton, Post Office Gallery Attendant

Carolyn Love, Administrative Assistant, Performing Arts

Joan Miles, Finance Administrative Officer

Cecilia Morris, Administrative Officer

Joy Rothwell, Acting Manager / Personal Assistant to the Head

Valerie Sheather, Administrative Officer, Diploma Programs

Nicholas Wai, Computer Systems Administrator

Barry Wemyss, Technical Officer: Studios and Workshops

**The Arts Academy also has many part time staff and guest artists.**

## Introduction to Campuses

### Camp Street Campus

This campus has probably the most famous background of any University campus in Australia. Camp Street is so called because it was where the police pitched their camp on the high ground overlooking the diggings on the river flat below in the early 1850s. It was from this camp that the force of soldiers and police marched early on the morning of 3 December 1854 to attack the stockade erected by miners on the Eureka lead. You begin your studies here in 2008, the year of the 152<sup>nd</sup> anniversary of the Eureka Stockade.

In the years after 1854, the area around Camp Street was mostly used by governments as public buildings for various functions. Most of these functions had moved elsewhere by the mid 1990s. That created the opportunity to develop this main campus for the Arts Academy, University of Ballarat. The Camp Street Campus opened in February 2002. It is the centrepiece of the central Ballarat Arts Precinct with the Ballarat Fine Art Gallery adjoining the Campus at the northern end and Her Majesty's Theatre a little to the south along Lydiard Street. The Campus incorporates four former public services buildings and two new buildings. The six buildings of the campus are shown on the visitor map at the back of this booklet. After five years on the site, most major works are completed but we are still learning from experience about the best ways to use and develop our spaces on this wonderful, historic site. A brief outline of past and present use of each building is given here.

*Post Office Building:* This was the Ballarat Post Office from 1863 till the late 1990s. Be kind to anyone who asks you where to buy stamps in the building as some older Ballarat citizens and visitors to the city still occasionally do. The former public area is now the Post Office Gallery where, if you are a Visual Arts student, we will expect to admire some of your work on public display at some time. The former mail sorting room is now the Post Office Box Theatre. Other parts of the building house drawing, intermedia, printmaking, papermaking, Koori art and craft and acting studios as well as staff offices.

*Old Library Building:* It does not hold a library now and we might have to think of a suitable new name. For over 100 years until about 1995 it did house the Ballarat Public Library. Downstairs now is the General Computer Lab, the student lounge (not as spacious as we would like) and the BallarART Art Supplies Shop operated by the Student Association (UBSA). The Student Association also has an officer available on Campus, whose office is located in the Student Lounge. Upstairs are studios for visual and performing arts, rooms for postgraduate and Honours (Visual Arts) students, wardrobe rooms and some offices. It is a bit of a rabbit warren up there – proceed with care.

*Old Law Courts Building:* The multi-storey cream brick building facing down Camp Street was built about 1940 for State Government purposes and many local people still think of it as the Law Courts building. The big room on the second floor, the Media Arts Studio was, until a few years ago, where the Supreme Court sat in Ballarat. You will notice that many of the old door signs in the building have been retained for heritage reasons. The Head's office and other Arts Academy administrative offices are on the ground and first floors. On higher floors are staff offices, Video-Conference Room, tutorial and teaching spaces. The building is still referred to as the Old Law Courts Building. There may be several reasons for thinking of a new name for this building, too!

*Old Sheriff's Office housing the Masterfoods Performing Arts Studio:* This is the old red brick building behind the OLC Building facing Camp Street. It was once the Sheriff's Office and a Magistrate's Court. The present name has been bestowed in recognition of a substantial gift to the Arts Academy Foundation. The building is used for music and singing teaching as well as performances.

*New North Building:* This is one of the two new buildings on campus. Graphic Design / Multimedia studio occupies the first and second floors on the Camp Street side and the Painting studio, the same two floors on the other side, however, due to building renovations occurring at present, the Painting Studio has been temporarily relocated to the corner of Mair and Yuille Streets.

The top floor holds student accommodation consisting of two ensuite studio rooms with kitchenettes and three four-bedroom units with a fully equipped kitchen and common area. These units are managed by the University Accommodation Services Section.

*New South Building:* Built in the former Post Office courtyard, this building houses the 144 seat Helen Macpherson Smith Theatre (also named after an Arts Academy benefactor). Above the theatre are three movement studios and another two floors of student accommodation units consisting of twenty-four ensuite studio rooms with kitchenettes and a large fully equipped kitchen and common area.

### **SMB Campus, Lydiard Street**

The Ballarat School of Mines and Industries (SMB for short) was established in 1870. The University of Ballarat traces back to SMB. In later years, SMB was a TAFE College until it merged with the then University to become the TAFE Division of the University of Ballarat. Within the University, you will hear and see references to Higher Education courses and to TAFE courses. Both kinds of courses are offered within the Arts Academy with parts of most courses of both kinds taught on both campuses so you will probably find yourself in activities at Camp Street and at Lydiard Street at different times. Ceramics studios are located at Lydiard Street as is the branch of the University library you will need to use. Performing and Visual Arts workshops and our photography studio are also located at the Lydiard Street campus. The Courthouse Theatre is also located at the SMB Campus and used extensively by our Diploma students.

### **The Mining Exchange**

The Mining Exchange is designed in the classical “boom” style of the 1880s, with a two-storey of shops at the front, a large single storey exchange at the rear, and a bull nose, corrugated iron roof. The building is of architectural significance as one of the few mining exchanges of its type in Australia. It was originally completed in 1889, and is an important link to Ballarat’s gold mining heritage. The exchange was created to respond to the demand for the buying and selling of shares among Victoria’s early mining companies, and it played a critical role in the development of Melbourne’s Stock Exchange. The Mining Exchange was recently renovated to host a broad range of community activities. The Mining Exchange is owned and run by the City of Ballarat.

### **Horsham**

The Horsham Campus is a part of the Western Campuses of the University of Ballarat (Ararat, Stawell and Horsham). The Campus has a delightful purpose built visual arts facility for Diploma programs.

**Bachelor of Visual Arts (Fine Arts)**  
**Course Code: AA5**

**Bachelor of Visual Arts (Graphic Design /  
Multi-media)**  
**Course Code: AA5**

The University of Ballarat Higher Education Handbook lists important information regarding courses and regulations. It is available on the UB Website at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks). Please read the Handbook carefully and fully.

## **Bachelor of Visual Arts (Fine Arts) – Course Code AA5**

CRICOS Course Code – 031809B

## **Bachelor of Visual Arts (Graphic Design / Multi-media) – Course Code AA5**

CRICOS Course Code – 041555C

### **Course Coordinator**

Ms Anne Saunders

### **1. Course Structure**

The degree course in Visual Arts provides a program, which integrates studies in a selected specialist discipline, e.g. Drawing with Art Theory and a minor study sequence.

The course consists of study in the following components:

- 1.1 Minor Study Program – Teaching Period 1 and 3:** For this component of the course the student is introduced to Fine Arts Practice structured around thematic projects in each of the four studio disciplines: Ceramics / 3D; Drawing and Digital Art; Intermedia and Painting. These will initiate a range of experimental and interpretive visual investigations.

All students will undertake Contemporary Imaging 1 and 2 in Teaching Periods 1 and 3.

**1.2 Major Studies Program – Years 2 to 3:**

*Fine Arts* - A major study program will require a student to select one studio area from the disciplines of Ceramics / 3D, Drawing and Digital Art, Intermedia, or Painting. For this component of the course the student concentrates on one major study program which will be concerned with the sequential development of the individual's concepts and skills within the selected area.

*Graphic Design / Multi-media - Years 1 – 3* – For this component of the course the student concentrates on one major study program which will be concerned with the sequential development of the individual's concepts and skills within the selected area.

- 1.3 Credit Points:** The credit point system has been based on an expected workload or time commitment for an average student of approximately 600 hours in a teaching period (about 15 weeks by about 40 hours per week, on average) to achieve the learning objectives of the units in the course for that teaching period. One credit point will be the value of approximately ten hours of learning. In this course the learning may take place in a studio or workshop, lecture, tutorial, library, gallery or any other learning setting, on or off campus. During contact with the studio, teaching will occur in the form of lectures, demonstrations, workshops, individual practice and individual staff / student consultation.

- 1.4 Objectives:** Visual Arts will provide a teaching program and resources which will:

- Promote creativity, originality and imaginative thinking. Encourage the student to develop as a self-directed learner, with the capacity for initiative in the formulation of ideas and the confidence to construct a personal response.
- Ensure that the student acquires appropriate conceptual, technical and professional skills.
- Require the development of the student's critical process: the ability to undertake research, to analyse and synthesis information and to make informed decisions.

- Provide the experience that will form a sound basis for postgraduate education in related specialist fields and / or ensure an appropriate preparation for life as a practicing artist.
- Provide the environment for individual development of mature and articulate modes of expression, and
- Provide a teaching program that will enable the student to clarify understanding and develop the knowledge, attitudes and skills that enable the artist to respond to community needs and aspirations.

**BACHELOR OF VISUAL ARTS (FINE ARTS)**
**COURSE CODE: AA5**
**COURSE STRUCTURE**

YEAR 1					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL541	Art Theory 1	15	AL542	Art Theory 2	15
AS501	Fine Arts Studio Practice 1	30	AS502	Fine Arts Studio Practice 2	30
AX511	MINOR 1 Contemporary Imaging 1	15	AX512	MINOR 2 Contemporary Imaging 2	15
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>
YEAR 2					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL643	Art Theory 3	15	AL644	Art Theory 4	15
AC613 AA623 AM633 AP643	MAJOR 3 (Select One) Ceramics Studio Practice 3 Drawing and Digital Art Studio Practice 3 Intermedia Studio Practice 3 Painting Studio Practice 3	30 30 30 30	AC614 AA624 AM634 AP644	MAJOR 4 (Select One) Ceramics Studio Practice 4 Drawing and Digital Art Studio Practice 4 Intermedia Studio Practice 4 Painting Studio Practice 4	30 30 30 30
AX615 AX611 AX610 AX613 AX612	MINOR 3 (Select One) <i>Minors offered</i> Graphic Communication 3D Papermaking Printmaking Photography	15 15 15 15 15	AX725 AX721 AX720 AX723 AX722	MINOR 4 (Select One) <i>Minors offered</i> Graphic Communication 3D Papermaking Printmaking Photography	15 15 15 15 15
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>
YEAR 3					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL745	Art Theory 5	15	AL746	Art Theory 6	15
AC715 AA725 AM735 AP745	MAJOR 5 (Select One) Ceramics Studio Practice 5 Drawing and Digital Art Studio Practice 5 Intermedia Studio Practice 5 Painting Studio Practice 5	45 45 45 45	AC716 AA726 AM736 AP746	MAJOR 6 (Select One) Ceramics Studio Practice 6 Drawing and Digital Art Studio Practice 6 Intermedia Studio Practice 6 Painting Studio Practice 6	45 45 45 45
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>

**Bachelor of Visual Arts (Fine Arts) AA5 - Unit Outlines**

**UNIT CODE AND TITLE:** AL541 Art Theory 1  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE(S):** Nil  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

This unit introduces students to the factors involved in the production, presentation, mediation, response and interpretation of art and design. This will ensure that they have at their disposal a body of knowledge that will serve as a firm base for their own creative, emotional and intellectual growth. Through library and tutorial activities, attention will be given to developing the students' visual literacy, and their skills of research and analysis.

**UNIT CODE AND TITLE:** AS501 Fine Arts Studio Practice 1  
**CREDIT POINTS:** 30  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE(S):** Nil  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

Fine Arts specialist areas encourage a rigorous investigation of the discipline matter in order to evolve ideas and produce a solid body of artwork.

There will be two projects. Each project will address a particular theme. The themes will be based around everyday association and will encourage students to appreciate how a simple idea/theme can be approached /interpreted in a variety of ways with a range of outcomes. The themes are **Sense of Space** and **Mind and Body**.

Each thematic project will foster the development of traditional methods and experimental approaches inherent in contemporary arts. The projects will be offered within the four Fine Arts specialist study areas: Ceramics/3D, Drawing and Digital Art, Intermedia and Painting.

**UNIT CODE AND TITLE:** AX511 Minor 1 - Contemporary Imaging 1  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE(S):** Nil  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

This unit will develop problem-solving skills in both traditional drawing methods and digital image manipulation. It will also introduce the students to a wider meaning of the term 'Imaging'. The unit should challenge students' preconceptions of what 'Imaging' means

Subject areas include:

- Exploration of line and tone, their implications and applications
- Studies in volume, space, perspective, proportion and scale
- Analysis of surface, texture, materials and means
- An introduction to compositional concerns
- Formal elements as outlined above with some emphasis on an individual response to these
- Inquiry into emotive and expressive (transformative) visual resolutions.

Each group will spend six weeks in Contemporary Imaging 1 (Drawing) and Contemporary Imaging 1 (Digital).

**UNIT CODE AND TITLE:** AL542 Art Theory 2  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** Nil  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

This unit extends the studies commenced in AL 524 that deal with the philosophy of art and design. The first lectures focus on modes of art (expression, representation, form and fantasy), and these are followed by lectures on value judgement. A visit to Melbourne galleries will give students the opportunity of putting theory into practice. The problems encountered in (re)constructing the past are then scrutinised as a lead into the study of selected historical periods and styles. Students will be encouraged to become reflective and discriminating viewers and producers of art.

**UNIT CODE AND TITLE:** AS502 Fine Arts Studio Practice 2  
**CREDIT POINTS:** 30  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** AS503  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

There will be two projects. Each project will address a particular theme which is generally based around everyday association and shows how a simple idea can be approached / interpreted in a variety of ways with a range of outcomes.

The themes are: *Art and Imagination*, and *Everyday Objects*. Each thematic project will foster the development of traditional methods and experimental approaches inherent in contemporary Art. Each project will be offered within the four Fine Arts specialist study areas: Ceramics, Drawing and Digital Art, Intermedia and Painting.

**UNIT CODE AND TITLE:** AX512 Minor 2 - Contemporary Imaging 2  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** AX511  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

This unit will develop student's problem solving skills in both traditional drawing methods and digital image manipulation.

Subject areas include:

- Translation and interpretation of perceptual information and visual experience including; the comprehension of form and characteristics of particular subjects and themes.
- Conceptual interpretation and development of variations in composition, forms and structures, to enable the comprehension of the complexities of; space, volume, light, surface, depth of field and texture, required in the realisation of image construction.

Each group will spend six weeks in both Contemporary Imaging 1 (Drawing) and Contemporary Imaging 2 (Digital)

**BACHELOR OF VISUAL ARTS (GRAPHIC DESIGN / MULTI-MEDIA)**
**COURSE CODE: AA5**
**Course structure**

YEAR 1					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL541	Art Theory 1	15	AL542	Art Theory 2	15
AG501	Graphic Design/Multi-media Studio Practice 1	30	AG502	Graphic Design/Multi-media Studio Practice 2	30
AX511	MINOR 1 (Fine Arts) Contemporary Imaging 1	15	AX512	MINOR 2 (Fine Arts) Contemporary Imaging 2	15
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>
YEAR 2					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL643	Art Theory 3	15	AL644	Art Theory 4	15
AG603	Graphic Design/Multi-media Studio Practice 3	30	AG604	Graphic Design/Multi-media Studio Practice 4	30
AX615	MINOR 3 (Select One) <i>Minors offered</i> Graphic Communication	15	AX725	MINOR 4 (Select One) <i>Minors offered</i> Graphic Communication	15
AX611	3D	15	AX721	3D	15
AX610	Papermaking	15	AX720	Papermaking	15
AX613	Printmaking	15	AX723	Printmaking	15
AX612	Photography	15	AX722	Photography	15
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>
YEAR 3					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AL745	Art Theory 5	15	AL746	Art Theory 6	15
AG705	Graphic Design/Multi-media Studio Practice 5	45	AG706	Graphic Design/Multi-media Studio Practice 6	45
<b>Total credit points</b>		<b>60</b>	<b>Total credit points</b>		<b>60</b>

## Bachelor of Visual Arts (Graphic Design / Multi-media) AA5 – Unit Outlines

<b>UNIT CODE AND TITLE:</b>	<b>AL 541 Art Theory 1</b>
<b>CREDIT POINTS:</b>	15
<b>OFFERED:</b>	Year One, Teaching Period 1
<b>PREREQUISITE(S):</b>	Nil
<b>COREQUISITE(S):</b>	Nil
<b>EXCLUSION(S):</b>	Nil

### **CONTENT:**

This unit introduces students to the factors involved in the production, presentation, mediation, response and interpretation of art and design. This will ensure that they have at their disposal a body of knowledge that will serve as a firm base for their own creative, emotional and intellectual growth. Through library and tutorial activities, attention will be given to developing the students' visual literacy, and their skills of research and analysis.

<b>UNIT CODE AND TITLE:</b>	<b>AG501 Graphic Design/Multi-media - Studio Practise 1</b>
<b>CREDIT POINTS:</b>	30
<b>OFFERED:</b>	Year One, Teaching Period 1
<b>PREREQUISITES:</b>	Nil

### **CONTENT:**

This is a continuation of development and understanding of visual communication through study of conceptual experimentation, design procedures, media and processes. Further developing of technical skills and ability to assist in achieving results varying visual formats. Studies will consist of lectures, design projects and experiences to develop critical awareness of:

- Lettering and typography.
- Social and personal symbol use.
- Illustration.
- Research and analysis.

Printing, photographic, computer and electronic reproduction media, and process selection of visual expression.

<b>UNIT CODE AND TITLE:</b>	<b>AX511 Minor 1 - Contemporary Imaging 1</b>
<b>CREDIT POINTS:</b>	15
<b>OFFERED:</b>	Year One, Teaching Period 1
<b>PREREQUISITE(S):</b>	Nil
<b>COREQUISITE(S):</b>	Nil
<b>EXCLUSION(S):</b>	Nil

### **CONTENT:**

This unit will develop problem-solving skills in both traditional drawing methods and digital image manipulation. It will also introduce the students to a wider meaning of the term 'Imaging'. The unit should challenge students' preconceptions of what 'Imaging' means. Subject areas include:

- Exploration of line and tone, their implications and applications
- Studies in volume, space, perspective, proportion and scale
- Analysis of surface, texture, materials and means
- An introduction to compositional concerns
- Formal elements as outlined above with some emphasis on an individual response to these
- Inquiry into emotive and expressive (transformative) visual resolutions.

Each group will spend six weeks in both Contemporary Imaging 1 (Drawing) and Contemporary Imaging 1 (Digital).

**UNIT CODE AND TITLE:** AL542 Art Theory 2  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITES:** Nil

**CONTENT:**

This unit extends the studies commenced in AL 524 that deal with the philosophy of art and design. The first lectures focus on modes of art (expression, representation, form and fantasy), and these are followed by lectures on value judgement. A visit to Melbourne galleries will give students the opportunity of putting theory into practice. The problems encountered in (re)constructing the past are then scrutinised as a lead into the study of selected historical periods and styles. Students will be encouraged to become reflective and discriminating viewers and producers of art.

**UNIT CODE AND TITLE:** AG502 Graphic Design / Multi-media - Studio Practice 2  
**CREDIT POINTS:** 30  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** AG501  
**COREQUISITE(S):** Nil

**CONTENT:**

This is a continuation of development and understanding of visual communication through study of conceptual experimentation, design procedures, media and processes. Further development of technical skills and ability to assist in achieving results varying visual formats. Studies will consist of lectures, design projects and experiences to develop critical awareness of:

- lettering and typography;
- social and personal symbol use;
- illustration;
- research and analysis;

**UNIT CODE AND TITLE:** AX512 Minor 2 - Contemporary Imaging 2  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** AX511  
**COREQUISITE(S):** Nil  
**EXCLUSION(S):** Nil

**CONTENT:**

This unit will develop student's problem solving skills in both traditional drawing methods and digital image manipulation.

Subject areas include:

- Translation and interpretation of perceptual information and visual experience including; the comprehension of form and characteristics of particular subjects and themes.
- Conceptual interpretation and development of variations in composition, forms and structures, to enable the comprehension of the complexities of; space, volume, light, surface, depth of field and texture, required in the realisation of image construction.

Each group will spend six weeks in both Contemporary Imaging 1 (Drawing) and Contemporary Imaging 2 (Digital)

## **General Regulations**

### ***Pre-requisites***

Prior to presenting for an assessment the student should have submitted all required assignments by due date and time. An allowance may be made in cases where an extension is requested due to extenuating circumstances prior to the submission date and where some evidence of work already attempted is satisfactory. A formal application, on the appropriate pro forma, must be sought 24 hours prior to the submission date.

Unsatisfactory academic progress occurs where a student:

- fails (i.e. obtains a grading of "N" for final assessment) in two or more units in any one teaching period;
- or failed in their major area of study;
- or has three or more current failures or incomplete units;
- or fails or has not passed a unit after two attempts.

A student who makes unsatisfactory academic progress in the terms of these regulations will have their position reviewed by the Academic Progress Committee.

Following the review, the Academic Progress Committee may determine one of the following actions:

1. Recommend the student meet with a UB Counsellor.
2. Restrict the student to a set program.
3. Suspend the student from enrolment in the course for one of two teaching periods.
4. Exclude the student from further enrolment in the course.

The determination of the Academic Progress Committee will be reported to the Courses Committee. For further details regarding Unsatisfactory Progress refer to Statute 5.5 Unsatisfactory Progress

### ***Re-admission***

In the event of exclusion from enrolment in the Course, any student may apply to the Courses Committee for readmission in any subsequent year. Where the Courses Committee is satisfied that the condition or circumstances of the student have changed sufficiently so that there is a reasonable probability that the student will make satisfactory progress through the course, the Courses Committee may authorise readmission. In readmitting any student, the Courses Committee may at its discretion impose conditions, which in the opinion of the Courses Committee, will be beneficial for the student's future academic progress.

### **Unsatisfactory Student Progress**

#### ***From Year 1 to Year 2***

- A failed major unit or a failure of two or more support units or a combination of these will require a meeting with the Academic Progress Committee to review progress.
- A failure in two consecutive units of one area makes the student ineligible to proceed with further studies in that area until all failed units are passed.

#### ***From Year 2 to Year 3***

- A student must have passed all units of Year 1 and 2 to be eligible to enter Year 3. (Exception to this may only be made with the approval of the Academic Progress Committee).

### **General University of Ballarat Regulations**

The course will operate within the terms of the general regulations of the University of Ballarat as published in the current University of Ballarat Higher Education Handbook.

**Bachelor of Arts (Acting)  
Course Code: AF5**

The University of Ballarat Higher Education Handbook lists important information regarding courses and regulations. It is available on the UB Website at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks)

Please read the Handbook carefully and fully.

## **Bachelor of Arts (Acting) – Course Code AF5**

CRICOS Course Code – 052611J

**Course Coordinator** - Ms Kim Durban

### **1. Course Structure**

The structure of the course is sequential and develops its depth and breadth from the inter-relation of the key disciplines of Acting, Movement, Voice (under the umbrella of Theatre Performance Studio), and Critical Studies. In turn the integration of these elements is reflected in performance projects together with other aspects of the theatrical arts such as the creation of original work and the development of leadership, direction, design, management, marketing and production skills. There is scope for students to take appropriate units from other courses.

- 1.1 Distribution of Credit Points:** The Course Structure on the following page shows the distribution of credit points in each year of the course. Studies in the key skill and theory units - Acting, Voice, Movement, Singing and Critical Studies – begin in first year and continue through the course. Skill development enables increased practice and learning through performance, which increases progressively through the later years of the course.

Performance projects sequence will normally be:

**First Year:** A series of creative workshops leading to a showing of work at the end of each teaching period

**Second Year:** One performance project each teaching period

**Third Year:** Performance projects each teaching period (number to be advised).

- 1.2 Credit Points and Units:** The Course Structure on the following page shows the distribution of credit points in each year of the course. Learning will take place in lectures, workshops, tutorials, rehearsals, performance projects and students' private study time. Units in Acting, Voice, Movement and critical studies will be delivered in terms of knowledge and skills acquisition (class work) and knowledge and skills application (theatre performance projects). The number of rehearsal and performance hours depends on the role in which the student is cast for a particular project or the extent of other performance project work.

- 1.3 Course Objectives:** The course is designed to enable students to develop as performers for the Australian and International performing arts industry:
- specific skills in acting on stage or screen;
  - flexibility and range in vocal skills;
  - flexibility and range in movement skills;
  - an understanding of the performing arts heritage;
  - the ability to synthesise performance skills, creative processes, production and management skills;
  - a sensitivity to the needs and reactions of other theatre workers and collaborators;
  - the knowledge and skills to research and contribute to the creation of characters and the collaborative process of performance making.

**BACHELOR OF ARTS (ACTING)****COURSE CODE: AF5****Course structure**

<b>YEAR 1</b>					
<b>Teaching Period 1</b>			<b>Teaching Period 3</b>		
<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>	<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>
AF511	Theatre Performance Studio 1	30	AF521	Theatre Performance Studio 2	30
AF515	Critical Studies in Theatre 1	15	AF525	Critical Studies in Theatre 2	15
HX541	Narrative and Text	15	HL609	The Victorian Age in Literature	15
	<b>Total credit points</b>	<b>60</b>		<b>Total credit points</b>	<b>60</b>
<b>YEAR 2</b>					
<b>Teaching Period 1</b>			<b>Teaching Period 3</b>		
<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>	<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>
AF611	Theatre Performance Studio 3	30	AF621	Theatre Performance Studio 4	30
AF615	Critical Studies in Theatre 3	15	AF625	Critical Studies in Theatre 4	30
HL616	Picture and Word	15	HL609	The Victorian Age in Literature	15
	<b>Total credit points</b>	<b>60</b>		<b>Total credit points</b>	<b>60</b>
<b>YEAR 3</b>					
<b>Teaching Period 1</b>			<b>Teaching Period 3</b>		
<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>	<b>Unit code</b>	<b>Unit name</b>	<b>Credit points</b>
AF716	Performance Studio for screen	30	AF726	Performance studio – contemporary style	30
AF717	Performance studio – classical style	15	AF727	Performance studio – showcase	30
AF711	Professional Practice	15			
	<b>Total credit points</b>	<b>60</b>		<b>Total credit points</b>	<b>60</b>

## Bachelor of Arts (Acting) AF5 - Unit Outlines

**UNIT CODE AND TITLE:** AF511 Theatre Performance Studio 1  
**AUTHOR:** Kim Durban  
**SCHOOL:** Arts Academy  
**COURSE:** Bachelor of Arts (Acting)  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITES:** Nil  
**COREQUISITE (S):** Nil  
**EXCLUSIONS (S):** Nil  
**CREDIT POINTS:** 30  
**CONTENT:**

This unit is designed to introduce the actor to an awareness of the performing self in an open way that facilitates the making of material for performance. There will be an emphasis on developing language skills, such as reading, research and text analysis. Aligned to this is the goal of training the commencing actor to work without written performance text, learning to rely on expressive skills of body and voice in the empty space, in harmony with an ensemble. This teaching period's work will cover a variety of foundation acting, voice and movement skills.

**UNIT CODE AND TITLE:** AF515 Critical Studies in Theatre 1  
**AUTHOR:** Kim Durban  
**SCHOOL:** Arts Academy  
**COURSE:** Bachelor of Arts (Acting)  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE (S):** Nil  
**CO REQUISITE (S):** Nil  
**CREDIT POINTS:** 15  
**CONTENT:**

Students will develop an overview of contemporary Australian approaches to the genre of theatre. Students will be encouraged to broaden their experience of theatre in a theoretical and practical sense by studying a range of contemporary styles which exist within the national framework, including the history and development of Australian playwriting, circus, the development of state theatres versus the fringe, the growth of theatre venues and touring circuits, radical collectives and indigenous theatre.

**UNIT CODE AND TITLE:** HX541 Narrative and Text  
**AUTHOR:** Meg Tasker  
**SCHOOL:** School of Behavioural and Social Sciences and Humanities  
**COURSE:** Bachelor of Arts (Acting)  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE (S):** Nil  
**CO REQUISITE (S):** Nil  
**CREDIT POINTS:** 15  
**CONTENT:**

This unit is the introductory unit for further studies in the multidisciplinary major sequences Myth, Meaning and Memory, Cross-Cultural Studies and Communication, Information, Technology and ways of Knowing. It aims to introduce BA students to some of the genres studied in literature, film, television, Cultural Studies and history, and a variety of theoretical approaches to studying in the Humanities. Through a critical examination of relevant critical theory, it aims to develop an appreciation of the diversity of intellectual and cultural approaches available in contemporary humanities studies. This unit builds on skills in analysis, interpretation and presentation, which are being taught in the co-requisite Critical Literacy, and applies them in the more specific context of studies in the humanities.

**UNIT CODE AND TITLE:** AF521 Theatre Performance Studio 2  
**AUTHOR:** Kim Durban  
**SCHOOL:** Arts Academy  
**COURSE:** Bachelor of Arts (Acting)  
**TEACHING PERIOD (S):** Year One, Teaching Period 3  
**PREREQUISITES:** AF511  
**COREQUISITE (S):** Nil  
**EXCLUSIONS (S):** Nil  
**CREDIT POINTS:** 30

**CONTENT:**

Theatre Performance Studio does not divide process and product in artistic development. This unit is designed to build on learning in the introductory unit of the actor's awareness of the performing self in an open way that facilitates the making of material for performance. There will be an emphasis on enhancing language skills, such as reading, research and text analysis and in working confidently without written performance text, learning to rely on expressive skills of body and voice in the empty space, in harmony with an ensemble. The teaching period's work will cover a variety of acting, voice and movement skills. Students will also create projects which culminate in regular studio presentations.

**UNIT CODE AND TITLE:** AF525 Critical Studies in Theatre 2  
**AUTHOR:** Kim Durban  
**SCHOOL:** Arts Academy  
**COURSE:** Bachelor of Arts (Acting)  
**PREREQUISITE (S):** Nil  
**CO REQUISITE (S):** Nil  
**DURATION:** Year One, Teaching Period 3  
**CREDIT POINTS:** 15

**CONTENT:**

Students will develop an overview of contemporary Australian approaches to the genre of theatre. Students will be encouraged to broaden their experience of theatre in a theoretical and practical sense by studying a range of contemporary styles which exist within the national framework, including the history and development of Australian playwriting, circus, the development of state theatres versus the fringe, the growth of theatre venues and touring circuits, radical collectives and indigenous theatre.

**UNIT CODE AND TITLE:** HL609 The Victorian Age in Literature  
**AUTHOR:** Meg Tasker  
**SCHOOL:** School of Behavioural and Social Sciences and Humanities  
**COURSE:** Bachelor of Arts (Acting)  
**TEACHING PERIOD (S):** Year One, Teaching Period 3  
**PREREQUISITES:** HX541  
**COREQUISITE (S):** Nil  
**EXCLUSIONS (S):** Nil  
**CREDIT POINTS:** 15

**CONTENT:**

This unit focuses on major developments and issues in 19<sup>th</sup> century English literature, in the context of social, political and intellectual developments such as industrialisation, agitation for reform, evolution. Genera and genre are key issues that run through both poetry and fiction, with texts by Tennyson, Dickens, Browning, Barrett Browning, Emily Bronte, Christina Rossetti, George Eliot, Hardy and Oscar Wilde.

## **General regulations**

The Bachelor of Arts (Acting) and Bachelor of Arts (Music Theatre) will be conducted under the general academic regulations of the University, as described in University of Ballarat Higher Education Handbook.

### **Admission regulations**

*General Admission Policy* as described in University of Ballarat Higher Education Handbook.

### **Specific Requirements**

Selection of students into Performing Arts courses will be based on audition and interview in Ballarat and further a field as appropriate. Talent, motivation, maturity and perceived potential will be the major criteria used in assessing the suitability of candidates to undertake the course. In addition the candidate must be able to demonstrate a high level of written and oral communication skills in English.

Due to the significant emphasis on practical activities in the course, attendance at all classes is expected. Results will be affected by deviation from this requirement except where a medical certificate(s) is provided. In special circumstances the Course Co-ordinator may waive this requirement.

Students should refer to the University of Ballarat Handbook for regulations governing non-attendance at final examinations because of illness / injury.

### **Course Guidelines**

- i) Students wishing to participate in employment or to have involvement in activities outside the course should fill in the "Outside Activities" form and seek the approval of the Course Co-ordinator before making commitments to such outside activity. This is to ensure that students do not get into overloaded situations and/or make commitments that could encroach on the course requirements.
- ii) Projects within the Academy that are not part of the major program may be conducted providing approval has been sought from the Unit and Course Coordinator.
- iii) Daily timetable information is available from the Timetable Coordinator located in the Old Law Courts Building.
- iv) All units are compulsory and students must complete all units to qualify for the award.

### **Assessment regulations**

The student must present all required assignments by due date and time. Allowance may be made where an extension is requested due to extenuating circumstances prior to the submission date and where some evidence of work already attempted is satisfactory. A formal application, on the appropriate pro forma, must be sought 24 hours prior to the submission date.

### **Gradings**

Please refer to gradings which are referred to elsewhere in this document (page 32).

### **Re-enrolment**

As each of the component disciplines has a sequential nature, it is a requirement that a student achieve pass gradings in prerequisite units in order to enrol in subsequent units. A student who has twice failed to complete a unit may not re-enrol in that unit again.

### **Unsatisfactory student progress**

Unsatisfactory academic progress occurs where a student:

- Fails (i.e. obtains a grading of 'N' for final assessment) in two or more units in any one teaching period
- **OR** has three or more current failures or incomplete units
- **OR** fails or has not passed a unit after two attempts;

The process to be applied in the case of unsatisfactory progress is described in the University of Ballarat Higher Education Handbook.

### **Academic progress guidelines**

- a) All units are compulsory and students must complete all units to qualify for the award.
- b) As each of the component disciplines has a sequential nature it is a requirement that students achieve pass grading in prerequisite units in order to enrol in subsequent units.
- c) A student who fails to gain a pass grading in a unit must reenrol in that unit when it is next offered and gain a pass grading before continuing with the next unit of study in that discipline.

**Bachelor of Arts (Music Theatre)**  
**Course Code: AH5**

The University of Ballarat Higher Education Handbook lists important information regarding courses and regulations. It is available on the UB Website at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks)

Please read the Handbook carefully and fully.

## **Bachelor of Arts (Music Theatre) – Course Code AH5**

CRICOS Course Code – 052612G

**Course Coordinator** - Ms Kim Durban

### **1. Course Structure**

The structure of the course is sequential and develops its depth and breadth from the interrelation of the key disciplines of Singing, Dancing, Acting and Critical Studies. In turn the integration of these elements is reflected in the Music Theatre Studio units together with other aspects of the theatrical arts and music such as music theatre, composition, choreography, musical direction, the creation of original work and the development of leadership, direction, design, management, marketing and production skills. There is scope for students to take appropriate units from other courses.

**1.1 Studies in the key skill and theory units – Singing, Dancing, Acting and Critical Studies** – begin in first year and continue through the course. Music theory and skills units are studied in the first two years. Skill development enables increased learning through performance, which increases progressively through the later years of the course.

Music Theatre Studio units sequence will normally be:

**First Year:** A series of creative workshops leading to a showing of work at the end of each teaching period.

**Second Year:** One performance project each teaching period

**Third Year:** Two performance projects each teaching period, (to be advised).

**1.2 Credit Points and Units:** The Course Structure on the following page shows the distribution of credit points in each year of the course.

Learning will take place in lectures, workshops, tutorials, rehearsals, performance projects and students' private study time. Units in Acting, Voice, Movement and Critical Studies will be delivered in terms of knowledge and skills acquisition (classwork) and knowledge and skills application (theatre performance projects). The number of rehearsal and performance hours will depend on the role in which the student is cast for a particular project or the extent of other music theatre project work.

**1.3 Objectives:** The course is designed to enable students to develop as performers for the Australian and International performing arts industry, with a specialisation in Music Theatre:

- flexibility and range in singing and vocal skills;
- flexibility and range in dance and movement skills;
- specific skills in acting on stage or screen;
- an understanding of the performing arts heritage;
- the ability to synthesise performance skills, creative processes and production skills;
- a sensitivity to the needs and reactions of other theatre workers and collaborators;
- the knowledge and skills to research and contribute to the creation of characters and the collaborative process of performance making.

**Bachelor of Arts (Music Theatre)**

**Course Code: AH5**

**Course structure**

YEAR 1					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AH 511	Music Theatre Skills - Singing	5	AH511	Contd	5
AH 512	Music Theatre Skills - Singing		AH512	Contd	
AH 513	Music Theatre Skills - Dancing	5	AH513	Contd	5
	Music Theatre Skills - Acting	5			5
AH514	Music Theory 1	15	AH 524	Music Theory 2	15
AH 515	Critical Studies in Music Theatre 1	15	AH 525	Critical Studies in Music Theatre 2	15
AH 516	Music Theatre Studio 1	15	AH 526	Music Theatre Studio 2	15
	<b>Total credit points</b>	<b>60</b>		<b>Total credit points</b>	<b>60</b>
YEAR 2					
Teaching Period 1			Teaching Period 3		
Unit code	Unit name	Credit points	Unit code	Unit name	Credit points
AH 611	Music Theatre Skills-Singing	5	AH 611	<i>Contd.</i> Music Theatre Skills-Singing	5
AH 612	Music Theatre Skills-Dancing	5	AH 612	Music Theatre Skills-Dancing	5
AH 613	Music Theatre Skills-Acting	5	AH 613	Music Theatre Skills-Acting	5
AH 614	Music Theory 3	15	AH 624	Music Theory 4	15
AH 615	Critical Studies in Music Theatre 3	15	AH 625	Critical Studies in Music Theatre 4	15
AH 616	Music Theatre Studio 3	15	AH 626	Music Theatre Studio 4	15
	<b>Total credit points</b>	<b>60</b>		<b>Total credit points</b>	<b>60</b>

YEAR 3						
Teaching Period 1				Teaching Period 3		
Unit code	Unit name	Credit points		Unit code	Unit name	Credit points
AH 719	Music Theatre Studio – high style	30		AH 726	Music Theatre Studio – contemporary style	30
AH 711	Professional Practice	15		AH 728	Music Theatre Studio – showcase	30
AH 718	Music Theatre Studio – cabaret style	15				
	<b>Total credit points</b>	<b>60</b>			<b>Total credit points</b>	<b>60</b>

### Bachelor of Arts (Music Theatre) AH5 - Unit Outlines

**UNIT CODE AND TITLE:** AH511 Music Theatre Skills – Singing

**AUTHOR:** Tracy Bourne

**CREDIT POINTS:** 10

**OFFERED:** Year One, Teaching Periods 1 and 3

**PREREQUISITES:** Nil

**EXCLUSIONS :** Nil

**COREQUISITES:** Nil

**CONTENT:**

This unit is an introduction to the foundation skills of singing in music theatre styles. Vocal techniques will be taught in small group tutorials and repertoire skills will be taught in larger class groups. Teaching Period 1 tutorials will focus on singing fundamentals incorporating breath, posture and an introduction to practice methods. Students will also study the anatomy of the vocal instrument and its relationship to the techniques of music theatre singing. Teaching Period 2 tutorials will focus on the theoretical and practical study of 'belt' technique as practiced in contemporary music theatre. Repertoire class will incorporate a broad range of solo, group and smaller ensemble songs from musicals of the 20<sup>th</sup> and 21<sup>st</sup> centuries. Students will demonstrate an understanding of the vocal requirements of these genres through rehearsal and performance. This class will also involve various games, exercises and improvisations to connect acting and singing skills in performance.

**UNIT CODE AND TITLE:** AH512 Music Theatre Skills – Dancing

**AUTHOR:** David Wynen

**CREDIT POINTS:** 10

**OFFERED:** Year One, Teaching Periods 1 and 3

**PREREQUISITES:** Nil

**COREQUISITES:** Nil

**CONTENT:**

This unit will comprise of skills classes within the forms of classical ballet, jazz ballet, and street and show rhythm tap with a focus on technique through repetition and a physical understanding of music theatre style. Classes will also focus on:

- Stretching, flexibility and coordination skills,
- Rhythm and time signature,
- Stamina, endurance and strength,
- Posture and alignment.
- Physical characterisation.

**UNIT CODE AND TITLE:** AH513 Music Theatre Skills - Acting  
**AUTHOR:** Ross Hall  
**SCHOOL:** Arts Academy  
**COURSE:** Bachelor of Arts (Music Theatre)  
**PREREQUISITE (S):** Nil  
**COREQUISITE (S):** Nil  
**OFFERED:** Year One, Teaching Periods 1 and 3  
**CREDIT POINTS:** 10

**CONTENT:**

This unit is designed to build the music theatre performer's awareness of the performing self in an open way that facilitates the integration of acting method into music theatre presentation. Acting requires the development of a strong internal awareness, and students will be taught to recognise and reiterate the relaxed state needed to facilitate development of creativity. There will be an emphasis on language skills, such as reading, research and text analysis. This will be supported by an approach to the teaching of voice for the speaking self, which uses specific skills for breath capacity and sound, distinct from those of singing.

**UNIT CODE AND TITLE:** AH514 Music Theory 1  
**AUTHOR:** Andrew Bray  
**CREDIT POINTS:** 15  
**DURATION:** Year One, Teaching Period 1  
**PREREQUISITES:** Nil  
**CO REQUISITES:** Nil  
**EXCLUSIONS:** Nil

**CONTENT:**

This unit is an introduction to fundamental music skills and music literacy, including basic concepts of music, basic materials and structure of music, melody writing and sight-singing methods.

**UNIT CODE AND TITLE:** AH515 Critical Studies in Music Theatre 1  
**AUTHORS:** Susan Pilbeam  
**CREDIT POINTS:** 15  
**DURATION:** Year One, Teaching Period 1  
**PREREQUISITES:** Nil  
**CO REQUISITES:** Nil  
**EXCLUSIONS:** Nil

**CONTENT:**

A historical study of music theatre in the 20<sup>th</sup> and 21<sup>st</sup> centuries. This will include genres such as operetta, vaudeville, revue, music hall, cabaret, and film musicals. The unit will form a theoretical grounding for styles and works studied in the music theatre studio unit for Teaching Period 1.

**UNIT CODE AND TITLE:** AH516 Music Theatre studio 1  
**AUTHOR:** Kim Durban / Tracy Bourne  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 1  
**PREREQUISITE (S):** Nil  
**COREQUISITE (S):** Nil  
**EXCLUSIONS:** Nil

**CONTENT:**

A series of workshops in which scenes, songs and dances from musicals across a broad range of historical genres will be studied, rehearsed and eventually performed to an in-house audience. Other workshops will focus on collaborative skills such as song and dance, acting in song, physical characterisation in music theatre and the acting requirements of various choreographic styles.

**UNIT CODE AND TITLE:** AH524 Music Theory 2  
**AUTHOR:** Andrew Bray  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITE(S):** AH514  
**COREQUISITE(S):** Nil  
**EXCLUSIONS:** Nil  
**CONTENT:**

This unit provides students with the opportunity to further develop basic musicianship skills and to develop skills in composition, scoring and analysis.

**UNIT CODE AND TITLE** AH525 Critical Studies in Music Theatre 2  
**AUTHORS:** Susan Pilbeam  
**CREDIT POINTS** 15  
**DURATION** Year One, Teaching Period 3  
**PREREQUISITES** AH515  
**CO REQUISITES** Nil  
**EXCLUSIONS** Nil

**CONTENT:**

Contemporary Australian music theatre and its role in society. This unit will look at the composers, librettists, choreographers and performers making new music theatre in Australia and how they have responded to international and national cultural and political movements. Students will also do a comparative study of how other art forms have responded to the same issues and attempt to draw conclusions about the idiosyncrasies of music theatre form in a contemporary world. The work in this unit will be linked to practical work in the music theatre studio unit for Teaching Period 2.

**UNIT CODE AND TITLE:** AH526 Music Theatre studio 2  
**AUTHOR:** Kim Durban / Tracy Bourne  
**CREDIT POINTS:** 15  
**OFFERED:** Year One, Teaching Period 3  
**PREREQUISITES:** AH516  
**COREQUISITES:** Nil  
**EXCLUSIONS:** Nil

**CONTENT:**

A series of workshops with a focus on self devised material within the music theatre form. Ensemble and solo pieces developed in these workshops will be used as a basis for a group devised music theatre work that will be shown at the end of the teaching period to an invited audience.

## **General regulations**

The Bachelor of Arts (Acting) and the Bachelor of Arts (Music Theatre) will be conducted under the general academic regulations of the University of Ballarat, as described in University of Ballarat Higher Education Handbook.

### **Admission regulations**

*General Admission Policy* - as described in University of Ballarat Higher Education Handbook.

### **Specific Requirements**

Selection of students into Performing Arts Theatre courses will be based on audition and interview in Ballarat and further a-field as appropriate. Talent, motivation, maturity and perceived potential will be the major criteria used in assessing the suitability of candidates to undertake the course. In addition the candidate must be able to demonstrate a high level of written and oral communication skills in English.

Due to the significant emphasis on practical activities in the course, attendance at all classes is expected. Results will be affected by deviation from this requirement except where a medical certificate(s) is provided. In special circumstances the Course Co-ordinator may waive this requirement.

Students should refer to the University of Ballarat Handbook for regulations governing non-attendance at final examinations because of illness / injury.

### **Course Guidelines**

- i) Students wishing to participate in employment or to have involvement in arts activities outside the course should seek the approval of the Course Coordinator before making commitments to such outside activity. This is to ensure that students do not get into overloaded situations and/or make commitments that could encroach on the course requirements.
- ii) Projects within the Academy that are not part of the major program may be conducted providing approval has been sought from the Unit and Course Coordinator.
- iii) Course information changes to daily timetable will be accessible from the charts posted on notice boards on the landing, Level, 1, OLC Building.
- iv) All units are compulsory and students must complete all units to qualify for the award.

### **Assessment regulations**

The student must present all required assignments by due date and time. Allowance may be made where an extension is requested due to extenuating circumstances prior to the submission date and where some evidence of work already attempted is satisfactory. A formal application, on the appropriate pro forma, must be sought 24 hours prior to the submission date.

### **Gradings**

Please refer to gradings which are listed elsewhere in this document (page 32).

### **Re-enrolment**

As each of the component disciplines has a sequential nature, it is a requirement that a student achieve pass grading in prerequisite units in order to enrol in subsequent units. A student who has twice failed to complete a unit may not re-enrol in that unit again.

### **Unsatisfactory student progress**

Unsatisfactory academic progress occurs where a student:

- Fails (i.e. obtains a grading of 'N' for final assessment) in two or more units in any one teaching period
- **OR** has three or more current failures or incomplete units
- **OR** fails or has not passed a unit after two attempts;

The process to be applied in the case of unsatisfactory progress is described in the University of Ballarat Higher Education Handbook.

### **Academic progress guidelines**

- a) All units are compulsory and students must complete all units to qualify for the award.
- b) As each of the component disciplines has a sequential nature it is a requirement that students achieve pass grading in prerequisite units in order to enrol in subsequent units
- c) A student who fails to gain a pass grading in a unit must reenrol in that unit when it is next offered and gain a pass grading before continuing with the next unit of study in that discipline.

## Course and University of Ballarat Regulations

The University of Ballarat Higher Education Handbook lists important information regarding courses and regulations. It is available on the UB Website at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks)

Students are advised to read the Handbook carefully and fully, together with the University of Ballarat Regulations at [www.ballarat.edu.au/vco/legal/legislation](http://www.ballarat.edu.au/vco/legal/legislation).

### Academic transcript

An Academic Transcript is an official record of a student's results for the duration of the student's enrolment at the University. Further information to enable students to obtain an Academic Transcript is available from the University of Ballarat Higher Education Handbook.

Student Administration Services produce a range of standard letters confirming a student's enrolment. These letters are produced on Tuesdays and can be collected from Student Administration Services after 12 noon on Tuesdays or alternatively, posted to a nominated address if the request is received by Student Administrative Services, Mt Clear Campus prior to 5pm on Monday.

### Appeals against assessment

A student has the right of appeal against a final grade in a unit; however an appeal may only be based on specific grounds as detailed in Regulation 5.3 – Assessment. For further information refer to [www.ballarat.edu.au/vco/legal/legislation](http://www.ballarat.edu.au/vco/legal/legislation).

### Change of address or name

If students change their address, telephone number or name during the year they are required to complete a Change of Address or Name Form (available in the rack outside the General Office, Old Law Courts Building) and submit it to Student Administration Services.

### Confidentiality

The University maintains a policy of prohibiting the release of information about students to third parties, unless written authorisation is provided by the student concerned. Certain information requested by government departments in relation to Help Loan Program (HECS-HELP, FEE-HELP, OS-HELP), Youth Allowance and immigration are not included in this policy.

### Credit for previous study / recognition of prior learning

Information on University of Ballarat credit regulations can be accessed from the University of Ballarat Higher Education Handbook. Students should read the sections on Credit Transfer, Recognition of Prior Learning, Complementary Credit, Types of Credit, Conditions relating to Credit, maximum Credit and Appeals. The University's Regulation 5.2 can be reviewed at: [www.ballarat.edu.au/vco/legal/legislation](http://www.ballarat.edu.au/vco/legal/legislation).

Arts Academy procedure for awarding of credit transfers is:

- Students are encouraged to discuss the possibility of a credit or recognition of prior learning with the Interview / Audition Panel prior to the commencement of the course.
- Student to complete an application for Credit Transfer document (available from the General Office, Old Law Courts Building)
- Documentation supporting your application must be provided with the application form (copy of unit outline and transcript of results, evidence of industry based experience (Performing Arts Course only))
- The Course Coordinator will make a recommendation to the Arts Academy Courses Committee
- The Arts Academy Courses Committee Secretariat will advise the student of the application result, placing a copy of the letter of advice on the student's file and advising the University's Academic Board of the credits.

### Deferment

The University may allow an offer of a place in an undergraduate course to be deferred up to one year. An application for deferment must be made in writing to the University by the end of the nominated enrolment time. Deferment will not be granted automatically and may have restrictions placed on it.

### Enrolment

At enrolment the University's Student Administration Office, Mt Helen Campus, will send students a printout of the units they are enrolled in to the last known address provided by students.

Students are encouraged to check their enrolment at regular intervals in the academic year by logging on to the University's UBSAS system.

**Failure to correct errors in your enrolment can be expensive.**

- Enrolment in additional units will attract additional charges from the Help Loan Program (HECS-HELP, FEE-HELP, OS-HELP) charges
- Late enrolments or amendments attract a late fee from the University of Ballarat
- Failure to advise Student Administration Services, Mt Helen Campus, of withdrawal from a unit by the relevant cut off date will result in a fail grade being recorded.

Refer to the University of Ballarat Higher Education Handbook for further information regarding enrolment procedures and relevant dates.

**Enrolment amendment**

Enrolment Amendment forms are available in the racks outside the General Office, Old Law Court Building and should be completed when students wish to:

- Discontinue study in a unit or units (not the entire course – a Withdrawal from All Studies form should be used for this)
- Alter the units of study
- Correct any errors in enrolment.

The form must be signed by the student and the Course Coordinator and then submitted to the Manager, Arts Academy, Ground Floor, OLC Building.

**Examinations**

The University has two main examination periods, at the end of each Teaching Period (July and November). Draft examination timetables are published four to six weeks before the examination period. Students may access a copy of the draft timetable from the University's homepage. Students should check the draft timetables carefully and promptly notify their lecturer if their unit is not listed.

The final timetable is posted on the University's homepage at least three weeks prior to the examination period. Failure to carefully check the examination timetable is not an acceptable excuse for late arrival or non-attendance at an examination.

Students should refer to the University of Ballarat Handbook for regulations governing non-attendance at final examinations because of illness / injury.

**Extension of time for assessable tasks**

Students unable to lodge assignments on time due to medical or other compassionate reasons should negotiate alternative arrangements with the lecturer responsible for the unit. An *Application for Extension of Assessment* form, available from the rack outside the General Office, Ground Floor, OLC Building, must be submitted to the lecturer of the unit prior to the due date.

**Fees (including Help Loan Program (HECS-HELP, FEE-HELP, OS-HELP))**

For information on the following, please refer to the University of Ballarat Higher Education Handbook:

- Fee payment
- Non-awards fees
- Fee invoices
- General Service fee and unit charges
- Help Loan program (HECS-HELP, FEE-HELP, OS-HELP)
- Refunds
- Agency debt
- Cancellation of enrolment because of non payment of fees.

**Financial Assistance and Student Loans**

For information on financial assistance and loans available to students please refer to the University of Ballarat Higher Education Handbook or visit [www.ballarat.edu.au/aasp/student/sds/finance.shtml](http://www.ballarat.edu.au/aasp/student/sds/finance.shtml).

### General admission policy

The University of Ballarat has a Higher Education General Admission policy which outlines the eligibility of applicants for admission to courses. Details of this policy are available at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks).

### Grade descriptors

*Codes for units with graded assessment*

Code	Grade	Description	Percentages
HD	High Distinction	In addition to the passing requirements, the student's work demonstrated a consistently high level of performance on all criteria for assessment.	80 - 100
D	Distinction	In addition to the passing requirements, the student's work demonstrated a consistently high level of performance on most criteria for assessment.	70 – 79
C	Credit	In addition to the passing requirements, the student's work demonstrated a sound level of performance on the criteria for assessment.	60 – 69
P	Pass	The student's work demonstrated a satisfactory level of performance on the criteria for assessment.	50-59
MN	Fail Level 1	The student's work marginally failed to demonstrate a satisfactory level of performance on the criteria for assessment, but nevertheless shows potential for improvement.	40-49
NN	Fail Level 2	The student's work demonstrated serious failure to achieve a satisfactory performance on the criteria for assessment.	0 – 39
XN	Not Assessed	The student did not complete any assessed work.	

*Codes for units with ungraded assessment*

Code	Grade	Description
S	Ungraded Pass	The student has completed work that meets all the requirements and level of performance as prescribed.
U	Ungraded Fail	The student has failed to complete work that meets all the requirements and / or level of performance as prescribed.

*Codes for incomplete assessment*

Code	Grade	Description
AD	Assessment deferred – up to 3 months	Final assessment deferred up to 3 months with the written approval of the Head of School, otherwise the assessment lapses to a fail.
TD	Assessment deferred – up to 12 months	Final assessment deferred up to 12 months with the written approval of the Head of School, otherwise the assessment lapses to a fail. <b>In exceptional circumstances the Head may approve an extension beyond 12 months.</b> In the case of higher degrees by research, the grade may be approved in writing by the Vice-Chancellor or nominee and in exceptional circumstances may be extended.
ZN	Supplementary assessment to be completed within 3 months	Final assessment deferred to enable completion of supplementary tasks within 3 months.

### Graduations

Students who have completed all the requirements of a course are eligible to graduate and have their diploma or degree awarded at a conferring ceremony. **Students must apply to graduate.**

For information on University of Ballarat Conferring Ceremonies refer to [www.ballarat.edu.au/aasp/student/graduations/mthelen\\_graduations.shtml](http://www.ballarat.edu.au/aasp/student/graduations/mthelen_graduations.shtml).

### International students

International students contribute substantially to the life of the University and provide the opportunity for Australian students to meet and learn from people from other cultures and societies. The Arts Academy welcomes international students. UB has an International Student Office to assist and support students from overseas. For more information visit: [www.ballarat.edu.au/fdp/international](http://www.ballarat.edu.au/fdp/international).

### **Late charges**

University of Ballarat Student Administration Services apply late charges which are designed to encourage students to enrol on time and to comply with University regulations regarding study programs. The University of Ballarat Higher Education Handbook provides further information on late charges.

### **Leave of absence (Leave from studies)**

A student who wishes to interrupt his or her course must make application for leave from studies and specify the purpose and the period of time, not being in excess of twelve months, for which the leave is required. Students need to complete one teaching period before being eligible to submit an application for Leave from Studies unless there are special circumstances. Generally, applications will only be considered at the first Arts Academy Courses Committee meeting to be held prior to the commencement of each teaching period, usually in February and July.

#### *Steps for applying for Leave from Study*

1. Students should discuss their request for leave with the appropriate Studio Coordinator / Course Coordinator prior to submitting an *Application for Leave from Studies* form (available from the rack outside the General Office, Ground Floor, OLC Building).
2. The application will be presented to the Arts Academy Courses Committee for consideration. If the leave is granted the student will retain their position in the course.
3. Prior to the leave ceasing, the student should make contact with the Course Coordinator to arrange continuing enrolment.
4. At the conclusion of the leave, if the student does not re-enrol and return to study, then the enrolment will lapse and the student will be officially withdrawn.
5. In the event of a student taking leave from study without formal application and Arts Academy Courses Committee approval, their enrolment will lapse and the student will be officially withdrawn.

For further information regarding Leave from Studies, refer to the University of Ballarat Higher Education Handbook.

### **Plagiarism**

The Arts Academy and the University of Ballarat regards plagiarism as a serious breach of ethics and the action of a student who acts dishonestly or improperly in connection with his or her academic work carries severe sanctions. Plagiarism includes the submission, without acknowledgement, or any content that is not the student's original ideas and includes copying, in whole or part, the work of others. Plagiarism may take many forms including:

- Stealing other students' work
- Recycling assignments
- Double dipping (using the same assignment for two or more units)
- Selling assignments
- Working in pairs or groups and producing similar assignments on individual assessment tasks
- Copying sections from sources (books, articles, theses, computer software, lecture notes, Internet, assignments) without acknowledgement
- Not referencing accurately (not citing work you have actually read)
- Lack of ability to express concepts in own words and not citing the source.

Students are warned against making assessable tasks (assignments) available to others, as they then could be regarded as a contributor to plagiarism and may be penalised as if they themselves have committed plagiarism.

Your attention is drawn to the *Student Code Regulations* section of the University of Ballarat Handbook.

### **Reenrolment in failed units**

Reenrolment in failed units in a prescribed course will be under the normal Help Loan Program (HECS-HELP, FEE-HELP, OS-HELP) or fee-paying scheme. Failed core units from earlier years of study must be completed before progression therefore these will take precedence over later year units.

### **Special consideration for admission on equity grounds**

The University of Ballarat seeks to provide a learning and working environment which promotes and values diversity and offers equality of opportunity to everyone. Further information can be accessed from [www.ballarat.edu.au/aasp/equity](http://www.ballarat.edu.au/aasp/equity).

### **Special consideration for assessment**

Refer University of Ballarat Statute 5.3 – Schedule Part 1: found at [www.ballarat.edu.au/vco/legal/legislation/](http://www.ballarat.edu.au/vco/legal/legislation/).

Applications for special consideration may be made on any of the following grounds:

- That the student's work at any time during the academic year has to a substantial degree been hampered by illness or other cause; or
- That the student has been prevented by a serious or disabling illness or other significant cause from preparing or presenting for all or part of a component of assessment; or
- That the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.

The student should direct their application for special consideration to the Head, Arts Academy, not later than three days after the date of submission of the component of assessment.

Every application for special consideration must be in writing and supported by a medical certificate or other appropriate evidence, unless it has not been reasonably practical for a student to make application within the time specified. Any medical certificate or other evidence must include sufficient specific detailed information to allow the application to be assessed.

A decision made in relation to an application will be notified to the applicant in writing within five working days of the decision being made.

### **Statement of results**

A Statement of Results is a record of a student's enrolment and results for their current course of study. Unofficial statements of results can be obtained, free of charge by accessing UBSAS. If the student has a debt owing to the University all results will be withheld until the debt is cleared.

### **Student identification cards**

Students enrolled in award courses are issued with student identification (ID) cards at the time of their enrolment, or at a time arranged with Student Administration Services at Mt Helen or SMB Campuses. An ID card is required for admittance to examination centres and for borrowing of library books.

### **Student load and Austudy**

A student load is 120 credit points per year and students who are recipients of Austudy, a full time load of 45 credit points (.375) or above, per semester, is required. Advice on Austudy is available from financial counsellors in Student Development, Mt Helen Campus.

### **Student needs**

Students may discuss issues and needs with the appropriate Studio Coordinator / Course Coordinator in the first instance, or seek assistance through the Disability Liaison Officer who can provide Voluntary Disclosure forms on request.

### **Student responsibility**

It is the responsibility of each student to ensure that they are enrolled correctly and that enrolment complies with all University policies and procedures relating to enrolment and changes to enrolment. It is each student's responsibility to read official University notices on the University noticeboards or notices sent to the student's correspondence address held by Student Administration Services.

All students are responsible for ensuring that Student Administrative Services has both a current Correspondence and Home address. **The University does not accept responsibility**

**if official communication fails to reach a student who has not notified Student Administrative Services of a change of address.**

### **Student Support Services**

The University of Ballarat offers student support as follows:

- Chaplains  
Contact Student Development at SMB Campus - Telephone 03 5327 8206.
- Counselling and Welfare  
Counselling offers an opportunity for students to talk to someone in a supportive environment providing help to deal more effectively with problems. The counsellor will listen in confidence without making any judgements and will help and support students to work through the issues that are talked about.
- Crèche – Student Association
- Discrimination, Harassment and Equal Opportunity
- Graduate Careers
- Health Centre
- Student Learning Support Services.

For further information on these services visit [www.ballarat.edu.au/aasp/student/](http://www.ballarat.edu.au/aasp/student/)

Support is also offered in the following:

- Loans
- Short Term Loans
- Unijobs

For further information on these services visit [www.ballarat.edu.au/aasp/student/sds/](http://www.ballarat.edu.au/aasp/student/sds/)

### **Students with disabilities**

The University of Ballarat is committed to providing a working and learning environment which is free from discrimination and harassment that promotes equality of opportunity and values and nurtures the diverse range of abilities, talents and interests of staff and students. A Disability Action Plan has been developed and may be viewed at [www.ballarat.edu.au/aasp/equity/resources/disability\\_action\\_plan](http://www.ballarat.edu.au/aasp/equity/resources/disability_action_plan).

### **Studying subjects at another institution (commonly known as Complementary Enrolment or Cross Institutional Study)**

Students wishing to study units at another institution must seek prior permission from the Arts Academy Courses Committee. This should be done during the Teaching Period prior to the period of intended study to allow time for administrative processes to be completed.

- To study Help Loan Program (HECS-HELP, FEE-HELP, OS-HELP) unit/s at another institution students should complete a University of Ballarat Application for Complementary Enrolment form, available from Student Administration Services.
- To study Fee-Paying unit/s at another institution, students should complete a University of Ballarat Application to Study at Another Institution (fee paying) form, available from Student Administration Services.
- The enrolment should be discussed with, approved, and details recorded, by the Course Coordinator of the host institution.

### **Withdrawal from all study**

Students who contemplate withdrawing from their course are reminded of the closing dates for withdrawal, after which they will be liable to pay fees for the semester. For the relevant date refer to University of Ballarat Higher Education Handbook (Academic Calendar – Important Dates) – also listed in this guide.

Student Services has produced a booklet titled *Thinking of Changing your Course or Taking Time Out* which provides all the relevant information about withdrawing or taking leave from study. This booklet is available from the rack outside the General Office, Ground Floor, OLC Building. Students are advised to read the booklet thoroughly and meet with your respective Studio Coordinator before making a final decision.

For further information regarding Withdrawal from all Study please consult the University of Ballarat Higher Education Handbook (Withdrawal from All Studies).

## 2008 Academic Calendar

The University of Ballarat operates from Tuesday 2 January to Monday 24 December 2007. Block mode and other teaching / learning activities eg vacation schools, weekend schools and summer schools that fall outside identified semester periods may be conducted at any time throughout the calendar year.

<b>Teaching Period One - 2008</b>		
<b>Monday 25 February to Friday 27 June</b>		
	<b>No of weeks</b>	<b>Dates</b>
<b>Orientation Week</b>		Monday 18 February – Friday 22 February
<b>First lecture period</b> <i>(Continuous teaching, learning and assessment weeks)</i>	4	Monday 26 February – Thursday 20 March
<b>Lecture break</b> <i>(includes Easter break – 21 – 25 March)</i>	(2)	Friday 21 March – Friday 4 April
<b>Second lecture period</b> <i>(Continuous teaching, learning and assessment weeks)[includes Anzac Day 25 April]</i>	9	Monday 7 April – Friday 6 June
<b>Swot Vac period</b> <i>(Preparation week for final assessment. No tests or examinations to be scheduled in this week)</i>	1	Tuesday 10 June – Friday 13 June
<b>Teaching Period 1 Examinations</b> <i>(Final assessment weeks. Centrally administered examinations will be scheduled during these weeks)</i>	2	Monday 16 June – Friday 27 June

**Lecture Break: Monday 30 June – Friday 28 July (3 weeks)\***

<b>Teaching Period Three - 2007</b>		
<b>Monday 21 July to Friday 21 November</b>		
	<b>No of weeks</b>	<b>Dates</b>
<b>First lecture period</b> <i>(Continuous teaching, learning and assessment weeks)</i>	9	Monday 21 July – Friday 19 September
<b>Lecture break</b>	(2)	Monday 22 September – Friday 3 October
<b>Second lecture period</b> <i>(Continuous teaching, learning and assessment weeks)</i>	4	Monday 6 October – Friday 31 October
<b>Swot Vac period</b> <i>(Preparation week for final assessment. No tests or examinations to be scheduled in this week)</i>	1	Monday 3 November – Friday 7 November
<b>Teaching Period 3 Examinations</b> <i>(Final assessment weeks. Centrally administered examinations will be scheduled during these weeks)</i>	2	Monday 10 November – Friday 21 November

\* Lecture breaks do not exclude the possibility of learning experiences such as excursions, consultation and research.

<b>Public Holidays: 2008</b>			
New Year's Day	Tuesday	1	January
Australia Day	Saturday	26	January
Labour Day	Monday	11	March
Good Friday	Friday	21	March
Easter Monday	Monday	24	March
Easter Tuesday	Tuesday	25	March
Anzac Day	Friday	25	April
Queen's Birthday	Monday	9	June
Christmas Day	Thursday	25	December
Boxing Day	Friday	26	December

**AVCC Common Vacation Dates: 2008**

Week beginning Monday 24 March

Week beginning Monday 7 July

Week beginning Monday 29 September

**School Term Dates: 2008**

Term 1: Tuesday 29 January – Friday 20 March

Term 2: Monday 7 April – Friday 27 June

Term 3: Monday 14 July – Friday 19 September

Term 4: Monday 8 October – Friday 19 December

**School Holidays: 2008**

Friday 21 March – Friday 4 April

Monday 30 June – Friday 11 July

Monday 22 September – Friday 3 October

### Academic Calendar 2008 Important Dates

Date	Event	Date	Event
7 Dec 07	Last date to lodge application to graduate In Absentia for Feb	10 – 13 June	TP1 Swot Vac
2 January	University opens for 2008	16 – 27 June	TP1 Examinations
22 – 24 Jan	New students attend Round 1 Enrolment	27 June	Commonwealth Assessment Notice (CAN) posted to all students enrolled in TP9
1 February	Last date to lodge application to graduate at May Ceremony	30 Jun – 18 Jul	Lecture break
7 February	New students attend Round 2 Enrolments	11 Jul	TP1 results published (2pm) via <a href="http://www.ballarat.edu.au/results">www.ballarat.edu.au/results</a>
Early Feb	Fee Invoice posted to all returning students	14 – 16 July	Mid-year new students attend Enrolment and Orientation
18 February	Orientation Week commences	18 July	Last day 'W' Grade given automatically for TP9 unit
25 February	TP1 Lectures commence	21 July	TP3 Lectures commence
29 February	In Absentia February Conferral	1 August	Last day to enrol in TP3 units without incurring financial penalty
7 March	Last day to enrol in Teaching Periods 1 and 9 units without financial penalty	1 August	Last date to lodge application to graduate In Absentia for September
10 March	Labour Day (University closed)	August TBC	UB Open Day – Mt Helen, SMB, Camp Street Campuses
21 Mar – 4 April	Lecture break	31 August	Census date – last date for finalising TP3 Enrolments without financial penalty
21 – 25 March	Easter (University closed)	5 Sep	Last date to lodge application to graduate at Dec ceremonies
31 March	Census date – last date for finalising TP 1 Enrolments without financial penalty	22 Sep – 3 Oct	Lecture break
7 April	Teaching Period 1 Lectures recommence	26 September	Commonwealth Assessment Notice (CAN) posted to all students enrolled in TP3
24 April	Commonwealth Assessment Notice (CAN) posted to all students enrolled in Teaching Period 1	26 September	In Absentia September Conferral
25 April	Anzac Day (University closed)	6 October	TP3 Lectures recommence
2 – 9 May	Graduation Ceremonies	10 October	Last day for 'W' grade given automatically for TP3 units
16 May	Last day 'W' Grade given automatically for TP 1 units	31 October	Last day of TP3 lectures
31 May	Census date – last date for finalising TP 9 (full year) enrolments without financial penalty	3 – 7 November	TP3 Swot Vac
6 June	Last day of TP1 Lectures	10 – 21 Nov	TP3 Examinations
9 June	Queen's Birthday (Uni closed)	5 December	TP3 and 9 results published (2pm) via <a href="http://www.ballarat.edu.au/results">www.ballarat.edu.au/results</a>
		Dec TBC	Graduation Ceremonies
		24 December	University closes

## Occupational Health and Safety

Art students and workers, whether in teaching institutions, industry or private studio practice should develop a responsible approach to health and safety. Many hazards can arise from the chemicals, substances, and tools used in artistic disciplines or from the activities themselves when they involve manual handling, repetitive movements, or sudden effort.

The University of Ballarat, Arts Academy is committed to the application of basic health and safety principles to:

- prevent injuries and illnesses
- guarantee optimum learning and teaching conditions, and
- prepare students for safe and healthy employment in the arts industry or private studio practice.

These are fundamental values of the Arts Academy and:

- teaching staff will observe and enforce these principles at all times, and
- Students must observe these health and safety principles at all times, whether they are taking part in supervised activities or not.

### Injury and Incident Reports

If accidents happen the careful reporting of accidents and injuries is important to protect individual rights and to help the University to eliminate hazards that may be a danger to others. All accidents resulting in injury **must be reported**. Reports are to be made on the official form available from the First Aid Kits located in each studio or the General Office, via the Deputy Head of Academy's Office to:

- Studio Coordinator;
- Safety Representative – Barry Wemyss, ext. 8659, and/or;
- Manager, Risk, Health and Safety Services – Didier Leclere, ext. 9370.

If the accident results in serious injuries, the Head, Arts Academy and the University Health and Safety Co-ordinator must be notified immediately.

Gas leak fumes and chemical spills and breakages must be reported to a staff member or immediately.

### Injury Treatment / First Aid

All injuries and illnesses occurring on campus must be examined by a trained first-aider or senior staff member. First Aid is defined as the provision of emergency treatment of persons suffering injury or illness. First aid facilities and kits are provided by the University of Ballarat and located in various strategic places throughout the Arts Academy.

### Calling an Ambulance

From an OHS viewpoint, the primary concern is that an ambulance is called in all cases where it is necessary to do so. A first aider or senior member of staff may deem it necessary to call an ambulance following an incident of personal injury or illness.

If this occurs, it is the student's responsibility to cover any ambulance costs. This may be done using ambulance subscription, private medical insurance, student accident insurance (UBSA members), or out of the student's own pocket.

Please refer to the UB OHS Manual on the UB web page at [www.ballarat.edu.au/aasp/staff/ohs/manual](http://www.ballarat.edu.au/aasp/staff/ohs/manual).

### Serious injury / illness

In case of serious injury or illness on campus, staff will arrange the response in accordance with University of Ballarat procedures relating to emergencies and serious incidents.

### Studio / Workshop Inductions

Specific studio / workshop inductions are conducted in the first few weeks of a course of study. These inductions focus on safe work practices for a particular studio or workshop. All instructions given during inductions must be observed as Arts Academy policy. Issues typically covered during these inductions include:

- Safe manual handling methods
- Practice evacuation
- Safe use of kilns
- Safe use of workshop machinery and tools, etc.

Completion of the relevant studio / workshop induction is a pre-requisite for further access to that area and will include instruction on the safe handling of dangerous goods and hazardous substances utilised in each particular studio.

Students are not permitted to utilise specialised equipment until the completion of induction, eg. Welding equipment, kilns and woodwork machinery.

### **Studio Safety Rules**

#### *Reporting of Hazards*

Students must report all hazards to lecturers.

### **Additional Information**

#### **Accommodation at Camp Street**

Camp Street provides accommodation for 38 students in en-suite studio rooms or four bedroom apartments with shared facilities each with fully equipped kitchen and common rooms.

The residences in the New North Building are located on level four and consist of two en-suite studio rooms with kitchenettes and three four- bedroom units with a fully equipped kitchen and common area. Accommodation in the New South Building is located on levels four and five and consists of 24 en-suite studio rooms with kitchenettes and a large fully equipped kitchen and common area.

More information on Accommodation Services may be obtained by phoning 5327 9480 or visiting [www.ballarat.edu.au/fdp/commercial/accommodation/camp\\_street.shtml](http://www.ballarat.edu.au/fdp/commercial/accommodation/camp_street.shtml)

#### **Approval of hazardous processes and substances**

Approval must be obtained from staff before commencing a hazardous process or bringing a hazardous substance, material or dangerous goods on campus. Examples include the non-standard use of tools to achieve certain effects, the use of unusual glazes or glazes known to present health hazards, installation works that include flames, unstable structures, white spirits, chemicals used for etching, etc.

University OHS procedures describe the process for resolving health and safety issues and managing hazards and may be accessed at <http://www.ballarat.edu.au/aasp/staff/ohs/services.shtml>.

#### **Acknowledgment of sources**

Footnotes, citation of sources, references and provision of bibliographic details must be written in accordance with **“Chicago style”** for visual arts and **“MLA Style”** for performing arts.

#### **Alcohol**

University of Ballarat and licensing regulations do not permit alcohol in teaching areas. Functions within the Arts Academy and their vicinity, at which alcohol is to be served, may only be arranged with the written permission of the Head of the Arts Academy. Such functions will not be approved to occur during normal teaching times. More information relating to the University of Ballarat policy on the consumption of alcohol on campus may be found at [www.ballarat.edu.au/vco/legal/Policies/Alcohol\\_Policy.doc](http://www.ballarat.edu.au/vco/legal/Policies/Alcohol_Policy.doc)

#### **Arts Academy facilities at SMB Campus**

Arts Academy services available at the SMB Campus include Ceramics / 3D (John Building – Building K) and photography studios (W J Gribble Building – Building B), Courthouse Theatre (Building F). The majority of our Diploma Performing Arts courses are delivered in the Courthouse Theatre and the SMB Workshop (Building X). The Workshop provides the Arts Academy with an area to work on larger projects like building props for performances. The Workshop also includes two classrooms.

#### **Arts Academy guidelines**

Students should familiarise themselves with the following Arts Academy guidelines:

- Food handling
- Poster Production
- Use of Candles in Student Productions

Copies of these guidelines are attached for information.

#### **Assessment**

Every student enrolled in a unit shall receive a unit description within two weeks of the commencement of the unit. The unit description will indicate the learning tasks students are required

to complete, how students will be assessed and any other requirement of Academic Board. The Arts Academy will provide information on when tasks are to be completed, but it is up to you to organise your work program so that you can satisfy the requirements of each unit.

Students are encouraged to keep all copies of unit descriptions on file for future reference (eg when applying for credit at other institutions).

*Submit on time* – ensure your lecturer receives your assignments with your ID number and name clearly indicated. Cover sheets and applications for extension, together with the box for lodging all assignments are located in the Foyer, Ground Floor, Old Law Courts Building.

*Unit Summaries* – a brief description of all Arts Academy units and their content are available from the University of Ballarat Higher Education Handbook at [www.ballarat.edu.au/aasp/student/handbooks](http://www.ballarat.edu.au/aasp/student/handbooks).

### **Audio-Visual recording of University performances**

Arts Academy performances occur within strict copyright regulations. The rights to recordings of any performance within the Arts Academy are retained by the University of Ballarat, and the production of these images is strictly controlled. It is prohibited for members of the public to record any aspect of Arts Academy class work or public performance, whether by audio or visual means, including mobile phones. Students of the Arts Academy may gain prior permission for photographic images, or archival film, to be recorded. The copyright for these images is retained by the University of Ballarat, and may not be reproduced without permission from the Course Coordinator. Original photos, proof sheets and audio and film recordings of these images should be lodged with Administrative Staff, General Office, Old Law Courts Building at the conclusion of the performance season.

### **Building evacuation instructions**

All staff, students, contractors and visitors must follow local emergency instructions when instructed to evacuate a building or area by automatic, manual or verbal order. Local Emergency Instructions are posted at all entrances to Arts Academy buildings. Please familiarise yourself with these instructions at your earliest possible convenience. The instructions include:

- make equipment safe
- evacuate promptly from the building, closing doors and windows behind you
- assemble at designated assembly point for that building
- report to the area warden.

<p><b>Note.</b> Leave doors and windows open in response to a bomb threat.</p>
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When at a designated assembly point:

- wait for further instructions
- do not leave the assembly point
- follow all instruction from emergency personnel
- do not smoke.

### **General emergency instructions**

If first on the scene of an emergency, remember the three key steps **AAA** (**A**ssess, **A**lert, **A**ssist)

- **Assess** the situation for immediate dangers to your safety and take appropriate action.
- **Alert** personnel around you
- The appropriate emergency service (0-000)
- The area warden
- **Assist** any person in immediate danger – if safe to do so
- Contain or combat the emergency – only if safe to do so
- Evacuate to the Designated Assembly Point – if necessary
- Notify your Studio Coordinator.

### **Breastfeeding**

UB supports the choice of staff, students and visitors to breastfeed infants in a location that women consider comfortable and suitable for their needs. More information on the UB policy on *Breastfeeding of infants* may be found at [www.ballarat.edu.au/vco/govex/Policies](http://www.ballarat.edu.au/vco/govex/Policies).

### **Calling an ambulance**

From an OHS viewpoint, the primary concern is that an ambulance is called in all cases where it is necessary to do so. A first aider or senior member of staff may deem it necessary to call an ambulance following an incident of personal injury or illness.

If this occurs, it is the student's responsibility to cover any ambulance costs. This may be done using ambulance subscription, private medical insurance, student accident insurance (Student Association members), or out the students own pocket.

Please refer to the UB OHS Manual on the UB web page at [www.ballarat.edu.au/aasp/staff/ohs/manual\\_index.shtml](http://www.ballarat.edu.au/aasp/staff/ohs/manual_index.shtml).

### **CAN (Commonwealth Assessment Notice)**

In April and September students will receive a CAN from the University of Ballarat. This notice outlines all units students are enrolled in for Teaching Period 1 (April) and Teaching Period 3 (September) and the fees to be charged for each unit. **It is your responsibility to check this notice and advise the University as soon as possible of any anomalies. Failure to do this may result in unnecessary fees and / or issues related to graduating on time.**

### **Car parking**

If you are living on campus at Camp Street, you may be allocated a parking space in the basement of the New North Building.

Limited parking is available at a cost of \$3.00 per day in the The Good Guys Car Park located in Field Street. Four-hour parking is available on the West side of Camp Street with metered parking available on the East side of Camp Street and in surrounding streets.

Location maps indicating parking may be found at [www.ballarat.edu.au/maps](http://www.ballarat.edu.au/maps).

Limited permit parking is available at SMB Campus and students may apply for a permit by completing an application available at [www.ballarat.edu.au/fdp/operations/parking\\_students.shtml](http://www.ballarat.edu.au/fdp/operations/parking_students.shtml). If no spaces are available at the time of application, names may be placed on a waiting list.

### **Children on Campus**

UB is committed to policies and practices which support staff and students who are parents / carers / guardians. More information on UB policy on *Children in University activities* may be found at [www.ballarat.edu.au/vco/govex/Policies](http://www.ballarat.edu.au/vco/govex/Policies).

### **Contact hours**

Contact hours refer to the minimum time a student is expected to be in attendance to develop their work. During this contact, teaching will occur in the form of lectures, tutorials, demonstrations, workshops, individual practice and individual staff / student consultation.

### **Drug and alcohol use**

Access to studios and workshops are prohibited to students under the influence of alcohol, certain prescription drugs (student to ask treating doctor), and illicit drugs.

### **Dust minimisation**

Good housekeeping in all areas will be maintained, but particularly in the ceramics studio where the floor will be regularly wet-mopped.

### **Eating / Smoking**

Eating and smoking are **strictly prohibited** in workshops and studios. The preparation of food or drinks is only allowed in designated areas. Drinking containers (bottles) used in studios and workshops must have caps in place when not used. Please refer to the University of Ballarat's Smoke Free Environment Policy at [www.ballarat.edu.au/vco/govex/Policies](http://www.ballarat.edu.au/vco/govex/Policies).

### **Electrical Safety**

Damaged leads, electrical tools and appliances must be immediately withdrawn from service, and must be promptly reported to staff. Sensible precautions must be adopted to prevent damaging leads of grinders, welders, hand-held power tools, etc.

### **Equipment loan**

The Arts Academy has available for loan various items of equipment including digital and video cameras and laptops. These items are available for loan from the General Office, Ground Floor, Old Law Courts Building. Rules for borrowing apply and are based on the UB Library

system with demerit points accumulated for all overdue equipment. Please refer to the UB Library web page for further information regarding the loan system at [www.ballarat.edu.au/aasp/is/library/services/loans](http://www.ballarat.edu.au/aasp/is/library/services/loans).

### **Eye protection**

Eye protection complying with Australian Standards must be worn in workshop areas and when handling etching acid solution, when using grinders, drills, pneumatic stapler / nail gun, compressed air, etc., or when located near such activities, or when instructed by a lecturer.

### **Fire protection**

Flammable solvents, such as turpentine, must only be stored and decanted in designated areas. They must be stored in their original containers, with labelling intact.

Smoking is prohibited in all buildings and whenever handling flammable substances, even if outside.

Power points must not be overloaded by plugging in multiple appliances in a single outlet. Personal portable heaters must not be used at the University of Ballarat.

Access to fire-fighting equipment must be unobstructed at all times.

Welding is strictly limited to designated welding areas. Observe personal protection requirements, as detailed during your induction.

### **Footwear**

Enclosed sturdy footwear must be worn in all areas of the Arts Academy (i.e., no bare feet). Exemptions for specific projects or activities may be granted from time to time by lecturers.

### **General Computer Laboratory**

A general computer laboratory is available for student use and is located on the Ground Level of the Old Library Building, Camp Street Campus. A swipe card is necessary to access the lab. Cards are available upon application from the General Office, Ground Floor, Old Law Courts Building.

### **Hand care**

Wash hands before eating, smoking and after painting, printing, etc. Apply barrier or moisturising creams as appropriate.

### **Hearing protection**

Whenever using power tools or when near such an activity, hearing protection complying with Australian Standards must be worn.

### **Horseplay and Practical Jokes**

Horseplay and practical jokes are strictly prohibited in the Arts Academy

### **Illness**

If you are going to be absent from class, as a matter of courtesy please inform your lecturers who will provide copies of class material for missed classes on request. Medical Certificates are required for proof when applying for extensions. Show the medical certificate to your lecturers and then lodge at the General Office, Old Law Courts Building.

### **Machinery and power tools**

Enclosed and sturdy footwear, approved eye and hearing protection are mandatory when using workshop machinery and tools. Long hair must be neatly restrained in a cap / hat, and clothing must be sturdy and tight fitting. Dangling jewellery (bracelets, necklaces, etc) must be removed.

### **Network printing**

Network printing is available to students and credit for this service may be obtained from the General Office, Ground Floor, Old Law Courts Building.

### **Photocopying facilities**

There is a student photocopier available on Level 2, Old Law Courts Building, Camp Street Campus.

To access this facility, students are required to purchase credit which is placed on their student card. Credit may be purchased from the General Office, Arts Academy or the SMB Campus Library.

Photocopying facilities are also available at the SMB Campus Library.

### **Printing Services**

The University of Ballarat Print and Publishing Services provides a range of high quality printing, binding and consultancy services, at commercially competitive prices, to University staff, students and the wider community.

For further information telephone Printing Services at the SMB Campus on telephone 5327 8113 or visit [www.ballarat.edu.au/aasp/is/ict/mpws](http://www.ballarat.edu.au/aasp/is/ict/mpws)

### **Prizes and awards**

The Arts Academy offers a number of scholarships and awards to students. These include:

#### *Annual scholarships*

The Arts Academy provides scholarships in:

- Acting
- Graphic Design / Multimedia
- Music Theatre
- Fine Arts (based on the number of students enrolled)

The value of these scholarships is \$750.00 and they are awarded to commencing students. Further information may be obtained from Administrative Staff, Ground Floor, Old Law Courts Building.

#### *Overseas Travel Award*

Offered to final year Visual Arts students. The purpose of the Award is to enable a graduating Visual Artist to enjoy a measure of financial support (up to \$5,000) at a particularly crucial point in his / her professional career and to offer the opportunity not only to considerably extend and mature talents, but also to gain stimulating and rewarding experiences overseas.

Further information may be obtained from the Travel Award Coordinator, Ms Anne Saunders, Second Floor, Post Office Building.

#### *Financial Aid Scholarships*

Eligible Higher Education and TAFE students:

- > Two Education Costs Scholarships (\$2,160 each)
- > One Indigenous Scholarship (\$2,160)

Developed to assist regional and remote, low socio-economic, drought affected and Indigenous students with the costs associated with further education, the UB Financial Aid Scholarships are merit-based, non-repayable, and awarded for one year of study at UB.

Numerous types are available, with the eligibility criteria based on the Commonwealth Learning Scholarships. To meet the base criteria, you must be:

- Enrolled in your first undergraduate degree, or the Graduate Diploma of Education (Secondary), or a nominated TAFE Arts Academy course; and
- An Australian citizen or holder of a permanent humanitarian visa; and
- Undertaking a full-time load, or have exceptional circumstances for not studying full-time; and
- Able to demonstrate low socio-economic status.

More information including applications may be found at

[http://www.ballarat.edu.au/aasp/student/recruitment/cls/equity\\_scholarships.shtml#2007%20Applicant%20Information](http://www.ballarat.edu.au/aasp/student/recruitment/cls/equity_scholarships.shtml#2007%20Applicant%20Information)

#### *Lucato Peace Prize*

This Prize is offered annually and is open to all University of Ballarat enrolled students. It has been made available by the generous support of Mr George Lucato and will be available for a period of four years commencing in 2004.

The Prize, a cash payment of \$1,500 (which increases each year by 10%), is awarded to the applicant who best demonstrates that *Peace is always better than war*. Further information may be obtained from the Personal Assistant to the Head, Ground Floor, Old Law Courts Building.

Other prizes and awards may become available during the year.

### **Program counselling**

If you are having problems with your study program, you are requested in the first instance to contact your lecturer. You must also notify your coordinator and lecturer(s) of extended absence or withdrawal from units.

If you require assistance from the course coordinator direct contact should be made. Ms Anne Saunders is Course Coordinator for Visual Arts (Undergraduate), Ms Kim Durban is Course Coordinator for Performing Arts (Undergraduate) and Assoc Prof Allan Mann, Coordinator of Postgraduate Courses.

Appointments to see the Head, Arts Academy can be made through the Personal Assistant to the Head, Ground Floor, Old Law Courts Building.

### **Progress and results**

It is important to get feedback during the teaching period on how you are progressing in your course or unit. Results listed by student ID number without names are usually placed on the Arts Academy's official noticeboard located in the Student Lounge area of the Old Library Building. Results (graded from HD to NN) include all assessment tasks completed during the teaching period. Results are also available from the UB web page.

Assessed work (except for examination papers) is usually handed back in class, or is available for collection from the lecturer or tutor. Uncollected work, other than exam papers, will be disposed of after six months.

In cases where you wish to check or appeal a result you may request to see assessed work, including examination papers, in the presence of the lecturer concerned. Refer to the current University of Ballarat Handbook for appeal regulations.

### **Respiratory protection**

In workshop areas, or when instructed by a lecturer, when handling powdered pigments and glazes, exposed to rosin powder, power-sanding wood and painted surfaces, respiratory protection complying with Australian Standards must be worn.

### **Showcasing student work**

The Arts Academy is very proud of the achievements of its students and realises the intense competition that faces graduands in obtaining employment. To ensure all students are provided with a stage to showcase their work and give them the best possible opportunities for future endeavours, the following events occur.

#### *End of year Graduand and Honours Exhibition (Degree and Diploma students)*

This end of year exhibition provides visual arts students in Diploma and Degree in Fine Arts, Graphic Arts and Honours courses an opportunity to exhibit their work.

Planning for this event commences in June and consists of a student organising committee supported by a small staff contingent of academic and general staff. Student associations financially support this exhibition.

#### *Performing Arts Showcase (Degree students)*

Performing Arts graduating students are provided with an opportunity to showcase their talents to industry agents in Melbourne. Staff and students work together tirelessly to ensure students are at their absolute best with previews in Ballarat prior to the Melbourne performance.

This event is supported financially by a student-operated kiosk at all performances during the year and other fundraisers organised by the students.

#### *Graphic Design / Multimedia - Presentation of final year student work (Degree students)*

As you are probably aware, the graphic design industry is highly competitive. To showcase student work to the industry, an end of year promotion and online exhibition is organised with direct marketing to potential employers via email, advertising and public relations. Visit [www.ubdesign.com.au](http://www.ubdesign.com.au) to view our graduating student work. The Arts Academy is very proud of the high percentage of its students who find employment in Australia and overseas within a short timeframe of graduating. This promotion is supported financially by the DPI student body.

### **SMB Campus Cafeteria**

Cafeteria services are available at the SMB Campus (Building E). The cafeteria provides a wide variety of fare at reasonable prices.

### **SMB Campus Library**

The Arts Academy reference library is located at the SMB Library (Tippett Building – Building G). The Library offers services that, along with the Horsham, Mt Helen and Stawell Campus Libraries, support the teaching, learning and research needs of University of Ballarat staff and students. The Library is responsible for the circulation of library material, the delivery of library skills programs, library information assistance, student network account assistance, collection, maintenance and document delivery activities at the SMB campus.

More information regarding Library Services may be obtained by phoning 5327 8230 or visiting [www.ballarat.edu.au/aasp/acsupport/infores/library/contact](http://www.ballarat.edu.au/aasp/acsupport/infores/library/contact).

### **Storage of materials**

Flammable substances (eg turpentine) must only be stored in designated storage areas, and in original closed containers. Brushes left soaking in solvent overnight must be in enclosed containers. All lids must be secured on glazing powder containers when in storage.

Ventilation, fire fighting, and fire detection equipment must never be obstructed.

### **Student Association (UBSA)**

The Student Association is an incorporated body that is governed by ten elected students, who form the Board. The Board sets policy and the general direction of the organisation, successfully representing the needs of all students to the University and community, in addition to providing a wide range of services and facilities to students on campus.

For further information regarding the Student Association telephone 5327 9452 or visit [www.ubsa.com.au](http://www.ubsa.com.au).

### **Student development**

Student Development aims to assist students and staff to achieve their personal and academic potential while at the University of Ballarat. Services provided include: chaplains; counselling; disability; health; financial guidance and vocational guidance. Student Development services for Arts Academy students are located at the SMB Campus, telephone 5327 8206. For more information visit [www.ballarat.edu.au/aasp/student](http://www.ballarat.edu.au/aasp/student).

### **Student groups at the Arts Academy**

Student groups have been established within the Arts Academy. These include:

- *Arts Society* – for Visual Arts students  
The Art Society is a branch of the Student Association, catering to the needs of Fine Art students studying at Camp Street. This volunteer group is open to all Fine Arts students and the small membership fee goes toward major events in the arts calendar: the annual Art Auction; the annual Melbourne Exhibition; and the end of year exhibition for third year / graduating students. Student involvement at all year levels is strongly encouraged.

Events organised by the Arts Society contribute to the atmosphere of the Arts Academy, and also provide finishing students with the opportunity to exhibit their work in a professional manner.

- *DPI Graphic Association* – for Graphics students  
DPI Graphic Association is run by third year Graphic Design / Multimedia students.

Its main function is to help raise much-needed funds for the third year student end of year project. Members consist of students from all year levels who are encouraged to assist with fundraising.

Throughout the year functions and events are held to not only raise funds, but also create a fun social atmosphere among members and peers. The annual membership fee and membership packs may vary, but usually contain Association merchandise and sponsorship cards.

### **Student involvement in University of Ballarat and Arts Academy activities**

Opportunities exist for students to become involved in the day-to-day activities of the University of Ballarat and the Arts Academy. Some examples of these opportunities are

#### ***Arts Academy Courses Committee*** – opportunity for Degree students

The academic structure of the University of Ballarat allows for the Academic Board to constitute one or more Courses Committee(s) in each School. The Arts Academy has one

Courses Committee whose membership provides an opportunity for one student from each course under the Courses Committee jurisdiction.

You may be approached by a lecturer to represent the student body in your course of study on the Arts Academy Courses Committee.

More information about the University of Ballarat's philosophy and principles for teaching and learning, including information relating to the Courses Committee may be found at [www.ballarat.edu.au/vco/ard/teachingandlearning](http://www.ballarat.edu.au/vco/ard/teachingandlearning)

#### **O-Week / Transition Program Mentor** – opportunity for Degree students

Orientation Week provides new students with an information-packed four-day program designed to provide you with a really good start at the Arts Academy. Your lecturers will provide you with an orientation to the course you have chosen. O-Week also provides you with a chance to meet new people.

UB's Transition Program supports O-Week for first year students. For more information, please visit [www.ballarat.edu.au/ard/transition](http://www.ballarat.edu.au/ard/transition)

An opportunity exists for you to assist as an O-Week / Transition Program Mentor.

#### **Open Day Ambassadors** – opportunity for Degree and Diploma students

During August in each year, the University of Ballarat opens its doors to prospective students and the public. This provides an opportunity to showcase facilities and courses the Arts Academy provides. Up to ten students, at least one from each course stream (TAFE / HEd Visual Arts and TAFE / HEd Performing Arts) are sought to act as ambassadors / survey collectors on Open Day. This is a wonderful opportunity for students to market the Arts Academy to our community. The ambassador positions are highly sought after by students.

You may be approached by a teacher / lecturer in Teaching Period 3 to assist with Open Day as an ambassador.

#### **Student Grievance Procedure**

The University provides students with a clear set of principles in relation to student grievances.

These may be found at

[www.ballarat.edu.au/vco/legal/Policies/Procedure/Student\\_Grievance\\_Procedure.doc](http://www.ballarat.edu.au/vco/legal/Policies/Procedure/Student_Grievance_Procedure.doc)

#### **Studio and equipment maintenance**

Students are responsible for cleaning up and packing away materials, tools, props, costumes and equipment at the end of each session / production.

As one of many students using the Arts Academy spaces, equipment and materials on an ongoing basis, we need to work together to ensure studios are left in an orderly condition ready for the next class / group. Security is of the utmost importance. Personal items are the responsibility of each individual.

#### **Swipe card access**

All Arts Academy buildings are access protected and require a swipe card to obtain entry during certain hours. Access to the New North Building and the General Purpose Computer Lab in the Old Library Building will require a swipe card for access. Swipe cards are available at the General Office, Ground Floor, Old Law Courts Building.

#### **Timetables**

Arts Academy timetables are available to students via the UB Web Page at

[www.ballarat.edu.au/aasp/student/timetabling](http://www.ballarat.edu.au/aasp/student/timetabling)

Requests for use of Camp Street spaces outside the normal timetable **must** go through the Timetable Coordinator located on the Ground Floor, Old Law Courts Building. **Students must not assume vacant spaces are available for use at any time.**

#### **Unit details**

The units published in the University of Ballarat Higher Education Handbook give an indication of the nature and extent of studies. For all formal requirements and for detailed information, students should refer to the unit description distributed by lecturers within the first two weeks of the teaching period.

#### **Visitors**

No unauthorised persons or animals are to be brought into the Arts Academy without prior notification and approval.

If you encounter suspicious persons on campus you should advise your lecturer / teacher as soon as possible.

<b>Camp Street Wardens</b>							
<b>Area</b>		<b>Name</b>		<b>Extension</b>			
Campus Warden		Barry Wemyss		8659			
<b>Old Law Courts Building</b>							
Building Warden		Nicholas Wai		8618			
Building Deputy		Joy Rothwell		8603			
Basement		Cecilia Morris		8606			
Basement Deputy		Joy Rothwell		8603			
Level 1		Cecilia Morris		8606			
Level 1 Deputy		Joy Rothwell		8603			
Level 2		Valerie Sheather		8656			
Level 2 Deputy		Paul Lambeth		8622			
Level 3		Susan Pilbeam		8616			
Level 3 Deputy		Vacant					
Level 4		Nicholas Wai		8618			
Level 4 Deputy		Allan Mann		8610			
Level 5 / 6		James Baker		8621			
Level 5 / 6 Deputy		Vacant					
<b>Old Library Building</b>							
Building Warden		Barry Wemyss		8659			
Building Deputy		Vacant					
<b>Post Office Building</b>							
Building Warden		Anne Saunders		8661			
Building Deputy		Vacant					
<b>Old Sheriff's Office Building</b>							
Building Warden		Grant Mathers		8213			
<b>New North Building</b>							
Level 1 (Car Park)		Vacant					
Level 1 (Car Park) Deputy		Vacant					
Level 2		Gavin Nash		8677			
Level 2 Deputy		Vacant					
Level 3		Gavin Nash		8677			
Level 3 First Deputy		Vacant					
Level 4 Residences		Students as designated by Accommodation Services					
<b>New South Building</b>							
Building Warden		Barry Wemyss		8659			
Building Deputy		Vacant					
Level 1 (Helen Macpherson Smith Theatre)		As designated at time of use					
Level 3, Movement Studios		Lisa Minett		8475			
Level 4 Residences		Students as designated by Accommodation Services					
<b>Arts Academy First Aiders</b>							
<b>Name</b>		<b>Extension Number</b>		<b>Name</b>		<b>Extension Number</b>	
Coralee Asker		8605		Joy Rothwell		8603	
Barry Wemyss		8659		Lisa Minett		8475	

## Glossary of Terms

**Academic:** All things pertaining to your course and study.

**Academic Contract:** Alternative equivalent requirements for a unit of study approved by a lecturer and agreed to by the student. A contract may be drawn up where a student has completed similar studies or experience or where professional objectives are thought to be better served by an alternative arrangement.

**Academic Staff:** The University teaching staff.

**Academic Transcript:** A copy of all academic results in order of study.

**Academy Administrative Manager:** Provides administrative support to the Academy senior staff and has responsibility for student and course administration.

**Alumni Association:** An organisation that seeks to foster lifelong professional and personal relationships between the University and its graduates.

**Block Release / Mode:** A course in which students attend lectures in blocks through the year. (Usually during teaching period breaks).

**CAN:** Commonwealth Assessment Notice

**Course Coordinator:** The person with the management responsibility for a given course. Any queries about your course should be directed to this person.

**Credit Points:** Upon the successful completion of a unit a set amount of points which will accrue towards the obtainment of a degree.

**Deferral:** To defer an offer of a place. Usually for one year. Also see Leave from Study.

**Enrolment – Change of:** You may change your enrolment providing you do so before the relevant census dates in each teaching period – see Important Dates.

**Enrolment – Confirmation of:** A printed statement of the subjects and their weighting's in which you are enrolled for the teaching period. It is your responsibility to check the details to ensure they are correct.

**Full-time student:** A student who is undertaking at least three-quarters of a workload (.375 HECS weighting in one teaching period).

**General Service Fee:** A compulsory annual fee to cover UB administration costs.

**General Staff:** Staff who are not Academic staff. They include staff in student and administration services, student services, the library and any administrative and Technical staff within the Arts Academy

**Graduate:** A student who has had an academic award conferred at a graduation ceremony.

**Graduation:** When you successfully complete your course of study and become eligible for an award. You are presented with your award at a Graduation Ceremony (or in Absentia). You are then a graduate.

**Head, Arts Academy:** The person responsible for all matters, academic and administrative, relating to the operation of the Academy and the courses administered by the Academy.

**ID Card:** A card with your image and student identity number on it. You should carry it at all times.

**Leave from Study:** Taking time out from study but retaining your place in your course. Most students who take leave usually intend to return to their study within one or two years.

**Lecture:** A presentation about an academic subject delivered before an audience.

**Limited Time:** A student who is undertaking a workload of 25% or less (.125 unit weighting in one teaching period).

**Open Day:** The day in the year when the University is open to the public for course and service information – usually August.

**Oral Presentation:** A presentation (verbal) on a particular topic delivered to your study group at the University.

**Orientation:** A time included at the beginning of the Academic year for new students to learn as much as they can about the University, what is available and where everything is.

**Part-time Student:** A student who is undertaking less than three-quarters (.375 unit weighting) of a workload but greater than 25% (.125 unit weighting in one teaching period).

**Post Graduate Student:** A student who is undertaking further study after completing a degree.

**School:** The sections of the University in which the individual courses are offered (of which the Arts Academy is one).

**Special Consideration:** Where a school agrees to vary an assessment task in some way in response to serious circumstances in a student's life.

**Statement of Results:** A list of your results for a teaching period or a year.

**Supplementary Assessment:** A second assessment task that you may be permitted to do if you received an MN mark (marginally below pass standard) in the first assessment. Supplementary assessment is not available in all units or courses.

**Teaching Period:** The teaching period of 16 weeks including one week of swot vac and two weeks lecture break.

**Testamur:** The award you receive at your graduation ceremony after you have successfully completed your course of study.

**Tutor:** In a University context, a tutor is a teacher who supervises the study of a small group of students. A tutor does not perform the same role as a lecturer.

**Tutorial:** A small group discussion of a topic recently covered in a lecture.

**Undergraduate:** A student who is studying for a degree or diploma. When used in reference to a course of study it is a course that leads to a Diploma or Bachelor Degree.

**Unit Weight:** The weight or points value given to each unit of study that represents its proportion of the total year's study

**Unit:** A subject that forms part of your course of study.

**Withdrawal without Failure:** Withdrawing from a unit before nominated dates so that fail is not recorded – see principal dates.

**Withdrawal from all Studies:** Withdrawing from your course and foregoing your place in that course altogether. Should you wish to return to study in the same course you are required to re-apply.



# Food Handling Guidelines

Arts Academy

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## **Purpose**

These guidelines have been developed to outline compliance with food handling standards set out in the Safe Food Australia and User Guide.

## **Scope**

All staff and students are encouraged to comply with food handling regulations to ensure contamination does not occur when catering for exhibition and production opening nights and staff functions.

These guidelines also apply to student bodies, ie, DPI, Arts Society and EnCores.

## **Actions**

General rules of food handling are:

- Always wear gloves when preparing food
- Do not handle raw food with the same gloved hands as cooked food
- Do not prepare or store raw food with cooked food
- Do not handle money whilst preparing food (this task should be given to a person not preparing or handling food)
- Maintain a clean preparation and serving area at all times
- Wash hands regularly during preparation and serving with soap.
- Hot food must be maintained at a temperature 60°C or above
- Cold food must be maintained at a temperature 5°C or below

## **Associated Documents**

Safe Food Australia User Guide available from the OHS Central Filing System located in the Academy Administrative Officer's office.

Refer to Food Standards Australia New Zealand web site at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) to view food handling regulations. Standard 3.2.2 sets out measures to be taken to ensure contamination does not occur.



# Poster Production Guidelines

## Arts Academy

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### Purpose

These guidelines have been developed to assist students with the production of posters for the purpose of advertising Arts Academy events. The guidelines follow the University of Ballarat Corporate Style Guide.

### Scope

All Diploma and Degree students will refer to these guidelines prior to the development of posters which may be used to advertise productions, exhibitions and events.

### Actions

- Obtain template from Personal Assistant to the Head, Arts Academy. Template contains UB Corporate Style Guide art work.
- Text must include – *University of Ballarat Arts Academy presents:* and for Degree Performing Arts productions – *Bookings: Majestix Phone 5333 5888* [www.hermaj.com](http://www.hermaj.com).
- All posters must contain:  
Name of event.  
Date/s of event – Day, Date, Month and Time.  
Contact details for the provision of additional information if required.
- Draft poster must be submitted to the Head, Arts Academy for approval two weeks prior to printing deadline.

### Attachment

Poster template.

### Associated Documents

University of Ballarat Corporate Style Guide

University of Ballarat  
Arts Academy presents:

Bookings  
**MajesTix**  
Ph: 5333 5888  
[www.hermaj.com](http://www.hermaj.com)



CRICOS Provider Number 00103D



# Guidelines for the Use of Candles in Student Productions

Arts Academy

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## **Purpose**

These guidelines have been developed to ensure the use of naked flames during performances is strictly monitored.

## **Scope**

All staff and students are expected to follow these guidelines for any Arts Academy performance.

## **Actions**

Students and staff are hereby notified that the use of open flame in Performing Arts classes, projects and studios is ***strictly prohibited. Participants may not light matches, lighters, candles, lanterns or cigarettes indoors in either devised showings or scenework.***

Directors and lecturers seeking to include the use of open flame during any kind of full-length public performance in Arts Academy theatres and studios must first gain clearance regarding current fire regulations from the Course Coordinator.

It is the responsibility of the Director, Lecturer or Stage Manager to follow the correct fire protocols during rehearsal and performance, as agreed upon during consultations with the Course Coordinator, and to advise immediately if fire extinguishers are not available in theatres or studios.

## **Associated Documents**

First Year Degree Student Information Guide  
University of Ballarat OHS Manual

# Care of Arts Academy Pianos

Students and staff are requested to take the utmost care with pianos which are located in various studios at the Arts Academy.

1. Do not place anything on the pianos, especially drinks. If you see something on a piano please remove it.
2. If there is a cover for the piano, please put it on the piano when you have finished using it.
3. Close the lid of the piano when you have finished playing.

**Please respect these valuable pieces of equipment. We have recently purchased extra pianos for your use, and we want them to last for as long as possible.**

Contact: Ms Wendy Rechenberg, Lecturer - Music

# Ceramics /3D Studies Studio Etiquette.

## Tools:

- All students are to have all their own tools and brushes. (It is annoying to have to be constantly lending tools.)

## Wedging Tables:

- Clean after every use. (wet sponge)
- Do not leave clay on wedging table (any clay left on the table at the end of the day will be disposed of accordingly)
- Remove all empty clay bags appropriately

## Clay Recycling:

- Students to recycle own clay
- No clay to be left on tables or benches.

## Individual Studio Spaces:

- **Definitely no sanding of dry or bisque clay in the studio**
- Do not encroach onto other's spaces
- Respect each other's areas
- Remove unwanted work from studio (as this will leave you with more space)
- Keep your immediate area clean and tidy (regularly wash your benches and shelves).
- Minimise amount of material on floor for easy cleaning
- Floors are to be wet vacuumed once a week

## Wheels:

- To ensure continued healthy operation all wheels must be thoroughly wet cleaned and dried after each throwing / turning session.

## Extruder:

- Must be sponged cleaned thoroughly after each period of use
- Dies and locking bolts to be kept in box.

## Glazing Area:

- Wash buckets after use
- Wipe benches after use
- Do not leave work over night on benches
- Consider other's work in area whilst glazing
- Return implements to cupboard clean
- Open window above wax pan when in use (remember to close when finished)
- Check wax pan is turned off after use
- Floor and low tables to be cleaned after every session
- Spillages to be wet mopped and vacuumed

## Glaze sink:

- Clean after use, use brush if necessary
- Do not leave buckets, containers in sink

## Kitchen Area:

- CLEAN UP AFTER YOURSELF
- Scold messy recalcitrants

## Kiln room:

- Observe kiln roster bookings and times.
- If kilns are not loaded and commenced by 9.30 am the next person on the roster can utilise kiln (this will also include gas kilns during busy times of the year)

- To prolong the life of the elements in the electric kilns they are to be used for bisque and earthenware firings only.
- Check shelves before firing to determine whether batt wash is required. Chip or grind glaze runs where necessary.
- Prepare cones in appropriate manner
- Remove work after its been fired
- Do not touch other's work unless directed
- Don't rely on other's to fire your work
- Remove shelves and props after firing
- Retain all firing graphs and number of firings you have completed
- Gas kilns are not to be fired without supervision (eg: on weekends or on days that Pete or Claire are not around).

**Attendance, Punctuality:**

2<sup>nd</sup> / 3<sup>rd</sup> year "**Studio days**" (Thursdays) are timetabled to commence at **9am sharp !**

**1 If people cannot attend at these times it is a matter of common courtesy to provide an explanation or apology.**

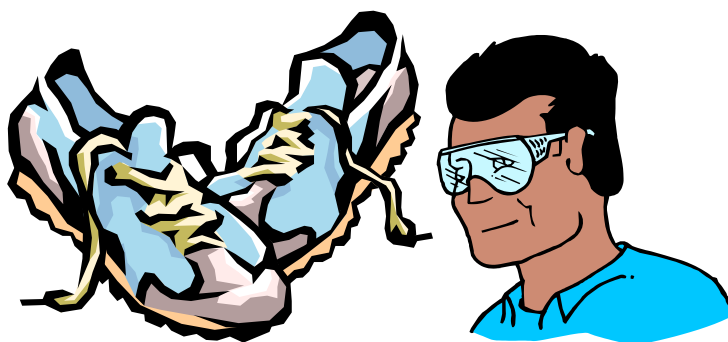
**1.1 An "Attendance Register" will be maintained for studio days**

**Studio meetings** will take place on a Thursday from 12.30pm sharp, please be punctual.

**MOBILE PHONES to be turned off during tutorials, presentations and studio meetings**

# PRINTMAKING STUDIO OH&S RULES & ADVICE

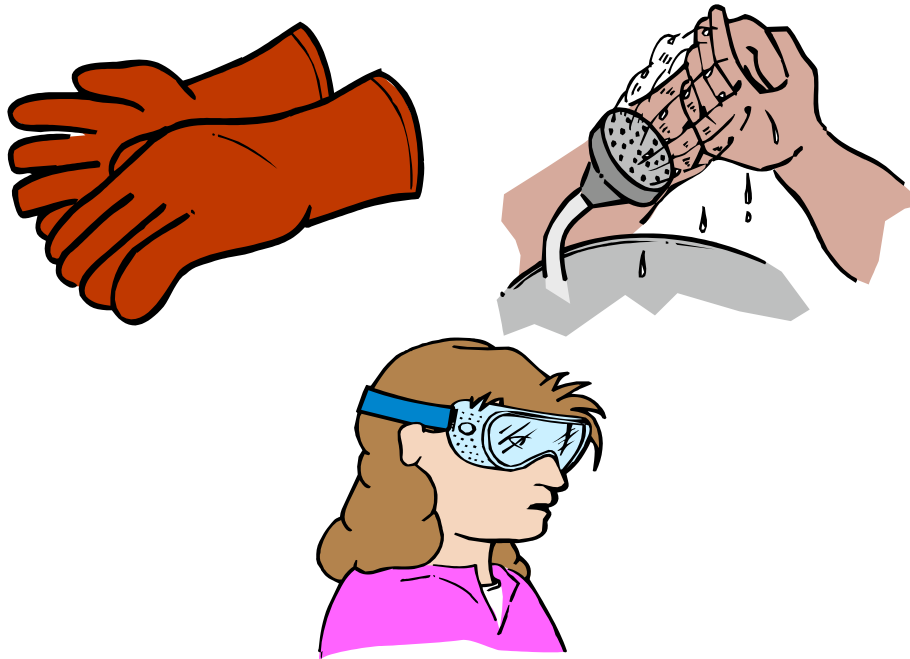
- If in doubt seek advice and assistance
- Avoid working alone when printing or when using acid and do so only if authorised
- Do not smoke, eat or drink in the studio areas
- No unauthorised person is to be brought into the studio / classroom
- No pets allowed
- No thongs or open toed shoes
- Long hair should be tied back
- Wear protective 'aprons', gloves – when handling inks, solvents, acids etc., glasses/goggles/face shields – when using power tools or acid.
- Always use the lowest toxicity material to do the job
- Avoid using solvents in the preparation rooms
- Use solvents sparingly from the plunger cans
- Put solvent/inked soiled rags in the foot peddle-operated lidded bins
- Put papers and other materials in the 'inverted-cone' lidded bins
- Ensure extraction is turned on in the printing room and acid room
- Retrieve your prints from the drying racks as soon as they are dry – your work is your responsibility.
- Never attempt to alter or mix the acid in the acid bath
- Do not breath in the acid fumes during the short period when you put a plate into or retrieve a plate from the acid.
- Always rinse your plate and gloves/hands after handling a plate from the acid
- Ensure you know where the shower and eye/face wash sprays are and how they operate
- Keep the studio clean
- Keep your hands clean – use a commercial hand cleaner or baby-oil
- Clean up after yourself before you leave the studio area



Wear Protective Glasses - *When using power tools or when in the acid room*

Wear Gloves - *When using solvents, inks or when in the acid room*

Wear Sensible Footwear - *At all times*



Always keep hands clean and do not eat or drink in the printing press or acid rooms or when handling printmaking substances (inks, solvents, powders etc.)

Report accidental spillages to ensure they are cleaned up

## Visual Arts Studio Etiquette

The Arts Academy Visual Arts spaces are outstanding facilities and their proper care and use will ensure that all students, staff and guests enjoy them. The following etiquette rules are to guide sensible and caring use of the following spaces:

- Post Office Gallery, Camp Street
- Major Drawing Studios, Post Office Building, Camp Street
- Multi-Discipline (Drawing and Painting) Studios, Post Office Building, Camp Street
- Drawing and Painting Studio, Library Building, Level 2, Camp Street
- Painting Studios, New North Building, Levels 1 and 2, Camp Street
- Graphic Design/ Multimedia, New North Building, Levels 1 and 2, Camp Street
- Ceramics / 3D / Sculpture Studio, MB John Building, SMB
- Media Arts Studio, State Offices Building, Level 2, Camp Street
- Postgraduate student studios, Library Building, Camp Street
- Printmaking Studio, Post Office Building, Camp Street
- Photography Studio, SMB
- Papermill, Post Office Building

### Shoes

To comply with OHS policies, no open toe shoes will be allowed in work areas in Visual Arts spaces.

### Chairs

Only the furniture allocated to the areas will be permitted in areas unless expressly permitted by a lecturer.

### Walls, Mirrors, Curtains/Blinds and Floors

Where the above are present in spaces:

- Do not touch or play with mirrors
- No marking of walls or floors with furniture, feet or shoes unless express permission is obtained from the Course Coordinator or Head of Adacemy
- Do not rest against or drag on curtains or blinds
- When moving equipment or chairs lift and carry, do not drag – dragging may damage floors.

### Emergency Exits

Access via fire escapes is for emergencies only – ***Emergency exits to remain shut at all other times.***

### Drink and Food

No food or drinks allowed in working areas.

### Props, Materials and Equipment

Props only to be moved under supervision of a lecturer.

Workshop equipment must not be moved.

Workshop equipment must be turned off after use.

Use of workshop equipment should be restricted to times that are sympathetic to the use of adjoining spaces, particularly when classes are in progress.

#### *Other*

All spaces are to be left clean and tidy at the conclusion of each session.

Discarded clothing will be disposed of at the end of each week.

No notices or placards to be placed on walls – please use pin boards.

All props to be returned at the conclusion of each session.

Sink areas to be kept clean at all times.

While life-drawing classes are in progress, studio access is restricted.

Animals are not allowed in Studios except at the discretion of the Course Coordinator or Head of Academy.

No personal electrical appliances allowed in spaces at any time.