



2024 Student Handbook



Adelaide Central
School of Art

Academic Year

Our academic year consists of two semesters and a mid-year intensive study period. Each semester is divided into two terms and comprises 16 weeks of course work. Student enrolment is on a semester-by-semester basis.

2024 Key Dates

Semester 1 2024	12 Feb – 14 Jun
Term 1	12 Feb – 5 Apr
Term 2	22 Apr – 14 Jun
Tuition Fee Due Date (submission of eCAF for FEE-HELP or upfront payment)	22 Feb
Census Date	7 Mar

Intensive Study Period	24 Jun – 12 Jul
Tuition Fee Due Date (submission of eCAF for FEE-HELP or upfront payment)	12 Jun
Census Date	27 Jun

Semester 2 2024	22 Jul – 22 Nov
Term 3	22 Jul – 13 Sep
Term 4	30 Sep – 22 Nov
BVA & Hons Final Assessment Week	25 – 29 Nov
Tuition Fee Due Date (submission of eCAF for FEE-HELP or upfront payment)	5 Aug
Census Date	19 Aug

2024 Public Holidays

Monday 1 Jan	New Year's Day
Friday 26 Jan	Australia Day
Monday 11 Mar	March Public Holiday
Friday 29 Mar	Good Friday
Saturday 30 Mar	Easter Saturday
Monday 1 Apr	Easter Monday
Thursday 25 Apr	Anzac Day
Monday 10 Jun	King's Birthday
Monday 7 Oct	Labour Day
Wednesday 25 Dec	Christmas Day
Thursday 26 Dec	Proclamation Day
Tuesday 31 Dec	New Year's Eve

Public Holiday Classes

Classes are not conducted on public holidays.

Administration Office

Opening hours (during term):

Mon – Fri 8.30am – 5.15pm

Adelaide Central School of Art acknowledges that the land we work on is the traditional land of the Kurna people. We recognise the Kurna people as the traditional owners of this land and respect their living culture.

cover image | Tahlia Hieatt, *Vessel Vibrosa*, plastic food and drink containers, air plants, dimensions variable. Photo James Field.

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Welcome

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

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

Throughout the degree you will form lasting relationships with fellow students, lecturers and the wider arts industry. These relationships will be an important part of your experience, providing a variety of career opportunities. Many of our graduates continue to support each other, sharing projects, studios and exhibitions. Adelaide Central School of Art's Graduate Support Program offers a range of residencies, grants, exhibitions and ongoing mentoring after you graduate. You are joining a broad community of visual artists and arts workers shaping the direction of Australia's significant visual arts sector. We are here to support your development as an emerging artist and are committed to your success.

You're invited to be an active participant in our community. Engaging with the Student Association is a great way to contribute to the vibrant social culture of our school. There is much on offer, and I urge you to make the most of it. Attend local exhibitions and events, including our own program at Adelaide Central Gallery. Join us for the regular ArtSpeak talks by outstanding practitioners and industry professionals.

Thank you for choosing to study at Adelaide Central School of Art. We are looking forward to getting to know you.

Penny Griggs

CEO, Adelaide Central School of Art

images | Page 2: Penny Griggs at the 2023 *Graduate Exhibition* opening. Photo Sam Roberts.

Page 3: Teaching and Studio building. Photo Sam Roberts.

History

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

In 1994 we were accredited to offer a Certificate IV and Diploma of Visual Art. Four years later we became a higher education provider, receiving accreditation to offer a four-year Bachelor of Visual Art.

We were approved for the FEE-HELP scheme in 2008, allowing students to defer their fees through a government loan.

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

In August 2012 the South Australian Government granted us a 50-year lease for two heritage buildings at the Glenside Health and Cultural Precinct.

The following year, after extensive renovations, we relocated from Norwood. The architectural firm that oversaw this work, Grieve Gillette Anderson, received an AIA 2014 (SA) Architecture Award in Heritage.

We perform exceptionally well in the national QILT Student Experience Survey. For the sixth year running we have been identified as the best art school in South Australia.

National Average		Adelaide Central School of Art
76.6%	Overall Student Educational Experience	91.5%
84.2%	Teaching Quality	93.2%
74.6%	Student Support	92.8%
80.8%	Skills Development	89.6%

*Data sourced from Student Experience Survey 2021 & 2022. All information sourced from www.qilt.edu.au

Affiliations and Partnerships

Adelaide Contemporary Experimental

ACE hosts a fully-supported South Australian artist studio through its Studio Program for a recent graduate. The Studio Program provides a fully-supported studio space with 24/7 access for 12 months and professional development opportunities.

ACUADS

We are a longstanding member of the Australian Council of University Art and Design Schools, the leading body for the university visual arts, crafts and design disciplines. ACUADS represents over thirty Australian university art and design faculties, schools and departments and other academic units offering university degrees at undergraduate and postgraduate levels. Head of Drawing, Roy Ananda, was awarded an ACUADS Excellence in Teaching Award in 2022.

Adelaide Festival Centre

We work closely with the Festival Centre to recommend graduates for various employment opportunities.

Adelaide Film Festival

We have a close working relationship with the Adelaide Film Festival, which has commissioned graduates to develop and present work as part of the Festival since 2018.

Adelaide Central School of Art Painting Group

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

Artlink Australia

Artlink is a peer-reviewed publication with strong national and international networks that covers contemporary art from Australia and the Asia-Pacific. It is independently edited and published by Artlink Australia (located within our Administration Building).

Artist-Run Initiatives

Central Studios, FELTspace, Floating Goose Studios Inc, The Mill, Collective Haunt Inc. and Switchboard Studios accommodate many of our graduates and lecturers.

City of Burnside

The City of Burnside provide financial support for further study opportunities for vulnerable young visual artists aged 13-26 years through our short course program.

Collarts

In 2023 we established a formal benchmarking partnership with Collarts (Australian College of the Arts Pty Ltd). This partnership allows us to benchmark with a leading arts higher education provider on a range of academic matters, including academic scholarship and course design.

DDCA

ACSA is a member of the Australian Council of Deans and Directors of Creative Arts. DDCA is a representative body for the creative arts in Australian Universities.

Hentley Farm Creation Label

Every year since 2016 we have partnered with Hentley Farm to identify a South Australian artist connected with the school with an outcome of an artwork-based design for the prestigious limited edition Hentley Farm Creation packaging.

Hill Smith Art Advisory

Hill Smith Art Advisory offer a cash award for excellence in painting or works on paper to a graduating student.

Independent Higher Education Australia (IHEA)

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

Military and Emergency Services Health Australia (MESHA) and the Centre for Creative Health

The Centre for Creative Health provide financial support for further study opportunities for former military and emergency-service personnel through our short course program.

National Art School

We have a close benchmarking partnership with the National Art School (NAS), Sydney, which sees an ongoing exchange of information on a range of academic matters.

New York Studio School of Painting, Drawing and Sculpture

Adelaide Central School of Art and the New York Studio School (NYSS) have an international relationship underpinned by a shared educational philosophy emphasising studio-based practice and teaching.

praxis ARTSPACE

praxis ARTSPACE generously offer a recent graduate a rent-free 12-month studio residency.

Photography Studies College

In 2021 we developed a formal benchmarking partnership with Photography Studies College, Melbourne. This partnership allows us to benchmark with a comparable leading higher education provider on a range of academic matters, including governance, scholarship and course design.

Royal South Australia Society of Arts and Carbins Trust

We have established a strong partnership with the Royal South Australia Society of Arts and M & M Carbins Trust Fund, who support two school-leaver scholarships. We are also working with these organisations to offer a recent graduate under 30 a professional development opportunity in London to commence soon.

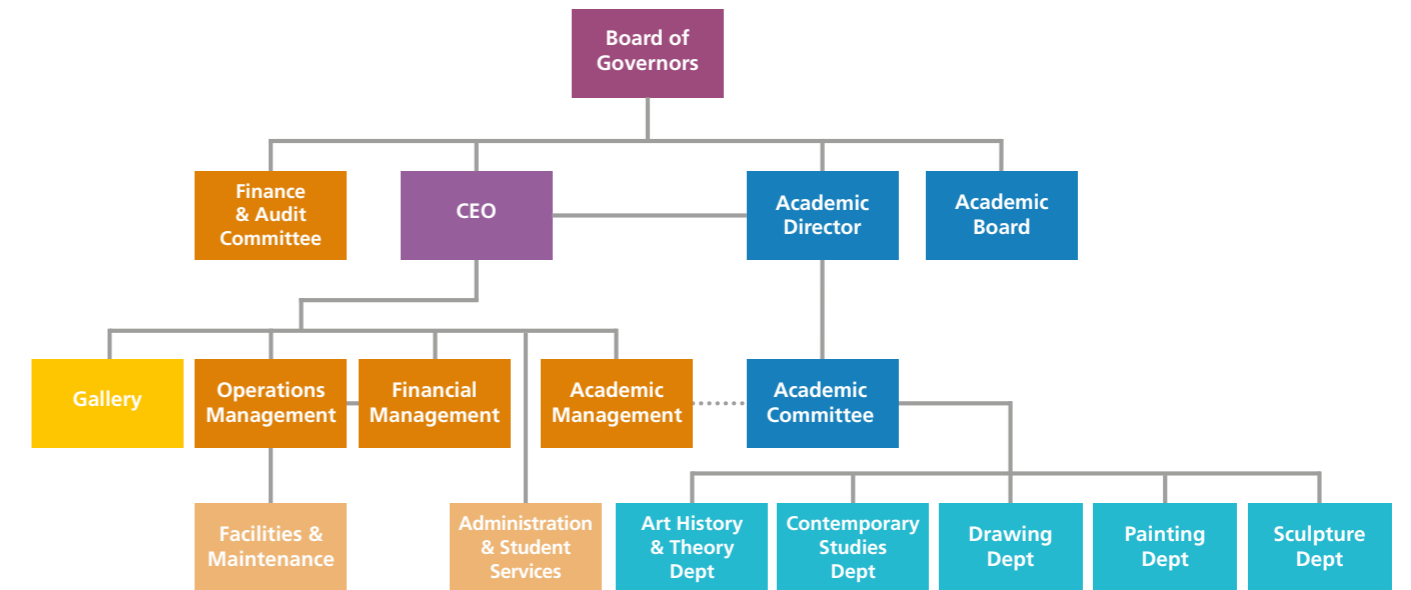
Visiting Academics and Artists

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

Work-integrated Learning

We partner with several arts organisations to deliver the elective unit, Work-integrated Learning. This unit facilitates hands-on experience and network building within the arts industry through a series of work placement opportunities. Recent placements have been offered at the Art Gallery of South Australia, Artlink Australia, Adelaide Contemporary Experimental, Nexus Arts, Guildhouse and Adelaide Central Gallery.

Organisation and Governance



We are an incorporated association, managed by a Board of Governors. The Board of Governors is responsible for overseeing our sound governance and financial management.

The Finance, Audit and Risk Committee is responsible for monitoring and advising on financial performance and risk management.

The Academic Board provides oversight of our teaching, learning and scholarship at the institutional level. It is responsible for advising the Board of Governors on all matters of academic policy, performance and achievement.

The Academic Committee is responsible for the development of the academic curriculum and matters pertaining to teaching and learning at the course and unit level. It provides advice to the Academic Board on a range of academic matters.

Board of Governors

Alan Young AM, Chair
 Nicholas Linke, Deputy Chair
 Professor Barbara Bolt
 Luke Dale
 Penny Griggs, CEO
 Deborah Heithersay
 Lynette Kelly
 Monte Masi, Academic Director
 Chris Reid
 Dr Judith Szekeres
 Jane Zadow
 Dr Nerina Dunt, Secretary

Finance, Audit and Risk Committee

Jane Zadow, Chair
 Michael Bishop, Operations Manager
 Nicholas Linke
 Dr Judith Szekeres
 Alan Young AM
 Penny Griggs, Secretary
 David Demasi, Accountant

Academic Board

Chris Reid, Chair
 Assoc Prof Tully Barnett
 Dr Zoe Freney, BVA & BVA (Hons) Coordinator
 Penny Griggs, CEO
 Anna Horne
 Kylie Neagle
 Monte Masi, Academic Director
 Prof Catherine Speck
 Dr Maggie Tonkin
 Anna O'Loughlin, Secretary

Academic Committee

Monte Masi, Chair
 Roy Ananda
 Dr Nerina Dunt
 Nicholas Folland (S2)
 Dr Zoe Freney
 Penny Griggs
 Mary-Jean Richardson
 Julia Robinson (S1)
 Jess Taylor (S1)
 Anna O'Loughlin, Secretary



image | Zoe Butters, *Edoba* [detail], recycled pine, found chair, 220 x 150 x 150cm. Photo James Field.



Adelaide Central Gallery

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

Curated by Andrew Purvis our annual exhibition program of local and interstate artists is intended to inspire students and the general public.

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

Graduate Support Program

Our Graduate Support Program assists high-achieving alumni continue their progress as professional artists. In 2023 over \$20,000 was awarded to graduates for the development of new work for exhibition, the purchase of studio equipment and professional development activities.

The Graduate Support Program strengthens our profile as a national leader in contemporary art. We are extremely proud of the quality and ambition of our students and graduates and look forward to supporting their future endeavours.

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

image | Guests at 2023 Graduate Exhibition opening. Photo Sam Roberts.

Awards for Excellence

Each year we provide awards to outstanding students for excellence in their studies.

In 2023, we welcomed Leigh Robb, Curator of Contemporary Art, Art Gallery of South Australia, to assist in judging and presenting our awards at the Graduate Exhibition opening event:

- SUREWISE Major Travel Award for a high-achieving graduate
- Hill Smith Art Advisory for excellence in drawing or painting
- Adelaide Contemporary Experimental Studio Residency
- praxis ARTSPACE studios
- FELTspace Graduate Award for a high-achieving graduate working within an experimental practice
- Helen Mitchell Award for Merit
- Board of Governors and Guildhouse Award for Excellence

Academic Awards include:

- Lee Family Award for a high-achieving BVA (Hons) graduate
- James Martin Award for a high-achieving BVA graduate
- Adelaide Central School of Art and Artlink Magazine Award for a high-achieving student in Art History & Theory
- NAVA Ignition Award for a high-achieving student in Professional Studies

We also presented the following awards for our continuing students:

- Art History & Theory 1 and 2 essay prizes

Course Information

Accreditation

Our degree courses are accredited by the Tertiary Education Quality and Standards Agency (TEQSA), having satisfied the national accreditation requirements that lead to qualifications under the Australian Qualifications Framework (AQF).

Terminology

An award course is a program of study leading to a qualification, e.g. Bachelor of Visual Art.

A unit is a set course of work in one subject area, usually one semester in duration, e.g. Drawing 1.1. Core and elective units combine to make up an award course.

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

Course Delivery

Units for all courses are taught on campus across a 16-week semester, with some elective units offered during a mid-year intensive study period. Online learning resources are provided for all units to support the on-campus delivery.

Levels

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

Bachelor of Visual Art

The Bachelor of Visual Art (BVA) is a three-year full-time equivalent degree program, designed to give you the skills and knowledge to develop a career as a practising artist. Our focus on the fundamental art-making practices of drawing, painting and sculpture is complemented by an emphasis on conceptual development, art history and theory, and professional practice. At Level 3 you will be supported to develop a coherent body of work based on comprehensive self-directed studio research.

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

Associate Degree of Visual Art

The Associate Degree of Visual Art (ADVA) is a two-year full-time equivalent program focused on building foundation skills in key aspects of visual art. The ADVA is a distinct qualification but also offers an exit point from the BVA if you wish to graduate after completing Level 1 and 2.

On completion of the ADVA you will be equipped to pursue employment opportunities in the field of visual arts and in related occupations or undertake further study.

Diploma of Visual Art

The Diploma of Visual Art is a one-year full-time equivalent program that provides a comprehensive introduction to core skills and essential concepts relating to visual art. The Diploma is a distinct qualification

but also offers an exit point from the ADVA and BVA if you wish to graduate after completing Level 1. On completion of the Diploma you will be able to apply technical and theoretical concepts to the creation of artworks and be equipped to undertake further study.

Bachelor of Visual Art (Honours)

The Bachelor of Visual Art (Honours) (BVA (Hons)) is a one-year full-time program open to high-achieving students who have completed an undergraduate degree in visual art (or equivalent). The program provides you with an opportunity to extend your artistic practice and develop your research skills and understanding of contemporary art. Under the guidance of a supervisor you will engage in practice-led research, utilising appropriate methodologies to develop an original body of artwork and accompanying written exegesis. The BVA (Hons) program equips you to pursue a career as a practising artist and provides a pathway to postgraduate research programs.

Core Units

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

Elective Units

Five elective units must be undertaken to complete the BVA, or four for the ADVA, but you can choose which particular units to undertake.

The intention of an elective is to enable you to pursue your interests and / or broaden your experience. You can also enrol in visual arts (or related) elective units at other higher education providers.

See Page 15 for details on cross-institutional study.

Unit Outlines

Information detailing unit content, learning outcomes, assessment and recommended resources are provided at the beginning of each unit.

Course Completion

The Diploma will be conferred on the basis of satisfactory completion of all 8 prescribed units, comprising a total of 48 credit points.

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

The BVA will be conferred on the basis of satisfactory completion of all 25 prescribed units, comprising a total of 144 credit points.

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

Graduation and Certification

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

Public Programs

In addition to degree programs, we offer short courses, masterclasses, secondary student and teen workshops, professional learning opportunities for teachers, artist talks and public seminars. All of these programs are listed on our website. They are not transferable to accredited study.

2024 Course Sequence



Elective Units

Elective	Contact hrs p/wk	Personal Study hrs p/wk	Credit points	EFTSL*
Sculpture: Installation	3.5	2.5	4	.083
Sculpture: The Multiple in 3D Space	3.5	2.5	4	.083
Sculpture: Objects & Invention	3.5	2.5	4	.083
Sculpture: Video, Sound & Performance	3.5	2.5	4	.083
Painting: Contemporary Tonal Realism	3.5	2.5	4	.083
Painting: The Expanded Field	3.5	2.5	4	.083
Painting: The Figure in Form & Colour	3.5	2.5	4	.083
Painting: Media & Techniques	3.5	2.5	4	.083
Painting: Non-representational Process & Technique	3.5	2.5	4	.083
Painting: People & Portraits	3.5	2.5	4	.083
Painting: Techniques of the Old Masters	3.5	2.5	4	.083
Printmaking: Expanding the Matrix	3.5	2.5	4	.083
Work-integrated Learning plus CIS†	3.5	2.5	4	.083

* Equivalent Full-Time Student Load

† Cross Institutional Study

Terminology

An award course is a program of study leading to a qualification, e.g. Bachelor of Visual Art.

A unit is a set course of work in one subject area, usually one semester in duration, e.g. Drawing 1.1.

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

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

Course Content

Level 1 Core Units

Drawing 1.1 and 1.2

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

Painting 1

This unit introduces the fundamental skills and concepts of painting. You will gain a thorough understanding of painting, using observation and direct and indirect painting techniques. You are taught a range of approaches to paint application and methods, including wet-in-wet, scumbling, glazing, colour-mixing, and the preparation of painting surfaces, supports and grounds. Once the basic techniques are acquired you are introduced to the development of ideas and conceptual approaches to painting, utilising historical and contemporary examples.

Sculpture 1

This unit provides a rigorous introduction to working in three dimensions. You will become familiar with the material language of clay and the skills associated with modelling, mould-making, and casting. You will also be introduced to a wide range of materials and objects, exploring their poetic and communicative possibilities through a series of fun and challenging projects.

Art History & Theory 1.1 and 1.2

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

Contemporary Studio Practice 1.1 and 1.2

These units aim to facilitate a broad understanding of the conceptual and visual languages inherent in the visual arts. They encompass a wide range of disciplines and media and equip you with an expansive array of techniques, strategies, and approaches to making and thinking processes. You are encouraged to broaden your approach to making through self-directed projects, experimenting across media, and engaging in class discussions.

Level 2 Core Units

Drawing 2.1 and 2.2

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

Art History & Theory 2.1 and 2.2

These units comprise four term-length streams that complement the content developed in Level 1 and allow for a more focused engagement with a particular period, technology, culture or theme. You can select from a range of streams covering areas including classical and current philosophy, First Nations narratives, memory, materiality, queer theory, and Islamic art. Through this process you can begin to identify and pursue areas of personal interest.

Contemporary Studio Practice 2.1 and 2.2

These units challenge you to work on a range of briefs, creating a series of propositional outcomes reflecting your interests. You are encouraged to experiment and take risks while documenting your research and outcomes. Through a series of forums engaging local art industry professionals Contemporary Studio Practice 2 also introduces you to the wider arts ecology.

Level 3 Core Units

Studio Practice 3.1 and 3.2

In Studio Practice 3.1 you are introduced to an exploratory approach to ideas, materials, and processes within a group facilitation model, extending the strategies established in your previous coursework. You will develop speculative and propositional outcomes for a studio project to be undertaken in Semester 2. In Studio Practice 3.2 you work under the guidance of a supervisor, developing a studio project into a resolved body of work. These units must be undertaken in conjunction with Art History & Theory 3 and Professional Studies.

Art History & Theory 3.1 and 3.2

Art History & Theory 3 surveys contemporary art currents, with the work of Australian and international leading contemporary artists and theorists examined in depth. Assignments are directed towards investigating your individual research focus in order to contextualise your own art practice within the field of contemporary art. These units must be undertaken in conjunction with Studio Practice 3 and Professional Studies.

Drawing 3.1

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

Professional Studies 3.1

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



image | Michelle Norman in studio, 2023. Photo Sam Roberts.

Elective Units

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

Sculpture: Installation

This unit considers the ways in which artists make immersive experiences, collaborate with participating audiences and work in response to architectures, social situations and places. You will develop critical awareness of the field of sculpture and installation and develop these considerations as components of your practice.

Sculpture: The Multiple in 3D Space

This unit is specifically concerned with the development of three-dimensional artworks consisting of multiple elements. Projects address both the spatial dynamics of multiple element artworks techniques and processes pertinent to the field, such as mould-making, casting and pattern-making.

Sculpture: Objects & Invention

This unit invites you to think about a range of structures, spaces and objects relating to the human body (such as architecture, furniture and clothing) and investigate how such objects might be meaningfully utilised within three-dimensional visual art practice. The utilitarian motivations of design, architecture and related fields are considered alongside the more poetic or communicative intentions that drive contemporary spatial practices.

Sculpture: Video, Sound & Performance

In this unit you will gain a basic familiarity with video and audio recording through a range of practical tasks. You will also gain an understanding of sound, moving image and performance strategies within a visual arts context, experimenting with a range of outcomes and approaches relevant to these fields of practice.

Painting: Contemporary Tonal Realism

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

Painting: The Expanded Field

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

Painting: The Figure in Form & Colour

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

Painting: Media & Techniques

Using acrylic paint, oil paint and collage this unit will explore how the formal techniques developed by early 20th-century painters have shaped and influenced contemporary painting practice. Using propositional painting sketches and collage, together with long form painting projects, you will undertake a range of exercises that hover between abstraction and representation to gain an enriched understanding of colour, form and composition from a new perspective.

Painting: Non-representational Process & Technique

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

Painting: People & Portraits

Through direct observation of the figure you will learn techniques to depict the human form. This unit explores the figure located in an environment, as well as alla prima techniques for depicting head and shoulders and head and hands within portraiture.

Painting: Techniques of the Old Masters

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

Printmaking: Expanding the Matrix

This unit introduces you to the key processes and techniques of relief printmaking, including carving, registration and editioning. You will explore collagraphy, monoprint and reduction printing, before investigating the relationship between contemporary printmaking and video, installation and bookmaking practice.

Work-integrated Learning

Work-integrated Learning provides you with hands-on experience working in the arts industry through a series of placement opportunities. You will immerse yourself in the work of your host organisation and participate in regular meetings with an academic supervisor. Through this unit you can explore career pathways in the arts, gain experience in a professional environment and build networks in the sector.

BVA (Hons) Units

Honours Studio Practice 1.1 and 1.2

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

Honours Research Methods 1.1 and 1.2

In Honours Research Methods 1.1 you will begin by developing a research proposal and a literature and artefact review. These writings will be informed by a series of lectures, critical readings, tutorial presentations and individual supervised sessions.

In Honours Research Methods 1.2 you will consolidate and apply research into relevant theory and art practice to demonstrate the outcomes of your studio research.

Assessment

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

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

Formative assessment

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

Summative assessment

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

Moderation

Moderation is a set of processes which help to ensure that lecturers are making consistent judgements about academic standards, and that the results of assessments are valid and reliable. Summative grades are moderated by the relevant Head of Department or senior faculty member.

Critiques

Critiques are presentations of works-in-progress in front of a group. They are an integral part of assessment and our overall educational approach. The primary purpose of a critique is to provide clear and constructive feedback on the work you present.

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

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

Assessment Requirements

Completion of assessment work

You must attempt all assessment requirements for the semester unit in which you are enrolled. A passing grade cannot be achieved unless all assessments have been attempted.

Attendance

You are expected to attend all prescribed sessions in a unit. To be eligible for assessment you are required to have attended at least 80% of scheduled contact hours. You must communicate with Administration if you are unable to attend a scheduled session. Further details of the attendance requirements are explained on Page 24 and are available on our website.

Extensions

If you have been unable to complete the required work for assessment by the assessment deadline, an extension of time may be sought.

Application for an extension must be made using the online form available from our website.

Conditions:

- Extensions can only be granted on medical, compassionate or extenuating circumstances and when supporting documentation (evidence) is provided
- Extensions are granted for a maximum period of two weeks (in exceptional circumstances a student may be eligible to apply for an additional extension)
- If you are given a Result Withheld (RW) notation you can submit an enrolment request for the subsequent semester, pending the outcome of the final assessment.

Procedures:

- You must submit an application for extension form along with supporting evidence (e.g. medical certificate) and submit it prior to the assignment due date
- The Student Support Team determines if the extension is to be granted based on the evidence provided
- The Student Support Team notifies the student and lecturer of the outcome of the application.

Penalties for late submission of assessment work

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

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

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

Supplementary Assessment and Reassessment

Supplementary Assessment

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

Applications will be assessed on a case-by-case basis, and you should be aware that applying for supplementary assessment is not a guarantee of approval.

For further information refer to the Supplementary Assessment Policy and application form available on our website.

Reassessment

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

Resubmission of an assessment task

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

Re-marking of an assessment task

The re-marking of an assessment task is the reassessment of the same piece of work, unchanged since the original submission. All students are eligible for a re-mark and are not required to establish grounds for the request. We encourage you to familiarise yourself with the re-mark procedures and conditions prior to submitting your request.

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



Final Grades

Final grades for the semester unit will not be deemed official until after the moderation of assessments. Only final unit grades are recorded on official academic transcripts.

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

To ensure confidentiality and compliance with privacy legislation we will not discuss your results with any other party or release results over the phone to another party without your written consent.

Bachelor of Visual Art final assessment

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

Bachelor of Visual Art (Hons) final assessment

The final stage of completing the BVA (Hons) is an examination by an external assessment panel following a formal presentation of your work and accompanying exegesis. The grade awarded by the assessment panel will represent your final grade for Honours Studio Practice 1.2 and Honours Research Methods 1.2.

For further information refer to the Reassessment Policy and Procedure available on our website.

Schedule of Grades

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

Diploma of Visual Arts, Associate Degree of Visual Art and Bachelor of Visual Art

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

Bachelor of Visual Art (Hons) Final Grades

80 – 100% Honours First Class
75 – 79% Honours Second Class Division 1
65 – 74% Honours Second Class Division 2
50 – 64% Honours Third Class
0 – 49% Fail

Please refer to the Schedule of Grades on our website for grade descriptions and notations.

image | Tony Busch, *Gorge trails*, hand-dyed jute fibre, cotton wrap, 86 x 95cm. Photo James Field.

Admission Policy and Enrolment Procedures

Application

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

We have two intakes each year for the Diploma, ADVA and BVA. There is one intake each year for the BVA (Hons). Please visit our website to access the application closing dates and online application form, which sets out the entry requirements and required supporting documentation. In many cases applicants will be invited to attend an application interview prior to acceptance into the course.

Successful applicants will receive enrolment information with a letter of offer.

Enrolment

To participate in classes, you must formally request to enrol each semester using the online enrolment request form. The school will send an official enrolment confirmation email to each student when enrolments have been finalised. You are advised that it is your personal responsibility to ensure you are correctly enrolled.

Both full-time and part-time enrolment is on a semester-by-semester basis, and you are required to complete your enrolment request prior to the enrolment request due date for each semester. Enrolment requests for the mid-year intensive study period are subject to Semester 1 enrolment request deadlines. Enrolment requests should be submitted as early as possible, and any enrolment requests submitted after the deadline may not be accepted.

The Student Support Team are available by appointment to provide you with advice and discuss issues relating to unit choices, workload and timetable arrangements.

Pre-requisites and Co-requisites

You are responsible for ensuring that any specified pre-requisites and co-requisites have been met. We may cancel your enrolment in a unit where the pre-requisite or co-requisite has not been met. Please refer to the unit outlines or consult the Student Support Team for details.

Terms and Conditions of Enrolment

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

Payment of Fees

You must agree to pay the tuition fees and any additional charges in accordance with the 2024 Schedule of Fees.

To secure places in classes full payment of semester fees or an instalment deposit must be received no later than the Tuition Fee Due date as per the 2024 Schedule of Fees.

An electronic Commonwealth Assistance form (eCAF) for FEE-HELP will be emailed to you after confirmation of your enrolment information if you have selected this payment option. The eCAF must be submitted by the relevant Tuition Fee due date.

Fees are updated and published annually. For further information please refer to the 2024 Schedule of Fees in this handbook (refer to Page 32) or our website.

Commencing Students

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

- Application for admission
- Provision of documentation for proof of identity and Australian citizenship or permanent residence
- Acceptance of the offer of admission to a specified program according to the prescribed instructions
- Submission of enrolment request form by the due date
- Official confirmation of enrolment provided by the school
- Payment of all tuition fees and any other compulsory fees by the prescribed date
- Completion of any other required procedures.

Continuing Students

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

- Submission of enrolment request form by the enrolment due date
- All pre-requisites and co-requisites have been met
- Official confirmation of enrolment provided by the school
- Payment of all tuition fees and any other compulsory fees by the prescribed date.



image | Abbey Murdoch, *Evening Frame*, wood, hot glue, wire, curtain, steel chain, projection, 200 x 70 x 300cm. Photo James Field.

Late Enrolment

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

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

Late fee penalties are determined each year and published in the Schedule of Fees on Page 32. Failure to pay fees by the prescribed date will lead to termination of enrolment.

Availability of Course Units

Future students are advised to enquire about availability of course units prior to submitting an enrolment request. We reserve the right to cancel any unit for which there are insufficient enrolment requests and to substitute lecturers where necessary. We may impose enrolment quotas on units when there are space and resource restraints. Quotas may be modified by Administration.

Places in Classes

Continuing students will have priority for places in classes, and then places will be allocated to new students. We may require students enrolled in a class to be relocated to a class at another time, subject to maximum and minimum class numbers.

Deferment

Requests to defer an offer of admission or initial enrolment will be assessed on a case-by-case basis. Requests must be made in writing to the Student Services Officer prior to the enrolment request deadline date.

Students not permitted to defer must lodge a new application for admission at the time appropriate to their intended commencement of the program. Students granted a deferral are still responsible for submitting an enrolment request by the due date of the subsequent academic period.

Confirmation of Enrolment

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

Personal Details and Email

You will receive a student email address when you commence your course of study, and this will be the primary means by which we communicate with you outside of class. It is your responsibility to check your email at least once a week.

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

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

Enrolment Amendments and Class Transfers

To request an enrolment amendment or class transfer, you must contact the Student Services Officer with a written request.

Approval of these requests is not automatic, and may be declined if classes have already started or if the amendment does not support the student's academic progression. It is your responsibility to ensure that you retain the prescribed credit-point load to complete the

requirements and satisfy the pre-requisites for that year of study when requesting an enrolment amendment.

You are strongly encouraged to discuss your proposed changes with the Student Support Team prior to requesting an amendment to your enrolment.

Except for withdrawals, applications to change enrolments will not be accepted after the census date for the semester.

Variations to Enrolment

If you wish to request an enrolment pathway that falls outside of the standard curriculum, you must complete the online Variation to Enrolment request form prior to enrolment request deadlines for the applicable teaching period. Requests will be considered by the Academic Director and students will be advised of the outcome in writing.

Withdrawals from Units of Study

All applications for withdrawal from units of study must be submitted by completing the application for withdrawal form that is available from our website.

Leave of Absence

We recognise that you may require a leave of absence from your course of study in certain circumstances. You can apply to take leave of absence for up to 12 months (2 semesters), with a total of 24 months (4 semesters) of leave allowable over the duration of your course. You must complete the online application form to ensure continuation of your enrolment in the course. If you do not re-enrol in your course and do not obtain leave of absence approval, you will be considered to have discontinued your course.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) occurs when you are granted specified or unspecified credit for comparable prior study or experience. RPL will be based on the relevance of the prior study to the content requirements of the unit for which credit is sought. If you seek RPL for your previously acquired skills, knowledge and experience, you will be asked to submit supporting evidence.

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

Cross-institutional Study

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

You may undertake cross-institutional study from Level 2 onwards at Adelaide College of the Arts, Flinders University, the University of South Australia, or externally with an interstate institution.

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

Before enrolling at another institution you must seek advice from the Student Support Team about whether your proposed study at the host institution will be credited towards your award.

For all enquiries about cross-institutional study consult Administration. The cross-institutional study information and application form are available from our website. Further information about subjects or topics available at Adelaide College of the Arts, Flinders University and the University of South Australia is available from these institutions.

Fee Policy

Tuition fees are payable on initial enrolment into the course and then for subsequent semesters at the rate applicable at the time of re-enrolment. Fees are reviewed annually and are current for the calendar year (January to December).

We have been approved to offer you access to the Commonwealth government FEE-HELP student loan scheme. Please visit studyassist.gov.au for full details so that you are well-informed before choosing your method of payment.

Tuition Fees – Payment Options

1. Payment in full by the enrolment due date:

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

OR

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

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

2. FEE-HELP:

The Commonwealth government student loan scheme is available to any Australian citizen with a tax file number and is applicable to all or part of tuition fees.

Census Dates in 2024

Semester 1: 7 March 2024

Intensive Study Period: 27 June 2024

Semester 2: 19 August 2024

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

If you are applying for FEE-HELP you will receive an email request to complete your electronic Commonwealth Assistance Form (eCAF) once your enrolment forms have been submitted. In order to secure your place your eCAF must be completed by the tuition fee due date.

3. Instalment plan:

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

The balance of fees plus 20% administration fee is payable in fortnightly or monthly instalments according to the signed instalment agreement.

Late Payment and Non-Payment of Fees

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

If you do not pay full fees for the academic period you will not be permitted to enrol in a subsequent academic period until such time as the debt is either paid in full or an agreement reached about the method of payment.

If you are indebted to us you will not be issued with academic transcripts or any other official credentials and will not be permitted to graduate. Fees not paid by the tuition fee due date will also incur an administration fee of 20% of the outstanding balance.

Collection of Unpaid Fees

We are obligated to collect all unpaid fees. If you are indebted to us you will receive a statement of outstanding charges in each semester (after the census dates) requesting payment.

When a debt is outstanding for more than 90 days after the payment deadline we will forward you a reminder letter for payment with a warning that if you remain indebted beyond a date determined by us your enrolment will be cancelled, and you will be denied permission to re-enrol.

Full Tuition Fee Refunds

Full tuition fee refunds are payable if we are unable to provide the academic program or unit for which you enrolled and a suitable alternative program or unit is not available.

Debt Collection

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

Appeals

If you wish to appeal the decision made regarding your application for refund you should follow our non-academic grievance procedure. Refer to Page 27 for further information and the Student Grievance Policy and Procedures available from our website.

Withdrawals

For withdrawals on or before the Semester 1 census date of 7 March 2024, Intensive Study Period census date of 27 June 2024 and Semester 2 census date of 19 August 2024.

For FEE-HELP students:

Provided that correct formal withdrawal procedures have been followed, including submitting the application for withdrawal form on or before the census date for the unit, you will not incur a FEE-HELP debt for that unit.

For non-FEE-HELP students:

Provided that correct formal withdrawal procedures have been followed, including submitting the application for withdrawal form on or before the census date for the unit, fees paid will be fully refunded. Alternatively unused tuition fees paid can be held in credit for other tuition within our award program.

For withdrawals after the Semester 1 census date of 7 March 2024, Intensive Study Period census date of 27 June 2024 and Semester 2 census date of 19 August 2024.

For FEE-HELP students:

Withdrawals after the census date will incur a FEE-HELP debt.

For non-FEE-HELP students:

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

Special circumstances:

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



Financial Support

Students enrolled in 75% or more of the full-time load may be eligible to apply for Centrelink benefits (such as Youth Allowance, Austudy and Abstudy) and should enquire directly to their local Centrelink office. A 75% workload is equal to 20 credit points per semester.

Centrelink is an Australian government statutory agency that delivers a range of Commonwealth services to the Australian community.

Centrelink offers financial assistance to eligible students:

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

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

Fee Protection

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

As an approved higher education provider under the *Higher Education Support Act 2003* Adelaide Central School of Art Incorporated meets the Tuition Protection Service requirements. Further information on the Tuition Protection Service is available here: <https://www.education.gov.au/tps/higher-education-students>

Student Resources, Services and Information

Administration Office

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

Student Support

Our Student Support Team comprises Student Liaison Officer, Andrew Herpich, and Student Services Officer, Genevieve Spalding. This team provides enrolment and study advice, academic support, and answers any questions or concerns relating to your experience at ACSA.

Andrew Herpich

Tues - Fri 9.00am – 5.00pm
andrew.herpich@acsa.sa.edu.au or 8299 7300

Genevieve Spalding

Mon - Fri 9.00am – 5.00pm
genevieve.spalding@acsa.sa.edu.au or 8299 7300

Adelaide Central School of Art Student Association

The Student Association is an organisation run by students for students. It provides a supportive community for new students and organises social events throughout the year, including BBQs, bake sales, movie nights and quiz nights. The Student Association liaises with our Administration to ensure your needs are met while studying with us. It also raises funds throughout the year for student amenities and activities.

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

Student Exhibition Program

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

Learning Management System (OpenLearning)

Most classes utilise our online learning management system (LMS) to supplement in-class learning. Familiarise yourself with the LMS and check it regularly. You can access unit outlines, materials lists and required readings/viewings, and your lecturer will post announcements about class activities and assessment tasks. Many classes also provide additional guidance for homework tasks in the form of instructional videos or slideshows.



Material and Equipment Costs

Materials are not usually provided as part of the course costs.

While we will provide the essential equipment and facilities to enable you to undertake your course full-time students can expect to pay approximately \$700 – \$800 extra for materials in the first year.

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

If you receive a student payment through Centrelink (e.g. Youth Allowance, Austudy, Abstudy), you may also be eligible for two Student Start-up Loans per year to help with material costs. See <https://www.servicesaustralia.gov.au/student-start-up-loan>

Central Artist Supplies

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

Opening hours:

Tue - Fri 8.30am – 4.00pm
Sat 9.00am – 12.00pm / 9.00am – 2.00pm
when short courses are running
Sun / Long Weekends Closed

Student ID Card

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

If you are enrolled in less than 20 credit points you can obtain a part-time Tertiary Student ID card.

Full-time student cards expire at the end of February the following year; part-time student cards expire on 31 July (first semester) and the last day of February (second semester).

Swipe Cards – refer to Page 23.

Timetables

Copies of the timetable are available from our website and Administration and are displayed on the noticeboards throughout our campus. It is your responsibility to ensure you have the most up-to-date version.

Computer, Printer, Photocopier and Wi-Fi Internet Access

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

Wi-Fi is installed throughout the T&S Building. At the commencement of each term a Wi-Fi voucher will be included in the Student Newsletter. This voucher will enable access to the ACSA Wi-Fi Portal.

Our computers and photocopiers are accessible using the details below:

The login format is as follows:

Login: [first initial][lastname]001, Password: your birthday [dd/mm/yy]
E.g. Frida Kahlo born 6 July 1907 would be:
Login: fkahlo001, Password: 060707

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

Photocopying

A photocopying and laminating service is also available from the Administration Office during office hours.

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

Lost Property

You are strongly advised not to leave personal items unattended. Lost property should be handed to Administration or Facilities staff. We take no responsibility for property that is misplaced or stolen, including art materials. Property of significant value (\$300 – \$3000) will be reported to the police after we have tried to locate the owner. Items of more than \$3000 will be reported to the police immediately.

Student Artwork

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

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

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

Parking and Driving on Campus

Carpark C can be used by all students and is located at the western end of the T&S Building. Additional street parking is available along Mulberry Road, Karrayarta Drive, and behind our buildings on Eucalyptus Road and Cramond Drive. You should avoid parking in carparks designated for Health.

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

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

Bus Routes

Stop 5 on Glen Osmond Road
171, 173, 861, 862, 183, 864 and 865
(drop off at Foodland Frewville and then a 5 min walk)

Stop 5B Greenhill Road
147, 580 and 820 and a 5 min walk

Student Evaluations

Towards the end of each semester you are required to complete a survey to gauge student satisfaction with unit content and delivery. The surveys are anonymous and individual responses are not viewed by the lecturer. The survey data is collated and the outcomes tabled and reviewed by the Academic Committee, Academic Board and Management.



We participate in national benchmarking processes with QILT (Quality Indicators for Learning and Teaching) and were identified as the top art school in South Australia for student experience in the 2017, 2018, 2019, 2020, 2021 and 2022 Student Experience Surveys.

Your feedback is important for identifying areas we can improve. Participation in surveys ensures we are responsive to your concerns and assists us with planning, performance and continual improvement.

Academic Transcripts

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

There is a \$20 fee for academic transcripts and wherever possible they will be issued within five working days of request. Identification may be required when requesting a transcript. Academic transcripts will not be issued to students who have outstanding fees.

Alternatively, students can request an unofficial record of study via email.

images | Page 18: Student Association on Open Day, 2023.

Photo Sam Roberts.

Page 19: Anne Chapman-Smith, *Occupations of Uninhabited*

Space 2, tracing paper, cotton, balsa wood, tape, glue,
160 x 35 x 30cm. Photo James Field.

Student Support Services

Academic Support

Orientation

New students are encouraged to join us for a half day of orientation in the week before semester begins. The orientation provides you with important introductory information about the course and familiarises you with the campus before classes commence. New students also receive a Library induction, safety and security briefing, tour of our facilities and lunch with peers and lecturers.

Academic and Enrolment Guidance

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

Essay Writing and Research Support

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

Peer Learning

The Peer Learning Program is designed to provide information, guidance and advice to help you navigate the demands of your ACSA studies. The current Peer Learning Program includes workshops and peer mentoring.

Academic Counselling

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

Individual Academic Support

In certain cases we may approve one-on-one academic support from lecturers. This may include a set number of hours over the term or a one-off session. Circumstances in which individual academic support may be approved include when you have a study support plan in place, you are transitioning from secondary school directly into the BVA, or you have experienced a disruption to your studies due to unforeseen and extenuating circumstances.

Disability

Adelaide Central School of Art supports the right of people with disability to full and equitable participation in higher education.

We recognise and embrace our social and legal obligations to provide an accessible and inclusive environment for students with disabilities.

We are committed to meeting our obligations outlined by the *Commonwealth Disability Discrimination Act 1992*, the *South Australian Equal Opportunity Act 1984*, and the *Disability Standards for Education 2005*. We will act in accordance with the requirements and intent of the legislation.

The *Disability Standards for Education 2005* requires educators to make 'reasonable adjustments' so that students with disability are not disadvantaged in relation to students without disability. To view our Students with Disability Policy and Procedures visit our website or contact the Student Liaison Officer.



image | Lachlan Zeitz in studio, 2023. Photo Sam Roberts.

IT Support

The ACSA Facilities Department provides computer support to staff and students in relation to user access, hardware related problems and software applications. Staff and students who require IT support should email their request to facilities@acsa.sa.edu.au. All face-to-face and/or phone enquiries from students can be directed to Administration.

Personal Support

Personal and Other Counselling

We provide a free and confidential counselling and pastoral care service with qualified counsellors for both students and staff.

A counsellor's role is to provide support for student and staff concerns, opportunities for personal growth and referrals to outside assistance where needed. You can contact the counselling service directly to make an appointment. At the start of each semester you will be provided with the contact information via email and posters around campus. You can also contact Administration or the Student Support team for further information.

Some reasons people like to talk to a counsellor include:

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

Information on External Services

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

Library

Our Library is located on Floor 1 and has a collection of approximately 10,000 art books, a selection of art magazines and subscriptions to *Oxford Art Online*, *Very Short Introductions* and *Art + Australia*.

The Library catalogue is available online at libib.com/u/acsa and video tutorials are available on the ACSA YouTube channel.

Library Staff

Dr Catherine Kerrigan – Librarian
catherine.kerrigan@acsa.sa.edu.au

David Chester – Assistant Librarian
david.chester@acsa.sa.edu.au

Franklin Holfeld – Library Volunteer
franklin.holfeld@acsa.sa.edu.au

Andrew Herpich – Student Liaison Officer
andrew.herpich@acsa.sa.edu.au

Staffed hours during term (subject to change)

Mon	8.30am – 2.00pm
Tue	12.00pm – 5.00pm
Wed	8.30am – 5.00pm
Thu	11.00am – 3.30pm
Fri	8.30am – 5.00pm

Borrowing

You can borrow books using a self-check system that uses your student email as the login (no password required). Self-check is via a tablet in the library. The following guidelines apply:

- Maximum of four books at any one time
- Books may be renewed once, unless they have been requested by another student
- Due and overdue emails will be sent to your student email account and will come from Libib Library
- Staff collection (orange dot) – staff borrowing, on-site use only for students
- Reference and rare books – on-site use only
- Magazines – on-site use only in Magazine Reading Room
- Students with overdue books at the end of semester may be unable to obtain their grades or re-enrol
- Lost items will incur replacement cost plus \$30 administration fee.

Holds

Holds can be placed via the library catalogue and you will receive an email from the librarian when your holds are ready to collect. Check our website or contact the Librarian for the most current information.

Reimbursement for Membership at Other Libraries

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

Those enrolled in Honours or Level 3 Art History & Theory and Studio Practice will be reimbursed 100% of the cost of membership. Level 1 and 2 students will be reimbursed 50% of the cost of membership.

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

Library Donations

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

First Nations Awareness

Adelaide Central School of Art is committed to supporting the engagement of Aboriginal and Torres Strait Islander peoples in its degree programs. We recognise and respect First Nations peoples and aim to further understand Aboriginal and Torres Strait Islander perspectives, cultures and histories through our curriculum, particularly in the context of visual art. We aim to empower our staff and students to connect with and authentically engage with Aboriginal and Torres Strait Islander art and culture.

We acknowledge the importance of First Nations content and how crucial this is for our Aboriginal and Torres Strait Islander students to engage with. ACSA will carry out everything it can within the school to ensure that First Nations student experience is of a high level.

Aboriginal and Torres Strait Islander Cultural Safety is about learning together, growing together and creating a safe space for our First Nations students, staff and visitors. Individuals, organisations and systems that take responsibility for ensuring their own cultural values create safer and welcoming environments for Aboriginal and Torres Strait Islander peoples.

We have embedded and embraced First Nations priorities across the school in a deep and meaningful way to help provide a safe and authentic learning environment for our students and our staff.

These include:

- The Aboriginal and Torres Strait Islander Strategy for Engagement and Audience Development
- Art History & Theory 2.1: First Nations Narratives, created by Thomas Readett and Dr Nerina Dunt
- The development of ACSA's RAP (Reconciliation Action Plan)
- Providing Academic staff support to First Nations students, including one-on-one and group support
- Providing support to lecturers in curriculum content
- Providing a First Nations Student Scholarship



image | Students on Open Day 2023. Photo Sam Roberts.



image | Naomi McCann, *Constellation of Vantage Points*, oil and acrylic on linen, 122 x 91cm. Photo James Field.

Teaching and Studio (T&S) Building

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

Monitored CCTV surveillance cameras are located throughout the building.

Wheelchair access is via the front entrance or the ramp at the southern exit.

At no time are the main or rear entrance doors of the T&S Building to be propped open as this compromises the security of the building.

T&S Building Exits

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

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

Swipe Cards

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

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

You can assign your card to your login for use on our printers and photocopiers in the media room or in the Library.

Lost Swipe Cards

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

Automatic Arming of the T&S Building

The security system is programmed to automatically arm the T&S Building at 11.00pm. When the building is automatically armed all the lights are programmed to turn off. Honours students are the only students allowed in the building after 10.00pm.

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

Access Times

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

Level 1 and 2 students

Mon – Fri 8.30am – 5.15pm

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

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

Level 3 students

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

Honours students and resident studio artists

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

Teaching Studios – All Floors

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

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

Lecture Room – Floor 2

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

Machinery Workshop – Ground Floor

The Machinery Workshop has restricted access. You will only be given access to this area after you have successfully completed a Workshop Safety Induction Session. The Machinery Workshop access times are Tuesday, Wednesday and Thursday 9.30am – 4.00pm.

Sculpture Studio – Floor 2

A multi-purpose studio for sculpture and drawing classes.

Southern Courtyard

A multipurpose secure external workspace and teaching space.

Student Common Areas

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



image | Rose Handke in studio, 2023. Photo Sam Roberts.

Attendance

Using the Lift

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

Wet Areas – All Floors

Wet areas are centrally located on each of the three floors, allowing you to dispose of paint and other liquids (e.g. paint solvents and mediums). The drain is connected to an underground sump that is emptied annually. Each wet area has a first-aid kit and an eye wash.

Solids must not be poured down the wet area sinks. Please check with your lecturer if you are unsure about the disposal of waste material.

Kitchenettes – Ground Floor and Floor 2

Student kitchenettes are located on the Ground Floor and Floor 2. They are equipped with instant hot water, filtered water, dishwasher, microwave, sandwich press, fridge, crockery and cutlery. We provide basic tea, coffee, sugar and milk for these kitchens. If you require special provisions feel free to bring your own. The fridges are emptied and cleaned each Monday.

All students using the kitchenettes are responsible for washing and putting away their own dishes. Please keep these areas tidy and clean! A vending machine with drinks and snack foods is located on Floor 1.

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

Lockers – Floor 1

Lockers are located in the main corridor on Floor 1. Locker hire is \$20 per semester. Enquire at the Library to hire.

Toilets – All Floors

Toilets are located on each floor opposite the lifts and contain a toilet for women and a unisex toilet. Unisex disability access toilets are located on each floor at the western end of the building.

Quiet homework Room – Floor 1

This small room is located off the small hallway at the western end of the building. It can be used for quiet time or homework activities.

Fire Alarms

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

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

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

Attendance

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

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

Where possible you can attend alternative classes in the same unit to make up for absences. Missed classes can only be made up within the same week. You must obtain approval from Administration prior to attending a make-up class and provide the make-up class permission slip to the lecturer.

Non-attendance

Non-attendance of a class does not constitute withdrawal.

Non-attendance or failure to complete a unit of study or course does not cancel your obligation to pay the fees set for the unit or course. Fee refunds are not given for non-attendance. For classes missed you may have the option of attending a make-up class during the same week. However, this must be approved by Administration.

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

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

Lateness

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

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

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

Procedures for Lateness

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

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

Studio Etiquette

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

It is essential that you do not move any still life set-ups or any components in a still life set-up.

No work is to be left in the studios after class unless advised by the lecturer.

After each class:

- Clean residue off easel rails
- Hang up all easels on the easel racks
- Stack all drawing boards in their allocated area
- Return all equipment / props / mattresses / whiteboards etc. to their original place if they have been moved
- Clear the centre of the studio – stack chairs, stools, crates etc. neatly around the perimeter and in corners
- Place name and class details on all work
- Last person to leave the studio must turn off the air-conditioning, extractor fan, heaters and lights and close all windows.

Mobile Phones and Earphones

You are not permitted to receive or make phone calls or texts during class and must have your phone turned off or on silent.

If there is an urgent reason for keeping a mobile phone turned on you should notify your lecturer prior to the class of the possible disturbance. Earphones or headphones may be worn only when advised by your lecturer.

Extra Studio Time

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

Life Models

To ensure a safe and respectful studio environment the use of cameras (including mobile phones) in classes with life models will be treated as student misconduct. Please be aware of the following ACSA policy:

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

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

Student Code of Conduct

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

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

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

If you are found to be in breach of the Student Code of Conduct you may be subject to disciplinary action under the Student Grievance and Misconduct Policies and Procedures. You are expected to accept the following responsibilities and to participate appropriately in the range of experiences which shape your course of study to:

- Respect differences and diversity
- Behave in a manner that does not interfere with the learning of others
- Be a self-motivated and self-directed learner
- Be responsive and courteous when communicating and dealing with students, staff and visitors
- Participate actively and positively in the teaching-learning environment and maintain steady progress in your academic studies
- Comply with workload expectations and notify appropriate staff if difficulties are experienced
- Submit work that is your own
- Provide feedback to our staff which is honest and fair
- Accept constructive criticism
- Deal with differing opinion by rational debate rather than by vilification, coercion, bullying or intimidating behaviour
- Treat staff and students with openness, honesty and courtesy and take an active role in the promotion of an environment free from harassment and discrimination according to state and federal legislation and ACSA policy
- Respect our property and the private property of other students and staff
- Actively consider the health and safety of yourself and others when carrying out studies
- Not be under the influence of alcohol or illegal drugs during class
- Make yourself aware of and comply with ACSA's policies and rules including information contained in the Student Handbook and on our website
- Protect the privacy of others and maintain appropriate confidentiality regarding personal matters
- Appropriately use the relevant services and resources provided by ACSA
- Ensure that information provided during enrolment is kept up to date.



Copyright and Intellectual Property

Intellectual property (IP) is any product of the human intellect protected by law from unauthorised use. Copyright refers to the rights granted to the creators or copyright holders of original works. Copyright protects copyright holders' rights over the use of their works.

While copyright law is complex, all students must have a basic understanding as infringing copyright may lead to fines or even imprisonment. We encourage you to read 'An Introduction to Copyright in Australia' published by the Australian Copyright Council and available on their website: copyright.org.au

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

Student Work

The copyright on IP created by students as part of their studies at ACSA is owned by students (unless there is a written agreement providing an alternative arrangement). However, if you are planning to exhibit creative works that were created as part of your studies at the school we ask that you uphold the values of academic integrity. This means acting with honesty, trustworthiness, fairness, respect and responsibility in relation to academic work.

When it comes exhibiting student work, academic integrity can look like:

- Acknowledging the school during the presentation of the work
- Directly acknowledging the lecturer and / or the class in which the work was produced
- Referencing sources of information and other knowledge appropriately.

Academic Integrity

Adelaide Central School of Art (ACSA) is committed to promoting the shared values of honesty, trust, fairness, respect and responsibility that uphold academic integrity.

The Academic Integrity Policy & Procedures provides a framework for promoting academic integrity, outlines the responsibilities of key stakeholders in the academic community to uphold academic integrity, and provides transparent and consistent procedures for responding to suspected breaches of academic integrity.

Students are expected to:

- act in accordance with the values of honesty, trust, fairness, respect and responsibility,
- submit work that is original and authentic, and avoid any action that would constitute a breach of academic integrity, and
- engage in the mandatory academic integrity education as part of their enrolled course (e.g. referencing workshops).

Behaviours that undermine the values of academic integrity and constitute a breach include:

- Plagiarism: When a student submits work that is not their own and fails to adequately acknowledge, cite or reference the original source.
- Recycling work: When a student submits work that has previously been submitted and assessed during their enrolment at ACSA.
- Fabricating information: This may include, but is not limited to, the falsification of data, invention of sources or incorrect attribution of sources.
- Collusion: Cooperating with one or more students to complete an assessment task that should be completed independently.
- Contract cheating and impersonation: When a student outsources their work to a third party, including when a student purchases an assessment task from another person or service or uses artificial intelligence software or paraphrasing tools to complete an assessment task.

A suspected breach of academic integrity will be investigated by ACSA as per the procedures outlined in the Academic Integrity Policy & Procedures, available on our website.

Student Misconduct Policy and Procedures

The Student Misconduct Policy and Procedures describe complaint processes against students either by the members of staff or other students.

The Student Misconduct Policy and Procedures provide a framework for addressing misconduct to ensure a safe and fair learning environment for all students and staff.

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

Academic Misconduct

As a higher education provider we have a responsibility for ensuring academic integrity in our accredited courses. Academic misconduct is a wilful and/or serious and/or repeated breach of academic integrity. This may include any act of dishonesty or deception in fulfilling an academic requirement.

Non-academic Misconduct

We are committed to ensuring a safe and respectful environment for staff and students. Non-academic misconduct may include but is not limited to bullying, discrimination, harassment, sexual harassment, victimisation or vilification, offensive language, attending class under the influence of alcohol or illegal drugs, disruptive behaviour, stealing, any breach of school policy, rules or the Code of Conduct.

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

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

Sexual Assault and Sexual Harassment Policy

Sexual assault is any unacceptable sexual and / or physical behaviour and is a criminal offence, defined in our policy as any sexual act to which a person has not consented. Sexual harassment is any form of unwanted or unwelcome sexual behaviour, where it is reasonable to expect that the other person would be offended, humiliated, or intimidated. We have a zero-tolerance policy towards sexual assault and harassment and are committed to providing a safe and supportive working and learning environment for students, staff, and our broader community.

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

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

Student Grievances

We have a Student Grievance Policy and Procedure that deals with complaints by students against the school.

Grievances are concerns, problems or complaints that arise within the context of being a student of the school. We will seek to ensure that all student grievances are dealt with fairly, constructively, promptly and with due regard for confidentiality.

Our comprehensive Student Grievance Policy and Procedures provides a framework for lodging and responding to student grievances to ensure a safe and fair learning environment for all students and staff.

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

Academic Grievances

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

Non-academic Grievances

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

The Student Grievance Policy and Procedures is available on our website or from Administration. You can also contact the Student Liaison Officer for information or advice.



images | Page 26: Khanh Mai in studio, 2023. Photo Sam Roberts.
Page 27: Yana Lehey, *Essie*, bicycle inner tubes, discarded soft plastics, dimensions variable. Photo James Field.

Health and Safety

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

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

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

Personal Safety

Some procedures and materials are potential health hazards if appropriate health and safety procedures are not met. It is essential that every student follows safe working procedures as directed by staff to avoid injury.

The following guidelines must be adhered to by every student:

- Wear appropriate footwear: thongs and bare feet are unacceptable, and open-toed footwear is also not appropriate in some studio contexts
- Wear appropriate protective clothing while working in the studios and workshops
- Tie back hair when working with machinery
- Wear solvent-proof gloves and barrier cream for handling solvents, acids, corrosives and toxic substances
- Wear goggles / safety glasses when working with solvents, acids, dust, machinery and other hazardous materials / processes; disposable dust masks may be used for low-hazard products
- Ensure studios and workshop areas are clean and tidy before leaving
- Be familiar with the location of first-aid kits and fire extinguishers.

Child Safety

We are committed to the provision of a child-safe environment that protects children from abuse and harm. The well-being and best interests of children are the responsibility of the entire community, and we acknowledge our role in contributing to a child-safe environment.

Our Child Safety Policy outlines the responsibility of management, administration and lecturing staff who work with children (participants under 18 years of age) both on site and when representing the school at external events. The policy demonstrates our compliance with the *Children and Young People (Safety) Act 2017 (SA)*, the *Child Safety (Prohibited Persons) Act 2016 (SA)*, and *Child Safe Environments: Principles of Good Practice*.

The Child Safety Policy is available on our website or from Administration.

Behavioural History

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

For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well-being of others such as:

- Actual violence to any person
- Ownership of a firearm of any kind

- Possession of or use of a weapon or any item with the intention to cause harm or injury to others
- Threats of violence or intimidation
- Suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

If you advise us of a potential risk we will carry out an assessment and if necessary provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment.

Personal Electrical Equipment

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

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

Permitted Equipment and Safe Usage

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

All materials must be used and stored according to specifications outlined in Safety Data Sheets (SDS) specific to the product.

We keep a file of SDS for all items included in the unit material lists. It is your responsibility to supply SDS for all items to be stored and used on campus that are not included in the unit material lists.

Items categorised as Highly Flammable must be limited to combined volumes of 500ml not exceeding 250ml per item. Larger volumes must not be used or stored on site.

Illegal and Prohibited items

It is **illegal** to bring the following onsite:

- Recreational drugs
- Drug paraphernalia
- Regulated imitation and replica firearms
- Deactivated firearms
- Firearms
- Prohibited weapons, items and explosives

It is **prohibited** to bring the following items onsite:

- Toy firearms
- Pets and animals (unless exemption has been sought and provided by management)
- Turpentine (all varieties including but not limited to: Artists, Citrus, Pure Gum, Mineral)
- Solvents (unless "odourless", "non-toxic" or "low toxic" or included on any school materials list)
- Materials and equipment not included on unit materials lists (unless risk assessment, with attached Safety Data Sheet, has been completed and approved)
- Flammable solvents and mediums in quantities larger than 500ml
- Offensive paraphernalia and items
- Smoke/fog machines

Risks During Pregnancy

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

Exhaust and Extraction System

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

Risk Assessments

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

This includes but is not limited to: projects that include suspended objects, projects that inhibit or obstruct (including partial obstructions) pathways and/or access, any work that requires the use of substances or chemicals that may pose a risk, any work if there is any risk or increased risk of fire (or the disabling of any fire detection systems), work requiring ladders being used, any work with potential ethical and legal risks, any work involving others, any work that has the potential to cause physical or emotional harm, any work that could damage school or personal property.

Risk Assessment forms are on our website, under Student Resources - Policies and Forms <https://www.acsa.sa.edu.au/student-resources/policies-and-forms>

Smoking

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



image | Jessie Croshaw, *Box, pot, jar 2*, oil on found board, 102 x 76cm. Photo James Field.

Work, Health and Safety Policies

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

Policies cover:

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

All students have the following responsibilities:

- To abide by all our WHS policies and procedures
- Take reasonable care to protect the health and safety of yourself and others
- Not wilfully or recklessly interfere with or misuse anything provided
- Not endanger the welfare of yourself or others through smoking, and / or the consumption of alcohol or illegal drugs
- Report to Administration any hazard which could pose a risk to a person's health, safety or welfare
- Report to Administration all accidents and injuries and near misses
- Advise Administration and lecturing staff if you have a personal health condition which may be critical under certain conditions or may affect your performance or impact on your work
- Seek approval from Administration prior to bringing any material on site that is not included in our approved unit materials sheets.

Advice on potential hazards around the Campus:

- Easels should not be moved (and especially turned around) until drawing boards have been removed, and you should be wary of others moving easels in your vicinity
- You are not permitted to spray chemicals (e.g. fixative, spray paints) inside any rooms / studios
- You must not stand on chairs or other furniture but use the provided ladders or step stools
- You must ensure that another person is present when using a ladder
- You must erect bunting around outdoor artworks that may pose safety risks
- You are responsible for clean-up and disposal of any sculptural or installation pieces
- Pigments are frequently made of highly toxic materials and you should be aware that there are dangers in ingesting pigments or absorbing them through broken skin; the pigment dust from dry pastels may also be dangerous and you should minimise your risk of exposure
- Workshop tools cannot be used without someone else in attendance, and you must be specifically trained before using workshop equipment or power tools.

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

All accidents, no matter how minor, should be reported to Administration or a First Aid Officer and recorded on an incident / accident report form.

Emergencies

If you feel physically threatened or unsafe, please call:

Police	131 444 or 000
Glenside Security	1300 945 766 0409 424 005
Glenside Health Triage	131 465

Sexual Assault

1800 RESPECT	1800 737 732
Yarrow Place	1800 817 421 or (08) 8226 8777

First Aid

First-aid kits are located on each floor of the T&S Building in the wet area of the central corridor as well as the Machinery Workshop on the ground floor. In the Administration Building a first-aid kit is located near the reception area. For first-aid you should contact a staff member.

For after-hours first-aid assistance contact a lecturer on duty who will direct you to the after-hours first-aid officer and supplies. Medications such as paracetamol are not kept on the premises and students prone to conditions requiring medication are advised to carry their own.

First Aid Officers:

- Roy Ananda
- Daryl Austin
- Alex Beckinsale
- Michael Bishop
- Suzanne Close
- Johnnie Dady
- Lucia Dohrmann
- Nerina Dunt
- Zoe Freney
- Sasha Grbich
- Penny Griggs
- Andrew Herpich
- Jess Mara
- Monte Masi
- Anna O'Loughlin
- Andrew Purvis
- Mary-Jean Richardson
- Julia Robinson
- Steve Soeffky
- Genevieve Spalding
- Jess Taylor
- Sera Waters



Fire

In the event of a fire an alarm will be sounded, and all students and staff must evacuate the building immediately via the nearest exit and meet at the fire evacuation point(s). Please refer to Page 24 for details. Evacuation plans are located in all studios and significant locations throughout our campus. Fire drills will be conducted periodically.

Do not use the lift during a fire emergency.

Emergencies

In the event of an emergency students, staff and visitors must follow all instructions by Emergency Wardens without question. You should report any emergencies to your lecturer or Administration staff. For after-hours emergencies contact Police on 131 444 for non-urgent matters and on 000 for life-threatening situations.

All points of access to our campus must be maintained and unobstructed to permit emergency evacuation if required. Emergency Wardens will be on site during scheduled class times to assist in the event of an emergency. Emergency Wardens: Michael Bishop and Steve Soeffky.

Duress Button in Disability Access Toilets

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

Medical Conditions

If you have or subsequently develop a medical condition or use medicines that may adversely affect your safe use of equipment you must seek advice from your medical practitioner and advise your lecturer before attending class. Such conditions may include but are not limited to sensitivity to chemicals, glues and essential oils, allergies and reactions to dust and paint materials, pregnancy, temporary or permanent disability or limited visual and physical movement.

The Glenside Health and Cultural Precinct

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

In 2024 the Cedar Woods Glenside redevelopment occurring at the south-western and north-western areas of the site will continue. This redevelopment should cause minimal inconvenience to our operations and your experience studying with us.

images | Page 30: Ines Cook in studio, 2023. Photo Sam Roberts.

Page 31: Students at 2023 Graduate Exhibition opening.

Photo Sam Roberts.



Administration Staff

Michael Bishop	Operations Manager
Nicole Clift	Marketing & Administration Coordinator
Suzanne Close	Public Programs Coordinator
Lucia Dohrmann	Administration Coordinator
Penny Griggs	Chief Executive Officer
Andrew Herpich	Student Liaison Officer
Anna O'Loughlin	Academic Administration Manager
Andrew Purvis	Curator
Genevieve Spalding	Student Services Officer
Library	
David Chester	Assistant Librarian
Dr Catherine Kerrigan	Librarian
Franklin Holfeld	Library Volunteer
Facilities	
Nicholas Hanisch	Facilities Support
Missy Pascoe	Cleaning Assistant
Steve Soeffky	Workshop Technician
Jamie Willis	Maintenance Officer

Academic Staff

Academic Director	Monte Masi	Department of Contemporary Studies	Nicholas Folland, Head of Dept (on leave S1) Jess Taylor, Acting Head of Dept (S1) James Dodd Sasha Grbich Monte Masi Julia Robinson
BVA and BVA (Hons) Coordinator	Dr Zoe Freney	Department of Art History & Theory	Dr Nerina Dunt, Head of Dept Dr Daniel Connell Dr Melanie Cooper Dr Zoe Freney Sasha Grbich Andrew Purvis Dr Mansoureh Rajabitanha Thomas Readett Dr Ash Tower Dr Sera Waters
Department of Painting	Mary-Jean Richardson, Head of Dept Daryl Austin Melanie Brown Dr Daniel Connell Jessica Mara Anna Gore Lucy Turnbull	Department of Sculpture	Nicholas Folland, Head of Dept (on leave S1) Julia Robinson, Acting Head of Dept (S1) Roy Ananda Bridget Currie Johnnie Dady Monte Masi
Department of Drawing	Roy Ananda, Head of Dept Melanie Brown Dr Daniel Connell Johnnie Dady Jessica Mara Christopher Orchard Mary-Jean Richardson Lucy Turnbull		

The fee structure at Adelaide Central School of Art is based on a Credit Point System, equivalent to similar higher education institutions.

The following fees are listed per course unit, per semester.

Level 1	EFTSL	Credit Points	Tuition Fee	Level 1	EFTSL	Credit Points	Tuition Fee
Drawing 1.1	.167	8	\$3,680	Drawing 1.2	.167	8	\$3,680
Art History & Theory 1.1	.083	4	\$1,840	Art History & Theory 1.2	.083	4	\$1,840
Contemporary Studio Practice 1.1	.083	4	\$1,840	Contemporary Studio Practice 1.2	.083	4	\$1,840
Painting 1 or Sculpture 1	.167	8	\$3,680	Sculpture 1 or Painting 1	.167	8	\$3,680

Level 2	EFTSL	Credit Points	Tuition Fee	Level 2	EFTSL	Credit Points	Tuition Fee
Drawing 2.1	.167	8	\$3,680	Drawing 2.2	.167	8	\$3,680
Art History & Theory 2.1	.083	4	\$1,840	Art History & Theory 2.2	.083	4	\$1,840
Contemporary Studio Practice 2.1	.083	4	\$1,840	Contemporary Studio Practice 2.2	.083	4	\$1,840
Elective	.083	4	\$1,840	Elective	.083	4	\$1,840
Elective	.083	4	\$1,840	Elective	.083	4	\$1,840

Level 3	EFTSL	Credit Points	Tuition Fee	Level 3	EFTSL	Credit Points	Tuition Fee
Studio Practice 3.1	.250	12	\$5,520	Studio Practice 3.2	.333	16	\$7,360
Art History & Theory 3.1	.083	4	\$1,840	Art History & Theory 3.2	.083	4	\$1,840
Drawing 3.1	.083	4	\$1,820	Professional Studies 3.1	.083	4	\$1,840
Elective	.083	4	\$1,820				

Honours	EFTSL	Credit Points	Tuition Fee	Honours	EFTSL	Credit Points	Tuition Fee
Honours Studio Practice 1.1	.375	18	\$8,280	Honours Studio Practice 1.2	.375	18	\$8,280
Honours Research Methods 1.1	.125	6	\$2,760	Honours Research Methods 1.2	.125	6	\$2,760

Other Fees and Expenses

Late enrolment fee	\$120
Replacement testamur	\$75
Academic transcript	\$20
Academic transcript urgent (collection within 48 hours)‡	+\$10
Transcript / testamur domestic postage	+\$10
Record of study (unofficial)	free
Locker hire per semester	\$20
Refundable key/access card/security deposit	\$50
Refundable L3 & Hons studio deposit	\$100

‡ Processing for study prior to 2015 may take longer



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