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WELCOME TO THE TASMANIAN SCHOOL OF ART

The Tasmanian School of Art, located in the Centre for the Arts on Hunter Street, offers a unique, creative environment for art, craft and design practice and research. Studios include Art and Design Theory, Drawing, Electronic Media, Furniture Design, Graphic Design, Painting, Photography, Printmaking and Sculpture; and are supplemented by Wood and Metal workshops, Computer Laboratory, Art Library and Learning Hub.

Courses offered are:

**Undergraduate:**
Bachelor of Fine Arts (BFA)
Bachelor of Visual Communication (BVC)
Bachelor of Fine Arts with Honours (BFA Hon)

**Combined Undergraduate:**
Bachelor of Arts-Bachelor of Fine Arts (BA-BFA)

**Postgraduate Coursework:**
Graduate Certificate of Fine Art and Design (GCFAD)
Graduate Diploma of Fine Art and Design (GDFAD)
Master of Fine Art and Design (MFAD)
Graduate Certificate of Visual Communication (GCVC)
Graduate Diploma of Visual Communication (GDVC)
Master of Visual Communication (MVC)

**Postgraduate Research:**
Master of Fine Art (MFA)
PhD Fine Art

The School is committed to the provision of quality teaching and leadership in research in art, craft and design, the enrichment of the culture and community through these activities, by extension of these pursuits.

Programs such as Art Forum lectures, Plimsoll Gallery exhibitions, artist-in-residence and exchange programs, connect the School with the international art world, while fieldwork units provides access to the unique natural environment of Tasmania.

Please visit the School’s website at [http://www.artschool.utas.edu.au](http://www.artschool.utas.edu.au)
**KEY SEMESTER DATES for 2010**

**Semester 1**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Semester 1 classes commence</td>
<td>Monday 22 February</td>
</tr>
<tr>
<td>Semester 1 HECS Census Date</td>
<td>Tuesday 23 March</td>
</tr>
<tr>
<td>Mid Semester break (Easter)</td>
<td>Thursday 1 – Wednesday 7 April</td>
</tr>
<tr>
<td>Semester 1 classes finish</td>
<td>Friday 28 May</td>
</tr>
<tr>
<td>Semester break commences</td>
<td>Wednesday 23 June</td>
</tr>
<tr>
<td>Semester 1 results released (online)</td>
<td>9am Wednesday 7 July</td>
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<tr>
<td>Semester break ends</td>
<td>Friday July 9</td>
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</tbody>
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**Semester 2**

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Semester 2 classes commence</td>
<td>Monday 12 July</td>
</tr>
<tr>
<td>Semester 2 HECS Census Date</td>
<td>Tuesday 10 August</td>
</tr>
<tr>
<td>Mid Semester break</td>
<td>Monday 30 August to Friday 3 September</td>
</tr>
<tr>
<td>Semester 2 classes finish</td>
<td>Friday 15 October</td>
</tr>
<tr>
<td>Graduate Show</td>
<td>5:30pm Friday 5 November</td>
</tr>
<tr>
<td>Semester 2 results released (online)</td>
<td>9am Friday 26 November</td>
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</tbody>
</table>
This document provides information specific to study at the School of Art and some general advice on where to get help.

MANAGING YOUR ENROLMENT (eStudentCentre)

The Art School Administration is only a small part of the University Administration, and while we can provide advice there are many things we can not do for you.

It is worth remembering that when you undertake a course of study and enrol in units you are entering into an agreement with the University which has financial and legal implications.

It is each student’s responsibility to check their Enrolment Statements carefully and attend to any errors prior to the HECS Census Date for that semester. Otherwise you may find yourself being penalised financially or academically.

All aspects of your enrolment can be managed through the UTAS online eStudentCentre.

http://www.studentcentre.utas.edu.au/estudentcentre/

Take the time to log on to this and understand how it works. Most of the facilities, forms and information you require to manage the formal aspects of your degree can be found from this page. Such as:

- Your academic record
- What units you are currently enrolled in
- Your class timetable
- Your university email
- Contact details
- Making or varying your enrolment
- Course and unit information
- University fees and invoice information
- University Forms

First year students should also seek information specifically designed to assist new students at:

http://www.firstyear.utas.edu.au/

And refer to the Faculty of Arts First Year Handbook, available on the Faculty website:
http://www.utas.edu.au/arts/
EMAIL

After your initial enrolment confirmation, almost all correspondence with the University Administration (enrolments, exam results etc) is via email.

The University provides all students with an email account as part of their enrolment. This address is the only one that will be used by University to contact you. It is critical that you check your University email regularly. University email can be read through the university webmail service [http://webmail.utas.edu.au/](http://webmail.utas.edu.au/)

To establish a forwarding mechanism to redirect your university email to your preferred email address (from the Webmail link above, under Webmail Navigation, click on Forward/Vacation). The University does not take responsibility for any information that you miss out on because you did not check your email.

For assistance should you have problems with your email account contact University IT Helpdesk ph 6226 1818.

WHICH CLASSES SHOULD I ATTEND?

It is especially important that all students attend classes in the first week for their course of study, as essential information will be advised, such as health and safety demonstrations, class and space allocation, discussion and clarification of tasks and expectations, and resources available.

Your online class timetables through the eStudentCentre may appear confusing with many listings for some first year units. In general it is essential that you attend all Lectures but only one tutorial or studio practical session.

CHANGING YOUR ENROLMENT

You can vary your enrolment (withdraw, add or change which units you are enrolled in) online through the eStudentCentre at any stage before the census date for that semester. If you wish to join a class after the start of semester, you should ask the unit co-ordinator for that unit before changing your enrolment. The School of Art does not permit students to undertake new units after the second teaching week.

GETTING COURSE ADVICE (Sub-Deans and Faculty Officers)

The role of Sub-Deans and Faculty Officers is to give students advice on all academic matters relating to your study. Sub-Deans and Faculty Officers see students by appointment, made through our Receptionist. Their appointment sessions are listed on the Administration noticeboard. At other times, Faculty Officers who are located at the Faculty of Arts office can be contacted by the Intercampus telephone, on ext 1980, 7136, 2249, 2061 or 3624. A full list of Faculty Officer consultation times is available on the Faculty of Arts website.

See a Faculty Officer or Sub-Dean if you need to discuss:

- Course and enrolment advice
- Problems with progress in your studies
• Leave of absence (deferring studies)
• Approval for a study overload

See a Sub-Dean if you need to discuss:
• Extension to Examination / Assessment deadline
• Cross-institutional study and prior learning credit assessments

The sub-deans for 2010 are Dr Ruth Frost, Dr Karen Lunn and Dr Bill Hart.

STUDENT ADVISER (Transition Support Officer)
The purpose of the Transition Support Service is to assist you to adjust to university life and to help to resolve any issues that may be affecting your university studies.

Many students struggle with a number of issues while studying, for example: adjusting to the academic environment, understanding how to access university facilities or understanding university processes and procedures. Students may also encounter stress, financial problems, housing problems, relocation issues, physical and mental health problems, relationship issues and problems with time management. At UTAS there are a number of people and student support services that can help you with these problems, but often knowing where to go can be difficult.

Student Advisers offer individualised assistance to help you solve your problems or identify where you need to go for help with these issues. Your Adviser will refer you to specialised support if necessary and follow up to see how it’s all going. From simple requests for information, to more complex and serious matters, Student Advisers can be your first point of contact.

School of Art Student Adviser:
Julie Wills (PH: 6226 1993)
Email: Julie.Wills@utas.edu.au
Website: http://www.firstyear.utas.edu.au/studentadvisers.html

SUPPORT AND EQUITY UNIT
Top floor, TUU Building, Sandy Bay Campus
The Support and Equity Unit provides a range of services to help with your studies and life, including:

• The Counselling Service offers confidential, professional counselling to students. Counsellors can help you develop strategies to positively deal with a range of personal issues such as depression, anxiety and stress; living away from home;
family and relationships; eating and body image; grief and loss and self-esteem and confidence.

- The Career Development and Employment Service supports students to manage their careers more effectively and includes the Student Employment Service; career counselling; graduate recruitment services; career information resources and career development programs.

- The Disability Service offers a range of assistance including identifying options for reducing the impact of a disability on study; provision of information about services and/or study accommodations that are available; access to the disability resource centre; loan of specialised equipment; transcription of materials into accessible format and provision of notetakers.

For more information about the Support and Equity Unit, visit their website at:  [http://www.studentservices.utas.edu.au](http://www.studentservices.utas.edu.au)

**INTERNATIONAL STUDENTS IN TASMANIA**

The International Students Office provides a range of services for international students studying in Tasmania. In particular it offers assistance in the following:

- English language skills
- General study skills
- Presentations to class groups
- Preparing and presenting your tutorial assignments

For more information you can visit their website: [http://www.international.utas.edu.au](http://www.international.utas.edu.au)

**ART SCHOOL ADMINISTRATION**

**SCHOOL RECEPTION COUNTER + ADMINISTRATION OFFICE**

Situated in the foyer on Level 1

Opening hours: 9 am to 1pm and 2pm to 5 pm Monday - Friday

**THE SCHOOL RECEPTIONIST** can assist with general enquiries, and:

- Sub-Dean or Faculty Officer appointments
- A personal timetable form
- After-hours Access Slip (for areas with special access requirements)
- Information on University services and contacts
- Information on availability of staff
- Accept items for staff pigeon-holes
- Accept medical certificates covering absence from classes, for student record
- Forward various completed forms to Student Administration or other Uni departments, on student’s behalf
- Activate swipe cards
- Lost property enquiries
- Emergency contact
- First Aid

Please approach the Reception desk with your enquiry before entering the administration office.

Reception does NOT provide access to telephones for personal use except in an emergency. A free phone for inter campus use is available near the security office – this will give you access to any department within the university. The closest public phone is located outside the King’s Pier Marina building, opposite Mures.

Reception does NOT supply stationary materials.

**SCHOOL NOTICEBOARD**

Check the notice-board outside Administration and along the corridor to the Library regularly for important information, e.g.

- List of important dates to note throughout the year
- Detailed information about some of the academic activities as they occur
- Enrolment, census dates, examinations, SETL evaluations, re-enrolment etc
- Sub-Deans’ appointment times
- Faculty and University notices - scholarships, overseas study, student services
- Access arrangements - public holidays, during mid-semester and mid-year breaks
- Scholarships, prizes and competitions notices

Please avoid using staples and sticky tapes on the notice-boards that are available for general use. Please use only pins and blu-tac.
CENTRE FOR THE ARTS FACILITIES

SECURITY
A Security Officer is available 8.30am to 10.15pm Monday to Friday, and 10am to 5.15pm Saturday, Sunday and Public holidays

The Security Officer on duty will be able to assist with Visitor sign-in, Lost Property and After-Hours Access to locked areas (with signed Access slip). To locate the Security Officer, dial 7600 from the Intercampus phone located in the corridor behind the Security Office on Level 1.

Avoid theft! Personal belongings should be locked away securely or kept with you at all times. University insurance does not cover theft or damage of students’ personal belongings.

STUDENT ACCESS TO BUILDING

Undergraduate  8.30 am to 9.45 pm weekdays
              10.00 am to 4.45 pm weekends

Postgraduate  24 hours

The Level 1 main revolving door is accessible from 8.30am to 6.00pm Monday – Friday. For other times, access to the building is by swipe card, at the Ground Floor, Hunter Street entrance.

Check the School Noticeboard regularly for any changes to building access.

SWIPE CARDS AND AFTER HOURS ACCESS

Swipe cards allow you general access to the Art School after hours through the double doors at the front of the building on the Hunter Street level. Cards can be purchased directly from Entrepôt Art Supplies or the TUU Shop at Sandy Bay campus for the cost of $25; $10 is refundable on return of your card (intact to Entrepôt or the TUU Shop when you finish at the Art School). Once purchased, your card will need to be activated – see our Receptionist with current proof of enrolment/student card for activation. Level of access will depend on the course you are enrolled in. Please allow 7 to 10 days for processing of card activation. All Undergraduate swipe cards will deactivate on Friday December 10 2010. Any misuse of the swipe card will jeopardise your access (this includes giving your card to someone else to use).

In general, most studio areas are open at the same time as the building. Some areas, such as the wood and metal workshops, are only available when the technician is present. A few studios have facilities that are closed outside staff hours. In cases where students require after hours access to specialised areas, in particular where there is sensitive or potentially hazardous equipment they will require a SIGNED ACCESS SLIP. These are studio-specific and are, in general only available to students undertaking units in these areas. “Access Slips” are available from the
lecturer or technician in your studio and can only be authorised by
the unit coordinator or studio head.
The following areas currently require signed access permission slips
for after hours access:

- E-Media Video and Sound edit suites on ground floor
- Furniture Design – tool store and computer room
- Dechaineaux Lecture Theatre
- Drawing Studio
- Graphic Design – Third year room
- Photography Studio – all areas
- Printmaking – Screen printing, Plate room, Beater room and
  Computer Lab.

Any changes to access to any areas will be posted on the school
notice boards.

CAR PARKING

Car parking is available in limited numbers at the end of Hunter
Street in the university voucher car park. Entrance by Evans Street.

Parking Permit application forms and permit stickers costing $5 are
available from the security desk. These will need to be purchased
each semester. To obtain a permit students will need to show their
ID card or current proof of enrolment plus photo ID. Only one permit
is issued per student enrolled in units at the School of Art. They
are NOT transferable and can only be displayed on the vehicle
indicated on the application form.

A voucher must also be purchased (30c/hr) and clearly displayed.

Permits for semester 2010 will be available from these dates:

- postgraduate students – Monday 22 February
- Full-time undergraduate students – Tuesday 23 February
- Part-time undergraduate students – Wednesday 24 February
- Non Fine Art degrees enrolled in one unit – Thursday 24
  February

Please take care not to lose your permit as they will not be
replaced.

ART FORUM PROGRAM – GUEST LECTURES

Every Friday lunch time 12.30 pm during semester, a forum will be
held in the Dechaineaux Lecture Theatre. Issues and ideas pertinent
to arts practices are discussed through international, interstate
and selected local guest speaker presentations. The Art Forum
program is an excellent source of information and inspiration for
students and staff, giving access to work and ideas of significant
artists and other arts workers. Students are expected to attend the
Art Forum as part of their Art Theory program. See the Art Forum Noticeboard in the corridor for weekly updates on guest speakers and visit the school website for current news and events including the Art Forum program:


PLIMSOLL GALLERY, Centre for the Arts

The Plimsoll Gallery has a national reputation for high quality and innovative exhibitions. All students are encouraged to take full advantage of the gallery and its program.

Opening hours: 12pm to 5pm daily during exhibitions

TASMANIAN UNIVERSITY UNION (TUU)

The Tasmanian University Union Inc. is the representative organisation for all students at the University of Tasmania in Hobart. The Centre for the Arts Cafeteria and Entrepôt Art Supplies and Gallery are run by TUU. The Union promotes and represents the intellectual, material, social, sporting and cultural interests of students enrolled at the Hobart campuses of the University of Tasmania. There is an annual election for various representative positions in the TUU. Students at the Art School are encouraged to take an active part, especially for the position of the School of Art Representative. He/she will represent the interests of students studying within the School of Art to the Union and Student Representative Council. Attending and reporting to all SRC meetings form some of the responsibilities of the position. Art School representatives can assist and inform students about student life e.g. social events, societies and exhibitions; and can be a useful advocate for student issues.

See the “TUU UNFO” board in the corridor for information about TUU services and activities.

The TUU Representative for the School of Art in 2010 is Lauren Viney: Lauren.Viney@utas.edu.au

For further information about the TUU, please visit their website:

ENTREPÔT ART SUPPLIES SHOP

Opening hours:
Shop 9am to 5pm Monday – Friday during semester period
Gallery 10am to 4pm Monday – Friday during exhibitions
Check notices for opening hours outside of semester time.
Phone number: 6226 4372
Entrepot Shop has a range of Art materials and services including:
* Printmaking and drawing papers and inks
* Visual Diaries
* Canvas, canvas boards, paints & brushes
* Photographic supplies
* Range of Art and Design books
* Basic Ceramic supplies
* Stationary supplies & cards
* Access cards for out of hours at hunter street campus – $25
* Information about Entrepot gallery
* Friendly advice!

Entrepôt Gallery is a non-profit organisation, run by the TUU, supported by its Activities Council and a committee comprising undergraduate and postgraduate fine art students. The gallery aims to showcase the work of students at the art school, and act as a bridge between the institution and the external art world, often featuring inaugural exhibitions for students. This gallery is here to provide students with valuable vocational experience, public appraisal, and an opportunity to sell their work.

LIBRARY

The School of Art has an excellent visual art, craft and design library offering access to a broad range of services and facilities. As well as providing an excellent collection of books and journals (both in print and online), the library also provides facilities such as:

- Photocopiers
- Printers
- Scanners
- Group and individual study spaces

The Library provides assistance with:

- Your information needs
- Finding your reading list material
- Online information resources (databases, e-reserve etc.)
- How to find and request items available in other UTAS Libraries
- Some basic IT issues such as Passwords and Usernames
- Photocopy and printing accounts.
The Library communicates with you via your UTAS email account so please remember to check your email regularly. Also remember that your ID card is your borrowing card as well as providing the account that enables printing and photocopying.

For further information about the Library services please pick up a copy of the current Library Guide OR visit the Library web pages at http://www.utas.edu.au/library/

FREE INTERCAMPUS TELEPHONE

This telephone extension is located in the corridor behind Security on Level 1 and has free direct access to all sections of the University. Most commonly used numbers are listed alongside. Ask the School Receptionist for assistance if the number you require is not listed.

IT FACILITIES

Students have access to two computing facilities at the school. The Learning Hub is available through the Library during normal opening hours and by key card through the atrium door for “after hours” access. Facilities include:

- Computers for email, web browsing, word processing and image viewing etc. (some computers also include design and image editing software)
- Photocopying and printing (colour printing is available)
- Group rooms with large plasma screens for presentations and group work
- DVD/VHS viewing equipment
- Relaxed environment for individual and collaborative study

The school also maintains its own teaching and general access computing lab for art and design related activities. This lab, next to the learning hub, is part of the E-Media studio but is available to all students at the school when not in use for teaching. Students are required to complete an account form to gain access. See the E-Media Technical Officer, Aaron Horsley, in the office behind the teaching lab. Please check notices posted on his office door for information about services offered and times available, as well as the conditions of use.

WOOD AND METAL WORKSHOPS

The School has a Metal and a Wood workshop available to all currently enrolled students. An induction course must be undertaken with the appropriate technician on Occupational Health & Safety and correct machine operating procedures prior to using any machinery (also see clothing and protective equipment requirements under Occupational Health and Safety).
Each is supervised by a specialist technician, with offices located adjacent to the workshops. Phillip Blacklow, our Wood Technical Officer, can assist you in obtaining information regarding Occupational Health and Safety.

Workshop opening hours – available for all Studio areas

**Metal workshop** 9am to 5pm Monday to Thursday, 9am to 12 noon Friday

**Wood workshop** 1pm to 5pm Monday, 9:30am to 4:30pm Tuesday to Friday

After hours, and on occasions when the technicians are not present in the workshop, the workshops are closed and the machinery, tools and consumables will be unavailable. Students may continue to use benches and vices in the workshop spaces. Students may also make prior arrangements to borrow hand and power tools.

The wood workshop also has a

- "sanding room" for noisy and dust producing power tools such as handheld routers, biscuit cutters and orbital sanders.
- spray booth with fume extraction for noxious and/or potentially toxic materials.

These rooms must be used for these purposes and also are available after hours (5pm - 9.45pm weekdays and 10am - 4.45pm weekends). Students who wish to use either the sanding room or spray booth can ask security to open the workshop door.

**N.B. Some staff and postgraduate students are permitted to use machinery after hours and may open and use areas of each workshop that are normally closed. You are not permitted to use areas at any time after hours and if you find a machine has been left turned on after hours, this does not allow you to use it.**

The Wood and Metal Technical Officers manage the workshop areas, but have other responsibilities within the School of Art that may take them from the immediate workshop vicinity. Please check notices posted on the Technicians’ office doors for up-to-the-moment information and details of availability.

During non-teaching periods (e.g. semester breaks), technicians are not available to assist undergraduates. Please seek assistance during teaching periods and discuss any special requirements prior to non-teaching periods.
OCCUPATIONAL HEALTH AND SAFETY

Some processes that you may undertake whilst a student in the School of Art have the potential of being hazardous to health. The School of Art adheres to the Occupational Health and Safety Act. All staff and students are expected to follow health and safety guidelines as set out by the School of Art and the University. The University guidelines are posted in all studio / workshop areas. Each student must be aware of their responsibilities concerning safety. Be sure that you become familiar with the guidelines posted in your Studio and Workshop areas.

Access to studios and workshop equipment is dependent on health and safety guidelines being followed: access will be restricted if safe working practices are not followed.

If a student is deemed to be at risk or placing others at risk due to the influence of medicine/drugs/alcohol, supervising staff will ask the student to leave the workshop and/or studio.

Please NOTE: No Eating or Drinking in Workshop areas
No Smoking in the Building or within 10 metres of any door or window externally

PERSONAL SAFETY REQUIREMENTS

The following is a list of basic personal safety rules that every student must observe.

Footwear:
Appropriate footwear must be worn at all times. Minimum requirement includes total foot cover - leather or equivalent rubber/acid resistant soles.
Thongs, sandals and bare feet are unacceptable.

Clothing and hair:
Appropriate protective clothing or apron should be worn in some workshops. Hair must be tied back when working with machinery.

Gloves:
Wear solvent-proof gloves and barrier cream for handling solvents, acids, corrosives, chemicals and other toxic substances.

Eye protection:
Goggles/safety glasses must be worn in the Wood and Metal workshops.
Goggles/safety glasses must be worn when working with solvents, acids, dust, machinery and other hazardous materials / processes.

Respiratory equipment:
Personal respirator with appropriate cartridges and filters must be worn whilst handling toxic dusts and fumes. Disposable dust masks may be used for low hazard products.

Ear protection:
Earmuffs or suitable earplugs must be worn when working with or around sustained excessive noise.

**PERSONAL SAFETY EQUIPMENT FOR METAL AND WOOD WORKSHOPS**

Specific recommendations are as follows:

For infrequent student workshop use
- **Hearing protection**: 22 dBA
- **Eye protection**: AS 1337

For frequent student workshop use
- **Hearing protection**: 29 dBA
- **Eye protection**: AS 1337

Recommended personal protective equipment for using each wood machine are:

- **Table saw**: safety glasses and hearing protection
- **Thicknesser**: safety glasses and hearing protection
- **Band saw**: safety glasses and hearing protection
- **Buzzer**: safety glasses and hearing protection
- **Radial arm saw**: safety glasses and hearing protection
- **Contour sander**: safety glasses and hearing protection
- **Sanding room**: safety glasses, hearing and dust mask protection
- **Spray booth**: P2 filter mask

**STUDIO AND WORKSHOP PRACTICE**

All new students are required to fill out a Medical Disclosure form at the beginning of the year; this form is available during the Studio/Workshop Induction session. Each studio has a specified studio policy to comply with its health and safety practices.

It is important that all students remember that they are working in a shared environment. It is essential that all students be considerate and respectful of each other’s needs. When working in the workshops you must make sure that you clean and tidy up before you leave the area. Keep your workspace clean for ease of access. Radios or Personal Stereos (iPod, Walkman etc) are not permitted in any of the workshop areas whilst operating machinery. In studio spaces, any student wishing to listen to music must use earphones for their own personal stereo.

Working for long periods of time with computer equipment can be hazardous to your health. From deep vein thrombosis to migraine and repetitive strain injury, one extended session with poor ergonomic practice can cause serious long-term injury. If you experience pain then stop what you are doing and investigate the cause, don’t start working again until the pain has gone. Low glare environments, good chairs, good posture, frequent breaks, regular stretching and movement and regular eye checks can minimise the problems and make it possible to work more productively for longer.

For the safety and wellbeing of the group, a student who is unable to adhere to workshop regulations can be suspended and denied access to School of Art facilities. Occupational Health and Safety signage is in all the workshops and studios where protective equipment is compulsory.
ACCIDENT REPORT/PROCEDURE

If you have an accident or near-miss injury or you see a potentially hazardous situation, you must report it immediately to staff. Basic first aid-kits are located in all workshop areas - please use these in case of after-hour injuries. If you require assistance, the technicians in the area have extensive first-aid supplies in their office. In the case of serious injury, alert staff immediately and they will seek medical attention.

If a serious injury or emergency occurs after-hours, alert the Security Officer on duty by visiting the Security Office on Level 1, or dial 7600 on the Inter-Campus telephone located in the corridor behind the Security Office.
UNIT OUTLINE SUPPLEMENT

The information in this section is common to all School of Art unit outlines and contains important supplementary information.

SETL

The University’s Student Evaluation of Teaching and Learning (SETL) program is coordinated through the SETL Office. The Art School conducts an evaluation of units towards the end of each semester. Each unit is evaluated at least once every two years.

Students complete a questionnaire that includes questions provided by the School of Art and unit coordinator, and has space for additional comments at the end. It is an excellent opportunity for students to have their say about how the unit is taught, suggestions for improvements etc. Questionnaires are confidential and anonymous; they are however returned to the School and are available to relevant teaching staff following the release of examination results.

In addition to Unit Evaluations (where a unit is evaluated in terms of its content, resources and similar), staff are required to regularly conduct Teaching Evaluations (where the Lecturer and/or Tutor specifically is evaluated rather than the unit).

Teaching Merit Certificates

If you think that a unit has been particularly well taught, you can reward an individual tutor or lecturer, or all the teaching staff for that unit, by nominating them for a Teaching Merit Certificate.


ATTENDANCE REQUIREMENTS

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University’s Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

Much learning at the school of Art occurs through interaction and engagement with your peers. Hence attendance at all lectures, tutorials, seminars, workshops, appointments and critiques is compulsory. Most lectures and seminars are not repeated or recorded.

Students attending less than 10 of the 13 weeks of timetabled activities (including individual consultations where applicable) for a unit will be deemed ineligible for assessment in that unit.
Students will be deemed absent from class if they miss more than 15 minutes of any practical, tutorial, seminar or lecture.

Students are notified in writing towards the end of the semester that they are no longer eligible to submit work or be assessed. This necessarily means a fail result.

Please note that in even where there is cause for extended absence, due to serious illness for instance, students will still be considered ineligible for assessment if they have not attended and participated in a sufficient number of classes for their performance to be assessed. In some cases (sufficient medical documentation for instance) they may be able to apply to withdraw from the unit without penalty.

Students are encouraged to contact their tutor or unit coordinator or the Student Advisor to discuss any issues that may be interfering with their studies.

LATE SUBMISSION OF ASSIGNMENT PENALTIES

Work submitted after the end of semester submission dates will not be considered for assessment, and the student will be considered absent and deemed to have failed. Work submitted late for progressive assessment during the semester will be penalised at 5% per working day of the mark awarded.

REQUESTS FOR EXTENSIONS TO SUBMISSION DEADLINES

In the event of illness or other circumstances, students can request an extension to an assessment / examination deadline. In the first instance contact your tutor or unit coordinator for the relevant units. Then complete a School of Art Request for Extension form (available from Reception: this form is not available online). In the event of being unable to attend the school, phone Reception to make other arrangements. In general extensions will require some documentary evidence, e.g. medical certificates, and if for longer than two working days will require that you make an appointment with a sub-dean.

ASSESSMENT PROCEDURES AT THE SCHOOL OF ART

All submissions of work for assessment must include a signed Assignment Cover Sheet to be eligible. This form is a statement of originality and a commitment to remove the work once it has been assessed. Assignment cover sheets are available from Studio staff, the School Reception counter, and the faculty web site http://www.utas.edu.au/arts/students/

Work submitted for assessment in a unit must have been undertaken and completed during that semester and not have been submitted for assessment in any other unit. If in doubt seek clarification from your tutor or the unit co-ordinator.

All personal artefacts (work for assessment and other objects) must be removed by the start of the next semester or they become the property of the University to be disposed of confidentially.
In general all practical units are assessed by folio submission (in some instances progressively through the semester). In this instance a folio refers to a collection of work to be evaluated, it may include journals, images, three-dimensional objects, CDs, DVDs and videos. Unit coordinators will advise of earliest collection dates for these submissions, and where work is installed in a space or hung on a wall, there will be a deadline for the removal of work. Most spaces are used for multiple assessments – please do not disadvantage other students by not removing work promptly. **Work not promptly removed from examination areas will be moved and stored by university staff with no responsibility taken for security or damage incurred.**

Arrangements for the submission of folio/assignments, the display and collection of work, and the timetable for assessments will be described in the unit outline or displayed on the studio notice boards during the end of semester assessment period.

**The Assessment Process**

Any assessment of a submission for a unit always uses a moderated assessment process. This may be by panel (consisting of at least two people), which upon consideration of the submission in regard to the criteria and standards described in the unit outline, makes recommendation on the result. Where submissions are largely assessed by individuals (as in Art Theory and studio units with progressive assessment[most first-year units]) moderation occurs through some submissions being benchmarked by multiple assessors.

Where panels are used they will consist of, for first year units and electives (Level 100 and Studio 'B' units), the unit coordinator and tutor, and if they are the same person, another staff member. For Level 200 and 300 studio majors, the panel consists of the unit coordinator and at least one other unit coordinator of a studio at the same level (i.e. second year unit coordinators). The membership of examination panels is determined by the Chief Examiner (Head of School), who may vary the number and representation on panels but will retain the general principle of a panel consisting of at least the unit coordinator together with other unit coordinators at the same level from other studios.

Upon completion of the undergraduate examinations, a School Assessors Meeting is held to review all results. The membership of the School Assessors Meeting consists of all full-time academic staff of the School of Art, and the Chief Examiner may also invite part-time academic staff as appropriate.

The School Assessors Meeting in its review of results will pay particular attention to students' performance across their full academic program. The School Assessors Meeting may, in particular cases, recommend variations to the results. Additionally the School Assessors Meeting will consider unit results in light of faculty and university imposed norms and may adjust examination results for a unit accordingly.

The completed result sheets are reviewed by the Chief Examiner before they are forwarded to central University Administration for processing.
Before publication, the Faculty Assessors Committee meets to ratify all results. This is the last opportunity staff has to review any aspects of the examination process before students are informed.

Results are published on the web, through the eStudentCentre. The date of publication is determined each year by University administration (refer to Important Dates Notices on School Noticeboard). Results are not posted or emailed to students.

**Procedures following the publication of Results**

Following the publication of the examination results the School of Art has a formal mechanism to enable students to receive counselling on their results, in particular those who have failed or been granted a supplementary examination. This is conducted by the academic staff concerned in particular subject areas.

This Counselling Day will be held on or about the third day after the publication of results, allowing time for appointments to be made (through the Art School Reception) by students wishing to discuss their results. Counselling will occur in the studio or other location nominated by the unit coordinator of the unit. Discussion of results is by appointment only, and it is the policy of the School that counselling is for the specific student only – friends and relatives may be present, but not participate in these counselling sessions. Refer to the Assessment Schedule on the School Noticeboard for Assessment Counselling dates and times.

After counselling is completed, students may seek to have further discussion with the Chief Examiner (Head of School) or nominated deputy. An appointment will be required. Discussion of issues arising from the examination with the Chief Examiner concludes the formal procedures of the School. The Chief Examiner may investigate some cases and, in conjunction with the unit coordinator or studio head, review aspects of the examination or investigate apparent anomalies.

A time limit of approximately 7 working days after the publication of results will be set in which discussion relating to the assessment can be sought with the Chief Examiner. If after having undertaken counselling, students are dissatisfied with any additional explanations they may formally request a review of result, by completing and lodging a "Review of Assessment" form with the University Examinations office. A time limit of 10 working days after the publication of results exists in which to lodge this form.


**Procedures for Supplementary Assessments**

A student who has failed a unit by a small margin may be offered a supplementary assessment task, if the assessment panel finds that there is a task or portion of the submission that could be addressed by undertaking additional work. Passing this supplementary task awards the student an ungraded ‘supplementary pass’

A student receiving a Supplementary Assessment must contact the unit coordinator for the unit. This should be done on the Counselling Day.
The academic staff concerned will give the student written instructions on how to proceed. This will include instructions on the amount and type of work required, and the date and place for the work to be submitted.

The work must be submitted by the due date specified in the supplementary instructions provided and will be examined shortly after. The Examinations Office will notify the result via email.
TIMETABLE FOR FINAL UNIT SUBMISSIONS - 2010

Semester 1

All Art Theory Units: FST101, FST200/300, FST214/314

Final essays and assignments deposited in the appropriate box at Reception by 5:00 PM, Tuesday 1st of June

First year Units and Studio B electives FSA111, FSA200/300, FSA202/302, FSD153, FSD255/355, FSD257, FSD360, FSG302, FSE111, FSE120, FSE253/352, FSE258/358, FSF102, FSF203, FSH200/300, FSP111, FSR111

Folios deposited in designated studios areas by 5:00 PM, Tuesday 1st of June, information on submission location and collection dates on studio noticeboards.

Second Year Studio Units: FSE211/281, FSF211/281, FSG211/281, FSH211/281, FSP211/281, FSR211/281, FSS211/281

Folios deposited in designated studios areas by 5:00 PM, Monday 7th of June, information on submission location and collection dates on studio noticeboards.

Third Year Studio Units: FSE311/381, FSE311/381, FSG311/381, FSH311/381, FSP311/381, FSR311/381, FSS311/381

Folios deposited in designated studios areas by 5:00 PM, Thursday 10th of June, information on submission location and collection dates on studio noticeboards.

Semester 2

All Art Theory Units: FST101, FST102, FST203/303, FST213/313, FST217/317

Final essays and assignments deposited in the appropriate box at Reception by 5:00 PM, Tuesday 19th of October

First Year Units and Studio B electives FSA112, FSA200/300, FSD153, FSD202/302, FSD256/356, FSD258, FSD361, FSE258/358, FSF111, FSF202, FSG111, FSH111, FSH200/300, FSS111

Folios deposited in designated studios areas by 5:00 PM, Tuesday 19th of October, information on submission location and collection dates on studio noticeboards.

Second Year Studio Units: FSE212/282, FSF212/282, FSG212/282, FSH212/282, FSP212/282, FSR212/282, FSS212/282

Folios deposited in designated studios areas by 5:00 PM, Sunday 24th of October, information on submission location and collection dates on studio noticeboards.

Third Year Studio Units: FSE312/382, FSE312/382, FSG312/382, FSH312/382, FSP312/382, FSR312/382, FSS312/382

Folios deposited in designated studios areas by 5:00 PM, Thursday 28th of October, information on submission location and collection dates on studio noticeboards.
ACADEMIC REFERENCING

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for all art school units is Harvard.

For information on presentation of assignments, including referencing styles:

http://utas.libguides.com/referencing

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

ACADEMIC MISCONDUCT

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination and any other conduct by which a student:

(a) seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
(b) improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline - Part 3 Academic Misconduct: see http://www.utas.edu.au/universitycouncil/legislation/

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work. If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at:

http://www.academicintegrity.utas.edu.au/

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University.

The University and any persons authorised by the University may
submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see http://www.utas.edu.au/plagiarism/ or follow the link under ‘Policy, Procedures and Feedback’ on the Current Students homepage.

WRITTEN ASSIGNMENTS

In your written work you will need to support your ideas by referring to scholarly literature or works of art. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

You must provide appropriate and adequate citation advice for all material you have directly quoted, adopted or referred to. This applies to original critical opinions even if not quoted verbatim (word for word), no matter what or who the source is (a textbook, a newspaper article, the internet, a lecturer or colleague, etc). Not only must you avoid quoting statements without recognition, but also misquoting, or quoting out of context. The rules about plagiarism and the techniques for avoiding it are adopted in academic environments precisely to control this sort of misrepresentation. In the course of talking and writing about art and design in this school you will necessarily find yourself referring to others’ opinions and commentaries: there are means for justifying quotation or “fair copy” of this material, and these will be addressed in tutorials.

In all art and design theory units taught by the School of Art, guidance and advice will be provided with regard to the proper use of sources. The appropriate style of referencing for this unit is to be found in the Art and Design Theory Essay Writing Guide, which is available in the library and on e-reserve. On the Carrington Smith Library website there are several excellent links to Internet sites that provide detailed information on these matters: http://utas.libguides.com/visarts

These include notes on avoiding plagiarism and information on assignment writing, proper citation and the preparation of bibliographies.

PRACTICAL ASSIGNMENTS

Plagiarism in the visual arts occurs where a work is created by copying or faking the work of another artist, craftsperon or designer and claiming it to be one’s own. As with any other form of plagiarism such an action will be penalised and may well lead to further disciplinary action. It may also amount to infringement of copyright, which could result in legal action by the copyright owner.

Throughout the history of art and design there have been numerous examples where artists and designers have “quoted” a prior source or
sources. Indeed “appropriation” has become a significant and even established artistic strategy in late modernism and post-modernism as artists, architects and designers “quote” earlier sources as they call into question how and why earlier works were created. Sometimes these sources are acknowledged in the title of the work created but there is no art historical convention that has required artists or designers to acknowledge these “quotes” in any other form than within the image or object itself.

Notwithstanding this, when “appropriating” from already extant images, objects or designs, students need to understand that there are legal and moral rights issues associated with such appropriations. The Australian Copyright Council provides detailed information on fair dealing with images, objects and designs that have been created by others and it is important that students are aware of what is considered to be fair use of an image, object or style when creating their own works of visual art and design. Copies of the Australian Copyright Council’s booklet Artists and Copyright [Sophie Goddard, Redfern, N.S.W., Australian Copyright Council, 1995, 32pp] are available in the Reference section in the Art Library at the Centre for the Arts along with several other booklets dealing with copyright issues associated with photography, with web site design and with multimedia.

As part of a student’s final submission in a practical unit, there will be a requirement that the student declares that the submission is his or her original work.

**WORK JOURNALS**

In all practical units students are expected to maintain working notes in the form of journals, sketchbooks and other references that document the progress of their work throughout the course of the unit. The form and emphasis placed upon these working notes may vary from studio to studio. Some units make the journal an explicit and public part of the examination process and this will be clearly articulated in the unit outline.
HANDY PHONE NUMBERS AND CONTACTS (Hobart Offices)

Extension numbers can be called from internal phones only to call from outside the University add prefix 6226 to extension number.

Chaplain (Catholic) 2385
Chaplain (Orthodox) 7855
  http://services.admin.utas.edu.au/religious/index.html
Child Care Centre 2088
  http://www.utas.edu.au/docs/childcare/
Disability Officer 2697
Entrepôt Art Supplies + Gallery 4313
Faculty Officers (Faculty of Arts) 1980, 2249, 7136 or 2061
Graduation Officer 3567
Graduate Research Unit 8559
Candidature Services 7597
International Student Advisor 2706
IT Services Help Desk 1818
Reception at Centre for the Arts 4300
Security (Centre for the Arts)/ UTas Hobart 7600
School First Year Coordinator
  Dr Ruth Frost 4350
Sports Centre 2084
  http://www.utas.edu.au/sportrec/
Student Administration/Centre 2281
Student Adviser 1993
Student Counselling 2697
Student Housing 6400
  http://www.utas.edu.au/accommodation/
Support and Equity Unit 2697
  http://services.admin.utas.edu.au/
Student Union Contact Centre 2495
Sub-Dean
  Contact Reception for appointments 4300
University Doctor 2102
# TASMANIAN SCHOOL OF ART

## Staff Contact Details:

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<thead>
<tr>
<th>Name</th>
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<th>Email</th>
<th>Phone</th>
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<tbody>
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# Assignment Cover Sheet

<table>
<thead>
<tr>
<th>School:</th>
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<tbody>
<tr>
<td>Student number</td>
<td>Student name</td>
</tr>
<tr>
<td>Unit Code</td>
<td>Unit title</td>
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<tr>
<td>Tutor, Tutorial day and time</td>
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<tr>
<td>Essay/assignment title and/or number</td>
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</tr>
<tr>
<td>Word count</td>
<td>Due Date</td>
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<tr>
<td></td>
<td>Date/time received (to be completed by Office staff)</td>
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</tbody>
</table>

**IMPORTANT**

1. Check that you have met the School presentation requirements.
2. You must keep a copy of your assignment before submitting it for assessment.
3. You must sign the declaration below before submitting the assignment.
4. Any assignments not collected by the first day of the following semester will be disposed of confidentially.
5. You may not submit for assessment in this unit any work submitted in whole or in part for assessment in another unit.
6. **Plagiarism (Cheating)** is taking and using someone else’s thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student’s work or using an author’s words or ideas without citing the source. This is a University offence which is punishable by a range of penalties such as loss of marks for the assignment or even exclusion from the University. Consult your lecturer or tutor if you are in doubt. More information can be found at: www.utas.edu.au/plagiarism

I declare that all material in this assignment is my own work except where there is clear acknowledgement or reference to the work of others and no part of it has been used towards assessment in any other unit. I have complied with and agreed to the University statement on Plagiarism and Academic Integrity on the University website at www.utas.edu.au/plagiarism*

Signed: ____________________________________________ Date: ____________________

* By submitting this assignment and cover sheet electronically, in whatever form, you are deemed to have made the declaration set out above.
Tasmanian School of Art
Centre for the Arts, University of Tasmania
Street address: Hunter Street, Hobart

Postal address: Private Bag 57, Hobart TAS 7001
Telephone: (03) 6226 4300