



**Tasmanian College of the Arts
Inveresk Campus**

Theatre and Visual Art

Faculty of Arts

Student Handbook

February 2016

TCotA is a smoke-free work and learning environment

Important Contact Details

Tasmanian College of the Arts (TCotA), Inveresk, University of Tasmania

Street Address	4 Invermay Road, Inveresk, Launceston, Tasmania
Postal Address	University of Tasmania Tasmanian College of the Arts, Inveresk Locked Bag 1362 Launceston, TAS
Telephone	(03) 6324 4400
E-mail	tcota.admin@utas.edu.au
Website	www.utas.edu.au/tcota
CRICOS Provider code	00586B

Other Useful Numbers

	PHONE	CONTACT
Ambulance, Police, Fire	000	
Office (8.45am – 4.30pm Mon-Fri)	6324 4400	
University Security, Newnham and Inveresk	6324 3336	
Theatre Show Bookings (8.45am–4.00pm Mon–Thurs)	6324 4450	Deborah Sciulli TCotA.Theatre@utas.edu.au
Student Adviser including Cross Cultural Support	6324 3105	Inveresk.Adviser@utas.edu.au
Student Counselling Service	6324 3152	Cheryl Jones and Lesley Osenieks
Disability Adviser	6324 3907	Fiona Sheehan
Careers Service	6324 3526	Kathy Hoare
Riawunna	6324 3491	
Tasmania University Union (TUU) Inveresk Student Representative, Georgie East		www.tuu.com.au

IMPORTANT NOTE

The contents of this Handbook are subject to revision at any time. Amendments, corrections and deletions will be circulated as an addendum to the Handbook during the year.

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Introduction to the Tasmanian College of the Arts at UTAS

Welcome to the Tasmanian College of the Arts at UTAS. The Tasmanian College of the Arts, affectionately known as TCotA (ta-coat-a), brings together all its creative courses into one vibrant community. The College offers Programs in Art, Music and Theatre and operates across three sites: Hunter Street (Hobart), Conservatorium of Music (Hobart), or Inveresk (Launceston). While the Art Program is offered at both Hunter Street and Inveresk, Music is offered in Hobart, and Theatre in Inveresk.

Our goal is to assist you in making the most of your individual interests and talents by developing your creative intelligence, ability to think laterally and critically, and how you engage with the world around you.

Whether entering a Degree, Graduate Certificate, Graduate Diploma, Masters or Doctorate, creative study at the tertiary level will inevitably change you in subtle and continuing ways. You will be challenged and the learning curve will at times seem quite steep, but the reward of working in this environment is the ability to practice as a creative professional in the diverse situations in which you will go on to find yourself.

At the TCotA we pride ourselves on the community of professionals we attract and work with, as teaching staff, professional staff, and guest artists. You will work with experienced artists, experts in their field and active practitioners. All are dedicated to your advancement in the world of scholarly, creative pursuit. Our aim is to extend you as creative practitioner, as a scholar who can reflect on your own practice and that of others, and to develop you as a future leader in the broader creative society. Critical and creative skills will perhaps be the most essential for the emerging economies of the twenty first century and your studies at the Tasmanian College of the Arts will give you a firm foundation in these.

I would like to encourage you to enjoy your time at the College. Enjoy making new friends through study, as they will be your ongoing peers and collaborators; savour the intensity of investigation, inquiry and discovery; critically engage with your times, your culture and your global circumstance.

We look forward to sharing these discoveries with you.

Professor Kit Wise
Director, Tasmanian College of the Arts, UTAS

Important Dates for 2016

Semester 1

February 15 – 19	Orientation Week
Monday February 22	First Day of Semester 1
Wednesday February 24	No classes from 11am onwards
Wednesday March 9	Semester 1 Fees Due
Monday March 14	EIGHT HOURS DAY: No classes
Wednesday March 23	Census Date
Thursday March 24	Mid-semester (Easter) break commences
Thursday March 31	First Semester Classes Resume
Monday April 11	Last day to withdraw without fail
Monday April 25	ANZAC Day
Friday May 27	Final Teaching Day of Semester 1
Monday May 30 – Friday June 3	Semester 1 Study Week
Saturday June 4 – 21	Semester 1 Examination Period
Wednesday July 6	Semester 1 Results released
Friday July 8	Semester Break ends
Wednesday July 13 – 15	Supplementary and Deferred Ordinary Examination

Semester 2

Monday July 4 – Friday July 8	Semester 2 Orientation Day for New Students
Monday July 11	First Day of Semester 2
Wednesday July 27	Semester 2 Fees Due
Wednesday August 10	Census Date
Monday August 29	Last day to withdraw without fail
Monday August 29	Second Semester Mid-semester Break Commences
Monday September 5	Second Semester classes resume
Thursday 6 October	Launceston Show Day
Friday October 14	Final Teaching Day of Semester 2
Monday Oct 17 – Friday Oct 21	Semester 2 Study Week
Saturday Oct 22 – Tues Nov 8	Semester 2 Examination Period
Friday November 25	Semester 2 Results released

TCotA Inveresk Staff

Head of Tasmanian College of the Arts

Professor Kit Wise

TCotA Heads of Disciplines

Dr Matt Delbridge – Theatre (Inveresk)

Dr Andrew Legg – Music (Conservatorium)

Mr John Vella – Art (Hunter Street, Hobart)

Teaching Staff

Theatre

Dr Matt Delbridge (Head of Discipline – Theatre), Course Coordinator BCA, Senior Lecturer in *Design and Technology*

Dr Robert Lewis (Learning and Teaching Coordinator (Inveresk), Lecturer in *Voice and Movement*

Dr Helen Trenos (Graduate Research Coordinator), Lecturer in *Acting and Theory*

Visual Art

Ms Sonja Brough *Ceramics*

Dr Malcom Bywaters *Senior Lecturer, Director Academy Gallery & NEW Gallery, Artist-in-Residence Program Manager*

Ms Mae Finlayson *Textiles*

Dr Sue Henderson Drawing and Painting Studio Coordinator, Artsforum Coordinator, Lecturer in *Drawing, Painting*

Dr Troy Ruffels Photomedia Coordinator, Honours Coordinator, Lecturer in *Photomedia*

Theory

Dr Matt Delbridge

Dr Karen Hall Deputy Course Coordinator BCA, Lecturer in *Theory*

Dr Helen Trenos

Professional Staff

Mr Ashley Bird *University College Program Coordinator*

Mr Andrew Charman-Williams *School Executive Officer*, (located at Hunter St, Hobart)

Ms Lauren Dean *Administration*

Mr Chris Jackson *Theatre Technician*

Mr Greg Murphy *Technician*

Ms Debbie Sciulli *Administration*

Mr Matt Taylor *Computer Support*

Ms Ali Ward *Faculty Marketing Officer*

Academy Gallery & NEW Gallery

Dr Malcom Bywaters *Director*

Fire Wardens

Academy Buildings Warden: Lauren Dean

Stone Building Wardens: Malcom Bywaters, Greg Murphy, Troy Ruffels and Ali Ward

Theatre: Chris Jackson and Robert Lewis

ArtsForum

ArtsForum is a series of free public lectures held at the Tasmanian College of the Arts, University of Tasmania at the Inveresk precinct. Students and members of the public are welcome to attend. Lectures are presented by staff, visiting scholars from Tasmania, mainland Australia and overseas, industry professionals and artists-in-residence. ArtsForum is on Thursdays during semester at 12.30 – 1.30 in the Academy of the Arts lecture theatre (1A181). ArtsForum is an important learning opportunity for BCA students and should be seen as part of your university timetable. To receive weekly emails of the speakers subscribe to the email list via the website: <http://www.utas.edu.au/visual-performing-arts/about-us/contact-us/newsletter-subscription>

Artist-in-Residence

TCotA, Inveresk offers an Artist-in-Residence program for arts practitioners in the fields of Visual Arts, Art Theory, Theatre and Curatorial or Arts Management practices. Normally residencies are allocated on a four to seven-week timeframe, with up to six residencies a year. Artists-in-residence will have working space within the Academy of the Arts.

Students are encouraged to get to know the visiting artists. The artists will give a presentation as part of the ArtsForum program, and may give guest lectures in relevant classes. There may be opportunities for students to be involved in collaborative projects or simply to meet and talk with the visiting artists.

TCotA Student Consultative Committee

The TCotA Inveresk Student Consultative Committee comprises students from each discipline as well as representation from each study award. The Committee's role is to provide advice to the Head of TCotA on matters relating to the day-to-day study environment at the Academy of the Arts. If you wish to raise an issue or make a suggestion about programs or amenities, please contact one of the student representatives.

TCotA (Inveresk) Courses & Awards

The Tasmanian College of the Arts, Inveresk offers seven award courses that can be undertaken in either full-time or equivalent part-time study modes. Majors can be undertaken in ten areas of study:

The Awards

PhD Doctor of Philosophy

Research postgraduate program (normally 3 years full-time)

MFA Master of Fine Arts

Research postgraduate program (normally 2 years full-time)

BCA (Hons) Bachelor of Contemporary Arts (Honours)

2-semester (1 year full-time) undergraduate program following the BCA

BCA Bachelor of Contemporary Arts (Theatre or Visual Arts)

6-semester (3 years full-time) undergraduate program

The University Course and Unit handbook contains unit outlines of the content of every aspect of your course. The handbook may be accessed via the University web site:

<http://www.utas.edu.au/courses>

A list of the elective units offered by TCotA is available from the TCotA Administration Office at Inveresk. Detailed information about the unit is available in the course and unit handbook online at <http://www.utas.edu.au/courses>

All information concerning students including enrolment, fees, timetables, services, library, IT, policies, procedures and feedback may be accessed through the University's student web site:

<http://www.utas.edu.au/students>

International Study Opportunities

The Tasmanian College of the Arts, Inveresk has developed close relationships with a number of highly regarded international visual and performing arts institutions of learning. As a result we are able to offer one-semester undergraduate study overseas as part of your degree. By successfully studying in an approved international university you are able to apply for credit towards the Bachelor of Contemporary Arts. Some of our partner universities include: University Teknologi Mara, Kuala Lumpur, Malaysia; University of Hawaii, USA; Silpakorn University, Bangkok, Thailand; Chiang Mai University, Thailand; Central Academy of Fine Arts, Beijing, China; Towson University, USA and Kansas City Art Institute, USA. The best time to participate in a one-semester exchange is when you move into semester four of your degree program. Ideally you should commence planning for an exchange one year in advance of the study.

Support Services

Study Support

PASS (Peer Assisted Study Sessions) are held to support students undertaking the first year core Theory units FFA192 Theory Basics and FFA193 Theory Techniques. PASS sessions are run as discussion groups, clarifying and developing ideas presented in the lectures and tutorial sessions and assisting you in planning your approach to assessments. PASS sessions are lead by a current student who has already been through these units. The PASS leader and timetable for PASS sessions will be introduced in the first week of semester during the Theory lecture.

Learning Support

For additional help with writing essays, exams, and study skills you may like to make a Learning Support Appointment at the Newnham campus. Learning support appointments are 30-minute one-on-one or small-group sessions available to students who are experiencing difficulty with the tertiary literacy and/or learning requirements of their studies. These appointments are **free** and **confidential**. For more information:

<http://www.utas.edu.au/students/support-development>

Library Support

The library offers tours and workshops on finding books, information for assignments and using databases and web resources. These are usually held at the beginning of semester. Check out the Library website under Tours and Workshops <http://www.utas.edu.au/library>

The contact Librarian for TCotA, Inveresk, is Anna Klebansky: Anna.Klebansky@utas.edu.au

Student Advisers & the Transition Support Service

The purpose of the Student Advisor 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.

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 are your first point of contact. The Student Adviser is also your first point of contact for support for international students and students from culturally and linguistically diverse backgrounds.

To make an appointment email Inveresk.Adviser@utas.edu.au

Student Centre

The Student Centre offers a range of services on campus to assist students in their studies and lives. There are two counsellors who are available to discuss personal issues, along with staff specialising in support for students with disabilities, international students, culturally and linguistically diverse students. The service is free and confidential Ph: 03 6324 3787 or Ext. 3787.

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you should raise these with your lecturer and/or one of the following Student Centre (Support) Staff as soon as possible:

Student Adviser..... Ext. 3105

Student Counsellor..... Ext. 3787

Careers Adviser..... Ext. 3785

Disability Adviser..... Ext. 3787

Other services for students include a Career Development and Employment Service.

These services are free, confidential, and exclusively available to current UTAS students. For more information or to make an appointment with one of these services, visit the website at <http://www.utas.edu.au/students>. If you are not sure of where to go or who to talk to, your

Student Adviser is always available to assist or help to put you in contact with the appropriate people within the Student Centre.

Computer Support

For help logging on to campus computers, using email or campus printing please contact Matt Taylor at the Computer Support Office (Room 1A155), available each afternoon at the Tasmanian College of the Arts: Inveresk or by phone Ext 4490 in the School of Architecture each morning.

The University of Tasmania, Code of Conduct

The University sets out a code of conduct for staff and students to ensure a secure, supportive, respectful and harassment-free learning and working environment. We all have a responsibility to ensure these expectations are maintained. In summary:

Student Responsibilities:

- Students are expected to make themselves aware of all University ordinances, by-laws and policies pertaining to their rights and responsibilities as students and to abide by the rules and regulations in the ordinances and by-laws. The ordinances, by-laws and policies are published in the University's Calendar and the several Handbooks of the University, available for purchase and for perusal in the University libraries.
- For the units in which they are enrolled, students should make themselves aware of all unit information made available in the appropriate handbook, distributed information, in the Unit Description in the Course & Unit Database, and in the Unit Outline in the first week of the academic timetable and should raise any questions or concerns with the appropriate academic staff member in a timely manner.
- 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.
- Honesty, ethical behaviour and professionalism are required from students in all of their dealings with the University. Cheating, plagiarism, allowing another student to copy work for an assignment or an examination, damaging or defacing books or other library materials may be dealt with as an offence under the Ordinance of Student Discipline punishable by sanctions such as exclusion from the University or cancellation of marks.
- Students are responsible for monitoring their own progress within the teaching/learning environment and the academic program. They should contact staff for assistance promptly if they have concerns about particular aspects of their learning and/or progress, and should also make use of the counselling and other support services available as the need arises.
- Students will be invited to participate in the functioning of the University and to provide feedback on the teaching/learning environment. Student participation is important as students represent a key constituency within the University and provide a useful perspective on its operations. Accordingly, when they accept appointment to committees of the University, they should fulfill, to the best of their abilities, the responsibilities attendant on such appointment.
- Students are expected to act at all times in a way that demonstrates respect for the rights and privileges of other members of the University community, both fellow students and staff, and show commitment to the ideals of a university with special reference to excellence in performance and freedom of expression.

A copy of the code may be downloaded from the UTAS Teaching and Learning website:

<http://www.teaching-learning.utas.edu.au/planning/code-of-conduct>

Managing your Enrolments (eStudent)

TCotA is only a part of the University Administration, and while we can provide advice there are many things we cannot 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 carefully and attend to any errors prior to the HECS Census Date for that semester. Otherwise you may find yourself being penalised financially and/or academically.

All aspects of your enrolment can be managed online through the UTAS eStudent:

<http://www.utas.edu.au/students/estudent>

If you need to vary your enrolment (withdraw or add a unit) log on to the UTAS eStudentCentre, using your student username and password.

Take the time to log on to eStudent and understand how it works. Most of the facilities, forms and information you will 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 contact details
- Enrolling or varying your enrolment
- Course and unit information
- University fees and invoice information
- University Forms

Variations of enrolment can only be made up to the census date in either semester. A student may withdraw or add a unit without HECS liability or academic penalty by no later than 23 March in semester one and 10 August in semester two. Details are available on-line at UTAS eStudent.

It is your responsibility to ensure that your enrolment details are up-to-date. Comments on your enrolment may also be sent to you by the Faculty Office via your University email address.

It is important that you check your University email regularly. Equally, it is your responsibility to ensure that your contact details are kept up-to-date with the Student Centre. Staff rely on these details, accessible to them on the University website, to contact you. You are the only person who can instruct the Student Centre to change these details.

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

<http://www.utas.edu.au/first-year/>

And refer to the Faculty of Arts First Year Handbook, available on the Faculty website:

<http://www.utas.edu.au/arts/>

The Faculty of Arts website has a number of useful resources, including the 2015 First Year Handbook for new students, Faculty contacts, study plans, and links to other areas of interest. Please familiarise yourself with the site.

Changing Your Enrolment

You can vary your enrolment (withdraw, add or change which units you are enrolled in) online through eStudent at any stage before the census date for that semester. If you wish to join a class after the start of semester, you need to ask the unit co-ordinator for that unit before changing your enrolment.

If you decide not to continue in any unit, you must withdraw from your enrolment by the Census Date of the relevant semester. After these dates you will be liable for the fees and charges for all units in which you are enrolled. Please check the Confirmation of Enrolment Statement thoroughly to ensure all details are correct. **Non-attendance at classes is not an indication of withdrawal of enrolment.** Withdrawals after the relevant census date will usually incur a financial and academic penalty.

It is your responsibility to contact UTAS Student Centre if your enrolment or Student Contribution details are incorrect, or if your address changes.

Staff at the Student Centre on the main campus are available to help you with any issues you might have with eStudent. The Student Centre is located in the Kerslake Building, Newnham Campus.

Getting Course Advice

The role of the Faculty Officer is to give students advice on all academic matters relating to your study. Check noticeboards for consultation times or the website for more information about the help available to you at:

<http://www.utas.edu.au/arts/quick-links/current-students/faculty-officers>

A full list of Faculty Officer consultation times is available on the Faculty of Arts website.

See a Faculty Officer if you need to discuss:

- Course and enrolment advice
- Problems with progress in your studies
- Leave of absence (taking a break from studies)
- Approval for a study overload
- Cross-institutional study and prior learning credit assessments

Assessment Policies

Assessment is strictly governed by University regulations (outlined in the University Handbook) and School procedures. Unless a student has been granted an extension, formally changed their enrolment, deferred or withdrawn from the unit, s/he will be assessed.

Extensions

Students who submit essays/assignments after the due date will be penalised. Staff may grant extensions to individual students on the basis of extenuating circumstances, e.g. provision of a medical certificate. The final date for submission of any piece of internal assessment shall be the beginning of the examination period, and written applications for extensions should be made to the relevant lecturer by email. Supporting documentation such as medical certificates should be attached. Full unit title, levels, and codes should be included.

Penalties

Failure to submit an item of assessment by the due date without the granting of an extension of time by the unit lecturer or coordinator will incur the following penalties:

- 5% of the total possible mark for that piece of assessment for each business day past the deadline AND 5% of the total possible mark for that piece of assessment for each period of consecutive non-business days past the deadline (including weekends, long weekends, Easter and/or Christmas break).
- The penalty will be deducted until the maximum possible mark for that piece of assignment reaches to zero (0%), unless otherwise specified by the Unit Coordinator.
- Assignments will not be accepted after assignments have been returned to other students unless a prior arrangement is made with the unit coordinator.

For assignments attracting different penalties, the details of the penalty must be explicitly specified in the unit outline. The Unit lecturer or coordinator may decide to not accept work that is more than two weeks late, without an extension having been granted.

Leave of Absence

A leave of absence of one year at a time will be considered by the Tasmanian College of the Arts, Inveresk. An application should be made to the Faculty Officer.

Assessment Procedures

For full details of assessment procedures in the Graduate degrees, please refer to the Graduate Research website <http://www.utas.edu.au/research/graduate-research> and to the relevant candidate folders.

PhD

PhD candidates have, as a minimum, two co-supervisors. One of the co-supervisors becomes the lead supervisor. Supervisors advise on the progress of the candidate's research project throughout the three years of full-time study. At the conclusion of the candidate's research the project is examined by a minimum of two external examiners appointed by the Board of Graduate Studies by Research. The examination takes place after the candidate has submitted, via Head of TCotA, a request for examination to Dean of Graduate Studies and has lodged the required copies of the exegesis with the Graduate Research Unit.

MFA

MFA candidates have, as a minimum, two co-supervisors. One of the supervisors becomes the lead supervisor. Supervisors advise on the progress of the candidate's research project throughout the two years of full-time study. At the conclusion of the candidate's research the project is assessed by two external examiners appointed by the Board of Graduate Studies by Research. The examination takes place after the candidate has submitted, via Head of TCotA, a request for examination to Dean of Graduate Studies and has lodged the required copies of the exegesis with the Graduate Research Unit.

Graduate Certificate in Contemporary Arts, Graduate Diploma in Contemporary Arts, and MCA

Graduate Certificate, Graduate Diploma and MCA students are appointed an Academic Supervisor who oversees all aspects of the one, two or three semester projects. Progress meetings, seminars and reviews are held between supervisor/s and students. Assessment takes place at the end of semester / project with an assessment panel comprising of the Head of

TCotA or their nominee, an external assessor and a member of staff from a cognate area in the school.

BCA (Honours and Professional Honours)

BCA (Honours and Professional Honours) students are appointed a Supervisor who oversees all aspects of the candidature. Supervisors continuously monitor student progress through regular meetings and seminars. The assessment panel comprises, the Head of TCotA, or their nominee, an external assessor and a member of staff from a cognate discipline. The assessment normally takes place at the end of the academic year for Honours, and at the end of, or during, semester 1 and 2 for Professional Honours. Assessment of internal components of the sub-unit, Research Methods in the Arts, is undertaken by the Theory Coordinator in consultation with the Supervisor.

All efforts are made to provide advice and guidance to Honours, Professional Honours and post-graduate students on their topic and progress, particularly through the mid-year review. Approval of the student's choice to proceed to examination/assessment in no way implies that the School guarantees a successful outcome for the candidate.

BCA

Third Year Visual Art Studio Majors

Assessed by Head of TCotA (as Chair and Moderator), the head of the discipline area, and one other staff member.

First and Second Year Studio Units (BCA)

Assessed by staff in the relevant discipline areas with follow-up moderation by Head of TCotA.

Theatre Major and Theatre Units

Assessed by the staff in the relevant discipline or teaching area. Two or more assessors are used where appropriate and possible, e.g., major public performances.

Theory and all other Elective Units

Assessed by staff in the relevant discipline area.

Unit Information

Unit Outlines

For every unit you study you will be given a unit outline. This is a contract between students and lecturer(s). It contains details of what will be taught in the unit, how it will be taught and what the assessment procedures will be. As well as telling you what you can expect in the unit the outline also explains what will be expected of you. It contains a schedule showing what happens each week. You are expected to read the unit outline and to follow the requirements if you are to pass the unit.

The next few pages of the handbook contain material that is common to all units. You will need to read it carefully and in conjunction with individual unit outlines. It is your responsibility to inform yourself of what is required of you as a student. Ignorance will not be accepted as an excuse should you fail to fulfil the requirements of a unit.

Attendance Requirements

The University Student Progress Policies and Rules (6.1) stipulate that:

Unless exempted by the academic dean, a student enrolled in a unit shall attend not less than two thirds, or such greater proportion as may be specified in the relevant assessment procedures of the lectures and tutorial and practical classes given in that unit; and perform to the satisfaction of the assessors such tests, exercises and practical work as may be set by an assessor. Where a student has not satisfied the requirements of subparagraph (1), the head of department, prior to the commencement of an examination period, may exclude that student from any examination (assessment) in that unit to be conducted during that examination period.

Accordingly, because of the interactive nature of most units, the normal and continuing requirement of all TCotA classes is 100% attendance unless specifically excused by the lecturer. A doctor's certificate must be produced for any absence due to medical reasons. In any case, less than 70% attendance in any unit for any reason will render the student ineligible for final assessment.

Students who do not meet these requirements or who do not perform the assessment tasks will be given an AN result.

Learning Expectations

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.

The learning expectations in particular units will be contained in the unit outlines.

Graduate Quality Statement

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills and develop creative and critical literacies and skills of inquiry. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability. Through respect for diversity and by working in individual and collaborative ways, our graduates reflect the values of the University of Tasmania.

Assessments

Assessment Criteria

Criteria Reference Assessments will be published in individual Unit Outline documents during the course of first and second semester.

Descriptions of assessment tasks are given in unit outlines. Criteria guidelines including learning outcomes and rubrics for tasks that are specific to individual units are given in the relevant unit outlines.

Moderation of Grades

The final result in any unit is determined by the weightings for assessment tasks, followed by confirmation that you have met the school's attendance requirements.

In borderline cases where the marks fall between 45-49, TCotA's policy is to review the mark and award a final grade depending on the items of assessment in the unit and whether the examiners consider the student able to attempt the subsequent unit. The mark will either move up to a pass (50) or, remain the same and be recorded as a fail (NN). In very rare cases, and due to exceptional circumstances a student may be awarded a supplementary exam. For further information, see Legend of Results.

Results

Final Results

The overall mark and grade is determined by adding up all the marks in the constituent assessment tasks. Students must attempt all tasks in a unit. Some adjustment to marks may be made after moderation to ensure that the results in the unit comply with the Faculty guidelines on grade maxima. These guidelines are in place to ensure that there is some uniformity of standards across disciplines and units.

Legend of Results

Code	Description	Explanation
PP	Pass	Pass grade (50-59%)
CR	Credit	Pass with Credit (60-69%)
DN	Distinction	Pass with Distinction (70-79%)
HD	High Distinction	Pass with High Distinction (80-100%)
UP	Ungraded Pass	Pass awarded in units where the student can only pass or fail
NN	Failure	Failure (0-49%)
NS*	Failure supplementary exam granted	An NS will only be awarded where exceptional circumstances are demonstrated, and where the mark is less than 45%. The School recommends the supplementary examination, which must be confirmed by the Faculty Assessors' meeting.
TP*	Terminating Pass	Pass grade, but the unit is not permitted to be used as a pre-requisite. The mark range for a TP is 45-49%, where the student has passed the examination component but not the continuous assessment component. TPs should only be awarded to a maximum of 37.5% of a 300% course, or equivalent for courses of differing duration.
TS*	Terminating Pass supplementary exam granted	Student has been awarded a TP, and has been awarded a supplementary examination to give the student the opportunity to obtain a full pass. The mark range for a TS is 45-49%, where the student has passed the coursework requirements but not the examination component
FP*	Faculty Pass	Pass granted at Faculty discretion, in exceptional

		circumstances, and beyond the circumstances in which supplementary or deferred examination might be considered.
WT	Withheld	Result withheld - has not been submitted by School. To be finalised by deferred/supplementary examination period.
AN	Absent deemed failed	Student did not attend examination or complete major assessment, or withdrew after the commencement of the relevant examination period.
DO	Deferred Ordinary	Student granted permission by Examinations Office to defer an examination due to personal circumstances. Used only for ordinary, not supplementary, examinations.
Withdrawal Codes		
WO	Withdrawn	Student withdrew from a unit prior to the census date.
WW	Withdrawn without academic penalty	May be used: a) when a student withdraws after the census date but prior to the academic withdrawal date; b) when a Faculty has granted a student's request to be withdrawn without academic penalty from a unit due to extenuating personal circumstances.
WN	Withdrawn deemed failed	Student withdrew from a unit after the census date.
WF	Withdrawn by Faculty	Student withdrawn by Faculty from a unit because they were not eligible to enrol.
WR	Withdrawn without academic penalty, fees remission granted	When a Faculty has granted a student's request to be withdrawn without academic penalty from a unit due to extenuating personal circumstances, and the Fees Committee has granted remission of the fees for the unit.
WF	Withdrawn by Faculty	Student withdrawn by Faculty from a unit because they were not eligible to enrol
WC	Withdrawn cancelled	Enrolment cancelled by the Fees Committee due to non-payment of tuition fees.
Supplementary Grades		
ST	Terminating Pass	Terminating Pass granted after supplementary examination; unit cannot be used as a pre-requisite.
SF	Faculty Pass	Pass granted by Faculty following supplementary examination and taking exceptional circumstances into consideration.
SC	Not complete	Unit not complete following supplementary assessment
TA	Absent deemed failed	Absent from a supplementary examination (used when original grade is TS)
TN	Failure	Failure after supplementary examination (used when original grade is TS)
FA	Absent deemed failed	Absent from a supplementary examination (used when original grade is FS)
FN	Failure	Failure after supplementary examination (used when

		original grade is FS)
Honours Grades		
HF	Honours – first class	Highest pass grade in Honours with mark 80 -100%
HU	Honours – second class upper division	Honours pass grade with mark 70-79%
HL	Honours – second class lower division	Honours pass grade with mark 60-69%
HT	Honours - third class	Honours pass grade with mark 50-59%
HN	Honours – failure	Honours fail grade with mark 0-49%
Postgraduate Degrees		
XE	Unit not examined	Result for units for higher degrees which are not examined until the thesis is submitted or all assessment completed
TT	Thesis submitted	Result used on submission of a higher degree thesis
V1	Vary enrolment/course	Enrolment in research higher degree changed to another level, eg Master to PhD, or to another course
ZZ	Enrolment suspended	Enrolment suspended in research higher degree unit for period of time
WW	Withdrawn without academic penalty	Candidate withdraws from a research higher degree
WL	Withdrawn lapsed	Enrolment in research higher degree lapsed and candidate is withdrawn from unit
WD	Withdrawn terminated	Enrolment in research higher degree terminated by Dean of Graduate Studies by Research

Reviews of Assessment

The University Ordinances provide for remarking of examination submissions in certain circumstances. TCotA does not conduct reviews of assessment for theatre and art program studio units as the original conditions of assessment cannot be reproduced.

Application for Review of Assessment

A student who believes he/she has reasonable grounds for the remarking of an assignment in a Theory unit should, in the first instance, discuss the matter with the unit coordinator during the exam counselling session. In the event that the matter is not resolved after discussion with the relevant unit coordinator then the student may apply for a formal review of their result. A student with a pass grade seeking to upgrade their pass will be required to pay any applicable fee. The request and payment must be made within 10 days from the date of the result notification. Students are notified, in writing, the outcome of the review. The review of assessment form can be found here: <http://www.utas.edu.au/exams/>

The School will undertake the Review of Assessment by **reviewing** all aspects of the assessment procedure and related marking. All work should be returned to the school when requested; the Unit Coordinator will verify that it is the **same submission** as originally assessed. Where possible, work will be **reassessed** by a staff member who does not know the original mark.

Please note that any changes to the submission made following the original assessment and counselling will make it impossible for the work to be **reassessed** as part of a Review of Assessment.

Reviews of Assessment are undertaken under Academic Senate Rule 2: Rules of Academic Assessment, section 23. Rule 2 is available on the University's website:

<http://www.utas.edu.au/academic-governance/academic-senate/academic-senate-%20rules>

Written Assessment Reports

Honours candidates will be given a written report prepared by the external examiner of their projects following the exam process.

MFA and PhD candidates will be given reports by each of the examiners at the completion of the examination period.

Guidelines for the Submission of Written Work

All written assignments must include a fully completed and signed Tasmanian College of the Arts: Inveresk Cover Sheet, downloaded from the current students website:

<http://www.utas.edu.au/visual-performing-arts/current-students> and submit in person by the time specified in the unit outline, unless prior arrangement has been made with the Unit Coordinator.

- It is the responsibility of each student to retain a copy of his/her assessment task.
- Bulky assessment tasks, such as folios, annotated scripts, journals and log books must be submitted as advised by the Unit Coordinator.
- For group assessment tasks, all members must sign and attach their own cover sheet.
- Electronic submission, via the MyLO submission facility may occur if stipulated in the Unit Outline. To submit an assessment task electronically students must indicate, as directed in MyLO, that they have read, understood and accepted the conditions concerning plagiarism.
- Students should keep a hard copy record of their electronic submission details.

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.utas.edu.au/students/plagiarism/>

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. 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/university-council/>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

The following list outlines some of the activities for which a student can be accused of plagiarism. You should note that this is not a comprehensive list – there may be other activities that can be deemed to constitute plagiarism. Ignorance is not an excuse for plagiarism – when in doubt consult your lecturer or tutor.

- Presenting any work by another individual as one's own intentionally, by failure to adequately cite the source of the work;
- Handing up assignments markedly similar to or copied from another student;
- Presenting the work of another individual or group as your own work; and
- Handing up assignments without the adequate acknowledgment of sources included, including assignments taken wholly or in part from the internet.

Assignment Cover Sheets

Students are required to submit a Cover Sheet with every assignment. This includes a declaration that all material submitted is their own work except where there is clear acknowledgment or reference to the work of others and that they have read the University statement on Academic Misconduct (Plagiarism) on the University website at <http://www.utas.edu.au/students/plagiarism/> or in the Student Information Handbook.

The Cover Sheet contains important information about privacy, plagiarism and collusion and must be carefully read before signing. All assignments must have the unit code and name and the student's name and ID number on each page, and the lecturer's name.

You may download a copy from the TCotA website: <http://www.utas.edu.au/visual-performing-arts/current-students>

In some circumstances, a lecturer or tutor may direct that a Cover Sheet is not necessary. Unless this is the case, work without a Cover Sheet, or with an unsigned Cover Sheet, will be returned unmarked for a sheet to be signed and attached.

Presentation

Requirements for the presentation of written work for units undertaken at TCotA's Inveresk Campus are generally those found on the UTAS 'libguides' website, with the following qualifications to be noted:

- Hand-written assignments will only be accepted when specifically requested by a lecturer or tutor, or when a student has a recognised disability which prevents the use of a computer;
- All assignments must be securely stapled in the top left-hand corner. Clips, slides and bent over corners are not acceptable;
- Assignments should not be presented in plastic sleeves, folders of any kind, or on CD/DVD/USB (support material for major assignments may be presented in alternative media with permission of the teacher); and
- Cover sheets must be used, as discussed previously.
- Check with your Unit Coordinator about details for specific units.

Referencing

Student writers need to back up their ideas, or those they quote, by direct or indirect referral to and citation of the scholarly literature, works of visual art, theatre, of design and invention. Failure to do so is considered plagiarism, a serious academic offence. It is important to learn the

conventions for referring to the work of others. This is done following a method of citation (referencing). There are a number of different methods but the University-preferred method used in the Tasmanian College of the Arts, Inveresk is known as the ‘Harvard’ or ‘author/date’ system.

Because of the varied background of students admitted into its courses the University accepts that students may not have developed scholarly referencing skills before beginning University study. It is also possible that the skills you learnt at school or in business are not appropriate for the sort of work you are now required to produce. Those of you who have already completed FFA192 Theory Basics will have received some basic instruction in referencing your work.

Staff are responsible for providing clear, unambiguous and educationally appropriate information about preferred citation methods to commencing and ongoing students. It is also the responsibility of students to learn the craft of scholarly referencing and to accurately cite the work of others in their own assignments.

The basic requirements for scholarly referencing are:

- When directly quoting from another author’s work, the relevant passages must be indicated by the use of quotation marks, or another acceptable method e.g., indentation of the quoted passage where the quote is over three lines long;
- The author name and page number(s) of the material directly quoted or paraphrased must be shown in parenthesis as close to the quote or discussion as possible; and
- Complete details of all sources used must be provided in a reference list attached to the back of the assignment. The list of references must be arranged alphabetically by author family name.
- When constructing a reference, always consider what information the reader would need to find the source of information you have used: think of your reader, not the chore of writing.
- Good referencing is a courtesy to your reader; it demonstrates the strength of your scholarship, and your generosity in sharing your research. It will soon become a habit.

The Harvard System

There is an excellent guide to referencing using the Harvard system on the UTAS Library site www.utas.edu.au/library

The Harvard system enables you to signal the authorship of a quotation or an idea in the text, with the full reference appearing at the end of the essay. Following a quotation or idea drawn from another source you insert in round brackets the surname of the author, the date of publication and, in cases of a direct quotation or where an idea is dealt with in some detail in your source, the pages number(s).

A few points to note:

- You may choose to use the author’s full name or the family name followed by the author’s initial(s). Whichever method you choose please be consistent.
- When making a direct quotation use ‘single quotation marks’. Do not use italics for quotes unless they are present in the original. If a quote is over three lines long, the whole quote should be indented at the left margin. No quote marks are used for indented quotes. There are other conventions for ‘quotes within quotes’: consult your teacher if in doubt.
- Unless the list is very long (as for an exegesis) there is no need to separate the books from journal articles or Internet references in the Reference List.

- The abbreviation for ‘editor’ is ‘ed.’ (with a full stop); the abbreviation for ‘editors’ is ‘eds’ (no full stop, as both the word and the abbreviation end with ‘s’). Other useful abbreviations include ‘introd.’ and ‘trans.’, where a book or article may have been introduced or translated from another language.
- There is no requirement to use p. (for page – e.g. p.16) or pp. (for pages – e.g. pp.16–17) when using the author/date system, although you will see these employed. Which ever you choose please be consistent.

Internet Sources

On the UTAS Library site <http://www.utas.libguides.com/referencing> in the section on Referencing guidelines for referencing all electronic material can be found towards the end of the section on journal articles.

The Internet is a popular place to do research. That’s fine, but there is no one monitoring the quality of material on the net and some information is inaccurate. There are some terrific sites for the arts, particularly those set up by galleries, music and theatre schools and artists’ organisations. There are also increasing numbers of e-journals on the net. Refer to articles from these in the same way as you would an ordinary printed journal article, with the addition of the viewed date and URL.

No more than 50% of your list of references should be of internet-sourced material. However, if you source journal articles through JSTOR or similar databases from the UTAS Library website, these are not counted in that 50%.

Wikipedia and similar ‘open’ reference sites can be useful starting points on many topics but because of this open editorial policy cannot be considered authoritative. On-line versions of popular encyclopaedias and dictionaries are good sources for dates and names, but should not be included in reference lists.

Images and Other Support Material

Use images only when they add to the argument you are presenting – not just as ‘illustrations’. Refer directly to the work in the text: tell the reader what it is about each image you find important to your argument.

Images may be set in the text or collected together at the end of the essay after the footnotes, either way as Figures. Each image should be given a Figure number. Figures can be identified by a caption beneath each image giving: Artist, Title of image, date of image, medium, size in cm, current location/collection if known, photo credit/source of illustration. Alternatively, the Figures can be numbered and identified by a list containing all the information as above and placed at the start of the images at the end of an essay. Photo credits are given if the Figure is taken from a photograph, taken by you or someone else (Photograph by...). You are more likely to have to give the source of the illustration (Source:...) If the source is one of the books already in your bibliography you can give the source as ‘Author/date’. Otherwise it’s full details, including page number. Images are referred to in the essay thus: ‘David Bowie’s critique of Tracey Emin’s My bed (Fig.8) is a ...’

Performance Material

As with images, you should be careful to select the performance material that is relevant to your argument and refer to the specific aspects of the performance or script that supports your ideas. Material such a brochures and programs can usually be listed in the References. Videos, sound

recordings and films may form a separate category – consult your teacher if you are not sure where and how to list these. Scripts are referenced in similar fashion to books, particularly if they are in published form. There are a series of conventions for dealing with performance programs that may differ with the information used or available – if in doubt, consult your teacher. Videos, CDs, DVDs and other recorded materials are generally referenced similarly to books, by artist(s) and title, production company, and date, as a minimum of information: again, the type of information required may differ with the context in which it is being cited.

The UTAS Library site <http://www.utas.libguides.com/referencing> in the section on Referencing, covers in detail the methods of referencing video, film and sound recordings. If you are having problems with essay writing, talk to your teacher when the essay question is set and please proof-read your work before handing it in.

eVALUate

eVALUate is the University's online system for gathering and reporting student feedback on learning experiences. Students' feedback is important at UTAS and the system has two separate surveys to enable students to provide information about both their unit and their teacher: The **unit** survey asks students their perceptions of what helps and hinders their achievement of learning outcomes, their motivation and engagement and their overall satisfaction with the unit.

The **teaching** survey asks students to give feedback to individual teachers on the students learning experience.

Each semester most TCotA units will be part of the *eVALUate* program. *eVALUate* is a system designed to gather feedback from students to assist academic teaching staff develop and formulate their unit organization and teaching. This program serves as the main systematic way for students to let the University know what they think of units they study and the teaching they receive. *eVALUate* offers academic staff customised evaluations of their teaching and of the unit as a whole. Evaluations are based on a short unit, honours course, postgraduate (coursework) course and personal teaching questionnaires which all include 'standard' and 'optional' sections for questions. All questionnaires invite open-ended comments from students.

Modifications to units are made on the basis of *eVALUate* results so students are asked to complete the forms as fully and accurately as possible.

All units will be surveyed at all offerings; the teaching *eVALUate* surveys are ordered by teaching staff when required.

How eVALUate Works

The unit and teaching surveys are available online for all units at UTAS. Currently they only survey coursework units, however, postgraduate research and honours surveys are under development.

- The *eVALUate* unit and teaching surveys will be sent to your email account and will also be available with your student login. Each survey is available for two weeks and non-responders will be encouraged with reminder emails during that time.
- Posters on campus and communications from staff will let you know how and when the surveys are available and remind you to fill them in.
- Students will be given feedback about the *eVALUate* process as we develop a conversation about what happens with the feedback you give, keeping students in the information loop.

- All surveys are confidential and even though you have to log in to complete the survey all data is completely de-identified.

The Student Evaluation, Review and Reporting Unit website is:

<http://www.utas.edu.au/student-evaluation-review-and-reporting-unit/evaluate>

Program Specific Notes

Theatre Students

Clothing

Students must wear suitable clothing to all practical classes and rehearsals. Full details about the requirements are distributed during Orientation Week and in class.

Theatre Rules

- Attendance at all classes is the normal and continuing requirement of all Theatre classes. Wherever possible students must give notice in writing or by phone of any proposed absence from class.
- Where prior notification is not possible the student must provide a written explanation as soon as possible to the lecturer with documentation where appropriate, e.g. medical certificate, counsellor's note.
- In any case less than 70% attendance in a unit for any reason will render the student ineligible for final assessment.
- Attendance is compulsory at properly called rehearsal and group meetings.
- Punctuality is required for all classes. Consistent latecomers to classes will be asked to supply written explanations to the lecturer.
- It is the responsibility of any student who has been absent from a class to ascertain from classmates what has transpired in that class. It is also that student's responsibility to discover what tasks were set. Absence from any class will not be accepted as an explanation of failure to complete assignments or given tasks.
- Students shall have no choice in the selection of their instructors, and have no right to demand a part in any performance.
- Students are not allowed to give extra performances of productions rehearsed and mounted under School auspices, without the permission of the Head of Discipline (Theatre).
- All work created or generated under the auspices of the School is to be regarded as belonging to the Tasmanian College of the Arts.
- Tasmanian College of the Arts, Inveresk Campus equipment is not to be used outside the University without permission of the Head of TCotA.
- Students seeking an extension should send an email request to their lecturer stating the reasons why an extension should be granted.
- Theatre students are required to wear the appropriate attire to all acting, voice and movement classes. The specification for this clothing is the subject of a separate handout. The cost of purchase of this equipment and other essential items is to be borne by the student, who is expected to be equipped for these classes by week 2 of first semester.
- The consumption of food or drinks other than water is not allowed in the Annexe Theatre, classrooms, lecture rooms, or rehearsal rooms. Students are responsible for removing water bottles after use.

- Students must strive at all times to keep the Tasmanian College of the Arts, Inveresk facilities clean, tidy and efficient, and must co-operate with the Theatre Technician to ensure that bump outs operate smoothly and that borrowed costumes and equipment are always returned promptly.
- Students should note that rehearsal spaces must be booked in advance with the theatre technician. This may be done on the Tasmanian College of the Arts, Inveresk website: <http://www.utas.edu.au/tasmanian-college-arts/>
- After-hours access to facilities is available to students enrolled in Tasmanian College of the Arts Inveresk units. Students who have after-hours access are not to bring unauthorised people into the premises unless approved by the Head of TCotA.
- No power tools are to be used until the student has undertaken instruction from Theatre Technician or Head of Studio. Students must also demonstrate competency before they are allowed to use any power tools.
- All power tools must be used correctly, in a safe and appropriate area and must be used when other staff and / or students are present.
- Students are not to touch or remove props, set and costumes belonging to other shows that have been put aside in their respective areas.
- Students are to turn off all mobile phones during class and rehearsals, as this is disruptive. If a student needs to be contacted in an emergency, they need to notify the lecturer, tutor or director before classes or rehearsals commence.
- Students are not to use the Annexe Foyer as a communal space during, before, or after class times. The Annexe Foyer is a public space and needs to be kept clean at all times.
- Students must not consume food or drinks other than water in the Foyer during class times, or after hours, unless it is during public performance time.

Art Students

Art Materials (Consumables)

Artists consume and so do art students. Past experience has shown that full-time first year students in BCA studio units usually spend up to \$1000 per year on art materials etc. Other students usually spend anywhere between \$800 – \$1200 per year on materials. This figure depends on the year of study, studio area you are enrolled in and the nature of your work.

To help offset this expense, each studio is allocated a consumables budget. However, the money available is limited and is restricted to some general consumables. The School has instigated a consumables contribution system which takes advantage of the University's special purchase arrangements. The contribution is for the purchase of basic materials for use in class projects.

Studio lecturers will inform you of the contribution amount at the beginning of the semester and you will be asked to take part in the consumables contribution system. Payments must be made by no later than the 3rd week of the semester.

Payments for use of materials purchased through studios can be made either on-line at <http://www.utas.edu.au/students> or at the University Cashier's office located in the Student Centre building (Newnham campus) into the following accounts code as appropriate.

Visual Arts.....OP.103852.15400.0
TheatreOP.103853.15400.0

General Rules for Business Hours and After-hours Access to the TCotA Studios:

- No pets allowed in the Academy buildings;
- No unauthorised visitors are allowed in the studios. Visitors are to check in at the School Administration Office for studio access;
- All bikes are to be left outside the buildings;
- Correct footwear (shoes or boots that cover the feet) is to be worn in the studios at all times. The absence of footwear is not allowed nor is the use of roller blades, skateboards and scooters;
- Firearms, explosives or weapons are not permitted;
- Students are not allowed to consume or be under the influence of intoxicating substances while in studios;
- No sleeping in the studios overnight;
- All accidents and incidents are to be reported to the accountable safety officer;
- Students are required to clean up after themselves, return tools, materials and equipment in a tidy fashion to their stores after each work session. Faulty or dangerous equipment should be reported to the studio technician or lecturer;
- Students must carry their University ID cards while in the studios; and
- Students must use appropriate safety equipment when performing hazardous tasks.

Studio Access

To be eligible for after-hours access all students must hold a studio after-hours licence issued by the studio lecturer and signed by the student, their studio lecturer and Head of TCotA. This licence will form a legal contract between the student and the University. Conditions and varying limitations of equipment use will apply to the licence. Student access to the studios is from 7.00am to 12.00 midnight, 7 days a week.

There will be no undergraduate after-hours access from the beginning of the second week in November through until the fourth week in February.

Please note that students given after-hours access are to abide by the conditions set out on the Studio Licence and must not bring unauthorised people into the premises. Failure to comply with these rules will immediately result in the forfeiture of all after-hours privileges until further notice.

At the end of the year students must take away from the building all personal belongings, including artworks.

Summer Closure

Undergraduate and Honours Students

All studios are closed from after the exam period, semester 2, to the beginning of the first semester (fourth week in February).

Postgraduate Research Students

Students can work in the studios up until 5.00pm, 23 December. Postgraduate students submitting for examination in January may have access to the Gallery and studios as long as approval has been given by the Co-ordinator of the graduate program and Head of TCotA. Please note that from December to February any maintenance work that needs to be carried out in the studios will have priority over access for continuing postgraduates. Candidates are encouraged to take their four weeks' annual leave at this time.

General TCotA Inveresk Campus Rules

Attendance

Students are expected to attend and participate in all classes. To be eligible for assessment students must attend 70% of all scheduled lecturer/student contact classes. Attendance will be monitored by visual art staff. Lateness will be taken as non-attendance.

If you do not comply with the general University requirement of 70% attendance or fail to fulfil assessment requirements you will not be eligible for assessment. Individual units may require additional attendance.

Workplace Health & Safety

Working in visual art and theatre studios often brings you in contact with the use of toxic materials and potentially dangerous machines. As a TCotA policy you must abide by the studio Health and Safety Regulations by taking the necessary user precautions. Your lecturer will explain the operation of machines, appliances and electronic equipment and describe the proper handling of chemicals and gases during the first weeks of the year. Students must also wear the appropriate safety equipment and footwear in the studios. The absence of footwear is not allowed, nor are roller blades and thongs permitted in studios. You should read, acknowledge and follow the procedures in the Workplace Health & Safety Induction booklet along with additional studio specific WHS induction.

Electrical Equipment

It is University policy that all electrical equipment belonging to its departments undergoes an annual testing and tagging process to maintain safety standards. Any fault found with equipment should be reported immediately to the Technical Officer (Greg Murphy).

Personal Tools, Instruments and Equipment

Students are encouraged to use personal tools, instruments and equipment while at TCotA. However, all equipment that uses electricity or gas needs to be approved by the Technical Officer (Greg Murphy) before it can be used in the studios, workshops and laboratories.

Proximity Cards After-Hours Access

The primary method of after-hours access to the TCotA, Inveresk Campus is by proximity cards. The after-hours access door to the Stone Building is the single door in the middle of the northern side of the building. The after-hours access door to The Annexe is the sliding door. Swiping the card once in front of the reader turns the alarm off and allows the door to be opened.

When using the building after hours, you will need a proximity card, studio licence and student ID card. Exterior doors other than the two after-hours doors are not to be used. If you are the last to leave an area you should reset the alarm for that area by swiping your card three times at

the reader – a red light will come on. You should never allow another person into the building, or into any studio. To do so compromises the security of all building users.

Obtaining Proximity Cards

To obtain a proximity card you will need to obtain a Studio Pass from your lecturer and then a signed authority slip from Lauren Dean (Tasmanian College of the Arts, Inveresk Administration Office) indicating which areas you have access to. You must have completed the disclosure & acknowledgement form from the Workplace Health and Safety Induction booklet before you will be granted after hours access. You should take the authority slip and current student ID card to the Security Centre at Newnham (opposite the bookshop, next to Commonwealth Bank) between 11am and 12noon Mon-Fri. On presentation of these items you will be issued with a proximity card.

Hours of opening for the TCotA Inveresk Campus (Stone Building & Annexe Theatre)

Student access to the studios is from 7.00am to 12.00 midnight, 7 days a week.

Consumption of alcohol at TCotA Inveresk Campus

There are certain strict and state government-controlled requirements related to the consumption of alcohol on University Property. Alcohol is strictly not permitted in any Lab or Workshop area at any time. Similarly, students are not permitted in any lab or workshop when under the influence of alcohol.

If a student is found consuming alcohol or under the influence of alcohol in the School Lab or Workshop, they shall be required to explain their behaviour to the Head of TCotA and Head of Security, and disciplinary measures may apply.

Consumption of food at TCotA Inveresk Campus

Working processes in the School involve equipment and hazardous substances. Therefore, the consumption of food is not permitted in studio areas, labs, or workshops. A student eating space is at the far end of the building, and there is seating near the building and in the surrounding parkland.

Access by Visitors During Working Hours

TCotA is a place of work and there are risks in having visitors walking around the building. These risks include harm that might come to them, particularly in Workshops or Lab areas, so these areas are out of bounds to public. The presence of public in the building also increases the incidence of theft and vandalism; students and staff should report any behaviour of concern to reception during office hours, or security after hours.

Access to the building by visitors is strictly to public areas (not to Labs or Workshops) during normal working hours (8:45am - 5pm, Monday - Friday), or when events that are advertised to the public are on (e.g. openings in the Academy Gallery, shows on at the Annexe Theatre).

Non Tasmanian College of the Arts: Inveresk student access to laboratories and studios
University students who are not currently enrolled in TCotA units cannot use studios or laboratories unless accompanied by a staff member or where prior approval has been given by the Head of TCotA.

Bikes

All bikes must be left outside in the racks provided or in the Bike Hub located at the rear of the Architecture Building.

Smoking

Smoking is not permitted in University buildings or within 10 metres of any buildings.

Hours of Opening

Studios

A Studio is a general workspace without electrical equipment, and includes individual workspaces. Student access to Studios will be from 7am to 12 midnight. This includes:

- Painting Studios
- Photomedia Studios
- Ceramics Studios
- Sculpture Studios
- Textile Studio
- Annexe Theatre, Rehearsal and Costume Rooms, Annexe Store Rooms

Labs

A Lab is a workspace that has equipment or processing areas, the use of which poses a low to medium risk for the user. Student access to Labs will be from 7am to 12midnight, including:

- Computer Lab (both general and postgraduate)
- Photomedia Lab (dark room, setup room with lamps)
- Ceramics Lab (glazing room, kiln room)
- Printmaking Lab (work room and print room)
- Spatial Practices Lab (wax room, main open work room)

Workshops

Student access to workshops will start when technical staff arrive, and finish when they leave. This is 8:45am to 5pm, Monday through Friday. This includes:

- Sculpture Workshops (the area inside the door marked Sculpture Foundry)
- Jewellery Workshop – Access by prior arrangement
- Theatre Workshop

Computer Lab Guidelines

The computer labs are provided for course-related work. Personal use is permitted as long as it does not prevent users needing a computer for legitimate course purposes. No support will be provided for non-course related issues. Students using machines for non-study related activities will be asked to leave if the computer room is crowded and the machine is needed for legitimate course work.

Do

- Remember to log out.
- Keep the noise levels down. (This is a shared work place)
- Try to keep the area tidy and the equipment clean.
- Keep regular backups of your work. Student data is not backed up and could be lost in the event of a server failure.
- Backup your data at the end of each year. Final year student account will be cleared at the end of each year.
- Pass large files to each other using the shared drive but this is temporary storage only and can be wiped at any time.

Do Not

- Move any equipment.
- Alter the printers in any way or adjust settings on the control panels. If the printer is not working please report the fault.
- Bring food or drink into the labs.
- Use the facilities for any personal gain or profit. (This includes printing works to be sold that are not part a students course work.)

Print Credits

These may be purchased (coin or EFTPOS) through the Learning Hub (Architecture Building, Inveresk). Print credits can also be purchased online at

<http://www.utas.edu.au/library/libraries/print-copy-scan>

Be aware that you do not have access to the Architecture building after hours.

Greening TCotA Inveresk

A Green environment is a safe environment. The Greening the Academy of the Arts policy assists Studio Heads, lecturing staff and students to identify simple changes to their studios that will save energy, reduce waste and help the students, teaching and admin staff of the Academy of the Arts live more sustainable and healthy lives.

- Switch off all non-necessary lights out of hours.
- Turn off stand by power at end of each day - i.e. switch off all appliances at the wall or power board, including photocopiers and office printers.
- Reduce vehicle usage to the quickest route available.
- Wherever possible communicate with TCotA staff, students and wider community by e-mail.
- Manage files and records on computer to avoid the need for printed documents.
- When photocopying use both sides of the paper.
- Save used paper for note taking.
- Recycle all plastic and bottles.
- Dispose of all dangerous chemicals in the proper waste bins provided. Never pour dangerous chemicals down the drain.

- Maintain all electrical equipment to be as energy efficient as possible.
- Discourage use of disposable products such as plastic plates and glasses at all Studio gatherings.

TCotA Inveresk Campus Services

The Reception Office at TCotA, Inveresk, handles administration functions of the site. General University student matters are dealt with by the Student Centre in Kerslake Hall, Newnham campus (e.g. enrolments, student I.D cards, processing fees, examination administration, etc).

Academic Consultations

All teaching staff are available for after-class student consultations. If you would like to discuss aspects of your work – i.e. assignments or practical projects, then make an appointment directly with your teacher.

First Aid

At Inveresk there is a first aid room near the side entrance of the Stone Building. Ceramics, Theatre, Sculpture and Painting studios also maintain first aid boxes.

Should you require first aid during class time please report to any studio staff member for assistance, or to Greg Murphy (Visual Arts) or Chris Jackson (Theatre).

Telephones

The Tasmanian College of the Arts at Inveresk does not provide telephones for student use. A Public phone is situated outside Aurora Stadium next door to the Inveresk campus. There are four emergency phones linked to University Security at Inveresk. These are located at the after hours entrance doors to the Stone Building and the Annexe, in the set storage area of the Annexe and outside TasTAFE Textiles Studio. The two red phones inside the building can be used to dial internally within the University.

To call the University security or emergency services (Fire, Police, Ambulance) dial 3336 from any University phone. For further information, see Emergency Procedures at the back of this book.

Personal Property

The University takes no responsibility for the loss or damage of personal property except in the case of fire or major burglary. Please make sure that all your possessions (purses, wallets, art materials etc.) are named and stored safely while in the University.

Found items can be handed in at the Student Union or the Tasmanian College of the Arts: Inveresk Office. If you have lost anything, please inform your lecturer and check with the School Administration Office or the Student Union.

Some lockers are available in the visual arts studios for students. You will be responsible for the provision of your own padlock. All lockers are to be cleared by 1 December.

Student Centre

The Student Centre handles all queries regarding enrolment and the recording of results. For questions relating to your enrolment, see the Faculty Officer.

Harassment and Discrimination Complaints

If you have any problems concerning harassment and discrimination you can seek advice from the following people:

Dr Sue Henderson, Contact Officer, Inveresk, Ext 4421
Colin Clark, Senior Counsellor, Counselling Unit, Ext. 3787
Russell Jentsch, Workplace Relations Adviser, Ext. 1777

Student Union

Ext. 3757 Office: located on Queen Elizabeth Way opposite Kerslake Hall Student Centre on the Newnham Campus. The Tasmania University Union (TUU) is owned and operated by students, for students, who are enrolled at the Launceston, Cradle Coast and Hobart campuses of the University of Tasmania. The TUU is governed by a Committee of Representatives (COR) who are elected each year.

Parking

The Academy of Arts car park is NOT available to students between the hours of 8am and 6pm Monday to Friday. This car park is for white parking permit holders only.

The University has negotiated with the Launceston City Council to make the rear Voucher car park available (situated between the Architecture Building and the Performing Arts Annexe Theatre), at a reduced maximum rate of two dollars (\$2) a day. This is the same rate as parking at the Newnham campus.

The Launceston City Council has also agreed to make available the area around the “Old Roundhouse” (at the end of the tram tracks) to students free of charge. This is situated beyond the new Architecture building and is a short walk to the Academy Buildings.

Students are reminded that grassed areas around the Aurora Stadium are “no parking” areas. The University provides a drop off/pick up parking space adjacent to the side entrance of the Academy to assist students when delivering or collecting large art items. There is a 15-minute time limit on this space.

Bike Hub

There is a Bike Hub located at the rear of the Architecture building. This is an indoor hub to store 40 bikes as well as outdoor bays. On the outside of the hub there is a water station, tyre pump and tool station. The bike hub is available for all staff and students at Inveresk. The Bike Hub is on the Architecture Swipe system and you will require a separate swipe card if you wish to use the Bike Hub. For access you will need to request an authority slip at TCotA reception, (your student ID is required). You should then take the authority slip and current student ID card to the Security Centre at Newnham (opposite the bookshop, next to Commonwealth Bank) between 11am and 12noon Mon-Fri. On presentation of these items you will be issued with a proximity card for the Bike Hub.

Security

The University provides TCotA, Inveresk Campus, and the Newnham Campus with a security service. This helps ensure that people and property are protected, especially after hours.

Security staff, identified by their uniforms, patrol our School on a regular basis. If you have a security concern while you are in the facility, please telephone security on Ext. 3336. If, for some reason, you need an escort to your car while in the Academy of the Arts after hours, please telephone security on 3336. From time to time security staff may ask you to verify your status – this is perfectly in order as it helps us keep the premises available only to authorised people. Security is also enhanced with the strategic placement of cameras throughout the buildings.

Cultural Activities

Academy Gallery

The Academy Gallery is managed by the Tasmanian College of the Arts: Inveresk and is located within the Stone building, Academy of the Arts. The Academy Gallery's Director is Dr Malcom Bywaters.

The Academy Gallery represents the high profile public face of the Tasmanian College of the Arts, University of Tasmania. The Gallery is dedicated to the pursuit and achievement of excellence by exhibiting contemporary art and design of the highest order.

The Academy Gallery is a Level A class exhibition space incorporated into the Inveresk cultural precinct comprising the Launceston City Council's Queen Victoria Museum and Art Gallery, Launceston Show Grounds and the Tram Shed Convention Centre. The Academy Gallery viewing audience consists of members of the Launceston community and from nearby regional centres, national and international visitors to Tasmania and numerous primary and secondary school groups.

The Academy Gallery represents the new public face of the University. The modern university gallery of the 21st century can no longer afford to be inward looking, isolationist and only interested in the life of the University.

The Academy Gallery welcomes full participatory interest and engagement with its local constituency, as well as the wider national and international communities. Our exhibition program includes international exhibition projects, exhibitions by well-known established Australian and emerging artists, craftspeople and designers, as well as student exhibitions. The Academy Gallery exhibition program is driven by the pursuit of excellence in displaying only art, craft and design that has the capacity to be insightful, challenging and rewarding to a wide cross section of the community.

The Academy Gallery exhibition program is based upon presenting exhibitions of excellence, the production of selected exhibitions for touring intrastate, interstate and internationally, as well as attracting important shows of the highest quality from interstate and overseas.

UTAS Library

The Library provides a range of resources to meet the needs of students and staff at the Launceston campus. The Launceston library gives you access to the resources of the entire University of Tasmania Library system. The collections include books, journals, audio-visual materials and equipment. A current ID is necessary to process loans. For details about borrowing privileges see the Library's web site at <http://www.utas.edu.au/library>

The Library staff are friendly and are there to help you - please ask if you need assistance. The Library also produces a number of free publications to help you use its resources and understand its services and regulations.

There is no branch library on the Inveresk campus. Library books can be returned through the book drop in the learning hub in the School of Architecture. The library learning hub on the Inveresk campus provides a colourful contemporary space to meet and to study, with comfortable seating, access to computers and email, group study rooms, desks for laptop computers, wireless internet access, new books and new serials reading areas.

Relevant current serials will be available for browsing in the Cultural Activities Office. Titles of new books ordered by the School will be displayed on the notice board off The Street near the side entrance to the Stone Building. A range of reading material is also available on the campus.

Hours of opening

During semester and the formal assessment period:

Monday – Thursday 8:30am – 9:00pm

Friday 8:30am – 6:00pm

Saturday & Sunday 1:00pm – 5:00pm

The library will close on state wide public holidays.

Inveresk Cultural Precinct Site

Fawkes Theatre

Fawkes Theatre Co. is the new student theatre society at the Tasmanian College of the Arts, University of Tasmania.

Fawkes fills the gap between university and the professional industry, it provides the platform for students at the Academy of the Arts to produce high quality theatre, take risks and immerse themselves in the performing arts.

It is affiliated with the TUU and all enrolled University of Tasmania students are welcome to join. [Disclaimer: The views of Fawkes do not represent the views or opinions of the University of Tasmania].

Members receive discounted tickets to all Fawkes shows and the opportunity to engage their passion through working in a variety of roles and responsibilities. Fawkes represents new opportunities, new growth and a rebellious spirit. Non-students are invited to be associate members.

Membership is \$10 per year. For more information email fawkestheatrecompany@gmail.com or talk to an executive.

Powerhouse Gallery

The Powerhouse Gallery is a student run initiative which provides a professional gallery space for UTAS students. The Powerhouse Gallery is located on the Inveresk campus of the Tasmanian College of the Arts (TCotA), above Blue Café.

Blue Café

Blue Café is situated opposite the main entrance to the Academy. It is open Sunday to Wednesday 8.00am – 4.00pm, Thursday to Saturday 8.00am – till late, seven days of the week offering snacks, meals, fine pizzas and excellent coffee.

The Stand

The Stand is open five days of the week from 8.00am – 3.00pm during the semester and 8.00am – 1.00pm other times.

The Queen Victoria Museum and Art Gallery (QVMAG)

The QVMAG enjoys a national profile for its collections of Australian colonial art, decorative arts and design, Tasmanian history and natural science. The QVMAG is located on two key sites: the 19th century railway workshop at Inveresk which houses the natural science and history collections, QVMAG Planetarium, The Blacksmith Shop and Phenomena Factory science centre; and its 1891 Royal Park building on Wellington Street which was officially opened as a dedicated Art Gallery in September 2011. Also located at the QVMAG is the Railway Café. The Railway Cafe is open Sunday to Saturday from 10am to 3pm. The Museum is closed on Christmas Day and Good Friday.

Bus Services

Services to the University depart Launceston on the hour and half hour and travel through the University at approximately 12 and 42 minutes past the hour. The last service departs Launceston at 18:00 and the Newnham campus at 18:12. After that time nightly bus services run along George Town Road.

Free Tiger Bus Services

The Tiger Run route runs from the QVMAG car park at Inveresk every 15 minutes between 7.00am – 9.45am and will drop you off in the City on St John Street.

The Tiger Explorer route runs from the QVMAG car park at Inveresk every 30 minutes between 10am and 3.30pm. This route stops at St John Street, Prince's Square, Launceston General Hospital, Launceston Aquatic and City Park before returning to the car park at Inveresk.

Emergency Procedures

Fire

1. Raise the alarm
2. Phone Ext. 3336
3. Notify fire wardens:
 - Academy Buildings Warden: Lauren Dean
 - Stone Building Wardens: TBC, Greg Murphy
 - Painting/Drawing: Dr Sue Henderson
 - Photomedia: Dr Troy Ruffels
 - Annexe Theatre: Chris Jackson
 - Computer Lab: Matt Taylor
4. Advise area lecturer and other occupants and request their assistance.
5. Attempt to extinguish the fire - use the correct extinguisher.
6. If the fire is beyond control, after having raised the alarm, evacuate the building immediately.

Evacuation Procedures

When the alarm rings evacuate the building as follows:

Leave the building by the shortest and safest route and assemble at the specified muster point on the Inveresk site. (Grassed area next to the Aurora Stadium)

Accidents

If you are injured or are present at an accident on campus, seek assistance from any staff member who will arrange medical attention if required. After hours ring Ext 3336 on any red emergency phone on campus.

Semester 1 - 2016 | Tasmanian College of the Arts - Inveresk

Semester Weeks	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Legend
	JAN					1 New Years Day	2	3	O Week
		4	5	6	7	8	9	10	Public Holidays
		11	12	13	14	15	16	17	Easter
		18	19	20	21	22	23	24	Study Break
		25	26 Australia Day Public Holiday	27	28	29	30	31	Assessment
	FEB	1	2	3	4	5	6	7	Semester Break
		8	9	10	11	12	13	14	Launceston Cup - Teaching finishes at 11am
15 - 19 O Week		15	16	17	18	19	20	21	
SEMESTER 1 1		22 Semester 1 commences	23	24 Launceston Cup - Teaching	25	26	27	28	
2		29	1	2	3	4	5	6	
MAR	3	7	8	9 Semester 1 Fees Due	10	11	12	13	
	4	14 Eight Hour Public Holiday	15	16	17	18	19	20	
	5	21	22	23 Semester 1 census date	24	25 GOOD FRIDAY	26	27	
	5 EASTER BREAK	28 EASTER MONDAY	29 EASTER TUESDAY	30	31	1	2	3	
	6	4	5	6	7	8	9	10	
APR	7	11 Last withdrawal without fail	12	13	14	15	16	17	
	8	18	19	20	21	22	23	24	
	9	25 ANZAC DAY Public Holiday	26	27	28	29	30	1	
	10	2	3	4	5	6	7	8	
	11	9	10	11	12	13	14	15	
MAY	12	16	17	18	19	20	21	22	
	13	23	24	25	26	27	28	29	
	Study Break 30 May - 3 June	30	31	1	2	3	4 Assessment commences	5	
	Assessment Period 4 - 21 June	6	7	8	9	10	11	12	
	20	21 Assessment ends	22 Semester Break commences	23	24	25	26		
		27	28	29	30				

Semester 2 - 2016 Tasmanian College of the Arts - Inveresk									Legend
Semester Weeks	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	JULY					1	2	3	Public Holidays
		4	5	6 Semester 1 Results released	7	8 Semester Break ends	9	10	Study Break
SEMESTER 2 1		11 Semester 2 commences	12	13	14	15	16	17	Assessment
2		18	19	20	21	22	23	24	Mid Semester Break
3		25	26	27 Semester 2 Fees due	28	29	30	31	Semester break
4	AUG	1	2	3	4	5	6	7	
5		8	9	10 Semester 2 census date	11	12	13	14	
6		15	16	17	18	19	20	21	
7		22	23	24	25	26	27	28	
Mid-Semester Break 29 Aug - 2 Sept	SEP	29 Last withdrawal without fail	30	31	1	2	3	4	
8		5 Semester 2 Classes resume	6	7	8	9	10	11	
9		12	13	14	15	16	17	18	
10		19	20	21	22	23	24	25	
11		26	27	28	29	30	1	2	
12	OCT	3	4	5	6 Launceston Show Day	7	8	9	
13		10	11	12	13	14 Semester 2 ends	15	16	
Study Break 17 - 21 October		17	18	19	20	21	22 Assessment commences	23	
Assessment Period 22 Oct - 8 Nov		24	25	26	27	28	29	30	
		31	1	2	3	4	5	6	
	NOV	7 Public Holiday (North)	8 Assessment ends	9	10	11	12	13	
		14	15	16	17	18	19	20	
		21	22	23	24	25 Semester 2 Results released	26	27	
		28	29	30	1	2	3	4	
	DEC	5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	
		26	27	28	29	30	31		

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