



General Information 2014

VISUAL ARTS DEPARTMENT



Academic Calendar 2014

WEEK	SEMESTER ONE	WEEK	SEMESTER TWO
1	Monday 10 February	20	Monday 14 July
2	Monday 17 February	21	Monday 21 July
3	Monday 24 February	22	Monday 28 July
4	Monday 3 March	23	Monday 4 August
5	Monday 10 March	24	Monday 11 August
6	Monday 17 March	25	Monday 18 August
7	Monday 24 March	26	Monday 25 August
8	Monday 31 March	27	Monday 1 September
9	Monday 7 April	28	Monday 8 September
10	Tuesday 22 April	29	Monday 15 September
11	Monday 28 April	30	Monday 22 September
12	Monday 5 May	31	Monday 6 October
13	Monday 12 May	32	Monday 13 October
14	Monday 19 May	33	Monday 20 October
15	Monday 26 May	34	Monday 27 October
16	Monday 2 June	35	Monday 3 November
17	Tuesday 10 June	36	Monday 10 November
18	Monday 16 June	37	Monday 17 November
19	Monday 23 June	38	Monday 24 November

Public Holidays:

Labour Day – Monday 10 March
 Good Friday – Friday 18 April
 Easter Monday – Monday 21 April
 Anzac Day – Friday 25 April
 Queen's Birthday – Monday 9 June
 Melbourne Cup – Tuesday 4 November

Key Department Days:

Arts in the Open – Thursday 13 March
 AQTF Days – TBA
 AgIdeas - TBC

STAFF LISTING AND CONTACT DETAILS

Head of Department				
Rachael Cowley	Preston		9269 1291	rachaelc-va@nmit.vic.edu.au
Program Co-ordinators				
Con Emmanuelle	Preston	Creative Product/Illustration	9269 1439	ConEmmanuelle@nmit.vic.edu.au
Peter Kartsounis	Preston	Visual Arts	9269 1437	peterk-va@nmit.vic.edu.au
Carole Littler	C'wood	Prof Writing/Editing	9269 1781	carolel-acc@nmit.vic.edu.au
Andrew Phillips	Fairfield	Graphic Design	9269 8960	ericw-va@nmit.vic.edu.au
Alex Zattelman	Fairfield	Photoimaging	9269 8968	alexz-va@nmit.vic.edu.au
Ongoing Teaching Staff				
Warren Crossett	Preston	VA/CP/ Illustration/Design	9269 1425	warrenc-va@nmit.vic.edu.au
Andrea Draper	Fairfield	Graphic Design	92698960	andreadraper-va@nmit.vic.edu.au
Silvi Glattauer	Fairfield	Photoimaging	92698965	silvig-va@nmit.vic.edu.au
Caz Guiney	Preston	VA/CP/ Illustration/Design	9269 1439	carolyng-va@nmit.vic.edu.au
Jodi Heffernan	Preston	VA/CP/ Illustration/Design	9269 1547	jodih-va@nmit.vic.edu.au
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Chris Hillard	Fairfield	Photoimaging	9269 8969	chrish-va@nmit.vic.edu.au
Greg Neville	Epping	VA/CP/ Illustration/Design	9269 1052	gregn-va@nmit.vic.edu.au
Kirsten Perry	P/E	VA/CP/ Illustration/Design	9269 1433	kirstenp-va@nmit.vic.edu.au
Lyn Phillips	Preston	VA/CP/ Illustration/Design	9269 1547	lynp-va@nmit.vic.edu.au
Edwina Preston	C'wood	Prof Writing/Editing	9269 1619	edwinap-va@nmit.vic.edu.au
Maurizio Salvati	Fairfield	Photoimaging	9269 8965	maurizios-va@nmit.vic.edu.au
Neil Sanders	Preston	VA/CP/ Illustration/Design	9269 1431	neils-va@nmit.vic.edu.au
Geoff Tolchard	P/E	VA/CP/ Illustration/Design	9269 1854	geofft-va@nmit.vic.edu.au
Administration Assists				
Angela Bellina	Preston		9269 8965	angelab-va@nmit.vic.edu.au
Manuela Lucas	P/F		9269 8965	manuelal-va@nmit.vic.edu.au
Linda Watson	C'wood		9269 1881	lindaw-va@nmit.vic.edu.au
Martha Zielinski	Preston		92691431	marthazielinski-va@nmit.vic.edu.au
Technical Officers				
Catherine Campbell	P/E	VA/CP/ Illustration/Design	9269 1431	catherinec-va@nmit.vic.edu.au
Karenne Rees	E/P	VA/CP/ Illustration/Design	9269 1052	karenner-va@nmit.vic.edu.au

NMIT STRUCTURE

NMIT operates according to the Australian Quality Training Framework. This means your training is recognised by employers across Australia. NMIT also has ISO quality accreditation. That's the 5 red ticks that are recognised internationally as a guarantee of quality. NMIT has 7 faculties delivering Certificates, Diplomas and Degrees. The faculties are: Arts and Social Sciences, Building and Construction, Business, Earth Sciences, Engineering, Further Education, Hospitality, Tourism and Personal Services.

Within each faculty there are a number of teaching departments. The Visual Arts Department is within the Faculty of Arts and Social Sciences. It helps if you know where your course sits in the NMIT structure. This is especially important if you need to talk to your Head of Department. The Associate Director is the person in charge of your Faculty.

It is also a good idea to know the names of the following people: your class teachers or lecturers, the Program Co-ordinator who manages your course, and your Head of Department. They are listed on the previous page.

FEES

Fees for Visual Arts Department courses ranging from Certificate III through to Advanced Diploma vary depending on your eligibility for a Government funded place. It is recommended that you contact the Visual Arts Department on 92691431 to discuss individual circumstances. Information regarding tuition fees, and amenities fees, materials fees, concessions, VET Fee Help, installment payment plans and other payment options can be found on the Student Portal.

LITERACY AND NUMERACY ASSESSMENT

At the beginning of the academic year, all NMIT VET students will complete an assessment of their Literacy, and Numeracy skills as part of their enrolment process. This initiative is part of a wider State and Federal government move to address the literacy and numeracy (L&N) issues in the training and skilling of Australia's workforce.

The Learning Skills and Assessment Unit will make the results of the tests available to all relevant teaching staff. Students who need to be informed of support options available to them will be contacted by the LLN/Study Skills Support Unit. This unit will follow up assessment results with teachers to work out appropriate support.

STUDENT ID CARDS

On enrolment, students are issued with an official photo ID card from the Academic Registry. This card will be updated in subsequent years on re-enrolment. This entitles you to join the library, enter social and recreational events at a discount and borrow sporting equipment. Once credit is added your card it also allows you to photocopy and use NMIT printing facilities.

The first ID card is issued free as part of enrolment. Students should carry their ID cards at all times while they are on NMIT premises and may be asked to produce the ID by staff. Should the card be lost or stolen, students must pay \$15 for a replacement.

ATTENDANCE

The nature of the courses require a minimum attendance of 80% in all classes, this facilitates:

- The validation of finished work
- Experience of an environment that replicates a professional workplace
- Demonstration of skills to gain competencies
- Demonstration of team participation

If you fail to attend four consecutive classes in one unit, without prior notification to the Course Coordinator or your teacher, you may be withdrawn from that unit.

If you are unable to attend class please advise the Visual Arts Office:

Preston/Epping 9269 1431

Fairfield 9269 8965

Collingwood 9269 1881

Students must come prepared for classes with appropriate tools and equipment.

Students must follow appropriate OH&S requirements in order to attend classes.

OCCUPATIONAL HEALTH AND SAFETY

Students must wear appropriate clothing, shoes and safety equipment to comply with the various safety regulations applicable to their area of study. Failure to do so will result in exclusion from the classroom or workshop.

Students may be excluded from a course, a classroom, a workshop, a library, a laboratory or any field work activity if the staff member in charge forms the view that the behavior of the student represents a safety risk to the student or others involved in the activity.

Students will be instructed in health and safety issues specific to each module or unit of competency at the beginning of the subject. Students are responsible for supplying their own personal protective clothing such as earmuffs, eye protection, respiratory mask, apron and gloves where relevant to their work practice (safety kit list available from the Visual Arts Department).

There are recommended standards of practice for Occupational Health and Safety within the practical and theoretical subjects in the Visual Arts Department at NMIT.

Students will have appropriate instruction and supervision when using equipment and materials. Solvents, chemicals and rags need to be disposed of appropriately in enclosed solvent disposal bins. No solvent based products are to be stored uncovered in lockers, studios or cupboards. Students must take regular breaks when working in studios and labs.

STUDENT PORTAL

The NMIT Student Portal allows you to access your timetable, results, enrolment details, library borrowing records, course information and all the latest NMIT services and events when you log in at <https://student.nmit.vic.edu.au>. Log in requires the use of your student number (preceded by 's'. i.e. s1234567) as your username and your date of birth (in reverse) as your initial password i.e. year YYYY, Month MM and day DD - (YYYYMMDD). If you have difficulty please contact the library Help Desk 92698488.

You are also able to access the Student Portal from home using the same URL <https://student.nmit.vic.edu.au>.

COMPUTER USAGE

The Visual Arts Department has several Macintosh computer labs with Adobe Software (CS Cloud) installed.

Students must create their own personal login and password to access a computer (this will be explained in detail during the first week of classes). Students are responsible for the storage and safe-keeping of all their digital files. The following tips and suggestions will help minimise any problems.

SAVE your computer work on a regular basis. (The iMacs at TAFE go into 'power save' mode after 30mins and may close applications without warning).

BACK UP your digital work on a regular basis. (You are strongly encouraged to purchase a USB Flash Drive or External Hard-drive for backing up your files). It is your responsibility to always back-up your work on institute computers. The Visual Arts

Department cannot guarantee work files stored on institute computer hard drives will be secure or kept. At regular intervals and without warning, 're-imaging' of computers by the ITC Department to maintain efficiency may result in the deletion of electronic data from computer hard drives and network drive.

Do not store any files on the computers that are not course-related.

Take regular breaks (for the sake of your own health and safety). Prolong computer usage may cause eye strain, headaches, neck and back problems and/or fatigue.

Use the same computer at all times and save all work in progress to the Desktop and all final work (finished art) to the SILO (network drive).

You can only use the colour printers under teacher supervision.

INTERNET USAGE

The internet can be accessed via desktop computers provided by NMIT in all libraries, from the Visual Arts Department in some specialist computer labs and from student mobile computing devices via the NMIT wireless network.

Please remember that cyber bullying is against the rules at NMIT. Cyber bullying is using text messages, emails or posting information on social networking sites that is offensive. If you find that a fellow student is harassing you online or sending you offensive texts talk to your teacher, program coordinator or counselor.

Students must follow the rules relating to the proper use of the NMIT network whether accessed via fixed or mobile devices. Rules can be accessed via the Student Portal.

MOBILE PHONE POLICY

The Visual Arts Department requires that mobile phones must be switched to silent during all classes unless prior arrangements have been made with the teacher in charge.

PROFESSIONAL CONDUCT

As members of the NMIT Visual Arts Department community, students must behave sensibly and appropriately. Abusive language, threatening behavior, bullying (including cyber bullying), harassment, and misuse of NMIT property or disorderly conduct may lead to action under the Student Discipline rules.

Smoking is **NOT PERMITTED** in NMIT buildings, under cover walkways or in designated non-smoking areas within the grounds of NMIT.

The consumption of alcohol is not permitted anywhere on campus unless for registered events. Alcohol can only be served by someone with a current Responsible Service of Alcohol Certificate (RSA).

STUDENT SERVICES AND STUDENT COUNSELLING

NMIT provides a range of facilities and services for the benefit and support of all students. These include campus libraries, prayer rooms, Koorie Services Centre, International Office, Disability Support Services, counseling, financial assistance, study skills support, bookshops, accommodation, cafeterias and bistros. Refer to the Student Portal for detailed information on the above services.

An NMIT student diary is also available for your own use. They can be collected from information centers and libraries on all campuses. It has a list of useful phone numbers, an A-Z information section, an NMIT academic calendar and of course a diary to help you organise and plan your studies.

KITS – COURSE MATERIALS AND EQUIPMENT

All students are required to supply the materials listed on their Kit Lists. The consequent storage and security for these materials is your responsibility.

It is essential that students bring all necessary materials to each practical lesson. An inexpensive tool box is a great way to store and transport materials from between classes.

Full time students will be issued a metal locker that can be used to store books, course materials and other personal items. It is the student's responsibility to lock their lockers with their own reliable and safe padlock.

Ensure that your personal equipment is labeled. No indemnity is granted for any equipment which 'goes missing'.

Equipment borrowed from the Visual Arts Department must be returned on the same day by 4:00pm. Some equipment can be borrowed overnight, but must be returned at 9:00am the following school day (unless other arrangements are made). Failure to follow these rules will lead to a ban on borrowing the departments equipment for a period of time as determined by staff.

ACCESS TO – STUDIOS, CLASSROOMS, COMPUTER LABS AND DARKROOMS

Food and drink (water excepted) is not allowed in any studio, classroom, computer lab or darkroom.

Students must seek approval with teachers before using studios, computer labs, darkrooms or classroom equipment.

Log books are provided for certain work areas. They must be filled in prior to use. If you are found using a space or equipment without registering the appropriate details you may be banned from further use.

Although there is a campus cleaner we expect every student to make every effort at keeping all work areas clean and tidy. **ALL WASTE PAPER & RUBBISH TO BE PLACED IN BINS PROVIDED.**

Due to timetabling demands within the department, access to classrooms outside of your scheduled units of study is limited. It is therefore important that you attend all classes and complete as much work during your scheduled class time. Students are not permitted to remain within work areas outside class times without proper supervision or prior consent from the Program Coordinator.

Displays and pin up boards are put up for your enjoyment and for the dissemination of information. Please respect these boards as any defacement may result in suspension or expulsion from the course.

During certain classes you will be instructed to cease class work 15 minutes prior to the end of class to allow time for you to thoroughly clean and tidy work areas and return equipment to its correct storage location.

STAFF ROOMS, STORE ROOMS AND OFFICES

Offices and staffrooms are officially for staff only. If you wish to speak to any member of staff who is in one of these areas, it is both polite and necessary to knock on the door and wait. Students may not enter these rooms without permission from a staff member.

EMPLOYABILITY SKILLS

A broad range of skills and capabilities are required in today's work environment. When you are working in creative industries, you need skills in:

Communication	Teamwork	Problem Solving	Initiative and Enterprise
Self-management	Learning	Technology	Planning and Organisation

EXEMPTIONS & SKILLS RECOGNITION

All students are entitled to apply for an exemption or Recognition of Prior Learning (RPL) for any subject using the appropriate form. Exemptions may be granted to students who can fulfill one or more of the following:

Demonstration or mastery of the stated objectives.

Supply documentation of having passed a subject of similar duration, content and assessment requirements

Supply documentation that current or past employment and work practices are of a similar nature and standard to that required in the unit.

Recognition of Prior Learning (RPL) & Recognition of Current Competency (RCC)

Recognition of Prior Learning (RPL) is a process through which people can gain credit in recognised courses based on learning gained from experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. Learning in each case is measured against the module/competency for which RPL is sought.

RPL can include situations where consideration is sought for skills gained at work or through life skills in general. This category of RPL requires the Assessor to interview the applicant. At this interview the documentation supplied by the applicant will be required to substantiate their RPL request.

RPL can also include situations where it can be shown that relevant learning outcomes have been achieved in modules/competencies with similar content from other courses. This category of RPL requires the Assessor to undertake and document a 'matching of learning outcomes' between the prior modules/competencies and those for which RPL is sought.

In both situations the successful applicant will receive an EXEMPTION (EX) for the module / competency.

Please note: Where a student applies for EXEMPTIONS they will be charged fees as above whether or not the EXEMPTIONS are granted.

CHANGE OF ENROLEMENT

To cancel an enrolment or to add or delete subjects you must go to your teaching department and complete an *Amendment to Enrolment form* or an *Addition to Enrolment Form* (additional fees may be applicable). Cancellation of enrolment in a subject may affect your full-time/part-time status and this may affect your eligibility for Centrelink benefits. You may also be eligible to receive a refund from NMIT. Apply for this on an *Application for Refund Form* available from campus information centres.

If you do not attend classes for four consecutive weeks, without prior notification to your teacher, you may have your enrolment withdrawn. A student whose enrolment in all subjects is withdrawn will no longer be considered an NMIT student and shall no longer have the right to enter or remain in any of the precincts of NMIT, or to participate in any of the classes, exams, tests or other activities under the control of NMIT.

The Academic Registrar may cancel, without notice, enrolment of any person who has previously been expelled from NMIT.

If you missed classes due to health or personal reasons, please contact a student counselor at your campus. Locations are listed in your NMIT Student Diary under 'Counseling'.

International Students will need to contact the International Office about changing courses and cancelling enrolments. Fees may apply.

Higher Education, Diploma and Advanced Diploma students must consider subject **census dates (below)** when withdrawing from a subject as this determines the liability for any dept associated with the enrolment.

REFUND OF FEES

For full details on the refund of fees, see the *Student Enrolment Fees and Charges Rule* at www.nmit.edu.au/rules or visit www.nmit.edu.au/course_info/local_students/fees/refunds for a summary.

Students must submit an *Application of Refund of Fees* form to Information Services, attaching appropriate documentary evidence. Higher Education, Diploma and Advanced Diploma students must adhere to the subject census deadlines.

Please note: The refund policy is different for international students.

For information and policies related to refund of fees and release letters for international students, please go to www.nmit.edu.au/course_info/international_students/policies_forms and navigate to *Leaving NMIT*

CHANGE OF PERSONAL INFORMATION

Forms for changing personal details are available from the information centers at any campus or downloaded an Amendment to Personal Details form via the Student Portal here. Alternatively inform the administration assistant at your home campus or go to student records.

ASSESSMENT

To qualify for assessment students must ensure all course fees and levies are paid in full. Assessment is finalised at the end of each semester from results progressively gained from practical work (assignments), class exercises, essays and theory tests where appropriate. Assessment for year-long subjects involves a mid-year progress report. This report is discussed at a feedback session with the final result issued at the end of the year.

If you are unable to submit work by a required deadline, you are required to arrange alternative submission strategies; otherwise your work will automatically be considered as a non-submission or a fail. Contact your Program Coordinator for assistance.

Students who feel that the assessed result is not a true reflection of the quality of their work may submit a written application to the Head of Department to have the work re-assessed. The Head of Department or representative will review the work concerned and may confirm the existing assessment or arrange to have the work independently assessed by another person.

Students are required to produce a medical certificate if they are unable to present their folio/work on the due date.

ASSESSMENT AND GRADING

Subjects in this course are assessed according to the following grading system:

Competency Distinction	CD	75-100%
Competency Credit	CC	65-74%
Competency Satisfactory	CS	50-64%
Not Competent	N	0-49%

Assessment tasks in each subject are categorised as formative or summative.

Formative assessments are designed to assess specific areas of skills and/or knowledge. These areas of skill and knowledge are generally part of a developmental process; they are required to be completed before attempting summative assessment tasks. Formative assessments are not graded, they are checked off by the assessor when they are satisfactorily completed.

Summative assessments are designed to assess a group of skills and/or knowledge. These types of assessments are used to assign grades. Summative assessments in this course generally represent completion of a major task, assignment or folio presentation.

Graded summative assessments have a corresponding assessment sheet. This assessment sheet outlines a range of performance criteria to be used for the assessment:

The following table is an example of Student Assessment Feedback for an individual project:

PROJECT 1: 30%
Poster Design

		PERFORMANCE DESCRIPTORS Relative comments are circled or highlighted			
		Not Yet Competent	Competent Satisfactory	Competent Credit	Competent Distinction
1. Professional Practice Includes attendance, punctuality, participation and contribution to class discussion / activities, time management, reliability in completing agreed tasks, adherence to brief, presentation, etc.	Tick IF criteria does apply	Professional practice <u>does not</u> meet expected standard	Professional practice <u>meets</u> expected standard	Professional practice <u>exceeds</u> expected standard	Professional practice <u>far exceeds</u> expected standard
2. Conceptual Development Includes formulating personal arguments/ views, developing personal philosophy, developing concepts that are evident in completed work, visual thinking, ideation, etc.		Conceptual development <u>does not</u> meet expected standard	Conceptual development <u>meets</u> expected standard	Conceptual development <u>exceeds</u> expected standard	Conceptual development <u>far exceeds</u> expected standard
3. Research and Documentation Includes planning and conducting research, orderly documentation, reference, bibliography, ideas and trial work.		Research and documentation <u>does not</u> meet expected standard	Research and documentation <u>meets</u> expected standard	Research and documentation <u>exceeds</u> expected standard	Research and documentation <u>far exceeds</u> expected standard
4. Technical Execution Demonstration of technical skills and creative process in the development of completed work. Presentation of work		Technical execution <u>does not</u> meet expected standard	Technical execution <u>meets</u> expected standard	Technical execution <u>exceeds</u> expected standard	Technical execution <u>far exceeds</u> expected standard
Teacher to sign		DATE: / / 2013			PROJECT GRADE

Methods Used in Assessment *

- DO Direct Observation
- A Assignment
- F Folio
- VD Visual Diary
- T Test
- CE Class Exercise/Participation

*See projects for how these methods are applied.

Plagiarism - What is plagiarism?

Plagiarism is when you take words or sentences or paragraphs directly from the work of another author without making it clear that these words are not your own. Paraphrasing another's work (i.e. changing words and grammar around) is insufficient to protect against plagiarism. Plagiarism is a form of intellectual theft, and therefore is a serious offence and subject to severe penalties.

You need to ensure that you can provide drafts for all the work that you hand in for assessment. Any words that are not original must be appropriately referenced and used according to copyright legislation. If you are unsure whether you are plagiarising, the safest thing to do is acknowledge your source i.e. tell the reader where you got the information from.

If your work appears to include plagiarism it will automatically be referred to the Program Coordinator.

Consequences of plagiarism

Plagiarism is regarded as a form of cheating, which is defined as misconduct in the NMIT Institute Rule on Student Discipline. The penalties associated with misconduct are severe, and plagiarism may result in failure or variation of grade in the unit.

In the assessment of written submissions for all theory classes (essays, gallery reviews, industry forum reports, etc) you will be required to attach a completed cover sheet to declare your work is free of plagiarism.

Plagiarism will be penalised and reflected in the final grades you receive for these classes.

** By submitting this assessment and cover sheet in whatever form, you are deemed to have made the declaration set out above.

FAILURE OF A UNIT

Students who fail a unit can contact the Program Coordinator to discuss their options for resubmission and reassessment.

Depending on the nature of the failure, reassessment will be conducted in the following way;

1. A student may be required to re-submit folio work by a deadline agreed by the subject teacher and Head of Department – (two week maximum unless otherwise negotiated).
2. A student may be required to re-sit a written test at a date agreed by the subject teacher and Head of Department.
3. A student may re-enroll and attend classes at the next scheduled time-tabling of the subject.

LATE SUBMISSIONS

The due date for a brief/assessment is the final date by which an assessment can be handed in. Teaching staff are not obliged to mark late work. If the student passes the assessment task, the final mark awarded for any late work will be Competent Satisfactory.

AUTHENTICITY

Any work that is submitted that was created off campus without the direct observation of the teacher must be authenticated by the student either via an interview or the presentation of preliminary drawings, files or work in progress. The student must be able to deMondaystrate the creative process that was employed.

SPECIAL CONSIDERATION

Special consideration is a process that takes into account unexpected circumstances such as illness, injury or bereavement that affect a student's performance in assessment. Students are required to meet with a Student Services Councilor to discuss issues that may have affected their studies prior to submitting their application. If necessary the Councilor will then submit a recommendation to the Program Co-ordinator for Special Consideration. Applicants may be required to supply documentation that supports the claim.

The outcome will be decided by the Program Co-ordinator and may result in;

- extension of time to complete an assessment
- alternative form of assessment
- deferred assessment

FEEDBACK

Students receive formal feedback on their progress in the course at mid semester and the end of semester. This is an opportunity for staff and students to discuss a student's progress in the course and any issues that may be affecting their studies. It is also an opportunity for students to provide feedback to the teaching staff.

RESULTS

Official results are mailed to students within four weeks of the completion of a unit and can be accessed by logging into the NMIT Student Portal.

COMPLAINTS AND GRIEVANCES

The NMIT Visual Arts Department is committed to promoting and maintaining an environment where a student who experiences conflict or is dissatisfied with an assessment outcome can raise their concerns and have them addressed in a responsible and respectful manner. You are encouraged to firstly contact your Course Co-coordinator who will direct you to the Head of Department if necessary. Student Complaints and Grievance Policy and Procedure are available on the Student Portal here.

STUDENT ARTWORK

Although great care is taken to ensure that 'completed' student work is stored safely and in secured locations during 'assessment periods' throughout the year, no responsibility is taken by the Visual Arts Department for work that is left behind, uncollected or placed in other non-designated areas. It is therefore the student's responsibility to ensure you follow the instructions set out in each project brief regarding submission and collection of original work.

STUDY GRANTS

NMIT offers an extensive student study grants program. These study grants are generously donated by members of the NMIT Industry Foundation and other organizations.

Study grants include a range of cash prizes, course related goods and equipment, and interstate or international work experience. Students may be nominated by teaching staff for some study grants but in some instances students must prepare their own application. NMIT study grants are awarded for academic and technical excellence, enthusiasm and commitment.

There are two types of Study Grant opportunities for students:

- Open Study Grants
- Department Appointed Grants

Applications for study grants close on Friday 8 March 2013. The grants will be presented at the Study Grants Presentation Night on Thursday, 4 April 2013.

Students interested in applying for study grants should contact information centres for application forms.

For more information phone **03 9269 8461** or visit **www.nmit.edu.au/awards**

GRADUATION CEREMONDAY

NMIT provides students with the opportunity to accept Diploma, Advanced Diploma, Associate Degree and Bachelor Degree qualifications at our annual graduation ceremony.

The 2013 NMIT Graduation ceremony will be held on Thursday 23 May 2013 at the Melbourne Town Hall. To attend this ceremony students must complete and submit an application form for diploma (VET) or degree (Higher Education) awards to the Awards Officer by 28th February, 2013. Students must read and complete the application form in full. These forms are available from Campus Information Centres or can be downloaded from either the Results Page of the Student Portal (<https://student.nmit.vic.edu.au/Pages/Results.aspx>) or the NMIT website at **www.nmit.edu.au/graduation**.

To ensure that you receive the necessary correspondence about graduation it is important that you ensure that your address details are correct in the NMIT Student Management System.

Your address details can be amended by submitting the Amendment to Personal Details form to any Student Information Desk.

This form can be downloaded from **www.nmit.edu.au/graduation**

NOTICES, FORUMS & POLICIES

Excursion Notices

Students will be notified of forthcoming excursions by Excursion Notices placed on notice boards and in studio rooms.

Industry Forums

Forums featuring industry specialists occur throughout the year. Details will be displayed on notice boards and in studio rooms with details of industry specialist, times and room number. Participation in these forums is part of assessment.

Institute Policy and Procedures

Information about institute policy and procedures is contained in the Student Diary and listed on the Student portal here.

Duty of Care– Visual Arts Department

Students are presented with an overview of OH&S policy at Department Induction sessions, with ongoing instruction throughout the course.

Students may be excluded from a course, classroom, workshop, library, laboratory, or any field work activity if behavior and/or use safety equipment is inappropriate.

Students are required to act responsibly in relation to Occupational Health and Safety guidelines. Specific safety and responsible behavior issues for particular modules and competencies are in place regarding equipment, materials and protective clothing.

Students are required at all times to follow NMIT policy in respect of discrimination, equity and regard for others. For further information refer to the Student Diary or the Student Portal here.

VISUAL ARTS WEBSITE

Visit the Visual Arts Department website. Here you will find the latest news and events and links to department blogs.

http://www.nmit.edu.au/goto/visual_arts/

COPYRIGHT

Copyright remains with you as the artist, photographer, designer or writer however NMIT reserves the right to use your work produced whilst at NMIT for promotion and publicity purposes. During your Department induction you will be asked to sign a Student Copyright Assignment and Permission Form.

DISPLAYING/EXHIBITING OF STUDENT ARTWORK

The Visual Arts Department at NMIT is committed to providing an educational environment that supports the pursuit of creative expression and recognises the rights of all students to develop their personal visual language and iconography. The Department also acknowledges that they have an obligation to respect the sensitivities of the viewers of artwork and will take appropriate action to insure that images that may be considered offensive will not be displayed for general viewing, or available in the public domain.

Artwork that is exhibited by students represents the Visual Arts Department and NMIT, and as such, the artwork must be developed in class under guidance and observation of teaching staff. Staff and student review and discussion needs to take place before any work is exhibited. These discussions will take into account the appropriateness of the artwork in relation to the venue and audience. The teaching staff and Head of Department are ultimately responsible for making final decisions about what is considered appropriate iconography for display.

A-SPACE PROTOCOL FOR EXHIBITED STUDENT WORKS

All students are advised that work exhibited at A & B-Space Gallery will be stored in the gallery storeroom at close of exhibitions, for two weeks only.

Due to limited storage space, after the two-week period uncollected works may be removed and destroyed.

N.B. It is the student's responsibility to collect their work or make arrangements for someone to collect it on their behalf.

PARKING

NMIT provides free parking at all campuses except Collingwood. If you intend to drive and park your car in the student car park at NMIT then you will need to get a parking permit in the form of a sticker for your windscreen. These permits can be obtained from all NMIT information centres, campus libraries, the Preston Gatehouse next to Building A or the Fairfield Gatehouse on Yarra Rd. You need to show your current student ID card together with your car registration number. By issuing a parking permit, no guarantee will be made of parking spaces being available. It does get busy so arrive early! WARNING: Parking without a sticker may incur heavy fines.

Disabled parking permits and lift keys are issued by the Buildings and Properties department. Students can obtain the application form from Student Services here.

EMERGENCY PROCEDURES

In case of an emergency that involves evacuation of an NMIT building, students are required to follow directions given by the campus Chief Warden, Deputy Warden, Area Wardens or Wardens. These staff will be recognised by the wearing of either a white, yellow or red hard hat.

Please study the Evacuation and Assembly Point Maps for all campuses where your classes are held.

Any person discovering a fire or other emergency should;

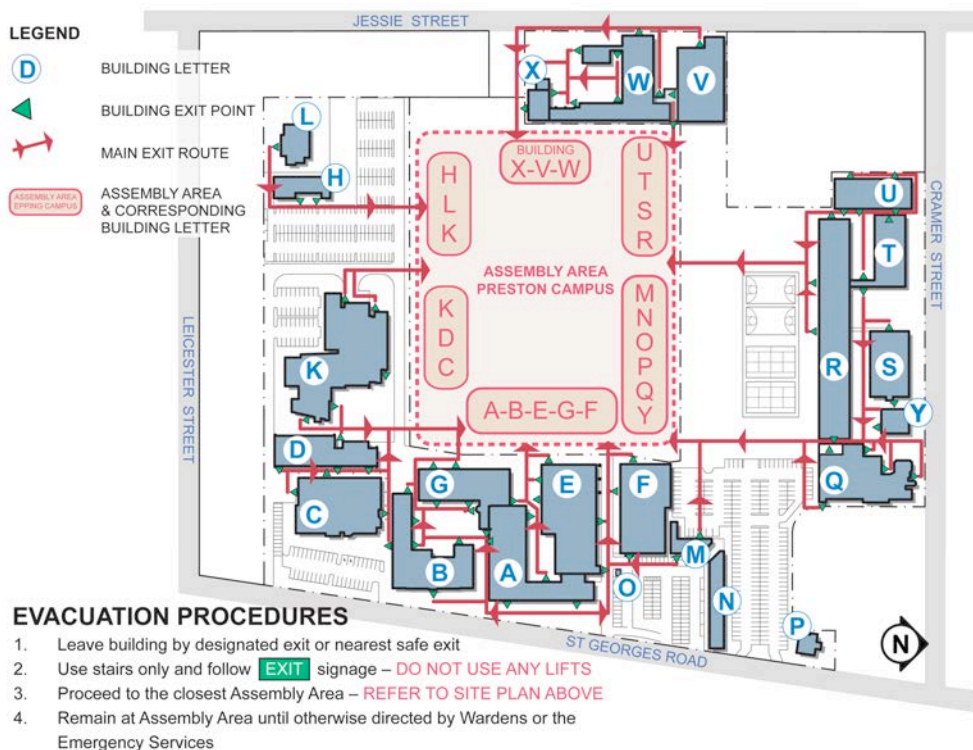
1. Assist any persons in immediate danger – ONLY IF SAFE TO DO SO
2. Raise the alarm by notifying a staff member
3. Staff member will contact emergency services
4. EVACUATE

EVACUATION PROCEDURE

1. Stay calm
2. Leave building by designated exit or nearest safe exit
3. Assist mobility/hearing/sight impaired persons
4. Use stairs only - DO NOT USE LIFTS
5. Proceed to closest Assembly Area – REFER TO MAP
6. Remain at Assembly Area until otherwise directed by Wardens (wearing red hats) or the Emergency Services

For further detailed information with designated assembly areas refer to campus maps below;

Preston Campus Map

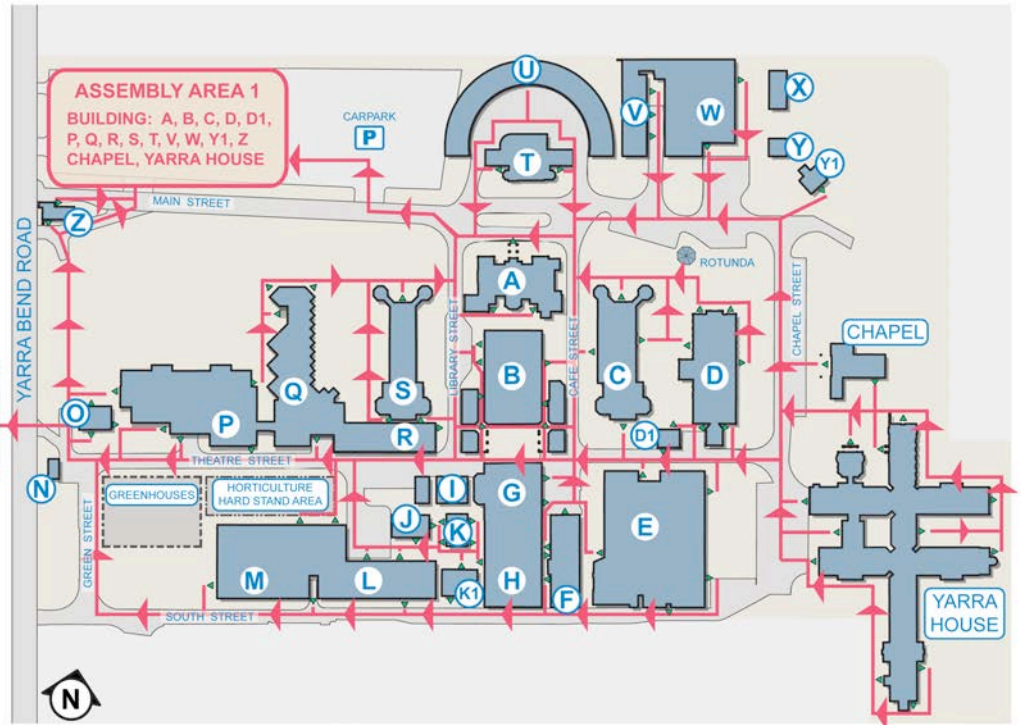


Fairfield Campus Map

LEGEND

- A BUILDING LETTER
- ▶ BUILDING EXIT POINT
- ↔ MAIN EXIT ROUTE TO ASSEMBLY AREA
- ASSEMBLY AREA 1
FAIRFIELD CAMPUS ASSEMBLY AREA 1
- ASSEMBLY AREA 2
FAIRFIELD CAMPUS ASSEMBLY AREA 2

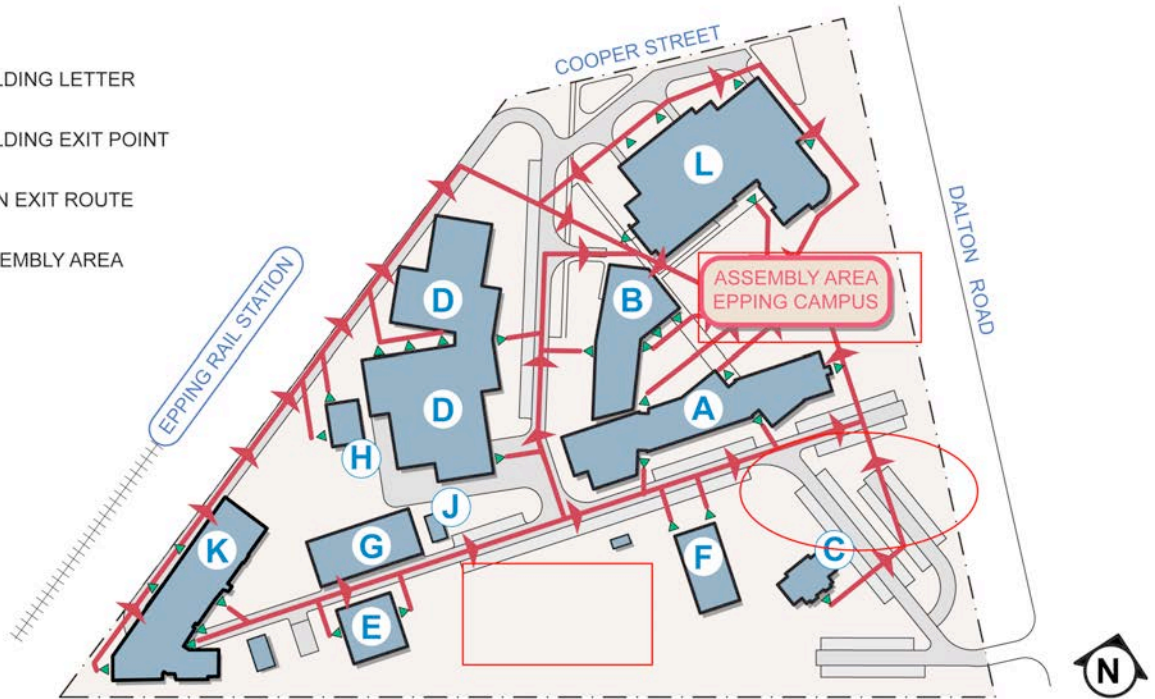
ASSEMBLY AREA 2
BUILDING: E, F, G, H,
J, K, K1, L, M, N, O



Epping Campus Map

LEGEND

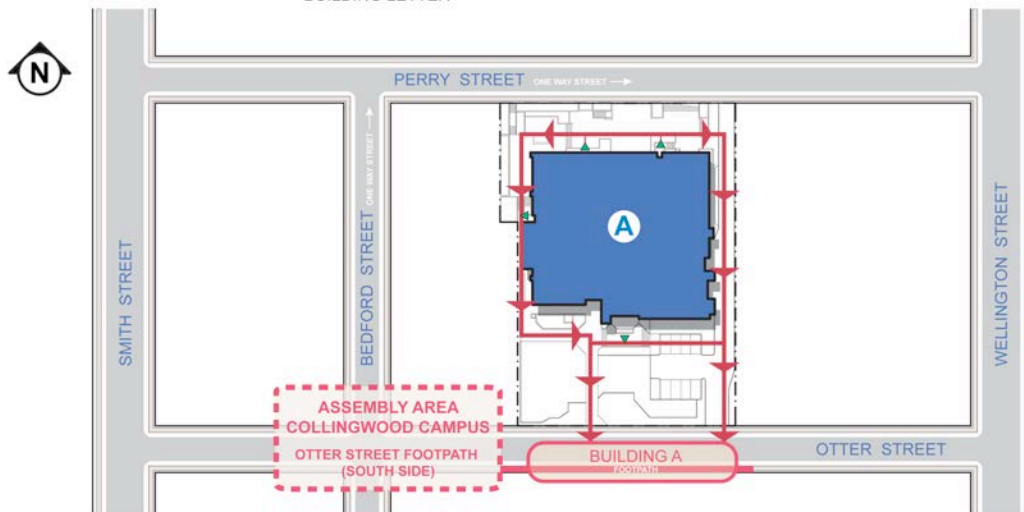
-  BUILDING LETTER
-  BUILDING EXIT POINT
-  MAIN EXIT ROUTE
-  ASSEMBLY AREA
ASSEMBLY AREA
EPPING CAMPUS



Collingwood Campus Map

LEGEND

- A BUILDING LETTER
- ↔ MAIN EXIT ROUTE
- ▶ BUILDING EXIT POINT
- CAMPUS ASSEMBLY AREA ASSEMBLY AREA & CORRESPONDING BUILDING LETTER



EVACUATION PROCEDURES

1. Leave building by designated exit or nearest safe exit.
2. Use stairs only and follow EXIT signage – **DO NOT USE ANY LIFTS**
3. Proceed to the closest Assembly Area – **REFER TO SITE PLAN ABOVE**
4. Remain at Assembly Area until otherwise directed by Wardens or the Emergency Services.