



FACULTY OF CREATIVE ARTS
POSTGRADUATE VISUAL ARTS STUDIOS

Demountable Building D54

POLICY & APPLICATION FOR STUDIO SPACE 2009

The Postgraduate Visual Arts Studio in Building 54 is only available to students currently enrolled in an honours or postgraduate course offered by the Faculty of Creative Arts. Priority will be given to full-time students who have no access to external studio space. A maximum of **six** students can be accommodated at any one time.

Allocation of studio space will be made on the basis of student need and shall be determined by the Head of Postgraduate Studies on the recommendation of the Postgraduate Co-ordinator in the School of Visual Arts and Design. Allocation of studio space will be limited to one year's duration (two academic sessions). All periods of absence or non-use of the studio of more than four weeks must be notified to the Faculty's Professional Officer, Olena Cullen. All students must vacate the studios at the end of Spring session each year to allow the spaces to be professionally cleaned.

Students must maintain their space in accordance with safe work practices and Occupational Health and Safety guidelines and staff directions. Failure to do so may result in eviction from the studio. **Because of OH&S issues, no oil painting is permitted in Building 54.**

The Faculty requires a \$60.00 deposit for each key issued. This is to be paid by the student on advice that a request for use of the studio has been successful. The deposit will be reimbursed to the student when the key is returned to the Faculty.

To lodge a request for the allocation of space in a Visual Arts Studio please complete the following and return to Olena Cullen in the Faculty of Creative Arts by 13 March or 31 July as appropriate.

Name: Course:..... Student Number:

Reason studio space is required:

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.....

Session/s when studio space is required in 2009: Autumn Spring

Note: All students must vacate the studios at the end of Spring session to allow the spaces to be professionally cleaned.

Student signature:..... Date:

Faculty Use Only

Allocation of Visual Arts Studio Space 2008

Recommendation by the Postgraduate Co-ordinator, School of Visual Arts and Design:

Yes Space to be allocated in: Building 54 Other

No Application for Studio space not recommended for the following reasons.

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Co-ordinator:..... Date:
Signature

Approved by the HPS: Date:
Signature

Student Agreement

I have read and understood the Policy regarding the Postgraduate Visual Arts Studios as set out overleaf. I agree to abide by the conditions as set out in the Policy and the Studio Rules which have been issued to me.

Enclosed please find \$ 60.00 deposit for issue of a key. Key Number:

I understand this amount will be refunded by the Faculty when the key is returned at the end of Autumn/Spring session 2008.

Student signature: Date:

Amount Collected: \$ Collected by: Date:
Staff Signature

Amount Refunded: \$ Received by: Date:
Student Signature