SCHOOL OF ART

STUDENT INFORMATION

BACHELOR OF ART
FINE ART
PROGRAM NUMBER: BP201
SCHOOL CONTACT DETAILS

School of Art Administration Office
Office Hours  9.00am – 5.00pm (closed between 1.00 – 2.00pm)
Location    Building 2, Level B, Room 4 (2.B.4)
Phone       9925 1988/9925 2922/9925 2215
Fax          9925 3755
Website      www.rmit.edu.au/art

Head of School  Professor Elizabeth Grierson  9925 2219
Reception      Michael Holliday  9925 1988
Administration Officer  Kristy Ramirez  9925 2922
Administration Manager  Michelle Strange  9925 2215

Studio Coordinators:
Program Coordinator  Dominic Redfern  9925 2055  Building 9.2.49
Ceramics            Kevin White  9925 2656  Building 4.1
Drawing             Godwin Bradbeer  9925 5386  Building 87.6.7
Fine Art Photography  Shane Hulbert  9925 5236  Building 9.2.48
Gold & Silversmithing  Robert Baines  9925 2727  Building 2.A.11
Media Arts          Martine Corompt  9925 2955  Building 9.2.49
Painting            Peter Ellis  9925 2838  Building 2.D.7
Printmaking         Harry Hummerston  9925 1035  Building 49.B
Sculpture           Don Gore  9925 3625  Building 37.1.3
Sound               Phil Samartzis  9925 5207  Building 9.2.47

Art History & Theory
Coordinator          Linda Williams  9925 2369  Building 37.2
1st year Coordinator  Rose Stone  9925 5237  Building 37.2

All staff contact details can be found on the School website. To email a staff member:
Firstname.surname@rmit.edu.au
## IMPORTANT DATES 2006

### Semester One

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 February</td>
<td>Commencement of Semester one</td>
</tr>
<tr>
<td>10 March</td>
<td>Final day to add courses for semester one</td>
</tr>
<tr>
<td>13 March</td>
<td>Public Holiday (Labour Day)</td>
</tr>
<tr>
<td>31 March</td>
<td>HECS Census date - Final day to withdraw from courses without Academic penalty</td>
</tr>
<tr>
<td>14–18 April</td>
<td>Easter Break</td>
</tr>
<tr>
<td>13–19 April</td>
<td>Mid Semester break – no classes</td>
</tr>
<tr>
<td>25 April</td>
<td>Public Holiday (ANZAC Day)</td>
</tr>
<tr>
<td>28 April</td>
<td>Final day to withdraw from course without fail – HECS penalties apply</td>
</tr>
<tr>
<td>29 May</td>
<td>Last week of classes</td>
</tr>
<tr>
<td>12 June</td>
<td>Public Holiday – Queens Birthday</td>
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</tbody>
</table>

### Semester Two

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>24 July</td>
<td>Commencement of Semester two</td>
</tr>
<tr>
<td>4 August</td>
<td>Final day to add courses for semester two</td>
</tr>
<tr>
<td>13 August</td>
<td>Open Day</td>
</tr>
<tr>
<td>31 August</td>
<td>HECS Census date - Final day to withdraw from courses without academic penalty</td>
</tr>
<tr>
<td>15 Sept</td>
<td>Final day to withdraw from course without fail – HECS penalties apply</td>
</tr>
<tr>
<td>25 – 29 Sept</td>
<td>Mid Semester break</td>
</tr>
<tr>
<td>23 October</td>
<td>Last week of classes</td>
</tr>
<tr>
<td>7 November</td>
<td>Public Holiday (Melbourne Cup)</td>
</tr>
<tr>
<td>13 December</td>
<td>Graduation Ceremony</td>
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PROGRAM STRUCTURE

Credit Points required to complete degree - 288
(48 credit points each semester = 4 courses)

1st Year Students
All students in first year of the program enrol in:
• 3 workshop/studio courses per semester
• Art History & Theory 1 in first semester
• 1 University elective in second semester

2nd Year Students
All students in second year of the program enrol in:
• 3 workshop/studio courses per semester
• 1 university elective in first semester
• 1 History/Theory course in second semester

3rd Year Students
All students in third year of the program enrol in:
• 2 workshop/studio courses per semester
• Professional Practice in second semester
• 1 History/Theory course in first semester
• 1 University elective in either semester
• 1 workshop/studio course in either semester.

Art History & Theory
All students must complete 3 Art History and Theory courses throughout their degree. In first year it is a core survey course whilst second and third year students will elect from amongst a range of options.

University Student Elective
RMIT requires that every student complete three 12 credit point university electives in the course of their degree. All electives that are on offer for can be viewed on:
http://www.rmit.edu.au/students/studentelectives

There are University Electives offered by the School of Art as well all other schools within the university. These courses are single semester and have no pre-requisites.

In addition to these courses designed and listed by schools as University Electives students are also able to complete their University Elective requirement by undertaking any courses within the BA – Fine Art that are a single semester in duration and have no pre-requisites. There are many courses offered within our program that fall into this category. If you wish to use any of these courses to complete your University elective requirement please check that the course has no pre-requisites and seek permission of the supervising lecturer or coordinator.
IMPORTANT INFORMATION

Student Email
All students receive an RMIT Email account. In most cases this is how we will contact you, so please ensure you check your email regularly.

Student Administration Forms
All forms can be downloaded from the RMIT Website – www.rmit.edu.au/students, or are available from the administration office.

Amending your enrolment
Complete an enrolment variation form. This will need to be signed by your studio coordinator or administration staff. All variation forms must be checked by administration staff before submitting. When completing the form ensure that you write in the course code, class number and term.

E.G Course Code = Subject Area = VART Catalogue number = 1316
Class number = 1772
Terms – Semester 1 = 0610 Semester 2 = 0650

Deadline for adding courses to semester one enrolment March 10
Deadline for withdrawing from courses March 31
Deadline for adding courses to semester two enrolment August 4
Deadline for withdrawing from courses August 31

Claiming Credit (exemptions)
Single Courses Complete an application for single course credit; have it approved by your studio coordinator for studio courses or the history coordinator for history courses. Once approved submit to the administration office with a copy of the transcript from your previous study. If you are enrolled in the course that you have been given credit for you must complete an enrolment variation form to withdraw.

Block Credit – Students that have been given advanced standing are required to submit a block credit application form together with a copy of transcript from previous study to enable advanced standing credits to be processed.

Deadline for submission of credit applications March 31

Taking Leave of Absence
Complete an application for Leave of Absence. You will need approval from your studio coordinator. Once form is signed submit the form and your student card to the administration office.

Deadline Semester 1 March 31
Deadline Semester 2 August 31

Canceling your enrolment
Discuss the cancellation with your studio coordinator, complete a cancellation form and submit to the administration office with your student card.

Deadline Semester 1 March 31
Deadline Semester 2 August 31
Change of Address
It is very important to keep your address up to date at all times. You can change your address at the Hub by completing a change of Personal information form.

Enrolment
You are responsible for ensuring that you are enrolled in the correct courses. You must notify the office of any errors immediately. You can view your enrolment on-line at www.rmit.edu.au/students

Assessment/Results
You will be notified of the assessment dates for your courses by the lecturers during the semester. You can view your results from www.rmit.edu.au/students

Course Guides
Course guides can be viewed on the web by typing in the Course Code E.G. VART 1316 www.rmit.edu.au/students

Noticeboard
The School noticeboard is located outside the administration office in building 2, level B. Current Exhibitions, awards and course information is displayed here.

Timetable/Course Summary Booklet
Available from the administration office or can be viewed and downloaded from the School website.

Note – Fine Art Class locations are found on the timetable E.G. 9.2.19 = Building 9, Level 2 Room 19

The Hub
The Hub can assist you with the following services:

- get help with managing your study time
- find out about housing options
- get directions around the campus
- access online learning support
- speak to a professional teaching and learning services professionals
- find out about services for students with a disability
- attend a health education seminar or drop-in session
- book a room
- pay a non-cash fee
- get your transcript and Confirmation of Enrolment
- have your concession form stamped
- enquire about studying overseas on an exchange program
- look into scholarships available to RMIT students
- get a referral to the ATSI unit
- gain career advice, interview skills and resume writing
- obtain financial advice
- support for International Students
- attend a study skills workshop
- find out about daily activities and events on at RMIT
- browse through online databases and reference materials

Other places to find out information is in your RMIT Diary or on the website