



THE UNIVERSITY
OF AUCKLAND

NATIONAL INSTITUTE OF
CREATIVE ARTS AND INDUSTRIES®

2015

Elam School of Fine Arts Handbook



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Disclaimer

Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to alteration. All students enrolling at The University of Auckland must consult its official document, the current *University of Auckland Calendar*, to ensure they are aware of and comply with all regulations, requirements and policies.

Keep in touch:

www.creative.auckland.ac.nz

www.facebook.com/nicainz

www.instagram.com/nicaistudio

www.youtube.com/nicainz

Cover: Dasul Lee,
Similarities and Dissimilarities, MFA 2014
Photographer: Sam Hartnett

Welcome



Nau mai, haere mai ki Te Kura Toi o Elam.
Welcome to Elam School of Fine Arts.

Elam was founded almost 125 years ago and as part of The University of Auckland, we have become the New Zealand school of choice for art students, teachers and researchers. Our staff and alumni have exhibited their work in some of the most prestigious venues in the world and have led the way in creative innovation. Ours is a great school with a proud history and we want you to feel very much a part of it.

We look forward to welcoming all new and returning students from home and abroad and to supporting your success in your academic goals at all levels. As well as the excellent range of resources that Elam provides, we are constantly developing a dynamic curriculum and cultivating the kind of staff-student relationships that enable creative students to thrive. Additional services are available from the National Institute of Creative Arts and Industries (NICA) of which we are a part and from the Student Learning Centre,

including help in acquiring English language and writing skills for our many international students.

This handbook is an essential guide to the School's policies, timetables and information on the facilities and resources available to you. Please take the time to study its contents and hold on to it for future reference. Studying at Elam should be the most exciting, challenging and rewarding time in your life to date. We encourage you to make the most of the huge range of opportunities to interact with other students and staff, to benefit from the exchange of ideas, to debate issues, to acquire skills and to take the sound professional and vocational advice on offer.

Our first semester in 2015 kicks off with an orientation programme and in addition to the teaching and learning in which you will be immersed from that point, an exciting programme of exhibitions, events and visits from esteemed artists and alumni will unfold. We hope the year will be one of exceptional creative and intellectual growth for each and every one of you.

Ngā mihi mahana / with all good wishes.



ASSOCIATE PROFESSOR DERRICK CHERRIE
Head of Elam School of Fine Arts

Welcome to NICA!

The National Institute of Creative Arts and Industries (NICA!) is a respected centre of learning and professional expertise in the creative sector. NICA! brings together the School of Architecture and Planning, Elam School of Fine Arts, the School of Music, the Dance Studies Programme and the Centre for Art Studies (CAS). The faculty is home to nationally and internationally recognised academics, artists, musicians and professional practitioners.

As a NICA! student you will have access to some of New Zealand's finest resources, including specialist libraries, dedicated study areas, studios and practice rooms. Working alongside leading thinkers and practitioners, your experience at NICA! has the potential to inspire and hone your creative skills and academic pursuits. We are proud that our students leave the faculty equipped with the theoretical, practical and entrepreneurial knowledge necessary for a successful future in the creative sector.

Key dates for the 2015 academic year

Semester One 2015	
Orientation Welcome	Wednesday 25 and Thursday 26 February
Semester One begins	Monday 2 March
Mid-semester break / Easter	Friday 3 – Saturday 18 April
ANZAC Day	Monday 27 April
Graduation	Monday 4, Wednesday 6, Friday 8 May
Queen’s Birthday	Monday 1 June
Lectures end	Friday 5 June
Study break	Saturday 6 – Wednesday 10 June
Examinations	Thursday 11 – Monday 29 June
Semester One ends	Monday 29 June
Inter-semester break	Tuesday 30 June – Saturday 18 July
Semester Two 2015	
Semester Two begins	Monday 20 July
Courses and Careers Day	Saturday 29 August
Mid-semester break	Monday 31 August – Saturday 12 September
Graduation	Tuesday 29 September
Lectures end	Friday 23 October
Study break	Saturday 24 – Wednesday 28 October
Labour Day	Monday 26 October
Examinations	Thursday 29 October – Monday 16 November
Semester Two ends	Monday 16 November
Summer School 2016	
Summer School begins	Wednesday 6 January
Auckland Anniversary Day	Monday 1 February
Waitangi Day	Saturday 6 (observed Monday 8 February)
Lectures end	Friday 12 February
Study break	Saturday 13 February
Examinations	Monday 15 – Wednesday 17 February
Summer School ends	Wednesday 17 February

Life at Elam

Studying at Elam means you join a community of students and staff who are engaged in creative practice as a means of expanding our understanding of ourselves, and the work in which we live. During your time of study, you will be encouraged to ask questions, take risks, work with others, be open minded, and to think independently. It is a place where you may make lifelong, valuable friendships with your peers through a collective passion and understanding of the value of artistic practice, and its place in the world. If you are a student new to Elam, from all of the staff and students, welcome to our community.

Elam Graduate Profile

At Elam, we recognise that each student brings new experiences, interests and knowledge to the school. Our aim is to develop these capacities so that all of our graduates are equipped with an understanding of the value of creative practice, and with the skills and knowledge required to forge meaningful creative pathways upon graduation.

Whaia te taumata tike tike o te matauranga kia mau, kia tupa te mauri me te mohiotanga puta noa ki a ratou kei te whai ake

This mihi asks graduates to pursue the highest quality of education; and to maintain with strength and commitment this mauri and knowledge to benefit those following in the future.

Te matauranga mauri ora

Specialist knowledge

Graduates of Elam's BFA programmes are active contributors to the field of contemporary art. They have a confident artistic practice based upon an advanced portfolio of material and conceptual skills, underpinned by robust, practice-based research. They produce creative works that reflect the highest professional standards.

They articulate and reflect critically on current issues and debates within their own practices and develop these practices to engage with the world.

Mōu te mana

Personal Qualities

Graduates of Elam's BFA programmes have learned how to create for themselves and others. They are imaginative and inspirational leaders with distinctive voices who build communities through and around their work. They have intellectual openness; they question assumptions and respond confidently to change. They take risks to achieve excellence. They respond appropriately to the complexity of cultural worlds and collaborate respectfully with others. They take responsibility for their own learning and the development of their own practices.

Mohiotanga puta noa ki a ratou kei te whai ake

Transferable Skills

Graduates of Elam's BFA programmes are comfortable sharing their knowledge and skills within and beyond the Fine Arts. Their understanding of their own material and conceptual capabilities leads to a respect for the work of others. They are experienced in critique and skilled in evaluating creative works and the creative process, employing reflection, understanding and analysis. Their confidence with material and conceptual processes allows them to operate successfully in complex environments, including those outside of the field of Fine Arts. They are capable of forming and testing new questions and resolving creative problems in diverse settings.

Whakamohiotia

Communication skills

Graduates of Elam's BFA programmes understand the communicative power of the senses. They are informed about their chosen genres of production and fluent in the written and spoken discourses that accompany the realisation of creative works. They are curious and expansive in their thinking. They find and generate meaning in the world. They have the capacity to change the way we experience the world.

Hirangi pai rawa atu

Excellence and achievement

Graduates of Elam's BFA programmes seek quality and excellence in all endeavours. They orient themselves to professional communities that share these values and that operate at the highest level. They push themselves and their peers and strive to achieve the greatest possible impact through their work. This commitment is reflected in the esteem with which Elam graduates are held in the broader community.

Kia mau ki nga tikanga me nga tohu tohunga

*Kei a koe anake; engari I te wa e tika
ana, ki nga akonga rangatahi*

*Nga uri whakaeke manakitia ratou,
kia puawai tonu nga mahotanga o tea
o, mo nga uri kei te haere mai.*

This closing statement asks students to value and care for their knowledge and capability, with a view to passing it on at the appropriate time, to motivate and inspire future generations.

Elam timetable — Semester One

All programmes

	Monday				Tuesday		Wednesday				Thursday		Fri
9-10	101 L Eng 3404 / 403- 404	207 W	308 / 10 L 423- 342	408 L 431 W - 301	790 L ELT	PGDip / MFA L Eng 3404 / 403- 404	101 S	308 / 10 S	207 / 9 S	408 S	790 L	PGDip/ MFA S	103 L Eng 3404 / 403- 404
10-11	101 S		308 / 10 S	408 S									103 S
11-12	102 S	308 S						103 S					
12-1	103 S		207/9 L Eng 3404 / 403- 404	308 S					308 S	207 S			
1-2		207/9 S											
2-3					101 W		308 / 10 W			101 W			101 W
3-4	101 W	207 S											
4-5													

Legend

L = Lecture S = Studio W = Workshop T = Tutorial D = Discussion / Crit session

The information included in this form is correct at the time of going to print, however no responsibility will be accepted for any errors, omissions or subsequent changes to timetabling or courses offered. Please check your timetable on: www.studentservices.auckland.ac.nz as lecture and tutorial locations may change.

Elam timetable — Semester Two

All programmes

	Monday				Tuesday	Wednesday		Thursday			Friday		
9-10	101 L Eng 3404/ 403- 404				409 L	PGDip / MFA L MLT 2 / 303 - 102	309/ 11 L Eng 3404 / 403 - 404						
10-11		204 L Eng 3404/ 403- 404	309 /11 S			PGDip / MFA L MLT 2 / 303 - 103		208 /11 S	104 L Eng 3404 / 403 - 404			305 L ELT Sem Rm B	
11-12	101 S			104 L Eng 3404/ 403 - 404	409 S	790 L ELT	102 S	309 / 11 S		409 S	790 S	PGDip / MFA S	208 W
12-1		208 L Eng 3404 / 403 - 404	309 S			PGDip / MFA L MLT 2 / 303 - 105		208 S	104 T ELT Sem Rm B			305 T ELT Sem Rm B	
1-2				104 T ELT, Sem Rm B				309 S					204 L Eng 3404/ 403- 404
2-3		208 / 11 S							102 W				
	101 W		305 L ELT			305 T Sem Rm B			204 T Sem Rm B				204 T 403 - 406
3-4				102 W									
4-5		208 S						309 / 11 W					

Studying at the University

General conduct

Elam values collegiality, and respect for others. The studio environment at the school requires that students are able to work alongside each other in a productive manner. The school works within the framework of University guidelines and Policy with regards to expected behaviour (see below).

General behaviour

The University expects that Students will act reasonably towards one another and towards all Members of the University, Wardens, and staff of the Students' Union, and towards all tenants, contractors to, and guests of, the University.

www.auckland.ac.nz/academic-conduct

Academic conduct

The University expects all students to complete coursework, examinations and theses with integrity and honesty. The University of Auckland will not tolerate cheating, or assisting others to cheat. It views cheating as a serious academic offence. To ensure that the standard of all University of Auckland qualifications is maintained, students and staff have a responsibility to prevent, discourage and report cheating.

www.auckland.ac.nz/academic-conduct

Ethics and research

The University of Auckland mandates the following principles in respect of research undertaken at the University:

- Honesty and integrity in all aspects of research.
- Accountability in the conduct of research.
- Professional courtesy and fairness in working with others.

- Good stewardship of research on behalf of others.

www.auckland.ac.nz/academic-conduct

360° Auckland Abroad

The University of Auckland has exchange arrangements with a number of overseas universities. Students may apply to go on exchange for one or two semesters in either their second or third years of study and pay University of Auckland fees. General information, and a list of exchange universities available to Elam students, is available on the 360° website. Deadlines for completed applications are either the 1 June or 1 December for exchanges in the following year.

Elam's Exchange representative:

James Cousins

Email: j.cousins@auckland.ac.nz

www.auckland.ac.nz/en/for/current-students/cs-auckland-abroad-student-exchange.html

Scholarships and Awards

The University of Auckland Scholarships office manages a number of scholarships specific to Elam students. Information, including deadlines and application forms, are available on the Scholarships office website.

www.auckland.ac.nz/en/for/current-students/cs-scholarships-and-awards.html

Support services

The University of Auckland is the largest University in New Zealand. Studying in such an environment can be wonderful because of the range of resources and academic possibilities available to you. It can also be overwhelming at times. Many students during their time

of study will need support of different kinds in order to ensure they are able to achieve and engage to the best of their abilities.

Below is a list of some of the support services that are available to students within the University that may be useful to you during your time of study.

Working with these support services when needed can make a real difference to student success.

Elam Academic Advisor

For advice on all academic matters, students should contact the NICAI student centre. If your enquiry needs academic staff input, the NICAI student centre staff will contact one of the Elam Academic Advisors. For 2015 these are:

Undergraduate Academic Advisor
Tara Winters
Email: twinters@auckland.ac.nz

Postgraduate Academic Advisor
Joyce Campbell
Email: jo.campbell@auckland.ac.nz

Libraries and Learning Services

Libraries and Learning Services provide resources, workshops and advice to help you in your study.

Libraries

There are fourteen libraries across different university campuses. The Fine Arts Library is likely to be of most use to Elam students.

The Fine Arts Library has outstanding library collections covering every subject related to art including art history, art theory,



contemporary art, photography, painting, printmaking, new media, installation art/mixed media and design, with an emphasis on New Zealand and Pacific art. We have Special Collections of unique resources about New Zealand art and artists including:

Artist Books - unique hand-made or limited edition books created predominately by past and present Elam students and staff.

Artists and Gallery files – art related ephemera on New Zealand art galleries and artists.

Archive material – collections of documents from people associated with Elam and the Auckland Arts community including artworks, photographs, minutes, posters, and letters.

The Library staff are always keen to help with any requests for help and we're interested in your own developing Studio Practice. Ask any of us for assistance or you can contact the Fine Arts Subject Librarian, Jayne Carroll, for help with finding information on any art-related subject, how to cite your research, or how to search our extensive online resources.

Jayne Carroll, Fine Arts Library

Phone: 923 7902

Email: j.carroll@auckland.ac.nz

www.library.auckland.ac.nz/about-us/libraries/fine-arts

Student Learning Services

Student Learning Services offers academic development workshops, advice and online resources relevant to undergraduate and postgraduate study. Themes include academic reading and writing, communicating and presenting, critical thinking, mathematics and statistics, research skills and study skills. For further information visit:

www.library.auckland.ac.nz/student-learning

English Language Enrichment

English Language Enrichment (ELE) provides opportunities for any student enrolled at the University of Auckland to improve their academic English. Visit ELE, speak to the staff, access resources online or take part in a discussion group to help develop your academic English. Located on Level 1 of the Kate Edger Information Commons, opening hours and resources can be found at:

www.library.auckland.ac.nz/ele

NICAI Student Centre

We provide advice and assistance to all future and current NICAI students, on any and all aspects of student life and experience from application to programmes through admission and enrolment to graduation. We also have student support and experience officers to assist with pastoral care concerns. It doesn't matter whether you have just a quick question, or need to sit down and talk with someone. Phone or email us, or simply pop in during business hours – no need to make an appointment. We work in close consultation with academic staff and central University administration, and if we don't know the answer, we'll find out who does.

We can:

- Answer your questions about NICAI's degree programmes, General Education, fees, scholarships and prizes
- Show you how to apply for a NICAI programme
- Offer guidance with degree and course planning
- Give you financial information and advice

You can also:

- Pick up copies of prospectuses and handbooks, NICAI and University forms

- Use our computers, study space, meeting rooms and large format print centre
- Catch up with friends, meet other students, check out exhibitions of student creative work and find out more about other NICA! events
- Or just relax and watch our plasma screen presentations on student work and life.

Office: Level 2, Building 421 (Architecture and Planning Building), 26 Symonds St, Auckland

Hours: Monday to Friday, 9am–5pm

Email: nicaistudentcentre@auckland.ac.nz

Phone: 0800 61 62 63

Student Disability Services

Student Disability Services can provide for students with a wide range of impairments, both visible and invisible. If you live with an impairment that impacts your studies, or if you had special condition for exams at school, contact us for a confidential chat about how we may be able to help you succeed at University.

Faculty Disability Liaisons (NICA!)

Tamara Rickett

Email: t.rickett@auckland.ac.nz

Phil Callaghan

Email: p.callaghan@auckland.ac.nz

We have a service centre with dedicated staff in the ClockTower which is open from 8am–4pm, but suggest making an appointment.

Equity Office: Room 036, Basement Level, ClockTower, 22 Princes St, Auckland

Phone: +64 9 373 7599 ext 82936

Fax: +64 9 308 2354

Email: disability@auckland.ac.nz

Student Health and Counselling

The University Health and Counselling Service offers specialised support for the health and wellbeing of students across our four main campuses. Our skilled staff includes physicians, registered nurses, counsellors and clinical psychologists who are experienced in student wellness. Our after-hours service, managed by registered nurses is available throughout the night, weekends and public holidays or at any time the service is closed. Located at Level 3 of the Kate Edger Building on City Campus, we also have services at the Epsom, Grafton and Tamaki campuses.

Phone: +64 9 923 7681

Email: uhsinfo@auckland.ac.nz

www.auckland.ac.nz/healthandcounselling

Tuākana programme

The NICA! Tuākana programme offers support to Māori and Pacific Island students studying at NICA!. It is primarily focused on helping new students to settle into University life and to succeed in their first year. The programme also offers wider support for all undergraduate and postgraduate Māori and Pacific Island students at NICA!.

Benefits of being involved in the Tuākana programme include:

- Improving your academic achievement.
- Increasing your access to resources and University services.
- Providing you with opportunities to meet more students, at your own level and above.
- Keeping you informed about Māori and Pacific funding, research, performing and work opportunities.

Fine Arts Mentors

Holly Houpapa

Email: hhou365@aucklanduni.ac.nz

Olivia Blyth

Email: obly001@aucklanduni.ac.nz

For more information visit:

www.creative.auckland.ac.nz/tuakana

University Proctor

Dr Jan Crosthwaite is the University Proctor. The Proctor is the primary reference point in the University for all Matters relating to student conduct, including complaints against students, or disputes between students. The Proctor assesses disputes involving students and makes a judgment about the appropriate next steps, which may include referral to an external mediator. The Proctor can advise students about where they should take any concerns about academic matters or about issues with members of staff. The Proctor can advise staff (eg, Deans and Heads of Department) about how to handle disputes involving students. The Proctor can advise anyone in the University about student conduct and dispute policies. The Proctor does not handle matters relating solely to academic disputes (eg, disputing grades) or academic misconduct (eg, cheating). However, the Proctor can provide advice about the policies and procedures in these areas.

Email: proctor@auckland.ac.nz

Phone: 923 7005

Mobile: 027 839 3832

Office hours: Tuesdays 10am-12pm

Office location: Old Choral Hall, room G60

School information

General information

Studio protocols

The studio learning environment at Elam is dynamic. It is not uncommon for a range of activities to be happening alongside each other, as students and staff engage in different forms of learning. In order for this environment to remain productive it is important that all participants work alongside each other in a respectful and thoughtful manner at all times. University rules apply to all activity within Elam, and it is expected that students use common sense in all studio activities. The consumption of alcohol, drugs and inappropriate behaviour in general is not permitted.

If you observe any behaviour of concern, or are feeling unsafe in any way please contact an academic staff member or University Security immediately.

University Security

Phone: +64 9 373 759 ext 85000

DD: 0800 373 7550

Studio rules

- There is to be absolutely no alteration to the building fabric.
- Do not draw or paint directly onto walls etc, unless it has been specifically approved by your programme leader. [You may be required to sign a restitution contract].
- Lockers should be kept locked; the School cannot be held responsible for personal belongings.
- Students are expected to have appropriate materials available for current projects and drawing. Staff will advise you on what will be required.



BFA First Year Studio 1, 2013

- No plaster, solvents or paint is to be poured down sinks.
- Do not leave solvent based paints or rags exposed – use red lidded bins.
- No spraying of paints or fixatives in studios – use spray booth on Level 1, Building 433.
- Studios are not to be used for storage.
- Please respect each other’s workspaces and work.
- All school equipment must be treated with respect and any damage reported to the technicians responsible for that equipment or to the programme leader.
- Students are responsible for the care and return of all workshop items borrowed and may be charged for repair or replacement.
- Students should maintain their spaces free of spillages and rubbish and dispose of large unwanted materials in the skip bin (a skip is ordered once a semester).
- Students must use headphones for personal music.
- No food or drink is to be consumed in studios, seminar rooms, computer labs, lecture theatre or workshops.
- No pets in studios/seminar rooms.
- Keep all fire exits and corridors clear of furniture, artworks and materials.
- All University buildings are smoke free.
- A studio phone is available for internal University calls; there are also phones near most exits. Staff phones are not available for student calls, except in an emergency.

- Cell phones must be turned off in all lectures, studio and seminars.
- No visitors allowed in studios without prior staff approval.

Access

All Elam buildings are locked down and a swipe / proximity card is needed to access school spaces, eg, studios, computer labs, workshop spaces as well as faculty computer labs after hours.

Every Elam student must have a swipe card to access school buildings and facilities. Your level of access is dependent on which programme / studio group you are in.

To request a swipe card, collect a form from the School Office or your programme leader will distribute these forms at the beginning of the year. Allow three to four working days for card activation.

If a swipe card is lost there is a \$15 replacement fee which can be paid at the NICAI Student Centre. To obtain a replacement card, take the receipt to the School Office and complete another card request form.

If a card is lost or stolen, it must be reported immediately to:

University Security

Phone: +64 9 373 759 ext 85000

DD: 0800 373 7550

The swipe card is basically a key to Elam premises and it must be kept safe.

Students must not lend swipe cards nor give access to non-Elam people.

Students must present their swipe cards or student ID card upon request.

Elam Facilities

Elam Digital Hub (including photographic facilities)

The Elam Digital Hub includes the following facilities at various locations:

- Gang Darkroom, Building 431, Room 217D.
- Lighting Studio Suite, Building 431, Room 221.
- 8x10 Darkroom, Building 431, Room 300.
- Imacon Film Scanning Suite, Building 433, Room 306.
- Digital Media Hub, Building 433, Room 311.
- High Definition Video Editing and Compositing Suite, Building 433, Room 308.
- Postgraduate Computer Lab, Elam B (Building 113), Room G03.
- Sound Lab, Building 432, Room 134.

Please see Digital Hub staff for access protocols.

For more information including online tutorials please refer to:

www.digitalhub.ac.nz

Rules of the facilities

If you choose to use these facilities you agree that:

- No food or drink is to be consumed in them.
- You will leave the facilities as you found them ie, clean and tidy.
- You will report any damage immediately to Digital Hub staff.
- Facilities are for enrolled Fine Arts students and only for course work during term time.
- Models / assistants must fill in a visitor access form one week in advance for approval.



Gang Dark Room

Digital Hub workshops

Workshops are technically focused with the aim of equipping students with baseline skills to complete their course work in a self-directed manner.

Workshops are scheduled 9–11am, 10am–12pm and 2–4pm. Please check your relevant brief for times. We will be operating a closed door policy 10 minutes after the workshop start time.

Software will be introduced at an introductory level only across all year groups. We support Adobe Photoshop CC, Illustrator CC, Indesign CC, After Effects CC, Apple Final Cut Pro and DVD Studio Pro.

Outside of technical workshops you may book one-to-one sessions with technical staff. This must be booked at least one week in advance by **email only**. Please see schedule outside technical staff offices to check availability before emailing.

Digital Hub staff

Darren Glass, Technician (Photographic)
Room 222, Building 431

Email: d.glass@auckland.ac.nz

Phone: + 64 9 373 7599 ext 88107

Amanda Wright, Technician (Graphic Design)
Room 306, Building 433

Email: amanda.wright@auckland.ac.nz

Phone: +64 9 373 7599 ext 89338

Zane Egginton,
Technician Team Leader (Digital) /
Technician (Moving Image)

Room 308, Building 433

Email: z.egginton@auckland.ac.nz

Phone: +64 9 373 7599 ext 88822

Equipment loan out rules:

- Equipment is for Elam coursework only.
- All students must register at the Digital Hub office.
- Equipment must be returned at the agreed times. If this protocol is not followed access to equipment will be restricted.
- If equipment cannot be returned on time due to illness or unforeseen circumstances the student must inform a Digital Hub technician immediately.
- Students will be liable for damaged, stolen or misplaced equipment.

It is recommended that all students have insurance.

Loan out is located in Building 433, Level 3, Room 310.

Equipment loan out:

Monday, Wednesday and Friday,
12.30–1.30pm

Equipment returns:

Monday, Wednesday and Friday,
11.30am–12.30pm

Elam (Digital Hub) Computer Lab

This lab is fitted with modern Apple iMac computers supporting a range of software for graphic and video production from Adobe and Apple.

Printing in this Lab is administered through Faculty IT. A3/A4 black and white and colour printing is available in the Digital Hub. Alternatively, our high quality large-format printing service is located in the NICAI Student Centre.

Remember that in busy periods, Elam students also have year-round access to the faculty lab, which supports some of the same software and is located on Level 5, Building 421 (Architecture and Planning).

IT Helpdesk staff are also available for support at the faculty lab.

Digital printing

A high quality and cost-effective digital printing service is available at the NICAI Student Centre, offering prints up to a maximum size of 1.1m x 4m. The Print Centre is located on Level 2, Building 421 (Architecture and Planning). Access to the large format printers is managed through a drop-box system. The digital print technician manages the printing jobs once the file is sent to the drop-box and can assist you with any queries about this service.

Faculty Computer Lab and printing

All of the usual Computer Lab common sense rules and regulations apply in this facility: no food or drink, respect for others and please remember to wear headphones when working with sound. Please keep the environment tidy.

Faculty IT is responsible for supporting all printing and photocopying services in the faculty. Helpdesk staff are there to assist you with all printing questions. Please report all faults to the Helpdesk staff.

Copy and Print Service (CAPS) is used to manage printing accounts. A commonly used range of paper stock is available and all charges for this service are at cost recovery only. Helpdesk staff can assist you with your CAPS account top-ups. Payments for top-ups is via the cashier in the NICAI Student Centre or at the Information Commons.



Printmaking 2-D Hub

Helpdesk for faculty computer support

The NICAI IT Helpdesk can provide basic levels of software support. The Helpdesk is the first port-of-call for all software, hardware and printing queries and issues. They also issue scan holders, card readers and headphones. They are available for all Copy and Print Service (CAPS) related questions.

Helpdesk can be contacted from 8.30am–6pm Monday to Friday, or from 9am–5pm during term break:

Phone: +64 9 373 7599 ext. 85543

DD: +64 9 373 7543

Email: nikai.helpdesk@auckland.ac.nz

www.helpdesk.creative.auckland.ac.nz

Lab bookings for faculty lab

See the booking sheets (displayed on the door of each lab) for times and machine availability.

File storage

The faculty IT team administers a large file storage system. Please contact Helpdesk for assistance in accessing this. We strongly recommend students have a backup of any data stored on the central server. Please note that any data stored on local computer hard drives may be removed at any time, and is not backed up.

The 2-D Hub (printmaking / drawing / painting)

The 2-D Hub provides a range of facilities and tools for all Elam students. It has a wide range of 2-D based technologies such as vinyl cutting, screen printing, lithography, relief and intaglio (including etching, collagraph and drypoint) facilities, and links to digital and photo-based image processing. It is located on the Level 4, Building 433.

Access

Hours for general student use of the printmaking facilities are: Monday to Friday, 9am–4.30pm. Outside these hours a swipe / proximity card with specific access to the printmaking facilities is required. Students requiring access outside normal hours for a specific project will need prior authorisation from the 2-D Hub technical staff. Alongside the health and safety competency test, students must demonstrate sound workshop practice and an in-depth knowledge of processes and use of hardware.

2-D technical staff are:

Struan Hamilton, Technician (Printmaking)

Email: s.hamilton@auckland.ac.nz

Phone: +64 9 373 7599 ext 83188

Office: Building 433, Room 408

Ellen Portch, Technician (Painting)

Email: e.portch@auckland.ac.nz

Phone: +64 9 373 7599 ext 85961

Office: Building 433, Room 446

2-D equipment loans

A small number of tools for painting and printmaking are held in the 2-D Hub. Tools can be borrowed for short periods of time. Students must provide their Student ID and sign out the equipment before using. Please see the printmaking technician for further information.

All students using the workshop facilities do so under the supervision of the 2-D technical staff and no machinery should be used unless a technician is present. Students are expected to follow the operational guidelines for each workshop area and be considerate of others at all times.

Health and safety in the 2-D Hub

Students intending to use any facilities in the 2-D Hub must liaise with technical staff.

Introductory workshops on printmaking skills are available for students in Studios 1, 2 and 3. Students can also work individually with the technicians in the 2-D Hub.

Strict health and safety protocols apply to the 2-D Hub area. Students must comply with these protocols at all times while in the workshops. Information regarding these protocols is held by the 2-D Hub staff. All students requesting access outside normal hours must pass a health and safety competency test – see the printmaking technician for this.

3-D Workshops

The 3-D Workshops are a group of practical workshop areas, located in Building 433 on Level 1, with a range of machinery, tools and

equipment for processing, assembling and finishing 3-D work. A foundry and ceramics facility is located in Building 431, Level 1.

Material processes covered by the 3-D workshops include:

- Ferrous and non-ferrous metal fabrication and precision fitting and turning
- Bronze and aluminium casting
- Mold-making
- Fibre-glass, resins and plastic forming and fabrication
- Timber and composite processing and construction
- Ceramics

Access to the workshops is supervised Monday to Friday, 9am–4pm during the academic year. Strictly no access after 4pm. The workshops are not open at weekends.



A thorough induction in the correct use and protocols around the machinery is a prerequisite before approval is given for machinery use.

Health and safety in the School is taken very seriously and students will not be given permission to use equipment unless they have undertaken training.

All students using the workshop facilities do so under the supervision of the 3-D technical staff and no machinery should be used unless a technician is present. Students are expected to follow the operational guidelines for each workshop area and be considerate of others at all times.

Health and safety in the 3-D Workshops

Personal safety protection is provided in each workshop area and should be worn as appropriate. Safety footwear is provided – students are encouraged to wear their own safety footwear while working in 3-D workshop areas. First Aid boxes are maintained in each area; all the 3-D technicians are certified in first-aid.

3-D technical staff:

Peter Cleveland, Technician (Metal Workshop)

Email: p.cleveland@auckland.ac.nz

Phone: +64 9 373 7599 ext 87983

Greg Dyer, Technician (Casting, Mold making and Foundry)

Email: g.dyer@auckland.ac.nz

Phone: +64 9 373 7599 ext 86461

Nick Waterson, Technician (Wood Workshop)

Email: n.waterson@auckland.ac.nz

Phone: +64 9 373 7599 ext 88038

Elam Public Programmes

Elam presents a number of exhibitions and events during the academic year.

All students will be regularly notified of openings, talks etc as they arise.

Elam exhibition programme

Elam School of Fine Arts exhibition programme creates a forum that helps to expand the understanding of how an art school functions within a university and showcases the cultural productions of its staff and students. Shows provide practical experience in exhibition design, management, curatorial care, installation and promotion for our students. The programme encourages discourse between students, staff and the general public in a supported environment. Guidelines on how to apply and use of the spaces are sent out each year by the School.

George Fraser Gallery

25a Princes Street

www.georgefraser.auckland.ac.nz

Elam Projectspace Gallery

20 Whitaker Place, ground floor
Main Fine Arts building

www.elamprojectspace.auckland.ac.nz

west.

west. is a new exhibition space for current postgraduate students from across the NICAI faculty. This exhibition space supports interdisciplinary exchange and provides an opportunity to test and discuss new work.

west. has been established in partnership with the NICAI Student Centre and Elam School of Fine Arts. If you have an interest in presenting your work please contact the NICAI Student Centre for more information.

First Aid in the School

There are fully-stocked First Aid boxes placed on each floor of every Elam building

with a list of the School's First Aid Officers beside them. These First Aiders are:

School Office, Level 4, Building 431

Phone: +64 9 373 7599 ext 88000

Kim Ellis, Level 4, Building 431

Phone: +64 9 373 7599 ext 87903

Greg Dyer (Construction Areas B and C) and C, Level 1, Building 433

Phone: +64 9 373 7599 ext 86461

Struan Hamilton (Printmaking)

Level 4, Building 433

Phone: +64 9 373 7599 ext 83188

Nick Waterson (Wood Workshop)

Level 1, Building 433

Phone: +64 9 373 7599 ext 88038

Elam B (Building 113)

There are no First Aid Officers based at Elam B. Students in this building who need

medical assistance should go immediately to the University Health Services, Level 3, Student Commons Building, 2 Alfred Street.

Hours are:

Monday to Thursday 8am–6.30pm

Friday 8am–5pm

Closed on the weekend.

Tuākana Room

Tena koutou, Talofa lava, Kia orana, Malo e lelei, Hello!

Elam now has a Tuākana Room – to help foster the growth of Māori and Pacific communities and values within our school. This is a free space open to all students to use for social gatherings, meetings, sharing food, making tea etc. It is **your** room to share, care for, and enjoy. It has been furnished with couches, mats, a fridge, noticeboards and it has a zip with constant boiling water. It is



Students working in George Fraser Gallery as part of the 2013 Auckland Triennial

on the mezzanine floor between the Elam Lecture Theatre and the Fine Arts Library.

This room is coordinated by the Tuākana group of student mentors. Please contact the School Office if you have any inquiries related to this space.

Safety and security

If you need to call emergency services

- Dial 1-111 from any internal phone and ask for fire, ambulance or police.
- Tell them the building name, the street address (including the suburb and city), and the nature of the emergency.

If you need to evacuate a building

- In the event of a fire sound the nearest alarm – you will find them close to all building exits.
Do not attempt to put out a fire yourself.
- Evacuate by the nearest exit. Move quickly but do not run. Close doors but do not turn off lights. Do not use any lift. When the Fire Service arrives, let them know that the building has not been searched.
- Phone University Security on ext 966 from a University phone.
- Follow all Fire Service, Police, Ambulance and University Security staff instructions.
- Only re-enter the building when told by either Fire Service or University Security staff that it is okay to do so.

If you become aware of an unsafe situation

- Where feasible make the situation safe by stopping any work that's happening or by preventing contact. Report the situation to University security as soon as possible.

- If you witness any potential unsafe practices report the situation to University security or a member of staff as soon as possible.

Take responsibility for your own safety

- If planning to work after daylight hours, arrange to move your car to a park close to the exit doors where practical, or arrange to be collected by a friend or family member at an agreed time close to the exit doors.
- If making your own way home, phone ahead to a flatmate or family member to advise them of your departure and expected arrival time or travel with a friend.
- Carry a personal alarm in your hand when walking to your vehicle at night.

Take some responsibility for other people's safety and the security of the building

- Do not admit unauthorised people in to the buildings, even if they identify themselves as being a friend or relative of another student. No access card – no entry.
- Watch to ensure that no one follows you into a building.
- Advise University Security immediately if there are people present in the building who are not eligible to have access or who are behaving in an unsafe or irresponsible way.
- Ensure that all doors and windows are left secure when you exit a space or building.

University Security (Unisafe)

Phone: +64 9 373 7599 ext 85000 or

DD: 0800 373 7550 (non-emergency)

Phone: +64 9 373 7599 ext 966 (emergency)

Display of art works in school buildings

Students are encouraged to display artworks within school buildings providing

they have been given written approval by their programme leaders.

Elam School of Fine Arts and the University do not accept responsibility for the safety or security of displayed artworks and are not in a position to offer compensation for theft or damage.

If walls or any Elam facilities are damaged in the display of artworks the student must rectify it upon the removal of work. **This restitution of Elam facilities is strictly enforced.**

Lockers

Lockers are situated on most levels close to studio spaces throughout Elam and are available for student use. Students must provide their own padlocks. At the end of each academic year students must remove their possessions from the lockers and leave them empty. Any property found after this time will be discarded.

Recycling at Elam

Bins are provided on each level of every Elam building to make recycling easy.

- Green bins are for general waste, eg, food scraps.
- Yellow bins are for clean paper and flattened cardboard.
- Blue crates are for the recycling of cans and glass jars.

It is important not to “contaminate” a bin with the wrong waste, eg, do not put a used coffee cup into the paper recycling bin as the contractors will not be able to utilise the paper.

Never put paint or solvent cans into the recycling crate.



Computer Lab

Storage and disposal of student work

Removal of art work at the end of the year must take place within five days from the end of the Elam Open Days for graduating students.

For Studio 1, 2 and 3, work must be removed within two days following the end of year undergraduate examination procedure. (Please see your programme leader nearer the time for the end of year schedule of events.) Damage to walls or any other Elam equipment or facilities must also be rectified within this timeframe.

With the exception of doctoral theses storage, which is held in the University Library, examination scripts are held for four months, and in the case of masters students' scripts, six months after assessment has been completed. After this time material is destroyed, in accordance with University Examination Regulations.

Due to the nature of NICAI's activities, assessed materials often take the form of drawings, videos, computer files, models etc. NICAI will normally only hold these assessed materials and other student work held on NICAI servers for the same period, ie, four months, with the exception of masters degree programme material which is held for six months from the last day of any given semester. After this date any uncollected materials and files will be destroyed.

It is the responsibility of each individual student to collect any work (hard copy from the School Office; soft copy from the server) they wish to retain within the relevant period. Students wishing to collect their soft copy files from the server must provide their own storage devices.

Staff-Student Consultative Committee (SSCC)

A committee of staff and student representatives is formed at the beginning of each year. Student representatives are elected early in Semester One. Two SSCC members from each of the faculty's schools are elected to the Faculty SSCC.

School and faculty SSCC Committees meet four times a year – twice a semester – to discuss relevant developments or initiatives being taken by the school and to discuss issues raised by student representatives. Additional meetings can be held if required. Contact the Elam SSCC coordinator, WAVE or AUSA for more information. The AUSA runs training sessions and workshops for class representatives throughout the year.

Tara Winters, Elam SSCC Coordinator

Email: t.winters@auckland.ac.nz

Phone: +64 9 373 7599 ext 88058

Notes

Staff directory

Academic staff				
Name	Position	Extension	Room	Email
Assoc Prof Derrick Cherrie	Head of School	83458	431.413	d.cherrie@auckland.ac.nz
Jonathan Bywater	Assoc Head Academic (Semester 2) Senior Lecturer	89324	432.1M40	j.bywater@auckland.ac.nz
Joyce Campbell	Assoc Head Research and Postgraduate studies Senior Lecturer	88825	431.403	jo.campbell@auckland.ac.nz
James Cousins	Programme Leader – Hons Senior Lecturer	89996	432.107	j.cousins@auckland.ac.nz
Lisa Crowley	Associate Head – Academic (Semester 1) and Programme Leader – Studio 2 (Semester 1)	88826	431.402	l.crowley@auckland.ac.nz
Assoc Prof Nuala Gregory	Associate Professor	86193	423.353	na.gregory@auckland.ac.nz
Assoc Prof Gavin Hipkins	Programme Leader – Studio 2 (Semester 2)	tba	tba	g.hipkins@auckland.ac.nz
Dr Lucille Holmes	Programme Leader – DocFA and PhD Senior Lecturer, Ethics Advisor	89328	432.126	la.holmes@auckland.ac.nz
Dr Simon Ingram	Programme Leader – Studio 4 (Semester 2) Senior Lecturer	89997	113.111	s.ingram@auckland.ac.nz
Fiona Jack	Programme Leader – Studio 3 Senior Lecturer	86736	431.401	f.jack@auckland.ac.nz
Assoc Prof Megan Jenkinson	Programme Leader – Studio 4 (Semester 1) Associate Professor	88051	433.410	m.jenkinson@auckland.ac.nz
Sean Kerr	Programme Leader – Studio 1 Senior Lecturer			s.kerr@auckland.ac.nz
Dr Alex Monteith	Senior Lecturer	89267	433.410	al.monteith@auckland.ac.nz
Prof Michael Parekowhai	Professor	82269	432.204A	m.parekowhai@auckland.ac.nz
P Mule	Senior Lecturer	89577	432.107	p.mule@auckland.ac.nz
Assoc Prof Peter Robinson	Associate Professor and Programme Leader PGDip / MFA	85108	113.119	p.robinson@auckland.ac.nz
Assoc Prof Peter Shand	Head of School (Semester 2) Associate Professor	83423	431.415	p.shand@auckland.ac.nz
Allan Smith	Senior Lecturer	82039	113.121	allan.smith@auckland.ac.nz

Jim Speers	Associate Head – External Relations and Engagement Senior Lecturer	81195	431.401	j.speers@auckland.ac.nz
Dr Ruth Watson	Senior Lecturer	89958	113.120	r.watson@auckland.ac.nz
Tara Winters	Undergraduate Advisor Elam SSCC Coordinator Senior Lecturer	88058	431.404	t.winters@auckland.ac.nz

Technical staff

Name	Position	Extension	Room	Email
Peter Cleveland	Technician Team Leader (3D Workshops) Technician (Metal Workshop)	87983	433.144	p.cleveland@auckland.ac.nz
Greg Dyer	Technician (Casting, Mold-making and Foundry)	86461	433.136A	g.dyer@auckland.ac.nz
Zane Egginton	Technician Team Leader (Digital) Technician (Moving Image)	88822	433.308	z.egginton@auckland.ac.nz
Darren Glass	Technician (Photographic)	88107	431.220	d.glass@auckland.ac.nz
Struan Hamilton	Technician (Printmaking)	83188	433.408	s.hamilton@auckland.ac.nz
Ellen Portch	Technician (Painting)	85961	433.446	e.portch@auckland.ac.nz
Nicholas Waterson	Technician (Wood Workshop)	88038	433.101	n.waterson@auckland.ac.nz
Amanda Wright	Technician (Graphic Design)	89338	433.306	amanda.wright@ auckland.ac.nz

Administrative staff

Name	Position	Extension	Room	Email
Elam Office	School Office	88000	431.423	elamoffice@auckland.ac.nz
Kim Ellis	Group Services Coordinator	87903	431.419	k.ellis@auckland.ac.nz
Grace Jung	Group Services Administrator	88000	431.423	g.jung@auckland.ac.nz

Administrative staff

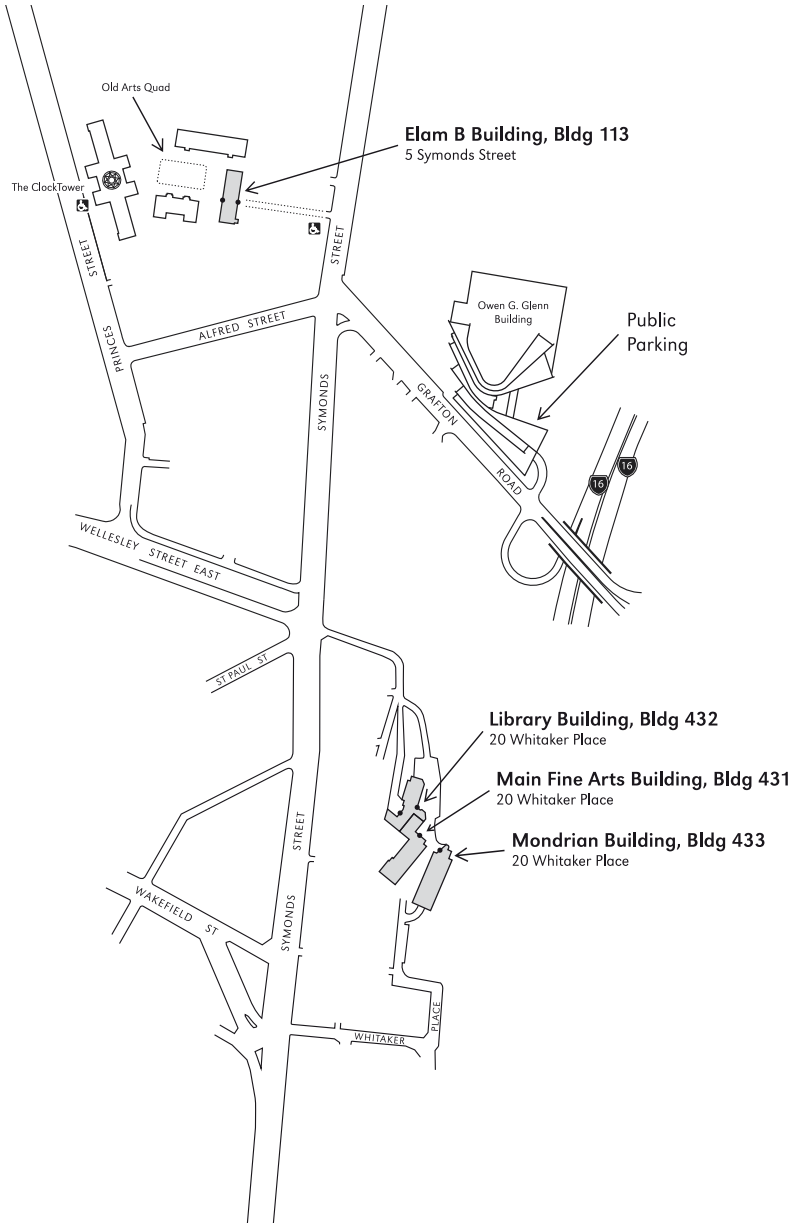
Name	Position	Extension	Room	Email
Library (enquiries)	Fine Arts Library	88078	432.232	
Kirsty Wilson	Fine Arts Library Manager	83729	431.419	ka.wilson@auckland.ac.nz

To call an extension from a phone in a University building just dial the five numbers, eg, 88000.

If using a phone outside the University, dial 373 7599 then the extension number.

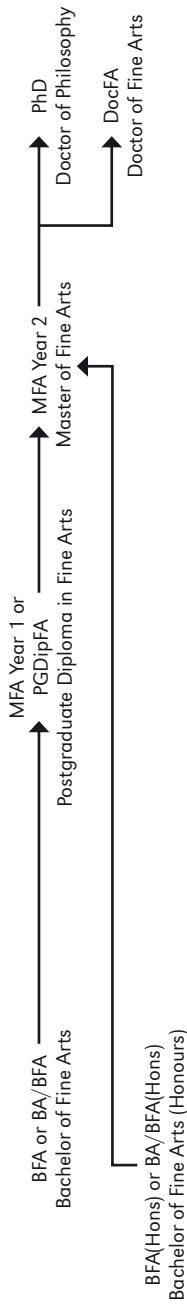
Direct dial through to an extension is also available by dialling 923 then the last four digits of the extension, eg, 923 8000.

Elam School of Fine Arts buildings



Fine Arts

Education pathways



Notes:

- The diagram above represents pathways for academic study only. Please refer to *The University of Auckland Calendar* for programme and course regulations.
- All programmes listed in the table above are taught at the City Campus unless otherwise noted.
- Semester One commences 2 March 2015. Semester Two commences 20 July 2015.
- Other admission and entry requirements apply. Please contact the NICA Student Centre for application forms and policies.



**THE UNIVERSITY
OF AUCKLAND**

**NATIONAL INSTITUTE OF
CREATIVE ARTS AND INDUSTRIES®**

Elam School of Fine Arts

Main Fine Arts Building
Level 4, Building 431
20 Whitaker Place
Auckland

Got a question?

AskAuckland has answers to frequently asked questions about the University of Auckland. Find information about programmes and courses, applications for admission, enrolment, and much more.

www.askauckland.ac.nz

NICAI Student Centre

Level 2, Building 421
26 Symonds Street
Auckland

Student Information Centre

Phone: 0800 61 62 63 (New Zealand)
+64 9 373 7513 (International)

Email: info-creative@auckland.ac.nz

www.creative.auckland.ac.nz

