Dates and Deadlines 2025

March

**Drop-in sessions**

Graduation Show coordinator

Tuesdays 11 am - 12 noon

on Zoom (link shared by mail)

April

**Drop-in sessions**

Graduation Show coordinator

Tuesdays 11 am - 12 noon

on Zoom (link shared by mail)

April 8

**Deadline: application**

for an outside space

email: graduation@rietveldacademie.nl

May

**Drop-in sessions**

Graduation Show coordinator

Tuesdays 11 am - 12 noon

on Zoom (link shared by mail)

May 12

**Consultation hours**

Coordinator equipment

1.30 pm - 3.30 pm

June

**Drop-in sessions**

Graduation Show coordinator

Tuesdays 11 am - 12 noon

on Zoom (link shared by mail)

June 2

**Consultation hours**

Coordinator equipment

1.30 pm - 3.30 pm

June 6

**Deadline: partitions**

Inform the head of your department

June 10

**Deadline: ordering equipment**

e-mail form to: examequipment@rietveldacademie.nl

June 17

**Distribution partitions**

on the floor of your exhibition

June 18

**Deadline: register for shop**

Last day to register your items for the shop

June 22

**Deadline: Graduation form**

June 23 & 24

**Hand in: items for shop**

Drop-off at room 102RV

June 25

**Distribution of equipment**

11 am - 4 pm

more info tba by mail

June 26

**Distribution of equipment**

11 am - 4 pm

more info tba by mail

June 27

**Technician available**

2 pm - 9 pm

June 28

**Technician available**

2 pm – 6 pm

June 28 & 29

**Extended opening hours academy**

9.30 am - 6 pm

July 1

**Garbage day**

all containers leave campus

July 2

**Graduation Show**

10 am - 9 pm

**Rietveld Review(ed) committee visits**

10 am - 5 pm

**Opening ceremony**

5 pm

July 3

**Graduation Show**

10 am - 9 pm

**Rietveld Review(ed) committee visits**

10 am - 5 pm

July 4

**Graduation Show**

10 am - 9 pm

July 5

**Graduation Show**

10 am - 9 pm

July 6

**Graduation Show**

10 am - 4 pm

**Diploma ceremonies**

4 pm

July 7

**Dismantling the exhibition**

8 am - 9.45 pm

**Returning equipment**

more info tba by mail

**Collect items shop**

more info tba by mail

July 8

**Dismantling the exhibition**

8 am - 9.45 pm

Check out at the reception when you are finished

*Dear graduating Rietveld student, headteacher, tutor, and staff,*

*Once a year, the campus of the Gerrit Rietveld Academie transforms from an educational space into a large-scale exhibition within just a few weeks. The resulting Graduation Show features the work of approximately 160 graduates. A new generation of artists and designers showcases their vision, ambition, and contributions to shaping the future with a critical and generous approach.*

*With this*Start of the End*paper, we aim to help you navigate the exciting—and sometimes challenging—months ahead. It contains essential information about the graduation process, including deadlines, procedures, rules, and practical details.*

*Your graduation marks both a beginning and an end—a beginning as a professional and an end to your time at Rietveld as your educational setting. Hopefully this overview will help you to find your way to the end and a new start.*

*—The Graduation Team*

Drop-in sessions Graduation Show coordinator

Graduation Show coordinator Tomas Adolfs holds weekly drop-in sessions for graduation students and tutors. During these consultation hours you can ask all sorts of questions about the Graduation Show. These consultation hours will take place on Zoom every Tuesday between 11 am and 12 noon from Tuesday March 4 onwards. The Graduation Show coordinator will share the Zoom link with all Graduates by mail. No need to reserve a specific time slot, you can wait in the Zoom waiting room until the coordinator lets you in.

Graduation Show updates

From March onwards you will receive important updates concerning the Graduation Show in your Rietveld inbox. These e-mails contain helpful and important information, so make sure to check your Rietveld mail account frequently and read the updates with care.

Consultation hours equipment coordinator

For any questions regarding the rent, possibilities and use of audio-visual and digital equipment during the Graduation Show, our equipment coordinator organizes three consultation hours. These consultation hours will be held in room 522 BC building on May 12 and June 2. There is no need to make an appointment, you can just drop by and wait your turn.

Floor Plan

On intranet, you will find the floor plan as it will be during the Graduation Show. If you have any questions regarding this floor plan, please ask the head of your department.

Students who wish to use accommodation outside the academy buildings or outside the designated rooms for their department should contact the Graduation Show coordinator. Please send in your application, with a short description before Tuesday April 9. See the section 'Floor Plans' on intranet for available locations.

Please note:

* The rooftop of the Fedlev building is also available for outdoor projects.
* The backside of the Rietveld building (the waterfront) is not available for presenting outdoor projects, due to the supply route of new construction on the neighbouring lot.

General House Rules, Safety and Environment

The Rietveld Academie has general house rules. Naturally, these house rules are applicable in the period leading up to and during the Graduation Show itself.

It is not permitted:

* To remove any of the fixtures to and on the buildings. These include walls, doors, door handles and hinges, parts of display cases and fitted cupboards, light switches, lights, electricity, (inside) windows, ceilings, building fittings, skirting boards, etc.
* To remove anything that has been fitted in the buildings to facilitate education; lamps, projection equipment, projection screens, venetian and roller blinds, curtains, etc.
* To remove anything that has been fitted in or to the buildings to ensure our safety and environmental welfare; intrusion detection and security camera parts, fire extinguishers, fire hose reels, slop sinks, smoke detectors, etc.
* To block the view of intrusion detection and surveillance cameras
* To drill and/or nail into walls, concrete constructions, display cases and floors
* To use a lot of electricity without informing us
* To fly-post the toilets, the lifts and the stairwells.
* It is not permitted to smoke on the campus, also not during exhibition hours

In addition to the house rules, we would also like to draw your attention to our safety and environmental rules.

These include:

* Your personal safety
* Keeping emergency exits free
* Impregnation of textiles, cardboard and paper (flame retardant)
* Floor load (if you are going to install a heavy work, please contact the Graduation Show coordinator in all cases)
* Emergency lighting in corridors leading to darkened rooms
* Responsible use of chemical/toxic/environmentally harmful substances and materials. Think of: plywood, cement, resins, heavy metals, polyurethane foam, Styrofoam, etc.
* Use of spray paint is only permitted in the spray booth (in the cellar of the wood workshop)
* Responsible use of water and/or other liquids in your work
* Responsible use of living organisms in your work

If your graduation project requires adaptation as a result of the 'not permitted' listed above, then visit a Graduation Show drop-in session or send a request to: facilities@rietveldacademie.nl. The graduation team will be happy to assist you in looking for suitable alternatives. The starting point is that no interventions are allowed that cause permanent damage. All components must be returned in their original state.

Important: All projects that interfere with the general house rules or safety and environmental rules must be reported no later than May 20 during a drop-in session. If these types of projects are reported later than May 20 there is a high risk that there will be insufficient time to find suitable solutions, the graduation team can then reject the project at any time.

Paint guideline

If you wish to paint any part of the academy buildings you should at all times consult Graduation Show coordinator, also a Painting Guideline will be obtainable at the Tool-o-Theek.

* It is not allowed to paint naked concrete, vitrines, windows, window frames, floors and furniture, locks and switches, walls in corridors and staircases.

Damage & Repair

As you are aware, the academy occupies a listed building, the Gerrit Rietveld building. However, we also care for our other buildings. You are expected to treat the available spaces and resources with respect. In many instances, the graduation team will be able to assist you by making special arrangements. Should you not comply with this or when damage occurs through other means you will be held liable. The amount of the penalty is built up on a sliding scale with a starting rate of € 500 to be determined by the graduation team.

To determine the state of your space the graduation team will do a check-in during the building up period. This defines the state in which your space should be delivered at the check-out after building down.

Partitions

There are partitions available for arranging your exhibited work. The partitions are available in two sizes:

* 100 cm wide x 275 cm high x 5 cm thick, only for the use in the Rietveld building, marked blue on the side.
* 100 cm wide x 244 cm high x 5 cm thick, only for the use in the Benthem Crouwel building, marked green on the side.
* Approximately 20 to be cut, marked pink on the side, only these can be cut.

Partitions can only be reserved through the headteacher of your department, Friday June 6 the latest: Students inform the head of their department about the number of partitions they require. The headteacher of your department collects the requested numbers and informs the graduation team of the total amount required.

Given the limited number available, we ask you to make a precise calculation and pass on the number of partitions you require as soon as possible. If you wish the use a partition-size that is not meant for the use of the building in which you exhibit (see above) always visit the consultation hour of the Graduation Show coordinator.

The partitions will be distributed from Tuesday June 17 onwards.

Important notes:

- Do not drag partitions, this causes major damage to the floor: lift and carry them instead.

- Consult the 'How to build your partition walls' guide for practical advise: available at the tool-o-theek.

- Minimise the use of wood-fillers: seal seams (between partitions) and screw-holes with tape.

Equipment

It is not possible for students to reserve equipment for their Graduation Show from the loan counter or the reception. All graduating students will receive an equipment application form during the first week of June by email, this form can also be found on intranet. For the price list see ‘Price list equipment’. Students who wish to make use of the equipment as specified in pricelist should return the equipment application form by Tuesday June 10 to: examequipment@rietveldacademie.nl

Do you have any questions about equipment or do you want to use equipment that is not on the price list? Please visit the consultation hours of our equipment coordinator.

Distribution of Equipment

After you payed for your equipment at the reception it can be collected at the loan counter, room 522 BC building on:

- Wednesday June 25 from 11 am - 4 pm

- Thursday June 26 from 11 am - 4 pm

Details about the procedure of picking up equipment will follow by e-mail

Technical Assistance

A technician will be on hand on Friday June 27 between 2 pm and 9 pm and Saturday June 28 between 2 pm and 6 pm for resolving technical problems relating to such matters as defects, malfunctions, programming and setting up the equipment. All non-specialist tasks, including connecting the cables, placing and hanging the equipment and all necessary work for setting up the equipment are the responsibility of the student.

Tool-o-Theek

The Tool-o-Theek is open during the setting up and dismantling period. Staff of the Tool-o-Theek will manage and monitor the available tools and materials. The Tool-o-Theek will follow its regular opening hours. On Saturday June 28 and Sunday June 29 the opening hours are 9.30 am – 6 pm. During the Graduation Show itself the Tool-o-Theek will be open from 8.30 am – 10 am.

Garbage and cleaning

All windows, floors and exhibition spaces will be cleaned by a professional company, one time, before build-up. After this students and departments are responsible for cleaning their own exhibition space.

* In order to create as much exhibition space as possible there are no storages available for unused works, packaging or leftover materials. Unused works and materials should be taken home or recycled, trash should be thrown in the containers outside.
* Make sure you start in time with cleaning your exhibition, the big green containers will leave the Fred. Roeskestraat on Tuesday morning July 1.
* Consider sustainability and don’t throw away usable materials. Return or donate them to the designated workshops. Consult the workshop managers in case of doubt.
* Only separated waste can be recycled. Please have a good look at the billboards close to the containers, they will guide you through our waste sorting system.
* Please do not put garbage next to the container, contact a caretaker if a container is full
* Sanding large surfaces creates fine dust that is difficult to remove from floors and windows. It is the student in question that is responsible for removing this substance during the construction of the exhibition, not the team of cleaners.

- Projects that generate heavy or large amounts of waste can not be thrown away in the academy's containers. The responsible graduate needs to dispose this waste on their own initiative. These projects have to be reported May 20 latest during a consultation hour.

Working Students

Working students are expressly and only supposed to provide general assistance to the graduation team. Working students will not assist final-year students individually or specific departments. We advise final-year students to find a buddy (or a team of buddies) to help with all the necessary preparations for their Graduation Show. Every year, it proves to be a very tall order to get all the work done in time. Each final-year student is responsible for installing and dismantling his/her own work.

Use of the Workshops

It is crucial for students who expect to use a specific workshop extensively to plan well in advance. Reach out to the workshop managers early, even if your graduation plans are still taking shape and not entirely clear. Consider this as the starting point for a conversation—rough ideas are sufficient to start the planning. Without doing so, students risk not having expert assistance available during their projects’ execution, potentially making it impossible to complete it.

Workshops will provide safety guidelines, which may be general or specific. It's important to follow these guidelines at all times.

Please note that neither external professionals paid by students, nor friends or family are permitted to use the workshops under any circumstances.

Public & Projects

Public & Projects connects the academy with the outside world and vice versa. It initiates, supports, and communicates exhibitions, lectures, and projects from, and in collaboration with, Rietveld students, departments, and alumni. Public & Projects is also involved in collaborations between students and cultural initiatives.

In the context of the Graduation Show, Public & Projects is responsible for the campaign, website, social media, signage, documentation, the shop, and attracting press and the public to visit the Graduation Show. Additionally, Public & Projects creates online content such as interviews and photos, covering all the preparations and the process of making work for the Graduation Show.

Graduation form

Every year we ask graduates to fill out an online form that provides us with information that Public & Projects uses for various purposes like your personal page on the Rietveld website, press, the floor plan, the daily program etc. You will receive this form from the Graduation Show coordinator in the first week of June. You are requested to fill out this form Sunday June 22 latest.

Website & Social Media

Public & Projects has a page reserved on the Rietveld website that permanently shows the work of every individual graduating student. This is your possibility to show your work to a worldwide audience. Prior to the show this page will be filled with content you deliver through the Graduation form. You can also update your personal page by uploading your work and adding a link to your website by logging in with your personal Rietveld account. See [rietveldacademie.nl/faq](https://rietveldacademie.nl/en/page/2948/upload-faq) for more information about uploading content. After the Graduation Show the documentation by Public & Projects will be uploaded on your page.

You can make changes to your personal page until August 31, 2025. After this your log in is not valid anymore. If you need help, contact Eline van Workum for assistance via [eline.vanworkum@rietveldacademie.nl](mailto:eline.vanworkum@rietveldacademie.nl).

If you wish to add your own content to the graduation campaign, tag the academy or your department on social media so we can repost.

Documentation

Public & Projects prepares an online catalogue of the graduation work. A team of photographers will be set up to photograph every individual work prior to and during the Graduation Show. The coordinator of the photography team will contact every head of department in June to make a photography schedule that best suits as many people as possible.

Graduates will be informed by e-mail about how they can access the documentation in June, but please note: the photos taken by our team of photographers are primarily for Rietveld’s own use and the number of photos that they will take per project is limited. Make sure you document your own work yourself too.

Daily programme

Public & Projects will make a daily programme of all events like performances, screenings and other special presentations that will take place during the Graduation Show. This timetable will be shared with visitors. You will be able to upload the content for the daily programme in the Graduation form.

Please note: It is not allowed to use the intercom to announce your event during the Graduation Show. Posters that announce individual events will only be allowed in designated areas and your personal exhibition space.

Also note that during the Graduation Show, only events organised by graduates are permitted, unless otherwise agreed upon by the graduation team before May 21.

Invitations

Public & Projects produces the general campaign, in collaboration with the Graphic Design department. Within this campaign digital invitations for the Graduation Show will be available for all students.

Nametags

Public & Projects provides nametags for every student graduating: a "Name" & "Title" sticker that graduates can hang close to their work. The tags will be available a few days before the Graduation Show opens.

Press & special guests

Public & Projects provides the press with all information on the Graduation Show and will make every effort to make sure to invite interesting guests and press contacts. If you have valuable suggestions to add to the Rietveld guest- and press list, contact Public & Projects: public@rietveldacademie.nl.

The Rietveld Shop

During the Graduation Show the academy will set up a point of sale of final-year students’ publications and other works in edition: the Rietveld Shop. Departmental publications will also be on sale here. Any profits will go to the students concerned. In the end of May you will receive a link to an online form that allows you to submit items for the Shop. Last day to register your items for the shop is June 18. Items can only be dropped on June 23 & 24 in room 102 RV. For questions contact:  [shop@rietveldacademie.nl](mailto:Shop@rietveldacademie.nl)

Graduation Show

The public dates for the Graduation Show are July 2-6.

Please note: All graduating students are responsible for their own works. If applicable, you need to turn your work ‘on’ and ‘off’ before and after opening hours. Graduating students are expected to be present at 10 am the latest to welcome guests and to answer possible questions.

Opening ceremony of the Graduation Show.

The public opening ceremony of the Graduation Show will take place on Wednesday July 2 at 17.00. More information and a detailed programme will follow by mail.

Rietveld Review(ed)

Rietveld Review(ed) is a reflective part of the Graduation Show’s public programme. An independent, external committee is asked to reflect on the Graduation Show as a whole and to signal current tendencies and themes within the exhibition. The committee is also asked to point out a number of projects by graduating students that support these observations. The reflections and observations are processed by the Rietveld Academie into a reflection report that will be shared with the Rietveld community and outside world.

Departments will be involved in the composition of the committee. The committee will visit all works by graduates on July 2 & 3. It is highly appreciated if graduating students stay in proximity to their work to answer any potential questions about it.

Detailed information about Rietveld Review(ed) will follow by mail.

Diploma ceremony

Every department will organise their own diploma ceremony. The ceremonies will take place on Sunday July 6 at 16.00. Locations will be announced by the head of your department.

Dismantling the Exhibition

For all graduating students, the exhibition is not concluded with the exhibition days. Your work at the Rietveld Academie is finished when the exhibition has been dismantled, constructions disassembled, the work has been removed, the area is cleared and the entire department has been cleaned Tuesday July 8, 9.45 pm the latest.

Returning Equipment

Monday July 7 from 11am - 1pm, room 522 BC building

Please note: You as a student will be personally charged for any additional costs due to handing in the equipment any moment later than mentioned above.

Check-Out

When you are finished with dismantling your exhibition, you have to check out, please go to the reception to make an appointment to do so. A member of the graduation team will check the space with you. If you have passed the test you can start your post-Rietveld life.

Consider the following:

* Removal of your work
* Returning rented equipment
* Returning borrowed equipment and/or materials to their owners
* Disassembling constructions
* Disassembling and stacking partitions
* Disposing of residual material to the containers in the courtyard
* Clearing up of rubbish
* Carrying out repairs of damage caused by you (if applicable)
* Removing any paint stains from the floors, walls and windows
* Cleaning of rooms and hallways (cleanly swept)

Online Information

Just before you close this paper we would like to point out: all the floor plans and forms mentioned in the paper can be found on: https://grac.sharepoint.com/sites/graduation

Price list equipment

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Description** | **Price per** |
|  |  | **Piece** |
|  |  |  |
| HD LCD projector | Standard, not fit for sunny spaces | € 80,00 |
| Bracket Beamer | for all beamers | € 10,00 |
|  |  |  |
| HD ready TV-screen 10 inch\* (no headphone output) | Image Diagonal 10 inch (25 cm) | € 20,00 |
| HD ready TV-screen 19 inch\* | Image Diagonal 19 inch (48 cm) | € 25,00 |
| HD TV-screen 27inch\*\* | Image Diagonal 27 inch (68 cm) | € 35,00 |
| HD TV-screen 32inch\*\*\* | Image Diagonal 32 inch (81 cm) | € 40,00 |
| HD TV-screen 40 inch\*\*\* | Image Diagonal 40 inch (102 cm) | € 70,00 |
| HD TV-screen 43 inch | Image Diagonal 43 inch (109,2 cm) | € 75,00 |
| HD TV-screen 46 inch\*\*\* | Image Diagonal 46 inch (117 cm) | € 85,00 |
| UHD TV-screen 48 inch\*\*\* | Image Diagonal 48 inch (122 cm) | € 110,00 |
|  |  |  |
| Foot TV-screen (for table) | All TV-screens come with foot |  |
| \*) Wall-mount TV-screen | 10, 19, 26 inch | € 10,00 |
| \*\*) Wall-mount TV-screen | no wall-mount possible for 27" screen |  |
| \*\*\*) Wall-mount TV-screen | 32, 40, 46, 48 inch | € 15,00 |
|  |  |  |
| Blu-Ray/DVD player | HDMI out | € 5,00 |
| multimedia player | LAN, USB, SDcard in; analog, HDMI out | € 20,00 |
|  |  |  |
| Video Camera | HD (High Definition) | € 75,00 |
| Photo Camera | Canon DSLR camera | € 35,00 |
|  |  |  |
| Tripod for Video Camera |  | € 10,00 |
|  |  |  |
| Set Active Speakers | 2x 8 Watt Small model | € 10,00 |
| Set Active Speakers | 2x 25 Watt Medium size | € 15,00 |
| Single Active Speaker | 1x 200 Watt Large size | € 30,00 |
|  |  |  |
| Headphone |  | € 5,00 |
| Headphone amplifier | 4 channels output | € 15,00 |
|  |  |  |
| Slide Projector | Halogen bulb (normal light) | € 35,00 |
|  |  |  |
| Microphone | Standard Dynamic microphone | € 10,00 |
| Microphone | Condenser microphone | € 20,00 |
| Microphone stand |  | € 5,00 |
|  |  |  |
| Audio Mixer | 2-channel analog mixer | € 20,00 |
| Audio Mixer | 6-channel analog mixer | € 30,00 |
|  |  |  |
| LED Spot Small | including clamp | € 15,00 |
| LED Spot Medium |  | € 25,00 |
| RGB LED PAR large |  | € 25,00 |
| Stand | for small and medium spot | € 5,00 |
| Stand | for large LED PAR | € 8,00 |
| Clamp | for medium spot and large LED PAR | € 8,00 |

* All the equipment comes with standard cables and power supply
* For prices of equipment not mentioned on the list above, or other questions, visit the consultation hours of the coordinator exam equipment

Colophon

Text: Tomas Adolfs, Public & Projects, Facility Management and Jeroen Vermandere

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