



UNSW Course Outline

DDES1021 Jewellery Design for Fashion - 2024

Published on the 18 Sep 2024

General Course Information

Course Code : DDES1021

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Art & Design

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Paddington

Campus : Paddington

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Jewellery for Fashion focuses on contemporary jewellery practice and the concepts of jewellery as expressed in a fashion context. The course takes a holistic approach to a design task across interlinked assessments that will see you working with jewellery techniques and a range of

materials to design and make jewellery in response to a specific runway collection by a selected fashion designer or fashion house. This includes a large scale piece of jewellery suitable for the Runway, to be photographed and presented as a magazine cover, followed by designing and making a High Street collection of jewellery prototypes.

Course Aims

This course aims to provide studio experiences in Jewellery Design for Fashion, focusing on the knowledge and skills required to conceive, develop and accurately document design projects.

Course Learning Outcomes

| Course Learning Outcomes |
|--|
| CLO1 : Identify, analyse, and research a jewellery design problem. |
| CLO2 : Develop a methodology for exploring ideas in two and three dimensions and translating these to finished works. |
| CLO3 : Identify and use appropriate jewellery and object making processes, techniques, tools, materials and safety procedures. |
| CLO4 : Investigate contemporary jewellery and adornment practices as vehicles for expressing ideas. |
| CLO5 : Create finished jewellery supported by professional presentation documents. |

| Course Learning Outcomes | Assessment Item |
|--|--|
| CLO1 : Identify, analyse, and research a jewellery design problem. | <ul style="list-style-type: none">• Runway to High Street Project Proposal• Runway• High Street Collection |
| CLO2 : Develop a methodology for exploring ideas in two and three dimensions and translating these to finished works. | <ul style="list-style-type: none">• Runway to High Street Project Proposal• Runway• High Street Collection |
| CLO3 : Identify and use appropriate jewellery and object making processes, techniques, tools, materials and safety procedures. | <ul style="list-style-type: none">• Runway to High Street Project Proposal• Runway• High Street Collection |
| CLO4 : Investigate contemporary jewellery and adornment practices as vehicles for expressing ideas. | <ul style="list-style-type: none">• Runway to High Street Project Proposal• Runway• High Street Collection |
| CLO5 : Create finished jewellery supported by professional presentation documents. | <ul style="list-style-type: none">• Runway• High Street Collection |

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

Learning and teaching in this course is a combination of lectures, technical demonstrations and independant jewellery studio work.

Assessments

Assessment Structure

| Assessment Item | Weight | Relevant Dates |
|--|--------|---|
| Runway to High Street Project Proposal Assessment Format: Individual Short Extension: Yes (3 days) | 20% | Due Date: Week 3: 23 September - 29 September |
| Runway Assessment Format: Individual Short Extension: Yes (3 days) | 40% | Due Date: Week 7: 21 October - 27 October |
| High Street Collection Assessment Format: Individual Short Extension: Yes (3 days) | 40% | Due Date: Week 11: 18 November - 24 November |

Assessment Details

Runway to High Street Project Proposal

Assessment Overview

You will analyse key looks from a selected designer's runway collection which will be supported by a written analysis of the elements that you think are important to the designer's work. This will enable you to identify key ideas and themes that exemplify the work and specific collection of your chosen fashion designer. You will document your work, research and your process in your Process Journal. This proposal will also contain annotated preliminary sketches of your initial ideas for your Runway and High Street jewellery designs, a concept statement outlining your ideas, and the proposed materials and techniques. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Summative assessment and feedback will be provided digitally based on the rubric.

Course Learning Outcomes

- CLO1 : Identify, analyse, and research a jewellery design problem.
- CLO2 : Develop a methodology for exploring ideas in two and three dimensions and translating these to finished works.
- CLO3 : Identify and use appropriate jewellery and object making processes, techniques, tools, materials and safety procedures.
- CLO4 : Investigate contemporary jewellery and adornment practices as vehicles for expressing ideas.

Detailed Assessment Description

Read in conjunction with Assessment Task 2 & 3

To assist you in developing your work for Assessment Task 2 & 3, this task requires you to create a project proposal. Your Proposal will include images of at least 3 key looks from your chosen fashion designer's runway collection and a 250-word explanation of the elements that you think are important to the designer's work in this collection. This will enable you to identify key ideas and themes that exemplify the work & specific collection of your chosen fashion designer. You will document your work, research and your process in your Process Journal.

This proposal will also contain at least 5 annotated preliminary sketches of your ideas for your Runway & High Street jewellery designs, a 250-word design concept statement outlining your ideas, the proposed materials & techniques you plan to use & the approach you will take for your Runway work & High Street collection.

Submission requirements:

- 250 words about chosen designer's Runway works
- 3 images of looks from chosen designer's Runway collection with captions
- 5 annotated sketches of your proposed Runway and High Street jewellery designs
- 250-word concept design statement
- Supporting documentation, reflection & analysis of your progress in your Process Journal
- References, bibliography, image captions

Assessment Length

500 words

Submission notes

Submit in class and online

Assessment information

Please download Assessment Task One from the Assessment Hub on Moodle for a detailed description of the Task and Assessment Rubric.

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing

functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

Runway

Assessment Overview

Following on from your Task 1 design proposal, you will design and make a wearable, finished jewellery piece that complements a look from the specific collection by the chosen designer.

Your completed work should be a large scale, conceptual jewellery piece suitable for the runway that reflects your chosen designer's style, drawing on elements of the specific collection and season you have chosen to focus on. The completed wearable work is to be accompanied by a Magazine cover – this is a styled image of your piece of work on the body and an accompanying text describing your work and how it relates to the designer's collection. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Summative assessment and feedback will be provided digitally based on the rubric. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Summative assessment and feedback will be provided digitally based on the rubric.

Course Learning Outcomes

- CLO1 : Identify, analyse, and research a jewellery design problem.
- CLO2 : Develop a methodology for exploring ideas in two and three dimensions and translating these to finished works.
- CLO3 : Identify and use appropriate jewellery and object making processes, techniques, tools, materials and safety procedures.
- CLO4 : Investigate contemporary jewellery and adornment practices as vehicles for expressing ideas.
- CLO5 : Create finished jewellery supported by professional presentation documents.

Detailed Assessment Description

Assessment description (to be read in conjunction with Assessment Tasks 1 & 3)

Following on from your Project Proposal where you researched and analysed key looks from a Runway collection by a fashion designer (or fashion house), this task requires you to design and

make a wearable, finished jewellery piece that complements a look from the specific collection by the chosen designer.

Your completed work should be a large scale, conceptual jewellery piece suitable for the runway that reflects your chosen designer's style, drawing on elements of the specific look, collection and season you have chosen to focus on.

The completed wearable work is to be accompanied by a *Magazine Cover* – this is a styled image of your piece of work on the body and an accompanying *100-word text describing your work* and how it relates to the designer's collection (please note this text does not go on the magazine cover).

Technical & material requirements – the work should be made using a range of traditional and non-traditional jewellery materials, and techniques drawn from those covered in the course (this may include rivets, soldering, roll printing, tab setting etc).

Supporting documentation & research – Process Journal including your research, reflection & analysis of your progress, evidence of material experimentation, sampling and model-making.

Assessment Length

100 words

Submission notes

In class and online

Assessment information

Please download Assessment Task One from the Assessment Hub on Moodle for a detailed description of the Task and Assessment Rubric.

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

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High Street Collection

Assessment Overview

Following on from the work completed for Task 1 and Task 2, based on your selected designer and collection, you will design and produce prototypes for a range of work suitable for small-scale production, shifting the context of your Runway jewellery design to the High Street. This collection should have clear visual links to the Runway work – to do this you will draw on the materials and aesthetics of your Runway work – colour, design elements, stylistic motifs. Feedback will be provided on a regular basis in studio through discussion with peers and tutors. Summative assessment and feedback will be provided digitally based on the rubric.

Course Learning Outcomes

- CLO1 : Identify, analyse, and research a jewellery design problem.
- CLO2 : Develop a methodology for exploring ideas in two and three dimensions and translating these to finished works.
- CLO3 : Identify and use appropriate jewellery and object making processes, techniques, tools, materials and safety procedures.
- CLO4 : Investigate contemporary jewellery and adornment practices as vehicles for expressing ideas.
- CLO5 : Create finished jewellery supported by professional presentation documents.

Detailed Assessment Description

Following on from the work completed for Assessment Task 1 & Assessment Task 2, based on your selected designer & collection, this task shifts the context of your Runway jewellery design to the High Street and the context of everyday wear.

For this task you will design and produce at least 3 pieces of jewellery that can be seen as prototypes for a range of work suitable for small-scale production.

Your High Street Collection should have clear visual links to your Runway work – to do this you will draw on the materials and aesthetics of your Runway work – colour, design elements, stylistic motifs etc.

Technical & material requirements – the work should be made using a range of traditional and

non-traditional jewellery materials and techniques drawn from those covered in the course (this may include rivets, soldering, roll printing, tab setting etc).

Supporting documentation & research – Process Journal including research, reflection & analysis of your progress, evidence of material experimentation, sampling and modelmaking.

Assessment Length

100 words

Submission notes

Submit in class and online via Moodle

Assessment information

Please download Assessment Task One from the Assessment Hub on Moodle for a detailed description of the Task and Assessment Rubric.

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

General Assessment Information

Assessments will be discussed and explained during class lectures.

Please note you will be required to purchase materials for this course, depending on your project you should expect to spend between \$80 - \$150. Tools and workshop facilities will be provided.

Grading Basis

Standard

Course Schedule

| Teaching Week/Module | Activity Type | Content |
|--------------------------------------|---------------|--|
| Week 0 : 2 September - 8 September | Homework | <p>Download & read Assessment Tasks and Course Outline.</p> <p>Read Course Information and Week 0 on Moodle.</p> <p>Complete: Jewellery workshop Induction Badge:https://www.making.unsw.edu.au/access/badges/b/jewellery-general/, opens in a new window</p> <p>Buy a sketch book to use as a Process Journal this term and do some preliminary research, visit: https://www.vogue.com/fashion-shows to view current/past runway collections by international designers. Make some notes in your Process Journal about designers whose work inspires you.</p> |
| Week 1 : 9 September - 15 September | Studio | <ul style="list-style-type: none"> Lecture: Jewellery for Fashion – Introduction Discussion: Review of Subject & Assessment Tasks (AT1 focus) Class Activity: Jewellery Workshop Inductions and technical demonstrations |
| | Homework | <ul style="list-style-type: none"> Concept models/sketches/materials experimentation Develop Project Proposal Practice jewellery workshop techniques |
| Week 2 : 16 September - 22 September | Studio | <ul style="list-style-type: none"> Lecture: Jewellery and fashion collaborations Discussion: Project Proposal development Class Activity: Jewellery workshop inductions and technical demonstrations. Work on Individual projects. Individual consultations: Project Proposal development |
| | Homework | <ul style="list-style-type: none"> Concept models/sketches/materials experimentation Complete Project Proposal - Due Week 3 Practice jewellery workshop techniques |
| Week 3 : 23 September - 29 September | Assessment | AT1 Jewellery for Fashion – Runway to High Street Project Proposal: Print copy submitted in Class and uploaded to Assessment Section in Moodle before class. |
| | Studio | <ul style="list-style-type: none"> Lecture: Scale & contemporary jewellery + AT2 Introduction Discussion: AT2 Q&A Class Activity: Jewellery workshop inductions and technical demonstrations. Work on Individual projects. Individual consultations: Project Proposal submission |
| | Homework | <ul style="list-style-type: none"> Continue with your Concept Models/materials experimentation Practice jewellery workshop techniques Commence working on your Runway piece. |
| Week 4 : 30 September - 6 October | Studio | <ul style="list-style-type: none"> Lecture: Show your colours – making a statement with fashion and jewellery Discussion: AT2 Magazine Cover Q & A Class Activity: Technical demonstrations & Individual work on Runway piece. Individual consultations: Project Proposal feedback |
| | Homework | <ul style="list-style-type: none"> Continue working on your Runway piece Practice jewellery workshop techniques |
| Week 5 : 7 October - 13 October | Studio | <ul style="list-style-type: none"> Lecture: Contexts for Jewellery Design production Class Activity: Technical demonstrations. Individual work on Runway piece. Individual consultations: Progress check |
| | Homework | <ul style="list-style-type: none"> Continue working on your Runway piece Practice jewellery workshop techniques |
| Week 6 : 14 October - 20 October | Homework | <p>Study Week - No Class but jewellery Workshop is OPEN 9-5 Monday - Friday.</p> <ul style="list-style-type: none"> Continue working on your Runway piece, complete it and supporting documentation including Magazine Cover for Submission in Week 7. Self-directed work - research & development of AT3 "Jewellery for Fashion – High Street Collection" |
| Week 7 : 21 October - 27 October | Assessment | AT2 Jewellery for Fashion – Runway: Due at the start of Class and Assessment Section on Moodle prior to class. |
| | Studio | <ul style="list-style-type: none"> Lecture: Runway to High Street & Introducing Assessment Task 3 Discussion: Creating a collection - distilling key design elements Class Activity: Research & development AT3. Individual consultations: Discuss ideas for High Street collections |

| | | |
|-------------------------------------|------------|---|
| | Homework | Research & development of AT3 "Jewellery for Fashion – High Street Collection" |
| Week 8 : 28 October - 3 November | Studio | <ul style="list-style-type: none"> • Lecture: Contemporary collections • Discussion: What constitutes a "collection"? • Class Activity: work on High Street Collection • Individual consultations: Work in Progress to be presented for feedback in class |
| | Homework | High street collection – idea resolution and work on making collection |
| Week 9 : 4 November - 10 November | Studio | <ul style="list-style-type: none"> • Lecture: Jewellery Lookbook • Discussion: approaches to Lookbook • Class Activity: work on High Street Collection • Individual consultations: AT3 High Street collection work in progress feedback |
| | Homework | Continue to work on your pieces for AT3. |
| Week 10 : 11 November - 17 November | Studio | <ul style="list-style-type: none"> • Lecture and discussion: Review of AT3 and pre-assessment Q & A • Class Activity: work on High Street Collection • Individual Consultations: Progress check |
| | Homework | Continue to work on your pieces for AT3 - due next week. |
| | Assessment | AT3 - High Street Collection due next week in class and online |

Attendance Requirements

Attendance Requirements

Students are expected to attend all classes for each course in which they are enrolled. Failure to attend and participate in at least 80% of learning activities such as discussions, peer feedback, studio sessions, online activities, group work, etc., may result in you being flagged as at risk of failing the course. By punctually attending and actively participating in your classes you not only increase your own opportunities for developing your skills and knowledge, but will also help build a rigorous and engaged creative community with other students. If you are unable to attend classes, please inform your relevant Course Convenor. If the absence is for medical reasons, you will be required to present a medical certificate. If absences impact your ability to undertake assessment, then you should apply for [Special Consideration](#).

Course Resources

Prescribed Resources

See Reading List and Technical Notes section on Moodle

Clothing: you will need to wear a long-sleeved shirt and long pants made from natural fibres as well as closed in, flat footwear in the jewellery workshop. Students with long hair must tie it back.

Safety glasses can be borrowed from the Toolroom at Art & Design however, it is advised that you purchase your own safety glasses from hardware stores.

Safety Information: Students have a responsibility to not do anything that risks the safety or

health of themselves, fellow students and also staff. This will involve informing tutors and technical staff of any safety risks that may arise and also following the directions of staff in relation to such issues as equipment usage and safety equipment and clothing.

Recommended Resources

See weekly resources on Moodle.

Additional Costs

Materials: Materials are provided for inductions to workshop equipment however students will need to be prepared to spend \$80-150 on materials for the completion of assessment tasks in this course. The tools required for the course can be borrowed from the Jewellery Technical Office next to the Jewellery Workshop on Level One F Block.

Materials and consumables students will need to purchase include:

- Process Journal
- saw blades (2/0)
- drill bits
- emery paper (320, 400, 600, 800, 1200)
- metal (sheet metal/wire/tube)
- solder (hard/medium/easy)

other materials specific to students individual project

There is a downloadable **Materials Suppliers List** on Moodle

Course Evaluation and Development

Students will receive ongoing verbal feedback during individual consultations with teaching staff in class time supported by written feedback on Assessment Task.

Staff Details

| Position | Name | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|----------|---------------|-------|----------|-------|----------------|-------------------------------------|-----------------|
| Convenor | Melinda Young | | F106 | | By appointment | No | Yes |
| Lecturer | Erin Keys | | | | By appointment | No | No |

Other Useful Information

Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another

university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

Use of AI for assessments | UNSW Current Students

Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://>

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

Important note: UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

School-specific Information

Risk of Failure Warnings

If you are at risk of failing the course, because of lack of attendance, low marks in assignments, failing to submit assignments, or lack of participation or engagement, you may be notified by email. Please ensure you read your university email, and respond to any official risk of failure warning promptly. NOTE – if the warning email is sent to your UNSW e-Mail address, it is considered as being read by you whether you check your UNSW email or not.

Late Submission Penalties

If you believe that circumstances will prevent you from submitting an assessment on time, please notify your course convenor as soon as possible. There will be penalties applied for being late and a clear ‘no later than’ date beyond which submission won’t be accepted. Where a Special Consideration is not applied for, and a student assessment is late, the following guidelines apply:

1. Up to 5 days after due date, a penalty of 5% (of maximum mark for assignment) will be applied for each day late (e.g. an assignment that is 3 days late would have its mark reduced by 15%). Please note - for the purpose of deduction calculation, a 'day' is each 24-hour period (or part thereof) past the stipulated deadline for submission within the calendar year (including weekends and public holidays). Task with a percentage mark - If the task is marked out of 100%, late submission will attract a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. A 3 day late penalty will be applied ($3 \times 5\% = 15\%$). The essay receives a mark of 68%. The student's mark will therefore be reduced to 53% ($68\% - 15\%$).

2. Beyond 5 days late, no submission will be accepted.

Special Consideration

Please note that the University's Special Consideration process allows students to apply for an extension within 3 days of the assessment due date. This provides for more extensive extensions, subject to documentation, and Course Convenor approval. You can apply for special consideration online through [my.UNSW.edu.au](https://www.student.unsw.edu.au/special-consideration). More information about special consideration can be found here: <https://www.student.unsw.edu.au/special-consideration>

NOTE: If you are experiencing issues related to your access to class material or difficulty with technology, make sure you notify your lecturer as soon as possible, well before any assessment due date. Last minute requests for extensions due to computer failure, file corruption, printing problems etc. do not qualify students for special consideration or extensions. Students are expected to maintain regular backups of their work at all times.

Educational adjustments

Educational adjustments can be applied to assessments if you are living with a disability, a long term medical condition, a mental health condition, and/or are a carer of individuals with a disability. The Equitable Learning Service (ELS) determines adjustments based on medical documentation and communicates these via an Equitable Learning Plan (ELP). To receive educational adjustments for equitable learning support, you must first register with Equitable Learning Services (ELS). More information about Equitable Learning Services can be found here <https://student.unsw.edu.au/els>

Supplementary Assessment

Supplementary assessments are available to students in this course who have failed an assessment but have subsequently had an application for Special Consideration approved by the university. The supplementary assessment may take a different form than the original assessment and will be defined by the course convenor - but it will address the same learning outcomes as the original assessment. If Special Consideration has not been awarded, the maximum mark that may be awarded for a supplementary assessment is 50% of the full assessment mark.

Academic Honesty and Plagiarism

Plagiarism is taking the ideas, words, images, designs or objects of others and passing them off as your own. Plagiarism is a type of intellectual theft. Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it. All written submissions are automatically checked for plagiarism using the Turnitin site. For further information, please see the Academic Integrity & Plagiarism website <https://www.student.unsw.edu.au/plagiarism>.

Referencing Requirements for Assessments

Your course convenor will inform you what referencing system this course follows. Useful guidelines on how to reference according to various systems can be found at: <https://student.unsw.edu.au/referencing>.

You may follow these guidelines in your assessment tasks, or seek additional advice from your lecturer. Styles for Endnote are downloadable from the Endnote website. Accurate and correct referencing is an important academic prerequisite at University level, and if your work does not meet these requirements, it may be marked down, or in more serious cases, it may be treated as an instance of plagiarism and academic dishonesty.

Use of Generative AI

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Your work must be your own and where the use of AI tools, such as ChatGPT, have been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work. In cases

where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply. If in doubt, please seek advice from the Course Convenor prior to using generative AI tools.

<https://www.student.unsw.edu.au/assessment/ai>

Health and Safety

Ensuring student and staff health and safety is very important at UNSW Art & Design. Health and safety is everyone's responsibility. As a student, you have a responsibility not to do anything that risks your own health and safety, or the health or safety of your fellow students, staff members or visitors. This means, for example, exiting the building during a fire drill; wearing personal protective equipment and clothing (PPEC) when staff or signage instructs you to do so; undertaking induction to using equipment or carrying out processes that require specific knowledge; and reporting hazards or incidents to your lecturer or supervisor as soon as you become aware of them. For more information, please see <https://safety.unsw.edu.au/>.

Additional Support and Resources

At UNSW you can also find support and resources if you need help with your personal life, getting your academic success on track or just want to know how to stay safe. See <https://www.student.unsw.edu.au/wellbeing>.

Additional support for students is available by contacting the following centres:

- Student Support and Development <https://www.student.unsw.edu.au/support>
- Student Support Advisors: <https://www.student.unsw.edu.au/advisors>
- Mental Health Support: <https://www.student.unsw.edu.au/mental-health-support>
- Academic Skills and Support <https://www.student.unsw.edu.au/skills>
- UNSW IT Service Centre <https://www.myit.unsw.edu.au/>
- Student Gateway: <https://www.student.unsw.edu.au/>
- Equitable Learning Services: <https://www.student.unsw.edu.au/equitable-learning>
- Faculty Resources and Support: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support>
- Arc: <https://www.arc.unsw.edu.au/>

After Hours Access to the Paddington Campus

The core operating hours for the Paddington Campus are below. All students have access to the campus during these hours:

- Monday to Friday 0800 – 2100
- Saturday 0900 – 1700

Some students are permitted to have “After Hours Access” (AHA) to the campus upon completion of a series of inductions. The inductions are dependent on location, as well as the types of activities undertaken in those locations. The first of these is this Primary Induction, and this must be completed online <https://my.artdesign.unsw.edu.au>. All students requiring AHA are required to complete this induction. The Primary Induction gives access to the following Low Risk areas:

Post Graduate Students

- PG Research students – Level 4 F Block, Computer Labs and Learning Commons
- Master of Design students – Level 3 D Block, Computer Labs and Learning Commons
- Master of Curating and Cultural Leadership students – D207, Computer Labs and Learning Commons

Honours Students

- Fine Arts – Level 3 F Block, Computer Labs and Learning Commons
- Design – Level 1 E Block, Computer Labs and Learning Commons
- Media Arts – Level 3 F Block, Computer Labs and Learning Commons

Subsequent inductions are workshop and lab specific, and are conducted face-to-face by the UNSW Art & Design Technical staff. Students and staff must first successfully complete the Primary Induction before requesting a Workshop/Lab specific Induction.

School Contact Information

UNSW School of Art & Design

Faculty of Arts, Design & Architecture

Paddington Campus

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