Congratulations on gaining a place at UNSW Art & Design. We look forward to welcoming you and offering you a rewarding, stimulating and exciting academic and cultural environment in which to pursue your studies. Please read this information carefully. The better prepared you are for enrolment, the easier the process will be.

You can accept your offer of admission online at: www.my.unsw.edu.au (Future Students – Accept Online). If you have received a conditional offer you will need to meet all conditions before you are able to accept.

This enrolment pack includes information for all commencing:
• Master of Curating and Cultural Leadership (9318) students
• Graduate Diploma in Curating and Cultural Leadership (5312) students
• Graduate Certificate in Curating and Cultural Leadership (7318) students

IMPORTANT EVENTS:

Art & Design Faculty Welcome
The Art & Design welcome session provides vital information and must not be missed. This session will include a welcome to new students by the Dean, an overview of Student Services & Support, and an opportunity for Postgraduate students to meet their Program Authorities.

Art & Design Postgraduate Welcome
4.30 to 5.30pm Tuesday 24th February
EGO2, E Block, Paddington Campus

ACCEPTANCE:
Acceptance is a two-Part process – Part I is to accept your offer, either online or by returning the acceptance form included in your offer letter. Part II will include updating your personal details, and enrolling in your courses and choosing your class times for your timetable through the myUNSW Enrolment Basket.

A Step-by-step guide to accepting your offer online is available online at: http://www.gettingstarted.unsw.edu.au/accept-or-defer-your-offer

ENROLMENT:

Step 1: Understand the program structure
The Master of Curating and Cultural Leadership is made up 96 UOC of the following:
• Four (4) Core Knowledge courses (24 UOC)
• Four (4) Core Skills courses (24UOC)
• Six (6) Curating and Cultural Leadership Specialisation courses (36UOC)
• Two (2) electives (12UOC)

The Graduate Diploma in Cultural Leadership is made up 48 UOC of the following:
• Two (2) Core Knowledge courses (12 UOC)
• Two (2) Core Skills courses (12UOC)
• Six (6) Curating and Cultural Leadership Specialisation Courses (18UOC)
• One (1) elective (6UOC)

The Graduate Certificate in Cultural Leadership is made up 24 UOC of the following:
• One (1) Core Knowledge course (6UOC)
• One (1) Core Knowledge course (6UOC)
• One (1) Curating and Cultural Leadership Specialisation Course (6UOC)
• One (1) Elective (6UOC)

The full program structure is included for you later in this document.

**Step 2. Enrolment in courses for first semester**

All **full-time** students are to enrol in the following **four (4) courses** (24UOC) in their first semester:
• SAHT9138 Art after Postmodernism
• COFA9113 Communication Skills for Creative Disciplines
• SAHT9310 Exhibiting Cultures or SAHT9124 Arts and Cultural Policy
• One Elective

Enrolment is completed through myUNSW (my.unsw.edu.au)

Please refer to the UNSW Enrolment website for assistance in navigating the online resources:

http://www.gettingstarted.unsw.edu.au/enrolment

Standard full-time enrolment for each semester is 24 Units of Credit (UOC). International Students studying on a student visa are expected to enrol in 24 UOC per semester to allow completion of the degree within the expected duration as stated in your Confirmation of Enrolment (eCoE).

Please note that enrolment is on a semester-by-semester basis so you only need to enrol for your courses for Semester 1, 2015. A Step-by-step guide to enrolling in courses is available online at:


Once you have added courses to your enrolment basket, click **Proceed to Enrol** to select your class times (if applicable) and change the status of your pending courses to ‘enrolled’. You **must** ensure that your courses are showing as ‘enrolled’ and not ‘pending’, or your place in the class is not confirmed.

If you are having difficulty enrolling online please contact the UNSW Enrolment Support Centre on Phone: +61 2 9385 1110
IMPORTANT STEPS:

Create your zPass Password
Your zPass enables access to the UNSW student email service zMail, myUNSW, and to other online learning applications. Your UniPass that you set up at Step 1 will no longer give you access to myUNSW after your first enrolment session. Information on setting up your zPass is available online at: https://www.it.unsw.edu.au/students/zpass/create_zpass.html

Collect your UNSW Student ID card
Students can collect their Student ID card 24 hours following their online enrolment through myUNSW. To obtain your Student ID card please visit FM Assist (FM Assist is one of the support services for students located in the Library, Kensington campus during the Getting Started period Tuesday 27 January - Friday 6 March 2015). Please ensure that you take with you your student ID number and proof of identity such as a Passport or Australian Drivers Licence. All students should refer to the UNSW Welcome to Getting Started website: www.unsw.edu.au/gettingstarted/landing.html for further details.

Set up your UNSW Email
Details on setting up email and password set-up are available through the UNSW Welcome to Getting Started website: www.unsw.edu.au/gettingstarted/landing.html

Orientation Activities February 23rd -27th, 2015
Details on the Art and Design Orientation Activities can be found at https://www.artdesign.unsw.edu.au/current-students/enrolment/orientation. For a full listing of all UNSW Orientation activities, please see: http://www.gettingstarted.unsw.edu.au/orientation

FURTHER INFORMATION

For further information please contact the Art and Design Student Centre in DG01, Paddington Campus, or on Phone: +61 2 8936 0684 or email artdesign@unsw.edu.au

Student Development International (SDI)
UNSW Student Development International provide a fantastic range of services and programs to all international students enrolled at UNSW, including Arrival sessions, a Peer Mentor program, Orientation workshops, and enrichment programs – just to name a few. Please check the SDI website for details: http://www.internationalstudent.unsw.edu.au/index.html

Education Services for Overseas Students (ESOS) Act - International Students
As an overseas student on a student visa please ensure you are aware of your Student Responsibilities and Rights as outlined online at: https://my.unsw.edu.au/student/resources/ESOSstudent.html
# Master of Curating and Cultural Leadership

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**GRADUATE CERTIFICATE**

**GRADUATE DIPLOMA**

**MASTERS**

**ELECTIVES**

**UoC**

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**Specialisation Options**

- ACCT5906 Financial Literacy for Business Decisions
- ACCT5949 Managing Agile Organisations
- COFA9311 Designing the Experience: Exhibitions and Beyond
- COFA9312 Leadership in the Cultural & Creative Industries
- SAHT6700 World Biennales
- SAHT9111 Management of Arts Organisations
- SAHT9117 Contemporary Curating: Theories & Practices
- SAHT9122 Audience Engagement: Education & Public Programs
- SAHT9123 Marketing and Communication: Publics and Communities
- SAHT9128 Histories of Australian Art Exhibitions
- SAHT9131 Visual and Museum Cultures of the Asia-Pacific
- SAHT9201 Conservation, Registration & Handling
- SAHT9212 Right Here Right Now: Contemporary Issues in Aboriginal Art
- SAHT9311 Curatorial Studio: Social Space
- SAHT9312 Curatorial Studio: Site and Situation
- SAHT9313 Curatorial Studio: Collections & Recollections
- SAHT9116 Research Paper
Specialisation Options & Electives

Specialisation Course Options S1 2015:

ACCT5906 Financial Literacy for Business Decisions
ACCT5949 Managing Agile Organisations
SAHT9117 Contemporary Curating: Theories & Practices
SAHT9122 Audience Engagement: Education & Public Programs
SAHT9311 Curatorial Studio: Social Space

Postgraduate Elective Courses:

General
COFA9113 Communication Skills
SAHT9110 Australian Arts Ecology
SAHT9112 Writing For Different Cultures
SAHT9113 Cultural Property, Ethics & Law
SAHT9117 Contemporary Curating
SAHT9122 Education & Public Programs
SAHT9124 Arts And Cultural Policy
SAHT9144 Design History And Theory
SAHT9203 Narratives Of Modernity
SAHT9310 Exhibiting Cultures
SAHT9311 Curatorial Studio : Social Space
SAED9004 Curriculum In Art, Design & Education

SAED9009 Museum Education
SAED9010 Dialogues, Communities
SAED9020 Art & Design History In Art Ed
COFA0901 Graphics And Contemporary Society (online)
COFA0905 Curating Art & Exhibitions (online)
COFA0912 Textiles For Interiors (online)
COFA0914 Creative Thinking Processes (online)
COFA0915 Society Through The Lens (online)
COFA0919 Digital Illustration (online)
COFA0920 Spatial Design (online)
COFA0923 Visualising The Past (online)
COFA0925 Creative Character Design (online)
COFA0930 Managing Creativity (online)

Studio
SART6100 Methods & Materials
SART8102 Advanced Fabrication
SART9727 Drawing
SART9728 Painting
SART9733 Life Drawing
SART9740 Anatomy For Artists
SART9741 Composition And Design
SART9742 Colour
SART9744 Drawing/Painting Field Studies
SART9745 Custom Printing
SART9746 Advanced Custom Printing
SART9747 Artists’ Books
SART9754 Metal Casting
SOMA9731 Intro To Digital Imaging
SOMA9745 Intro To Photographic Lighting

SOMA9749 Video Art
SDES6700 Intro To Contemporary Ceramics
SDES6701 Ceramics: Surface & Form
SDES6720 Intro To Spatial Design
SDES6730 Intro Furniture & Lighting Design
SDES6740 Intro To Graphics Media
SDES6741 Contemporary Typography
SDES6750 Intro To Jewellery
SDES6760 Textiles Introduction
SDES6772 Design Practice
SDES6790 Nexus, Collaboration, Creation
SDES9218 Design Management Project
SDES9300 Transforming The Everyday : Domestic Futures
SDES9311 Interaction Design : Human-Computer Interactions
SDES9320 Exploring 3d Visualisation
### Semester
The Academic year is broken up into two main semesters – Semester 1 (February to June) and Semester 2 (July to November). Summer semester runs November to January, which is an optional semester for students for enrolment.

### Program
Your program is your degree / qualification /award, made up of a structured sequence of core, major stream and elective courses. Some Programs are also Dual Awards.

### Dual Award
The concurrent study of two different programs leading to two awards. An example is the Bachelor of Fine Arts/Bachelor of Arts program.

### Studio Stream
Your studio stream is your chosen major/specialisation. In COFA Studio degrees, students choose two studio streams to follow. In some programs, students can choose to study a double studio stream in the one studio area, instead of two separate streams.

### Course
A course is a subject, which usually runs for the duration of the Semester. COFA courses may include a combination of studio classes, lectures, tutorials, lab, computer classes, field trips, or professional placements.

### Unit of Credit (UOC)
All courses have a unit of credit to indicate their weighting. Most courses are 6UOC, with some COFA courses 12UOC, 18UOC or even 24UOC. All Programs will have a UOC requirement for students to meet to graduate.

### Core Course
A core course is a course that all students are required to complete as part of their program requirements.

### Elective
An elective is a course that students can choose to take either within the COFA Faculty or from another UNSW Faculty.

### Prescribed Elective
A course where the program specifies that a student must select electives from a specified list of courses.

### General Education
All undergraduate degree students are required to complete some courses from outside their Faculty. This contributes to the breadth of learning requirement in programs (not applicable to dual award students).

### Course Authority
This is the course coordinator or lecturer.

### Program Authority
This is the coordinator or your Program/Degree.

### WAM
A Weighted Average Mark (WAM) is the average mark in the units of study completed by a student, weighted according to the credit point value and academic level of the particular unit.

### Pre-requisite
A pre-requisite is a requirement (usually specific course or knowledge) that you require before you can enrol in a course.
UNSW provides comprehensive online services to assist students in administrating their candidature. The following web resources will help you to plan and complete your enrolment online:

**UniPass**
When you log into myUNSW to accept your offer from UNSW, you will be prompted to create a UniPass. This UniPass will allow you to access myUNSW until you have accepted your offer and enrolled. Once your acceptance has been confirmed and you have enrolled in at least one class, you must create a [zPass](#) (see below) and use that for all further access to myUNSW.

[www.my.unsw.edu.au](http://www.my.unsw.edu.au)
You can enrol, pay your fees, check your timetable, and update your personal details through your student profile on myUNSW. Once you have completed your acceptance and initial enrolment, you log in using your student ID number with a ‘z’ in front, and your zpass.

[www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au)
You can view your programs rules, structure and requirements through the online handbook at the address above. You can also view course descriptions and download the course outline.

[www.timetable.unsw.edu.au](http://www.timetable.unsw.edu.au)
The timetable website gives you quick access to timetable information. Please note this information is refreshed overnight, so any changes will not be reflected until the following day.

**zPass**
zPass is the password that you use to log into many UNSW services, including my.unsw. To set this up, go to the UNSW Identity Manager web site: [www.idm.unsw.edu.au](http://www.idm.unsw.edu.au) and log in using your student ID number with a ‘z’ in front, and your UniPass. Click the button ‘Change zPass’ and you will be able to set up your zPass.

[www.idm.unsw.edu.au](http://www.idm.unsw.edu.au)
The Identity Manager website allows you to manager your UniPass and zPass passwords, and your UNSW email account attributes. The IDM website allows you to also change/update your passwords, and also to set or change your email alias.

[https://login.microsoftonline.com](https://login.microsoftonline.com)
You can access your UNSW student email account (zMail) at [https://login.microsoftonline.com](https://login.microsoftonline.com) using your Microsoft ID (eg: z1234567@zmail.unsw.edu.au) and Microsoft ID Password. All official University correspondence will be sent to your student email address. It’s essential that you check it regularly.

Your email address: z____@student.unsw.edu.au

Your Student Number
All tuition, activity fees and student contributions are payable on a per semester basis, and unless otherwise specified, are due at the end of the first week of semester.

**Payment Dates and Deadlines**
For standard academic semesters (i.e. Semester 1 and Semester 2), the official University due date is generally the end of the first week of semester, unless specified otherwise on your statement. View the payment due dates on your fee statement or the Census and Payment Due Dates page: https://my.unsw.edu.au/student/fees/CensusDates.html

Students who do not pay all fees owing by the due date may have their enrolment cancelled. However, financial liability for these courses will be retained unless the courses are dropped prior to the relevant census date. In the event that a student whose enrolment has been cancelled is subsequently permitted to be reinstated, a penalty of $250 is payable together with all outstanding fees.

**Accessing your Fee Statement in myUNSW**
Fee Statement and payment options are available online in myUNSW usually 2 weeks before the Teaching Period starts. You need the details on your Fee Statement for whichever payment method you choose:
1. Login to myUNSW: my.unsw.edu.au
2. Go to My Student Profile channel > Financials > Fee Statement and Payment Options
3. On the ‘Select Fee Statement’ page click on View Details for current semester
4. On the ‘Fee Statement’ page click on Payment Options
5. On the ‘Statement Information page’ scroll down and tick the box to acknowledge and consent to the Terms and Conditions, then click on Payment Options
6. On the ‘Methods Of Payment’ page select your payment method.

Note: Fees can also be paid through ANZ eGate without logging into myUNSW, e.g. if someone other than the student is making the payment.

If you have problems accessing your Fee Statement contact the Student Financials Team via email at: csandfees@unsw.edu.au, or Tel: 9385 8500.

**Payment methods**
- Paying at Australia Post: Payment by Cash, cheque, credit card (Visa, Mastercard or American Express only) or EFTPOS are accepted at any branch of Australia Post.
- Paying by Bpay (online or by phone): Log into or call your bank, credit union or building society to make an online or phone payment from your cheque, savings or credit card account (Visa, Mastercard or American Express only).
- Paying online via ANZ eGate (with or without myUNSW login): Payment by credit card through secure payment gateway, either with or without myUNSW login (Visa, Mastercard or American Express only).
- If you are an international student and want to pay your tuition fees from a bank account in your home country you can do so through Western Union in one of 60 different currencies. Neither UNSW nor Western Union charge any transaction fees for the bank-to-bank transfer and the conversion rate from your local currency to Australian dollars is guaranteed not to change for 72 hours from the time you commit to making the payment.
  You will need your Student Customer Reference Number to start this process. This is the 8-digit number on your fee statement, above the bar code. If you don’t have access to a fee statement, generate your Customer Reference Number here using your student identification number. Once you have your Customer Reference Number, open the Western Union bank transfer form here. PLEASE NOTE: payments made through Western Union can take up to 72 hours to be processed into your UNSW account.
Key Dates 2015
Enrolment Pack Semester 1 2015

**Semester 1 (T1)**

Monday 23 to Friday 27 February  
Monday 2 March  
Sunday 8 March  
**Tuesday 31 March**  
Friday 3 to Sunday 12 April  
Friday 5 June  
Monday 29 June  

- Orientation Week  
- Semester 1 Teaching commences  
- Last day to change enrolment/timetable via myUNSW  
- **Last day to drop S1 course/s without financial penalty**  
- Mid-semester break  
- Last day of teaching for all courses in Semester 1  
- Last day for Semester 1 exams/assessment

**Semester 2 (T2)**

Monday 27 July  
Sunday 2 August  
**Monday 31 August**  
Saturday 26 September to Monday 5 October  
Friday 30 October  
Monday 24 November  

- Semester 2 Teaching commences  
- Last day to change enrolment/timetable via myUNSW  
- **Last day to drop S2 course/s without financial penalty**  
- Mid-semester break  
- Last day of teaching for all courses in Semester 2  
- Last day for Semester 2 exams/assessment

**FOR MORE INFORMATION AND OTHER KEY DATES, PLEASE SEE:**

[https://student.unsw.edu.au/dates](https://student.unsw.edu.au/dates)