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OF WOLLONGONG
AUSTRALIA

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STUDENT INITIATED PROJECT (SIP)

PROPOSAL & POLICY

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PROPOSAL

CONTACT PERSON

Name	
Student Number	
Mobile Phone Number	
UOW Email Address UOW student email addresses must be used in all correspondence	

PROJECT DETAILS

Short Work Title	
Season Dates & Times	
Rehearsal Dates & Times	
Venue All SIPs take place in either the black box or performance space. 'Other' May only be selected if discussed with supervisor ahead of submission, and with artistic justification.	<input type="checkbox"/> Performance Space 25.168 <input type="checkbox"/> Black Box 25.G18 <input type="checkbox"/> Other _____

Supervisor: Janys Hayes jhayes@uow.edu.au

Approver: Associate Professor Brogan Bunt

All correspondence must go through the TAEM Head of School Administrative Assistant Sally Evans at hos-taem@uow.edu.au

SUPPORTING MATERIAL TO ACCOMPANY PROPOSAL

(No more than 4x A4 pages in total)

- Brief description of production
- Production crew: names and contact phone and email
- Front of house/Box office staff: names, contact phone and UOW student email addresses
- Budget identifying projected income and expenditure (must include the copy right licensing fees)
- Draft rehearsal and production schedule
- Equipment list
- Signed copy of policy on Student Initiated Productions

Proposal Deadline: Wednesday 20 November 2019

Notification of Proposal Outcome: Monday 25 November 2019

Please return your proposal to the TAEM School office B25 or via hos-taem@uow.edu.au



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Undergraduate Student Policy

BCA (THEATRE) AND BPERF - STUDENT INITIATED PROJECTS

Policy Number:	6
Approved by	HOS
Date Approved by:	
Date Effective:	Immediately
Date of Next Review:	To be reviewed and revised by the Head of School, School of the Arts, English and Media as necessary
Related Policies and Documents:	Campus Access and Order Rules After Hours Authority (Obtained from TAEM admin)
Contact Officers:	Janys Hayes SIP Supervisor Head of School Admin Assistant

PREAMBLE

The Performance & Theatre program recognises that extra-curricular activities can play a significant role in extending learning opportunities for students. It also recognises that the Performance & Theatre program operates in a highly constrained resource environment, where box office income funds most of its production activity. The Performance & Theatre program carries a significant responsibility towards students in relation to Occupational Work Health & Safety and is also bound to ensure compliance with a large range of University policies. In staff-run coursework projects, these responsibilities are addressed by trained staff as part of the planning processes and the day to day running of the Performance & Theatre program.

Where students run a project, however, issues can arise due to a lack of awareness of University policies and the resource implications of certain actions/decisions. Student productions therefore, carry a certain amount of risk, which needs to be managed responsibly. There needs to be a clear set of guidelines to ensure that student productions are both sustainable and that the appropriate duties of care are taken. These guidelines ensure that the appropriate steps have been taken to ensure that productions are sustainable, run smoothly and do not come into conflict with university policies, or with the requirements of your coursework which always take precedence.

ELIGIBILITY

To be eligible, applications should be managed and/or coordinated by students from the second and third year BCA (Theatre) or BPerf programs.

Note: students graduating in December are not eligible to submit proposals for the following summer session; they are however permitted to participate in a production.

Applications may involve first year students or students from other art form areas in creative and/or curatorial roles, however, this initiative necessitates students taking responsibility (in consultation with a staff supervisor) for project management, backstage as well as onstage protocols and processes, risk assessment and WH&S.

FORMAT

Submissions for Spring session 2019 will be for twenty-minute performance works only. Three applications will be accepted, and all three will be presented on the same evening with minimal turn-around time over a



three to four night season. The successful applicants will produce the evening collectively.

Each application will include an artistic statement, a rehearsal schedule and a production schedule that allows for the whole production (all approved short works). Applicants must be able to convincingly explain not only the creative project, but also publicity and promotion; technical production and design; and box-office and Front of House. Successful applicants must be capable of working collaboratively in order to produce this program of short works.

POLICY GUIDELINES

The project must be initiated with a detailed project proposal and budget (no more than 3 A4 pages), submitted to the Head: School of the Arts, English and Media Administration Assistant through TAEM School office building 25. This is to be submitted by a 'Student Coordinator', who will represent the group of students working on the proposed production. The proposal should include a realistic assessment of technical support, budget, requests for space, details of supervising staff, and a realistic projected equipment list. The project will not proceed until approved by the Head of School, School of the Arts, English and Media.

The Performance & Theatre Program will provide limited support by Technical Officers in order to ensure the safety of the production. Your production schedule should only require their presence during normal business hours, so that it does not incur overtime penalties or Time Off in Lieu for Technical Officers, and it must not cause conflict with their normal duties. You must consult closely with the relevant Technical Officers to ensure your production schedule meets these requirements. This creates an even greater need to have suitably trained, competent students working in technical support roles. 'Suitably trained, competent' means that a student has received training in the equipment they are operating, and subsequently been assessed as competent, by a Technical Officer. This will have been recorded on the student's Competency Assessment Record.

Before a production goes ahead, an academic staff member needs to agree to supervise the project to ensure WH&S guidelines and university policies are adhered to. An academic or technical staff member will need to induct the students responsible for the production in lock-up and security arrangements for the building and equipment. The students must ensure the building is secured before it is vacated. The supervisor's position does not have financial delegation.

Publicity is to be clear and must acknowledge that the work is student-initiated. Publicity material should carry a credit that reads, "Supported by The School of the Arts, English and Media". Students must not use the University of Wollongong logo or name on any promotional material. Students should consult with the Associate Dean: Research, Creative and Professional practice prior to developing their promotional materials.

Draft promotional material must be provided 6 weeks prior to production for Head of School, School of the Arts, English and Media approval. Finalised promotional material must be provided 4 weeks prior to production for approval before going to print.

Productions, if approved, are deemed extra-curricular and students will not be given extensions or special consideration where they come into conflict with coursework and assignment deadlines. Likewise, student productions must not hinder coursework through their use of space or facilities.

Productions can only be rehearsed during semester breaks and may only be presented in O week or Week 1 of semester.

Performers are not to be paid.

All box-office comes to the Performance & Theatre program, minus pre-approved expenses. 'Pre-approved' refers to expenditure that's been approved by the Head: School of the Arts, English and Media against the agreed budget prior to any funds being expended.

Within two (2) weeks of the conclusion of the production, students will provide the Head: School of the Arts, English and Media with an artistic and financial report of no more than three (3) A4 pages.

UOW student email addresses must be used in all correspondence.



APPLICATION PROCESS

- Step 1:** Proposal submitted to TAEM admin office 25.113 or via hos-taem@uow.edu.au
- Step 2:** Assessment undertaken by Janys Hayes and approved by Head of School, School of the Arts, English and Media, Brogan Bunt
- Step 3:** Student is notified of approval and will be asked to meet with Janys Hayes to discuss production details and budget. The student will also meet with the Technical Officer to discuss technical requirements.
- Step 4:** The coordinating student will sign the Letter of Agreement establishing the terms and conditions under which their project will take place.
- Step 5:** Rehearsals and Production.
- Step 6:** Student accounts back to Head of School, School of the Arts, English and Media with artistic and financial reports.

Modification History

Date:	Resolution no:	Authority:	Details:
11/5/2011	1	HOS	Update to reflect changes to Faculty names and contact officer title.
23/10/2013	2	HOS	Eligibility updated.
19/10/2015	3	HOS	Format added. Updated School HOS Administrative Assistant contact.
13/10/2016	4	HOS	Updated to reflect new UOW branding. Format added.
13/03/19	5	HOS	Updated School HOS, Supervisor, Administrative Assistant contact. Updated dates
15/10/2019	6	HOS	Applied UOW branding

