



FACULTY OF
**VCA &
MCM**

**FACULTY OF
THE VICTORIAN COLLEGE OF THE ARTS &
MELBOURNE CONSERVATORIUM OF MUSIC
(VCA & MCM)**

STUDENT GUIDE

2017

In the spirit of reconciliation, The Faculty of VCA & MCM recognises that it is situated on country for which the people of the Kulin Nations have been custodians for many centuries and on which they have performed age-old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and unique role in the life of this region and offer our deep appreciation for their contribution to, and support of, our artistic and academic enterprise.

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Disclaimer: reasonable endeavours have been used to ensure that material contained in this guide was correct at the time of publication. Changes may be made if deemed appropriate and where possible will be notified. Check for confirmation with your relevant course coordinator if uncertain.

Dates for 2017

Semester dates do not include SWOT weeks, Folio preparation, Assessments or Performance periods, check with your individual area student guide as these dates vary for some disciplines and absences during this period can greatly affect student progress.

Semester 1

Monday 27 February – Sunday 28 May

Easter Break/NTP

Friday 14 April – Sunday 23 April

Non-Teaching Period

Monday 3 July – Sunday 23 July

Semester 2

Monday 24 July – Sunday 22 October

Open Day

Sunday 20 August (Compulsory attendance for ALL undergraduate students)

Non-Teaching Period

Monday 25 September - Sunday 1 October

University Recognised Public Holidays – VCA Closed

Please see the official University dates here: <http://www.unimelb.edu.au/dates>

*Please note that Labour Day, Monday 13 March, and Melbourne Cup Day, Tuesday 7 November are **not** University Holidays. Classes will run as normal on those days.*

GENERAL SCHOOL INFORMATION

Facilities:

<http://vca.unimelb.edu.au/about/facilities>

Video/Editing Facilities

Video/Sound Editing Suites for undergraduate/graduate student use, are available in the Hub Multi Media Lab. Staff in the lab can provide basic induction and training. See page 13 for Southbank specific locations or the Faculty Digital Guide for further staff contact information.

Undergraduate Computer Labs

Undergraduate Computer Labs are located in the Music Basement (Room B75) at Parkville, and in the ground floor of the Hub Building at Southbank (Bldg).

Personal mail and deliveries

Please be aware that personal mail or deliveries on behalf of students cannot be accepted. **Interstate students should ensure their families are informed of this.**

Photocopier & Printers

There are a number of printers available for student use via the UniCard system. Locations and additional information can be found at <http://unicard.unimelb.edu.au>. Add printing credit to your student card in the

Library or online. Photocopiers are available for student use in the Lenton Parr Visual and Performing Arts Library and Louise Hansen-Dyer Music Library. <https://unicard.unimelb.edu.au/pages/home.html/>
All faults and issues should be reported to 03 8344 7927 uomhelp@unicard.com.au

Phone

There are emergency phones located in the foyer area of each building at both Southbank and Parkville, note the Production area in building 869 does not have a phone.

WILIN CENTRE

The Wilin Centre for Indigenous Arts and Cultural Development connects and supports Indigenous VCA and MCM students with a pathway to their future in the arts. Wilin provides support and cultural safety to Indigenous students studying at the VCA and MCM with:

- **Applications and admission support**
 - Audition/portfolio and interview preparation
 - Applications for courses
 - Audition and interview travel and accommodation
- **Academic support across all levels of study**
 - Undergraduate
 - Postgraduate
- **Academic courses**
 - Indigenous Breadth Subjects
 - Indigenous Masters and PHD programs
- **Academic pathways advice**
- **Financial support and advocacy**
 - Scholarships
 - Student access to the Indigenous Tertiary Assistance Scheme (ITAS)
 - Advice for accessing ABSTUDY and Austudy
 - ABSTUDY travel
 - Accommodation information and support
 - Application fees
- **Cultural support and pastoral care**
- **Aboriginal and Torres Strait Islander activities and events**
- **Career development and arts industry opportunities**
- **Marrange – cross cultural workshops**

RESOURCES & FACILITIES INFORMATION

For more detailed information regarding facilities please see the **Faculty Workshops Guide**, **The Faculty Digital Guide** and the **Faculty Production and Facilities Guide**.

Electrical & Personal Equipment

It is University policy and your responsibility to ensure that all electrical items whether your own, borrowed or hired are “tested and tagged” by a qualified electrician. This includes tape decks, cameras, CD players, laptops or any other electronic equipment. If it does not have current “test and tag” information displayed you cannot use it on campus. Specific staff on campus are qualified to test and tag electrical items, please see technical staff in your area for advice on how to go about this.

Workshop information

The VCA Workshops are multipurpose, multi-user, technologically specific workplaces for VCA Students producing curriculum-based projects.

There are three workshops sites across the VCA Southbank Campus:

- The Teaching Workshop. (Bldg.874)
- The Print Workshop. (Bldg.875)
- The Photographic Workshop. (Bldg. 874)

The VCA workshops are strictly only available to VCA students that have completed the required inductions and are appropriately trained. Please see the Faculty Workshops Guide for further information.

VCA Stock Shop (Costume/Props)

The VCA Stock Shop supplies tape, props, scenery and costume stock that can be used for VCA productions, projects and installations. Project name and Lecturer is required before items can be loaned.

Duraan Reid is the Stock Shop Store Officer, and is responsible for lending props, scenery and costume to VCA students for various productions and projects. These departments are available for viewing by appointment only. For general enquiries contact Duraan by email duraanr@unimelb.edu.au or phone 9035 9369.

Stock Shop is open by appointment only, hours vary throughout the semester and are updated regularly on the stock shop front door located on Dodd Street.

To book an appointment: <https://vcamcmstockshop.youcanbook.me/index.jsp> or a call a Stockshop staff member on: 9035 9369, Monday to Friday between 10am - 4pm.

Costumes are returned cleaned, a receipt must be provided for items that require dry cleaning.

VCA Stock Shop (Light and Sound)

David Lang is Production Coordinator - Performance, Infrastructure & Operations and is responsible for the management of sound and lighting equipment. His office is in the performing arts administration area. Please send requests to david.lang@unimelb.edu.au. Collection will be by appointment only at agreed times.

Light and Sound equipment is for Curriculum use only.

Performing Arts Facilities

Each studio/venue is equipped with designated equipment for use by staff and students. If you find anything not working properly or any damage to the building, please advise one of the staff or your Year Coordinator, Course Coordinator or Stream Coordinator who will advise Naomi Adams (Technical Resources & Facilities coordinator, Infrastructure & Operations) naomi.adams@unimelb.edu.au. If you require technical specifications for any venue, please contact Naomi on 0383449653. **An induction and venue handover must be arranged before installing or using any technical equipment within the Venues, including use of hazers or smoke machines which require Building isolation.** Please contact Naomi to arrange a time for venue handover.

HEALTH & SAFETY

It is recommended you save this number in your phone.

Southbank Security: 9035 9311

Parkville Security: 03 8344 6666

Smoking

The University has a smoke-free policy in all buildings (including balconies), vehicles and campus grounds. Smoking directly outside buildings is prohibited, students are advised to move well beyond the campus footprint to area such as Grant Street where the public will not be affected on footpaths or roads.

First-Aid/Ice Packs

First Aid Kits are available in all buildings on each level and are regularly replenished. Ice packs are available from offices in the Dance, Music, Theatre and Visual Art buildings at Southbank. Signage around campus provides contacts and names of Staff who have a first aid qualification, familiarise yourself with the local first aid officer who will be able to assist with any type of first aid related incident. Staff cannot provide painkillers or any other forms of medication to students.

Incidents/Hazard

Health & Safety is an important priority for the Faculty. An Incident is an unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for injury, ill health, damage or other loss. A Hazard is a source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

If you have been involved in an incident or hazardous situation during a class or anywhere on the campus it is important that you report the incident as soon as possible to a Staff member, if none were present. An [Incident Report Form](#) should also be completed as soon as possible. Once completed, the form should be handed to your Supervisor or the staff member managing the area (e.g. Workshop Coordinator).

Blood Policy

This policy is based upon the premise that any person with an injury involving bleeding can potentially affect another person with a blood-borne infectious disease. The following procedures should, therefore, be applied universally in all situations.

- 1.1 Any student or staff member with open cuts and abrasions or any other form of bleeding must be removed from the class or other situation immediately.
- 1.2 Such a staff member or student should then be treated by either a person with a first aid qualification or by a medical practitioner.
- 1.3 The bleeding must be stopped and the cut or abrasion sealed completely before any resumption of activity. If the injury is more serious, this will not be appropriate and the activity should not be resumed.
- 1.4 Contaminated clothing and equipment must be replaced prior to the participant being allowed to resume activity.
- 1.5 If bleeding cannot be controlled and the wound securely covered, the participant must not continue in the activity.
- 1.6 Those handling bleeding students or staff members should wear disposable rubber or plastic gloves. Resuscitation bags or disposable mouth to mouth devices should also be available.
- 1.7 All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious.
- 1.8 Household bleach in a 1:10 solution may be used to wash contaminated areas.
- 1.9 Clothing should be soaked in a 1:10 solution in disinfectant for 30 minutes, and then washed at high temperatures on a long cycle.

Emergency Procedures

Building on at Southbank and Parkville have a two stage alarm system, Alert and Evacuation tones. Emergency exits are illuminated with an EXIT sign.

Upon hearing the Alert Tone (beep, beep, beep, beep) prepare to evacuate and await instructions.

Upon hearing the Evacuation Tone (whoop whoop whoop), or being instructed to evacuate:

1. Move to the assembly area as directed
2. Remain until advised by Emergency Personnel or Warden or Security that it is safe to leave or return to the building

NB: you may be instructed to exit via a specific door should a threat to your safety exist at the most obvious exit point.

Should you need to raise the alarm (i.e. In case of fire) there are break glass fire alarms at each internally located fire host point.

You can also ring '000' via any accessible building phone. Remember you will need to dial '0' to get an outside line, and then dial '000'.

Please ensure that Security is advised of the incident on 9035 9311 (Southbank) or 8344 666 (Parkville). This will be very helpful if emergency vehicles need to be directed to the incident.

Emergency Assembly point:

Southbank

East (St Kilda Road) side of campus: outside the VCA café (on the grass)**

West (Sturt Street) side of campus: corner of Grant Street and Dodd Street (on the grass)

**It is strongly recommended that you do not go through the Hub building to reach the assembly point.

There are plenty of external routes to the assembly areas**

Parkville

Lawn area behind the Grainger Museum

Safety is a shared responsibility.

Further information regarding the Universities OH&S policy and safe working procedures is available at:

<https://policy.unimelb.edu.au/MPF1205>

Responsibilities of Others in the Workplace

<http://safety.unimelb.edu.au/topics/responsibilities/other.html>

Discrimination, Sexual Harassment and Bullying

Everyone has the right to feel safe, and the University aims to provide staff and students with a physical and online environment that is free from unlawful discrimination, sexual harassment and bullying.

Seeking advice and support

The University takes all allegations of discrimination, sexual harassment and bullying very seriously and the Safer Community Program is here to help you. If you, or someone you know, have experienced discrimination, sexual harassment or bullying, we are here to provide support, referrals and information to assist you.

Contact us

Tel: 03 9035 8675

Email: safer-community@unimelb.edu.au

The Safer Community Program is located in Stop 1 (Parkville), 757 Swanston St.

If you are in immediate danger, contact University Security on 03 8344 6666 or the Police on 000.

What is discrimination?

Direct discrimination occurs when a person treats, or proposes to treat, someone with a protected personal characteristic unfavourably because of that personal characteristic. Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that disadvantages a person or group because of a personal characteristic. In Victoria it is unlawful to discriminate against someone on the basis of personal characteristics such as:

- Age
- employment activity
- family responsibilities
- disability
- gender identity
- physical features
- industrial activity
- marital status
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation

What is sexual harassment?

Sexual harassment means any verbal, written or physical behaviour of a sexual nature that is unwelcome and uninvited that makes the other person feel offended, humiliated or intimidated. Sexual harassment may be a single incident or a series of incidents. Intention is irrelevant to the definition.

- displaying pornographic or sexually explicit material such as posters, screen savers etc.
- staring or leering
- unwelcome physical contact, gestures or other non-verbal communication
- sexually explicit emails, comments through social media, jokes or conversations
- sexual insults or taunting
- asking someone for sex or repeated unwanted requests to go out on dates
- making promises or threats in return for sexual favours
- sexual orientation-based insults or taunts

Mutual flirtation or sexual contact that is desired and freely consented to is not sexual harassment. Unwelcome behaviour that is not freely consented to because of fear, intimidation or coercion does constitute sexual harassment.

What is bullying?

Bullying is repeated, unreasonable behaviour directed towards a person or group that creates a risk to health and safety.

- Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.
- Repeated behaviour means an established pattern of behaviour and not a single incident. Risk to health and safety includes risk to the mental or physical health of the person.

Bullying can occur between students, by a student towards a staff member, or by a staff member towards a student. When repeated or part of a consistent pattern of behaviour, these behaviours could be classified as bullying:

- physical or verbal abuse
- yelling, screaming or offensive language
- excluding or isolating someone
- deliberately withholding information that is vital for effective performance
- spreading rumours or innuendo about someone
- psychological harassment
- unjustified criticism or complaints
- intimidation

- interfering with someone's personal property or equipment
- teasing or making someone the brunt of pranks or practical jokes

This list does not cover every type of behaviour that may constitute bullying. Providing constructive criticism or advice, differences of opinion or interpersonal conflicts are not considered bullying.

Single incidents

While a single incident of unreasonable behaviour might not constitute bullying, it may have the potential to escalate into bullying and should not be ignored. In the first instance, telling someone that you find their behaviour inappropriate can be an effective way to resolve concerns.

STOP 1 – GUIDE FOR STUDENTS

The Stop 1 provides a range of services to current students at both the Southbank and Parkville campuses of the University.

Contact us for:

- Course information and advice
- Appointments with Student Advisers
- Enrolments
- Special Consideration applications
- Lodgement of selected student administration forms
- New and replacement student cards
- Single subject study (CAP) applications and enrolments
- Information about other University of Melbourne student support services

Stop 1 is located at the rear of the Elisabeth Murdoch Building (Bldg 860) on the Ground Floor, entry via gate 1 on the corner of St Kilda Road and Grant Street, Southbank 3006.

You can also access Stop 1 at 757 Swanston Street (corner Grattan and Swanston St) on the Parkville campus.

T: 13 MELB (13 6352) W: <http://students.unimelb.edu.au/stop1>

Office hours: Monday to Friday, 9.00am – 5.00pm

Advice

VCA and MCM students are able to book individual consultations with a Student Services Consultant. Student Services Consultants can assist with matters relating to core course requirements, planning majors, breadth, subject changes, credit point counts, postgraduate pathways, study abroad and exchange, Leave of Absence and Special Consideration applications.

Ask.Unimelb

A self-service information website that provides answers to frequently asked questions about administrative processes and services available to you as a current student at the University of Melbourne. <http://ask.unimelb.edu.au/>

My.Unimelb

The web-based My.Unimelb is your individual online gateway to all the information you need about your enrolment and life at the University of Melbourne. You can use this to access your results, view

examination schedules and your enrolment record and history, make changes to your subject selections, complete and submit Special Consideration Applications and view extensive information directories.

<http://my.unimelb.edu.au/>

Handbook

Comprehensive information on all University courses and subjects including subject overview, subject objectives, prerequisites, assessment and prescribed texts. <https://handbook.unimelb.edu.au>

VCA Academic Calendar

Please see the Discipline specific student guides as the dates vary depending on cohort.

University Of Melbourne Academic Calendar

Principal dates for the University are available online at:

<http://www.unimelb.edu.au/unisec/PDates/acadcale.html>

Timetables

Subject timetable information can be accessed via:

[http://www.vcam.unimelb.edu.au/studentcentre/manage_my_timetable.](http://www.vcam.unimelb.edu.au/studentcentre/manage_my_timetable)

Tuition Fees

Fee information for 2017 is available from: <http://futurestudents.unimelb.edu.au/admissions/fees>

Census Dates

Every subject offered by the University has a census date. Census dates are important because they're the last date to withdraw from a subject without remaining liable to pay for the subject, and without it appearing on your academic transcript. Census dates are the official dates by which a student undertaking a coursework degree must amend their enrolment, take leave or withdraw from a course to avoid incurring academic and/or financial penalties. You can view the census date for subjects you are enrolled in via the 'Check my Enrolment' link within the 'Admin' tab of your <http://my.unimelb.edu.au/>. You can also check subject census dates via the [Subject Fee Calculator website](#).

Enrolment

As a student it is your responsibility to ensure that you complete both the administrative and academic requirements of your degree. For information on how to enrol or re-enrol, apply for Advanced Standing (Credit) or Leave of Absence, Discontinuation and Overloading, please see the Stop 1 website:

<http://students.unimelb.edu.au/stop1>

Forms and Policies

For information on University policy and procedures, student rights and responsibilities, Faculty forms and assignment coversheets, refer to the Faculty website.

<http://policy.unimelb.edu.au/audience/Students>

<http://vca-mcm.unimelb.edu.au/studentcentre/forms>

Email

The University provides a free email account to all enrolled students. It is essential that you check your university email account regularly. University email accounts are used by administrative staff and lecturers to advise students of assessment requirements, deadlines, cancellations or change of date or time of lectures or lessons.

Change of Personal Details

Students are required to notify change of personal details (address, telephone number, and name) online

as soon as possible. This can be done via my.unimelb. The University does not accept responsibility for official communication not reaching a student if there has been no notification of change to personal details.

Learning Management System (LMS)

The Learning Management System or LMS is an online teaching and learning resource that provides students with access to information and resources to support their learning, and to technologies that enable online collaboration and interaction. <http://lms.unimelb.edu.au/>. Timetables, information on free, discounted tickets and special offers to shows and general information is posted in the Communities section of the LMS. Download the Bb Mobile app to allow fast convenient access to LMS from your mobile device. <http://www.lms.unimelb.edu.au/teaching/design/mobile/>

VCA & MCM Student Community

As a Student of the VCA & MCM you will be enrolled in the VCA & MCM Student community on the LMS. This community is used by staff to share important information regarding the faculty. Students will be automatically unenrolled from this community upon graduation.

Student Cards

Enrolled students of the University are provided with a Student Card, which is used for purposes of **identification, swipe security access and transactions** relating to the University of Melbourne. Your card must be carried with you at all times whilst on University property. Please take care not to misplace your card. The fee to obtain a replacement is \$30.

How to get your student card

<http://students.unimelb.edu.au/admin/student-card>

Access Issue?

If you are having trouble with accessing buildings or rooms on campus, please email vcamcm-ioaccess@unimelb.edu.au outlining your Name, Student ID, Course, card expiry date and Access Issue.

Travel Concessions

Students can download a Public Transport Concession form via my.unimelb, provided that a full-time enrolment is in place. Forms can be lodged at major stations and students may purchase a concession card. International students are now able to access discounted fares. Please see <http://ptv.vic.gov.au/> for details.

STUDENT SERVICES

The University of Melbourne offers one of the most comprehensive student support networks in Australia. For a full listing of Student Services, visit the Student Services Finder and search by topic, keyword or issue: <http://services.unimelb.edu.au/>

Academic Skills

<http://services.unimelb.edu.au/academicskills>

The Academic Skills team helps undergraduate and graduate students with academic writing, time and task management, oral presentations, exam preparation, English language development and much more! We conduct workshops and individual tutorials and provide the resources that all students need to be successful at university. Appointments are available at the Parkville campus or room 207 of the Lenton Parr Music, Visual and Performing Arts Library, Southbank campus.

Artists Booking Service

<http://vca-mcm.unimelb.edu.au/abs>

The Artists Booking Service is a professional agency and employment program for VCA and MCM performing artists. The service attracts paid performance opportunities for students and recent graduates in the area of their arts specialisation.

Enquiries can be directed to – T: 9035 9080 E: vcamcm-abs@unimelb.edu.au

Careers and Employment

<http://careers.unimelb.edu.au/>

During your studies at the Faculty of VCA and MCM, it is likely you will want to develop a career plan, search for work, complete a grant or job application, or prepare for an interview or audition. Careers and Employment can help with general questions about finding work, establishing your career direction, creating a professional portfolio, accessing industry, building professional networks and other related topics. Careers consultations are available at the Parkville campus of the University or may also be scheduled at the Southbank campus by prior arrangement.

Contact: enquiries-careers@unimelb.edu.au or 8344 0100.

Counselling and Psychological Services

<http://services.unimelb.edu.au/counsel>

Counselling and Psychological Services provides you with free individual appointments and workshops focusing on personal growth and skill development, to help you make the most of your time at university. To make an appointment for either the Southbank or Parkville campus, call 8344 6927. Southbank campus: Room 1.29, Student Services, Hub building (Wednesdays). Parkville campus: Level 2, 138 Cardigan Street, Carlton.

Student Equity and Disability Support (SEDS)

To Lead and enable a transformative student experience.

The University is able to make reasonable adjustments to assist students with a wide range of personal circumstances that affect their ability to study on an equitable basis to other students. These adjustments can range from being an elite athlete to having a medical condition or other disability.

The services are designed to offset the impact of a student's circumstances on their ability to undertake their studies. It is important to understand that these adjustments must be 'reasonable' and not compromise the academic integrity of the course being studied.

You can apply for accommodations by registering for special consideration via my.unimelb.

You may also discuss your circumstances with an Academic Support worker who can assist you to register for special consideration and can also answer queries about how University can accommodate your special needs, and provide advice and support relating to student welfare, special consideration, extensions, alternative exam arrangements.

Student Equity and Disability Support (SEDS) can:

- Provide recording devices for loan
- Arrange for note-takers to sit with students in class and take lecture or seminar notes
- Provide a person to undertake reading/library support
- Provide accessible formats of documents.

Contact

Email: equity-disability@unimelb.edu.au

Phone: +61 3 8344 0836

<http://services.unimelb.edu.au/disability>

Parkville campus: Stop 1 - 757 Swanston St.
Southbank campus: Appointments available via Stop 1.

Faculty Scholarship

<http://vca-mcm.unimelb.edu.au/scholarships>

VCA and MCM scholarships provide hundreds of artists with financial support, encouragement and reward for their efforts. There is an array of scholarships available for current undergraduate and graduate students, along with a selection for those students who have completed their studies at the Faculty. Please note that you may also be eligible for scholarships offered by the University:

<http://services.unimelb.edu.au/scholarships>

Financial Aid

<http://services.unimelb.edu.au/finaid>

Financial Aid can provide you with a range of advice and information on budgeting, government student assistance, a tax advice program, and short and long term loans and grants. Contact: 8344 6901.

Health Service

<http://services.unimelb.edu.au/health>

The Health Service provides confidential medical care, at no direct cost, to students with Medicare or OSHC Worldcare insurance. Our doctors provide services in the areas of general medicine, travel, childhood and flu vaccinations, sexual health and family planning, and mental health. They can also provide referrals to external specialists. The Health Service is located at 138 Cardigan Street Carlton. Appointments can be made by calling 8344 6904.

Lenton Parr Visual and Performing Arts Library

http://www.library.unimelb.edu.au/libraries/lenton_parr

The Lenton Parr Music, Visual and Performing Arts Library supports the learning, teaching and research activities of the Faculty and is located at the Southbank campus of the University on the first floor of the Hub Building.

Louise Hanson-Dyer Music Library

<http://www.lib.unimelb.edu.au/collections/music/>

The collections at this library broadly cover the history and research of western art music, with special strengths in Musicology, Ethnomusicology, Composition, Performance, Music Education and Music Therapy. The Music Library is located on Levels 2 and 3, Eastern Resource Centre, Parkville campus.

Student Connect

<http://studentconnect.unimelb.edu.au/>

Student Connect is a program designed specifically to help you and your transition to, through and out of university. The Student Connect team actively engages with all first year students through appointments with Student Development Advisers, where we'll talk about what you think university is all about, why you're here, and where you want to go. Student Connect also welcomes appointments with later year and graduate students. Contact 13 6352 or student-connect@unimelb.edu.au

Student Housing

<http://services.unimelb.edu.au/housing>

Student Housing can help you with information on housing options and tenancy advice (eg. lease agreements, bonds, repairs, rents and eviction), Student Housing Access Program, temporary crisis accommodation, and referral to related services. Access the Housing Online Noticeboard, a free service

that enables advertising of accommodation to University of Melbourne students, at <http://services.unimelb.edu.au/housing/vacancies>

SOUTHBANK CAMPUS SERVICES

Bikes

Bikes can be stored in the bike racks at the back of the Film & Television building and other areas around the campus. A bicycle repair station, with various tools, bike stand and pump for self service is located outside the Café.

Car Parking At The Southbank Campus

There is no campus parking available. Students should note that Traffic Officers are ever vigilant on Southbank Boulevard, Dodd Street and St Kilda Road. Cars parked in unauthorised areas or beside expired parking meters are likely to be booked.

Cafeteria

The cafeteria at the Southbank campus is open Monday to Friday 8am-6pm and Saturdays 10am-4pm during semester. Opening hours vary outside of semester times (subject to demand).

IT Facilities

Digital Labs @ VCA

The Southbank campus has five computer labs available to VCA students:

Building	Room	Name
B860	220	Sound Composition Lab
B860	222	Multimedia Lab
B863	1.04	Drop-In Lab
B863	1.05	Teaching Lab
B874	1.37	C>Lab

Detailed information on software, hardware, opening hours and locations can be found at <http://vca-mcm.unimelb.edu.au/vca-digitallabs>

Wireless Access

To connect to the wireless network, select the “Connect2UoM” network on your device and follow the prompts. Alternatively, navigate your browser to <http://wireless.unimelb.edu.au>. Tech support is available in the basement of the Baillieu Library, Parkville.

VCA Graduate Lounge

Graduate researchers are eligible to apply to book space in the graduate lounge in the Elisabeth Murdoch Building once they are in the writing stages of their thesis. The desks are equipped with power points so that laptops or other equipment can be plugged in and the building has Wi-Fi connectivity. There are couches and group tables as well as lockers available. The lounge is located on Level 2 of the Elisabeth Murdoch building which is on St Kilda Rd, corner Grant St – best to enter from the rear of the building and take the lift to Level 2 or go up the stairs near Stop 1.

It is a condition of use of this space that you keep your student ID card with you when using the room, as security staff may conduct spot checks to ensure that all people using the lounge are current students of the VCA.

Contact the Faculty Research Office: 9035 9175 or vcamcm-research@unimelb.edu.au for desk space or regarding locker issues.

ROOM BOOKINGS

Student Booking Information

Spaces at the Southbank Campus are available for use outside of business hours 9am – 6pm Monday to Friday, it is imperative that spaces are left as they are found, this ensures classes run smoothly and spaces are continually maintained for use by the faculty staff and student community.

For bookings during business hours, please contact the relevant School or department Head.

Students must request bookings via their student email account, **requests sent from non-university accounts will not be processed. Booking requests cannot be made earlier than seven days in advance.**

Making a booking

The following details must be provided when requesting a room booking:

- Name
- Student ID
- Contact phone number
- Room (it is advisable that you include more than one preference)
- Activity (e.g. rehearsal, filming or practice install)
- Date/s
- Time/s (start and finish)
- Number of students (including names/student ID numbers)
- Discipline (e.g. music, performing arts, art)

Specialist spaces (e.g. F&TV Studios) require submission of separate forms with supervisor's signature. Please contact individual departments when seeking to gain permission to use specialised spaces.

Booking deadlines

To ensure your booking is processed please submit booking requests by the below deadlines:

Monday – Friday: 10am one business day prior to the day of the booking (e.g. the deadline for a Monday booking is 10am the previous Friday).

Saturday and Sunday: 10am the previous Thursday.

Booking received after these deadlines are unable to be processed.

Cancellations, late arrivals and early finishes

Your booking will be cancelled if you arrive later than 30 minutes without notification. If your booking is at the Southbank Campus; please call Security on 9035 9311 if you are running late or leaving early. It is very important that spaces are not left unattended.

Booking cancellations more than one day in advance can be made via email to: vcamcm-bookings@unimelb.edu.au

Booking Confirmation

Once processed, a confirmation email will be forwarded to the email account that made the request. Please have this confirmation and your student card with you when using rooms. It is your responsibility to check emails for confirmation details. Any changes to bookings will be communicated via email.

Once the booking is confirmed you must abide by the Bookings Terms and Conditions, which can be found on the LMS - [COM 01558: VCA & MCM Student Community – 2017](#) .

Important Information

Bookings lessons for people external to the Faculty of the VCA & MCM is strictly prohibited.

Each School has specific requirements for their individual spaces, please take careful note of instructions stipulated in the student guides and any visible signage in the spaces.

Misuse of any space may result in booking privileges being restricted. Misuse is considered but not limited to any of the following:

- Failing to cancel a booking.
- Failure to disclose the nature of activity resulting in disruption to classes or damage to property
- Leaving a space in an untidy state, failing to pack away equipment/instruments
- Booking a space for private non curricular activities

SECURITY

Security Services at Southbank Campus

Operational hours (excluding University public holidays)

Monday - Saturday from 7am -11:30pm

Sunday from 9am-9pm

****Ring 903 59311 or extension #59311. ** Outside of these hours call 8344 6666****

Campus Operation Support staff can be contacted directly during these hours.

Outside of these hours all calls are monitored by the University Control room.

When requesting assistance you should provide the following information:

The nature of the problem.

The type of assistance you think is required.

The precise location of the problem (building - internal or external).

Your name and the names of other people involved.

Security Services at Parkville Campus

Report any building issues to the Information desk or email vcamcm-io@unimelb.edu.au.

In an emergency, contact the Security Control Room on +61 3 8344 6666 or

Free call 1800 246 066, 24 hours a day. Security will call the Police, Ambulance or Fire Brigade if required.

Any incidents or suspicious activity should be reported to Security immediately.

Security is located at 213 Grattan Street and can be contacted on +61 3 8344 4674 for general enquiries.

Security Escort Service

Campus security patrols are available to escort you to your car, public transport, or other location in the near vicinity of the campus. This service is available to staff and students. It is recommended that you pre-book this service (contact Security on 903 59311 or #59311). If a Campus Support officer isn't available, other arrangements can be made.

UniSafe App

You can download the UniSafe app from [iTunes](#) or [Google Play](#).

Emergency telephone numbers

All emergencies: 903 59311 (#59311) or 8344 6666. When making an emergency call, try to be calm, accurate and brief. If you feel the emergency is life threatening please call (0)000 and tell the operator which service you require: Police, Ambulance or Fire Brigade. If emergency services have been called to the VCA and MCM, then Campus Operation Support should be notified immediately.

Reporting incidents

Please help the University to safeguard the campus by reporting all thefts and other incidents. Even if you have informed others, please ensure that University Security is also notified. Students, staff and visitors are encouraged to report any breaches of security on campus. This can be done anonymously, if you prefer. Statistics prepared from these reports are important for planning improved security arrangements. Information which is useful includes the location of the incident, the number of people involved, environmental factors such as lighting and accessibility of the area. These records are confidential. If possible, reports should be made in person to the Southbank Security Office located in building 866. Alternatively, telephone 903 59311. Your security is your concern as well as ours.

Campus Map

