

***Read this carefully
and keep it for
reference and consultation!!!***

ADVICE FOR STUDENTS

Information, rules and general practice
MALMÖ ART ACADEMY
LUND UNIVERSITY

WELCOME TO MALMÖ ART ACADEMY!

Our postal address is:

Malmö Art Academy
Box 4035
203 11 Malmö

Visiting address:

Föreningsgatan 42
211 52 Malmö

Phone: 040-32 57 00 (exch.), 040-32 57 01 (secr.)

Fax: 040-32 57 05

Web site: www.khm.lu.se

E-mail: khm@khm.lu.se

The office is open

Monday-Friday 9.00-16.00

closed for lunch appr. 12.00-13.00

Outside the office you can find the pigeon holes of teachers and staff, where you can leave messages if we are not available.

The academic year of 15/16 is set to **150831-160117** for the fall semester and to **160118-160605** for the spring semester. There are no vacations during the semesters, but during some shorter periods there may be no scheduled lessons or lectures.

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1. THE STAFF OF MALMÖ ART ACADEMY

Teaching staff and professors

- Junior lecturer of Fine Arts (moving media), **Margot Edström**. She holds a 40% appointment.
- Senior lecturer of Critical and Pedagogical Studies, **Maj Hasager**. She holds a 60% appointment.
- Senior lecturer of Fine Arts (photography), **Maria Hedlund**. She holds a 60% appointment
- Professor of Fine Arts, **Joachim Koester**. He holds a half-time appointment.
- Junior lecturer of Fine Arts, **Viktor Kopp**. He holds a 40% appointment.
- Professor of Fine Arts, **Matts Leiderstam**. He holds a half-time appointment.
- **Sarat Maharaj** is professor of Visual Art and Knowledge Systems focused at research. At Malmö Art Academy he is supervisor for the doctoral students.
- Senior lecturer of Fine Arts (sculptor) **PO Persson**. He holds a full-time appointment.
- **Gertrud Sandqvist** professor of Art Theory and the History of Ideas is head of department and full-time professor with responsibility for the theoretical education on the BA- and MA-levels. She also holds responsibility for Malmö Art Academy postgraduate programme and is supervisor of the doctoral programme
- Professor of Fine Arts, **Emily Wardill**. She holds a half-time appointment.
- Professor of Fine Arts, **Haegue Yang**. She holds a half-time appointment.

External visiting supervisors

- **Charif Benhelima**
- **Nathalie Melikian**
- **João Penalva**
- **Nina Roos**
- **Christine Ödlund**

These teachers supervise a small group of students whom they meet every sixth week. Please note that these teachers primarily supervise only their own fixed groups of students, but other students are welcome to sign up for studio visits if there are empty slots.

Postgraduate students

- **Rosa Barba**
- **Matthew Buckingham**
- **Alejandro Cesarco**
- **Marion von Osten**
- **Lea Porsager**
- **Andrea Ray**
- **Imogen Stidsworthy**

For more information about the teaching staff, visiting teachers and postgraduate students please visit Malmö Art Academy's library where you can find literature on all of them.

Technical and administrative staff (T/A)

- **Ariel Alaniz:** technician
Ariel replaces Håkan Nyqvist during his sick leave. He is responsible for the wood workshop and the workshops in the Annex. He also tutors students in the workshops. Ariel works 50%.
- **Madeleine Bergquist:** librarian
Madeleine is responsible for the school library, where she organizes the collection. She also supervises the library visitors in information retrieval, manages loan circulation and purchase new literature. Madeleine works part-time: 70% at Malmö Art Academy and 30% at Malmö Theatre Academy.
- **Olof Broström:** photo technician and janitor
Olof is responsible for the 3d printer, the dark room, the photo studio and the silkscreen workshop. He coordinates the practical work involved in the admission procedures. He takes care of transportations, mail delivery and simple repairs in the premises. Minor errors in the house should be reported to him. Olof works 80%.
- **Laura Hatfield:** programme coordinator
Laura works 25% as coordinator for the Critical and Pedagogical studies programme. She also tutors the students at the programme on 15%. Laura works 40%.
- **Silvana Hed:** director
Silvana is responsible for the school's finances and has overall responsibility for the staff. She is the head of all TA-workers at the school and responsible for the work environment for both students and staff. She is also responsible for premises, order and security. She works full-time.
- **Eva-Lena Landgren:** cleaner
Eva-Lena cleans the whole building by herself, so it is especially important that everybody cleans and clears-up after themselves; this applies to workshops, coffee rooms, student-kitchen and corridors! For more information, see the Rules for Cleaning.

- **Sophie Ljungblom:** video technician
She is responsible for the video equipment and teaches courses on video-editing. She is also in charge of the booking and lending of cameras, tools and other equipment (see *Loans of equipment*) as well as for issuing keys and key cards. Sophie works full-time.
- **Charlotte Marklund:** departmental secretary
She is responsible for student administration like announcing the weekly schedule and studio visit lists, issuing degree and diploma certificates and registering examination results. Charlotte also takes care of the practical arrangements for guest lecturers and visiting teachers such as travels and accommodation. She also handles contacts with CSN - the National Board of Student Aid - and the Student Health board. Please tell her if you change your address or if you need to report in sick. Charlotte is working full-time.
- **Håkan Nyqvist:** technician
He is in charge of the wood workshop and the workshops in the Annex. He tutors students in the workshop and is also responsible for gallery KHM – Malmö Art Academy´s student gallery. All questions concerning the gallery should be directed to Håkan. Håkan works full-time but is presently on sick-leave.
- **Dan Setthammar:** technician
Dan is responsible for gallery KHM – Malmö Art Academy´s student gallery during Håkan´s sick-leave. All questions concerning the gallery should be directed to him. Dan works 50%.
- **Joakim Sima:** computer and sound engineer
He gives courses and general computer support on Malmö Art Academy´s computers. He also maintains and updates the website. Questions regarding your Stil-ID/computer account/access to Malmö Art Academy network should be directed to Joakim. He works full-time.
- **Lotta Österberg:** financial administrator
Lotta handles all economic issues. Contact Lotta when it´s time for your exam project to get information regarding your exam budget. She is also the international coordinator, responsible for student exchange and for the apartments in Berlin and Amsterdam. Lotta works full-time.

2. ORGANISATION

The Departmental Board

The Departmental Board is the top decision-making body at Malmö Art Academy. It consists of three members of the teaching staff (including head of department), the director, one member of the technical and administrative personnel and two student representatives. The Departmental Board meets once a month. The student representatives usually meet one week before the Board meeting.

The Workshop Committee

The Workshop Committee consists of five students, all the technicians and engineers, one teacher and the director. The Committee advises on the organisation of and equipment in the workshops. Decisions are made by the Departmental Board.

The Budget Committee

The Budget Committee consists of the head of department, the director, two teachers, three students and the financial administrator. Decisions are made by the Departmental Board.

3. THE EDUCATION PROGRAMME

The Credit Point System

Each semester consists of 20 study weeks. Full-time studies gives 1,5 credits for each week or 30 credits per semester.

Bachelor programme. Fine Arts

The education comprises 180 credits, thus 30 credits per semester.

Year 1 = Begins with a set of foundation courses dealing primarily with different artistic techniques and basic art theory comprising 30 credits. Free choice of bachelor courses and individual work during the spring semester (30 credits).

Year 2 = Free choice of bachelor courses and individual work. NB! The course Economy and Law is mandatory.

Year 3 = Free choice of bachelor courses and individual work in the fall. 30 credits are awarded for a degree project in the spring. The project consists in a text and a group exhibition.

Master programme. Fine Arts

The education comprises 120 credits, thus 30 credits per semester.

Year 1 = Free choice of bachelor- and master courses.

Year 2 = 60 credit points which are awarded for a degree project, presented with an exhibition, a text and a lecture. A degree project that has been accepted and passed fulfills the requirements for a Master's degree in Fine Arts (individual work).

Master programme. Critical and Pedagogical Studies

The education comprises 120 credits, thus 30 credits per semester.

Critical and Pedagogical Studies is an international programme that leads to a Master's degree in Fine Arts and it works across borders between art theory, practice and pedagogy. The programme aims to encourage thinking within the artistic field related to the creation, training and production of art. We want to encourage initiative and experimentation, especially in the fields of art production, education, writing and theory. The teaching is largely based around seminars which are led by visiting professors, but also about the students own projects. The theory is seen as practice and practice theorized. Keywords are critical thinking, questions of artistic production, education and pedagogical strategies.

Information on and application to courses

You will be admitted to a certain amount of courses. The selection is done by the teachers at Malmö Art Academy. Information on courses and application lists are posted on the wall outside the office. When the admission for this semester's courses is completed you will receive information by e-mail about which course or courses you have been admitted to. You must confirm the admission by sending an email to Charlotte. Admission lists will be posted on the wall outside the office – please double check the information.

You have to **de-register** if you are not able to participate in a course or if you change your mind concerning a course that you have been admitted to. Please contact Charlotte Marklund, the person in charge of LADOK (credit registration system) **and** Gertrud Sandqvist/PO Persson **by latest three weeks before the course starts**. After that deadline de-registration is no longer possible and you are obliged to participate in the courses you have been admitted to or you will lose credits.

NB you will not get credits for individual work if you haven't deregistered! Valid reasons to not participate after your confirmation of admission are only illness or very specific circumstances authorized by Gertrud Sandqvist or PO Persson.

Criterion on selection of applicants to courses

- 1.** The teacher in charge of the course will make the selection among applying students but only **if** the teacher is holding an appointment at Malmö Art Academy. **If** a visiting teacher is in charge of the course, the selection is made together with the teacher at the academy who hired him/her.
- 2.** The teacher in charge of the course decides on the form of examination.
- 3.** Credit points are given when the course is completed.

Note that your study plan for a semester consists of both courses and individual studio practice. Your education should approximately consist of 50% courses and 50% individual studio practice but this may vary according to individual needs. The allotment of credit points between courses and individual studio practice is to be seen in the context of the whole studio programme.

Exchange students

To be able to do a valid assessment and to receive credits as an exchange student, you must have participated in at least **one course** during the semester and had at least **one studio visit per month** with either the schools teacher or the external tutors. If you have questions please contact Charlotta Österberg or Gertrud Sandqvist.

Individual studio practice

At Malmö Art Academy there are no departments and the core of the education is to be found in the individual tutoring and the individual studio practice. Malmö Art Academy offers the students frequent opportunities to see a wide range of both Malmö Art Academy teachers and external visiting supervisors for individual tutoring. The studio visits are based on free choice and own initiative. It is therefore crucial that you plan your studio visits carefully over the semester. On the white-board outside the office you will find lists where you can sign up for studio visits. You will also be notified about the possibility to sign up by e-mail from Charlotte.

For valid assessment and in order to qualify for credits for your individual studio practice your studio visits will be documented through studio visits lists and reports from teachers.

Examination

The examiner of the course is the teacher responsible. Credits will be registered when the course is completed and the attendance is recorded. The examination form at Malmö Art Academy courses is mainly based on the principle of participation but other forms may occur (written examination etc). The student has the right to be re-examined and at Malmö Art Academy this is mainly done by supplementary assignments or tasks. The examiner takes decision upon the form of re-examination. The general rule is that 80% presence is a minimum required to pass a course but in most cases you will need to compensate for non-attendance. Always contact the teacher responsible for the course to make sure in what way you can catch up missed lessons. During the course, in order to get your attendance recorded as 100%, you have to arrive on time and stay the whole lesson. **NB!** It is not accepted to "check in" and leave the class after a short time! If you don't pass a course because of non-attendance you will not get credits for individual studio work instead.

Credits for individual studio work will be decided by the professors in consultation with the other teachers. Credits for individual studio work is mainly based on the teachers´ report from the studio visits but it is also based upon the student´s other activities, for example participation in the Annual exhibition. To get a valid assessment it is important that the teachers have a good insight in your artistic work and how it is developing.

The examination at Bachelor and Master level is executed by the academy´s professors in consultation with an external examiner. The external examiner is appointed by a suggestion from the teachers and a decision in the Departmental board.

The BFA examination (30 credits) spring semester year 3 consists of two components:

- *Creative Work*. Tutored by the academy´s lecturers. Judged, after the group exhibition in the academy´s gallery KHM, by professors at Malmö Art Academy. In addition the supervision from an external examiner functions as a 'safety guarantee'. We invite a Scandinavian renowned curator or artist to perform this task.
- *Text*. 5 pages. Tutored by professor Gertrud Sandqvist and judged after the text seminar by the faculty.

Bachelor degree examiners are Malmö Art Academy´s professors in consultation with an external participant at the occasion of the examination. Who this person will be is decided by the Departmental Board.

Instructions for the BFA3 text seminar

Each of you will have one fellow student to oppose on. Read carefully through the text; mark both questions and aspects you find interesting in the text. Start the opposition by making a summary of the content, and ask the author of the text if s/he agrees (this is for making sure that you haven't misunderstood anything in the text). After your go-through, the author will answer, and the discussion between you two goes on for appr 15 minutes. Then the professors will give their comments, and finally the discussion is opened for the whole group. Each of you will have one hour for the whole text.

When you defend your text: think through your arguments! If there are mistakes that you immediately want to correct, do so.

In order to give you some more time for the writing process, the texts are not translated yet to English. However, the seminar will be carried out in English.

The MFA thesis examination consists of four components:

- *Creative Work*. Tutored by one of the academy's professors or external tutors. Judged after the exhibition in the academy's gallery by professors at Malmö Art Academy. In addition the supervision from an external examiner functions as a 'safety guarantee'. We invite an internationally renowned curator to perform this task.
- *Text*. 10-15 pages. Tutored by professor Gertrud Sandqvist and judged after the text seminar by all professors.
- *Internal Viva*. Performed at the academy, in front of the other graduating students and judged by all professors.
- *External Viva*. Performed in the exhibition at the academy's gallery and judged by all professors.

Instructions for the MFA2 text seminar

See above Instructions for the BFA3 text seminar

Course evaluation

Make sure to hand in a course evaluation when a course is completed. The evaluations are a very valuable tool for the quality work. Evaluation templates are available at our website but you can also receive it from your teacher or from the office.

Annual evaluation

Annually, in May, the annual evaluation is handed out and you will find it in your pigeon hole. Hand it in to Charlotte, you can leave it in her pigeon hole outside the offices. Note that you can leave suggestions for courses that you would like the academy to offer. Just like the course evaluations the annual evaluations is an important tool in our quality work.

Project grants

To apply for a project grant

Applications for project grants are considered at every meeting with the institutional board, thus approximately once a month.

When you apply for a grant the application must be handed in at the latest 7 days before the date of the meeting. The application should be handed in to Charlotte Marklund.

The pedagogical aim with the project grant is that the students shall be trained to write project applications in which a well-defined artistic project is described and presented.

The application must consist of a written project description, a motivation and a project budget. The budget must clearly state if Swedish VAT (moms) is included or not. Remember that purchases made outside of Sweden do not have deductible VAT.

The following applies for project grants:

- A project application must include a project description, a motivation and a budget.
- No contribution to material costs in connection with your regular work will be granted.
- No contribution will be granted for already performed or terminated projects.
- The teachers will take into consideration whether the project is a new approach or has a significant meaning to the applicant's work when considering the application.

If you get a grant

In order to avoid spending own money and wait for reimbursement you can preferably:

- Go to Lotta and get a requisition valid in a specific store. The store will send an invoice directly to the school.
- Ask the technicians to make an order directly in the name of Malmö Art Academy.

You can also pay yourself and get reimbursed later on when you hand in the receipt:

If you make smaller purchases and/or at companies that do not accept requisitions or send invoices you can pay with your own money, cash or card, and afterwards be reimbursed by the school by handing in your receipt. The school can only reimburse you if

the receipt is complete, that is that the following facts are stated on the receipt:

- the company name
- date of purchase

And if Swedish receipts:

- the company's VAT number
- the VAT specified

Regarding the VAT it doesn't matter if it's the school that pays via an invoice or if you pay yourself and are reimbursed later.

Normally Lotta will transfer the money to your bank account. Then the name of your bank, the clearing number and your account number is needed. If it isn't a Swedish bank account the name of the bank, the BIC/SWIFT code and the IBAN number of your account is needed.

It is possible to use the budget to buy prints and material in the school shop. Inform the staff that it is your exam budget you are using.

The money for the exam budget is governmental funds allocated to Lund University and there are specific rules for the use of these funds. Goods that do not have the character of consumable material but are of a more lasting value, like technical equipment, are the university's property. Thus you cannot take such items with you once your exhibition is finished. Always check with the technicians before buying any equipment. It's OK to rent equipment.

It is very costly to employ a person. In addition to the fee you must pay social costs and the person you engage must pay tax on the money earned. We advise against this type of costs.

Project studios

We have three project studios, two next to the student's kitchen and one in the Annex. PO Persson is the teacher responsible and he distributes the studios. All questions concerning our project studios should be directed to him. Information on application for the project studios will be mailed out, twice a year, where last date of application will be stated and application form will be attached. The allotment will be notified through mail and will be posted on the noticeboard outside the administration.

International studios

Malmö Art Academy has one apartment in Berlin and one in Amsterdam where the students can apply for a period (normally 2-6 weeks) during the semester to work with an artistic project. Application and selection take place once per semester and the decision on who is granted a period is made by the Institutional board. Decision regarding the autumn semester is normally made at the meeting in May and for the spring semester at the meeting in November. Deadline for application is posted approximately one month in advance. If you want more information on the apartments contact Lotto Österberg.

When you arrive at the apartment it should be clean and in order, and that is also how you should leave it. There are pillows and blankets in the apartment and also bed linen that you can borrow, but they must be washed before you leave the apartment. Detergents are also in the apartment.

When leaving the apartment, you should:

- Not leave any dirty dishes in the kitchen
- Dispose of trash and bottles
- Do not leave any work material
- Clean the bathroom very carefully i.e. toilet, sink, shower, floor
- Clean the kitchen very carefully i.e. clean the sink, stove & oven, clean the refrigerator and kitchen drawers
- Clean the apartment thoroughly i.e. dusting all furniture surfaces, wipe window sills, vacuum all floors and swab all floor surfaces

It is very important that you

- do not leave food in the fridge or in the cupboard because we have problems with vermin
- do not leave wet laundry hanging in the apartment or left in the washing machine, with the exception of the linens and towels you borrowed

International student exchange

An international exchange cannot take place in the same country (with exception for KUNO-courses).

For further information on student exchange, see

<http://www.khm.lu.se/en/art-academy/international-profile>

Nordplus is a network for and between all the nordic academies of art. The other academies that you can apply for exchange with are:

Denmark

- The Royal Danish Academy of Arts in Copenhagen
<http://www.kunstakademiet.dk/>
- The Jutland Art Academy, Århus
<http://www.djk.nu/T>
- The Funen Art Academy, Odense
<http://detfynskekunstakademi.dk/>

Finland

- The Academy of Fine Arts in Helsinki
<http://www.kuva.fi/portal/>

Iceland

- Listaháskóli Islands in Reykjavik
<http://lhi.is/>

Norway

- The University College of Fine Arts in Bergen
<http://www.khib.no/>
- The National Academy of Arts in Oslo
<http://www.khio.no/>
- The Academy of Arts in Trondheim
<http://www.kit.ntnu.no/>

Nordplus - the Baltic States

- Eesti Kunstiakadeemia, Tallin
<http://www.artun.ee/>
- Latvijas Mkslas akadēmija, Riga
<http://www.lma.lv/>
- Vilniaus dailės akademija, Vilnius
<http://www.vda.lt/>

The aim of the **Nordplus** network is to create a nordic unity and to endeavour to create a nordic profile in the field of art, while at the same time aiming at opening up to other countries. In addition to the exchange, which lasts for a semester or a year, there are also possibilities to participate in specific courses at the other academies. These courses are called KUNO–express and you can find information on the web at www.kuno.ee.

More information about the Nordplus Exchange, dates of application etc. can be obtained in Lotta's office.

We also have exchange agreements with:

- The Slade School of Fine Art, London
www.ucl.ac.uk/slade/index.php
- ERG (School of Graphic Research – Higher School of Arts), Bryssel, Belgien
www.erg.be
- Gerrit Rietveld Academie, bachelor, Amsterdam, Nederlanderna
www.gerritrietveldacademie.nl
- UIC - University of Illinois, Chicago, USA
<http://www.uic.edu>
- Städelschule, Frankfurt am Main, Tyskland
www.staedelschule.de/
- Hochschule für Gestaltung und Kunst, Luzern, Schweiz
www.fhnw.ch/hgk
- Maumaus, Escola de Artes Visuais, Lissabon, Portugal
<http://www.maumaus.org/>
- Cooper Union School of Art, New York, USA
www.cooper.edu/
- HEAD – Haut école d'art et de design, Genève, Schweiz
www.hesge.ch/head
- Hochschule für Bildende Künste, Braunschweig, Tyskland
www.hbk-bs.de/
- International Academy of Art Palestine, Ramallah, Palestina
www.artacademy.ps/
- KNUA - Korea National University of Arts, Seoul, Korea
www.university-directory.eu/Korea-Republic/Korean-National-University-of-Arts-KNUA.html
- ENPEG "La Esmeralda", Mexico
www.esmeralda.edu.mx

EARN – European network for exchange on postgraduate and phd level.

- Academy of Fine Arts, Wien
www.akbild.ac.at
- Bildkonstakademin, Helsingfors
www.kuva.fi/portal/svenska/
- NCAD, National College of Art and Design, Dublin
www.ncad.ie/
- Utrecht School of the Arts, Utrecht
<http://www.hku.nl/>

If you are interested in these opportunities for exchange, please contact Lotta for further information.

Exhibitions

Artistic projects are mainly presented as exhibitions. Where and when depends on the project which means they might be presented at various venues.

Malmö Art Academy´s gallery KHM is located at Ystadvägen 22. The gallery offers the students an opportunity to show their work to the public. In the beginning of the fall semester all new students present their work in a group exhibition. Shortly after, the academy exhibits the yearly Edstrandska scholars. During the rest of the year the graduating students show their work in the gallery. All exhibitions are open to the public. Contact person for the gallery is Håkan Nyqvist or Dan Setthammar.

The Annual exhibition, one of the big events in the spring semester, takes place within Malmö Art Academy´s premises at Föreningsgatan 42 during ten days in May.

It is mandatory for all students to participate in the annual exhibition. If you for some reason are not able to participate you need to get this cleared by Gertrud Sandqvist or PO Persson. It is also mandatory for all students to guard the exhibition, to de-install own art work and to clean up after de-installation. If you cannot fulfill this you need to see to it that a fellow student does these tasks for you. Please inform the teachers responsible about this in advance. MFA2 students might, due to examinations, get fewer guarding slots than other students.

The academy will assign a person to be responsible for the guarding process, the guarding list and the communication concerning the process.

4. PRACTICAL INFORMATION

Schedule

The schedule is posted on Malmö Art Academy's website <http://www.khm.lu.se/en/studies/schedule>. Check the link to News and you will find Schedule. It is important that you check the schedule on the website since it is regularly updated. It will also be posted on the whiteboard outside the office.

In general but there will be exceptions:

- Seminars take place in the morning from 10 a.m. until noon.
- Lectures are given in the afternoon from 1 p.m. to 3 p.m.
- Projects and technique courses take up the whole day.

All lectures and courses start on the hour, sharp! Be punctual! Information, notices and mail to *individual* students is placed in your pigeon holes, therefore: Please check your pigeon hole often!

Monday meeting in the student's kitchen

This is the monthly forum where you as a student have the possibility to pose questions to the technical and administrative staff. You will also receive important information and updates from our director. Monday meetings will occur the first Monday every month during the term, if not anything else has been notified.

Studio visit lists

Regular studio visits is one of the most important pedagogical tools that Malmö Art Academy offers and they make an important part of the grade for the courses in individual studio practice. It is therefore very important that you sign up and show up for regular studio visits. Credits for individual studio work is mainly based on the teachers report from the studio visit.

The studio visit lists will be posted on the white board outside the offices. The academy's teachers are generally fully booked and you have to respect the times! Read the chapter about individual studio work thoroughly.

The notice-board

There is a notice-board on the wall outside the lecture room used to announce current events at Malmö Art Academy. This wall is also used for information on external events and exhibitions all over the Nordic countries. We also post various offers to students from the general public.

Academic Advising Services

When you are interested in academic advising services there are various possibilities. If it concerns studies that you are pursuing you should contact Gertrud Sandqvist.

If you are interested in academic advising services concerning other education programmes you can contact the central academic advising services. Please email them your questions and they will help you.

E-mail: studievagledning@stu.lu.se

Learning Support

Lund University offers support to students with disabilities, read more on <http://www.lunduniversity.lu.se/student-life/preparing-to-come/students-with-disabilities>

Christel Berg is responsible coordinator at the faculty. Contact Christel to know more about what resources you can use and how to apply for learning support throughout your studies.

Christel's contact details are: christel.berg@stu.lu.se

Phone: 046-222 34 90

Student health

The Department of Fine and Performing Arts have access to a doctor at the Students health (service/center), Staffan Wester. Every second Tuesday odd weeks he will be at the Malmö Music Academy. It is important to know that if you want to meet him you need to fill in a self-referral on their webpage:

www.lu.se/studenthalsan (only in Swedish)

Student right and guidelines

Student rights may involve things such as student participation, students' work environment, how to conduct exams and degree projects and much more. Your rights and responsibilities as a student towards the University and your department (Malmö Art Academy) are governed by university policies and national laws and regulations. The list of rights for students at Lund University details rights and obligation. The aim of the list is to help students to complete their studies, receive their student finance on time and receive their course transcripts and degree certificates as promptly as possible:

<http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/list-of-rights-lund-university.pdf>

The Library

Opening hours:	Monday	-	15.00-16.30
	Tuesday	-	10.00-16.30
	Wednesday	-	15.00-16.30
	Thursday	-	11.15-16.30
	Friday	-	10.00-16.30

The library is closed during lecture in progress (see schedule)

<http://www.khm.lu.se/en/studies/schedule>

When the library is closed, books can be returned in Madeleine's pigeon hole. Put a note on the book stating who borrowed it.

For a guide to the library, see attachment 1.

Audiobooks

If you are visually impaired, have dyslexia or another condition that makes you unable to read printed books, you are able to borrow the books you need as audio books. Contact Madeleine for more info.

Equipment loans

Lending and returning equipment and keys to project studios etc. is managed Monday, Wednesday and Friday 10:30-12:00 in the equipment room in the basement.

In order to borrow things from the equipment room you must make a deposit of 600 SEK and read and sign the current loan-agreement. This deposition will be refunded after finished studies provided you have no current loans or debts. To confirm that you need a receipt from the equipment room, this shall be delivered to Charlotta Österberg who will then put the money your account.

Reserve photo, video, audio equipment on the booking lists outside the equipment room. Equipment that is not in those lists may be reserved by appointment, during the opening hours (10.30-12.00 Monday, Wednesday, Friday)

A normal loaning period is Monday to Friday, Wednesday to Monday, Friday to Wednesday. This is valid unless something else has been agreed on. Some exceptions are that courses have a right of precedence, as graduation exhibitions.

You may, if needed renew your loan for yet another period if no one else has reserved the item the last day for returning it. Check the booking list, and ask in the equipment room.

If equipment is not returned in time will the borrower be excluded from loans for as long as the delay is long.

If photo-, video- or audio equipment is not returned in time will the borrower get blocked from further loans for another two weeks in addition to that.

You are personally responsible for the equipment that you borrow and thus liable to pay compensation in case of damage or loss.

Therefore we recommend that you have **a householders insurance. Check carefully** what is covered by your particular insurance company!

Do not lend equipment you have borrowed to anyone else. When a loan is registered on you, you are the one responsible for it. That means that you will have to compensate for any lost or broken items.

Equipment loans during graduating exhibitions

Things from the equipment room that you wish to borrow for the graduation exhibitions should be reserved at least 1 month before the opening. Please give a wish list to Sophie. Sophie can also give related technical advice if needed.

There is some equipment that is solely meant for use at the gallery. Every graduating student will be able to use 2 projectors, 2 sets of speakers, 2 mac minis, if wanted.

The equipment room will provide more projectors, speakers, computers if possible but during some circumstances may the possibility to do so be limited. At the gallery there is tools that covers most of the basic needs and also 12 spotlights for lighting purposes.

Insurance

All students at Lund University are covered for accidents occurring within the framework of their studies. However, Lund University takes no responsibility for covering costs related to accidents or illnesses that occur outside of your study hours during the period that you are a student. Private possessions are not insured by Lund University/Malmö Art Academy. Therefore, be sure to arrange a householder's comprehensive insurance.

For more information, see <http://www.lunduniversity.lu.se/student-life/preparing-to-come/health-and-insurance>.

It is advisable to take out a supplementary personal accident insurance policy. This will cover any accidents that happen during your spare time and work on private projects. Again, private belongings are not insured by the school, therefore we recommend students to have a householder's insurance. See *Loans of equipment*.

Workshops

Students are admitted to the workshops **after** training in how to use the machines and equipment. During the first weeks of fall semester, all first year students will be taught how to use the *computers and software in the computer room and the video editing tools in the video editing room*. All new students are also trained to use the machines in the wood workshop. Admission to the workshops in the Annex is granted after the student has completed a course in a specific technique.

The general policy is that working alone must be limited as much as possible. Working alone in connection with hazardous work is not allowed at Malmö Art Academy. It is of greatest importance that you are attentive to the risk of working alone by the machines in the wood workshop and in the Annex.

The wood workshop is open weekdays 9.00-16.00. Note that working in the wood workshop after 16.00 is not permitted! Working time in the Annex and plastic workshop is weekdays 9.00-16.

Always inform the responsible technician if you intend to work in the wood workshop or if you intend to use machines classified as risky in the Annex. Do not hesitate to contact the technician if you have any questions or concerns.

Storage

In the basement there is a room for storage of student's work etc. The student union has the full responsibility for this store room. In the store room there are also safety lockers. We recommend that you use them for storage of your own or borrowed valuable equipment. There have been incidents of theft at Malmö Art Academy. The storage room is provided with a card reader and we can detect who has been in the room and when. For the lockers you need to buy your own pad-lock.

For *temporary* storage of new wood planks and boards there are shelves outside the wood-workshop.

Keys

You must sign a receipt for a key to your studio. A lost key means that we have to change the cylinder, which you will have to compensate with the actual cost of a new cylinder and set of keys, at present 600 SEK.

Malmö Art Academy also has a system of keys to our other premises, such as project studios, workshops in the annex etc. These keys can be borrowed from the equipment room during the regular opening hours.

Alarms

Since we have expensive objects and equipment that are especially liable to be stolen, Malmö Art Academy is equipped with an alarm system. Alarms have been installed on all outer doors and on doors to rooms containing equipment. In addition, alarms are installed in the premises in the annex and the sound studio and the photo laboratory. The windows in these rooms must not be opened. If a door is left open, there is a humming noise after a few minutes as a warning that the alarm is about to go off. The glass front door of the annex may be open weekdays between 8 a.m. and 6.30 p.m.

To prevent theft and to prevent unauthorized persons from moving about in the building, we can only get in to most places in the building by using a key card or key card plus our personal code. The personal code is necessary after 5 p.m., at weekends and on public holidays. All key cards are registered in the alarm log. To prevent the cards from getting into unauthorized hands you should therefore look after your key card very carefully and report any loss to Sophie immediately, so that the card can be blocked. To prevent the cards from getting into unauthorized hands you should therefore look after your key card very carefully and report any loss to Sophie immediately, so that the card can be blocked. To issue a new key card costs 100 SEK.

The alarm system also means that **everybody must make sure that they close doors and windows properly**; otherwise the alarm goes off at once. After 5 p.m. the security company turns out to investigate the alarm, which costs the academy large sums of money. If the alarm is triggered due to proven negligence the cost will be charged the person responsible of the turn-out.

Safety

It happens unfortunately, that unauthorized person tries and succeeds in entering the school. Therefore we urge attention and caution!

- Do not let anyone in (anyone who does not belong at school)
- Do not leave the studio door unlocked
- Report immediately to staff if you see unauthorized persons in the building
- Do not expose yourself for risks at any time - call **112** in case of emergency or Lund University's emergency telephone **046-222 07 00 (+46 46 222 07 00)**.

Do not forget to dial zero first if you are calling from an internal phone!

Lund University`s emergency phone goes to security or the University`s emergency service officer who is on duty around the clock. Securitas is employed for surveillance missions. Lund University`s emergency phone can be used by everyone, both students and employees. The alternative is to call the police - **112**.

More information and telephone numbers:

<http://www.staff.lu.se/support-and-tools/in-case-of-emergency>

Fire alarm and evacuation

Malmö Art Academy has a fire alarm directly connected to the fire brigade. In case of alarm a signal sounds in all corridors. It is important to go directly out to the schoolyard, which is the meeting place. If possible, please knock on studio doors on your way out, to alert everyone on that they have to get out. Evacuation boards for alternative evacuation routes can be found on each floor. Learn them by heart! An evacuation plan (utrymningsplan) can be found at the very back of this folder and on our website.

Due to safety reasons, risk of fire, it is not permitted to store materials or artwork in corridors or stairs. Fire Authorities require free escape routes and the schools risks severe penalties like fines or closure for non-compliance. Materials, furniture or artwork stored in corridors or stairs without permission will be removed and discarded.

Copy Machine

There is a copy machine outside the library where you can copy study material. The copy machine is equipped with a card counter. Each student obtains a copying card, loaded with 150 free markings, per semester; in case of loss you can of course buy new one. Copying cards with 50 or 100 markings can be purchased at the equipment room at a cost of 0,50SEK per marking. Note that A4 takes one marking whilst A3 takes to 2 markings.

Telephone

On the 1st floor one student telephone is available for local calls.

E-mail

We communicate by e-mail!

Please leave your e-mail address to Charlotte! All important information from Malmö Art Academy will be sent out by e-mail. The staff will mainly communicate by e-mail both with students and colleagues so it is crucial for you and your studies that that we have your correct mail address and that you take the responsibility to check you mail on a regular basis.

Waste management & environmental care

Lund University promotes environmental protection in all its departments, which means we all must strive to be careful with the materials we use and manage the waste we produce in the best way possible.

You are responsible for making sure your leftover work materials are placed in the large container for miscellaneous waste (brännbart) in the yard. Incombustible waste, such as metal or plasterboards, are not allowed, and have their own small containers in the annex. It is not allowed to place general household waste in any of these containers! Keys to the large container can be found by the sliding annex doors, and in the basement by the notice board.

Recycle bins for paper are placed on each floor. NB! For paper only!

In your students' kitchen are one container for general household waste, one for clean plastic containers, one for clean metal containers and one for paper. Glass bottles and batteries must be carried down to the basement to be put in their allocated recycle bins.

Paint and solvents

Cabinets to store paint and solvents can be found on each floor, by the studios. It is absolutely not allowed to store solvents in the studios, due to the fire and health hazard this poses.

Pouring leftover paints and solvents down the drain is against Swedish environmental protection law (Miljöbalk 1998:808). Please note that all use of cadmium pigments is strictly prohibited, due to its long-term environmental effects.

In case of any uncertainty please consult a technician.

Cleaning

Everyone must keep good order and clean up after themselves and help to keep all common rooms and areas tidy and in order. The students are, with exception for the floors, responsible for the cleaning and for keeping order in the student's kitchen.

The students with studios housing the same floor are jointly responsible for making sure that the common areas on that floor are kept in order. This also goes for the brush wash-rooms on floor three, four and five. Material, furniture and artwork that are kept in corridors or stairways without permission will be removed and thrown away.

General rules

- No smoking anywhere in the academy buildings.
- No furred animals are allowed on the premises.
- No eating or drinking by the computers or in the library.
- Parties are not allowed in the premises of Malmö Art Academy unless they are authorised by the management.
- No overnight stay is allowed at the academy. The fire brigade does not expect there to be people sleeping in the building and they will not search the building in case of fire.
- Cars parked in the academy yard must have a parking permit. This can be bought from the Parking Company (P-Malmö) on arrangement with Lotta Österberg (cost approx. 1800 SEK/term). She also has a couple of cards available for short time guests and craftsmen.
- School computers may not be used in an illegal manner

5. PHONE & E-MAIL

Malmö Art Academy

Phone number

If you are calling from outside the school, dial 3 + extension.

Surname	Name	Title	Phone	E-mail
Ariel	Alaniz	technician	25703	ariel.alaniz@khm.lu.se
Benhelima	Charif	external tutor		charif.ben-helima@skynet.be
Bergquist	Madeleine	librarian	25722	madeleine.bergquist@khm.lu.se
Broström	Olof	technical janitor	25704	olof.brostrom@khm.lu.se
Edström	Margot	junior lecturer		margot.edstrom@khm.lu.se
Eriksson	Andreas	external tutor		info@medelplana.com
Hasager	Maj	lecturer		maj.hasager@khm.lu.se
Hatfield	Laura	program assistant		laura.hatfield@khm.lu.se
Hed	Silvana	director	25707	silvana.hed@khm.lu.se
Hedlund	Maria	lecturer	25710	maria.hedlund@usa.net
Koester	Joachim	professor	25715	joachim.koester@khm.lu.se
Kopp	Viktor	junior lecturer		viktor.kopp@khm.lu.se
Landgren	Eva-Lena	cleaning		
Leiderstam	Matts	professor		matts.leiderstam@telia.com
Ljungblom	Sophie	video technician	25724	sophie.ljungblom@khm.lu.se
Maharaj	Sarat	professor		sarat.maharaj@khm.lu.se
Marklund	Charlotte	administrator	25701	charlotte.marklund@khm.lu.se
Melikian	Nathalie	external tutor		nmelikian@gmail.com
Nyqvist	Håkan	technician (sick-leave)	25703	hakan.nyqvist@khm.lu.se
Penalva	João	external tutor		joaopenalva@mac.com
Persson	Per Olof	lecturer	25711	per_olof.persson@khm.lu.se
Roos	Nina	external tutor		nina.roos@kaapeli.fi
Sandqvist	Gertrud	rector 0708-363492	25706	gertrud.sandqvist@khm.lu.se
Setthammar	Dan	technician	25721	dan.setthammar@khm.lu.se
Sima	Joakim	computer	25726	joakim.sima@khm.lu.se
Wardill	Emily	professor		emily.wardill@khm.lu.se
Yang	Haegue	professor (on sabattical)	25716	haegue.yang@khm.lu.se
Ödlund	Christine	external tutor		christineod@gmail.com
Österberg	Lotta	economist	25702	charlotta.osterberg@khm.lu.se

Malmö Art Academy

Phone number

If you are calling from outside the school, dial 3 + extension.

Last name	First name	Title	Phone	E-mail address
PhD				
Barba	Rosa			rosabarba@gmx.net
Buckingham	Matthew			info@matthewbuckingham.net
Cesarco	Alejandro			acesarco@gmail.com
Osten	Marion von			mvo@k3000.ch
Porsager	Lea			leaporsager@hotmail.com
Ray	Andrea			rayandrea@mac.com
Stidwothy	Imogen			imogenstidworthy@hotmail.com

Switch	Lund University	040-325700
Fax		040-325705
Annex		040-79585
Library		040-325722
Computer room		
Student phone		040-325725
Wood workshop		040-325717
KHM Gallery		040-325727

Guest apartments:

Disponentg. 9	040-971767
Helsingborgsg. 8	040-6117183
Studentg. 5	040-979790
Berlin	+49 3028385303

SOS-ALARM 112

Lund University's Emergency telephone +46 46 222 07 00

Report errors - call or email directly to the responsible technician

(or to someone at the office):

Premises in general	Olof Broström	25704	olof.brostrom@khm.lu.se
KHM Gallery	Dan Setthammar	25721	dan.setthammar@khm.lu.se
Photo, screen	Olof Broström	25704	olof.brostrom@khm.lu.se
It & soundstudio	Joakim Sima	25726	joakim.sima@khm.lu.se
Wood & metal workshop	Ariel Alaniz	25703	ariel.alaniz@khm.lu.se
Video editing	Sophie Ljungblom	25724	sophie.ljungblom@khm.lu.se

Attachment 1: Guide to the library

When is the library open?

The library is open Monday and Wednesday 15:00-16:30. Tuesday 10:00-16:30, Thursday 11.15 – 16.30 and Friday 10:00-16:30. Besides reading and lending books you can also find information about scholarships. See the library's webpage: <http://www.khm.lu.se/en/facilities/library>

Which books can I take out?

At Malmö Art Academy library most of the books are for home loan, however some of the books are reference literature and must be read in the library.

Home Loans

The loan period for most of the books is 28 days

Studio loans

Studio loans means that the students can borrow some of the books/catalogues (on the shelves Ibz and Ii) in the library for a short, limited time and use them for reference in their own studio. The book may not be removed from the building and must be available if another person needs it. The loan period is 1 week.

How can I borrow from the library?

If you wish to borrow a book please contact Madeleine to get a library card. You can borrow books only during the library's opening hours but you can return them at other times by putting them in Madeleine's pigeon-hole. In this case please also put a note with your name on it.

How long is the loan period?

The loan period is 28 days for take-home loans, 7 days for studio loans and 24 hours for video films. Your loan may be renewed if no other borrower is waiting to borrow the book/video film after you. You must renew your loan before the loan period expires.

What happens if I do not return the book/film in time?

If you do not return the book before the loan period expires you will be suspended from borrowing any more books until you have returned the overdue book. As soon as the loan period has expired a reminder note will be emailed telling you to return the book.

When the book has been returned you can borrow again as usual. Remember that you are responsible for books and other material that you borrow from the library. This means that you are liable to replace any borrowed item you lose or deface. Please always be careful with the books you have borrowed. Underlining or making notes in the library's books is not allowed!

Repeated improper use of the loan system leads to a risk of suspension.

How do I find the book I'm looking for?

All of the books are in database registers. You can find most of the books in the national register: Libris <http://libris.kb.se> and in the University register: Lovisa <http://lovisa.lub.lu.se>.

If you find a book in Libris that is not to be found at the academy but at another library you can ask Madeleine to make an inter-library-loan. If you find something in Lovisa that is not here, but at another library at Lund University, you can order the book by yourself: just press the request button under the search result.

The books are first ordered by subject and then in alphabetical order.

Remember that the book you're looking for may be a folio. Search therefore also on those shelves.

If you still can't find the book, just ask Madeleine!

Attachment 2: Evacuation plans

Floor 1

UTRYMNINGSPLAN

RÄDDA alla som är i fara
SAVE those who are in danger

LARMA ALERT	ring dial	112 112
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VARNA alla som hotas av branden
WARN others who are in danger

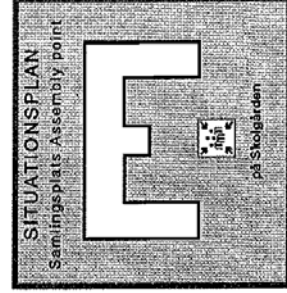
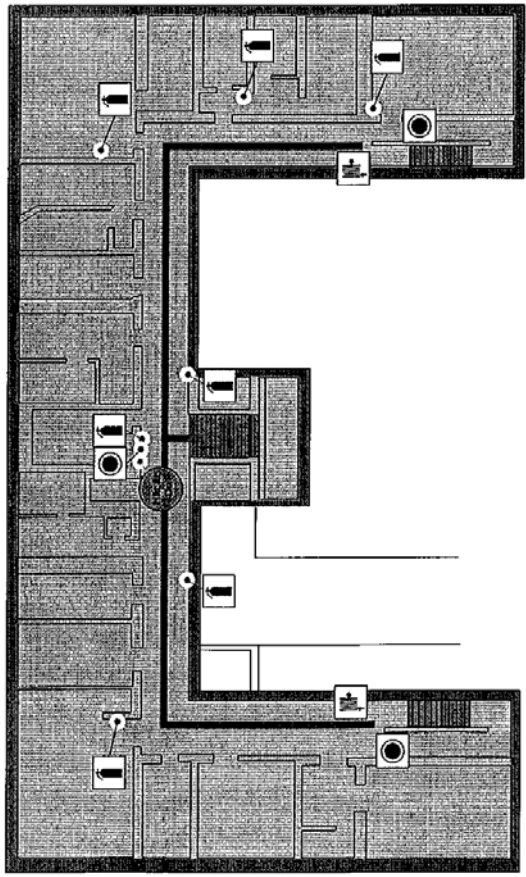
SLÄCK om det bedöms som möjligt
EXTINGUISH the fire if possible

UTRYM via närmaste utgång
EVACUATE through nearest emergency route

Konsthögskolan Plan 1
 Föreningsgatan 42 Malmö

Återsamlingsplats
 på Skolgården

- Beteckningar**
 Här är Du
 You are here
- Samlingsplats**
 Assembly point
- Handbrandsläckare**
 Portable fire extinguish
- Brandlarmknapp**
 Fire alarm manual call
- Brandpost**
 Fire hose
- Gångväg till utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route



ÖREBRANDSERVICE
 ÖREBRANDSERVICE
 V22.2005

UTRYMNINGSPLAN

RÄDDA alla som är i fara
SAVE those who are in danger

LARMA	ring	112
ALERT	dial	112

VARNA alla som hotas av branden
WARN others who are in danger

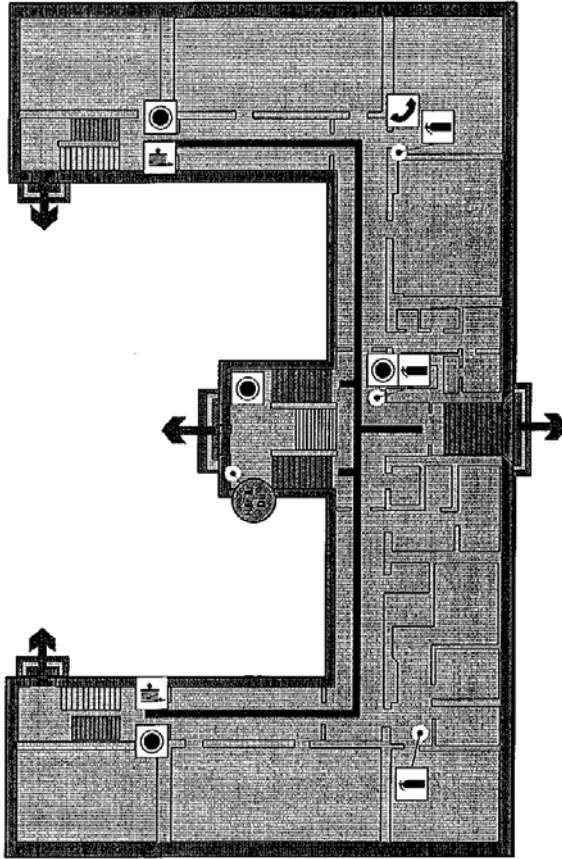
SLÄCK om det bedöms som möjligt
EXTINGUISH the fire if possible

UTRYM via närmaste utgång
EVACUATE through nearest emergency route

Konsthögskolan Plan 2
 Föreningsgatan 42 Malmö

Återsamlingsplats
 på Skolgården

- Beteckningar
- Här är Du
You are here
 - Samlingsplats
Assembly point
 - Handbrandsläckare
Portable fire extinguisher
 - Brandlarmknapp
Fire alarm manual call
 - Brandpost
Fire hose
 - Gångväg till utrymningsväg
Escape route
 - Utrymningsväg
Escape route
 - Utrymningsväg
Escape route
 - Nödtelefon
Emergency telephone



UTRYMNINGSPLAN

RÄDDA alla som är i fara
 SAVE those who are in danger

LARMA ring **112**
 ALERT dial **112**

VARNA alla som hotas av branden
 WARN others who are in danger

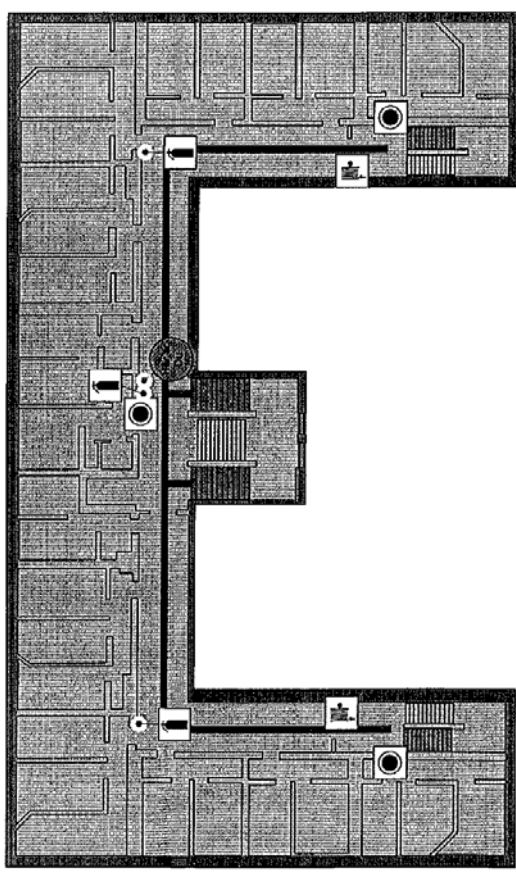
SLÄCK om det bedöms som möjligt
 EXTINGUISH the fire if possible

UTRYM via närmaste utgång
 EVACUATE through nearest emergency route

Konsthögskolan Plan 3
 Föreningsgatan 42 Malmö

Atersamlingsplats
 på Skolgården

- Beteckningar**
 Här är Du
 You are here
- Samlingsplats**
 Assembly point
- Handbrandsläckare**
 Portable fire extinguisher
- Brandlarmknapp**
 Fire alarm manual call
- Brandpost**
 Fire hose
- Gångväg till utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route



BRANDSERVICE
 ÖREBRO BRANDTJÄNST AB
 V22 2005

UTRYMNINGSPLAN

RÄDDA alla som är i fara
 SAVE those who are in danger

LARMA ring **112**
 ALERT dial **112**

VARNA alla som hotas av branden
 WARN others who are in danger

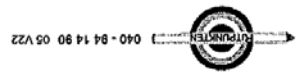
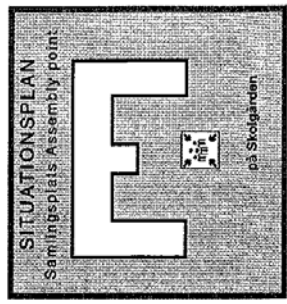
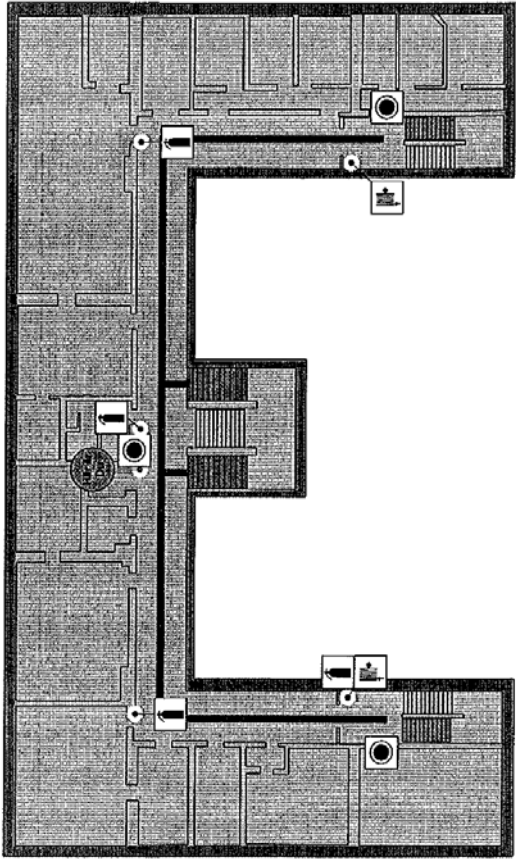
SLÄCK om det bedöms som möjligt
 EXTINGUISH the fire if possible

UTRYM via närmaste utgång
 EVACUATE through nearest emergency route

Konsthögskolan Plan 4
 Föreningsgatan 42 Malmö

Atersamlingsplats
 på Skolgården

- Beteckningar**
 Här är Du
 You are here
- Samlingsplats**
 Assembly point
- Handbrandsläckare**
 Portable fire extinguisher
- Brandlarmknapp**
 Fire alarm manual call
- Brandpost**
 Fire hose
- Gångväg till utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route



ÖREBRO BRANDSERVICE
 ÖREBRO BRANDTJÄNST AB
 V22 2005

UTRYMNINGSPLAN

RÄDDA alla som är i fara
 SAVE those who are in danger

LARMA ring **112**
 ALERT dial **112**

VARNA alla som hotas av branden
 WARN others who are in danger

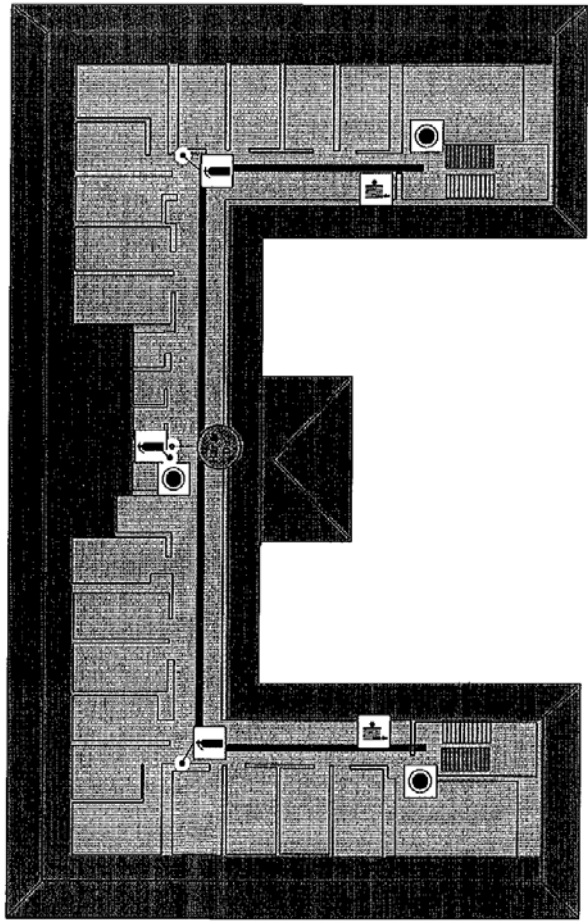
SLÄCK om det bedöms som möjligt
 EXTINGUISH the fire if possible

UTRYM via närmaste utgång
 EVACUATE through nearest emergency route

Konsthögskolan Plan 5
 Föreningsgatan 42 Malmö

Atersamlingsplats
 på Skolgården

- Beteckningar**
 Här är Du
 You are here
- Samlingsplats**
 Assembly point
- Handbrandsläckare**
 Portable fire extinguisher
- Brandlarmknapp**
 Fire alarm manual call
- Brandpost**
 Fire hose
- Gångväg till utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route



UTRYMNINGSPLAN

RÄDDA alla som är i fara
 SAVE those who are in danger

LARMA ring 112
 ALERT dial 112

VARNA alla som hotas av branden
 WARN others who are in danger

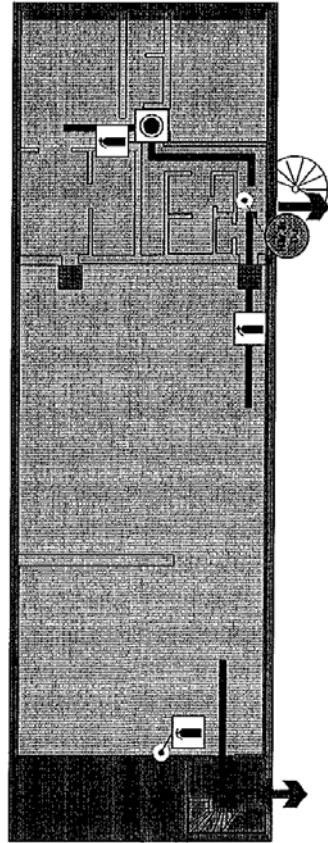
SLÄCK om det bedöms som möjligt
 EXTINGUISH the fire if possible

UTRYM via närmaste utgång
 EVACUATE through nearest emergency route

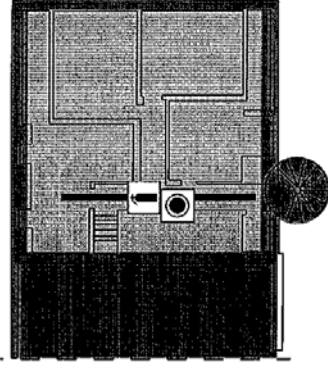
Konsthögskolan Annexet
 Föreningsgatan 42 Malmö

Atersamlingsplats
 på Skolgården

- Beteckningar**
 Här är Du
 You are here
- Samlingsplats**
 Assembly point
- Handbrandsläckare**
 Portable fire extinguisher
- Brandlarmknapp**
 Fire alarm manual call
- Brandpost**
 Fire hose
- Gångväg till utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route
- Utrymningsväg**
 Escape route



Plan 1



Plan 2

