

Department and Studio Regulations of the Ceramics Studio

Head: Sascha Alexandra Zaitseva

§ 1 General Provisions

(1) These regulations supplement the regulations of the Institute for Art and Technology and govern the operation, use of facilities, and teaching activities within the Ceramics Studio Department. The departmental regulations include provisions and rules for the operation, use of the department's facilities, and the conduct of instruction that are necessary within the department.

(2) The aim is to maintain order, cleanliness, safety, and the efficient use of departmental facilities, machines, tools, equipment, and materials, as well as to prevent accidents. It also serves to ensure the maintenance and economical use of the equipment.

(3) All students will be informed of these regulations before beginning a course or project and must confirm their acknowledgment with a signature. The regulations are posted in the entrance area and in the office. In case of non-compliance, the procedure outlined in §16 of the House Rules shall apply.

§ 2 Management and Registration

(1) The management of the department is the responsibility of the head appointed by the Rector, who organizes internal allocations and procedures. Courses are conducted by appointed lecturers. The Vice-Rectorate for Teaching may also appoint instructors. These instructors teach at designated times. The head of the department also makes internal arrangements regarding procedures and use of facilities.

(2) The instructions of the department head and staff must be followed in all respects.

(3) Registration for courses must be completed in due time via Base (at least two weeks before the start). Priority is given to lectures, seminars, exercises, and project work.

(4) For the Ceramics Studio, the following applies: At the beginning of each semester, registration for a personal meeting with the studio head via email (sandra.gigerl@uni-ak.ac.at)

§ 3 Use and Presence

(1) Staying in and using the department and studio is permitted only for courses and within the scope of study and research activities. See also §§ 2 and 3 of the Institute Regulations.

(2) Only persons with the consent of the department head are permitted to use the facilities.

§ 4 Teaching and Opening Hours

(1) The times of courses are published online (Base: Teaching).

(2) The department is generally open from Monday to Friday. Exact opening hours are posted on the entrance door and published on the website. Outside these hours or during lecture-free periods, access is only possible by prior arrangement.

§ 5 Order, Cleanliness, and Materials

- (1) After each use, workstations, work areas, and machines must be left clean and tidy. Remaining materials must be disposed of or placed in the designated areas.
- (2) All works, models, casting molds, and materials must be clearly labeled with first and last name, telephone number, and date.
- (3) Work tables must be left clean and cleared. Chairs must be cleaned of clay, porcelain, plaster, etc. as needed and, if not in use, placed on the designated stacking blocks.
- (4) Works placed on the drying shelves must be clearly labeled with name and date and may remain there for a maximum of 4 weeks; thereafter, they will be recycled.
- (5) Shelves must be kept clean. The use of shelves without prior approval from the head of department is prohibited; any unauthorized contents will be removed immediately. Shelves that have not been maintained or are dusty over an extended period will be cleared and their contents disposed of.
- (6) Clay residues must be collected in the designated bin for reuse. Plaster residues or fired pieces must be disposed of in a separate container in the plaster workshop. Glaze residues must be disposed of in the blue waste container in the glaze room.
- (7) Washbasins must be thoroughly cleaned after use and freed from clay residues. Tools must be sorted by type and size and removed from the sink edge after drying.
- (8) Materials such as special glazes, plaster, silicone, raw materials, and clay bodies must be paid for immediately via electronic payment.
- (9) Orders made on behalf of the university are only permitted through the responsible cost center managers.
- (10) Moving materials (e.g., glaze raw materials, plaster, ceramic masses) and their specific tools between rooms is strictly prohibited, as this can cause product damage.
- (11) Materials used in the context of courses (with the exception of project-based instruction) are provided by the department.

§ 6 Tools, Machines, and Safety

- (1) Tools and hand-held machines are issued by the teaching staff and must be handled with care and returned cleaned. Unauthorized removal is prohibited.
- (2) Any damage or loss must be reported immediately. The person responsible will be held liable for any damage. Theft will, without exception, be reported to the authorities.
- (3) Machines may only be operated by trained students and only under the supervision of teaching staff. Instruction by teaching personnel is mandatory. Independent use is permitted only after comprehensive training, knowledge of the safety regulations, use of protective devices, and confirmation of the machine's proper functioning. The responsible instructor must be informed before any independent operation.
- (4) All accident prevention regulations must be strictly observed. Protective clothing, masks, and goggles must be worn as necessary. Long hair must be secured. Safety devices must always be used.

Work on machines while wearing inappropriate clothing or footwear is prohibited. Jewelry such as rings, necklaces, bracelets, or watches must not be worn.

(5) Work processes that generate health-hazardous dust may only be carried out in the spray booth with appropriate protective measures (proper dust mask).

(6) Smoking and open flames are strictly prohibited in all rooms.

(7) For all machines, the following additional rules apply: cleaning is permitted only when the machine is stopped; power must be switched off in case of malfunction or danger; any damage to electrical systems or installations must be reported immediately. A first-aid kit is located in the office and in the machine rooms. In the event of fire, pipe rupture, or explosion, the department head or building maintenance must be notified immediately.

(8) The drying cabinet must be switched off at the end of the workday.

§ 7 Project Work

(1) Projects are carried out under the supervision of a teaching staff member. Prerequisites include electronic registration on Base, approval from the instructor, and prior completion of a foundational ceramics course or verifiable prior knowledge in ceramic technology.

(2) In addition, a detailed plan must be submitted to clarify the type and scope of the project. Based on this, a binding schedule and workspace allocation will be established. Activities are permitted exclusively within the framework of academic study and for the specified work. Agreements must be strictly observed. In case of absence at the scheduled time, a new appointment must be arranged.

(3) All persons carrying out project work are required to pay a workshop fee (“Werkstattpauschale”) of €20 to cover material and facility costs.

(4) Unfinished works must be clearly labeled and stored in such a way that they do not interfere with others.

(5) The kiln room may only be used in the presence of the responsible instructor. All pieces must be labeled with a *firing ticket* (“Brennticket”). Unlabeled works will be removed.

(6) Fired works must be collected from the shelves in front of the kiln room within two weeks; after that, they will be removed. Damages resulting from careless or improper handling must be repaired by the students themselves.

(7) At the end of each semester, shelves must be cleared and cleaned, and the drying cabinet must be emptied. Finished works may be taken home only after a final review with the instructor and after submitting a digital documentation (photos and short description) for the archive.

(8) No new work may be started in June, as the last firing date is mid-June and ceramics require sufficient drying time.

§ 8 Room and Area Regulations in the Ceramics Studio

(1) The corner room serves as a painting, reading, and design room and must be kept free of dust. No production work may take place in this room.

(2) Plastic containers and accessories must be stored cleanly and neatly.

(3) Boards, shuttering panels, and foils must be cleaned of material residues without damaging their surfaces and sorted by type and size.

(4) Eating and drinking are strictly prohibited in the glaze room. Contact with chemicals must be avoided, and hands must be washed thoroughly. Raw materials must be handled with particular care when weighing to prevent dust formation. Pigment cabinets may only be opened by teaching staff and must be locked again immediately after material removal.

(5) The kiln room regulations must be strictly observed (see § 7).

(6) Office rooms are intended solely for registration, meetings with teaching staff, and library use; traces of clay or dust must be avoided. Materials, tools, or pens may not be taken from the office without prior permission.

§ 9 Additional Notes

(1) The instructions of the teaching staff are binding and must be followed without exception.

(2) Materials, tools, and objects may only be removed with prior approval.

(3) Works and materials belonging to others may not be used or moved without permission.

(4) Information is available on notice board and studio website: <https://keramikstudio.uni-ak.ac.at>

§ 10 Liability and Sanctions

(1) Persons responsible for causing damage are liable for such damage.

(2) Theft will be prosecuted under criminal law.

(3) Violations of these regulations will be sanctioned in accordance with §16 of the House Rules. After a single warning, an additional suspension of up to one semester may be imposed.

Students confirm by their signature that they have read, understood, and accepted these regulations.

First and Last Name (legible):

Student ID Number:

Date:

Signature: