

Studio Regulations

1. REGISTRATION:

Every semester at the beginning of a new project you have to register for an individual meeting with the head of the studio or another team member.

Email to Sandra Gigerl: sandra.gigerl@uni-ak.ac.at

2. BASIC RULES:

Cleanliness and Order:

USING THE CERAMICS STUDIO IS ONLY ALLOWED IF YOU CLEAN AND TIDY YOUR ENTIRE WORKING AREA AFTER USE. FURTHERMORE, YOU HAVE TO LABEL YOUR WORKS, MODELS, CASTING MOLDS AND MATERIALS IN LEGIBLE HANDWRITING. PLEASE INCLUDE: FIRST AND LAST NAME, TELEPHONE NUMBER, WS OR SS + YEAR

- **Tools from the studio:** clean them and sort them back in according to kind and size, remove them from the sink after drying
- **Machines:** clean ACCORDING TO INSTRUCTIONS
- **Working tables:** leave the clean and empty
- **Shelves:** label them comprehensively and legibly, clean them on a regular basis. Dusty and no longer maintained shelves will be cleaned out, the contents will be thrown away. Using the shelves without prior agreement is not allowed, contents will be thrown away immediately.
- **Chairs:** clean off clay, porcelain and plaster residue if necessary, chairs that are not needed should be put on the designated stacking trestles
- **Sink:** clean thoroughly after use, get rid of clay residue
- **Clay remnants:** clay and porcelain remnants are collected in the wheelbarrow and will be recycled, slip (semi-liquid clay and porcelain residue) is collected in the blue plastic barrels next to the sink and will also be recycled
- **Plaster remnants:** are disposed of in a designated bin
- **Other matters:** eating and drinking is forbidden everywhere except for the large studio room

Safety:

- USING THE PLASTER, GLAZE AND FIRING ROOMS IS ONLY POSSIBLE WHEN A RESPONSIBLE TEACHING STAFF MEMBER IS PRESENT.
- The drying cabinet has to be switched off at the end of the working day.
- Students may only use machines with prior instruction and notice of the potential dangers, but NEVER IN THE ABSENCE OF RESPONSIBLE TEACHING STAFF MEMBERS.
- Work steps that cause hazardous dust formation have to be carried out with adequate protection (appropriate dust mask).

- Working with materials (especially glaze raw materials, plaster, and ceramic masses) and their respective tools outside their designated rooms or swapping them between rooms can cause product damage and is strictly forbidden.

Appointments:

- Week plan, course plan, and appointments with teaching staff from the studio have to be respected and adhered to.
- Missed appointments have to be rescheduled.
- At the end of every semester:
 - clear out and clean the shelves
 - clear out the drying cabinet
 - after a final talk with the responsible teacher, finished works have to be handed in digitally (photo and short description) for the archive and taken home.

Materials such as glazes, plaster, silicone, raw materials, and ceramic masses have to be paid immediately!

3. ROOM-SPECIFIC RULES:

Corner room:

Painting, reading, drafting, and lecture room. Keep clear of dust, no fabrication, sanding, or grinding work inside.

Plaster room:

- Plastic vessels, panels of all kinds, formwork boards, metal and plastic foils have to be cleaned WITHOUT DAMAGING THE SURFACE and returned to the shelf according to size and kind.

Glaze room:

STRICTLY FORBIDDEN TO EAT AND DRINK!

- Avoid direct contact with glaze raw materials and chemicals, wash hands after work process.
- To avoid dust formation, weigh raw materials with all due carefullness.

Firing room:

- If a work is finished but not yet dry, put it on the shelves in the firing room or the corridor area outside. (Label properly!)
- When the work is dry, put it on one of the tables in the firing room.
- For every work, you have to fill in a “firing ticket” and put it next to it. Works without ticket will not be fired and removed from the firing room.
- Fired ceramics will be stored on the shelves in the corridor in front of the firing room for a maximum of 4 week. After this period the objects will be thrown away.

- Should there be any doubts regarding the appropriate firing technique, make sure to consult us. Damage caused by shortcomings in technical knowledge or irresponsible use will be amended by the respective student.

Office:

- Students are welcome in the office for registration and work related consultations as well as for accessing our library. The traces of dust and clay they often bring in and distribute on the seats are not, however!

4. IMPORTANT TO NOTE:

INSTRUCTIONS BY THE TEACHING STAFF OF THE CERAMICS STUDIO ARE OBLIGATORY AND HAVE TO BE FOLLOWED IN ANY CASE!

- It is forbidden to take materials, tools, pens etc. out of the studio without prior agreement.
- Materials and objects of other students may not be used, moved or relocated.
- Important information can be found on the board in the entrance area and on our homepage: <https://keramikstudio.uni-ak.ac.at>

If you violate the studio regulations, you will be warned once. A second violation results in suspension from the studio for one semester.

I hereby confirm to have read the regulations, date:

Name:

Signature: