



## UMEÅ UNIVERSITY

# The premises of the Academy of Fine Arts

The Academy of Fine Arts is located at the Arts Campus on the banks of the Ume River, only a short walk from town center. The premises consist of studios, workshops and offices on a surface of 3000 m<sup>2</sup>. The Academy also has a gallery within the facilities.

## Error reporting

Errors on the facilities during office hours are reported to Robert Djärv 070 -376 25 41 / [robert.djarv@umu.se](mailto:robert.djarv@umu.se)  
Urgent matters at other hours: Baltic 090-14 46 77

## Security

The University Security Number **090-786 76 00** can be used around the clock when:

- you want to get in touch with a security guard
- you have locked yourself out, forgotten your access card or keys
- you discover unauthorized persons on our premises
- you want to report observations concerning security or safety
- you feel uncomfortable going out to your car in the car park
- you have information which is important for the university or security staff
- you want to report problems with the access and the Intrusion Detection System.

The school is accessible for students around the clock all days of the week. No unauthorized persons must be within the building between 17:30 - 07:30 in accordance with the University's rules.

Security will patrol the school nighttime and during weekends to make sure no unauthorized persons dwell on the premises. The guards are available at Arts Campus

- Monday - Thursday 20:30-23:00
- Friday 21:00-00:30
- Weekends 21:00-00:30



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During those hours random security checks will be carried out to make sure everything is under control. Security can always be reached on 090-786 76 00. They will also respond to all emergency calls.

When asked you are obliged to show some kind of valid identification to the guards. The Umu card is a valid identification within the University.

Alcohol must not be consumed on the premises according to the Umeå University regulations.

### Umu-card

The Umu card is a multifunction card that you use as an access card (not for NUS premises), borrowing card for the University library, and copying and printing card. To get the card, you need to apply for it.

Read more about the Umu card on the Student Web.

### Maintenance of the premises

The University service staff will clean corridors and common spaces, this includes cleaning floors and emptying garbage bins. They do not clean the student's kitchen area. It is up to all students to keep the kitchen tidy. Each grade has one fridge/freezer and one larder for storing food.

It is not permitted to bring pets into the premises and smoking is only allowed at certain places outdoors.

Common spaces as for example the entrance hall, project spaces, the seminar room and the library must always be cleaned and tidied after use.

The corridors must be kept open to passage and must not be used for storage. Large paintings can be placed in the corridors as long as they are placed along one wall only. Storage spaces are available on two floors. This is crucial for fire protection reasons.

The fire escapes must at all times be free from any material that may cause flames or smoke.



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### Project spaces

There is a number of project spaces at the academy that can be booked for one week at the time.

The project spaces are reserved on a whiteboard outside the staff kitchen or on booking lists outside some of the spaces.

When you have finished using the project space, it is up to you to make sure the space is ready for use by the next person in line, this means that you must:

- Remove everything you have brought in there
- Clean
- Paint over stains that won't go away with cleaning
- Tables and chairs from the seminar room must not be used in the project spaces
- Never attach anything to the windows, this can make the glass break.

If you're unable to use the space during the reserved period, the booking must be removed as soon as possible.

If the reserved space is not being used during the first day of the booking, it is free to use by anyone else, provided that you have confirmed with the person who made the reservation.

If you have any questions regarding the booking system, please talk to our Study Administrator.

### Studio spaces

It is up to the students to distribute the studio spaces when the autumn semester starts, this will be done with documents provided by and with the assistance from the Administrative Secretary.

The studio spaces must be emptied during exchange studies or a longer study leave to make room for other students.

The studio spaces are work spaces, they count as public spaces and must not be used for accommodations or as a private space in any way. No beds or large sofas are allowed. The students take care of the cleaning themselves.

You must never attach any items to the windows, since this can make the glass break.



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### The Workshops

A general introduction to the workshops for BFA1 and MFA1 focusing on safety and environmental impact, is performed every year at the start of the study year. Individual tutoring is required before the students are allowed to work unaided. The workshop staff evaluate the aptitude and skills of each student.

Due to the risks, working alone in the workshops is not permitted.

The workshop staff informs on routines and regulations in each workshop. The students sign a contract to follow the provisions in terms. Only current students who have signed the contract to follow the provisions in terms, are allowed to use the workshops.

The staff responsible for the workshops at the academy are present in the workshops on a daily basis and have a good overview of the work taking place. They continuously monitor the equipment and materials used and take all necessary precautions for a safe work to be conducted.