

# GUIDELINES FOR THE USE OF WORKSHOPS AT HDK-VALAND

Decision-maker: Klara Björk, acting Head of Department

Administrator: Mathias Aderby, technical manager

Date for decision: 2021-06-15

Valid: Until further notice

This decision replaces earlier decisions made at HDK and  
Valand Academy: G 2018/625 och GU 2019/1348

## **Objective:**

The purpose of this document is to contribute to clarity and transparency regarding the availability of workshops at HDK-Valand.

## **Overall framework:**

According to the Higher Education Act, the University of Gothenburg has the mission to conduct education and research. The University's inventory may therefore only be used for activities related to education and research. The term inventory includes all movable furnishings, machines, equipment, materials, etc.

## **Machines and equipment in the workshops**

The concept of machinery and equipment in the workshops does NOT include student workplaces in close proximity to the workshops.

Machines and equipment in workshops are tools and means in teaching situations for students. It is the content of the training that determines which machines and equipment are provided.

Access to technical resources is limited by the relevance of the course in question. This is for resource, practical, safety and environmental reasons. Theoretically, all machines and equipment at HDK-Valand are available to all enrolled students.

The different degree programs and independent courses have different needs for the workshops. For this reason, not all students receive introductory training in all workshops. The workshops/techniques that form the basis of a program are referred to in this document as primary workshops/techniques and it is these workshops/techniques that should be made available to the relevant student group through the introduction of technicians. The reasonable level of competence also varies according to the objectives of the program, which means that different groups of students may have different levels of competence in a workshop.

## **Resource allocation**

Resource allocation is decided by the institutional management team and it is the technical director who runs the workshops based on the allocated resource and content framework. The institutional management group decides which program have access to which primary resources based on the objectives of the program.

The Technical Director together with the Head of Unit and/or Program Manager collaborate to concretize the resource allocation of the program area, with a focus on benefits for students/research.

It is the course coordinator (in consultation with the current technician) who assesses which workshop access may be relevant to the course and it is the current workshop technician who assesses whether access to the current workshop/technology is possible based on the constraints of the current workshop/technology. It is the course manager together with the current workshop technician who plans introductory training courses. This also applies to stand-alone courses.

## **For projects where the need for workshop/technology outside the primary resources of the program area arises.**

In the case of projects (e.g. coursework or thesis) where a student/researcher/collaborator wishes to use a workshop/technique that is outside their program's primary resources, it is the course coordinator/program director/unit head who makes an initial assessment of whether the request is reasonable and in line with the course syllabus/objectives. A request is then made to the relevant workshop (information on available workshops and technicians can be found on the Student and Staff Portal) using the "Request for use of technical resource outside the program area" form available via the Student Portal. A resource availability assessment is then made by the relevant technician in consultation with the student and course coordinator.

## **Order of priority**

Technical resources are available according to the following order of priority:

### **1. for compulsory educational group sessions.**

### **2. for a project linked to a course.**

Priority may be given to theses after consultation with the parties involved. A special form is available for this purpose in cases where the student needs to remain at the school after the end of the course/training in order to ensure that the student insurance is valid.

### **3. for an explorational purpose**

E.g. to decide whether a technique or method can be used to produce a specific expression for an upcoming project/course. It may also be to practice or rehearse a particular technique.

Clarification:

Due to different scheduled courses in the workshop environments, students/researchers/teachers always need to check with the technician in the workshop if there is space

### **4. Before exhibitions and events**

Due to the different courses scheduled in the workshop environments, students/researchers/teachers always need to check with the technician in the workshop if there is space available. Events such as Open Week, Open House and Christmas Market require special preparation in consultation with the Technical Manager.

Due to space constraints, it is a low priority for students to have access to technician supervision, machines and equipment to "take the opportunity" to learn a new technology that does not have a clear link to the student's educational goals.

## **Current primary resource allocation to program areas**

**Literary Composition:**

The program area primarily has access to dedicated workspace and shared spatial and digital resources.

**Film:**

The program area primarily has access to computer workspace and equipment and software for recording (image/sound/studio), post-production and presentation (Cinema), as well as dedicated project space. BA students also have access to their own dedicated computers and software for this purpose.

**Photo:**

The program area has access to its own workstations and project spaces dedicated to photography students, as well as the possibility to borrow camera equipment and studios and workshops for both digital and analogue post-processing and editing in the Vasagatan block. There is also access to audio and video editing support and equipment, as well as access to presentation support and equipment.

**Arts and Crafts:**

The Textile Arts, Ceramic Arts and Jewelry Arts majors have their respective student workspaces close to the workshop environment associated with their major. Students work in the workshop environments on a daily basis.

Textile art: primary access to the fiber workshop, color lab and textile printing at Kristinelundsgatan.

Ceramic art: primary access to the ceramic workshop at Kristinelundsgatan and Nääs.

Jewelry art: primary access to the jewelry workshop at Kristinelundsgatan.

Students also have access to digital technologies such as printing, scanning, 3D printer and digital software mainly in the Kristinelund block. They have dedicated project spaces with their own booking as well as basic equipment for documentation and presentation administered by the janitorial staff at HDK

**Fine Art:**

The program area has access to dedicated studio spaces as well as access mainly to project workshops (Muralen and Monumentalen) dedicated project spaces, as well as the wood workshop, metal workshop and digital resources (including material lending) located in the Vasagatan block. Students also have access to equipment for digital production (audio, image, video), documentation and presentation via the lending facilities at Vasagatan and 3D printing. The students work mainly on projects in a workshop environment, which makes it difficult to limit the technology needs of the program area.

**Design:**

The programme area mainly uses the workshops for image, wood, metal, model (workshop and 3D), textile printing in the Kristinelundsgatan block, and has access to its own student workplaces in so-called home offices.

Students also have access to basic documentation and presentation equipment administered by the janitorial staff at Kristinelundsgatan. The students work mainly on projects in a workshop environment, which makes it difficult to limit the programme area's need for technology.

**Teacher Program:**

## Visual Education Program

Students have access to dedicated project spaces and receive in-depth project introduction during an introductory week in the fall semester and one in the spring semester. This mainly concerns the workshops for image, textile printing, fibre and wood, where the craft room for hard materials is used.

## Handicraft teacher program

The students mainly use the workshops for hard and soft materials in the premises of the handicrafts teacher program in the Valand district and have access to 3D printing technology in-house.

**Metal art Steneby:**

Students have access to their own sketching workstations and primarily access to the metal workshop at Steneby where an in-depth introduction of one to two weeks is required for independent work in the workshop. There is also access to printing and plotting equipment at Steneby.

**Textile art Steneby:**

Students have access to their own sketching workstations and mainly access to the textile workshops located at Steneby. There is also access to printing and plotting facilities at Steneby.

**Furniture Design Steneby:**

Students have access to their own sketching workstations as well as mainly access to the woodworking workshops we have located at Steneby, where an in-depth introduction of one to two weeks is required for independent work in the workshop. There is also access to printing and plotting equipment at Steneby.

## Basic rules of order

In the workshops at HDK-Valand, we prioritize work environment, safety and environmental considerations.

The different workshops have rules and procedures based on their specific conditions, but the following are common to all:

- All students are responsible for the order in our workshops. After finishing work, used surfaces are cleaned and used tools and materials are put back in their intended place.
- Designated protective equipment such as exhaust hoods, respirators, hearing protection and safety glasses must be worn. Consult the responsible workshop technician on the requirements for the workshop/technique in question.
- Be considerate of other students and staff - workshops are shared spaces so any risks will affect others.
- It is forbidden to work under the influence of alcohol or other drugs.
- Materials or chemicals not approved by the technician must not be present. Technicians must require a risk assessment if unregistered materials are brought into the premises.
- Food and drink from open containers must not be consumed in the workshop environment (if exceptions are accepted, this will be stated in the relevant workshop).
- You may only use the machines/technicians/workshops for which you have been approved.

If the workshop rules are not observed, the technical manager, in consultation with the responsible technician, may have to revoke the student's authorization to the workshop in question in order to ensure a safe working environment and then decide when/if a new introduction is appropriate.

## Fault reporting and complaint handling for workshops

To prevent accidents and unnecessary wear and tear, it is important to report technical faults as soon as problems are detected. If a technician is not available on site, all possible defects and faults in technical equipment should be emailed to:

teknikvaland@hdk-valand.gu.se for the workshops in the Valand district

teknikhdk@hdk-valand.gu.se for the workshops in the HDK district

Oskar Pettersson oskar.pettersson@gu.se for the metal workshop in Steneby

Björn Ekblom bjorn.ekblom@gu.se for the wood workshop in Steneby

Anni Foglert anni.foglert@hdk.gu.se for the textile workshops in Steneby

## **Feedback management**

As a student or employee, you are always welcome to contact the responsible technical manager to make both positive and negative comments and/or suggestions for improvement regarding organizational, technical and workshop resources.

[mathias.aderby@gu.se](mailto:mathias.aderby@gu.se)

## **Fault reporting outside of the workshops**

Please report faults in our premises outside the workshops to the campus service (Janitors) at:

[service@hdk.gu.se](mailto:service@hdk.gu.se) or [service.valand@gu.se](mailto:service.valand@gu.se)

## **Occupational injuries and incidents**

Any workplace injuries and incidents are reported in IA via the employee portal, or the student portal - contact the responsible workshop technician for support if you need it.