**UNEMA Art-i-facts** **Project**

**Contract**

Thank you for your interest in undertaking an Art-I-Facts Project with UNEMA. For the project to be approved you need to be aware of, and agree to, the following:

**Communication and Submission of Work**

All correspondence for your Art-I-Facts Project must take place in the UNEMA Art-I-Facts Projects Moodle Site. This is a valuable practice because it keeps everything for the project in one place, it helps to prevent emails and attachments from getting lost or blocked, it ensures that all files and information are permanently saved, and that all written work is checked and validated by Turn-It-In (Tii) when submitted. It also provides UNEMA with a comprehensive record of the correspondence that occurred between yourself and other experts and institutions as your project progressed. You must ensure that you turn on the email notifications function in your project’s Moodle discussion forum, so that you can see when your supervisor has responded to your questions or has raised things for you to consider.

**UNEMA's Rights of Ownership and Use**

All images, files, documents and materials provided by UNEMA remain the property of UNEMA. Art-I-Facts research project candidates must agree that UNEMA may use their project and/or the information in their project for any purpose in the future without restriction (including but not limited to eg. as a museum brochure, as a source of information to create audio-visual files, exhibitions, teaching materials, and publications, or to utilise as an example of research for other students to consult etc). Candidates can ask to have their projects made anonymous (have their name removed) if they do not want their work to be publicly identified. This form is a Media Release Form providing UNEMA with unrestricted rights of use for all Art-I-Facts Projects.

**Confidentiality**

Candidates agree to keep confidential, and not to distribute, any documentation provided by UNEMA for the Art-I-Facts project (eg. this includes photos, purchase, registration, and accession documents, and any information attached to an artefact's file whether sensitive or not). All files, photos, and information provided by UNEMA are sent to you in confidence and strictly for use in your Art-I-Facts Project only. In receiving them you agree that they are not to be circulated, communicated, copied, used, or reproduced in any other venue or for any other purpose without prior written permission of the UNEMA Governance Committee/Officers. You will delete all hard and electronic copies of this information upon completion of the Project. Should you wish to use/display/publish your project or this material in other venues or for other purposes, you are welcome to apply to the UNEMA Governance Committee/Officers for permission to do so.

**Supervision Expectations and Student Performance**

This research project, like all units of study at UNE, is governed by several policies including code of conduct, cyber-ethics, intellectual property, plagiarism, and academic integrity, by which the candidate and supervisor must abide. It also seeks to meet the standards of best practice employed in the GLAM sector and enshrined in UNE’s Collections Management Policies. As a project designed to allow students to pursue individual research interests / a capstone experience, students are expected to work autonomously, with initiative, and judgement. You can expect your supervisor to respond to questions and requests for assistance made through the Art-I-Facts Moodle site. You are expected to respond to all correspondence from your supervisor through the Art-I-Facts Moodle site. You are encouraged to seek any direction and assistance you might need from your supervisor as early as possible, and it is expected that you will do so in order to ensure that you have sufficient time to complete the assessment on time. If your superisor agrees, you may submit a complete draft of your Art-I-Facts Project to your supervisor not less than two (2) weeks before it is due. At that time, you will be provided with written feedback on your Project. You are expected to revise/edit the project in light of that feedback to create your final submission. Once submitted the completed assessment will be awarded a mark and grade.

**Acceptance of Terms**

Please confirm that you understand and accept these terms by filling in and returning this Art-I-Facts Project supervision contract to your nominated supervisor:

|  |  |
| --- | --- |
| **Candidate Name:** |  |
|  |  |
| **UNE ID:** |  |
|  |  |
| **Date:** |  |

Top of Form

 I accept the terms of the UNEMA Art-I-Facts Project Contract

Bottom of Form

**Signature:**

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Insert a copy of your signature above, or sign and scan the form. If you are unable to provide a copy of your signature on this form, you are deemed to have signed it if you have filled in the details above and returned the form.