

End of academic year deadlines 2025

To: HDK-Valand students studying in Gothenburg

Regarding: clearing-out the school before summer



Deadline Overview

§1	May 28 th	12.00	○ Return all borrowed equipment. Last day to use C-41.
§2	June 5 nd	23.59	○ Clear out workshops. Workshops close.
§3	June 12 th	23.59	○ 3a. Clean your studios, kitchens, common spaces. ○ 3b. Remove all material from the school. ○ 3c. Store material according to program rules. ○ 3.d Back-up your digital files from the computers.
§4	June 13 th	9.00	○ Classroom inspection Campus/HDK-V/program resp.
§5	June 16 th	16.00	○ Return physical keys (textile, jewelry, ceramic etc).
§6	June 18 th	23:59	○ Student GU cards stop working <u>within</u> the school (no more access to classrooms & workshops).
§7	June 19 th	16:00	○ Student GU cards stop working to the school entrance.

Monday	Tuesday	Wednesday	Thursday	Friday
22 May 26	27	28 • Return all borrowed equipment • Last day to use C-41	29 Ascension Day	30
23 June 2	3	4	5 • Clear out workshops • Workshops close	6 National Day
24 9	10	11 • Clean out Studios • Remove all material from school	12 • Classroom inspection	13
25 • Return physical keys	16	17 • Student GU cards stop working <u>within</u> the school	18 • Student GU cards stop working <u>to the</u> school	19 Midsummer Eve
				20

Detailed info about deadlines:

§1 Return equipment

All equipment borrowed from the equipment checkout or Campus service needs to be returned by **Wednesday, May 28th (will be open this last day 9.00 - 12.00)**.

§2 Clear out workshops

Students are expected to remove all projects and material from workshops and clean up after themselves by **Thursday June 5th**. After this date all remaining projects and material will be thrown out. Workshops will be closed and locked after this date.

Note:

- **May 28th** - last day to use the C-41 film developing machine
- The ceramics/jewelry arts workshops have other closing dates and routines that will be communicated directly to those program students.

§3a Clean your Studios, Kitchens, common spaces

Students are responsible for leaving their studios, and kitchens in excellent condition latest **Thursday June 12th**. Please remove all decorations/junk and reset furniture to a standard layout for next year's class.

All students please:

- Wipe down all workstation surfaces, and furniture thoroughly.
- Remove any paint/tape/stickers
- Empty all storage/drawers/refrigerators and wipe down.

Fine Arts Students also please:

- Refer to your responsible teacher for a more in-depth instruction on your studio clean-out which may involve you needing to re-paint walls/floor.

Cleaning supplies, garbage bags, can be found outside the campus service offices.

Students need to self-organize with their class for the cleaning of their common classroom spaces such as kitchens, corridors, and other shared spaces. Please take initiative to do your part.

§3b Remove all material from the school

Students need to remove or dispose of all the materials they brought to the school, by **Thursday, June 12th at 23.59**.

For those at Kristinelundsgatan there will be a waste container outside the loading dock on Chalmersgatan 12 from **Wednesday May 21th**. The keys will be hanging in the loading dock room (Godsmotagning), please keep the container locked.

Don't forget to clean out the kitchens, corridors, storage spaces, lockers and any other area where you might have left material!

§3c Storage material according to program rules

Those of you finishing your studies are expected to remove everything by the **June 12th**, but those of you who will be returning to HDK-Valand can store some material at the school in the following ways:

1. Kristinelundsgatan returning students:

Students at Kristinelundsgatan need to tidy everything into a box and place it on your desk (off the floor!) with your name, program/year and telephone number clearly written on them. Any items that are too large to fit on your desk must have your name and telephone number on them. You are responsible for providing your own boxes.

2. Vasagatan returning students:

Please contact your program teacher for information about storage routines. It is always good practice to clearly write your name, program and phone number, on every item you are storing in the school, and store things on your desk or in storage so the cleaning staff can wax the floor.

3. Lockers and classroom blueprint drawers

Returning students can store items in one locker and a blueprint drawer. Complete a locker form (see and print attached PDF or ask Campusservice for one) and tape it to your locker, or blueprint drawer by the **12th of June 2025**, after this date we will cut the locks and throw out the contents of unmarked lockers. Please Note: no storage in the blueprint drawers in the HUB (Vasagatan).

- You will **NOT** have access to the school over the summer. All material is locked until the fall term starts 2025.
- DO NOT store valuables over the summer, we have had problems with theft in the past.
- DO NOT store personal furniture anywhere. Personal furniture that does not belong to the school can be thrown out.

WARNING! All material left ANYWHERE in the school other than these specified locations can and will be disposed of after **June 12th, 2025**.

§3d Back-up your digital files from the computers

The deadline for backing-up your digital files from school accounts and on the computers in the workshops or editing rooms is **Thursday the 12th of June 2025**. All computers will be formatted, and hard drives erased over the summer.

§4 Classroom inspection (Friday June 13th 8.30 – 12.00)

Campusservice / Representative from HDK-Valand admin / Program responsible will inspect classrooms, and areas and if they are not acceptable, students will be called back to finish.

§5 Student GU cards stop working within the school

All student access within the school will be cut off **Wednesday June 18th at 23.59**. Your card will no longer function to your classroom, or within the internal areas of the school.

§6 Return your keys

Graduating students please return your keys to the correct person:

- Jewelry art students to Carolina Claesson
- Textile art students to Annie Johansson
- Ceramic art students to Campusservice
- and students from Vasagatan, please return your keys to your responsible teacher.

Deadline: **Monday June 16th 16.00 or otherwise specified by responsible teacher**

§7 Student GU cards stop working to the school entrance

All student access to the school entrances will be cut off **Thursday June 19th at 16.00**. Returning students will be able to access the school again after the summer holidays.

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Good luck to those of you who
are graduating
and see you again those who are
returning!