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This handbook is to be read in conjunction with the current editions of the AA Undergraduate School Programme Handbook and the AA Student Handbook.
INTRODUCTION

Overall Academic Organisation

The AA School is an independent school of architecture governed by the Architectural Association (Inc.) The AA Undergraduate School offers a five-year course in architecture recognised by the Architects Registration Board and the Royal Institute of British Architects and is accredited by the British Accreditation Council. The AA School of Architecture consists of approximately 650 full-time equivalent students, who study in the Foundation, Undergraduate and Graduate Schools.

The AA School is made of four distinct parts:

- A one-year **Foundation Course** for students contemplating a career in architecture
- The **Undergraduate School**, a five-year ARB/RIBA recognised course comprising the AA Intermediate examination providing after three years’ full time study exemption from ARB/RIBA Part 1 and after five years’ full time study the AA Final Examination providing exemption from ARB/RIBA Part 2
- The **Graduate School**, comprising 11 distinct programmes of advanced studies, ten of which are validated by the Open University (OU)
- The **AA Professional Practice and Practical Experience** course and examination, a one-year ARB/RIBA recognised course leading to graduation providing exemption from ARB/RIBA Part 3 and to UK professional qualification as an architect.

Foundation

The AA Foundation Course offers a full-time, one year studio-based programme for students who wish to pursue architecture and related arts subjects. A hands-on course of creative design, thinking and learning, it is intended for individuals with limited previous experience in creative fields, but with an interest in exploring, and preparing for, a future academic or professional career in architecture or the arts. The Foundation Course is separate to and does not form part of the Undergraduate School programme.

Undergraduate School

The AA Undergraduate School offers the five-year ARB/RIBA recognised course in architecture, leading to UK professional qualifications and recognised within Europe under Article 46 of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC).

The AA Intermediate Examination (ARB/RIBA Part 1) is achieved upon the successful completion of a minimum of three years’ full time study, and the AA Final Examination (ARB/RIBA Part 2) is achieved upon successful completion of a minimum of five years’ full time study. The AA also offers its own AA Diploma, achieved upon the successful completion of the fourth and fifth years of the programme.

Graduate School

The AA Graduate School includes 11 postgraduate programmes. The majority of students join the school in October at the outset of an academic year, and attend their studies according to the length of the course selected. There are eight full-time Masters programmes offering 11 degrees, including a 12-month Master of Arts and a Master of Science, a 16-month Master of Architecture and a 20-month taught Master of Philosophy.

The AA Interprofessional Studio offers a full-time one-year or part-time two-year course leading to a Postgraduate Diploma. In addition there is the AA Doctor of Philosophy programme which combines advanced research with a broader educational agenda, preparing graduates for practice in global academic and professional environments.

The Postgraduate Diploma, master and doctoral degrees at the AA are validated by The Open University. Finally, there is the part-time Building Conservation programme that offers a two-year Course leading to an AA Graduate Diploma.

Finally, there is the part-time Building Conservation programme that offers a two-year Course leading to an AA Graduate Diploma.
AA Professional Practice and Practical Experience course and examination

The AA offers a course and examination in Professional Practice and Practical Experience providing exemption from the ARB/RIBA Part 3 examination, a professional qualification leading to registration as an architect in the UK.

The course is offered twice yearly and is open to graduates who have successfully obtained their Part 1 and Part 2 qualifications or their equivalents. A minimum period of 24 months appropriate professional experience is a requirement at Part 3, at least 12 months of which must have been undertaken after obtaining Part 2. Monitoring of, and support for, the appropriate professional experience is provided as part of the Part 3 course.

School Community

All registered students and contracted members of staff, with the exception of the Director, are members of the School Community. School Community meetings are a very important part of the Architectural Association’s governance. The Council (who are also ex-officio members of the School Community) consults the School Community on important matters of governance such as the selection of a Director.

The Architectural Association is proud to have the benefit of an active and participatory democracy. Through membership participation in its governance, as well as student and staff involvement, the AA has maintained its independence and developed as a self-governing, democratic body. Information on the history of the School Community and the rules governing its meetings can be found in the AA Library.

Membership

The AA is more than a School of Architecture. In its constitutional structure it is first and foremost an association of members, originally established by students in 1847. Currently there are 5,800 members of the AA internationally, including some of the world’s leading architects, who play a vital role in shaping the identity and assisting in the development of the School.

Registered students and staff of the AA automatically become members and membership is open to anyone with an interest in architecture. Members participate in lectures and events, visit exhibitions and make use of the AA’s facilities.

Academic Calendar – Yearly

The main academic year at the AA School is organised according to the UK academic model of three terms. The academic year begins in the third week of September with the enrolment of all new and returning full-time students at the outset of Term 1.

All new students in the Undergraduate and Graduate Schools arrive at the AA School at the start of Introduction Week, which provides a week of registration, orientation and other activities the week prior to the launch of the new academic year.

A twelve-week Term 1 begins in the third week of September and concludes in mid-December. An eleven-week Term 2 begins in early January and concludes at the end of March. A nine-week Term 3 begins at the end of April and concludes mid-June, at the end of the normal academic year for all undergraduate and all graduate MArch students.

Graduate MA or MSc students continue studies during a thirteen-week Term 4 that begins in late June and concludes mid-September with submission of final dissertation or design projects.

The last day of the academic year, 21st June 2013, coincides with the opening of the end-of-year AA Projects Review Exhibition, which all students are required to attend at the conclusion of the three-term normal academic year. A copy of the important academic dates for the 2012/13 academic year can be found in Appendix A.

Academic Calendar – Weekly Schedule

Weekly updates of course schedules, including locations, time and other room booking information can be found in the AA’s weekly Events List, published every Thursday for the upcoming week and available at the AA Reception at 36 Bedford Square. The Events List and other scheduling information is also available online.

Undergraduate unit and graduate programme staff arrange weekly schedules for tutorials, presentations and other events. Room bookings for courses and sessions not held in dedicated learning spaces are
requested by academic staff in advance of upcoming sessions, and then confirmed by course academic coordinators.

**Academic Calendar – Courses**

All students should consult the AA Undergraduate School Programme Handbook or the Graduate School Programme Guides for a full Course Schedule for the academic year. Course guides are made available by the Undergraduate and Graduate School coordinators during Week 1 of the academic year.

**Academic Calendar – Introduction Week and Start of Year**

All returning students are required to register with the AA no later than Monday/Tuesday of Week 1 of the academic year, at which time AA Membership Cards can be reactivated allowing access to the full facilities and resources of the AA.

All continuing students are required to confirm their continuing registration for the academic year at the beginning of Term 2 and Term 3. This can be done in the AA Registrar’s Office (undergraduate students) and the Graduate Coordinator’s Office (graduate students). For additional information related to registration, students should consult ‘Tuition Fee Payments & Deposits’.

**Academic Calendar – End of Year & Projects Review**

The opening of the AA Projects Review Exhibition takes place on the last Friday of the academic year and is an exciting and important event concluding the academic year. All students are required to attend preparations for the end-of-year exhibition leading up to the opening of the Projects Review exhibition.

Undergraduate and graduate students whose end-of-year assessment includes a September Review, and graduate MA and MSc students working towards completion of their studies in Term 4 (end of September) must meet with their unit or programme staff prior to the end of Term 3, in order to establish guidelines for study during the summer.
PRE-ADMISSION

Admissions Department

The Admissions Department for both the Graduate and Undergraduate School deals with every aspect of the admissions procedure, from initial contact to entrance to the relevant parts of the School. This also includes the advertising of courses and arrangements for Open Days for prospective students and Introduction Week for all new students at the beginning of the academic year.

The Admissions Department office is located on the 2nd floor of Building No. 36 Bedford Square and is normally open Monday-Friday 10am-6pm.

Admissions Process

The admissions process for the Undergraduate and Graduate Schools are as outlined below:

Undergraduate Admissions and Scholarship Processes
Undergraduate Scholarship Processes

Scholarship Portfolio guidelines on the website: www.aaschool.ac.uk

Undergraduate Entry Requirements and Procedures

Applicants are strongly encouraged to visit the AA before applying.

All applicants are expected to submit a bound portfolio of art/design work (no larger than A3 and between ten and thirty pages). For AA portfolio advice please visit the Website.

The portfolio can be accompanied by a CD/DVD of additional material if so desired. Original documentation is required of all examination results and qualifications, academic certificates and transcripts. The School also looks for details of architect’s office or building site experience and details of travel as it pertains to cultural observation and understanding. The ‘candidate’s statement’ section of the application form provides an opportunity for a candidate to describe their current architectural interests and why these would be best pursued at the AA. There must be at least one academic reference report from a recent design teacher or university design tutor submitted on headed paper, signed, not emailed or faxed. Upon signing of the application form applicants certify that the work submitted is entirely their own.

Applications and portfolios are assessed by an Admissions Panel comprising 3-4 academic members of staff and the Admissions Coordinator. Following this initial assessment applicants are informed if they are invited to an interview at the AA.

The interview panel comprises two academics along with the Admissions Coordinator and a student. It takes the form of a discussion around the applicant’s range of interests and focuses on the portfolio of work in architecture, the arts or related areas. Immediately following the interview a discussion of the candidate’s merits occurs and a decision is made as to whether the candidate will be offered a place or
rejected, depending on their performance in the AA grading system that assesses their suitability for the School. Our grading system assesses the applicant on the following criteria: design exploration/experimentation; initiative/self-motivation; skill in visual communication; ability to explain and demonstrate reasons for design decisions; cultural background/references to work; understanding of the AA/unit system; and ability to adapt to the way the AA works.

The candidate’s English language ability is always taken into consideration in the decision making process (see below). The panel also notes any additional comments for future reference.

Outstanding applicants are put forward for consideration by the Scholarship Committee. Scholarships are available for new First, Second and Fourth Year applicants who demonstrate both outstanding merit in their portfolio and financial need. For further information see: the Financial Aid Section in the Prospectus, the website, and the AA School Academic Regulations.

Students are admitted into the Undergraduate Programme at any level except the Fifth Year. Both school-leavers and mature applicants with previous experience are encouraged to take advantage of the wide range of possibilities offered within the School.

The AA Foundation Course is recognised by the RIBA as the equivalent of an Art A level. Therefore the minimum entry requirements for students entering the Foundation Course is one A level pass (grade C or above) in a non art/design subject, accompanied with 5 GCSE’s (grade C or above) including maths, science and English. We recommend students having two A level passes if they wish to continue onto First Year. Foundations in art and design must be accompanied by one A level (or equivalent) in a non art/design subject.

The minimum academic requirements for students entering the First Year of the ARB/RIBA recognised course are two A level passes (grade C or above) plus 5 GCSE’s (grade C or above) including maths, science and English. If one A level is an art/design subject it must be accompanied by at least one non-art/design subject.

Overseas applicants are required to have the recognised equivalent to the above examinations, such as the International Baccalaureate, Abitur, etc., plus the required English language qualification (see below).

Applicants for Fourth Year who have studied for Part 1 in the UK (or other countries using the same grading system) must have gained at least a 2:2 in their degree.

To meet both the AA and the UKBA English Language requirements students need to have one of the acceptable language qualifications listed below, unless they are from one of the following groups:

- The student is from a majority English-speaking country as per the list on the UKBA website,
- OR the student holds a degree from a majority English speaking country at the level equivalent to a UK Bachelor’s degree for a minimum of three years,
- OR the student has studied on a Tier 4 child visa in the UK and the course was longer than six months and completed within the last two years.

The following qualifications satisfy both the requirements of the UKBA and the entry requirements of the AA:

- IELTS (Academic 6.5 overall with at least 6.0 in each category) – two year validity period: must be within the two years at time of CAS visa application;
- Cambridge Certificate of Advanced English at grade C1 or C2;
- Cambridge Certificate of Proficiency in English at grade C2;
- Pearson Test of English (PTE) (Academic) overall minimum of 63 with a score of at least 59 in each category;
- Internet-based TOEFL – overall score of 90 with at least 22 for listening, 22 for reading, 23 for speaking, 23 for writing.

Please note that UKBA requirements are subject to frequent changes and all visa applicants have the responsibility to check with the UKBA website for up-to-date details.

The AA reserves the right to ask students to gain an appropriate level of English before they apply or are interviewed. The AA reserves the right to make a place in the School conditional on a student gaining a further English language qualification if deemed necessary. A recognised English language qualification is required by May prior to entry to the School.

Portfolio Guidelines

All applicants are expected to submit a bound portfolio of art/design work (no larger than A3 and between 10 and 30 pages). Suggestions on preparing a portfolio can be found online here.
Entry to Foundation
It is hoped that all applicants will include in their portfolios a good selection of work that reveals their individual interests and skills. Essays, photographs, videos, photos of 3D objects or self-generated projects can all be included. Offers of admission are based on evidence of motivation as well as intellectual and practical creative ability.

Please note that completion of the Foundation course does not automatically guarantee entry into the First Year.

Entry to First Year, leading to The AA Intermediate Examination (ARB/RIBA PART 1)
Students applying for First Year are not necessarily expected to submit an 'architectural' portfolio. The panel particularly likes to see evidence of current interests and activities in the form of freehand sketches, drawings, essays or photographs.

Entry to Second or Third Year, leading to The AA Intermediate Examination (ARB/RIBA PART 1)
Students with previous official design or architectural studies experience may apply to enter the Intermediate School. They will be expected to submit a portfolio of their work to date, including finished drawings together with sketches, photographs and evidence of independent interests. Proof of full-time architectural study is essential. Students entering the Third Year must be registered for a period of one academic year (three terms) to be eligible to submit for The AA Intermediate Examination (ARB/RIBA Part 1, the professional qualification) through the School.

Entry to Fourth Year, leading to The AA Final Examination (ARB/RIBA PART 2)
Many students apply to enter the Fourth Year from other schools after completing Part 1. Applicants wishing to enter the Diploma School to gain the AA Final Examination (ARB/RIBA Part 2, the professional qualification) must have the AA Intermediate Examination (ARB/RIBA Part 1) or have gained exemption from ARB/RIBA Part 1. This can be gained either by successful completion of Third Year at the AA for a period of one academic year (three terms) as a full-time student, or by applying directly to the ARB for Part 1 exemption. Part 1 must be gained by 15 July prior to entry to the School. In order to be eligible for the AA Diploma and the AA Final Examination (ARB/RIBA Part 2), the Fourth and Fifth Years (minimum six terms) must be successfully completed.

Acceptance of Places
To officially accept a place, a completed signed admission form and a one term non-refundable deposit must be received by the Undergraduate Admissions Office by the due date stated on the admission form.

Applications
The AA does not belong to UCAS, and all applicants must complete an AA application form. These forms can be downloaded from the [website], completed on-line or are available from the Undergraduate Admissions Office.

The closing date for applications is 18 January 2013 (application fee £40); late applications will be accepted up to 15 March 2013 (fee £65). Applications made after this date will be accepted at the discretion of the AA School.

Enquiries to: [Email Undergraduate Admissions]. Alternative formats i.e. large print, can be provided upon request.

Scholarships/Bursary Awards and Student Assistantships
The AA is committed to giving as many talented students as possible the opportunity to study. Around one in six AA students receive financial assistance from the Scholarship, Bursary and Assistantship programme. See Student Handbook for full details of Scholarships, Bursaries and Student Assistantships.

What is the difference between a Scholarship and a Bursary?
Scholarships are offered to new First, Second and Fourth Year applicants who demonstrate academic excellence and financial need. They are available for two or three years, subject to continuing progress. Bursaries are offered to existing AA students and new graduate students, and must be applied for on a yearly basis.
Rules for Scholarship Application for Undergraduate students

Undergraduate applicants must complete the main application form no later than 18 January 2013, stating their interest in an AA Scholarship in the ‘Scholarships and Awards’ section. Students whose work is considered to be of scholarship standard will be asked, after an entry interview, to complete a scholarship application form, provide financial information and prepare a portfolio for the scholarship committee.

The scholarship committee will consist of 2-3 members of the undergraduate academic staff, the Registrar and a member of the admissions team. Decisions are based on the design portfolio, recommendation from interview panel and the financial statements provided upon application. Students are notified of the results by email and official letter within a week.

For further information contact: T +44 (0)20 7887 4051 / or e-mail Admissions.

Rules for Bursary Application for Undergraduate students

Bursary application forms are available from the Registrar’s Office from the end of March and should be returned by mid-May. The Undergraduate Bursary Committee, which meets in June to distribute the awards, bases its decisions on academic performance, a recommendation from the tutor and financial need. Named Scholarship and Bursary Awards are listed on the website.

Graduate Entry Requirements and Bursary Procedures
The Graduate School does not insist on an interview as a condition of entry. However, applicants are strongly encouraged to visit the AA for an interview with the programme’s academic staff before applying. Appointments can be made through the Graduate School Admissions Office.

All applicants to all programmes (with the exception of History & Critical Thinking and Conservation of Historic Buildings) are expected to submit a bound portfolio of design work, no larger than A4 size. The portfolio should show a combination of academic and professional work (if applicable).

Original documentation is required of all qualifications, academic certificates and transcripts. The School also looks for details of architect’s office or building site experience and details of travel as it pertains to cultural observation and understanding. The ‘candidate’s statement’ section of the application form provides an opportunity for a candidate to describe their current architectural interests and why these would be best pursued at the AA.

There must be two references: one related to work experience, the other academic. If the applicant has no work experience two academic references are required. References must be on headed paper and signed. No application will be considered before two references have been received.

Upon signing of the application form applicants certify that the work submitted is entirely their own. Plagiarism/student substitution of work is unacceptable in an academic setting. Students are subject to penalties including dismissal from the programme if they commit an act of plagiarism/substitution.

Applications and portfolios are assessed by the Programme Director and a second academic member of staff. Academic entry requirements are assessed by admissions staff.

Our assessment is based on the following criteria: design exploration/experimentation; initiative/self-motivation; skill in visual communication; ability to explain and demonstrate reasons for design decisions; cultural background/references to work; and ability to adapt to the way the AA works.

The candidate’s English language ability is always taken into consideration in the decision making process. To meet both the AA and the UKBA English Language requirements students will need to have one of the acceptable language qualifications listed below, unless they are from one of the following groups:

- The student is from a majority English-speaking country as per the list on the UKBA website,
- OR the student holds a degree from a majority English speaking country at the level equivalent to a UK Bachelor’s degree for a minimum of three years,
- OR the student has studied on a Tier 4 child visa in the UK and the course was longer than six months and completed within the last two years.

The following qualifications satisfy both the requirements of the UKBA and the entry requirements of the AA:

- IELTS (Academic 6.5 overall with at least 6.0 in each category) – two-year validity period: must be within the two years at time of CAS visa application.
- Cambridge Certificate of Advanced English at grade C1 or C2
- Cambridge Certificate of Proficiency in English at grade C2
- Pearson Test of English (PTE) (Academic) overall minimum of 63 with a score of at least 59 in each category
- Internet-based TOEFL – overall score of 90 with at least 22 for listening, 22 for reading, 23 for speaking, 23 for writing.

Please note that UKBA requirements are subject to frequent changes and all visa applicants have the responsibility to check with the UKBA website for up-to-date details.

The AA reserves the right to ask students to gain an appropriate level of English before they apply or are interviewed. The AA reserves the right to make a place in the School conditional on gaining a further English language qualification if deemed necessary. A recognised English language qualification is required by May prior to entry to the School.

Entry Requirements for Graduate School Programmes

Graduate Diploma in Spatial Performance & Design (AAIS) (12 months full-time or 24 months part-time (2 days per week)
Applications assessed individually upon receipt of a CV, a short statement and original evidence of qualification.

MArch in Architecture & Urbanism (Design Research Laboratory) (16 months)
Five-year professional architectural Degree (BArch/Diploma equivalent degree).

Graduate Diploma in Conservation of Historic Buildings (2 years – 1 day per week)
This two-year part-time (day release) course is open to students or professionals with Part 2 (ARB/RIBA) or equivalent recognised qualifications. Suitably qualified members of other disciplines (e.g., surveyors) may be considered.

MArch Design + Make (16 months)
Five-year professional architectural Degree (BArch/Diploma equivalent).

MSc in Emergent Technologies & Design (12 months)
Professional Degree or Diploma in architecture, engineering, industrial/product design or other relevant discipline.

MArch in Emergent Technologies & Design (16 months)
Five-year professional architectural Degree or Diploma in architecture, engineering, industrial/product design or other relevant discipline (BArch/Diploma equivalent degree).

MA in History & Critical Thinking (12 months)
Second Class or above Honours Degree in architecture or a related discipline from a British university, or an overseas qualification of equivalent standard (from a course of no less than 3 years in a university or educational institution of university rank).

MA in Housing & Urbanism (12 months)
Second Class or above Honours Degree in architecture or a related discipline from a British university, or an overseas qualification of equivalent standard (from a course of no less than three years in a university or educational institution of university rank).

MA in Housing & Urbanism (16 months)
Five-year Professional Degree or Diploma in architecture or other related discipline.

MA in Landscape Urbanism (12 months)
Professional Degree or Diploma in architecture, landscape architecture or urbanism or other relevant discipline.

MSc in Sustainable Environmental Design (12 months)
Professional Degree or Diploma in architecture, engineering or other relevant discipline.

MArch in Sustainable Environmental Design (16 months)
Five-year professional architectural degree (BArch/Diploma equivalent degree).

MPhil Projective Cities (20 months)
Four or five-year professional architectural Degree (BArch/Diploma equivalent)

MPhil/PhD
Appropriate post-professional Masters Degree in proposed area of MPhil/PhD research.

The AA is an Approved Institution and Affiliated Research Centre of the Open University (OU), UK. All taught graduate courses at the AA are validated by the OU. The OU is the awarding body for research degrees at the AA.

Graduate students are encouraged to take advantage of the wide range of possibilities offered within the School.

Applications
The AA does not belong to UCAS, and all applicants must complete an AA application form. These forms can be downloaded from the website, completed on-line or are available from the Registrar’s Office. The closing date for applications is 18 January 2013 (application fee £40);
applications will be accepted up to 15 March 2013 (fee £60). Applications made after this date will be accepted at the discretion of the AA School. All applications are acknowledged by email.

Acceptance of Places
To officially accept a place, a completed signed admission form and a one term non-refundable deposit must be received by the Graduate Admissions Office by the due date stated on the admission form. The deposit will then be credited to the student’s account towards the payment of the last term’s tuition fees of the relevant Graduate School programme.

Open Days
Foundation/First Year: Monday 7th November 2012.
Fourth Year: Monday 5th December 2012.
Graduate: Friday 18th January 2013.
Individual or group visits for those interested in applying can also be arranged with advance notice. For further details please contact the Undergraduate Admissions Coordinator on T + 44 (0) 20 7887 4051 or email.

Rules for Bursary Applications (Graduate Students)
Bursary application forms are available from the Graduate Admissions Office upon an official offer of a place. Completed bursary forms are to be returned by beginning of March.
The Graduate Bursary Committee will consist of 4-5 members of the graduate academic staff, the Registrar and a member of the admissions team, which meets in March/April to distribute the awards, bases its decisions on previous academic performance (transcript of studies/portfolio design work), programme director recommendations and the financial statements provided upon application. Bursary awards range from one to one and a half terms, covering a proportion of student fees per year.
Students are notified of the results by email and official letter within a week.

UK VISAS, NEW & EXTENSIONS (Undergraduate / Graduate)
Entry conditions for international students from outside the EU or European Economic Area are governed by the Tier 4 points-based system. Students are expected to gain 40 points before they are entitled to a student visa. It is absolutely vital that students provide all the documentation and fulfil the exact Home Office requirements or their visa application will be refused. For full details about what is required students should read the Border Agency policy guidance.

Key Aspects of the Visa Application Process
- The Architectural Association, School of Architecture (AA) has to provide students with a Confirmation of Acceptance for Studies (CAS). This is an electronic unique reference number which will confirm that a student is applying to study at an institution which is an approved education provider and also that the course is at an acceptable level.
- The school/university the student applies for must have a Tier 4 sponsor licence. The AA has a Highly Trusted Sponsor status and its licence number is 66RH3QNT0, which students can find on their CAS letter.
- Students will need to show that they have enough money to pay the fees for the first year of their course and also enough money to support themselves for nine months. As the AA is based in inner London, students will need the fee cost for a year plus £9,000 for living costs for the 2012/13 academic year. Students will need to provide evidence from their bank that the money has been present in their bank account for a consecutive 28-day period, ending no more than one month before their application. Students can use the following documents to show available money:
- Personal bank or building society statements, covering a consecutive 28-day period ending no more than one month before the date of application;
- A building society pass book, covering a consecutive 28-day period ending no more than one month before the date of application;
A letter from a bank confirming that funds have been held for a consecutive 28-day period ending no more than one month before the date of application;

A letter from a financial institution confirming that funds have been held for a consecutive 28-day period ending no more than one month before the date of application;

A letter from a financial institution confirming a loan dated no more than six months before the date of application.

The student’s name must be on the account either as sole account holder or joint holder with a parent, guardian or other person. If it is a savings account, the student must have instant access to it. For in-depth information, including the financial institutions that are not deemed acceptable, please visit the UKBA website.

If a student’s money is in local currency it must be converted into sterling and this must be written clearly on the evidence supplied. To convert currencies see the Oanda website. If a student has already paid part or all of their fees, they should submit the receipts as this amount can be subtracted from the figures above.

English Language Requirements for Visas

If a student needs a Tier 4 student visa to enter the UK, they will need to meet the UK Border Agency’s (UKBA) minimum language requirements based on the Common European Framework of Reference level (CEFR). Please note that these are the minimum levels required for visa purposes. The student will additionally need to meet the School's English Language entry requirements. Students not requiring visas should discuss English Language qualifications with Admissions via email.

The AA reserves the right to make a place in the School conditional on gaining a further English language qualification if deemed necessary. Any student without the required English language examinations must register in an English language school and book and pass the required examination before May 2013, prior to entry in Term 1.

To meet both the AA and the UKBA English language requirements students will need to have one of the acceptable language qualifications listed below, unless they are from one of the following groups:

- The student is from a majority English-speaking country as per the list on the UKBA website,
- OR the student holds a degree from a majority English speaking country at the level equivalent to a UK Bachelor’s degree for a minimum of three years,
- OR the student has studied on a Tier 4 child visa in the UK and the course was longer than six months and completed within the last two years.

The following qualifications satisfy both the requirements of the UKBA and the entry requirements of the AA:

- IELTS (Academic) 6.5 overall with at least 6.0 in each category) – two year validity period: must be within the two years at time of CAS visa application;
- Cambridge Certificate of Advanced English at grade C1 or C2);
- Cambridge Certificate of Proficiency in English at grade C2);
- Pearson Test of English (PTE) (Academic) overall minimum of 63 with a score of at least 59 in each category;
- Internet-based TOEFL – overall score of 90 with at least 22 for listening, 22 for reading, 23 for speaking and 23 for writing.

It is important students study all the information carefully. Students can also refer to the UK Council for International Student Affairs (UKCISA), an organisation that can offer help and advice for students planning to study in the UK.
UNDERGRADUATE SCHOOL ACADEMIC ORGANISATION AND REGULATIONS

The AA Undergraduate School is organised as follows:

- The First Year (year one of study);
- Intermediate School (years two and three of study); and
- Diploma School (years four and five of study).

Study within each of these three parts of the Undergraduate School consists of a year-long unit design studio plus the completion of the complementary studies courses; the required course submissions must be passed in order to successfully complete a year of study.

In the Undergraduate School the staff to student ratio is exceptional. In the current year the ratio is on average one Unit Master/Tutor for every eleven students and there are additional tutors in the Undergraduate Complementary Studies Programmes, including History and Theory Studies tutors, Technical Studies tutors and Media Studies tutors. With Unit and Complementary Studies teaching staff included, the overall staff to student ratio in the Undergraduate School is one staff member for every five students.

Optional learning activities are available to all undergraduate students. These include elective Electronic Media Lab courses in Computing, as well as Research Cluster events, Global Schools, the AA Visiting Student Summer Programmes and attendance at the scheduled AA’s Public Programme activities throughout the year. All students are encouraged to attend the School’s scheduled evening lectures that bring to the AA many of the world’s leading architects, designers, artists, critics and scholars.

First Year

First Year (year one of study) is a studio-based teaching environment. It offers a broad introduction to the study of architecture and develops the students’ conceptual abilities, knowledge base and skills for students, in preparation for entering the unit-based Intermediate School.

Intermediate School

The Intermediate School (years two and three of study) provides the basis for experimentation and project development within the structure of the unit system. There are currently twelve Intermediate School units, each of which emphasises one or more of a wide variety of architectural issues. Integral to the Intermediate unit design studio is the Complementary Studies Programme.

Diploma School

The Diploma School (years four and five of study) offers an opportunity for the consolidation of individual students’ architectural knowledge, skills and experimentation. There are thirteen Diploma School units organised to provide a diversity of architectural interests, agendas, topics and teaching methods. Diploma students are encouraged to challenge their own preconceptions, as well as build upon their existing knowledge and skills.

Design projects form the core of the unit work, supported by lectures, seminars, juries, presentations and workshops arranged within the unit. All learning is documented in the form of unit portfolios compiled by students throughout the year based upon tutorials and guidance by Unit Masters/Tutors. Integral to the Diploma Unit courses is the Complementary Studies Programme.

Programme Summary Requirements

The AA Intermediate Examination (ARB/RIBA Part 1)

Length of Programme: 3 years
Mode of Study: Full-time studies

Courses and Activities

Completion of all the Courses and First Year Studio and Units listed below and successful submission of the Intermediate Portfolio, containing all work in Second and Third Year.

First Year

- Studio (Design Portfolio)
- Technical Studies (2 courses resulting in 2 Submissions)
• Media Studies (4 courses resulting in 1 Submission)
• History and Theory (1 course over 2 terms resulting in 2 Submissions)

Second Year
• Unit (Design Portfolio)
• Technical Studies (3 courses resulting in 3 Submissions)
• Media Studies (2 courses resulting in 2 Submissions)
• History and Theory (1 course over 2 terms resulting in 2 Submissions)

Third Year
• Unit (Design Portfolio)
• Technical Studies (1 course, 1 Technical Design Project resulting in 2 Submissions)
• History and Theory (1 course over 2 terms resulting in 2 Submissions)
• Professional Practice (1 course resulting in 1 Submission)

AA Final Examination (ARB/RIBA Part 2)

Length of Programme: 2 years
Mode of Study: Full-time studies

Assessed Courses/Activities (Unit Studios and Courses):
Completion of all the Courses listed below and successful submission of the Diploma Portfolio, containing all work from Fourth Year and Fifth Year.

Fourth Year
• Unit (Design Portfolio)
• Technical Studies (2 courses resulting in 2 Submissions)
• History and Theory (2 courses resulting in 2 Submissions OR 1 course resulting in 1 Submission + 1 Thesis Submission if electing to undertake Thesis with agreed topic and supervisor for completion at end of Term 1 (December) of Year 5)

Fifth Year
• Unit (Design Portfolio)
• Technical Studies (Design Thesis)
• History and Theory (1 course resulting in 1 Submission OR 1 Thesis subject to Year 4 choice)
• Future Practice (1 course resulting in 1 Submission)

Please refer to the AA Undergraduate School Programme Handbook for details of all undergraduate Programmes, Units and Courses

Supplementary details of all courses can be located in the Complementary Studies Course Booklet 2012-2013.
AA UNIT SYSTEM AND DESIGN PORTFOLIO OVERVIEW

Requirements for project-based learning
This section relates to 5 year ARB/RIBA recognised course in architecture.

An essential feature of Undergraduate School curriculum at the AA School is to provide students with a full-year commitment to project-based forms of learning, culminating in the submission of a design portfolio at the end of each academic year from First Year to the student’s Fifth Year.

This required portfolio submission is the outcome of intensive, focused and often year-long projects that yield comprehensive, coherent and detailed design projects addressing the ARB/RIBA Criteria for Part 1 and Part 2. These criteria can be found on the RIBA website the ARB website and the Undergraduate Programme Handbook.

This portfolio project-based work is central to the culture of students’ learning and is supported and enriched by Complementary Studies courses as well as the full spectrum of the diverse activities and learning opportunities at the AA.

The unit system and its form of teaching encourages students to experiment in a diversity of approaches from year to year. Full details of each Unit including teaching, learning and assessment procedures can be found in the AA Undergraduate School Programme Handbook.

AA Portfolio Requirements
All Undergraduate Students are required to compile, throughout the year, a design portfolio that comprehensively documents their research and designs, including historical/theoretical research, precedents, exercises, design tests/studies and project(s).

The design and format of individual portfolios is open and diverse with each student encouraged to structure a format that best represents the content and methodology of their work. The intensive and ever-evolving process that this takes during the course of the year is very much guided by the Unit Masters/Tutors who set the basic direction, framework and guidelines. Importantly, students are encouraged to view their portfolios as edited and comprehensive arguments for their ideas explored during the year. This is in marked contrast to what we discourage: portfolios that are nothing more than a diary of their year, with work put together as a sequential list of submissions. Here it is critical to the School that students have the ability to not only produce work but to also have an understanding of their research in reference to a question or a series of questions. The portfolio also plays an important role in student’s understanding of the multiplicity of inputs required for an architectural design to have meaning. In other words, the goal of architecture should not be only that it is beautiful but that it is engaged within a broader context, with all the complexities and questions that architecture with meaning must necessarily address.

Students are encouraged to begin the process of developing and organising their design portfolios early, already in the first weeks of Term 1. For the portfolio is seen not only as a final, required submission but also as a critical tool in the organisation and mapping of their work throughout the year. The portfolio plays a key role in student’s weekly tutorials and juries as well as various assessment stages. At the end of the Term 3, students present their completed portfolios to a panel of Unit Masters/Tutors from within the School for final assessment and feedback.

Unit Master/Tutors Responsibility to provide Unit System/Studio System of Teaching
Following is a brief description of the two design teaching models currently pursued at the AA. This is then followed by an outline description of the process the student follows from choosing their unit to final submission and assessment at the end of the year. Once chosen, students are required to stay with their unit for the duration of the year. The School therefore finds it critical to provide as many ways as possible for students to make an informed decision. Emphasis in the following explanation of our pedagogical processes will be on the unit system, rather than the studio, as it is the primary and prevalent form of teaching at the School.

With the exception of the Foundation and First Year, which are studio-based, all Undergraduate School years of study are organised around intensive, small learning groups known as Units. These units comprise approximately 12 students with their tutors (Unit Masters/Tutors) all, together, focussing on a specific area of research and design. Students can choose their unit from approximately 12-14 units each year at either the Intermediate or Diploma School level. It is important to note that the final selection of the student to the unit is ultimately up to the Unit Masters/Tutors, who
seek to ensure that the students’ interests and skills are in line with their individual teaching. In loosely following a master-apprentice relationship, it is our belief that the best learning takes place when both student and teacher are invested in the particularities of the proposed research. The AA Unit System, pioneered by the School during the 1970s, remains vital and relevant as the core teaching method of the AA Undergraduate School.

For the Foundation and First Year, the format of learning is based on a studio model. This model comprises a series of exercises and research and design projects that are conceived and written by a group of tutors or Studio Masters/Tutors. Currently the Foundation staff includes a Head of Foundation, one Studio Master and two Studio Tutors. The First Year staff includes a Head of First Year and six Studio Tutors.

Students work on the same briefs together within a single studio space where all work and tutorials take place. It should be noted that only recently has the model of learning for the First Year shifted away from a unit-based model. This change is reflected in our belief that there are core-learning requirements that are essential in the early stages of a student’s development. We have felt that this is best covered and achieved in the collective format of the studio system. It is critical that these basic requirements are delivered with as much consistency as possible prior to moving forward to higher levels in the School. Diversity of work is maintained through the alternative views of each of the Studio Masters.

Registration

Upon formal acceptance of a place in the School, a completed and signed Admissions Form plus a non-refundable deposit of one term’s tuition fees is required, and having fulfilled the conditions of the offer, an applicant will be in a position to register as a student at the AA School.

The main registration takes place at the beginning of the academic year and provides official proof to organisations such as the Home Office, Council Tax Office, bank etc that a student is currently registered at the School. The registration process details the student’s name, address (both during term time (London and main), telephone number, mobile number, email address, nationality, date of birth, passport number, ICE name and number and the programme or year the student is registered in. All students must also supply a copy of their passport and visa permission (if relevant).

Registration for new students normally takes place in Introduction Week subject to prior payment of the Term 1 tuition fees (the Term 1 fees are in addition to the deposit). Existing/Returning students’ registration takes place in the first two days of Term 1 and is also subject to prior payment of the Term 1 tuition fees.

At the commencement of the Term 2 and Term 3 all students must pay the relevant term’s fees at the due dates and re-register with the Registrar’s Office/Graduate School Coordinator’s Office.

STAGED PROCESS IN SELECTING THE UNIT

Unit Agenda, Prospectus and Extended Brief

Each academic year the Undergraduate School offers a diversity of architectural interest, expertise, agendas and skills that form the focus of each unit’s work for the year. New and returning students are first informed of the agendas for the coming year in the AA Prospectus, published as a hard copy and on-line every September. From this one-page description, students have the opportunity to have a fuller understanding of the unit in what is called the ‘Extended Brief,’ a detailed document setting out the ambitions and organisation for the full academic year.

This Brief, also available online and handed out at the student’s first unit meeting, includes an extended and elaborated description of the year’s design programme, underpinning the unit’s work in pursuit of its larger agenda and ambitions, as well as a timetable, proposed exercises/ workshops,
site research, precedents, methodology, techniques, unit trip as well as the important dates set by the School.

Unit Introductions

All Unit Masters/Tutors in the Undergraduate School introduce their year-long topics of study at the outset of the academic year in public presentations to the Intermediate and Diploma School students. These 20-minute presentations elaborate upon the agendas, interests, briefs, sites, programmes, year organisation and expected outputs of individual Units in reference to ARB/RIBA Criteria.

It is mandatory that all Intermediate and Diploma students are required to attend all Unit Introductions, which are normally scheduled for the first two days of Week 1 of Term 1. The dates for the 2012/13 academic year are as follows:

- Monday 24th September / Diploma Unit Introductions: 9.45am – 5:30pm / Diploma Staff/Students meet informally: 6.00pm
- Tuesday 25th September / Intermediate Unit Introductions: 9.45am – 5:00pm / Intermediate Staff/Students meet informally: 6.00pm

Mandatory attendance ensures that all students have made an informed choice but are also well aware of the diversity of methods and interests offered by the different Units.

On the day

Full registration, inclusive of tuition fee payment, must take place and the unit selection form (see Appendix B) must be countersigned by the Registrar before Unit choices can be processed.

Informal Meeting of Students with Unit Masters/Tutors

Students and Unit Masters/Tutors then meet informally at the end of that day so that students can ask particular questions of the tutors and their approach. Formal individual student interviews with their preferred unit choices commence the following day.

Unit Interviews

Method of procedure

Following the Unit Introductions, all new and returning students sign up for interviews, indicating their first to third choices. Students make their decisions according to their individual preferences and interests in reference to the Unit agendas and presentations, as well as on advice from colleagues and previous tutors. Once all the students names and their choices have been registered, the Registrar’s and Undergraduate Coordinator’s Offices produce a schedule for student interviews with Unit Masters/Tutors.

The interviews are limited to approximately 15 minutes. In this time students are asked to very briefly present their portfolio, indicating the merits and interests of their work as well as short statement indicating their reasons for wanting to join the unit. In turn the Unit Masters/Tutors give some feedback and ask questions to confirm whether the student is best suited to their Unit work. It is important to note that a student has secured their position in a Unit only upon confirmation from both the student and the Unit Masters/Tutors with the Undergraduate Coordinator’s office following their interview.

In the morning, prior to the start of the full day of interviews, all Unit Masters/Tutors are called together by the Director and AA Registrar in a briefing session, setting out the process and procedure of the day. This is particularly useful opportunity for any new Unit Master/Tutor to raise questions of process with the Director, AA Registrar and colleagues.

The dates for the 2012/13 academic year are as follows:

- Tuesday 25th September / Diploma Unit Interviews commence / 12 noon
- Wednesday 26th September / Intermediate Unit Interviews commence / 12 noon and Diploma Unit Interviews continue if necessary / 10.00am
- Thursday 27th September / Intermediate Unit Interviews continue if necessary / 10.00am
On the day:

- **Students must bring a portfolio.**
- At 9:00 am on the day of unit interviews, students should hand their unit choice form into Studio 2* (2nd floor of No. 36 Bedford Square). Please note that forms will be posted into a box and the allocation of interview times is an entirely random process.
- At 12:00 noon lists will be made available in Studio 2 allocating interview times and places. Interviews take place in the allocated Diploma / Intermediate Unit spaces.
- **Important:** After the interview, confirmation of Unit acceptances must be given to the Undergraduate Coordinators Office (2nd Floor No. 36 Bedford Square).
- **Please note:** Students who have been accepted by their 1st choice of Unit and have confirmed their acceptance with that Unit Master will be assigned to that Unit.

Throughout the interview process, the Director of the School, the Undergraduate Coordinator and AA Registrar are in constant dialogue with the students and Unit Masters/Tutors to see that the process runs smoothly and that all students are well placed in a Unit. The School ensures that students repeating the year will be placed into one of their three choices.

**Confirmation of Student Placement in a Unit**

Following the interviews, the Unit Masters/Tutors formally announce their selection of students for each unit during separate Intermediate and Diploma staff meetings with the Director of the School, Registrar and the Undergraduate School Coordinator.

The meetings for the 2012/13 academic year are scheduled to take place on Thursday 27th September at 2:00 pm for Diploma Staff and 3:30 pm for Intermediate Staff.

**Official unit lists are displayed outside the Undergraduate Coordinator’s Office on the 2nd floor directly after these meetings.**

Students are with their unit for the full academic year. **Students are not allowed to change units during the course of the year.** If there are exceptional circumstances these will be discussed and jointly agreed among the tutors, the Director and the Registrar as to a mutually agreed outcome.
GENERAL RULES FOR STUDENTS

Attendance (Undergraduate / Graduate)

Students are required to attend all relevant courses and to be present for all tutorials, unit/programme presentations/juries, workshops, seminars and any other activities set by Unit/Programme Staff. Tutorials and other unit/programme meetings are arranged on a regular basis with the Unit Masters/Tutors/Programme Directors/Staff.

Failure to comply will result in official notification to the Registrar’s Office for further action in the form of:

- An official meeting with the Unit Master / Programme Director;
- Referral to a Progress Review (Undergraduate) for decision on future studies;
- Referral to Chair of the GMC (Graduate) for decision on future studies;
- Written notification to student of decision.

Students who cannot attend due to illness must inform the Unit/Programme Staff and the Registrar immediately, and if absent for a period longer than five days a doctor’s certificate should be sent to the Registrar confirming the health-related circumstances that have caused a student’s non-attendance.

Should a period of compassionate leave be required due to circumstances relating to family or personal matters, this must be arranged with the AA Registrar and Unit/Programme Staff and confirmed in writing before taking leave.

Change of Details (Undergraduate / Graduate)

It is a mandatory part of a student’s registration at the School that the AA has the correct address, phone and ICE contact details. If a student needs to update their details they should contact their relevant Coordinator straight away. Undergraduate and Graduate Coordinators offices are on the 2nd floor of 36 Bedford Square.

A student’s address is protected information and will not be disclosed to a third party without permission unless it is for reasons of official School business.

Complaints (Undergraduate)

A complaint is an expression of dissatisfaction with a service provided or the lack of service for which the AA School is responsible and which impacts directly and substantively on the student’s programme of study. It must relate to services that students were led to believe would be provided.

Undergraduate students who believe that there are grounds for a complaint are encouraged in the first instance to discuss the matter informally with their Unit Masters/Tutors/Complementary Programme Staff to see if the matter can be resolved informally. If a resolution of the matter cannot be reached at this level, the student may submit a formal complaint. Students must submit a written formal complaint, attaching all relevant documentary evidence, to the Registrar within one week of exhausting the informal procedure. It is the student’s responsibility to ensure that the Registrar has been presented with all the documentary evidence.

If the matter cannot be resolved informally and all matters have been exhausted informally, upon receipt of documentary evidence a decision would be made as to whether the formation of an Internal Formal Complaints Panel or Independent Formal Complaints Panel would be appropriate. The Internal Formal Complaints Panel would consist of: The Registrar, Unit Master/s/Tutor/s (from the appropriate part of the School), 1 Complementary Studies Master (if appropriate) and student.

The Independent Formal Complaints Panel would consist of: 2 Unit Masters (from the appropriate part of the School), 1 Complementary Studies Master (if appropriate), 1 External Architect, 1 External Engineer (if appropriate), Registrar of the AA and the student.

A meeting of the Panel would then take place, and include an initial Informal Meeting, or an Internal Formal Complaints Panel, or an Independent Formal Complaints Panel plus the student (the student to be invited by the panel to present his/her case verbally with any relevant witnesses). A full discussion would take place as to all the aspects of the complaint and after assessing all the information of the complaint, the School on behalf of the Panel, would communicate their decision in writing as soon as reasonably practicable:

- Dismissal of informal complaint, in which case there is no right of appeal;
- Informal complaint upheld and dealt with internally and therefore a senior member of staff would recommend ways to address the issues and rectify the situation.
The decision of the formal complaints panel is to be communicated to the student verbally within 24 hours with written confirmation to follow. A record of the decision will be kept in the student’s file. If the complaint is upheld the Panel will recommend ways of addressing the complaint. The panel’s decision is final and there is no right of appeal.

This procedure is intended to provide guidance on how complaints should be handled. The procedure is not however, part of any contract and does not create legal rights.

Graduate Students please see page 39.

Confidential Information (Undergraduate / Graduate)

Confidential information is any information relating to a living person who can be identified:

- From the data or;
- From the data and other information in the institution’s possession or data likely to come into the possession of the institution.

Information which is highly confidential is subject to the Data Protection Act (1998), and could potentially be damaging to the AA, its staff and/or students if revealed to unauthorized persons. For further information in this section refer to: Email Privacy and Confidentiality Notice.

Data Protection (Undergraduate / Graduate)

The Architectural Association Foundation (Inc.) complies with the Data Protection Act of 1998 (The "Act") and with all other applicable UK data protection and privacy legislation. Data will only be disclosed within the Architectural Association (Inc.) to members of staff as needed, and data will only be disclosed to a third party outside the AA in accordance with the Act.

Anyone whose personal data is processed by the Architectural Association is entitled to know:

- What information the AA holds and processes about them, and why;
- How they can gain access to it; how they can insure it is kept up to date;
- What the AA is doing to comply with its obligations under the 1998 Act.

Information held by the AA must be processed fairly and lawfully and shall not be processed unless certain specified conditions are met, examples would include: the data subject has given his or her consent to processing; the data is obtained for specific and lawful purposes and shall not be processed in any manner incompatible with those purposes; the data is adequate, relevant and not excessive for those purposes; be accurate and kept up to date; not be kept for longer than is necessary for those purposes; the data is processed in accordance with the data subject’s rights under the 1998 act; there are appropriate technical and organisational measures in place to prevent unauthorised or unlawful processing, accidental loss or destruction; the data is not transferred to a country outside the European Economic Area, unless that country or territory has equivalent levels of protection for personal data.

Students and data subjects have the following rights:

- To be given a copy of any data held, whether on a computer or in a manual file;
- To ask the AA not to process any data held about them on the grounds that it might cause them substantial damage or distress;
- To ask the AA not to use the personal data for the purposes of direct marketing, should this ever be undertaken by the AA;
- To “opt-out” of fully automated decision-making about records
- To seek compensation if there has been a breach of the policy.

Disability & Learning Difficulties (Undergraduate / Graduate)

The Architectural Association School of Architecture provides all students with the opportunity of a high quality of learning irrespective of whatever disability they may have and prides itself on seeking to treat every individual in a special and caring manner.

The main premises of the AA School are within Georgian listed buildings and therefore are restricted with regard to disability access, but on acquiring further premises disability access has been one of the top priorities which will now allow the School to provide a better learning environment for disabled students.

The AA’s practice is to treat every student as an individual, listen to concerns or requirements and act upon information received to provide the best way forward for their learning environment. All students are encouraged to contact the Programme Director/Unit Master, Course Master and Registrar with
regard to their disability upon entering the School or if already a student, as soon as they become aware of their disability. Arrangements can then be sought for that student in order that they gain the quality of education afforded to every student and are not disadvantaged. These arrangements can take many forms and would depend upon the circumstances of that particular student.

The aim of the School is to ensure that all students have the same opportunities of learning irrespective of their disability and therefore the programme/production of work would be amended accordingly to ensure that this aim is achieved. Having a 1:5 ratio of staff to students in the programmes, affords the School the opportunity of determining problems with students in the early stages of their studies and to make adjustments as appropriate.

**Dyslexia and Dyspraxia**

It is widely recognised that dyslexia is prevalent within Art and Design education (Report by Katherine Kindersley 2002). Home students are encouraged to contact their Local Education Authority, as they are eligible to apply for the DSA (Disabled Students Allowance). Subject to assessment by a local LEA, an allowance can be awarded to cover expenses that may arise as a result of studying because of dyslexia. For further information, please contact the [British Dyslexia Association](#); and [SKILL], The National Bureau for Students with Disabilities.

Home students are advised to contact their GP or Local Education Authority for advice. Subject to assessment, students may be entitled to various benefits, expenses and learning programmes that can assist their full-time studies. EU & International students are not eligible to apply for a DSA award through Local Education Authorities, and should explore opportunities provided through their home countries.

Please refer to the Pastoral Care section of the Student Handbook for additional information on support all students.

**Email Accounts & Internet Usage (Undergraduate / Graduate)**

**Email Introduction**

This Internet and Email Policy contains important details for all Architectural Association (“AA”) students, covering the use of its email systems and access to the Internet.

All AA students must comply with the guidance set out in this practice. A breach of this practice may result in disciplinary action being taken against a student that could ultimately result in dismissal. This Policy may be amended at any time in the future; all students will be notified of any changes and all such amendments are binding on recipients.

**Monitoring**

The AA accepts that the use of email, the network and internet are valuable resources. However, misuse of these facilities can have a negative impact upon productivity within the AA and the reputation of the School. Therefore, the AA maintains the right to monitor emails, and the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

**Email and Internet - Personal Usage Policy (Undergraduate / Graduate)**

The AA’s email system and Internet access are provided as a part of the services offered to students at the AA. Basic Rules of Use include:

- Remember that the recipient of an email may forward that message on to others.
- Do not forward emails which contain earlier emails without first ensuring that none of the earlier emails contain anything which would, justifiably, annoy a potential recipient.
- Do not make an adverse comment in an email about any person (e.g. fellow colleagues) with whom you are working or any third party organisations.
- AA email must not be used for chain mails or spamming (sending unsolicited mail to a large number of users). Such usage may result in account suspension.
- Do not tell anybody your login details or write them down in an obvious place.
- Do not send an email on behalf of any other person without copying it to that person and ensuring that any replies are sent to that person.
- Do not deliberately visit, view, or download any material from any website containing sexual or illegal material or material which is offensive in any way whatsoever.
- Do not use the email system or the Internet for any form of gambling or other unauthorised activity.
Email Privacy and Confidentiality Notice (Undergraduate / Graduate)

All emails sent by members of the School Community include this notice:

Information contained in this email and any attachment is confidential and is intended for the addressee only. If you are not the intended recipient please notify us immediately. Any dissemination, distribution, copying or use of this information without our prior consent is strictly prohibited. The views of the author may not necessarily reflect those of the Architectural Association (Inc.). If you have any doubts as to the authenticity of this email please contact either the sender or the Architectural Association directly.

The contents of any attachment to this email may contain software viruses that could damage your own computer system. While the Architectural Association (Inc.) has taken reasonable precautions to minimise this risk, it cannot accept liability for any damage that you suffer as a result of software viruses. You should carry out your own virus checks before opening any attachment.

Failure on a student’s part to comply with the rules set out in this practice may result in legal claims against you and the AA, or may lead to disciplinary action being taken against you, including dismissal.

Equality and Diversity (Undergraduate / Graduate)

The School is committed to affording equal access, treatment and opportunity to all students irrespective of their gender, age, disability, race, nationality, ethnic or national origin, religion, sexual orientation or personal circumstances. The Equality Act 2010, which came into force in October 2010, imposes on all public bodies, including educational institutions, the need to:

- Eliminate harassment, discrimination and victimisation;
- Advance equal opportunity;
- Foster good relations between diverse groups.

Therefore the School would expect the following from all staff and students:

- To oppose all forms of harassment, discrimination and victimisation;
- Create an environment in which student goals may be pursued without fear or intimidation or victimisation;
- Ensure victimisation does not take place with regard to any student who has complained or given information in connection with such a complaint;
- Report unacceptable behaviour that is contrary to equality legislation and principals;
- Treat all students fairly and with respect;
- Ensure an environment for all students to participate fully in the learning process;
- Ensure that learning and / or other materials do not discriminate against any individuals or groups;
- Ensure that learning resources are equally accessible to all students.

The School will be committed to ensure that all staff, students and visitors comply with the Equality Act 2010 and that the procedures stated above are acknowledged and fully implemented and will be revised on a regular basis by the Human Resources department.

Should a breach of the above Equality Act occur please speak to the Registrar (located on the 2nd floor of No 36 Bedford Square) via email or the Head of HR (located on the 2nd floor of No. 33) via email.

Ethics Policy (Undergraduate / Graduate)

The AA School requires that the student give due consideration to the following concerns about how to interact with others before undertaking a research project. If the research project involves the participation of other people who have been asked to contribute time or personal information to the project then the student is involved in research that could raise ethical issues.

The following principles must be respected to ensure that research undertaken within the AA School meets high standards of ethics and governance and conforms to good practice in those areas:

- At all times the safety, wellbeing, rights and dignity of participants should be maintained. Research should be carried out wherever possible to avoid risk to participants, including volunteers and the researchers themselves, and where this is not possible, risk should be minimized.
- Research should be designed and carried out to high standards to ensure quality and integrity. Partiality or conflict of interest should be avoided where possible, or if unavoidable should be dealt with appropriately to ensure the independence of the research.
In research involving human participants, wherever possible they should be fully informed regarding the aims, purpose and methods of the research, and the potential use and dissemination of its results. In particular they should be given information on exactly what their participation is likely to involve, including any possible risks and benefits.

Participation in research should be voluntary, and participants should be free from any coercion or inducement to take part. They should be given adequate time to consider whether or not they wish to participate before being asked to make a decision. Consent to taking part should be obtained from participants wherever possible. Once volunteers have decided to participate, they should be able to withdraw from participation at any time without giving a reason.

Confidentiality of information supplied by participants should be maintained and their privacy respected, and where possible information provided by them should be anonymous.

Explicit written permission should be sought and given for work involving ethical concerns. Failure to comply with these conditions will result in the matter being referred to the Undergraduate Group or the Graduate Management Committee and the Academic Board.

Health & Safety Policy (Undergraduate / Graduate)

The Constitution of the Architectural Association (Inc). requires the AA Council, whose members are the Trustees and Directors of the Charitable Company, to provide and maintain buildings, equipment and procedures for the study of architecture. In discharging this duty, the Director of the AA School of Architecture accepts on behalf of the AA Council the responsibility for compliance with health and safety statutes and best practice according to its obligations under the 1974 and 1992 Health and Safety at Work Acts.

Overall managerial responsibility for health and safety arrangements has been delegated to the Facilities Manager, who acts as Health & Safety Liaison. Day-to-day responsibility for health and safety in the workplace is the responsibility of all academic, technical, and administrative staff, and all students.

Students at the Architectural Association have a responsibility to take reasonable care of their own health and safety and that of others who might be affected by their acts or omissions, and must co-operate, so far as is necessary, to enable the Architectural Association to fulfil and comply with health and safety obligations. The Architectural Association requires all students, as it expects of all staff, to show high personal standards with regard to health and safety matters, and to transmit these standards to their fellow students and visitors to the Architectural Association facilities.

All students should also be aware that failure to comply with health and safety requirements may lead to disciplinary action by the Architectural Association.

Health and Safety booklet is available online. For queries please contact Jillian Smith via email or phone 020 7887 4008.

Intellectual Property Rights and Copyright (Undergraduate / Graduate)

All students registered at the Architectural Association School of Architecture agree that Intellectual Property Rights (IPR)/Copyright for all work produced by them during their studies at the Architectural Association School of Architecture will be shared jointly by the student and the Architectural Association (Inc.). Prior permission to publish or take advantage of commercial opportunities must be obtained simultaneously from both the student and the Architectural Association (Inc.).

The Architectural Association (Inc.) claims the following rights in relation to students' work produced while they are registered at the Architectural Association School of Architecture: to reproduce artistic works acquired during their studies at the Architectural Association School of Architecture, all without fee, for educational and promotional use, including databases, web-sites, academic publications, exhibitions, exhibition catalogues, leaflets, posters and prospectuses; and to borrow, for a reasonable period of time, the material element of any works produced by students, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by Architectural Association (Inc.) and its staff, and/or for the purposes of showing these works to professional statutory bodies for the validation of appropriate degree programmes.

Fair Use of Original Copyright-protected Materials

Copyright is a legal protection given creators of original works such as books, periodical articles, artistic works, photographs, and computer programs. Copying or scanning from material that is copyrighted is expressly forbidden without permission, except for the “fair dealing” exception to the Copyright, Designs

Under the “fair dealing” exception, one copy (or scan) may be made for the purpose of non-commercial research or private study as follows:

- 5% of a work;
- One complete chapter of a book;
- One article from a single issue of a journal;
- One short story or poem from an anthology (maximum of 10 pages).

Diagrams, illustrations, drawings and other graphic works (excluding maps and charts) and photocopies may also be photocopied or scanned following the guidelines above. Digital copies created cannot be placed on a network.

All photocopying or scanning of copyrighted material carried out anywhere within the Architectural Association must conform to the Copyright, Designs and Patents Act 1988 or to any subsequent agreements. Any breach constitutes a criminal offence.

**Notification of Continuing Studies (Undergraduate)**

In May of each academic year all registered and year out undergraduate students are required to confirm their plans for the next academic year by written notification (completion of a form) given to the Registrar’s Office. Entry into the upcoming (next) year of study is subject to the successful conclusion of the student’s current year at the End of Year Reviews/External Examiners’ assessments.

Following notification by a student to the Registrar that he/she will be continuing their studies or taking a year out in the upcoming year, any subsequent change to that decision must be made by written notification no later than 1st August prior to the new academic year. Please note that unless the change in study plans is received by 1st August placement in the School for the forthcoming academic year is not guaranteed and also failure to provide notification of taking a year out by 1st August will result in the student being liable for the tuition fees of the Term 1 of that academic year.

**Plagiarism and Student Work Substitution (Undergraduate / Graduate)**

Plagiarism is defined as stealing another person’s work and ideas and using them as though they were your own. It is plagiarism if a student does not acknowledge the co-operation of another person who works with them, or who gives permission to use their work, or if students use research without crediting the source.

Student work substitution is the submission of another students work in entirety. Plagiarism and student work substitution are very serious offences at the AA School and these practices are considered unacceptable and can lead to failure and removal from the School.

Students who offend in this respect will be warned during individual tutorials/group tutorials following the preliminary consultations of the design work/coursework. In the case of suspicion of any such practice in relation to submitted design work/coursework, the student will be called to meet with Programme Directors/ Unit Masters/Course Programme Masters/Registrar.

If there is inconclusive evidence of dishonest intent the student will be given one opportunity of re-submission. In a case of clear evidence of improper practices the submission will be passed to either members of the Undergraduate Group or the Graduate Management Committee for review and discussion.

Extensive and systematic dishonesty will be penalised and the School may impose any or all of any of the following penalties on a student found guilty of plagiarism:

- Removal from the School, without right of resubmission;
- Suspension from registration at the School or from particular courses for such period as considered fit;
- Denial of credit, or partial credit, in any course, courses or design work (portfolio);
- An official letter of warning / conclusion to be issued within 2 working days of the decision taken.

**Plagiarism Prevention**

A “Turnitin” site is in operation at the AA School and is available to staff and students to review papers and identify unoriginal material. For access to this site contact students should contact their Programme Director, Unit Masters/Course Programme Masters in the first instance.
Pornography (Access, Display or Transmission Of) (Undergraduate / Graduate)

Pornography is any material, in whatever format, which is, or could be construed to be, sexually explicit. Accessing and transmitting sexual material may also be a criminal offence, for which both a student and the AA could be liable. Access or transmission of sexually explicit material is prohibited on AA property, including AA electronic networks. The display on screen or in print of sexually explicit materials, or the transmitting of such material to other people, may additionally constitute sexual harassment.

Teaching and Studio Spaces (Undergraduate / Graduate)

The AA School premises are open normal working hours during term time, and the week proceeding and following, the academic term.

Bedford Square

The main AA Bedford Square buildings are normally open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays. The majority of AA Bedford Square buildings are closed on Sundays.

4 Morwell Street (Undergraduate)

The Morwell Street premises (No. 4) are open normal working hours during term time. The building is open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays.

16 Morwell Street Studio and Teaching Spaces (Graduate)

The Morwell Street studios (No.16) are normally open 10.00am to 10.00pm every day of the week. The studios are open during term times and during the break between terms subject to agreement on dates, and closed at Christmas and Easter.

Rules

All Undergraduate/Graduate students making use of these studios agree to abide by a common set of rules, which are applicable to all studio spaces. These rules include:

1. Insurance: All students are advised to have personal insurance for their computers. Normally, insurance application forms can be obtained online from companies offering insurance coverage for personal computers and other effects, which can be easily and inexpensively obtained, and is strongly recommended for all students. Students must abide by the requirements of their insuring company regarding the securing of equipment in the studio space.

2. Smoking: The AA School is a smoke-free environment. Smoking is not allowed anywhere in the buildings, including the design studios, the hallways, or the front porch of AA premises. Please maintain a reasonable distance from AA premises while smoking; leaving the door open while doing this attracts attention and has led to computer thefts in the past.

3. Bicycles: Bicycles are not allowed anywhere within AA premises, and must not be chained to outside railings in a manner that can obstruct access through areaways leading into the building.

4. Opening Hours: AA studios are not 24-hour facilities. For the personal safety and benefit of AA students, studios are closed before the nightly closure of the London Underground.

5. Security: Given the cumulative value of studio equipment, personal safety is a paramount issue. Never leave the door to unoccupied studio spaces open for any reason. Never give anyone an entry card or security code for buildings/rooms.

Transfer Procedure (Undergraduate)

Students who have accepted a place and are registered on the ARB/RIBA recognised course in architecture (First to Fifth Years) must successfully complete the course and gain the relevant qualifications before being eligible to apply for entry to any of the programmes within the AA Graduate School.

Unit Tutorials (Undergraduate)

The primary means of communication between student and Unit Master/Tutor are mandatory tutorials, which are usually held twice every week. These one-to-one sessions enable the students to get intensive and individual assessment and feedback on their work from their tutors. It is here where the student probably receives the bulk of guidance in the development of their work in reference to the specific ambitions of the unit agenda.
Unit Juries (Undergraduate)

Juries provide an opportunity for students to summarise progress to members of AA Academic Staff as well as to outside visiting critics. These provide important and regular progress review advice. Progress is monitored at Juries, in addition to the regular tutorials, with immediate feedback and advice.

Juries also provide occasions to invite in external practicing architects and architectural teachers, writers and theorists as well as internal tutors from other units and parts of the School who may offer contrasting views and criticism. This mandatory process provides valuable feedback as well as influential and inspiring engagement with the profession and wider educational community. It should be noted that final juries are mostly concentrated within one week at the end of term called Jury Week.

In addition to Unit Juries there are two Open Jury events that are held during the Term 1 and Term 2 Open Weeks. These are School-wide events announced on the AA website as well as Events List. The aim is to encourage students to attend the juries of other Units to enrich their understanding of other ways of working and interests.

Withdrawal from Your Course (Undergraduate)

Students who are considering withdrawing from their year of study should immediately notify and consult with their Unit Masters/Tutors regarding their situation. Students and Unit staff must also immediately notify the Registrar, with whom they can further discuss the student's situation. The unit system at the AA School is organised around a complete year of study and does not accommodate completion of partial years of study.

Once students have been registered/undertake the unit selection process at the beginning of an academic year they are expected to complete the entire year and are liable for a full year's tuition fees. Students who make the decision to withdraw from a year of study for personal or other reasons at any time after the academic year has commenced are liable for the current term's fees as well as the upcoming term's fees, unless written notice has been provided to the Registrar before the end of Week 5 in the current registered academic term.

Students who have made the decision to withdraw from a year of study may be required to re-apply to the School to gain re-admission, based upon a review of the circumstances explaining the decision to withdraw. A future place in the School cannot be guaranteed to students who have chosen to withdraw from a year of study. Exceptional circumstances will be considered, if the request is made in writing to the Registrar at the time of a student's notification that he/she is withdrawing from a year of study.

Year Out, Maximum Allowable Time Away from Studies (Undergraduate)

Students are only permitted to take one Year Out between Third and Fourth Year and this is normally for mandatory professional experience in an ARB registered architectural practice. Students will not be permitted to take a year out between First and Second, Second and Third and Fourth and Fifth Year unless it is the School's recommendation.

With prior agreement with the Registrar's Office, no later than the end of May of the first year out, students can make a request for a further year due to extenuating circumstances* (i.e. ill health, bereavement). If the period which was agreed with the School is longer than two consecutive years since full time studies were undertaken, the student will be formally withdrawn from the School. If the student wishes to re-enter the School to complete their studies, he or she is required to re-apply through the admissions process for re-entry. *Please note a request of this nature will only be considered if it is due to extenuating circumstances.

Year Out External Students with an Incomplete Year of Studies (Undergraduate)

Year out decisions can also be made by the School as the result of progress reviews or end of year assessments. Year out conclusions are given to students following the assessment of the First, Second, Third or Fourth Years in order to complete the design portfolio and/or submissions for the year, and to gain additional experience to better prepare for further study in the undergraduate programme.

As part of the registration procedure as a year out external student, students must enter into a formal arrangement with the School through the Registrar's Office at the beginning of the Term 1 (Week 2/3). A signed letter of agreement must be completed between the student and the Unit Masters/Tutors.

The fee for external tuition £500 per term* (10 tutorials), is payable to the Unit Masters/Tutors through the School at the start of each term. Should use of the workshops and facilities for History and Theory Studies, Technical Studies and Media Studies be required an additional £100 per term* is payable*. Use
of the Computer Room will incur an extra fee of £300 per term* AA Membership must also be paid for the academic year. *Amounts subject to annual review.

**Year Out, Professional Studies & Professional Experience (Undergraduate)**

It is a mandatory requirement that all students who are preparing to undertake a ‘Year Out’ to pursue professional experience contact and register with the AA Professional Studies Adviser. ‘Year Out’ students have normally completed their third year of studies and passed the AA Intermediate Examination (ARB/RIBA Part 1). Information on ‘Year Out’ procedures is presented during the first seminar of the third year Professional Practice Course, and can also be obtained from the Professional Studies Coordinator. It is essential that all undergraduate students obtain a copy of *Working Out in Architecture* (see Appendix C), which provides the relevant information for students considering a ‘Year Out’ for professional experience as a mandatory part of the recognised architectural course.

Non-Home/EU students are permitted to undertake mandatory professional experience within the UK at an ARB registered architectural practice for a maximum of 12 months within the study period which is recognised as part of the architectural course, and will only require a valid student visa* (Tier 4 General Student Visa). *This is subject to current UK government legislation. Please note that a placement must be obtained before the commencement of the new academic year (normally third week of September).

In order for students to comply with undertaking professional experience in the UK, under the Tier 4 student visa system, mandatory registration with the Professional Studies Department is required. Students must produce a letter of placement for their professional experience in the UK and supply original copies of the letter to the Professional Studies Department and Registrar’s Office. Unless Official registration with the Professional Studies Department takes place, students will be in violation of the Tier 4 student visa status and could result in deportation. Please contact the Professional Studies Coordinator via email for full information.

Non-Home/EU students who have just completed their Fifth Year and wish to undertake professional experience in the UK must contact the Professional Studies Adviser, who will advise the student on what is required. Students are permitted to undertake mandatory professional experience after their final year of study (5th Year) and passing The AA Final Examination (ARB/RIBA Part 2). Please note that a placement must be obtained before the commencement of the new academic year (normally third week of September).

A Tier 4 General Student Visa* is required in order to undertake this professional experience in the UK in an ARB registered architectural practice. Appointments with the Professional Studies Adviser can be made with the Professional Studies Coordinator. Please note official registration is required at the beginning of each term with the Professional Studies Department along with an original letter of placement for the Professional Studies Department. Unless Official registration with the Professional Studies Department takes place students will be in violation of the Tier 4 student visa status and could result in deportation. *This is subject to current UK Border Agency legislation.
UNDERGRADUATE DESIGN PORTFOLIO ASSESSMENT PROCEDURES

A range of assessment methods is adopted to test the learning outcomes within each Unit. Formative and Summative assessment for design units are generally through presentation of a portfolio of design work. Formative assessments are to provide advice throughout the year; summative assessments are the final assessments at the end of the academic year.

The criteria for assessment are set out in the Unit Descriptors (found in the AA Undergraduate School Programme Handbook) and students are given written feedback following the final submission of work. Assessments for Complementary Studies courses are generally through specific design work, written assignments, seminar presentations, some of which may be individually or in groups.

Portfolio Assessments

In addition to weekly continual assessments of student progress throughout the year, students are assessed at the end of the Academic Year by a panel of Unit Masters/Tutors (known as a Review Panel). It is important to distinguish here the difference between a Jury, a collective assessment within the context of the unit and a Review, a School administered portfolio assessment, which determines a student’s further progress in the School. Important to these Panels is that all assessments are given by a group and not by individual Unit Masters/Tutors. This is to assure fairness and parity of assessment in relation to ARB/RIBA Criteria and the AA School. Of significant value to the School and tutors is the critical discussion that happens at these Reviews regarding the agenda and approach of each Unit, whereby tutors receive critical feedback from their colleagues.

While the focal point of this assessment is the Final Review held at the end of the academic year, there are a number of other panel reviews held during the year. These include the following:

- January Progress Review – Formative for all years/selected students
- Intermediate / Diploma Previews – Formative for Third, Fourth and Fifth Years
- Intermediate Final Check Review – Summative for Third Year
- End of Year Reviews – Summative for Foundation, First, Second and Fourth Years
- Diploma Committee – Summative for Fifth Year
- External Examiners – Summative for Third and Fifth Years
- First Year Final Check – Summative for First Year
- September Review – Summative for selected students

Further details of these and their roles are described below together with a description of the format, procedures and requirements of these Reviews.

Review Panel Procedures

Each student is asked to present their portfolio in approximately 10-15 minutes on a table and before a Panel comprising the student’s own tutors as well as a minimum of two Unit Masters/Tutors from other Units from the Intermediate School or from the Diploma School as appropriate. (Note: in the studio format of teaching, all tutors are present for each student).

After their Unit Master/Tutor’s brief introduction to the ambitions and objectives of the year’s work, the student is asked to present their work. The students are asked to present as thoroughly as possible, without describing each and every piece of work created. The student is ultimately responsible for the organisation of their portfolio presentation in a format that they find fit, which may include large drawings, books, models as well as video or sound pieces.

Following the student’s presentation, the Panel has a period of another 10 minutes to ask any questions of the student, raise concerns, and give advice on their work. The student has the opportunity to respond and verify as well as articulate the motivations for their decisions. Once this has been done, the student is asked to leave the room, during which the tutors speak among themselves and arrive at a conclusion and parity of feedback for the student.

It should be noted that these Reviews at times take more than the allotted 30 minutes. This is called for in more difficult cases that require further discussion to ensure that the correct assessment and advice has been achieved. It is important for the School that the collective assessment treats each student as a unique individual within the context of the Unit agendas and ARB/RIBA Criteria.

The assessment is monitored throughout the day by the Director of the School, with the assistance of the Registrar and Undergraduate Coordinator’s Office. Should there be any questions or concerns regarding the content of the work or concerns regarding the student history, administration of the assessment or School policy, the Registrar advises.
Following each student’s Review, an assessment is written by the student’s Unit Masters/Tutors. Verbal feedback is provided on the day and formal written assessment reports are emailed. A copy is kept in the student’s records held in the Registrar’s office. This assessment includes feedback on the work, as presented, in addition to advice on how to carry the work further, either for the next assessment stage or for the student’s future development. The critical comments are thorough, covering areas of the portfolio that include feedback on the student’s argument/thesis, research and design methods and means of representation. This work is often discussed in relation to the student’s Complementary Studies course submissions, which are also present at the assessment.

Composition of Review Panels
The composition of each Review Panel is determined by the Registrar in consultation with the Director of the School in the weeks leading up to the event. The composition of these panels is based on achieving a balance of Unit Masters/Tutors not necessarily representing the same views. Importantly, within the same academic year no student’s Review Panel will have the same panel of tutors. This is to assure an unbiased view of their work. The long and intensive process in devising these committees seeks to assure that all students are evaluated fairly; for this the School also finds it of critical value that each student has the opportunity to have alternative views on their work. All assessments are based on an understanding of the unit within the context of ARB/RIBA Criteria. Within any day of reviewing, there are approximately five Reviews running simultaneously. Each Panel has the academic record of each student, including assessed results and critical commentary of all other course submissions in addition to the record of assessments from previous years.

Briefing of Unit Masters/Tutors Prior to Review
Prior to every Review, particularly for the End of Year Reviews, the Director of the School and the Registrar meet with all tutors to discuss the objectives of the Review as relates to the format of presentation/discussion, student’s evaluation, procedures for assessment, written reports as well as confidentiality of the student’s academic record. It is important for the School to do this consistently to assure that all new Unit Masters/Tutors as well as long-standing ones are well aware of the process, procedures and parity of assessment.

SEQUENCE OF ASSESSMENTS THROUGHOUT THE YEAR
The following provides a brief definition of each Review assessment procedure over the course of the year. The list starts with the first potential Review a student may encounter during the course of their year. Each of these Review assessments have a specific role in the monitoring of the student’s progress as well as assurance of quality in reference to the ARB/RIBA Criteria.

If at any stage during the year a student’s progress is deemed unsatisfactory, he/she can be referred to a mandatory Progress Review Panel, which normally meets at the beginning of each term. A student may be asked to take time out of School with conditional re-entry, be given a further period of time in which to upgrade his/her work, or be asked to leave the School. The panel is made up of Unit Masters/Tutors, including the student’s Unit Masters/Tutors.

January Progress Review – Formative for all years/selected students (start of Term 2)
It is the School’s policy that all students repeating their year are required to present at the January Progress Reviews in order track their progress.

The January Progress Reviews are also for students that have exhibited difficulty during Term 1. For students who are falling behind, whether due to a lack of understanding of the ambitions of the Unit, work discipline or personal issues, this Review is an early and important opportunity for a group of Unit Masters/Tutors to collectively advise on improving the development of individual student work. The names of these students are put forward by the Unit Masters/Tutors.

Unit Masters/Tutors are required to make one of the following recommendations:

- Continue within Unit: undertaking the Panel’s advice, suggestions/comments
- Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel's advice, suggestions/comments
- Serious Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel’s advice, suggestions/comments
- For Repeat Students: Repeat studies in Term 1 have been deemed unsuccessful and therefore the student has been asked to leave the School (January progress reviews only)
Verbal feedback is provided on the day and formal written assessment reports are emailed.

**Intermediate / Diploma Previews – Formative for Third, Fourth and Fifth Years (end of Term 2)**

This assessment is for Third, Fourth and Fifth Year students only. This Review is a form of ‘progress check’ in preparation for students Final Review.

Previews are a simulation of the End of Year Panels and provide Third, Fourth and Fifth year students with valuable feedback and constructive advice prior to their End of Year Reviews. It is mandatory that all relevant students and all Unit Masters/Tutors are present.

Unit Masters/Tutors are required to make one of the following recommendations:

- Continue within Unit: undertaking the panel’s advice, suggestions/comments;
- Concerns: with regard to the work presented but advised to continue in the Unit undertaking the panel’s advice, suggestions/comments;
- Serious concerns: with regard to the work presented but advised to continue in the Unit undertaking the panel’s advice, suggestions/comments.
- Fail: studies in Terms 1 and 2 have been deemed unsuccessful and therefore the student has been asked to leave the School.

Verbal feedback is provided on the day and formal written assessment reports are emailed.

**Intermediate Final Check Review – Summative for Third Year (end of Term 3)**

**Leading to The AA Intermediate Examination (ARB/RIBA PART 1)**

The Final Check Reviews are the mandatory assessment of a students work to confirm if they will be eligible to submit to the External Examiners for The AA Intermediate Examination (ARB/RIBA Part 1).

Each student is asked to present their portfolio in approximately 10-15 minutes on a panel and before a Panel comprising the student’s own tutors as well as a minimum of two Unit Masters/Tutors from other Units from the Intermediate School.

All complementary studies submissions must be passed in order to pass into the next year of the course. Students cannot undertake any outstanding submissions in the next year of the course and would be required to take a year out in order to complete the outstanding submissions.

All outstanding fees must be paid before a student can attend the End of Year Reviews.

Unit Masters/Tutors are required to make one of the following recommendations:

- Pass: Forward to External Examiners for AA Intermediate Examination (ARB/RIBA Part 1)
- Pass: Forward to External Examiners for AA Intermediate Examination (ARB/RIBA Part 1) as a Borderline Pass
- Fail: No presentation to External Examiners

AND

- Pass: To the 4th Year
- Pass: Year Out strongly recommended
- Incomplete: September Review for 4th Year portfolio (Exceptional Circumstances Only) – Students may be asked to carry out additional work as a precondition for entry to the fourth year
- No Entry: Into 4th Year*
- Fail: Repeat 3rd Year – Repeat Year with a mandatory January Review to assess progress and future studies at the AA**
- Fail: Asked to leave the School – student cannot reapply to the Undergraduate School (1st to 5th Years).

* A place in the Diploma School (entry to Fourth Year) is not guaranteed.

**The Review Panel can make a decision in January that the student should leave the School due to insufficient progress/understanding/commitment. The option of repeating or recommencing the year is only offered to a student on one occasion and must be undertaken in the subsequent academic year.

Verbal feedback is provided on the day and written feedback will be emailed to students prior to the external examiners.
End of Year Reviews – Summative for Foundation, First, Second and Fourth Years (end of Term 3)

The formal Panels for Foundation, First Year, Second Year and Fourth Year End of Year Reviews make an assessment as to whether a student has reached sufficient level of achievement for a pass and entry to the next year at the AA.

Each student is asked to present their portfolio in approximately 10-15 minutes to a panel comprising the student’s own tutors as well as a minimum of two Unit Masters/Tutors from other Units from the relevant parts of the School.

All complementary studies submissions must be passed in order to pass into the next year of the course. Students cannot undertake any outstanding submissions in the next year of the course and would be required to take a year out in order to complete the outstanding submissions.

All outstanding fees must be paid before a student can attend the End of Year Reviews.

For Foundation students: the following are the recommendations made by the End of Year Review Panel:

- Pass: to First Year
- Pass: to First Year with Mandatory January Review
- Completed Foundation: no pass to First Year*
- Fail: Foundation Course

* A place in the First Year is not guaranteed.

For First Year students: the following are the recommendations made by the End of Year Review Panel:

- Pass: to Second Year
- Incomplete: First Year Final Review (Monday 24th June)
- Fail: Repeat First Year with a mandatory January Progress Review*
- Fail: Asked to leave the School

* To assess progress and future studies at the AA. The option of repeating or recommencing the year is only offered to a student on one occasion.

For Second and Fourth Year students: the following are the recommendations made by the End of Year Review Panel.

- Pass: To next year.
- Pass: Tutor Check – Pass to next year subject to satisfactory completion of work outstanding by the time specified by the Unit Master/Tutor.
- Incomplete: September Review for design portfolio – to reassess portfolio after additional work over the summer.
- Fail: Repeat Year with a mandatory January Progress Review*
- Fail: Asked to leave the School – student cannot reapply to the Undergraduate School (1st to 5th Years)**

* To assess progress and future studies at the AA. The option of repeating or recommencing the year is only offered to a student on one occasion.

** The Review Panel can make the decision that the student should leave the School due to insufficient progress/understanding/commitment.

Verbal feedback is provided on the day and the official End of Year Report is posted to both the students’ London and Residential Overseas Address.

Diploma Committee – Summative for Fifth Year (End of Term 3)

Leading to The AA Final Examination (ARB/RIBA PART 2)

For all Fifth Year students at the end of a minimum of two years in the Diploma School, the Diploma Committee considers portfolios for the award of the AA Diploma Hons/AA Diploma and records one of the following Final Assessment/Conclusions: Pass or Fail. The AA Diploma with Honours is awarded to approximately five per cent of graduates, as agreed by the Diploma Committee.

Each student is asked to present their portfolio in approximately 10-15 minutes to a Panel comprising of student’s own tutors as well as a minimum of two Unit Masters/Tutors from other Units from the Diploma School. All presentations must take place in the official designated room.

All complementary studies submissions must be passed in order to be eligible to submit to the Diploma Committee. All outstanding fees must be paid before a student can attend the Diploma Committee.
It is advisable that all students have available their Fourth Year portfolio for reference should this be requested by the Diploma Committee.

The Diploma Committee also recommends portfolios for presentation to the External Examiners for The AA Final Examination (ARB/RIBA Part 2). The following recommendations are made:

- **PASS**: award of AA Diploma and forward to External Examiners for The AA Final Examination (ARB/RIBA Part 2);
- **PASS**: award of AA Diploma and forward to External Examiners for The AA Final Examination (ARB/RIBA Part 2) as a Borderline Pass;
- **FAIL***: repeat 5th Year (or leave the School) and withdrawn from External Examiners for The AA Final Examination (ARB/RIBA Part 2).

* Any student who fails the AA Diploma has only one more opportunity to present a portfolio as a repeat Fifth Year full-time student in the subsequent academic year, undertaking a new Unit, new project and new TS thesis. This is the last opportunity to present the portfolio through the School for qualifications. Failure on the second attempt will lead to the student being asked to leave the School with no opportunity to receive the AA Diploma or The AA Final Examination (ARB/RIBA Part 2) through the AA School.

Verbal feedback is provided on the day and an official End of Year Report is posted to both the students London and Residential Overseas Address.

**External Examiners – Summative for Third and Fifth Years (End of Term 3)**

**Leading to The AA Intermediate Examination (ARB/RIBA Part 1) and The AA Final Examination (ARB/RIBA Part 2)**

Only students who have successfully passed the Intermediate Final Check Review and Diploma Committee will be permitted to present to the External Examiners.

External Examiners are appointed annually by the School based upon the Director of the School’s recommendations, to assess AA students who are presenting for The AA Intermediate Examination (ARB/RIBA Part 1) and The AA Final Examination (ARB/RIBA Part 2), and to assess that students meet the minimum standard and criteria as described by the Architects Registration Board and Royal Institute of British Architects.

The External Examiners assess students’ work independently, and their assessment is based on the student design portfolio and completion of all relevant complementary studies submission. **All decisions made by the External Examiners are final.**

All students are expected to present their own portfolios to the panel of External Examiners for approximately 10-15 minutes. The order of students presenting their work to the External Examiners is entirely the Unit Masters’ decision. The Unit Masters/Tutors are present whilst presentations are taking place.

It is advisable that all students have available their Fourth Year portfolio for reference should this be requested by the External Examiners.

An example of the examination process is as follows:

- **9:00**: External Examiners Breakfast Meeting
- **9:45**: Unit Introductions by Unit Master/Tutors (All portfolios, Unit Staff and Examiners assemble in the assigned rooms)
- **10:15**: 10/15 minute individual student summary/overview of their portfolio/s
- **11:30**: Student presentations finish: Coffee/Tea break
- **11:45**: Unit Master/Tutors summation/overview of the individual portfolios and assessments to External Examiners
- **12:00**: External Examiners discussion with Unit Master/Tutors: feedback on portfolio presentations
- **12:45**: Examination process complete – all portfolios to be removed from the assigned rooms

The results of this Examination, in the form of an official Pass List signed by the Chairman of the External Examiners, is officially displayed in the School on the last day of the academic year to coincide with the End of Year Exhibition and Projects Review publication. Official Pass Lists are sent to the ARB/RIBA for their records.
First Year Final Check – Summative for selected First Year students (first week of student summer vacation)

Following the End of Year Reviews students who have been referred to the First Year Final Check are required to present their portfolio for a maximum of 10 minutes. The focus of the presentation is to show the new work produced in the two weeks following the End of Year review. The work produced must clearly show that the student has taken into consideration the feedback and recommendations provided at the End of Year Review.

The following are the recommendations made by the Final Check Review Panel:

- **Pass:** to 2nd Year
- **Fail:** Repeat the First Year with a mandatory January Progress Review

Verbal feedback is provided on the day and the official End of Year Report is posted to both the students’ London and Residential Overseas Address.

September Review – Summative for selected students in Second, Third and Fourth Year (pre-start of academic year)

This progress assessment is for selected students only. Fifth Year students do not have the opportunity to do additional work, having been unsuccessful at Diploma Committee and are required to repeat Fifth Year.

This Review is for students requiring additional work in order to meet AA standards of their next year of entry. The names of these students are put forward by the Unit Masters/Tutors.

Each student is asked to present their portfolio in approximately 10-15 minutes on a panel and before a Panel comprising the student’s own tutors as well as a minimum of two Unit Masters/Tutors from other Units from the relevant parts of the School.

Following are the recommendations made by the Review Panel.

- **Pass to (…) Year;**
- **Incomplete:** Take a Year Out;
- **Fail:** Repeat (…) Year;
- **Fail:** Asked to Leave School*

* The option of repeating or recommencing the year is only offered to a student on one occasion.

Verbal feedback is provided on the day and formal written assessment reports are emailed.

**APPEALS PROCEDURES**

The Diploma Committee and the AA External Examiners meet once a year, normally in late June. Diploma Committee decisions can only be appealed by students in exceptional circumstances (see below) through the Diploma Committee Appeals procedure.

**Diploma Committee Appeals**

A written appeal to the School must be made in writing to the AA Registrar within 48 hours of the Diploma Committee’s decision. An appeal will only be considered on the basis of a student’s portfolio having not been seen due to exceptional circumstances, or based upon irregularities having taken place during the student’s presentation at the Diploma Committee, or extreme student illness that may have affected his/her presentation to the Diploma Committee. Appeals due to health-related circumstances will only be considered if a student has already provided documented medical reports to the AA Registrar for a substantial period of time during the academic year, from a UK-based registered doctor, indicating that major health problems would not allow participation/or would affect presentation at the Diploma Committee.

Appeals made within 48 hours of the Diploma Committee decision will then be considered by a Diploma Appeals Panel consisting of the Director of the School, the Registrar and three members of the Diploma Academic Staff. This Appeals Panel cannot overturn the Diploma Committee decision, but can decide whether to dismiss the appeal, or recommend the original Diploma Committee Panel re-consider their original assessment.

The conclusion of a re-assessment of an original Diploma Committee decision, made through the Diploma Committee Appeals procedure, is final and will be communicated verbally within 24 hours and written confirmation to follow as soon as reasonably practicable.
External Examination Appeals

The AA External Examiners' decision is final and there is no appeals procedure. Students who have passed the AA Diploma but failed the AA Final Examination (ARB/RIBA Part 2) by the External Examiners can make a request to undertake completion of the same project within the same unit for one term during the following academic year (Term 1 only) as a full-time student.

The student would then be expected to present his/her portfolio for an internal review in December and the external examination (External Examiners) would take place in January. This process can only be undertaken if the School (Director of the School and the student’s Unit Masters) are in complete agreement that this is the process that should be followed. This would be the student’s last opportunity to of presenting his/her portfolio to the School for successful completion and the award of the AA Final Examination (ARB/RIBA Part 2). The alternative option would be to undertake a repeat 5th year as a full time student, as per previous page “failure on the first occasion.”

End of Year Review Panel Appeals

An appeal will only be considered on the basis of a student’s portfolio having not been seen due to exceptional circumstances, or based upon irregularities having taken place during the student’s presentation at the End of Year Reviews or extreme student illness that may have affected his/her presentation to the End of Year Review.

Appeals due to health-related circumstances will only be considered if a student has already provided documented medical reports to the Registrar for a substantial period of time during the academic year, from a UK-based registered doctor indicating that major health problems would not allow participation/or would affect presentation at the End of Year Review.

Appeals made within 48 hours of the End of Year Review Panel’s decision will then be considered by the Director of the School, the Registrar and three members of the Academic Staff. This Appeals Panel cannot overturn the decision, but can decide whether to dismiss the appeal, or recommend the original Panel re-consider their original assessment.

The conclusion of a re-assessment of an original End of Year Review decision, made through the appeals procedure, is final and will be communicated verbally within 24 hours and written confirmation to follow as soon as reasonably practicable.
COMPLEMENTARY STUDIES
Integral to the design work in the First Year, Intermediate and Diploma School is the Complementary Studies Programme, which includes taught courses in Terms 1 and 2 in History and Theory Studies (HTS), Technical Studies (TS), and Media Studies (MS); and in Term 1 the Professional Studies Programme (for Year 3 (PP) and Year 5 (FP) students).

These courses each provide a valuable background to the theoretical, technical and professional aspects relating to students’ work. Full course outlines and mandatory independent submission requirements are outlined in the Complementary Studies Course Booklet and the AA Undergraduate School Programme Handbook.

Course Assessments and Outcomes
Students are assessed during the year on submitted essays, design projects, participation in workshops, group projects and presentations. For details please refer to the AA Undergraduate School Programme Handbook.

The Process of Submission
Submissions are handed into the Assistant Registrar/Complementary Studies Coordinator within the Undergraduate School Coordinator’s Office on the advised date and all are recorded on the central database (date of submission, title of submission, assessing tutor) and then forwarded to the relevant tutor for assessment.

Assessments/feedback and results are returned to the Assistant Registrar/Complementary Studies Coordinator and then recorded on the central database. Original submissions, assessments/feedback and results are then returned to the student. A hard copy of all documentation is kept both in the Undergraduate School Coordinator’s office and in the student file in the Registrar’s Office, serving as permanent back-up and reference to the central database.

The Complementary Studies Course Booklet informs of the relevant Submission Hand-In Dates and these are also listed in the Academic Important Dates, the website and the weekly Events List.

All required Complementary Studies courses attended during the Term 1 and Term 2 must be successfully completed and passed within the relevant term of study as stated in the Complementary Studies handbook. Students who fail to submit by the required date are contacted by the Assistant Registrar/ Complementary Studies Coordinator to establish the reasons for the late submission and to establish if additional tutorial support is required to complete the outstanding work.

All submissions must be completed and passed in order to pass into the next year of the course. Students cannot undertake any incomplete or outstanding submissions in the next year of the course and would be required to take a year out in order to complete the outstanding submissions.

Re-assessment
Should any student not obtain a pass standard, they will be informed in both written feedback and one-to-one tutorial what further tasks and project development need to be undertaken for the successful completion of the work by an agreed re-submission date.

Assessment Grades
Written feedback is provided. Assessment is graded as follows:

- **High Pass with Distinction A**: Exceptional overall - demonstrates clarity and forceful breadth of reference to the subject plus clear evidence of original or critical insight, particularly in evaluating and contextualising opposing or contrary intellectual approaches, constructs, debates. The argument is presented clearly and concisely both in written material and the use of visual material.

- **High Pass B+**: High level of achievement overall. Effective use of references in a thorough, clear presentation of the material used. Broad understanding of relevant arguments, presented clearly in written material, is balanced in terms of its use of images and texts, is critical.

- **Pass B**: Basic approach but largely descriptive or nominal treatment of the subject, a demonstrated understanding of material but without original insight. May be critical, but it is underdeveloped or narrow in breadth of topic.
• **Low Pass B-**: Flawed arguments with fragmentary or inconsistent use of material, lacking in conclusions, critical insight or general coherence overall. Does not fully evolve into a comparative essay, remains heavily descriptive, but to an extent that is redeemable.

• **Complete-to-Pass C**: Little development and effort of the essay topic. No understanding as to what was required by the course submission.

• **Fail D**

For Complete-to-Pass and Fail assessments, the written feedback sets out the reasons why the submission did not achieve the passing standard, the additional work that is required for the student to demonstrate that the passing standard has been achieved, and the date by which the additional work is to be submitted. Additional tutorials and support are provided.

A Fail assessment in TS3 Third Year Technical Studies Design Project and TS5 Fifth Year Technical Studies Design Thesis results in the withdrawal of the student from the AA Intermediate Examination ARB/RIBA Part 1 or the AA Final Examination ARB/RIBA Part 2/AA Diploma respectively.
AA GRADUATE SCHOOL ACADEMIC ORGANISATION AND REGULATIONS

Graduate School Introduction
The AA Graduate School includes eleven postgraduate programmes. The majority of students join the School in September/October at the outset of an academic year, and attend their studies according to the length of the course selected. There are eight full-time Master programmes offering eleven degrees, (including 12-month MA and MSc, 16-month MArch and a 20-month taught MPhil); one Postgraduate Diploma programme (full-time 12-months or part-time 24-months); the PhD programme and a two-year (1 day per week) programme leading to an AA Graduate Diploma.

The AA is an Approved Institution and Affiliated Research Centre of The Open University (OU), UK. All taught graduate degrees at the AA are validated by the OU. The OU is the awarding body for research degrees at the AA.

The eleven programmes are:

- Design Research Lab (DRL) - Architecture & Urbanism (MArch)
- Design & Make (MArch)
- Emergent Technologies & Design (MArch/MSc)
- History & Critical Thinking (MA)
- Housing & Urbanism (MArch/MA)
- Landscape Urbanism (MA)
- Projective Cities – Architecture (MPhil)
- Sustainable Environmental Design (MArch/MSc)
- Spatial Performance & Design (AAIS) (Postgraduate Diploma)
- PhD Programme
- Conservation of Historic Buildings (AA Graduate Diploma)

Graduate School Staff Responsibilities

a) Responsibility for running the taught and research degree Programmes is shared between the Programme Directors, Programme Staff and the Registrar’s Office.

b) Responsibilities of the Programme Directors include:
   i) to collaborate with the Registrar’s Office on applications and admissions;
   ii) to plan, organise and publish the annual programme of courses and activities in consultation with other members of the Programme Team and the School Director;
   iii) to co-ordinate the supervision of students;
   iv) to organise the assessment of students’ work in accordance with the assessment procedures laid down by the Graduate Management Committee (GMC) and the validating institutions;
   v) to organise all the examination procedures in co-ordination with the Programme Team and the Registrar’s Office;
   vi) to propose the External Examiner(s) in the case of the taught Courses and the Examiners in the case of research students in coordination with the Programme Team and the supervisors;
   vii) to organise regular staff meetings for the assessment and monitoring of the Programme’s evolution and of students performance;
   viii) to organise student/staff meetings twice a year for assessment of the Programme’s work;
   ix) to submit, in conjunction with the Programme Team, an annual review of its work for the consideration of the GMC and the accreditation institution.

c) Responsibilities of Programme Staff include:
   i) to participate in the definition, planning and delivery of the taught Courses;
   ii) to provide supervision of research and taught Course students;
   iii) to participate in the selection of examiner(s), in conjunction with the Programme Director, for both taught Course and research students;
   iv) to participate in the regular staff meetings for the assessment and monitoring of the Programme’s evolution and of student performance;
   v) to participate in the student/staff meetings for the assessment of the Programme’s work;
   vi) to contribute to the preparation of the annual review of the Programme’s work for the consideration of the GMC and the validating institutions.

d) Responsibilities of the Registrar’s Office includes:
   i. to administer applications and admissions;
ii. to collect, register and maintain all records of students, including assessment data;
iii. to present records of taught Course students for final examination boards.

Graduate School Graduate Management Committee (GMC)
a) The GMC was created in October 1993 to deal with matters which affect the Graduate School as a whole and which cannot be resolved at the level of the individual Programmes. Its responsibility is to ensure clear and compatible criteria regarding Course quality, admissions, Course requirements, supervision arrangements, assessments and examination procedures; to process students’ appeals and complaints as well as to make provision for regular evaluation and monitoring of the Programmes’ and Courses’ performance.

b) The GMC comprises: the School Director, the Registrar, Programme Directors, a student representative and the Graduate School Administration Coordinator. When needed it may co-opt other members of staff, students or external advisors to assist in the process of Programme monitoring and planning.

c) The GMC meets at least once a term and the minutes of the meetings are accessible to all members of the School Community.

d) The Head of the GMC is nominated by the School Director from among the Programme Directors.

e) The GMC has the overall academic responsibility for the approval, development, monitoring and quality control of the Programmes and taught Courses.

Masters Degree Courses and Postgraduate Diploma

Academic Award
The MA and the MSc degrees are awarded upon the satisfactory completion of a prescribed Course lasting 12 months. The MArch degree is awarded upon satisfactory completion of a 16-months Course. The MPhil degree is awarded upon satisfactory completion of a 20-months Course. The Postgraduate Diploma is awarded upon satisfactory completion of a full-time 12-months or part-time 24-months Course. All these degrees are validated by the Open University.

Entry Requirements
Entry Requirements are summarised in the AA School Prospectus, Application Form and AA website.

Course Requirements
a) All Masters Courses involve a notional total of 1800 student learning hours distributed over 45 weeks (MA and MSc) or 60 weeks (MArch). The taught MPhil degree involves a notional total of 3600 student learning hours distributed over 90 weeks. The Postgraduate Diploma involves a notional total of 1200 student learning hours distributed either over 45 weeks or 90 weeks.

b) Graduate students are given credits for each 10 hours of learning time, which includes lectures, seminars, course reading, workshops and tutorials, as well as time spent on projects, essays and other assigned tasks. A total of 180 credits are required for the MA, MSc and MArch Courses, 360 credits for the MPhil Course and 120 credits for the Postgraduate Diploma.

c) Each Programme publishes annually a full statement of the work required for its taught Course. This is monitored by the GMC to ensure equivalence in terms of workload.

d) Course requirements include essays, design exercises, project work and a final dissertation/project.

e) Course work and the dissertation must be submitted by the dates specified.

f) Both course work and the dissertation must be completed satisfactorily to qualify for the final award.

g) In exceptional circumstances students can apply to the Programme Directors for postponement of the submission of the final dissertation/project to the following academic year. This can only be done once.

h) The final dissertation/project is not assessed in the case of students who fail to pay the fees without acceptable reason.

i) Students who require nominal supervision for re-submitting or for late submission of their final dissertation/project must register in the School for at least one extra term at the nominal rate.

Course Monitoring

a) Programme teams meet at least once a term to evaluate their student’s course performance and discuss the course evolution, both in terms of organisation and content.
b) Programme Directors are required to report to the GMC on any issue or problem that may affect the planned direction and objectives of the course.

c) At the end of the first and third terms the Programme Teams meet with students to evaluate the course’s academic content and organisation and to discuss possible adjustments. Criticisms and suggestions made by students are taken into consideration in the planning of the next session.

d) At the end of the academic year students are also requested to fill an evaluation form addressing all aspects of the courses.

e) Each Programme submits to the GMC and The Open University an annual course review based on the regular staff meetings’ evaluations, the students’ verbal and written assessment of the course and the review by the Examining Board.

f) Annual course reviews and external examiners’ reports allow the GMC to recommend changes and to identify the necessary steps to monitor those changes.

Assessment Procedures

a) The Course document for each Programme sets out the specific assessment procedures and criteria, which are monitored by the GMC.

b) Two members of staff assess all course work and final dissertations/projects and their marks are averaged to give the overall mark for each item. A course work average mark is calculated based on the credit rating of each submitted item. The dissertation is marked separately, also by two internal assessors.

c) The marking of all course work is on a scale of 0 - 100% with a pass mark of 50% and grading as shown below:

Assessment Grade:
- 80% and above A+ distinction
- 75 - 79% A very good
- 65 - 74% B good
- 55 - 64% C adequate
- 50 - 54% D low pass
- 49 and below F fail

d) To qualify for their degree the students must attain the 50% threshold mark on both the course work average, and on the dissertation mark. The overall final mark is calculated as the weighted average of course work and the dissertation/final project.

e) The Masters or Postgraduate Diploma certificates are awarded “with Distinction” when the overall final mark (i.e. the combined weighted average of course work and dissertation) is 80% or higher. Exceptionally, an Examination Board can award distinction to a student with an average below 80% to a maximum of 2%, as long as the dissertation/final project is 80% or above.

f) All grades attained by students are kept on record in the AA Graduate School’s database, and are available for transcripts, but do not appear on the certificates.

g) Students who fail to attain a pass mark on one item of course work (project or essay) may still satisfy the Programme requirements if they can attain an overall mark of 50% for the particular course. If they fail more than one item or fail to attain an overall mark of 50% for any given course, they will be required to resubmit (only once) and pass before being allowed to proceed with their dissertation/final project.

h) Students who fail to attain an average of 50% for their dissertation/final project will be allowed to resubmit once for the Examination Board of the following academic year.

i) Failure from any resubmission will lead to disqualification from the degree.

j) Non-submission or late submission of coursework or the dissertation/final project without mitigating circumstances is marked as fail. In those cases, resubmission will be subjected to grade capping at 74%.

k) The Graduate School Administrative Coordinator (acting for the Registrar) is responsible for filing the assessments, which are copied for the students.

l) Each Course has an Examination Board which makes the final assessment of students’ work. They include the Course’s staff and the appointed External Examiner(s). The Examination Boards are accountable to the Joint Assessment Board (see item “o” below).

m) The Examination Boards’ decisions concerning the award of degrees are final.

n) The School’s Director cannot be part of any Examination Board.

o) In addition to the individual Examination Boards the AA Graduate School organizes two Boards of Examiners, known as Joint Assessment Boards, who: one of which brings together
all the Courses leading to MA, MSc, MPhil and Postgraduate Diploma awards in November of each year and one for the Courses leading to an MArch award in March of each year. These Boards are responsible for the implementation of the examination and assessment regulations within the AAGS structure, and will be responsible for all assessments that contribute to the giving of an academic award. They are accountable to the GMC, to whom they report.

p) It is the responsibility of the Graduate School Administrative Coordinator to circulate in advance the agenda for the Joint Assessment Boards and to produce the minutes of the Boards’ meetings.

**External Examiners**

a) External Examiners are proposed by each of the individual Programmes for confirmation by the GMC. In the case of all the validated Courses final approval is sought from The Open University, in accordance with its procedures and criteria for External Examiner appointments.

b) External Examiners are nominated for four years, extendable to a maximum of five in exceptional circumstances. Their role is to ensure fair and objective marking and the maintenance of high academic standards. They are required to review a sample of students’ final dissertations or final projects and samples of course work submitted to them one month in advance of the Examination Board’s meeting.

c) Following Examination Board meetings the External Examiners submit to The Open University and the GMC a report on the quality of student work as well as on pertinent questions regarding the organisation and content of the Course considered.

**Notification of Results**

a) The Examination Boards’ decisions are reported and confirmed by the Joint Assessment Boards who pass them to the GMC.

b) The GMC shall then report the results to The Open University and request The Open University to award the corresponding degree.

c) Students are notified of the result by the Registrar’s Office (Graduate School Coordinator)

**AA Procedures for Graduate School Examination Boards**

These AA School guidelines are intended to help Course Directors, the Graduate Office and External Examiners with the preparation of each Course’s annual examination boards. These guidelines conform to The Open University requirements and were reviewed and approved by the GMC.

The Courses leading to MA, MSc, MPhil and Postgraduate Diploma awards have their Examination Boards in October and the MArch Courses in March every year.

Course Directors should provide a sample of students work for the AA Graduate Office to send to the External Examiners one month in advance of the examination date.

**Course Directors Checklist:**

- All coursework and final dissertations, by all students in all graduate programmes, must be double-marked prior to the submission of sample materials to the External Examiners. Marks must be recorded in writing on a copy of the A4 Course Assessment forms. Both assessments can be recorded on the same copy of the form, or (if preferred) each assessment can be on a separate copy of the form. Course Directors must leave a copy of all assessments in the AA Graduate School office for AA recordkeeping and these copies should be available to the Examination Board, as the basis for possible discussion and review.

- Course Directors must select a sample of two (or for the larger programmes, three) examples of a high (75% and above), middle (60% to 74%) and low (50% to 59%) range of course final submissions/dissertations, along with the two written assessments of each, which must be passed to the AA Graduate Office to send to the External Examiners prior to the examination date. The AA's failure to submit required materials by the required date prior to the examination will mean that the examination will be immediately postponed and rescheduled. Given the deadline for all examinations no later than November or March, depending on the Course, there is only a small allowance for failing to meet the deadline of required materials.

- Course Directors should collect all final projects/submissions/dissertations and made them available for review and discussion during the examination.

- Course Directors must prepare a one page spreadsheet summarizing all course marks for all students, showing the distribution of results and the basis for having selected the sample high,
middle and low examples.

- All Course staff should be present for the Examination Board and available for review and discussion with the External Examiners. Course Directors should confirm the details of the Examination Board with all members of staff.
- Whenever possible, Examiners could meet with a sample of students at some time during the examination. There is no strict requirement regarding this, and can be arranged at the discretion of Course Directors and External Examiners.

**AA Graduate Office Checklist**

- The Graduate Office will forward all required sample course materials and assessments to the External Examiners, along with a copy of The Open University Guidelines, AA Graduate School Academic Regulations and the corresponding Course Handbook.
- The AA Graduate School Office will confirm all details of each Examination Board to all the people concerned one week before the exam.
- The Graduate School office will coordinate all Examination Board details with Course Directors and External Examiners.

**External Examiner Checklist**

- External Examiners are required to review and discuss all course work as presented during the Examining Board. As a part of that meeting, examiners are required to complete required Open University forms, and to take notes that then become the basis for their final reports. Examiners are asked to submit their reports to The Open University and the GMC no later than two weeks following the examination.
- External Examiner reports must use The Open University pro-forma as the basis for their reports.
- The examination is intended as an overview of the entire programme of work, results and assessment procedures, not individual course submission or student assessments.

**AA Guidelines for Graduate School Joint Assessment Boards**

For every Course leading to an Open University validated award the AA Graduate School holds an Examination Board, whose constitution and terms of reference are in accordance with The Open University requirements and the AAGS Academic Regulations. They include the Course’s staff and the appointed External Examiner(s). The Examination Boards are accountable to the Graduate Management Committee (GMC).

In addition to the individual Examination Boards the AA Graduate School organizes two Board of Examiners, known as Joint Assessment Boards: one which brings together the Courses leading to MA, MSc, MPhil and Postgraduate Diploma awards in October of each year and one for the Courses leading to an MArch award in March of each year. These Boards are responsible for the implementation of the examination and assessment regulations within the AAGS structure, and will be responsible for all assessments that contribute to the giving of an academic award. The boards are accountable to the GMC.

It is the responsibility of the GMC to approve the appointment of a person to chair each Joint Assessment Board - the Chair will normally be the Chair of the GMC or Academic Registrar. The Chair of the Joint Assessment Board shall be responsible for ensuring that the Board carries out the responsibilities referred to below.

**Membership of the Board will include**

- Chair of GMC
- Graduate School Coordinator as Secretary
- AA Registrar
- Director of Studies of corresponding Courses
- External Examiner(s)

A representative of The Open University is welcomed to attend the Joint Assessment Boards as an observer, on request.

The Graduate School Coordinator is responsible for written records (i.e. minutes) which will be passed to the GMC for approval and circulated to all members of the Joint Assessment Boards. Any specific or general academic issue which arises from the minutes must be discussed in the GMC meeting following the Joint Assessment Boards.
The Joint Assessment Boards are responsible on behalf of Graduate Management Committee for:

- Student progression within and across levels
- Approving student pass lists for all modules, and
- Approving final pass lists for awards
- Recommending conferment of the appropriate awards and their classifications to validating institutions
- Consideration of all candidates who fail a module or stage assessment and determining the terms for the retrieval of failure
- Considering recommendations on mitigating circumstances
- Formal notification of failure to any candidates who fail a module
- Termination of studies
- Considering rulings on suspected cases of plagiarism or cheating (following the investigatory stages through a separate system, as laid down in the AAGS policy on plagiarism)
- Making recommendations to GMC on amendments to individual Courses

The standard Agenda for the Joint Assessment Boards include the topics below:

- Welcome and apologies
- Feedback from previous meeting
- Matters arising from Course Directors’ written response to the External Examiners’ previous reports
- Requests for mitigation
- Issues of cheating and plagiarism
- Pass lists
- Report on Courses’ statistics (i.e. student numbers, retention rates, grade distribution and averages across modules, etc)
- External Examiners’ oral reports
- Proposed minor amendments to Courses for External Examiners’ consideration and comment
- Items for GMC consideration
- Date of next meeting

The Chair of GMC and the Graduate School Coordinator are the Institutional contacts responsible for: (a) briefing External Examiners on terms of employment, arrangements for hospitality, fees and expenses which will be done by both letter and email; (b) providing the External Examiners with the terms of reference for their role in accordance with the Guide for External Examiners of The Open University; (c) arranging for sampling of assessments in accordance with The Open University rules and the AA Procedures for Graduate School Examination Boards - copies of which are supplied to all External Examiners; (d) arranging the External Examiners’ scrutiny of assessments in the day of the examination – timing and detail; (d) ensuring the submission of the External Examiner Reports using The Open University pro-forma, supplied in hard copy and electronically.

Graduate School - Research Students

a) In view of the independent nature of the AA, the administration and award of research degrees at the Graduate School is undertaken in collaboration with the Open University Research School.

b) Students wishing to enroll for an MPhil or PhD research degree are expected to have reached an equivalent level to that of a Master Course at the AA Graduate School and must show evidence of previous experience in their proposed areas of research.

c) The minimum duration of full-time study is two years for an MPhil and three for a PhD. After completion of the minimum time students can continue either as registered full-time supervised students or as unsupervised students for a specified period. The examination must take place within the maximum time.

d) All students are assigned two supervisors, one of whom has the role of Director of Studies.

e) During the first year of enrolment in the AA PhD Programme research students have to complete their research proposal which, after approval by the supervisors, is submitted for registration.

f) During their first two terms at the School all research students are required to attend a selection of lecture series and seminars from the PhD Programme or relevant Master Courses.

g) The examination for a research degree involves the approval and submission of a dissertation and an oral examination (viva) by an Examination Board comprising external and internal examiners.
h) Successful candidates receive the award from The Open University certifying the AA as the centre of study.

Graduate School - Appeals/Complaints

Grounds for appeal and complaint

a) Students may appeal against the result of an assessment or submission on one of the following grounds: that there were special circumstances affecting the student’s performance such as illness or close family bereavement; that there is evidence of procedural irregularity in the conduct of the examination; or that there is evidence of unfair or improper assessment on the part of one or more of the examiners.

b) A complaint is an expression of dissatisfaction with a service provided or the lack of a service for which the AA School is responsible and which impacts directly and substantively on the student’s programme of study. It must relate to services that students were led to believe would be provided.

PROCEDURE

Informal procedure

a) A student who believes that there are grounds for an appeal or complaint is encouraged, in the first instance, to discuss the matter with their Course Director to see whether the matter can be resolved informally. If a resolution of the matter cannot be reached at this level, the student may submit a formal appeal or complaint. In the case of Research Students any appeal should be made directly to The Open University.

Formal Procedure

Stage 1 - Submission of appeal or complaint

a. Students must submit a written appeal or complaint, attaching all relevant documentary evidence, to the Registrar within one week of exhausting the informal procedure.

b. Documentary evidence of the relevant extenuating circumstances listed above will usually be required to proceed further. In the case of illness the student must provide medical evidence that the illness severely affected his/her ability to prepare for or perform during the assessment or submission and but for the illness the student would probably have passed or achieved a significantly higher mark.

c. It is the student’s responsibility to ensure that all relevant documentary evidence is presented to the Registrar at this stage.

Stage 2 - Initial review

a. An initial review will be carried out by the Chair of the Graduate Management Committee (GMC) and the Registrar of the circumstances of the appeal or complaint and of any relevant evidence. They shall consider whether there are grounds for the appeal or complaint within two weeks of the formal submission.

b. If it is considered that there are justifiable grounds for an appeal or complaint, the case will be referred to the Graduate School Appeals and Complaints Panel.

Stage 3 - GS Appeals and Complaints Panel

a. The GS Appeals and Complaints Panel shall be made up of the following: the Chair of the GMC; the Academic Head; the Registrar; two members of the Graduate School academic staff to be nominated by the School Director; and one member external to the School.

b. The members of the GS Appeals and Complaints Panel should, wherever practicable, be independent of the circumstances which gave cause to the appeal or complaint.

c. The GS Appeals and Complaints Panel shall meet within two weeks of the case been forwarded to them by the Chair of the GMC and the Registrar. The procedure adopted by the GS Appeals and Complaints Panel to deal with any particular submission shall be at the discretion of the Panel but may include inviting the student to present his/her case verbally to the Panel with any relevant witnesses.

Stage 4 - Decision

a. Once the Panel has reached a decision it will usually be communicated verbally to the student within 24 hours with written confirmation to follow as soon as reasonably practicable. A record of the decision will be kept in the student’s file.
b. If the student has exhausted all appropriate AA procedures and is dissatisfied with a decision by the GS Appeals and Complaints Panel or by the case being dismissed by the Chair of the GMC and the Registrar, he/she has the right to submit an appeal or complaint directly to The Open University (as per information on page 7 of OU booklet “Students’ guide to studying on a programme validated by The Open University”)

Plagiarism and Student Work Substitution
The AA School policy on plagiarism and student substitution applies to the School as a whole, graduate and undergraduate. For information consult the corresponding section within this document.

Notification of Continuing Studies
Graduate School Phase 2 MArch students should confirm with the Graduate School Coordinator’s Office their continuation of studies no later than 1st September prior to the new academic year.
PhD/M.Phil students should confirm with the Graduate School Coordinator’s Office their continuation of studies no later than 1st September prior to the new academic year.

Transfer Policy
Students entering the Graduate School at the beginning of an academic year have been offered a place in that programme only, and cannot switch between programmes. Students who wish to consider switching from one graduate programme to another must first formally withdraw from the programme into which they have entered, and then re-apply at the relevant time for any other programme in the School they are interested in joining; places in that programme cannot be guaranteed.
A request to transfer within a programme i.e. MA/MSc to MArch, must be discussed and approved by the Programme Director and Registrar. The School reserves the right to deny transfer requests.

Withdrawal from Studies
Students who are considering withdrawing from their programme should immediately notify and consult with their Programme Directors regarding their situation. Students and staff must also immediately notify the Registrar and the Chairman of the GMC, with whom they can further discuss the student’s situation.
The graduate programmes at the AA School do not accommodate completion of partial academic years. Withdrawal during some stage of an academic year will normally require that the student re-apply to the programme to re-enter the course at the beginning of a new academic year, Term 1 of study. Exceptional circumstances will be considered, if the request is made in writing to the Registrar at the time of a student’s notification that he/she is withdrawing from a year of study.
Students who make the decision to withdraw from a year of study for personal or other reasons at any time after the academic year has commenced are liable for the current term’s fees as well as the upcoming term’s fees, unless written notice has been provided to the Registrar before the end of Week 5 in the current registered academic term.
APPENDIX A

Important Academic Dates
**2012/2013 ACADEMIC IMPORTANT DATES** (confirmed/finalised: 4th July 2012)

(Adjustments/edits made since 4th July noted in PINK)

### Summer 2012

**Friday 1st June**  
Start of 2012/2013 Council session

**Monday 11th June 6.30pm**  
Council Meeting (1 of 6)

**Mon 25th June – Fri 21st September**  
Graduate School MA/MSc students (13 weeks)

**Monday 25th June**  
1st Year (2011/2012) Final Check Reviews

**Monday 2nd – Friday 20th July**  
Summer School

**Friday 20th July**  
Delivery of Prospectus 2012/2013 material

**Monday 23rd July – Friday 3rd August**  
D Lab

**Sat 18th – Monday 27th August incl.**  
AA Premises closed

**Tuesday 28th August**  
Delivery of Unit Briefs/Learning Expectations/TS Briefs

**Monday 3rd September**  
Delivery of Course Outlines/Complementary Studies Booklet

**Monday 3rd to Friday 14th September**  
Part III Seminar Series

**By Monday 10th September**  
Confirmation of all Undergraduate ‘Tutor Checks’

**Tuesday 11th September**  
Penn Visiting Student Programme (concludes Fri 14th Dec)

### Introduction Week 2012

**Monday 17th September**  
Registration for NEW students

**Tuesday 18th September**  
MA (Landscape Urbanism) Final Presentation

**Wednesday 19th September**  
September Reviews Diploma

**Thursday 20th September:**

1.00pm Undergraduate Studio/Unit/Comp Studies Staff Inductions
   (+ available Graduate School Staff)

4.00pm Academic Staff (ALL) Meeting with Brett Steele

6.00pm Academic Staff (ALL) Supper

**Friday 21st September**  
Picnic for NEW students

**Monday 17th September 6.30pm**  
Council Meeting (2 of 6)

### TERM 1 (12 Weeks): Monday 24th September to Friday 14th December 2012

**Term 1 Week 1**

**Monday 24th September**
Registration RETURNING students

10.00am: Diploma Unit Introductions

6.00pm: Diploma Staff/Students meet informally

**Tuesday 25th September**
Registration RETURNING students

10.00am: Intermediate Unit Introductions

(11.30am: Diploma Unit Interviews commence)

6.00pm: Intermediate Staff/Students meet informally

**Wednesday 26th September**
Registration RETURNING students

(10.00am Diploma Unit Interviews continue)

(11.30am: Intermediate Unit Interviews commence)

Graduate School Staff Inductions (remaining: see 20th September 2012)

12.30pm: Graduate School Programme Introductions

6.00pm: Graduate School Staff/Students meet informally

**Thursday 27th September**
2.00pm: Diploma Staff Meeting

3.30pm: Intermediate Staff Meeting

**Friday 28th September**
Complementary Courses – Introductions/Registration:

10.00am: History and Theory Studies 4th / 5th Year

11.30am: Technical Studies 5th Year (4th Year in Term 2)

12.30pm: Media Studies 1st Year

1.00pm: Future Practice 5th Year

2.00pm: Technical Studies 2nd / 3rd Year

3.00pm: History and Theory Studies 2nd / 3rd Year

4.00pm: Media Studies 2nd Year (inclusive of MS Lab Courses)

(On-line Registration for HTS 4th / 5th Year and TS 4th Year at 2.00pm on Friday 30th September.

Course Registration Lists confirmed on Monday 1st October at 9.30am)
<table>
<thead>
<tr>
<th>Term 1 Week 2</th>
<th>Monday 1&lt;sup&gt;st&lt;/sup&gt; October to Friday 5&lt;sup&gt;th&lt;/sup&gt; October</th>
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<tbody>
<tr>
<td>As per timetabled slots</td>
<td>HTS 4&lt;sup&gt;th&lt;/sup&gt; / 5&lt;sup&gt;th&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 7 sessions)</td>
</tr>
<tr>
<td>Tuesday 2&lt;sup&gt;nd&lt;/sup&gt; October</td>
<td>am: HTS 1&lt;sup&gt;st&lt;/sup&gt; Year Course commences (1&lt;sup&gt;st&lt;/sup&gt; of 7)</td>
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<td>pm: MS 1&lt;sup&gt;st&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 8)</td>
</tr>
<tr>
<td>Wednesday 3&lt;sup&gt;rd&lt;/sup&gt; October</td>
<td>am + pm: MS 2&lt;sup&gt;nd&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 8)</td>
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<td>5.00pm: PP 3&lt;sup&gt;rd&lt;/sup&gt; Year/FP 5&lt;sup&gt;th&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 7)</td>
</tr>
<tr>
<td>Thursday 4&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>am + pm: TS 1&lt;sup&gt;st&lt;/sup&gt; Year Course commences (1&lt;sup&gt;st&lt;/sup&gt; of 7)</td>
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<td>am: HTS 2&lt;sup&gt;nd&lt;/sup&gt; / 3&lt;sup&gt;rd&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 7)</td>
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<td></td>
<td>pm: TS 2&lt;sup&gt;nd&lt;/sup&gt; / 3&lt;sup&gt;rd&lt;/sup&gt; Year Courses commence (1&lt;sup&gt;st&lt;/sup&gt; of 7)</td>
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<tr>
<th>Term 1 Week 3</th>
<th>Monday 8&lt;sup&gt;th&lt;/sup&gt; October to Friday 12&lt;sup&gt;th&lt;/sup&gt; October</th>
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<tr>
<td>Saturday 13&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>Part III Written Exam</td>
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<tr>
<th>Term 1 Week 4</th>
<th>Monday 15&lt;sup&gt;th&lt;/sup&gt; October to Friday 19&lt;sup&gt;th&lt;/sup&gt; October</th>
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<tr>
<td>Monday 15&lt;sup&gt;th&lt;/sup&gt; October 1.00pm</td>
<td>Foundation/First Year Student meeting with Brett Steele</td>
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<tr>
<td>Tuesday 16&lt;sup&gt;th&lt;/sup&gt; October 1.00pm</td>
<td>Intermediate / Diploma Student meeting with Brett Steele</td>
</tr>
<tr>
<td>Wednesday 17&lt;sup&gt;th&lt;/sup&gt; October 1.00pm</td>
<td>Graduate Student meeting with Brett Steele</td>
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<tr>
<th>Term 1 Week 5</th>
<th>Monday 22&lt;sup&gt;nd&lt;/sup&gt; October to Friday 26&lt;sup&gt;th&lt;/sup&gt; October</th>
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<tbody>
<tr>
<td>Monday 22&lt;sup&gt;nd&lt;/sup&gt; October</td>
<td>Part III Oral Exam</td>
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<tr>
<td>Monday 29&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>MSc/MA Examination</td>
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<tr>
<th>Term 1 Week 6</th>
<th>Monday 29&lt;sup&gt;th&lt;/sup&gt; October to Friday 2&lt;sup&gt;nd&lt;/sup&gt; November</th>
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</thead>
<tbody>
<tr>
<td>OPEN WEEK: COMPLEMENTARY COURSES (ALL YEARS) SUSPENDED</td>
<td>Friday 2&lt;sup&gt;nd&lt;/sup&gt; November OPEN JURY</td>
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<tr>
<td>Monday 29&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>Part III Oral Exam</td>
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<td>Monday 29&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>MSc/MA Examination</td>
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<tr>
<th>Term 1 Week 7</th>
<th>Monday 5&lt;sup&gt;th&lt;/sup&gt; November to Friday 9&lt;sup&gt;th&lt;/sup&gt; November</th>
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<tr>
<td>1.00pm Friday 9&lt;sup&gt;th&lt;/sup&gt; November</td>
<td>Technical Studies 4&lt;sup&gt;th&lt;/sup&gt; Year Introductions/Registration</td>
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<tr>
<td>Monday 5&lt;sup&gt;th&lt;/sup&gt; November</td>
<td>Council Meeting (3 of 6)</td>
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<tr>
<th>Term 1 Week 8</th>
<th>Monday 12&lt;sup&gt;th&lt;/sup&gt; November to Friday 16&lt;sup&gt;th&lt;/sup&gt; November</th>
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<tbody>
<tr>
<td>Complementary Courses continue (6&lt;sup&gt;th&lt;/sup&gt; session)</td>
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<tr>
<th>Term 1 Week 9</th>
<th>Monday 19&lt;sup&gt;th&lt;/sup&gt; November to Friday 23&lt;sup&gt;rd&lt;/sup&gt; November</th>
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<tbody>
<tr>
<td>Complementary Courses conclude (7&lt;sup&gt;th&lt;/sup&gt; of 7 sessions)</td>
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<tr>
<th>Term 1 Week 10</th>
<th>Monday 26&lt;sup&gt;th&lt;/sup&gt; November</th>
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<tbody>
<tr>
<td>ACADEMIC BOARD MEETING</td>
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<tr>
<td>Media Studies 1&lt;sup&gt;st&lt;/sup&gt; / 2&lt;sup&gt;nd&lt;/sup&gt; Year Courses conclude (8&lt;sup&gt;th&lt;/sup&gt; of 8 sessions)</td>
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<tr>
<th>Term 1 Week 11</th>
<th>Monday 3&lt;sup&gt;rd&lt;/sup&gt; December to Friday 7&lt;sup&gt;th&lt;/sup&gt; December</th>
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<tbody>
<tr>
<td>By 1.00pm Friday 7&lt;sup&gt;th&lt;/sup&gt; December</td>
<td>TERM 1 SUBMISSION HAND-IN – ALL YEARS</td>
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<tr>
<th>Term 1 Week 12</th>
<th>Monday 10&lt;sup&gt;th&lt;/sup&gt; December to Friday 14&lt;sup&gt;th&lt;/sup&gt; December</th>
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<tbody>
<tr>
<td>End of Term Juries</td>
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<tr>
<td>Monday 10&lt;sup&gt;th&lt;/sup&gt; December</td>
<td>Council Meeting (4 of 6)</td>
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<tr>
<td>Friday 14&lt;sup&gt;th&lt;/sup&gt; December</td>
<td>Christmas Party / End of Term 1</td>
</tr>
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Student Vacation: Saturday 15<sup>th</sup> December to Sunday 6<sup>th</sup> January inclusive
AA Premises closed (actual): Saturday 15<sup>th</sup> December to Tuesday 1<sup>st</sup> January inclusive
Building re-opens on Wednesday 2<sup>nd</sup> January
Term 2 commences on Monday 7<sup>th</sup> January
<table>
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<tr>
<th>TERM 2 (11 Weeks): Monday 7th January to Friday 22nd March 2013 (Term 2 Registration – all students)</th>
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<tr>
<td><strong>Term 2 Week 1</strong></td>
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<tr>
<td>As per timetabled slots</td>
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<tr>
<td>Tuesday 8th January</td>
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<td>pm: MS 1st Year Courses commence (1st of 8)</td>
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<td>Wednesday 9th January</td>
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<td>Thursday 10th January</td>
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<td><strong>Term 2 Week 5</strong></td>
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<td>Friday 8th February</td>
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<td><strong>Term 2 Week 6</strong></td>
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<td><strong>Term 2 Week 7</strong></td>
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<td><strong>Term 2 Week 8</strong></td>
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<tr>
<td>Friday 1st March</td>
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<td><strong>Term 2 Week 9</strong></td>
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<tr>
<td>By 10.00am Friday 8th March</td>
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<td><strong>Term 2 Week 10</strong></td>
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<tr>
<td>Tuesday 12th/Wednesday 13th March</td>
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<tr>
<td>By 1.00pm Friday 15th March</td>
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<tr>
<td><strong>Term 2 Week 11</strong></td>
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<tr>
<td>By 1.00pm Monday 18th March</td>
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<td>Monday 18th/Tuesday 19th March</td>
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<tr>
<td>Wednesday 20th/Thursday 21st March</td>
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<td>Friday 22nd March</td>
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<tr>
<td>By 1.00pm Monday 25th March*</td>
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*Student Vacation: Saturday 23rd March to Sunday 21st April inclusive*

AA Premises closed (actual): Wednesday 27th March to Sunday 14th April inclusive

(Good Friday: Friday 29th March. Easter Monday: Monday 1st April)

Building re-opens on Monday 15th April

Term 3 commences on Monday 22nd April
### TERM 3 (9 Weeks): Monday 22nd April to Friday 21st June 2013 (Term 2 Registration – all students)

#### Term 3 Week 1
- **Monday 22nd April to Friday 26th April**
  - By 1.00pm Monday 22nd April: TS Option 2: TS3/TS5 Final Document Hand-In

#### Term 3 Week 2
- **Monday 29th April to Friday 3rd May**
  - **Wednesday 1st May**: AA HTS and Sharp Writing Prize
  - **Thursday 2nd May**: TS3/TS5 High Pass Panel
  - **Friday 3rd May**: TS3/TS5 High Pass Exhibition

#### Friday 3rd May
- **ACADEMIC BOARD MEETING**

#### Term 3 Week 3
- **Monday 6th May**: Bank Holiday – AA Premises Closed

#### Term 3 Week 4
- **Monday 13th May to Friday 17th May**
  - **First/Intermediate/Diploma Juries Week 1** (showcasing 3 juries per day)
    - **Monday 13th May**: Council Meeting (6 of 6)

#### Term 3 Week 5
- **Monday 20th May to Friday 24th May**
  - **First/Intermediate/Diploma Juries Week 2** (showcasing 3 juries per day)

#### Term 3 Week 6
- **Monday 27th May**: Bank Holiday – AA Premises Closed

#### Term 3 Week 7
- **Monday 3rd June to Friday 7th June**
  - **Monday 3rd June**: 2nd Year End of Year Reviews
  - **Tuesday 4th / Wednesday 5th June**: 4th Year End of Year Reviews
  - **Thursday 6th June**: 1st Year End of Year Reviews

#### Term 3 Week 8
- **Monday 10th June to Friday 14th June**
  - **Monday 10th / Tuesday 11th June**: Intermediate (Part 1) Final Check
  - **Wednesday 12th / Thursday 13th June**: Diploma Committee
  - **Friday 14th June**: 2.00pm: Diploma Honours Presentations
  - **4.30pm**: Diploma Staff Meeting
  - **Tuesday 11th to Friday 14th June**: Graduate Programmes (AAIS/H+CT/LU/Projective Cities)
  - **Thursday 13th / Friday 14th June**: MArch Phase I DRL Final Jury

#### Term 3 Week 9
- **Monday 17th June to Friday 21st June**
  - **Monday 17th June**: AA Prizes (for prizes awarded by jury/panel)
  - **Tuesday 18th June**: External Examiners:
    - AA Intermediate Examination (RIBA/ARB Part 1)
    - AA Final Examination (RIBA/ARB Part 2)
  - **Friday 21st June**: Graduation Awards Ceremony
  - **Monday 24th June**: 1st Year Final Check Reviews
  - **Week commencing 24th June**: MArch/MSc Phase 1 (Em Tech and SED) Final Juries

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**Summer School: Monday 1st July to Friday 19th July inclusive**

**D_Lab: Monday 22nd July to Friday 2nd August inclusive**

**AA Premises closed (actual): Saturday 17th to Monday 26th August inclusive**

**Building re-opens Tuesday 27th August**

**GRADUATE SCHOOL MA/MSc STUDENTS** (Research/Preparation/Submission of Final Dissertation)

**TERM 4: 2013:** Monday 24th June 2012 – Friday 20th September 2013: 13 Weeks

**Monday 23rd September 2013: Introduction Week 2013/2014 Academic Year**
APPENDIX B

Unit Choices Forms
Diploma Unit Introductions
Monday 24th September 2012 in the Lecture Hall

9.45 Introduction Brett Steele
10.00 Diploma 6 – Liam Young and Kate Davies
10.30 Diploma 4 – John Palmesino and Ann-Sofi Rönnskog
11.00 Diploma 17 – Theo Sarantoglou Lalis and Dora Sweijd
11.30 Diploma 9 – Natasha Sandmeier
12.00 Diploma 2 – Didier Faustino and Kostas Grigoriadis
12.30 Diploma 14 – Pier Vittorio Aureli and Maria Giudici
1.00 Lunch break
1.30 Interview process Q&A for students (led by past & present students)
2.00 Diploma 8 – Eugene Han
2.30 Diploma 10 – Carlos Villanueva Brandt
3.00 Diploma 5 – Cristina Díaz Moreno, Efrén Garcia and Tyen Masten
3.30 Diploma 11 – Shin Egashira
4.00 Diploma 1 – Tobias Klein
4.30 Diploma 18 – Enric Ruiz Geli, Edouard Cabay and Pablo Ros
5.00 Diploma 16 – Jonas Lundberg and Andrew Yau
6.00 Informal meeting for Diploma Staff and Students in the AA Dining Room

- Registration must take place and this form must be countersigned by Marilyn Dyer in the South Jury Room on the Ground Floor of 36 Bedford Square before Unit choices can be processed.
- At 9:00 am on Tuesday 25th September you should hand this form in to Studio 2* (2nd floor of No. 36 Bedford Square).
- At 12 noon lists will be available in Studio 2 allocating interview times and places.

*FORMS WILL BE POSTED INTO A BOX AND THE ALLOCATION OF INTERVIEW TIMES IS AN ENTIRELY RANDOM PROCESS.

PLEASE REMEMBER TO BRING YOUR PORTFOLIO ON TUESDAY
(and Wednesday AM if necessary)

PLEASE NOTE: Students who have been accepted by their 1st choice of Unit and have confirmed their acceptance with that Unit Master will be assigned to that Unit.

IMPORTANT: Confirmation of Unit acceptances must be given to Kirstie in the Undergraduate Coordinators Office (2nd Floor No. 36 Bedford Square)

Note: The interview process will be explained at the 1:30 pm Q&A session; In addition more detailed information outlining the unit selection process can be found in the AA School Academic Regulations which is available to download from the AA website.

STUDENT NAME_______________________________________ YEAR_______________________
1ST Choice ___________________________________________________________________________
(1 only) JOINT CHOICES WILL NOT BE CONSIDERED
2ND Choice __________________________________________________________________________
3RD Choice __________________________________________________________________________
Registrars Signature____________________________________________________________________
Intermediate Unit Introductions  
Tuesday 25th September 2012 in the Lecture Hall

9.45  Introduction Brett Steele
10.00 Inter 2 – Takero Shimazaki and Ana Araujo
10.30 Inter 13 – Miraj Ahmed and Martin Jameson
11.00 Inter 3 – Nannette Jackowski and Ricardo de Ostos
11.30 Inter 9 – Christopher Pierce and Christopher Matthews
12.00 Inter 4 – Nathalie Rozencwajg and Michel Da Costa Goncalves
12.30 Inter 11 – Manuel Callado and Nacho Martin
1.00 Lunch
1.30 Interview process Q&A for students (led by past & present students)
2.00 Inter 5 – David Greene and Samantha Hardingham
2.30 Inter 10 – Valentin Bontjes Van Beek
3.00 Inter 6 – Jeroen van Ameijde and Brendon Carlin
3.30 Inter 1 – Mark Campbell and Stewart Dodd
4.00 Inter 8 – Francisco Gonzalez de Canales and Nuria Alvarez Lombardero
4.30 Inter 7 – Maria Fedorchenko and Tatiana von Preussen
6.00 Informal meeting for Intermediate Staff and Students in the AA Dining Room

- Registration must take place and this form must be countersigned by Marilyn Dyer in the South Jury Room on the Ground Floor of 36 Bedford Square before Unit choices can be processed.
- At 9:00 am on Wednesday 26th September you should hand this form in to Studio 2* (2nd Floor of No. 36 Bedford Square).
- At 12 noon lists will be available in Studio 2 allocating interview times and places.

*FORMS WILL BE POSTED INTO A BOX AND THE ALLOCATION OF INTERVIEW TIMES IS AN ENTIRELY RANDOM PROCESS.

PLEASE REMEMBER TO BRING YOUR PORTFOLIO ON WEDNESDAY  
(and Thursday AM if necessary)

PLEASE NOTE: Students who have been accepted by their 1st choice of Unit and have confirmed their acceptance with that Unit Master will be assigned to that Unit.

IMPORTANT: Confirmation of Unit acceptances must be given to Kirstie in the Undergraduate Coordinators Office (2nd Floor No. 36 Bedford Square)

Note: The interview process will be explained at the 1:30 pm Q&A session; In addition more detailed information outlining the unit selection process can be found in the AA School Academic Regulations which is available to download from the AA website.

STUDENT NAME____________________________________   YEAR__________________________

1ST Choice ____________________________________________

(1 only) JOINT CHOICES WILL NOT BE CONSIDERED

2ND Choice ___________________________________________

3RD Choice ___________________________________________

Registrars Signature____________________________________
Working out in Architecture

A student guide to getting a job and getting the best out of work experience

Alastair Robertson
AA Director of Professional Practice

November 2001
(Rev. October 2010)

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Is work experience really necessary? 2
What is the right sort of experience to look for? 3
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Introduction

This guide has been written, at the request of the AA Students Forum, by Alastair Robertson, who has been Professional Studies Advisor at the AA since 1975. He has also been responsible for Part 3 at the Royal College of Art and the University of Cambridge.

The guide is designed to help students get the best out of their periods of work experience, normally when they take a year out at the end of their third year.

It gives a great deal of emphasis on how to find the right sort of job and contains a number of useful (if subversive) tips on getting to the head of the queue in the job market. The guide also sets out the basic requirements for practical training laid down by the Royal Institute of British Architects (RIBA), and includes a summary of the conditions that students from overseas must meet in order to work in the UK and satisfy their visa requirements.

Practical training and work experience are an integral part of the requirements for students planning to register as architects in the UK. The Architects Registration Board (ARB) requires a minimum of two years of supervised experience and training in practice before a student is eligible to sit the Part 3 Examination. The first of these years can be completed before the Part 2 examination. However, in most cases, students will need around three years experience before they are really ready for the Part 3 exam, primarily because some of the key experience they need - running projects on site, in particular - is not likely to come before they are regarded by their employers as competent to do so - and this takes time.

The year out is not about experience alone. Students should also begin the process of developing their knowledge and understanding of the legal, contractual and procedural framework of the construction industry and what rules govern their professional role within it through reading and by attending relevant courses on professional practice issues.
Is work experience really necessary?

A few students, a very few, go through their full five years of study without spending any time working in an architectural practice. There is no rule which says this should not be done - but it is not generally a good idea. The normal pattern throughout the UK is for students to take a one year break (the ‘Year Out’) after their 3rd year and spend most of this period gaining experience of general practice in architecture.

Taking a break at other times is also possible, sometimes desirable, and sometimes necessary for financial reasons. However, students wanting to take an earlier or a later break should take advice first from their Unit tutors and then ensure they have agreement from the Registrar’s Office.

All students wishing to register as Architects and gain a professional qualification are required to have a minimum of two years experience of practice and the Year Out counts towards this - whenever it is taken.

Gaining work experience during the course is of practical help in other ways as well: The opportunity to develop greater technical proficiency; to learn about the legal and regulatory systems which govern how buildings are designed and built; and also to see the products of design taking shape on the ground are immensely important not only as preparation for later employment but also to set a wider and richer context for project work in the Diploma School.

Future employers also expect Diploma graduates to have had some work experience during their course and those that cannot include examples in their portfolios of technical and design work carried out on real projects may have difficulty finding the sort of job they are looking for after Part 2.

Short periods of work experience, in vacations for example, can also be valuable, particularly if students establish a continuity of contact with the same office.

For students from outside the EU and on a UKBA visa. It is quite critical that they obtain sufficient UK-based experience within the timeframe of their visa, otherwise their ability to complete the requirements of the final Part 3 exam may be in jeopardy, hence they should seek to spend their year out within the UK.
What is the right sort of experience to look for?

There is no prescription for what you should do in your year out. If you have no previous experience in offices you must be prepared to do a lot of very basic things to begin with while your employer assesses where he or she thinks you can contribute best to the work in the practice - but things usually get better!

Ideally, you want to be in a practice where there is a lot going on with projects at different stages of development. This gives you the chance to see where and how architects get involved in projects as they progress through the development cycle. It also gives you the opportunity to meet the other key players in the building game: contractors, clients, other construction professionals and those that regulate the system including Planning and Building Control Officers.

Big offices are not always best, not because they are bad employers, but because they are generally highly structured and you may not get as much diversity of experience and direct contact with clients, specialists and contractors as you would working in a smaller office.

Working on big projects can also be a disadvantage, particularly if you get locked into a lot of repetitive work on just one aspect of the project. Smaller projects are more interesting in that they tend to move more quickly and therefore you get involved in more of the project stages.

As a general rule, you should be looking for an office that offers the widest range of learning experiences and avoiding jobs which are narrow, repetitive and keep you isolated from the rest of the design and building team. The fact that you may be a first rate CAD technician or are able to knock off brilliant conceptual drawings for competitions does not mean that that is all you do on your year out.

Architects get drawn into a very wide range of design projects including urban design, landscapes, interior design, exhibitions and so on. These areas are all relevant to your work experience and you should get involved if you have the opportunity. Some major contractors and client organisations employ their own architects and it is quite acceptable to gain experience in the architect's department within these types of organisation.

Working in other design disciplines and for contractors where there is no qualified architect to supervise you can be very interesting and useful experience for a short period. The RIBA rules on practical training allow for up 6 months of such
experience to be counted towards the minimum of 2 years required before you are eligible to take the Part 3 examination. However, for students working under UK Border Agency (UKBA) visa regulations, only experience working for a UK registered architect is permitted.

Most students get invited from time to time to take on small private commissions, sometimes in their year out. Although the RIBA rules do not permit self-employed practice experience to count towards the minimum Part 3 requirements, if such opportunities arise and they are within your capability they may be worth taking on. However, be very, very careful! It is not a good idea to take on private work at such an early stage in your training without having a qualified architect to act as your mentor. You really will need an experienced person to advise you on correct procedures and on matters such as Building Control and Planning; to check over your detailed proposals; and to advise you on contractual matters. Preferably, if you decide to take on private work, do so in addition to building your experience within an established practice. Also remember - you cannot describe yourself as an Architect until you have passed Part 3 and have registered with the Architects Registration Board. An additional problem is that it will be very difficult, if not impossible to get Professional Indemnity Insurance. Without such insurance, all your financial assets are put at risk if something goes wrong as a result of your designs.

For Home and EU students, working overseas during your year out is permissible and can often be just as worthwhile as working in the UK. Up to one year of overseas experience counts towards the minimum Part 3 requirements. However students subject to visa regulations will compromise their visa entitlements if they do this. Of course its value of non-UK experience depends on the type and scale of jobs you are working on and the experience and training you are gaining in the office. The only real disadvantage, if you have not worked previously in the UK, is that when you come to look for a job at the end of the Diploma School, UK employers may be a little concerned at your lack of local experience.

To sum up: you need to get as wide a range of experience as possible in your year out. You need to meet all the main players in the building game - and have time to find out what they do, how they do it and how they think.

You also need to build the basis of a good work-based portfolio. So make sure you keep samples and examples of the work you have done. The reason for this is that it will be extremely valuable when you are job hunting after Diploma School. Of course employers will be interested in your School portfolio, but you will build their confidence immensely if you can show them good examples of work you have done on live projects.
What the RIBA recommends your 'year out' should cover

The RIBA, the largest professional body for architects in the UK, indicates in its guidance that Professional Training Experience should include the following:

1. Give students reasonable opportunities to gain an adequate breadth and depth of experience from the range described in the Professional Education and Development Record (PEDR). This is likely to include:
   - attending meetings with clients, including discussions on the brief and project drawings
   - attending preliminary site investigations and meetings with local authority officers
   - involvement in preparation of design and production drawings, specification & schedules
   - attending meetings with contractors, QS and specialist consultants
   - involvement in pre-contact job management, contact procedures, writing correspondence & reports
   - making site visits, site meetings with contractors and sub-contractors
   - involvement in post-completion procedures, defects liability inspection and final accounts
   - involvement in office organisation, administration and management

   **NB This is a list for the whole of practical training, and at Part 1 some of these areas are likely to involve 'sitting in on meetings' & 'shadowing'**.

2. Provide an office supervisor - an experienced architect who will be personally responsible for directing a student's work so that adequate experience is obtained. The supervisor must have 5 years experience themselves of architectural design and contract administration, who is readily approachable by the student, but well enough placed in the office structure to have a good knowledge of the overall work of the practice, and able to arrange involvement / experience for the student. This person will be responsible for signing the students PEDR record on a monthly basis.

3. Allow visits / contact with the professional training adviser from the student's school of architecture.

4. Allow the student a minimum 10 working days per annum for professional activities recognised as broadening their practical training. This may involve
them in time out of the office to attend seminars arranged by their school; or attending site visits or meetings arranged by the office on jobs unconnected with their own job in the office. This educational / training time should not affect their normal leave entitlement or pay. Students should expect to devote an equivalent amount of their own time to such activities.
The basic rules of job hunting

Most jobs in architecture come through personal contact not through job adverts - developing a good network is the best investment you can make.  
But don’t ignore the advertised jobs either

Advertised Jobs

The main published sources of jobs in architecture are Building Design and the Architect’s Journal. Both are worth looking at regularly to give an idea on what sort of work is available and are a reasonable guide to the sort of salary you can expect. If you see something you are interested in - move quickly. Telephone for more details; check out the sort of people they have in mind; ask if it is possible to visit the office to see what sort of work they do.

Detective work helps - Look out for multiple adverts from the same organisation, even if they are aimed at more senior staff - it may mean they are putting a new project team together and while they have advertised the senior jobs they may also have some more junior posts to fill that have not yet been advertised. Follow the editorial section as well. Practices that have won major competitions and commissions may need more staff and have not yet got round to advertising for them.

The RIBA has a web based job and information service for architectural, design and project management professionals. www.architects-online.org/ which provides both students and practices with an electronic bulletin board for advertising their availability and skills (students) and student training vacancies (practices).

The RIBA also runs a commercial recruitment service - but it is normally only for qualified staff. You can check this out on the Web on http://store.yahoo.com/riba-net/

Developing your Network

At the AA you have a ready made network of qualified architects among the staff. You may also have friends or relatives that are in practice. The initial step in the process is to ask them for their suggestions about architects they personally know who might be prepared to talk to you about getting work experience. DON’T ASK THEM FOR A JOB - If you do and they don’t - they will may not only be embarrassed by having to turn you down but may also be defensive about giving you the contacts that you need. If you don’t and they do have work they think you could do - they will make the offer without being asked. This is the start of your network.
The next stage is to make personal contact (preferably face to face or by telephone) with the individual you have been referred to. The line you should take is that you need some advice on job search and they have been recommended to you as someone who could help DON'T ASK THEM FOR A JOB either, for the same reasons as stated above. Ask whether it would be possible to bring along your Curriculum Vitae (CV) and portfolio for them to look at and give their (hopefully) constructive comments on it. If they have a job they think you would be suited for, they will probably make an offer. If they haven't, you will get the benefit of their advice. However, you also want their suggestions on who you might approach for possible employment. YOU WANT NAMED INDIVIDUALS WHO THEY KNOW PERSONALLY. Don't leave without them.

Congratulations! You are widening the net. It is now down to you to repeat exactly the same process with your new set of contacts. Always making personal contact. Always seeking advice rather than asking for a job directly. Always asking for recommendations about people who might be interested in your work. Always writing a ‘thank you’ note afterwards.

This is an intensive process - but it is much more likely to succeed than a cascade of CVs in the post to unknown practices. You also get a lot of good advice along the way.

**Be prepared - so you can respond quickly as opportunities arise**

Being prepared means having:
- a short, interesting CV you can put in the post, fax or e-mail within half an hour.
- a tidy, compact portfolio, preferably A3 size, with some really good examples of your work
- an A-Z that will help you find your way to someone’s office easily

**The Curriculum Vitae (CV)**
(See also Appendix 1)

CVs have a standard format - and employers expect you to comply with this:
- personal details and contact telephone number, address etc.
- basic educational details and qualifications listed in date order with GCSEs first
- work experience listed in the reverse order with your most recent experience first
- publications (if any)
- other interests, experiences (e.g. travel) and capabilities (e.g. language skills, sporting achievements)
Although some employers will ask for fuller details, you should keep your basic CV to two pages if you can.

A flattering photograph can be helpful sometimes but avoid the passport 'mugshot'. Thumbnail graphics of work you have done can be added - but with care as you will be constantly updating them.

At this stage, it is helpful to include all your work experience including holiday and part-time jobs. Also include any voluntary work you have done. Where your work experience is very limited, it is often helpful to expand a little on the student projects you have been involved in so the CV does not look too bare.

In presentation terms - be innovative, use colour - you want to catch the attention of the reader. However, be careful that the graphics and layout do not obscure the essential details you need to get across.

You will probably create the document electronically. As you may need to e-mail as a file. Irrespective of what software you use to create it in, make sure you have one version in Word 97 with all the graphics in JPEG format and the text in a standard Microsoft font (e.g. Arial or Times New Roman). Remember it will probably be opened up on a standard desktop PC which will not support fancy fonts or graphic software like Quark or Photoshop. Even sending it as a PDF file can present problems.

Test the finished CV on a fax machine and a photocopier to make sure that it comes through these reprographic processes without losing clarity and readability. If you have an electronic version, send it to someone with a basic PC and ask him or her what it looks like.

Find out who is the decision maker and make direct and personal contact as soon as possible - it helps to be at the front of the queue.

Making Contact

Never, ever write a letter that starts "Dear sir/madam" or set up an interview without knowing the name of the person you are supposed to be meeting. You must always take the trouble to find out the name of the person to whom you should write or talk to about a job.

How do you do this?

If you are 'cold-calling', that is if you have no introduction to the organisation, then telephone and ask the receptionist the name of the person who is responsible for recruitment (and how it is spelled) - and their job title - thank them and hang up.

Ring back a little later and ask for their 'secretary' - check that the information you
have been given is right and if it is, ask when it would be a good time to telephone them directly - say thank you and hang up again. Avoid speaking to the person directly at this stage if you can - you are not prepared.

Even if you do have a contact name in an office, telephone their secretary to check their name, title and availability.

If you are following up an advertised job, you should also use this opportunity to ask whether there is a standard form of application and ask for one to be sent.

You now know who makes the employment decision, so how do you make personal contact quickly and effectively? Face to face is best and before a formal interview is better.

If there is a job advertised, the action to take is to telephone the person in the organisation (whose name you now know), indicate your interest in applying and ask whether it might be possible, informally, to make a very brief visit to their office and see the sort of work they are doing. If they ask why? Then your answer is threefold:

• You are really interested to see what work they are doing
• It will help you prepare your formal application and
• It will help you select the right sort of work to show them - if you are selected for interview.

This strategy is not always successful in getting you a visit - but it does convey your enthusiasm and interest and, if you do get offered an interview, this will give you a head start over the competition.

If it does work and you are invited for an 'informal' visit, make the most of it, but remember, although it is supposed to be informal, they will be looking you over very carefully. Don't take your portfolio (unless they specifically ask you to - in which case they are treating this as your formal interview), but do take a couple of tidy copies of your CV. Show a lot of interest in the sort of work they are doing and the people you meet and don't ask about holidays or pay! Try to remember the names of the people you have been introduced to, the projects they have done or are doing and the clients they are working for - this will be really useful if you get to a formal interview. Finally, keep it short and thank them afterwards.

If no job is advertised, but you think there may be an opportunity for one, you can either use the 'Portfolio' routine described previously or, if they are a practice with a good reputation for particular types of work or are involved in any well publicised major projects, you can use the 'Interested Scholar' approach. It will
need a little research, but back copies of the leading architectural journals will have all you need for this.

The 'Interested Scholar' wants to talk to people on the design team. So your telephone research should be aimed at tracking down the design team leader for the project you have decided to be so interested in - not the recruitment officer. When you have tracked the right person down, why do you need to visit the office? You have many options:

• You are interested in the building and want to understand more about how it was carried through from concept to construction
• You want to understand how a building of that scale / type / complexity is designed
• You have never visited a major architectural practice before
• You would like to see the detailed drawings....etc. etc.

Whatever your given reasons, be sure you have done your background research on the project in which you have declared an interest and on the practice itself. If you do get invited to visit, you will be expected to follow through with some intelligent and well informed questions about both.

However, remember that the main purpose of your visit is to find out if the organisation is likely to be recruiting staff, but don't play this card until the very end. If the person showing you around is impressed by your interest in the work of the practice and sees your questioning as intelligent and well informed, they will not take offence if you ask them, at the end of the visit, what opportunities their might be for you to come and work in the practice.

If there does appear to be a possibility of a job , promise to put a copy of your CV in the post. Don't hand one over on the spot - even if you have one with you - you will blow your cover story wide open! Send a copy of your CV to the person you met - even if they give you the name of another contact person in the organisation

If there is no work currently available, write a thank you letter anyway. You have made a good contact that you may well wish to follow up in the future.

**Telephone Tips**

1. Always smile when you are talking to people on the telephone - smiling changes the voice tone and this communicates positively to the listener!

2. Don't be shut out by 'gatekeepers' when you are trying to telephone a particular person in an organisation. Receptionists and secretaries often see it as their duty to block calls from people they don't know.
• You must have the right name of the person you want to talk to (see above).
• You will normally be asked for your name - give it.
• You may be asked what organisation you are from - tell them the "Architectural Association" or whatever School you are a student at (never student from...).
• You may be asked what the call is in connection with - tell them it is 'personal' (surely discussing a job is a personal matter!).

It is a very brave secretary or receptionist that will block a personal call - anyway you are not applying to the office secretary for a job, are you!

Find out about the organisation before you see them - they are proud of what they do and will be impressed if you know about it.

Architect's have to be good team players, both outside with others in the construction game and inside with others in the design team. Teams usually succeed best when they share common values and goals. Architects, as employers, are often as concerned about whether new recruits will 'fit in' to their design team as they are about their portfolio. Where students can demonstrate at interview that they have taken the time to try to understand the ethos and the values of the organisation - it can be very reassuring to the employer. However, these are not always transparent, so having some knowledge of their best work can serve a similar purpose.

Only show those interviewing you examples of your best work - let them guess whether the rest is just as good

The Portfolio

Getting your portfolio right is the second most important thing you must do (the first is to get the invitation to show it!)

It is probably true to say that an experienced architect or interview panel will have made up their mind about your technical and creative ability and its 'fit' with the job they are interviewing you for after looking at the first six drawings in your portfolio.

You therefore need to make a real impact, particularly with those first six pieces of work.

What are the key things to get right in the portfolio?
• Presentation is very important. Searching for a space to open up an A1 portfolio in a crowded office; unravelling and trying to hold flat drawings curled in a tube and picking up sheaves of unbound manuscript from the
floor is both embarrassing and unnerving in an interview situation. Unless there are overwhelming reasons for going large, use an A2 or preferably an A3 size portfolio, with everything reduced or properly mounted to fit in it.

• Show diversity in your portfolio - include a mix of creative material (including design development sketches), technical detailing, freehand and CAD - Only include the very best examples, and keep the overall number of pieces of work to around 20. More than 30 pages and the interviewer will get bored. However, examples of research work and written material, neatly bound can also be important.

• Avoid silly mistakes - make sure that none of the material you present has any silly errors or inaccuracies. In the same way that one silly spelling mistake can destroy the credibility of a letter, an obviously inaccurate piece of detailing on a drawing can destroy the credibility of that piece of work - get someone else to check your work is a good idea.

• Clear signposting helps - make sure that each piece of work is clearly and simply described. (e.g. 2nd year project - April 1999 - Barcelona Fountain - isometric projection - scale / ABC Partnership - House for Godot in Fresnes - September 1999 - Detail of atrium roof - scale). You can write more, but much more won’t be read at interview.

How you present yourself is important - it’s not about posh frocks, suits and ties - it is about presenting the sort of image that the interviewer would expect you to present to their clients.

Personal presentation

This is where an advance visit to the office can be helpful. You can quickly judge the dress code that is the norm - and every office has one. Looking too smartly dressed in a laid-back office can be just as out of place as looking really scruffy in one where more formal dress is expected.

The key thing to put across is that you are well organised and have got your act together. This means:

• not being late for your appointment (always plan your journey to be there 15 minutes in advance)
• knowing the name of the person you are supposed to be meeting
• looking tidy
• having a well presented portfolio

The interview

There is no standard format for a job interview. In smaller offices, there may just be one person who will interview you and it may be very informal. In larger organisations and in public sector organisations it may be quite a formal process with several people involved. When you are offered an interview it is worth asking how many people will be on the panel.
Remember - the person interviewing you may be just as anxious as you are to perform well. They will usually have to justify their decision to colleagues and if they make a bad recruitment decision it is their credibility which is at stake - not yours.

Presentational tips

Make sure that you:

- Act as naturally as you can and try to convey an positive 'can-do' attitude
- Sit up straight - it gives the impression of alertness and interest
- Don't fidget, wave your hands about or play with your face and hair - it is distracting and conveys anxiety
- Keep eye contact with the person while they are asking you questions - if you avert your eyes or stare at your feet all the time it can convey a lack of confidence or dis-interest
- If there is more than one person on the panel, make sure that you make regular eye contact with each person all while you are talking - if someone feels you have ignored them they will not be positive towards you
- Listen carefully to the questions being asked and ask for clarification if you don't fully understand the question
- Be brief and precise in your answers to questions - long and complicated answers may not be understood and can give the impression that your thinking is muddled

Convey the right attitude - what can you do for the organisation?

Your task is to convince the interviewer that employing you will be a positive advantage to the organisation. This means concentrating on what you can do for the organisation - not what the organisation can do for you. One of the best ways of getting this message across is making sure you know a little about the organisation before you come to the interview and also show a positive interest in the organisation and its work during the interview itself.

Employers will expect you to be flexible, so don't give the impression, for example, that you are only prepared to work on particular types of project or that you are not prepared to do certain types of work.

You will normally be expected to present your portfolio at the interview. It is a good idea to talk your interviewer(s) through the material. Make it short and interesting. An anecdote or a little story about a key aspect of each project will help bring the portfolio to life.

Most employers will appreciate it if you show an interest in learning new skills. In this context, it is a good idea to ask what opportunities there might be for you to do different sorts of work on different types of project.
Although you will need to know the basic terms under which you will be employed, avoid asking detailed questions at the interview about things like holidays, working hours, overtime and so on. These can be clarified after a job offer has been made - again, you can turn the job down if they are unsatisfactory. If you are not an EU citizen, you will need to tell them about this and state that your mandatory practical training is covered by your ‘Tier 4 Adult Student Visa’ and no additional permission is required.

If you are asked what salary you expect - don’t quote a figure - you could lose a really good job by going a bit too high. Instead, throw the question back and ask what they would normally pay someone with your level of qualifications and experience. If it is too low, you can always say so. If you really like the job, but the salary offered is below what you are expecting it is always worth asking whether they would be prepared to review your salary after say, 3 months, when you will have had the opportunity to prove your worth.

If you are changing jobs or have had previous experience, you may be asked why you left. Be careful what you say about previous employers and avoid casting them in a bad light (even if it is justified). Draw out the positive things from the experience.

Finally, be as honest as you can with your answers and don’t be tempted to exaggerate what you have done and can do.

If you have medical condition or a disability which may significantly effect your performance at work, you must disclose this. A failure to do so may put you and/or your employer at risk and your job in jeopardy; but do it in a positive way and indicate how you deal with the condition or disability on a day to day basis.

At the end of the interview, thank them for their time.

*Follow up quickly - if an offer is made, write to confirm your interest. Even if you don’t get the job, write to thank them for considering you - you never know when you may be back!*

If you don’t get the job, it is worth telephoning to find out the reasons why. There may be some useful things that you will learn from the feedback.

*Be sure about your employment status*

<table>
<thead>
<tr>
<th>Employment status</th>
<th>When you are offered a job, you should receive a letter stating clearly what your employment status will be. If you are being hired as an employee it will either be</th>
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on a full-time or part-time basis and your employer will be responsible for making
national insurance payments and dealing with tax. By law, you should also
receive a contract of employment (though some employers are lax about this)
that sets out your hours, holiday entitlements etc.

If your status is 'self-employed', you are being effectively hired as a contractor
and are responsible for own tax and National Insurance payments. The RIBA
advises strongly against trainees working as self-employed and non-EU
students undergoing practical training are not permitted to work as self-employed
under Tier 4 Adult Student Visa regulations.

**Salaries**

There are wide variations in what students get paid, particularly in the present
climate:

The most recent RIBA salary survey (2010) indicates the following:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Salary</th>
<th>Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1 / First Year Out Students (minimum) Outside London / In London</td>
<td>£16,692 / £20,027</td>
<td>c. £8.56 / 10.27</td>
</tr>
<tr>
<td>Part 2 Assistants / Recent Post Diploma (Median UK)</td>
<td>£25,000</td>
<td>c. £13.00</td>
</tr>
<tr>
<td>Part 3 / 1-2 Yr Post Diploma (Median UK)</td>
<td>£30,000</td>
<td>c. £15.60</td>
</tr>
</tbody>
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Higher figures can be achieved, but be careful, a high paying employer may want
you to do a very specific type of work (e.g. CAD operating) and not be so
prepared to give you a range of training and learning opportunities.

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1 If you are subject to UKBA visa requirements, part-time employment is not permissible.
Getting the best out of your work experience

**Priorities**

What is important in the early stages of work experience is to gain an insight into
- who does what in the construction industry
- how they do it
- how they work together
- how roles, relationships and responsibilities are defined
- what rules and procedures govern the design and construction process and
- the sequence of activities and key stages that are involved

You also need to learn the basic skills and procedures that enable you to pay your way as an employee.

**Getting Started**

If it is your first job in an architectural practice, you may find that for the first few months you will be given a range of fairly routine tasks to carry out. The employer will probably do this in order to find out more specifically what you are good at, whether you fit in with the office and who you get on with best. Also, they will be giving you the chance to learn the basic routines.

If you already have some experience, they may throw you straight into a project team and expect you to get on with it.

Either way, it is easy to get locked into doing basic and fairly routine tasks and not get the opportunity to move on and learn new things and expand your knowledge and experience - this can get very boring. However, there are ways of overcoming this:

*When you start the job - ask for regular progress reviews - say, every 3 months.*

Inviting criticism of your work may sound a little threatening, but most employers will welcome the suggestion as it indicates to them that you are not only keen to learn but also want to get things right. You will find it gives you the opportunity to talk with your team leader not only about how you are getting on and things he or she thinks you need to learn or do better, but also it provides an opportunity for you to negotiate your way into new areas of experience.

It should be a 'formal' review in the sense that it is planned well in advance, the purpose of the review is clear and both you and your team leader have prepared for it properly.
Without a formal process for finding out how you are getting on and what new things you need to learn or do better it is sometimes difficult for a team leader to give you advice in a way that does not appear as personal criticism. Similarly, a request from you to do something different may easily be misconstrued and lead your employer to believe you are unhappy with the job you have been given.

On the down-side, if an employer is genuinely dissatisfied with what you are doing or is actually not prepared to give you wider experience - it is better to learn about this sooner rather than later and give yourself a chance to do something about it before it leads to a formal confrontation. On the up-side, you will probably learn a great deal from the dialogue that will be useful and help build your confidence and it will generally lead to a much wider range of experiences than would otherwise be offered.

**Never stop asking questions**

The cost to an architectural practice of errors in design information and of departures from laid down legal and contractual procedures can be catastrophic. In theory, all the work you produce as a trainee should be rigorously checked by a qualified person. However, in a busy practice, particularly when projects are being produced under pressure of time, much of what you do may not actually be examined in detail. Although legally you are unlikely to be held personally liable, as a trainee, for errors in documents or drawings that result in claims; as a professional in the making, you most certainly owe a duty of care to your employer to make proper checks to ensure that your work complies with normal standards of good practice.

What are normal standards of good practice? Most probably, you will be unfamiliar with most of them when you start your first job and the practice you join will probably not have a formal training process to explain them. The majority of trainees, regrettably, have to pick up the rules as they go along. Those that prosper, ask questions - relentlessly. Those that don't, keep quiet, make guesses or copy previous, similar work - all of which are actions which can have disastrous consequences.

As a trainee, asking questions when you don't understand things will not be seen as a nuisance or a reflection on your intelligence or ability. The opposite, in fact. It will be seen as a genuine desire to learn, to get things right, not to make mistakes and a concern to protect the reputation and standards of the practice.

Being an effective questioner is a skill and good role play is important if you are to get the answers you need. The role relationship you need to establish with those who can be of most help in advising you is that of Master and Apprentice.
As 'the apprentice' you must cast yourself as the willing learner and show respect for the wisdom and experience of the 'master'. Few experienced practitioners can resist being helpful when cast in this role and will often go out of their way to provide the appropriate coaching and instruction. You do not use this tactic with everyone in the practice, particularly those who quite evidently know little more than you do - or your cover will be blown. Also, the relationship demands that you actually do follow advice that has been given.

A very similar tactic can be used with those outside the organisation in which you are working from whom you also wish to learn. As long as you cast yourself at the outset as the 'learner' and them as the 'wise man' (or woman) - and ask sensible questions - you will find that most senior people in the industry (often at great length!) will be very pleased to explain what they do, how they do it and why. After all, what many people most enjoy talking about is themselves.

**Keep a record of everything you do**

An essential discipline that all architects must follow is to maintain a comprehensive record of what they have done, what agreements have been reached, what decisions they have made and what they plan to do next. Most maintain a running day book in which meeting notes are maintained, details are sketched, to-do tasks are recorded and telephone conversations summarised.

**The Daybook**

Now is the time to start this process. It has a practical short as well as long term value. Practically, it will be useful for recording your day to day activities, conversations and actions, for later transfer to your PEDR file (see below), it will be essential for recording visits and other activities for which expenses can be reclaimed, and it will also be of longer term value as a record of your learning and development. Most offices will require you to record your time and activities against the specific projects on which you are working, and your daybook will be a helpful prompt for this.

**Project Materials**

You will probably produce quite a lot of technical material during your year out. It is a good idea to keep copies of as wide a sample of your work as possible. Technical drawings, reports, surveys, competition drawings, site photographs and so on. This material will be extremely important once you start job hunting after Part 2 or if you change jobs during your year out. While it may not be as intellectually or creatively interesting as your school work, it may be equally as important when you are going for a job. Be careful to ensure that your team leader knows what you are keeping copies of and why as there may be issues of confidentiality and cost involved.
You are required to regularly maintain the RIBA on-line PEDR (Professional Education and Development Record) file, and use it as the basis for meetings during your year out with your school Professional Studies Advisor. Ultimately you will be required to submit it as part of your Part 3 examination.

For all year out students the RIBA’s PEDR format (for which you pay an annual fee) is mandatory. For students on visas it is the only acceptable evidence that they are compliant with visa regulations. This can be viewed and obtained from the Internet: www.pedr.co.uk.

The PEDR website provides excellent guidance for both students and employers on how to use the on-line record. It is reasonably clear and straightforward and should be read and followed. Where the guidance can be slightly misleading is in relation to work experience that does not technically comply with the RIBA requirements for the Part 3 Examination. Private commissions, for example, do not count towards the minimum, two years work experience you will need to be eligible for the Part 3 Exam. The best rule to follow is to record all your experience in the PEDR file. If you don't record things as they happen - once you get to the Part 3 stage you will find it extremely difficult to reach five years into the past and remember what you actually did - and what you have forgotten may be crucial. The PEDR is structured as a three month record that MUST be verified by your employer within 2 months of the completion of the period. You record what you have done; it is signed off by a professionally qualified superior and your office mentor (if you have one). You should bring it with you to meetings with the school's Professional Studies Advisor (PSA) - who will countersign each completed page.

Visit your Professional Studies Advisor (PSA) regularly

It is a mandatory requirement that all year out students register with a PSA – even if you intend to switch schools you must remain registered with the AA until you transfer that registration to another course. How often you meet the PSA during your year out is up to you. Most students manage two or three meetings, the first soon after they have started a job. The basic purpose of the meetings is to give you an opportunity to talk about what you are doing and check whether there are things you should be doing that you are not. For those working overseas, there is an e-mail route to the PSA and tutorials can be given using Skype. The PSA can advise if things are not going quite as you thought, if you are having problems with your employer or are wondering about changing jobs. The PSA will also visit you in your office if you think this will be helpful. It is a service that all year out students are entitled to and does not involve additional fees.
When is it time to move on?

Work experience for periods of less than 5 months do not normally count towards the RIBA minimum requirements for the Part 3 examination. This is a realistic minimum for several reasons. Firstly, it normally takes two or three months to settle into a new office and for the employer to assess how best to use you within the project team. Secondly, over a short period there is little time to establish relationships with others in the office to the level at which they will take you into their confidence. Thirdly, in a period of less than 5 months it is very difficult to see more than a few steps in the cycle of the development of a project and you really need to see as much of the process as possible. For these reasons alone, you need to have very strong reasons for leaving early.

However, if the practice clearly has no useful work for you to do or is intent on locking you entirely into a repetitive and undemanding work role - then you should move on. The key issue is whether the diversity of what you are doing is sufficient and whether you are really getting the opportunity to acquire new skills and learning. Ironically, some of the most capable students often get the worst deal. Those with high level CAD skills, or a flair for model making for example, can find themselves for a whole year doing nothing else.

If you are in any doubt about what decision to take, you should talk the issues through with your PSA.

For Students on visas, you must register your intention to move offices with the PSA through the Professional Practice Co-ordinator / Registrar’s Office and supply details of the UK registered Architect and practice with whom you are working. This is a UK Border Agency requirement.
Overseas Work – Will It Count?

The Year Out is a good time to spread your wings a little, sample practice outside of the UK and, if you are a Home or EU student, to enjoy some memorable architectural study visits to enrich your Part 2 programme.

As far as ARB and RIBA requirements are concerned, overseas work experience can be included in the minimum two years practical training - **but all students should discuss and agree this with their PSA before they embark on this.**

The AA has a wide international Membership and these can often provide a first port of call when you are travelling. The AA Membership Office may be able to advise you on how to make contact. Similarly, information on RIBA overseas chapters and member practices is available for RIBA student members from the RIBA International Affairs Department at Portland Place.
What to do when things go wrong

Projects do not always come in on cue, jobs do not always go as planned and the people you are working with are not always as pleasant and co-operative as you would like them to be.

It is important not to bottle up your concerns and anxieties, keep your head down and suffer in silence - it probably won't get better by doing nothing. Conversely, it is not generally a good idea to overreact to a set-back or criticism that you think is unjustified. It is therefore a good idea, providing he/she is not the source of the problem, to talk it through with your team leader. If they are the problem, then talk with the person who hired you or a more senior person in the organisation. Complaining to colleagues or others who can do nothing about the situation may actually make things worse and you could be putting people in the difficult position of having to take sides. This they may resent and end up not taking yours.

If the problems cannot be resolved by talking it through within the office, and most can, get in touch with your PSA - sorting such problems out goes with his job.

Other things to read

'A Student's Guide to the First Year in An Architect's Office' by Roger Harper available from RIBA Bookshops and Mail Order Publications T: 0207-251 0791
Appendix 1  Example of a Curriculum Vitae

Curriculum Vitae

Marvin Hawkesthorne

Address: 22 Manor House Gardens, Oakley Road, London E7 5ST
Tel: 0208 986 4585
Mobile: 07556 843 719
e-mail: marvinh@ci.com

Date of Birth: 24 Sept 1989
Marital Status: Single
Nationality: British

Education

1997 - 2004 Monmouth School, Monmouth, Monmouthshire, Wales
GCSEs: English language, English Literature, Physics, Mathematics, French,
German, Art, Biology, CDT
A Levels: Art, Economics, Geography

2005 - Architectural Association School of Architecture, London
Achievements RIBA Part 1
Boyarsky prize (2010)

Studio Projects

St Petersburg Pleasuredrome - 3rd Year project.
The design of a fun palace in the centre of St Petersburg to rival Disney World. Project
included Unit visit to the proposed site in Russia. Issues addressed included visual
integration with the architecture of the old city, what Russians do at play, available
technology and economy of construction.

House for an astronaut - 2nd Year project
An exploration of living spaces for a retired astronaut who had spent 10 years on the
European Space platform

Mobile Home for 2150 - 2nd year project
Design studies for a mobile home for the future. Included an exploration of new
materials technology, recycling of materials, sustainability and low energy.

Employment

July 10- Sept 10 - Mark Stephanopolis & Associates, Covent Garden
Architectural Technician

Design of Loft Apartment in converted warehouse at Canary Wharf for James Hancocks.
Budget: £250,000.
Site survey: Sketch scheme,
Preparation of scheme design submitted to and approved by client. Liaison with QS.
Preparation of drawings for Building Control.

Conversion of basement flat in Islington for Pedersen family.
Budget £140,000,
Sketch schemes prepared.
Liaison with Planning officer.
Employment (Cont)  
July 2010 - Sept 2010 - Barclay Homes plc, Reigate

**CAD Technician**
Preparation of housing site layouts and presentation drawings in Esher and Windsor
Converting site survey data to digital format for variety of new sites
Layout of headquarters office interior for Barclay Homes.

Other Experience  
Sept 2006 - March 2007 - Barcaldine Downs, Queensland, Australia
Jackaroo, Boundary rider, General Station Hand on 100,000 acre cattle station.

Activities Supervisor at residential holiday centre for disabled children. Supervised wide range of activities including horseriding, swimming and canoeing

Computer Skills
- AutoCAD
- MiniCAD
- Quark XPress
- Photoshop
- MS Word

Languages
- English  Mother tongue
- French  Fluent in written and spoken language
- German  Adequate for general purposes
- Arabic  Basic conversational

Publications
- Eastern Promise in the East End of London.
  Article on urban regeneration. A.J. March 2010
- City of Sand Castles.
  Photographs of Timbuktu. GQ Magazine. August 2010

Exhibitions
- Photographs of Timbuktu - Courtauld Institute. April 2009

Competitions
- Headquarters and Stadium at Thirsk. November 2010
  Horse Racing & Betting Levy Board. Highly Commended

Travel
- April 2009 - June 2009 - Trans-Sahara expedition following old trading route from Marrakesh in Morocco to Lagos in Nigeria
- Widely travelled in Europe and Australia

*Pleasuredrome St Petersburg*
Appendix 2  RIBA Student membership

Eligibility

Student membership is open to those studying architecture, Parts 1, 2 and 3 at an RIBA recognised school – including years out.

Student Subscription  Membership of the RIBA can be applied for at any time and starts straight away, although you are officially elected at the next Council meeting. The membership year runs from January to December with half-price rates being applied to those elected at the May and July Council meetings. The rates for RIBA Student membership can be seen on the RIBA website.

Benefits

The top five benefits from membership are:

• Student Discounts. Save money on purchases from the RIBA bookshop, 60% on the cost of the RIBA Journal and 40% on Subscription to the loan library.

• Information and advice. The RIBA is a vast resource of information and provides members with the answers they need or the reference works they require – in a timely, professional manner.

• Student e-mail. Find out about exhibitions, competitions and opportunities first hand. Sent to your personal e-mail address each week during term time.

• RIBANet. Link to the network of members and access 40 electronic discussion forums on architecture. Participate in debates or simply retrieve the information you need.

• Participation. As a student member you support the RIBA’s educational work which includes course validation and student awards such as the prestigious Presidents’ medals.

National Student Architecture Society

• Archoas is the National Student Architecture Society and if you are an Architecture student in the UK this is your society. The society is run by students for students and we have no fixed agenda except to be fun and helpful. Archoas have hosted three student forums in the last 18 months, covering topics like conditions of employment in the UK and the Architecture Syllabus and we plan to host many more.

• Archoas also have links to all schools in the UK and are constantly trying to improve links with students, academics and professionals in order to provide a strong student support network within the profession. They encourage
anyone and everyone to get involved and would love to hear from you if you are interested.

• The Archaos web-site, www.archaos.org, is intended to provide a service to students of architecture, giving information on all aspects of working in practice and life in education. The web-site provides unique advice about conditions of employment and lots more useful info. In addition Archaos publish updates on issues and information regarding every school and their Archaos representative.
Appendix 3

Guidance for Overseas Students who are not nationalists of the European Economic Area

Registered full-time Students studying at the AA who are not nationals of a European Economic Area (EEA) country or have the status of ‘UK Resident’ and are subject to UKBA Visa regulations are not normally required to obtain permission to take spare time and vacation work.

Similarly, under the Tier 4 Adult Student Visa requirements students are able to undertake practical training as a mandatory part of ARB/RIBA requirements. Their training must be in the UK and they must make sure that the experience they are offered is compliant with ARB/RIBA guidance. Students on practical training placement must also maintain and submit their PEDR record to the AA PSA on a regular basis - as evidence of the work placement. They should check with the PSA at the AA if they have any queries

The AA is required to act as the non-EU student’s sponsor during their year out and post Part 2 practical training period. This requires the student to keep the Professional Practice Co-ordinator and the AA Registrar’s office advised of their home and work contact details and any changes that take place.

Information can be obtained from the UK Border Agency website which is listed at Appendix 4 or from the AA Registrar’s Office regarding the latest visa arrangements for non EU students
Appendix 4

Work Permits
(Normally a requirement for, post Part 2 Experience in the UK for all students from outside the European Economic Area)

To gain work experience after the completion of or exemption from Part 2 in the UK, candidates who are not nationals of the European Economic Area (EEA) or hold the status of 'UK resident' must have a valid permit to work, which would be covered by the Tier 4 Adult Student Visa.

For workers from the European Economic Area and Switzerland
www.ukba.homeoffice.gov.uk/workingintheuk/eea

If you are a national of the European Economic Area (EEA) or Switzerland, you are free to enter and stay in the United Kingdom. If you are a national of a state that recently joined the EU you may have to register with the UKBA or apply for their permission before you start to work.

Details of these arrangements are available on
www.ukba.homeoffice.gov.uk/workingintheuk/

Students who experience difficulty with these arrangements should discuss the matter with the PSA.
Appendix 5  Further Information

**Professional Studies Advisor**
Alastair Robertson AADipl AADipl(Trop Arch)
Professional Studies Advisor
Ty'r Wennol
Croes Faen
Penalit,
Monmouth NP25 4SB

Tel/Fax: 01600 715781
Mobile: 07774 102 676
E Mail: qwest@btconnect.com

**Appointments & enquiries**
Rob Sparrow
Professional Training Co-ordinator
Architectural Association
36 Bedford Square,
LONDON WC1B 3ES

Tel: 0207 636 0974
Fax: 0207 414 0782
E Mail: sparrow_ro@aaschool.ac.uk
www.aaschool.ac.uk

**On-line appointments with PSA**
Alastair Robertson  www.aaschool.ac.uk/STUDY/PROFESSIONAL STUDIES/part3.php
Skype: jethrotyrwenno

**RIBA**
Royal Institute of British Architects
66 Portland Place
LONDON W1N 4AD

Tel: 0207 580 5533
www.architecture.com
RIBA Bookshop: 0171-251 0791
Books on-line: www.rbabookshop.com/
RIBA Electronic Logbook: www.pedr.co.uk
Jobs on line: www.architects-online.org/
Archoas: www.archoas.org

**ARB**
Architects Registration Board
8 Weymouth Street
LONDON WIN 3FB

Tel: 020 7580 5861
E-mail: Info@arb.org.uk
Website: www.arb.org.uk

**APSAA**
Association of Professional Studies Advisors
Website has some useful comparative info about schools for students
http://www.apsaa.org.uk/

**UK Border Agency**
(Information on Visa & Permit enquiries)

Immigration & Nationality Directorate
Lunar House
48, Wellesley Road
Croydon
CR9 2BY

Telephone: 0870 606 7766
Guidance & downloads of application forms www.ukba.homeoffice.gov.uk/workingintheuk/
The purpose of this guide

This guide is designed for AA students who want to gain work experience in Architect's offices during the course of their studies. It sets out the basics, including the RIBA's requirements, and a number of tips on how and where to apply for jobs; who to go to for advice and, for overseas students, how to avoid problems over working in the UK.