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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 academically accredited by The Quality Assurance Agency. The AA School of Architecture consists of approximately 750 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, 11 of which are validated by the Open University (OU)
- The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) and Course in Practice Experience is run twice each year and leads to exemption from the ARB/RIBA Part 3 Examination, the entry requirement to professional registration 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 full-time Masters programmes offering 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 Open University 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 course 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.
AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) The AA Professional Practice and Practical Experience Examination (ARB/RIBA Part 3) provides exemption from the ARB/RIBA Part 3 examination, the professional qualification leading to registration as an architect in the UK.

The 12-day course is offered twice yearly: in the Autumn as a full time block course over two weeks; and in the Spring as a ‘Saturday School’ over 12 weeks. The course is open to all graduates who have successfully obtained their Part 1 and Part 2 qualifications or their equivalent from overseas schools of architecture. It is also open to qualified practitioners for Continuing Professional Development.

Candidates should have recently completed a minimum of 24 months’ practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

In practice, it is unlikely that students with less than 12 months experience actually working in the UK on UK-based projects and under the supervision of a UK registered architect will be successful in the Part 3 examination.

Experience is monitored on a three monthly cycle by the School’s PSA (Professional Studies Adviser) having recorded and authenticated their work experience in the PEDR format or, for those of greater experience or partly trained outside the UK – an AA Certificate of Professional Experience can be used as an alternative.

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 6,300 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 at the end of September and concludes in mid/end-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 end-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 third week of September with submission of final dissertation or design projects.
The last Friday (Term 3) of the academic year 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 2014/15 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 at the beginning 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 (last Friday before Introduction Week in 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 ENTRY REQUIREMENTS AND PROCEDURES

Application Procedure
Students are admitted into the Undergraduate Courses at any level except Fifth Year. The AA is a private institution and does not belong to UCAS. Anyone interested in applying to the AA must:

• Complete the online application form;
• Pay the relevant application fee; and
• Submit a portfolio of art/design work

Before the deadlines to be considered for the 2015/16 academic year.

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

Application Deadlines
Early applications close Friday 21 November 2014 (£40 fee). Students wishing to apply for financial assistance must submit by this date.

Late applications close Friday 30 January 2015 (£60 fee).

Applications made after this date may be accepted at the discretion of the school.

Please note: All applicants must be 18 years of age or older by Monday 21 September 2015 to be eligible to enter the school for the 2015/16 academic year.

Institution / School Validation
The AA School achieved the Quality Assurance Agency (QAA) Review for Educational Oversight with full confidence in 2012, plus successful QAA Annual Reports in 2013 and 2014, and maintains Highly Trusted Sponsor status with the Home Office/UK Visas and Immigration (UKVI).

The five year full-time course in architecture is officially recognised and also meets the professional criteria set out by the Architects Registration Board (ARB) and the Royal Institute of British Architects (RIBA) for the professional qualifications of AA Intermediate Examination (ARB/RIBA Part 1) and the AA Final Examination (ARB/RIBA Part 2).

Entry Requirements
Minimum Academic Requirements

Foundation – Academic Requirements
The AA Foundation course is recognised by the RIBA as the equivalent of an Art A level upon successful completion. The minimum entry requirements for students entering the Foundation Course are:

• One A level pass (grade C or above) in a non art/design subject, plus
• Five GCSEs (grade C or above) including maths, a science subject and English language.

Foundations in art and design must be accompanied by one A level (or equivalent) in a 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 qualifications outlined below.

Please note: successful completion of the AA Foundation course does not automatically guarantee entry into the First Year of the AA’s five-year ARB/RIBA recognised course in architecture.

Entry to First Year, leading to The AA Intermediate Examination (ARB/RIBA PART 1)
The minimum academic requirements for students entering the First Year of the ARB/RIBA-recognised course in Architecture are:

• Two A level passes (grade C or above); plus
• Five GCSEs (grade C or above) including maths, a science subject and English language.
If one A level is an art/design subject, it must be accompanied by at least one A level in a 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 qualifications outlined below.

**Entry to Second or Third Year, leading to AA Intermediate Examination (ARB/RIBA PART 1) (including One Year Abroad applicants)**

Students with previous architectural or design experience may apply to enter the Intermediate School. The minimum academic requirements for students entering the Second or Third year of the Five-year ARB/RIBA recognised course in Architecture are:

- Two A level passes (grade C or above); plus
- Evidence of full-time architectural study.

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 qualifications outlined below.

**Entry to Fourth Year, leading to The AA Final Examination (ARB/RIBA PART 2)**

Applicants wishing to enter the Fourth Year (Diploma) to gain AA Finals ARB/RIBA Part 2, the professional qualification/AA Diploma, must have gained ARB/RIBA Part 1 by 17 July 2015, prior to entry to the School.

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 (arb.org.uk/).

- Applicants who have studied for Part 1 in the UK must have gained at least a 2:2 in their degree.
- Applicants who hold a Bachelors degree from outside the UK are required to make an application to the Architects Registration Board (ARB) for Part 1 exemption independently. Successfully gaining Part 1 exemption does not automatically ensure an offer of a place in the Diploma School. Applicants are advised to apply by 21 November 2014, and await the outcome of the interview, prior to applying to the ARB for exemption. For further information please refer to the ARB website http://www.arb.org.uk
- International applicants who will not complete their Bachelors degree until mid-2016 are encouraged to contact the Undergraduate Admissions Team prior to applying for the 2015/16 academic year.

Please note: In order to be eligible for the AA Diploma and the AA Final Examination (ARB/RIBA Part 2), the Fourth and Fifth Years (minimum of six terms) must be successfully completed.

Applicants without conventional entry qualifications are also considered, provided they are able to offer acceptable alternatives.

**Submission Portfolio Requirements**

All applicants are expected to submit a bound portfolio of art/design work (no larger than A3, and between 10 and 30 pages). Applicants who submit a portfolio larger than A3 will be asked to re-submit before their application can be processed.

Offers of admission are based on evidence of motivation as well as intellectual and practical creative ability. In your application please include a selection of highlights that will show the admissions panel an overview of your work and the processes behind it, including sketches or development drawings/models in addition to final images.

Essays, photographs, video, photos of 3D objects or self-generated projects can all be included. CDs/DVDs of additional material are also accepted but only when accompanying a printed hard-copy portfolio.

Sample portfolios will only be returned if requested and a £50 postage fee is paid in advance, or if the portfolio is picked up in person from the AA on a date prearranged with the Undergraduate Admissions team.

**English Language Requirements**

To meet both the AA and the Home Office/UKVI English language requirements you will need to have one of the acceptable language qualifications listed below, unless you are from one of the following groups:
You are a national of a majority English-speaking country as defined per the list on the UKVI website; or
You have successfully completed an academic qualification of at least three years’ duration, equivalent to a UK bachelor’s degree or above, which was taught in a majority English-speaking country as defined by the UKVI; or
You successfully completed a course in the UK as a Tier 4 (Child) student visa holder. The course must have lasted for at least six months, and must have ended no more than two years prior to your visa application.

If your place is conditional on providing English language qualification the following qualifications satisfy both the requirements of the Home Office/UKVI 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 – two-year validity period: must be within the two years at time of CAS visa application.
- Trinity College (Integrated Skills in English – ISE III / ISE IV) at grade C1 or C2.

Applicants are required to meet the scores in each category and overall – we cannot accept lower scores and we cannot combine test results across multiple score sheets. Applicants must submit their English language examination results by Friday 29 May 2015, prior to entry in Term 1. The AA reserves the right to make a place in the school conditional on gaining a further English language qualification if deemed necessary.

Please note the English language qualification requirements are subject to frequent change in line with Home Office/UKVI regulations. It is the applicant’s responsibility to remain up to date with all changes, which can be accessed on the Home Office/UKVI website https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests

Assessment

Applications and portfolios will be assessed by an admissions panel and applicants will be informed if they are invited to an interview at which a full portfolio can be presented.

Please note that applications will not be processed until the online form has been completed, all required supporting documents* have been provided, and the AA has received a bound portfolio. Failure to provide the information requested will delay the processing of your application.

* If you are currently undertaking an English language examination please select pending when completing the online form. The AA must receive a copy of your examination results by 29 May 2015.

Interview Procedure

Successful applicants will be invited to attend an interview at the AA School in London. The AA does not undertake Skype or telephone interviews.

The interview is a two-way process. The panel is interested to see what skills and interests the applicant has, so it is important to spend time preparing a portfolio. The applicant, in turn, has the opportunity to ask questions about the school and have a look at its working spaces and facilities. The purpose of the interview is to try and assess each applicant’s potential, ability and suitability to benefit from the course.

In addition to your portfolio, it is essential that you bring all your original documents with you to the interview for verification. Failure to present these documents may delay your chances of obtaining an offer of a place 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 above). The panel also notes any additional comments for future reference.

Outstanding applicants are put forward for consideration by the Bursary or Scholarship Committee. Bursaries are available to new Foundation Students; 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 Fees and Financial Aid Section in the Prospectus and the website. Please note, to be eligible for a bursary or scholarship, applicants must complete the main application form no later than 21 November 2014 stating their interest in AA Financial Assistance in the ‘Fees and Finances’ section.

Portfolios for AA Interviews

The AA is looking for students with a creative imagination and plenty of motivation. It is important to read the AA Website as well as any relevant microsites (Foundation, First Year, Intermediate, Diploma). This will give you an idea of the wide range of work carried out in the school.

Suggestions on preparing your portfolio can be found online at: www.aaschool.ac.uk/apply/admissions/undergradportfolio

It is better to bring more work rather than less so that you have a range of examples to demonstrate your skills. However, please take into account how much you can carry, and the finite amount of time available for the interview, which means you will not be able to show every piece of work.

Portfolios brought to an interview can be taken away directly after the interview.

Foundation and First Year – Portfolio Requirements

Applicants to the Foundation and First Year are not necessarily expected to submit an ‘architectural’ portfolio. The panel particularly likes to see evidence of current interests. Sketches, models, photographs, paintings, sketchbooks and essays all help to build a picture of your particular interests and skills.

There is no single way of preparing a portfolio. Many applicants will have artwork from school, but the AA is interested in any kind of project that is self-motivated, and it is best not to bring a portfolio based solely on school artwork. Portfolios should include some recent work; models or sculptures can be photographed, and live performances recorded in a variety of ways.

Every portfolio we see will be different. It is important that any drawings should be from life, or drawn on-site. The interview panel likes to see original images wherever possible, but understands if reproductions have to be shown due to size or weight constraints.

Intermediate and Fourth Year - Portfolio Requirements

Intermediate and Fourth Year applicants should show a range of work that they have carried out during their course, as well as any self-motivated projects undertaken outside of their course. Please be sure not just to present final images, but to show the process, development and thinking behind your work, perhaps in the form of sketchbooks or working drawings.

Offers

Successful applicants will receive an offer letter within two weeks of the interview. Applicants who receive a conditional offer letter must meet all of the specified conditions prior to entering the school. In order to secure a place at the AA the Admissions Team must receive a completed signed admission form and a one-term non-refundable deposit/transferable by the due date stated on the admissions form.

Upon securing your place a Confirmation of Acceptance of Studies (CAS) can be issued for students who require a Tier 4 (General) Student Visa to study in the UK. This confirmation, together with other documentation, can be used by overseas students to apply for a visa. Please refer to the Home Office / UKVI website for further information: https://www.gov.uk/government/organisations/uk-visas-and-immigration

Deferring an offer

Applicants to the Foundation course cannot defer their entry into the school. All other Undergraduate applicants can defer for a maximum of one academic year. To defer applicants must:
Confirm the deferral in writing to the admissions team;
Complete and return the Admissions Form (please send signed original by post); and
Pay the minimum required deposit*.
Before the 31 July 2015.
* The deposit is non-refundable under any circumstances.

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, new Foundation students and new graduate students, and must be applied for on a yearly basis.

Rules for applying for a Bursary or Scholarship Application for New Undergraduate Students
Undergraduate applicants must complete the main application form no later than 21 November 2014, stating their interest in an AA Bursary or Scholarship in the ‘Financial Assistance’ section. Students whose work is considered to be of bursary/scholarship standard will be asked, after an entry interview, to complete a bursary/scholarship application form, provide financial information and prepare a portfolio for the bursary/scholarship committee.

The bursary/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 / 4094 or e-mail Admissions.

Rules for Bursary Applications (Undergraduate continuing 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 within the School, a recommendation from the AA tutor and financial need. Named Scholarship and Bursary Awards are listed on the website. Please note: new students joining the Undergraduate Course are not eligible to apply for bursaries.
Graduate Entry Requirements and Bursary Procedures

Graduate Application Procedure

The AA is a private institution and anyone interested in applying must:

- Complete the online application form;
- Pay the relevant application fee; and
- Submit a portfolio of design work (All applicants with the exception of History and Critical Thinking and Building Conservation)

before the deadlines below to be considered for the 2015/16 academic year.

The Graduate School does not insist on an interview as a condition of entry. However, applicants are encouraged, if possible, to visit the AA for an interview with the programme’s academic staff before applying. Appointments can be made through the Graduate Admissions Team.

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

Application Deadlines

Optional Early-Offer Applications close on Friday 28 November 2014 (£40 fee).*

Early (Winter) applications close Friday 30 January 2015 (£40 fee). Final deadline for students wishing to apply for a bursary.*
Late (Spring) applications close **Friday 13 March 2015** (£60 fee). Applications made after this date may be accepted at the discretion of the school.

* To apply for a bursary, graduate applicants must submit no later than 30 January 2015 stating their interest in an AA bursary in the 'Finances and Funding' section. Please be aware that in order to be eligible to apply for a bursary, applicants who require an English language examination must have booked and passed one of the approved English language examinations by Friday 30 January 2015.

**Institution / School Validation**

The AA School achieved the Quality Assurance Agency (QAA) Review for Educational Oversight with full confidence in 2012, plus successful QAA Annual Reports in 2013 and 2014, and maintains Highly Trusted Sponsor status with the Home Office / UK Visas and Immigration (UKVI).

**Degree Validation**

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 Programmes Entry Requirements**

**Minimum Academic Requirements**

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

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

- **MArch Housing & Urbanism** (16 months): Five-year professional degree in architecture or a related discipline (BArch/Diploma equivalent)

- **MA Landscape Urbanism** (12 months): Professional degree or diploma in architecture, landscape architecture, urbanism or other relevant disciplines

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

- **MSc Emergent Technologies & Design** (12 months): Professional degree or diploma in architecture, engineering, industrial/product design or other relevant discipline

- **MA MArch 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)

- **MSc Sustainable Environmental Design** (12 months): Professional degree or diploma in architecture, engineering or other relevant discipline

- **MA MArch Sustainable Environmental Design** (16 months): Five-year professional architectural degree (BArch/Diploma equivalent)

- **MA MArch Design & Make** (16 months): Five-year professional architectural degree (BArch/Diploma equivalent)

- **Post Graduate Diploma in Spatial Performance & Design (AAIS)** (12 months; 24 months part time): 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 lasting not less than three years in a university or educational institution of university rank).

- **Graduate Diploma in Conservation of Historic Buildings** (day-release): Open to students/professionals with Part 2 (ARB/RIBA) or equivalent recognised qualifications. Suitably qualified members of other disciplines (e.g., surveyors, planners) may be considered. Overseas students who require a Tier 4 (General) Student Visa to study in the UK are not eligible to apply for this course.

- **Taught MPhil in Architecture and Urban Design (Projective Cities)** (20 months): Open to candidates with a four or five-year degree in architecture (BArch/Diploma equivalent).

- **MPhil or PhD candidates**: Candidates for MPhil/PhD research degrees must already hold an appropriate post-professional Master's degree in their proposed area of MPhil/PhD research. Applicants for PhD in Architectural Design must also hold a five-year professional degree in architecture and will be expected to submit a design portfolio.
Reference Requirements
Applicants must submit two references with the online application form: 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.

Portfolio Requirements
With the exception of History and Critical Thinking and Conservation of Historic Buildings, all applicants are required to submit a portfolio of design work (no larger than A4 format) showing a combination of both academic and professional work (if applicable). CDs/DVDs of additional material are also accepted but only when accompanying a printed hard-copy portfolio. Portfolios must be accompanied by the completed Portfolio Cover Sheet (pdf).

Portfolios will only be returned if requested and a £50 postage fee is paid in advance, or if the portfolio is picked up in person from the AA on a date prearranged with the Graduate Admissions Team.

English Language Requirements
To meet both the AA and the Home Office/UKVI English language requirements you will need to have one of the acceptable language qualifications listed below, unless you are from one of the following groups:

- You are a national of a majority English-speaking country as defined per the list on the UKVI website; or
- You have successfully completed an academic qualification of at least three years’ duration, equivalent to a UK bachelor’s degree or above, which was taught in a majority English-speaking country as defined by the UKVI; or
- You successfully completed a course in the UK as a Tier 4 (Child) student visa holder. The course must have lasted for at least six months, and must have ended no more than two years prior to your visa application.

If your place is conditional on providing English language qualification the following qualifications satisfy both the requirements of the Home Office/UKVI 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 – two-year validity period: must be within the two years at time of CAS visa application.
- Trinity College (Integrated Skills in English – ISE III / ISE IV) at grade C1 or C2.

Applicants are required to meet the scores in each category and overall – we cannot accept lower scores and we cannot combine test results across multiple score sheets. Applicants must submit their English language examination results by Friday 29 May 2015, prior to entry in Term 1. The AA reserves the right to make a place in the school conditional on gaining a further English language qualification if deemed necessary.

Please note the English language qualification requirements are subject to frequent change in line with Home Office/UKVI regulations. It is the applicant’s responsibility to remain up to date with all changes, which can be accessed on the Home Office/UKVI website [https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests](https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests)

Assessment and Offers
Applications and portfolios are assessed by the programme director and a second academic member of staff. Academic entry requirements are assessed by the admissions team.

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.
Successful applicants will receive a conditional offer letter from the AA and must send their documents via courier or post to the AA for verification (photocopies will not be accepted).

Applicants must send:

- Original English Language Certificates. Applicants requiring a Visa must keep an addition Original Certificate for the Visa application.
- All other Documents should be certified true copies. Applicants applying for a Visa must keep Original documents for your Visa application.

We will not return these documents to you and you are therefore advised to arrange additional copies should you require them for further use.

Once all the conditions have been met applicants will receive an unconditional offer letter.

Accepting Your Place

In order to secure a place at the AA the graduate admissions team must receive a completed signed admission form and a one-term non-refundable deposit/transferable by the due date stated on the admissions form.

Upon securing your place a Confirmation of Acceptance of Studies (CAS) can be issued for students who require a Tier 4 (General) Student Visa to study in the UK. This confirmation, together with other documentation, can be used by overseas students to apply for a visa. Please refer to the Home Office / UKVI website for further information: https://www.gov.uk/government/organisations/uk-visas-and-immigration

Deferring

Applicants to the Graduate School cannot defer their offer.

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.

Switching degrees within bifurcating programmes

Switching degrees within Programmes operating a bifurcation model (MArch/MSc or MArch/MA) will only be allowed under very exceptional circumstances. Students who feel strongly about it should approach the Course Directors before the end of the first week of Term 2. If they have compelling reasons for changing, they will be asked to submit a written statement by the last week of January on why they feel better suited for the other degree, how the potential change relates to the work they would have done by then and what type of final work they envisage doing. This, together with the results of Term1’s coursework, will be taken into consideration by the Course Directors and their teams when making the final decision. Students would have to fulfil the entry requirements of the degree they wish to switch to and under no circumstances they can change their visa arrangements.

Rules for Bursary Applications (Graduate Students)

The AA is committed to giving as many talented students as possible the opportunity to study. To apply for a bursary, new graduate students must complete the main application form no later than 30 January 2015 stating their interest in an AA bursary in the ‘Finances and Funding’ section.

Applicants who require an English language examination must also have booked and passed one of the approved English language examinations by 30 January 2015, in order to be eligible to apply for a bursary.

Bursary application forms will be available upon an official offer of a place and bursary forms are to be returned by the beginning of March. The Graduate Bursary Committee, which meets in March/April to distribute the awards, bases its decisions on programme directors recommendations and financial need. Bursary awards range from one to one-and-a-half terms, covering a proportion of student fees per year.
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 General 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 / UK Visas and Immigration requirements or their visa application will be refused. For full details about what is required students should read the Home Office/UKVI 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 £9,180 for living costs for the 2014/15 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 UKVI website. The School would advise students to have funds in their own account and not within their parents or as a joint holder.

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 Home Office / UKVI 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 AA School’s English language entry requirements. Please see the page 13 above and the website for full details.

Documents Required

The AA cannot issue applicants with a CAS number (required for your Visa application) until we receive the following:

1. All documentation listed on the conditional offer letter;
2. A signed admissions form;
3. Confirmation that you have paid at least the initial deposit for your chosen course (if not the full fees); and
4. A copy of the same financial evidence required by the UKVI for the visa application (refer to financial evidence section in this document).

You must keep all original documents to submit with your Visa application.

Please ensure that your passport is valid for at least 6 months from the time of your CAS/Visa application.

CAS Issue by the AA

The earliest we can issue a CAS is the end of June 2015. Your CAS will be sent out as an email attachment with a covering letter. Please ensure that you check the details carefully.

Academic Progress

Please note if you have a CAS and you previously had permission to stay as a Student or a Tier 4 (General) Student then your Tier 4 Sponsor can only give you a CAS for a new course, if your new course represents academic progress from your previous studies.

In order for your new course to represent academic progress from your previous studies, it must:

- Be above the level of your previous course for which you were granted leave as a Tier 4 (General) Student or as a Student, or
- Involve further study at the same level, which your Tier 4 Sponsor confirms that it complements your previous course for which you were granted leave as a Tier 4 Tier 4 Policy Guidance version 10/2014 page 57 of 79 (General) Student or as a Student, for example, you may be moving from a taught masters degree to an MBA or research-based masters degree.

Disclaimer

It is important you study all the information above carefully. Please note that this information is to be used as a guide only. The Home Office / UKVI regulations are regularly updated and it is therefore up to the student to ensure that they meet all the Home Office / UKVI requirements.

Please note: Although the AA checks Tier 4 General Student Visa’s documents as far as possible before issuing CAS numbers, it is the responsibility of individual student to ensure that they supply the correct documents required for visa processing.

We strongly advise that you thoroughly read all the relevant information on the Home Office / UK Border Agency website: https://www.gov.uk/government/organisations/uk-visas-and-immigration and that you contact your local Embassy for further information.

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.
UNIVERSITY OF LONDON

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 thirteen 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 fourteen 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)
• Architectural Professional 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.

Digital copies of all submissions are required, to be uploaded via the Submissions Website on the advised dates: http://submissions.aaschool.ac.uk

Supplementary details of all courses can be located in the Complementary Studies Course Booklet 2014-2015.

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 12-15 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, three Studio Staff. The First Year staff includes a Head of First Year and five Studio Staff.

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 moved 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/UKVI, Council Tax Office, Student Loan Company, Banks 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 show the original documents (Passport/Visa) and 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, AA Membership and Student Forum 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 online 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 2014/15 academic year are as follows:

- Monday 29 September / Diploma Unit Introductions: 9.45am – 5:30pm / Diploma Staff/Students meet informally: 6.00/6.30pm
- Tuesday 30 September / Intermediate Unit Introductions: 9.45am – 5:00pm / Intermediate Staff/Students meet informally: 6.00/6.30pm
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, Academic Co-Ordinator 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, Academic Co-Ordinator, AA Registrar and colleagues.

The dates for the 2014/15 academic year are as follows:

- **Tuesday 30 September / Diploma Unit Interviews commence / 12 noon**
- **Wednesday 1 October / Intermediate Unit Interviews commence / 12 noon and Diploma Unit Interviews continue if necessary / 10.00am**
- **Thursday 2 October / 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, Academic Co-Ordinator, 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 endeavours to ensure that students repeating the year will be placed into one of their three choices.

Students in the Intermediate School are strongly discouraged from selecting the same Unit in the 3rd Year as has been undertaken in the 2nd Year to best facilitate a full and rounded investigation of architectural pedagogy at this level.
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 2014/15 academic year are scheduled to take place on Thursday 2 October 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 Unit Masters, 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, email and ICE contact details. If a student needs to update their details they should contact their relevant Coordinator straight away and complete a Change of Circumstance Form/Contact Details Form.

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), Academic Co-Ordinator, 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 impose some limitations with regard to disability access, but on acquiring further premises disability access has been one of the top priorities which will allow the AA to provide a better learning environment for disabled students.

The AA actively promotes a culture of diversity and inclusion to encourage people to feel free to disclose any disability, should they wish to do so, so that every person / student is treated equal and their requirements are listened to and acted upon to provide the best way forward for their learning environment. All students are encouraged to contact their Programme Director / Unit Master, Course Master and the Registrar with regard to their disability upon entering the School or if already a student as soon as they become aware of their disability.

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.

Our approach to issues of disability follows very closely the recommendation of Article 15 of the Revised European Social Charter: “Persons with disabilities (children, young persons and adults) should be integrated into mainstream facilities; education and training should be made available within the framework of ordinary schemes and only where this is not possible through special facilities”.

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; The National Bureau for Students with Disabilities; and SKILL, The National Bureau for Students with Disabilities.

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 or contact their General Practitioner (Doctor – GP) for further advice.

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

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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 and Patents Act 1988.

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 registered 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 in writing 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 you do not acknowledge the co-operation of another person who works with you or who gives you permission to use their work or if you use research without crediting the source.

Student work substitution is the submission of another student’s 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 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 in particular courses for such period as it thinks 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

Turnitin uses text matching software which can help in the prevention and detection of plagiarism in an essay. Turnitin is available to AA staff and students to review papers and identify unoriginal material. For access to this site please see the AA library online resources and contact library@aaschool.ac.uk for any help.

Cite Them Right online

http://www.citethemrightonline.com

All assignments need to include correct references and this online resource will show you how. Cite Them Right is a guide to referencing and avoiding plagiarism, providing clear and comprehensive coverage for all print and electronic sources, business, government, technical and legal publications, works of art and images.

Key Features: Cite any information source, from ancient texts to Twitter. Examples are given in Harvard, APA, MHRA, MLA, OSCOLA and Vancouver referencing styles. Simplified advice on referencing online publications.

Contact the Library (Simine Marine) for help using these resources and referencing in general.

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)

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. The AA School premises are open
normal working hours during term time, and for the weeks proceeding and following the academic terms. The studios are open during term times and for limited periods, subject to agreement, during the breaks between terms such as Christmas and Easter.

**Studio Opening hours**

- 32-39 Bedford Square: Monday to Sunday, 10am to 10pm
- 4 Morwell Street: Monday to Sunday, 10am to 10pm
- 16-18 Morwell Street: Monday to Sunday, 10am to 10pm

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. Please see the AA School Academic Regulations, Teaching and Studio Space

**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 hallway, 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 practical training and professional experience relevant to the Part 3 Examination requirements. Professional experience should be under the supervision of a registered architect, and is normally within an established 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 for incomplete studies, 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 Practice & Practical Experience (Undergraduate)

It is a mandatory requirement that all students who are preparing to undertake a ‘Year Out’ to pursue professional experience contact and formally register with the AA Professional Studies Co-Ordinator and pay a Professional Studies Registration Fee of £250.00. ‘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 Lecture 1 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 (by 26 September 2014).

In order for students to comply with undertaking professional experience in the UK, under the Tier 4 student visa system, mandatory registration and payment of the Professional Studies Registration Fee of £250.00 plus AA Membership Fee 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.

Home/EU/International Visa students who have just completed their Fifth Year and wish to undertake professional experience must contact the Professional Studies Adviser, to Formally Register and undertake payment of the Professional Studies Registration Fee of £250. International Visa 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) with a Tier 4 (General) Student Visa*. Please note that if you are an International Visa student a placement must be obtained before the commencement of the new academic year (by 26 September 2014). 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 UKVI legislation.

Please note official registration is required at the beginning of each term with the Professional Studies Department for all students undertaking professional experience.

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 Unit Masters/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 to a Panel comprising the student’s own Unit Masters/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.

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 and Academic Co-Ordinator 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 hard 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 exact same panel of tutors. This is to assure an unbiased view of their work. The long and intensive process in devising these panels 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, Academic Co-Ordinator 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**

Verbal feedback is provided on the day and formal written assessment reports are emailed and a hard copy retained in the Student's file within the Registrar's Office.

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 and hard copy retained in the Student's file within the Registrar’s Office.

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 present to the External Examiners and 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 and would also be ineligible to submit to the External Examiners.

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**

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

**The Review Panel can make a decision in January that Repeat 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:
  - Completed Foundation and offered entry to First Year
  - Completed Foundation*
  - Incomplete Foundation Course (insufficient work/non-submission of portfolio at End of Year Reviews)

  * Please note a completed Foundation Year does not guarantee an offer of a place in 1st Year.

* **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 30 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 tutored 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 and a hard copy retained in the Student’s File within the Registrar’s Office.

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 Unit Masters/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 and a hard copy is retained in the Student’s File within the Registrar’s Office.
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/Undergraduate Advisory Group’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 Second/Fourth Year portfolio (whichever is applicable) 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 with Director of the School, Academic Co-Ordinator and Registrar.
- 9:45: Unit Introductions by Unit Masters/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 confirming students have met the ARB/RIBA criteria is signed by the Chairman of the External Examiners on behalf of all 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 as per their requirements for their records.

First Year Final Check – Summative for selected First Year students (first week of student summer vacation)

Following the End of First 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
- Fail : Asked to Leave the School

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 as a full time student.

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 with a mandatory January Progress Review
- 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 : Undergraduate School**

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 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 (APP) 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 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 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 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.

Students are required to submit all Complementary Studies Submissions in digital format on the advised dates via the website at [http://submission.aaschool.ac.uk](http://submission.aaschool.ac.uk)
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 Master programmes offering 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 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)
- **Taught M.Phil in Architecture and Urban Design** - Projective Cities
- **Sustainable Environmental Design** (MArch/MSc)
- **Spatial Performance & Design (AAIS)** (OU Postgraduate Diploma)
- **PhD Programme** inclusive of PhD in Architectural Design
- **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 feedback 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 Examiners' 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 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 Coordinators (acting for the Registrar) are responsible for filing the assessments. Students receive copies.

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, one of which brings together all the
Courses leading to MA, MSc, MPhil and Postgraduate Diploma awards in Oct/Nov 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 approval is sought from The Open University, in accordance with its procedures and criteria for External Examiner appointments. Formal appointment is made by The Open University.

b) At the present time 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/November 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 October/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 should meet with a selection of the nominated 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 promptly following the examination.
- External Examiner reports must use The Open University pro-forma as the basis for their reports.
- The Examination Report 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 (JAB) - the Chair will be appointed for each JAB and must not have been involved in any Examination Boards. 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 Coordinators 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 Coordinators are 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
- 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 Coordinators are the Institutional contacts responsible for:
(a) briefing External Examiners on arrangements for attendance which will be done by both letter and email; (b) 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; (c) ensuring the submission of the External Examiner Reports using The Open University pro-forma, supplied in hard copy and electronically.

Programme Directors are responsible for the External Examiners’ scrutiny of assessments on the day of the examination – notification of timing and additional details.

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 partnership 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 as registered full-time supervised students, 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 to The Open University.

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) After the registering with The Open University, within 11 months of registration, students will need to arrange a mini oral examination (viva) and submit a probationary report to The Open University.

h) An annual report of progress is submitted to The Open University

i) The examination for a research degree involves the approval and submission of a dissertation and viva by an Examination Board comprising external and internal examiners.
j) 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.

l) 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.

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 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 in the 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 August 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 August prior to the new academic year. It is mandatory that all continuing students register at the beginning of the new academic year (Week 1: Monday and Tuesday).

Transfer Policy

Students entering the Graduate School at the beginning of an academic year have been offered a place on 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.

Switching degrees within bifurcating programmes

Switching degrees within Programmes operating a bifurcation model (MArch/MSc or MArch/MA) will only be allowed under very exceptional circumstances. Students who feel strongly about it should approach the Programme Directors no later than the end of the first week of Term 2. If they have compelling reasons for changing, they will be asked to submit a written statement by the last week of January on why they feel better suited for the other degree, how the potential change relates to the work they would have done by then and what type of final work they envisage doing. This, together with the result of Term 1’s coursework will be taken into consideration by Course Directors and their teams when making the final decision. Students would have to fulfil the entry requirements of the degree they wish to switch to and under no circumstances they can change their visa arrangements.

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

Please refer to document: Appendix A_2014-2015 Academic Important Dates
APPENDIX B

Unit Choices Forms

Please refer to documents:
Intermediate Unit Choices Form_2014-2015
Diploma Unit Choices Form_2014-2015
APPENDIX C

Professional Practice Handbook