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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 School Academic Regulations.
Introduction

The Architectural Association School of Architecture is a community of students and staff, whose organisation and activities create one of the world’s unique settings for architectural education. This handbook has been written for all students of the school, and is intended as a useful reference for your study at the AA.

The AA School is an intensive learning environment made up of many different resources and activities. These include the activities associated with the courses in the Undergraduate, Graduate and Visiting Schools, as well as the AA Public Programme, which each year hosts dozens of lectures, exhibitions, openings, symposia, book launches and other special events.

This Student Handbook is just one of many ways in which the AA School pursues its commitment to the communication and access of information needed to support successful work and study at the school. It is recommend that you first review the contents of the entire Handbook, and refer back to it throughout the year, as questions arise regarding any part of your academic studies or you have questions about living and studying in London.

In addition to the information provided in this handbook, you will find an overview of academic course requirements and academic processes and policies in three other key documents guiding your study: the annual School Prospectus, the Undergraduate Course Guide, individual Graduate Programme Guides, AA School Academic Regulations, Weekly Events List and online information updated throughout the year at www.aaschool.ac.uk.

I wish each and every one of you every success this year, and for many years to come.

Brett Steele
Director, AA School
Access Card
See membership section of the AA School Academic Regulations.

Academic Rules and Regulations
See the AA School Academic Regulations document, September 2013.

Accommodation
The AA does not have its own residence halls or other forms of accommodation, but does assist new and returning students with an accommodation service from the beginning of September during the early weeks of the academic year. An AA student is available during this time to advise about prices and location of accommodation.

A wide variety of accommodation is normally advertised in the Accommodation Office, normally located within the main buildings in Bedford Square and also on the London Student Housing guide website London Student Housing.

The School does not have any arrangement with any residence, agency or hotel, and the AA does not have any obligation to provide accommodation to new or returning students. Types of accommodation available to students in London include:

Halls of Residence: The accommodation in halls of residence varies from shared or private rooms with shared bathrooms, kitchens and other facilities to self contained studio rooms with en-suite bathrooms and in-room kitchenettes. Most halls are self-catering where students buy and prepare their own food, but some will have canteens that can provide three meals a day at additional cost.

Independent Halls and Hostels: Hostels are normally owned by charitable organisations. As well as providing accommodation they offer a homely environment, often with social opportunities and events. Like halls of residence, sometimes meals are provided, or sometimes there are cooking facilities. Hostels are very popular and have long waiting lists, so apply with plenty of time.

Private Accommodation: This is when you rent from a private landlord/landlady. As you will need to arrange this once you arrive in London, make sure that you have a temporary room booked in a hostel or hotel for when you arrive.

Please be advised that most students in private accommodation live some distance from the school and travel every day.

Private accommodation options:
- A room in a private home, sharing facilities with the flatmates.
- A bed-sit is a single room in which you live and sleep, usually with limited cooking facilities. Bathroom facilities are usually shared.
- A studio flat is a single room with self-contained kitchen and bathroom.

One of the cheapest ways of living is to share a flat or house with friends or colleagues from the school. Rent, bills and cleaning can all then be shared.

When arranging long-term accommodation you will usually sign an agreement with your landlord/landlady. When you sign, you will need to pay a deposit, which is returned to you when you leave. However, if you have caused damage to the house, or leave without giving the required notice, the landlord may have the right to keep your deposit.

It is important therefore not to sign any contract or agreement you do not understand. Read all documents carefully before you sign them and keep copies. Always ask for a receipt for each payment. Free advice about your legal rights can be found at your local Citizens Advice Bureau www.nacab.org.uk

Be careful if using an accommodation agency. Many are listed in BT’s ‘Yellow Pages’ and can be good, but others ask for large deposits and rent in advance.

The cost of accommodation varies enormously according to type, quality and location. Do check whether your rent includes gas, electricity, water; it almost certainly will not include the use of telephone.
You may want to start looking for accommodation or getting acquainted to prices and locations before you arrive in London. Private accommodation is advertised in local newspapers, including ‘Evening Standard’, ‘Loot’ [www.loot.com](http://www.loot.com) and ‘Time Out’.

Further information on Accommodation in London is available on the AA website: [www.aaschool.ac.uk](http://www.aaschool.ac.uk)

Useful guide: The UKCISA, UK Council for International Student Affairs, produces a set of useful guidance notes for international students [UKCISA website](http://www.ukcisa.org.uk).

**Address**

The official postal address of the school is:
34-36 Bedford Square
London WC1B 3ES
Reception: +44 (0)20 7887 4000

In addition to the Bedford Square and Morwell Street buildings, Hooke Park is a 350-acre working forest in Dorset, south west England, that is owned and operated by the Architectural Association.

The address is:
Hooke Park
Beaminster
Dorset DT8 3PH
T: +44 (0)1308 863 588

**Admissions Department**

The Admissions Department, for both the Graduate and Undergraduate School, deal 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 Office is located on the 2nd floor of Building No. 36 Bedford Square and is normally open Monday-Friday 10am-6pm.

Further information on the admissions procedure can be found in the AA School Academic Regulations, the AA [website](http://www.aaschool.ac.uk), the Prospectus and the application form.

**Advice and Information**

All registered student queries should be directed towards your Unit Masters / Tutors or Programme Directors, who can advise you on the best source of additional information relating to your course / programme.

Questions relating to your weekly academic schedule, course submissions and other activities can often be answered by your Administrative Coordinator.

The AA School Director, Registrar and Administrative Coordinators all maintain open door policies and can provide additional guidance and pastoral support for personal matters that may arise. Contact details can be found in Appendix A.

Additional websites that may provide useful information on arrival in the United Kingdom can be found in Appendix B.

**Appeals (Academic)**

See the AA School Academic Regulations.

**AA Archives**

AA Archives
Term-time hours: 10am–6pm Monday to Friday
[www.aaschool.ac.uk/calmview](http://www.aaschool.ac.uk/calmview)
The AA Archives documents the administrative, cultural and educational history of the AA over the past 160 years, shedding light on the significant role played by architecture schools in the formation, propagation and transmission of architectural culture, theory and practice.

The Archives are located at the rear of 32 Bedford Square. AA students and members are welcome to research or browse through its extensive holdings, which comprise c10,000 AA student drawings, posters and ephemera and more than 75 cubic metres of textural records including committee minute books, student registers, curricula, lecture notes and project briefs ranging from the mid-nineteenth century to the prize-winning work of today’s students.

Recent acquisitions include work by Alison Smithson, Piers Gough, Alan Colquhoun, John Miller, Kenneth Frampton and Robin Evans. In addition, the archive of Otto Koenigsberger, one of the most influential figures in modern urban development planning, was also recently donated to the AA Archive. An online catalogue of the AA Archives’ collections has been launched at: www.aaschool.ac.uk/calmview

At present this catalogue details only a small percentage of the AA’s holdings, primarily the core administrative and association records from the 1847 to the present, together with an initial sample of the Archives’ extensive collections of student drawings. It is however only the first phase of a long-term cataloging process, which will see records added over the coming years.

The AA Archives are open to all AA students and members. Non-members are also welcome, on purchase of a temporary research membership.

Attendance

Students are required to regularly attend all relevant courses, and to be present for all tutorials, unit/programme presentations/crits, 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 a decision on future studies;
- Referral to the Chair of the GMC (Graduate) for a decision on future studies;
- Written notification to student of decision.

For further information regarding attendance please see the AA School Academic Regulations.

Audiovisual Department

Term-time hours: 10am–6pm Monday to Friday for video editing
10am–5pm Monday to Friday Student Loans
1pm–2pm Closed for Lunch
www.aavideo.tumblr.com

The Audiovisual Department is concerned with video and sound technology and supports teaching across the AA, as well as the Public Programme.

Video Editing and Chromakey Studio

The Video Editing and Chromakey Studio is located in a 39 Ground Floor and houses designated Apple workstations running Final Cut Pro, Motion, Adobe CS, Logic and Cinema 4D alongside various audio, video and encoding tools. Chromakeying (green screen) work is possible on-site with prior consultation. Audio interfaces, keyboards and microphones are available. The space is open to all students and staff. The area operates on a key card system for entry to the editing space. Weekend and late hour use is therefore available. www.vimeo.com/user1723961

Teaching Spaces and Equipment Reservations

Audiovisual equipment for both internal teaching and the public lecture series is booked through an established procedure. Staff (especially new staff) and students should liaise with the relevant coordinator at least one week prior to when the equipment is required. The department is unable to provide support for late or impromptu classes. Teaching spaces are equipped with large LCD screens or data-projectors for laptop use. Additional or specialist equipment such as slide projection, book
readers or Skype access/Public Address should be requested in advance. The school as a rule does not record internal or complementary classes.

**Loans**

Audiovisual can help you with a broad range of video and display equipment including: HD video cameras, GoPro cameras, tripods and mounts, sliders, Manfrotto FigRigs, Jib arms, Hague tracking system, Hot and Cold lighting, (Arri, Ianiro etc), digital audio recorders, microphones, audio mixers, video mixers, PA kit, LCD data projection, digital and analogue display gear, signal and sound generation and distribution.

The Audiovisual loan service is situated in the Hub at 16 Morwell Street, Ground Floor. Group projects or multiple loans should be discussed in advance. Those borrowing equipment from the Audiovisual Department are fully responsible for its security, care and prompt return and an agreement form must be signed to this effect. Groups may borrow equipment as part of a defined unit project on or off school premises only after discussion with the Audiovisual staff. Some equipment is not available for student use or use off-premises.

The school has a comprehensive insurance policy for those going abroad on unit trips. Unit staff should be aware that equipment will only be released for study trips upon completion of the Travel Insurance Form, downloadable from the school’s website.

**Awards and Prize Giving Ceremony**

The Awards Ceremony for both the Undergraduate and Graduate School takes place on the last day of the academic year in Bedford Square Garden. Families and friends are invited to celebrate with students’ their achievements whilst studying at the AA.

The Graduation Ceremony is held on the last Friday of the academic year. Full details and ticket details will be sent to all relevant students during Term 3.

**Bank Accounts**

It will normally require several weeks, and even months, to open a UK bank account, so preparations should begin immediately upon a student’s official registration in the School (Day Two of Introduction Week, in September). Once a student has found a place to live, it is very likely that a bank account will be required. It is not possible to open a bank account until a permanent London address has been secured. In recent years UK banking laws have been tightened for anyone who has just arrived in the UK.

In recent years HSBC Bank proved best for AA students opening new accounts, and their closest branches are: 156/157 Tottenham Court Road, London W1P 9LJ and 1 Woburn Square, Russell Square, WC1H 0LQ. Further information on student bank accounts at HSBC can be found on the HSBC website.

The rules and regulations governing the issuing of bank accounts to overseas students are subject to change on a regular basis; please make enquires online before arrival in the UK.

The School can provide a written letter confirming status as a full-time student in the AA School, once registration as a full-time student has taken place (second day of Introduction Week). Banks, however, normally require such letters to confirm the new UK address, which must be secured, before the school can write a letter of reference. See the Letters section of this document for further information.

Banks normally offer accounts for students from overseas that allow account holders to transfer money between the UK account and other accounts overseas. These UK accounts normally provide a bank card that enables the account holder to withdraw cash from cash points, or automated tellers. It is not always the case that a bank will open a current account for a newly-arrived overseas student that includes a cheque book/debit card, and so you may not have access to full current account privileges within the UK. Details should be confirmed with the bank.

Some students in the past have managed to open accounts with internet banking services.

**Bedford Square**

Bedford Square Garden is a facility that the AA has permission for students and staff to use. Staff and Students must be aware that this facility is owned by Bedford Estates and there are rules and regulations
for its use. Staff and Students must request permission to use the Square through the Reception who will contact the Registrar’s Office for verification that the use is permissible. Any member of staff or any student must indicate why they wish to use the facility, for how long and to ensure that they will not leave any installation or litter in the garden upon their exit. Please note the School relies on all staff and students to cooperate fully in order to maintain usage and unauthorised entry will result in the loss of this facility for all students and staff of the AA.

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. Bicycle racks are located outside No. 36 Bedford Square.

Cycling can be the cheapest, healthiest and fastest way of getting around London. Despite improvement to cycle routes London roads can be dangerous. Transport for London's website provides good cycling code and advice about training [TFL Website].

AA Bookshop

AA Bookshop
10am–6.30pm Monday to Friday
11am–5pm Saturday
T +44(0)20 7887 4041
F +44(0)20 7887 4048
bookshop@aabookshop.net
www.aabookshop.net

The AA Bookshop, founded in January 2009, continues the legacy of the Triangle Bookshop that opened in the mid-1970s, and is a new resource within the school that is also open to the general public. It is one of the few specialist bookshops for architecture worldwide. Dedicated and experienced bookshop staff can assist with locating and recommending books as well as ordering any book currently in print.

The stock is geared to support the wide range of subject areas studied by the units and programmes within the school. The bookshop also actively sources international publications in order to offer a concise selection that reflects new and important backlist titles that address the most current trends in architectural discourse. The collection ranges from architecture theory to technical books from design, art, philosophy and critical theory to mathematics, science and cooking.

Members receive a 20 per cent discount on all AA Publications plus a monthly selection of new titles that are announced online at aabookshop.net and via a newsletter. On occasion there are exclusive sales on all books for members. The AA bookshop is located in the ground floor room at Number 32 where frequent book events and launches are held.

Buildings

The AA School of Architecture is located in Bloomsbury, part of London that was built in the 18th century. Bedford Square is one of the best examples of Georgian London, and the AA occupies adjacent buildings at numbers 32, 33, 34, 35, 36, 37, 38 and 39 on the west side of the square, and No. 4 and 16 Morwell Street (behind Bedford Square).

Numbers 34-36 are the historic home of the AA School since the 1920’s, and these buildings are where the main public programme of lectures and exhibitions takes place, as well as the social activities of the school.

All undergraduate and graduate teaching activities are located in numbers 32 to 39 Bedford Square or in the Morwell Street premises in Numbers 4 and 16. The main administration of the AA takes place in the No. 36 Bedford Square premises. Additional teaching and learning activities take place in the AA’s Hooke Park, in Dorset.

Facilities & Building Maintenance

The AA Facilities Office manages the daily upkeep and maintenance of all AA buildings, including minor building works, repairs and maintenance. They are also responsible for building security, including CCTV, intruder alarms, card access door systems, and security staff supervision of main building entrances.
The Facilities office can be found in the basement of Building No. 33. Key contacts are the Manager Anita Pfautsch e-mail Anita, and Assistant Manager Peter Keiff e-mail Peter and the Health and Safety Officer Jillian Berry e-mail Jillian.

All accidental damage to AA facilities and resources, by students and staff, must be reported to the Facilities Office.

Jillian Berry manages the AA Health & Safety Policy and leads the implementation of all safety procedures and practices within all departments and among students and staff. Health and Safety booklet is available online and all students/staff have the responsibility of ensuring that they are aware of safety issues throughout the school.

Door Security Policy

From time to time it may be necessary to amend the AA’s normal open-door policy and entry may be gained to all buildings by using the AA Membership card and/or the entry buzzer.

Bursaries

See Scholarships and Bursaries section of this document.

Career Advice

Practical training and work experience are an integral part of the 5 year ARB/RIBA recognised course in architecture requirements for students planning to register as architects in the UK. The Architects Registration Board (ARB) requires a minimum of 24 months of supervised experience and training in practice before a student is eligible to sit the Part 3 Examination. 12 months can be completed within the study period after the 3rd Year of the course and passing the AA Intermediate Examination (ARB/RIBA Part 1) before the Part 2 examination.

The Professional Studies Coordinator and Alastair Robertson, the Course Director in Professional Practice and Practical Experience, are located on the 2nd floor of No. 36 and can be contacted via email.

The Working out in Architecture Guide can be found in Appendix D.

Company Secretary

The Office of the Company Secretary manages the flow of business from the Association and School to the Architectural Association’s governing body (i.e., “the Council”), and executes the organisation’s statutory, administrative and business affairs on their behalf. The Office deals primarily with matters related to the maintenance of the Architectural Association’s charitable status, the implementation and improvement of policies and systems ensuring transparency and accountability in the conduct of its affairs, and interaction with the relevant civic, trade and regulatory bodies.

Kathleen Formosa is the Company Secretary and can be contacted via email. Cristian Sanchez is the PA to the Company Secretary and can be contacted via email. Their office is located on the 2nd Floor 32 Bedford Square.

Complaints

See the AA School Academic Regulations.

Computer Labs Guidelines

Term-time hours:
9am–10pm Monday to Friday;
10am–10pm Saturday and Sunday.
Vacations 10am-10pm.

The IT department provides assistance to students and tutors across three separate computer labs based in 16 Morwell Street and 39 Bedford Square. The equipment available consists of 28 PCs and eight Macs for student and tutor use with each workstation having the following software: Rhino, Maya, AutoCad, Microstation, 3DS Studio Max Photoshop, Illustrator, InDesign, Flash, Final Cut Pro
and more. The secondary computer lab has 12 PCs and is available for booking, either by students or tutors. The rendering space has eight PCs and two Macs and is accessible specifically to students needing to complete renderings during daylight hours. It is available on a first come, first served basis in consultation with the AA Computer Lab IT staff. Additionally an audiovisual editing suite has eight Macs and is for students working on projects within the AV department and is accessible in consultation with Joel Newman.

Software training is included as part of some school courses, and computational seminars are available in Term 1 and Term 2. These are provided by the Media Studies department and address the proliferation of digital design technologies and their profound effect on architecture. As part of its educational remit, the AA equips its students to use current design systems and software packages to their fullest extent. Photoshop, Illustrator, InDesign, Flash, AutoCad, Microstation, 3DS Studio Max and Maya will be introduced through one-day workshops in Term 1.

Software introductions will consist of six-hour teaching sessions and will be held in 39 First Floor Front and the electronic media lab back room. The Term 2 programme offers introductions to the advanced use of selected software packages for interactive presentations, digital 3D-modelling and the preparation of files for digital fabrication.

There will be eight full-day Saturday workshops held in 39 First Floor Front. It is important to note that all students need to register for the software workshops online. The registration for each term will be in the second week of term. More specific details about the workshops and registration can be found in the Course Booklet.

Password Guidelines

- Passwords are to be treated as confidential information and must not be revealed to any other individuals, including IT staff.
- Passwords known or suspected of being compromised should be changed immediately. Students should ask a member of the IT staff if they require assistance.
- Passwords used for accessing the AA systems should not be used for accessing non-AA systems. Similarly passwords used to access non-work related systems should not be used to access AA systems.
- Passwords used by students must contain a minimum of 8 characters and be comprised of 3 of the following: uppercase, lowercase, number, special character. Students will be required to change their password at the beginning of each academic year.

Bring Your Own Device Guidelines

Use of personal devices such as phones, tablets and computers by students of the AA are permitted to connect to the schools network and use the provided resources. However, the AA has guidelines for the use of personal devices whereby the student must ensure that they:

- Comply with current legislation.
- Use of AA IT systems in an acceptable manner
- Ensure that devices are secured if AA data is stored on the device to prevent unauthorised access to device.
- Ensure that devices are protected with appropriate antivirus (if available for device) and system and software updates.

Computer Programs

All students should request information as to computing hard/software for their relevant programme or unit from their Programme Directors, Unit Masters or Computer Room staff.

Further information regarding email accounts and internet usage policies can be found in the AA School Academic Regulations.

Council (AA Council)

The AA Council are the trustees and directors of the Architectural Association, (Inc.) The Architectural Association, (Inc.) is a registered charity and a company limited by guarantee, the primary purpose of which is the running of a school of architecture. The AA Council is elected each year by the membership of the Architectural Association, which includes staff and students. With the exception of those in paid employment at the AA, all members of the Architectural Association are eligible to run for a seat on council subject to certain legal and other restrictions as outlined in the AA’s Articles of
Association & By-Laws.

The AA Council for 2014/15 is as follows:

- President: Sadie Morgan BA(IntDes), MA(RCA)
- Hon Vice President: Hugh Pearman BA(Hons) Dunelm; Hon. FRIBA, Hon. FRBS, FRSA
- Hon Vice President: Frank Duffy CBE, PPRIBA
- Hon Secretary: Yasmin Shariff MA, DipArch, RIBA, FRSA
- Hon Treasurer: Paul Warner DipArch, RIBA
- Past President: Keith Priest AADipl, RIBA, FRSA

Members:

- John Andrews AADipl
- Joanna Chambers BA(Hons), BTP, MRTPI
- Oliver Domeisen AADipl
- Patty Hopkins AA Dipl
- Sho Ito AA ARB/RIBA P1
- David Jenkins BA(Arch) DipArch FRSA
- Aram Mooradian AADipl(Hons)
- Richard Patterson
- Prof David Porter BSc(Hons) DipArch RIBA
- Rebecca Spencer AADipl
- Jane Wernick FREng Hon.FRIBA FRSA FistructE FICE

The Council meets at least six times each year in order to monitor the Association’s financial health, approve new business and review current initiatives and activities. Meeting dates and agenda items are announced on the Members’ area of the AA Website. In general, Council meetings are open to AA members wishing to attend as observers. Council does, however, reserve the right to hold certain meetings in camera in order to discuss matters of a sensitive nature, which may arise from time to time.

On a yearly basis, the Council endorses the school’s academic agenda, reviews the educational and cultural programme, and considers and approves the AA’s financial statements and proposed budgets. On an ongoing basis, the Council confirms the appointment of all staff, approves new applications to the membership, ratifies AA Diplomas and other academic awards, and promotes the work of the AA through participation in its cultural events and fundraising initiatives.

The Council appoints a Director (who serves within the School Community) responsible for the day-to-day running of the School and related administrative matters. Although the Director is fully accountable to the Council, his/her status is dependent on maintaining the confidence of the school community.

The Council also appoints a Company Secretary to execute and administer, on its behalf, matters related to the AA’s governance, corporate and charitable status, including major contracts, leases, and other legal, statutory and regulatory matters.

The AA’s Articles of Association and By-Laws (i.e., The Constitution), minutes of past Council meetings, and related documents are available in the AA Library and also on the Members’ area of the AA website. For further information concerning the AA’s Council, governance or charitable status, contact the Office of the Company Secretary e-mail Kathleen Formosa.

Council Tax Exemption

Council Tax is the system of local taxation used in England, Scotland and Wales to part fund the services provided by local government in each country. This tax is paid monthly, often in addition to your agreed rent.

All full-time students are eligible for relief for Council Tax payments, which can normally be secured by a letter written by the School. Students are requested to await receipt of Council Tax notification from their relevant Council authority with their names clearly indicated on the letter, prior to requesting an AA School letter confirming their status as a full-time student with at least 24 weeks attendance each year.

Counselling

See Pastoral Care section of this document.
Digital Platforms

Digital Platforms (AADP) is located in 37 Bedford Square (1st Floor Back). AADP is responsible for the design and maintenance of the AA’s online resources, including School websites, end-of-year DVD and digital documentation of the Projects Review Exhibition, and other online resources. Instructions for student uploads to online resources are available on the Website.

Digital Prototyping Workshop

Term-time hours:
10am–6pm Monday to Friday
www.aaschool.ac.uk/digitalprototyping

The Digital Prototyping Lab offers a number of digital fabrication technologies including five laser-cutting machines available to individual students, four CNC milling machines and two 3D printers operated by lab staff. Students interested in using the laser-cutting machines are first required to attend an induction course, after which they are able to reserve machine-time through an online booking system. People interested in using CNC or 3D printing do not need an induction but are recommended to refer to the online tutorials, or to contact the Lab staff for individual or group tutorials on file preparation.

AA Digital Photo Studio

Term-time hours:
10am–9.30pm Monday to Wednesday
(6–9.30pm*)
10am–5pm Thursday to Saturday*
(*Managed by student assistants)
T +44 (0)20 7887 4080
darkroom@aaschool.ac.uk

The AA Digital Photo Studio is fully equipped with digital SLR cameras, tripods, lights and a variety of backgrounds for photographing models, drawings and installations. Computer facilities are also available for digitally processing the photographs. The Digital Photo Studio manager, Sue Barr, is available from Monday to Wednesdays to give advice and inductions to students using the studio for the first time. The studio must be reserved in advance and during busy periods students are limited to photo sessions of one hour.

Dining Room

See Restaurant and Bar section in this document.

Director / Head of School

Brett Steele is the AA Director and Head of School, and was elected by the AA School Community in 2005 and was then appointed AA School Director by the AA Council. Brett stood for and received a Vote of Confidence by the school community in 2009, and was reappointed for a second five-year term from 1st August 2010. Brett has expressed his intention to stand for re-election in 2015 for a further term of office.

The Director of the School is responsible for the overall running and daily operations of the AA School, including the appointment of staff, organisation of the academic calendar, and academic initiatives. The Director is also responsible for directing AA Publications, which produces all School-related print materials including the school Prospectus, Projects Review, exhibition catalogues, and one-off monographs, and the AA Public Programme, which includes evening lectures, conferences and symposia, exhibitions and other events.

The Office of the Director is coordinated by the Director's Assistant. The Director of the School establishes the overall direction and vision guiding the development of the School, and works closely with academic and administrative staff throughout the academic year. The Director of the School meets regularly with AA Council Members, who are the Directors/Trustees of the Architectural Association (Inc.), to whom the School Director reports regularly on the academic and other activities of the School.

The Director operates an open-door policy for all AA students, who are invited to arrange meetings with...
him to discuss any issues that arise as part of their studies at the School. If you would like to make an appointment to see Brett please contact the Director’s Assistant.

Disability & Learning Difficulties
The Architectural Association School of Architecture provides all students the opportunity of a high quality of learning irrespective of whatever disability they may have and prides itself with a procedures which 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. Arrangements can then be sought for that student in order that they gain the quality of education afforded to every student and are not disadvantaged. These arrangements can take many forms and would depend upon the circumstances of that particular student.

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 SKILL, or their General Practitioner (Doctor – GP).

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.

Long Term Medical Conditions
The above information / support should be referred to. Please refer to the information on Pastoral Care later in this section.

Doctor / Dentist
See Healthcare section of this document.

End of Year Exhibition / Projects Review Publication
The opening of the Projects Review exhibition on the Friday of the last week of Term 3 formally concludes the AA’s academic year. The work of all years and all Programmes, Units and Studios is on display for critical review by internal and external students and tutors as well as the interested public and members of the profession. It forms a useful means for AA students to inform themselves for future Unit choices.

The Projects Review Exhibition is on display for the majority of the month of July. There is an accompanying catalogue of the exhibition, called the ‘AA Book’. This publication is produced for the opening of the Exhibition with contributions from all parts of the School, each deeply involved in the
writing, graphic selection and layout of their pages. The remarkable time in which this publication is produced — at one of the busiest times of the year — is a tribute to the dedication of the tutors, students and support staff of the School. Records of past Projects Review exhibitions can be found online here and on the AA log.

End of Year Tables
See the AA School Academic Regulations for assessment procedures.

Enrolment
See Registration section of the AA School Academic Regulations.

Equality and Diversity
The School is committed to ensuring 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 principles;
- 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 Bedford Square) via email.

Examinations
See the AA School Academic Regulations for assessment procedures.

Exhibitions
In the academic year 2013–14 AA Exhibitions organised, designed and built 20 major exhibitions across the school’s five gallery spaces, working with contributors from within the AA as well as a diverse group of architects and artists from Milan to Montreal. This past summer AA Exhibitions collaborated with the Chilean studio, GUN Architects, to build ‘Rainforest’ in Bedford Square – a hugely popular pavilion and part of the London Festival of Architecture. In addition, the AA’s manifestation of Le Corbusier’s Maison Dom-ino, designed by vbvb studio and built by AA Exhibitions, was a key component of the 14th Venice Architecture Biennale.

The upcoming academic year begins with a takeover by London-based Ordinary Studio, which promises a live laboratory of experimental materials. The year will also see the reconstruction of Maison Dom-ino here in Bedford Square, major exhibitions by Cedric Libert and Didier Faustino and
investigations into Bolivian kitsch, wartime pillboxes, the amazing Archigram and the extremely varied outputs of Muriel Cooper.

Fee Payments & Deposits
Tuition Fees* for the upcoming academic year are announced in January of that year and are subject to change. For many years the AA has worked hard to minimize any increases to levels consistent with cost-of-living increases in London. The AA Council has ratified the fees for main school programmes for the 2014/15 academic year. These fees are as follows:

Undergraduate School*
- Foundation: £17,640
- Undergraduate (First to Fifth Years): £18,990 (per year)

Graduate School*
- 12 month MA/MSc: £23,262
- 16 month MArch: £30,683
- MPhil/PhD Research Degrees New Students: £20,950
- MPhil/PhD Research Degrees Existing Students: £19,950
- MAIS Projective Cities (20 months): £20,950 plus £13,298 for the additional 8 months
- AAIS full time (12 months): £18,141; part time, two days per week for two years: £7,256 (tuition fee level for 2014/15)
- Conservation of Historic Buildings, AA Diploma, part time, one day per week for two years: £6,180 (tuition fee level for 2014/15)

* There is an additional £60 membership fee and £35 student forum fee per year (subject to change).

Part 3 Programme*
- Pre-registration £250
- Seminar series registration £925 – Autumn 2014
- P3 Exam £650 – Autumn 2014
- Weekend Seminar ‘Contract Game’ £250
- plus £60 AA Membership Fee

All students are encouraged to pay a year’s fees in advance, in order to take benefit of a 3%* discount for the year, if paid by the beginning of July prior to the upcoming academic year. Students unable to pay the entire year’s fees in advance will be invoiced to make payments at the beginning of the Terms 1, 2 and 3, or alternatively, in monthly instalments by prior agreement.

Fees paid by new students must also include a deposit, equivalent to one term of fees. This sum is retained as a non-refundable deposit and credited towards the final term (3rd term of 5th Year) of study by a student in the school/last term of the Graduate School Programmes.

(*all fees are subject to change)

The Accounts Department can be found in the Basement of Building No. 36 Bedford Square for students wishing to enquire/obtain individual tuition fee information for their studies at the AA School.

Financial Aid / Assistance
See Scholarships and Bursaries and / or Student Loans section.

Graduate Management Committee (GMC)
See the AA School Academic Regulations.

Gym Membership
The local YMCA, 112 Great Russell Street, London WC1B 3NQ gym is the closest to the AA School and offers full time students discounted membership. A letter confirming your student status can be requested via the Undergraduate / Graduate Coordinators office once registration has taken place at the beginning of the academic year.

For further information on the facilities at the gym please visit the ymcaclub.co.uk or telephone...
Health Care

Doctors
Overseas full time students, who are intending to study in the UK are entitled to most health care free of charge from the NHS.

Gray’s Inn Medical Practice
77 Gray’s Inn Road
London WC1X 8TS  (Tel: 0207 405 9360)
All AA students may now register to use the facilities of this practice. Additional information on this practice can be obtained from the Registrar’s Department.

It is recommended that as soon as a student secures a permanent address in the UK, that he/she then registers with a General Practitioner (doctor) at the above practice or a local practice or health centre near to where the student lives, as this is the only way to be seen by a doctor in order to obtain prescriptions for antibiotics and minor medications, or for referral to consultants for more serious health issues.

Prescriptions are not free of charge and payment will be required (currently £8.05 per item) for the medicines that have been prescribed when collected from a chemist/pharmacy.

A list of doctors in the local area can usually be found in a pharmacy, chemist or post office. Further information can be found by visiting the NHS Website. On the top right hand side corner is a search bar; to find a local GP put your postcode in the box and click go. This will bring up a list of practices in distance order from your postcode.

Dentist
Students who qualify for free NHS medical treatment are also entitled to NHS dental treatment, but you must be registered with a doctor to qualify. NHS dentists can be hard to find but the cost is much lower than a private practitioner. There is also a helpline offered by the British Dental Association on 0870 333 1188 or visit the NHS Dental Website.

Hooke Park
Hooke Park is a 350-acre working forest in an area of outstanding natural beauty in Dorset, southwest England, which is owned and operated by the Architectural Association.

The woodland contains a small educational facility centred on a woodworking workshop that is available to visiting groups of AA tutors and students for teaching activities. Students are able to explore techniques ranging from model-making to object fabrication and proto-typing. They can also produce outdoor work on a larger scale, supported by specialist staff based at the site. Accommodation and catering are available on site, and bookings can be made online by tutors on the AA website. A growing series of Visiting School short courses are held at Hooke Park during the academic breaks.

The 2012–13 Design & Make cohort completed a new student accommodation lodge and a shelter for storing and seasoning timber for use in future projects. The current cohort is designing a boilerhouse as part of the new biomass district heating system which will be installed later this year. The system will use Hooke Park-sourced woodchip for heating and hot water, replacing the existing reliance on electricity and oil.

Procurement of a new robot arm fabrication facility is also underway, which will open up new possibilities for the use of Hooke Park timber and research in other novel material systems. A government-funded Knowledge Transfer Partnership is in place, which will support new technical staff in developing this facility.
The winter 2013–14 storms saw several hundred trees blown over in the woodland, but thankfully the campus buildings saw no significant damage. Clearance of the wind-blown trees will provide material for a stockpile of timber for workshop and construction use, and woodchip for the biomass system.

**Workshop**

The intended use of the workshop should be described on the booking form, and approved and arranged with the workshop technician before the visit. The workshop is supervised for machine-tool use between 9.00 and 5.00, with lunch break 1.00–2.00. The workshop is fully equipped with woodworking hand-tools, and power tools as listed below:

Workshop machinery: 3-axis CNC router 1220mm x 2440mm bed, tilting arbour saws, wood lathes, metal lathe, band saws, morticer, planer thicknesser, bench grinder, bench drills, horizontal borer, bench mounting disc sander, belt finisher, panel saw. Spindle moulder and four sided planer (only operated by workshop staff).

Portable electric tools: Jigsaws, cordless drills, palm sander, belt sander, router, grinder, heat gun, pistol drills, plaster board driver, fret saw. Electric plane, biscuit jointer, circular saw, gas nail gun (under instruction only).

**Accommodation**

The original dormitory, Westminster Lodge and the new accommodation lodge is available for student accommodation. There is a large communal room with a wood burning stove. B&B and hotel accommodation is available in Hooke village, Beaminster and other local towns. Meals are provided in the Hooke Park refectory. See the booking form for further details.

**Forest**

The Hooke Park estate comprises approximately 140 hectares of woodland, consisting mainly of spruce and beech trees planted in the 1950s. As Hooke Park is a working woodland, any activity that requires access to the forest or may otherwise affect the forest or the forestry activities should be indicated on the booking form so that access can be coordinated with the forester.

**Insurance**

Students are strongly encouraged to obtain personal coverage of their belongings, including the contents of their accommodation as well as personal computers, cameras and other equipment. The AA is not responsible for the loss of personal belongings of students or staff while on school premises. Normally, insurance application forms can be obtained online from companies offering insurance coverage for personal computers and other effects. Students must abide by the requirements of their insuring company regarding the securing of equipment in the studio space.

Travel insurance for official unit trips is organized by the Programme Directors/Unit Masters with the AA Company Secretary’s Office.

Fees Refund Scheme – Information provided annually via the AA’s Accounts Office.

For all students who pay Advance or Annual Tuition Fees the payment of the Fees Refund Scheme is mandatory. For students who pay termly this Scheme is optional. If the Fees Refund Scheme is not required this amount must be deducted at the time of Tuition Fees payment. No refunds are given after payment has been received.

**Introduction Week**

Introduction week for the 2014/15 academic year is Monday 22 to Friday 26 September 2014. The first day’s activities listed below are an example of the week’s activities.

**Monday 22 September 2014**

Welcome to the AA
Information packs will be available on arrival.
10.00-11.00 Breakfast
11.00 Director’s Welcome
12.00 AA School Tours
12.15-13.00 Trips Sign-up
Lunch
14.00 Programme Introductions, Foundation, First Year, Intermediate School, Diploma School
And Graduate School
15.30 AA President’s Welcome
16.30 Introduction to Hooke Park and the Visiting Schools
18.00 Welcome Party

Day Two: Tuesday 23 September 2014
10.00–16.00 Registration for All Students
2nd Floor Rear Presentation Room (36 Bedford Square)
10.00–13.00 Registration for all Foundation, First Year, Intermediate and Diploma Students
(Times to be allocated for each level of the course).
14.00–16.00 Registration for all Graduate School Programmes
(Times to be allocated for each programme)
To register you will need:
• Completed on-line registration if you are a new student
• A copy of your passport
• If you are from outside the EU, a copy of the visa allowing your stay in the UK for the duration of
  the academic year.
• Addresses and telephone numbers where you can be contacted in London and out of term time.
• Any outstanding documents as listed in your official offer letter.
• If you have not already paid your fees, please bring your cheque book or confirmation of
  payment if transaction has been undertaken in the past one/two days.
15.00 Computer Room Introduction for all Undergraduate Students
15.30 Compulsory Health and Safety Introduction for all Undergraduate Students
18.00 AA Architecture

Letters
New Students
Upon receipt of the completed admission form, required deposit, fulfilment of all entry requirements
and Home Office/UK Visa and Immigration documents, new students can obtain a CAS (Confirmation
of Acceptance for Studies) for a visa application from the Admissions Coordinators.
During Introduction Week registered new students are also able to request letters of reference for
obtaining bank accounts, securing accommodation, etc, from the Admissions Coordinators. Please
remember that before a letter can be written to secure a bank account, a student must have a permanent
UK address and supply a copy of their passport.
Continuing Students
Once students have registered, the following types of reference letters can be obtained by contacting the
Undergraduate School and the Graduate School Coordinators*:
• Confirmation of studies;
• Confirmation of passing year;
• Bank letter;
• Gym membership;
• Landlord references;
• Visa letters (for unit trips);
• UK trip letters.
Full time students are also eligible for relief for Council Tax payments. Please see the Council Tax
section.
* If you require a specific letter please discuss directly with your Coordinator.

Library
Term-time hours:
10am–9pm Monday to Friday
11am–5pm Saturday
wwwollections.aaschool.ac.uk
Founded in 1862, the Library holds more than 48,000 volumes on the history of architecture, architectural theory, contemporary architectural design, building types, interior design, landscape design and supplementary subjects. In addition to the most up-to-date architectural publications, it houses rare and early works, plus special collections of material on the Modern Movement, international exhibitions and the history of architectural education at the AA. The Library has a unique collection of material concerned with the history and activities of the Association, its members and schools. These include complete runs of the AA’s official journals, student journals, prospectuses, annual reviews and year books. In addition the Library holds some copies of AA graduate school theses. These collections complement the holdings of the AA Archives.

The Library’s online resources include databases such as EBSCOhost for Avery Index and Art Full Text, JSTOR, the Construction Information Service, Material ConneXion, CumInCAD and RUDI. OpenAthens is available to get offsite access to online resources. The Library continues to develop its collection of ebooks, some of which are available through ACLS Humanities E-books, and has links to open access resources such as Directory of Open Access Journals (DOAJ) and OAIster. The Library has full text subscriptions to a number of art and architecture journals, see the AA Collections catalogue. The Library also receives print editions of around 150 architectural, art and technical journals, and holds a substantial number of important historical journals, including Wendingen and L’Architecture Vivante.

The Library’s loan, reference and information services are available to staff and registered students of the AA School and members of the Association. Most materials may be borrowed from the Library, although journals and some books are reference only. Eight books may be borrowed by members; up to ten books at a time can be borrowed by undergraduate students; and graduate students and staff can borrow a maximum of 12 books. Most books are available for a loan of three weeks.

The AA Collections catalogue allows users to search across the Library, Archives and Photo Library collections. Users can also check the Library’s holdings and their availability, request store material, interlibrary loan and new books, as well as reserve and renew books online. The catalogue also provides information about opening hours and FAQs, and links to library guides including ‘Finding journal articles’ and ‘Using ebooks’; in addition there are links to course reading lists and bibliographies.

Materials Shop

Term-time hours:
9.30am–5.50pm Monday to Friday
www.aaschool.info/drawingmaterials

The Materials Shop is located on the ground floor of No.16 Morwell Street and stocks a wide range of stationery, drawing instruments, computer consumables, videotapes and other essential equipment and supplies – all at very competitive prices. This includes a range of AA merchandise items. The shop also runs an overnight ordering facility for items not regularly kept in stock. Additional services include large-scale printing on the plotter. For further information see the Drawings Materials Website.

Mobile Phones

To secure a personal mobile phone in the UK, which is generally arranged as a one-year contract, students are normally required to have a UK home address and UK bank account. An alternative option is to obtain a ‘pay as you go’ mobile phone account.

Model Workshop

Term-time hours:
10am–1pm, 2–6pm
Saturday (by appointment only)
T +44 (0)20 7887 4073
model@aaschool.ac.uk

The Model Workshop provides indoor and outdoor working space for a wide variety of activities, including mould-making and casting, kiln work in ceramics and glass and vacuum-forming. Projects are
realised using a wide variety of materials and techniques and range in scale from traditional model-making work to 1:1 concrete castings.

Model Workshop facilities may be used by all students and members of staff who have completed a Workshop Induction. All First Year and new students will be required to attend an induction on safe working practices at the beginning of the academic year. Hand tools and portable power tools may be borrowed for short time periods of one to two days when available.

Open Days

Undergraduate School Open Days

• Foundation/First Year : Friday 31 October 2014
• Undergraduate Open Evening : Friday 7 November 2014
• Undergraduate Open Evening : Friday 23 January 2015

Further details will be available on the AA website closer to the dates. Individual or group visits for those interested in applying can also be arranged with advance notice. For further details please contact the Undergraduate Admissions Coordinator on T + 44 (0) 20 7887 4051/4094 or email.

It should be noted that new and current students are encouraged to visit the AA in July in order to see the end-of-year Projects Review Exhibition, displaying graphic and written work from across the entire School. This gives the students an effective way of gaining an overall impression and understanding of the types of projects, interests and approaches the Unit is interested in pursuing.

Graduate School Open Days

• Thursday 6 November 2014. Open Jury from 10 am – Open Evening 6 pm – 8 pm
• Friday 23 January 2015 – Open Day from 10 am

Further details will be made available through the AA’s website nearer the date. Individual or group visits can also be arranged with advance notice. For further details please contact: Graduate School Admissions T +44 (0)20 7887 4007/4067 or email.

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. 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

• 32-33 Bedford Square: Mon – Sun: 10:00 – 22:00
• 34-36 Bedford Square: Mon – Sat: 10:00 – 22:00
• 37-38 Bedford Square: Sun: basement only from 10:00 – 22:00
• 39 Bedford Square: Mon – Sun: 10:00 – 22:00
• 16 Morwell Street: Mon – Sun: 10:00 –22:00
• 4 Morwell Street: Mon – Sun: 10:00 – 22:00

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

Pastoral Care

All students experiencing difficulties personally or with their studies should initially consult with and notify their Programme Directors/Unit Masters/Tutors/Registrar/Coordinators. Following this initial meeting the student should then contact and arrange to meet with the Registrar.

Further meetings can be arranged with the Director of the School, Brett Steele, or with Jorge Fiori, Head of the Graduate Management Committee, if the matter is related to academic or study activities. Students are encouraged to contact staff quickly of any issues or concerns that arise at any time throughout the year.
The AA School has access to psychological counselling services, and appointments can be arranged during term times through the office of the AA Registrar. All information given is treated in the strictest confidence. Information given to the counsellor is NOT reported to the School unless the student is deemed to be a danger to him/her-self, or to others. The AA School may, in some circumstances, refer students for treatment at the recommendation of a tutor or other School or Association employees. These references are also handled in the strictest confidence, and information given to the counsellor is not reported to the School.

Photo Library

Term-time hours:
10am–1pm and 2pm–6pm Monday to Friday
www.photolibrary.aaschool.ac.uk

The Photo Library holds around 500,000 slides of both historical and contemporary buildings, 25,000 slides of AA student work and several valuable photographic archives including those of F R Yerbury, Eric de Maré and Reyner Banham. The unique collection was originally created by AA students, staff and Members returning from school trips and other travels. Many belonged to the AA Camera Club (founded in 1893 and relaunched in 2006 to encourage current students to contribute images to the Photo Library).

The newly launched photo library website offers public access to more than 20,000 images of school work, life, buildings and places, as well as the images and bios of nearly 100 of the AA’s contributing photographers – many are AA students. The Photo Library also publishes cards and postcards from the collection, which are available from the AA Bookshop and Materials Shop, and the space hosts regular exhibitions featuring the work of photographers who have made the biggest contributions to the collection in recent years. The Photo Library also holds archive recordings of more than 1,500 AA lectures and conferences dating back to the 1970s, with speakers including Cedric Price, Peter Cook, Robin Evans, Rem Koolhaas and Zaha Hadid. A broad selection of recent lectures is available online (www.aaschool.ac.uk/lectures). There is also a collection of over 2,000 films and documentaries which can be viewed in the cinema or borrowed overnight. The AA Cinema is equipped with 20 seats and can be reserved for unit, programme or student screenings. The cinema is also the venue for the AA Film Club, held weekly and curated by students to highlight specific filmmakers and different cinematic genres throughout the term.

Plagiarism and Student Work Substitution

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

Students who offend 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.

Print Studio

The AA Print Studio is an essential infrastructural resource for the entire school, located on the 2nd Floor at No. 37 Bedford Square. The Print Studio includes editors, graphic designers, an art director and production manager, who are responsible for working closely with the Director’s Office and the entire school in the production of the print media produced by the School throughout the year.

The AA Print Studio is also responsible for coordinating and producing books, catalogues and other materials sold by AA Publications, including AA Files. The Studio each year produces the School Prospectus and Projects Review, documenting the courses as well as final results of the school each academic year.

Opening hours: Monday to Friday 10am-6pm.

Prizes for Students

AA Prizes are awarded annually and are presented at the Graduation Ceremony on the last day of the academic year. Programme Directors/Undergraduate Unit Masters/Tutors, Foundation Course Masters and Complementary Studies Programme/Course Masters are requested by the Director of the School to nominate students within their course/unit to be considered for one of the available prizes.

Nominations are assessed by the Director of the School, Academic Co-Ordinator and Registrar. Many of the AA Prizes have been established for a number of years, for example the William Glover Bequest established in 1913, Henry Saxon Snell Award in 1909 and the Ralph Knott Memorial Fund in 1931.

Further information on student prizes can be found on the website, in the Weekly Events List (where appropriate) and in the Prospectus.

Progress Reviews

See the AA School Academic Regulations for information and guidance on progress reviews.

Registrar’s / Coordinators Office

The Registrar and her team are responsible for the day to day running of the graduate and undergraduate school administration. The Registrar works closely with the School Director, Academic Coordinator and Coordinators of the School, in order to ensure that the academic timetable is organized so that it fulfils the requirements of the ARB/RIBA, OU, QAA and UKVI validation processes.

The Registrar’s Office is located on the 2nd floor of Building No. 36 and operates an open door policy to ensure that staff and students are able to discuss any details of their course/programmes or to help with problems/concerns they may have encountered in an efficient and effective way and operates an “open door” policy.

The Registrars’ and Coordinators’ Offices are normally open Monday-Friday 10am-6pm.

Registration & Notification of Continuing Studies
See the AA School Academic Regulations.

Registering with Police
A student could be asked by Immigration Officials at an airport / port to register with the Police. This visit should normally be undertaken within seven days after arrival in the UK. Check the stamp in your passport; if it mentions that police registration should take place, a visit will be required to the Overseas Visitors Records Office at Ground Floor, Brandon House, 180 Borough High St, SE1 1LH (next to Borough Tube station).

To register with the Police, the requirements are: passport, two passport size colour photographs, biometric card, an AA letter of acceptance, home office letters if applicable, and a London address. The office is open between Monday - Friday 9am-4:00pm, Tel: 020 7230 1208. There is a fee to register (£34). If the accommodation address is not in the Metropolitan Police Area, contact should be made with the local police service for the address and opening hours of other police registration offices. See the website for full details and procedures.

Bar and Restaurant
The bar and restaurant are open in term time to students, members, staff, friends and guests. Coffee, tea, pastries, sandwiches, snacks and drinks are served in the bar on the first floor from 9.15am until 9.00pm Monday to Friday during term time. The dining room in the basement is open during term time from 12.15pm until 4pm Monday to Friday (lunch is served from 12.15pm to 2.15pm when made to order panini and sandwiches are available until 4pm) and 10am to 4pm on Saturday, serving cold & hot drinks as well as made to order panini and sandwiches.

RIBA – Student Membership
Students on the five year ARB/RIBA recognised course in architecture are eligible for RIBA student membership. Student membership is free and entitles you to a wide range of benefits and services to boost your development which include:

- Being part of a prestigious and world renowned institute;
- Free use of the RIBA library and Information centre;
- Monthly RIBA Student newsletter featuring information about the latest architectural events taking place;
- Preferential rates for seminars and lectures at the RIBA;
- Access to RIBA Knowledge Communities and RIBAnet;
- Discounted subscription to the RIBA Journal;
- 10% discount at RIBA bookshops in store and online;
- Exclusive funding opportunities available for students.

For details on any of these benefits and services, please call the Information Centre on 020 7307 3600 or visit the RIBA website.

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 receives financial assistance from the Scholarship, Bursary and Assistantship programme.

What is the difference between a Scholarship and a Bursary?
Scholarships are offered to new students entering the First, Second and Fourth Year who demonstrate exceptional promise/academic excellence and financial need. They are available for:

- First Year : three academic years
- Second Year : two academic years
- Fourth Year : two academic years

subject to continuing progress.

Bursaries are offered to existing AA undergraduate students and new Foundation and Graduate students, and must be applied for on a yearly basis.
How to apply for a Scholarship

Eligible undergraduate applicants must complete the main application form no later than the 21 November 2014 deadline, stating their interest in an AA Scholarship in the ‘Scholarships and Awards’ section. Students whose work is considered to be of scholarship standard will be asked, after an entry interview, to complete a scholarship application form, provide financial information and prepare a portfolio for the scholarship committee.

For further information contact the Admissions Department on: T +44 (0)20 7887 4051/4060 or email.

How to apply for a Bursary for Existing Undergraduate and Eligible Graduate students (continuing PhD/Projective Cities Graduate Students Only)

Bursary application forms are available for eligible students from the Registrar’s Department from the end of March and should be returned by mid-May. The Undergraduate/Graduate Bursary Committees, which meet in June to distribute the awards, bases its decisions on academic performance, recommendation from the Programme Director/Unit Master and financial need. Named Scholarship and Bursary Awards, are listed on the website.

How to apply for a Bursary for New Foundation and Graduate School students

Bursary application forms are available from the Admissions Office upon an official offer of a place and further details will be provided at that time. Foundation and Graduate Bursary Committees base their decisions on tutor recommendations and financial need. (Bursary awards range from one to one and a half terms, covering a proportion of student fees per year.)

Student Assistantships

A limited number of assistantships are offered to eligible full-time registered students who are experiencing financial hardship. Students work for a maximum of ten hours per week, providing assistance with certain administrative, exhibitions, or maintenance functions in return for an agreed remission of part of their fees or towards their living costs. New eligible students wishing to apply will be told the procedure when they register at the beginning of the academic year and are required to put their name forward to the relevant department. Overseas/International Tier 4 Visa Students must have the relevant permission to work as stated on their visa/biometric card.

All nominations will be vetted by Human Resources Department/ Registrar’s Department and Accounts Office for eligibility. All students will also be required to obtain a National Insurance (NI) Number before undertaking any work in any department. Failure to comply will mean non-payment for work undertaken.

To apply for an NI Number phone 0845 600 0643, visit the NI website or drop in to your local Job Centre Plus for information on application procedure. International students are normally required to attend an interview.

Smoking

The AA School became a smoke-free environment in compliance with UK law on 1st July 2007. 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 allows smoke into rooms, attracts attention and has led to computer and other thefts in the past.

Student Cards (AA Membership)

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.

Students pay a reduced Student Membership Fee, due annually and billed with the Term 1 tuition fees. Registered full-time students of the School receive complimentary copies of AA Files and the annual Projects Review catalogue published during their period of enrolment.

AA Membership cards are issued to all students upon their registration at the beginning of Term 1. The card can be used to gain access to the entrances of AA buildings and select facilities, which currently include the Computing Studio and Library.
The Membership card is also a pre-paid system, which provides the facility for a cash top-up card that can then be used to purchase food, drink, photocopying, Materials Shop goods and more. The AA Membership card also gives members a 20% discount on AA publications at the AA Bookshop.

Members receive regular updates from the AA by post and email. These include receipt of the weekly *Events Lists*, *AA Files* and notification of special AA Member Events. The AA also publishes for its members three times a year an AA Membership Newsletter, titled *AArchitecture*, which informs members of recent and upcoming activities.

For any further information please contact the Membership Office which is located on the ground floor of 33 Bedford Square; 020 7887 4076 or email. The office is normally open Monday-Friday 10am-6pm.

**Student Forum**

Student Forum is currently a voluntary-based and funded student organisation within the AA representing the student body, and acting on behalf of it within the larger AA community. The aim of Student Forum is to promote and increase students' awareness and participation within the school, not only through school politics, but also student initiated projects, events, installations, and fundraising. The Student Forum are responsible for giving out travel bursaries based on financial need. A formal election process will be set-up at the end of each first term of every academic year, where students from any part of the school will be able to candidate themselves and then be elected to the Student Forum during the registration week of second term.

The Student Forum can be reached by email: studentforum@aaschool.ac.uk or on AA Student Forum Facebook page.

Forum events will be announced via posters around the school and will be published in the weekly events list.

**International Student Identity Cards**

The cost of this card is included in the AA Student Forum membership fee. Following registration and obtaining a comprehensive list of all registered students the AA will place an order for the cards. They are usually received by the mid/end of October. A notice will appear in the Events List when the cards can be collected from the Undergraduate Coordinator’s Office.

**Student Forum Travel Bursaries**

Each year the AA Student Forum provides selected students financial assistance for unit trips i.e. partial funding of travel costs. Information on procedure and timing will be announced in the Events List, on the AA website and via posters around the School. The following information will be required when presenting an application for a Travel Bursary

- Contact details;
- Candidate Statement explaining your financial situation and details of the trip;
- List of travel expenses (Accommodation and flight costs);
- Evidence of expenses when available (receipts or estimated travel costs).

Should you go on a Unit trip before the deadline there is the possibility of getting reimbursed. A jury will be formed to award the bursaries making sure that all the candidates remain anonymous during the entire process. In case you were awarded a Travel Bursary, you will be contacted by the Student Forum.

**Student Loans & Outside Financial Assistance**

The following information applies to undergraduate students on the five year ARB/RIBA undergraduate course in architecture and is subject to current legislation. Applications to the Foundation Course and One Year Programme Abroad (VSP) are not eligible to apply for funding.

Continuing Students 2014/2015

Continuing students (student who have already been registered at the AA and been in receipt of a Student Loan) are currently able to apply for the 2014/2015 Academic Year.

New Students 2014/2015

New UK and EU applicants wishing to apply for a Tuition Fee or Maintenance Loan from the Student Loan Company are currently able to apply for the 2014/2015 Academic Year.
Studio Spaces
The AA manages studio spaces for students in the Bedford Square and Morwell Street buildings.

Term Dates
A summary of the 2014/2015 Academic Important Dates is outlined below:

- Introduction Week 2014 (Monday 22 to Friday 26 September);
- TERM 1 (12 Weeks): Monday 29 September to Friday 19 December 2014
- Student Vacation: Saturday 20 December 2014 to Sunday 11 January 2015 inclusive;
- TERM 2 (11 Weeks): Monday 12 January to Friday 27 March 2015
- Student Vacation: Saturday 28 March to Sunday 26 April inclusive;
- TERM 3 (9 Weeks): Monday 27 April to Friday 26 June 2015
- Friday 26 June – Graduation Awards Ceremony.
- Graduate School MA/MSc students only – Term 4 (13 weeks) – Monday 29 June to Friday 25 September 2015

A full copy of the Academic Important Dates can be found in the AA School Academic Regulations the Complementary Studies Course Booklet and on the AA website.

Transcript of Studies
Transcript of studies can be requested via the Registrar’s Department. Undergraduate students who have completed their studies please contact Sabrina Blakstad; Graduate students who have completed their studies please contact Clement Chung. Undergraduate and Graduate charges: £50 per 5 authorised copies.

Transport in London
The London Underground railway, or the “Tube”, is London’s quickest and most popular form of transport. Services run from approximately 6 am to midnight every day except Sundays and bank holidays (both have a separate timetable) including Christmas Day. There are 12 Tube lines identified by different colours on the tube map (available from all tube stations). The London underground is divided into 6 travel zones, zone one being the most central. Unless you have an Oyster card or travel card you must buy a ticket before you travel. The Oyster card for anybody using public transport is the best and cheapest way to pay. Full information can be obtained on the [TFL website](http://www.tfl.gov.uk).

Buses are an alternative to the Tube and again Oyster cards/Bus Passes are the cheapest way of paying. London buses are cash free - this means you cannot pay for your London bus fare with cash. You can pay your bus fare with a Visitor Oyster card, Oyster card, Travelcard or UK-issued contactless payment card. Just look out for the contactless symbol and only touch one card on the card reader. UK-issued contactless payment cards are accepted on buses. If your contactless payment card has been issued outside the UK, please check contactless cards issued outside of the UK before you use your card to pay for a London bus fare. For any international transaction fees or charges that may apply, please check with your card issuer.

Night buses are the way for many Londoners to get home if they are out late and these run until about 4.30 am. The service for night buses is more frequent within the inner London area and these should run at half hourly intervals.

Student Oyster Card information can be obtained by visiting the [TFL Oyster Card website](http://www.tfl.gov.uk) where an application can be completed online using your AA membership card number.

Taxis/black cabs are the most expensive way to travel in London but can be useful in an emergency or if you are travelling with friends and can share the cost. Please note that it is not advised to use mini cabs that are not officially licensed (by Transport for London) vehicles, see [Getting Around website](http://www.gettingaroundlondon.com).

Rail travel (young persons railcards -16-25 years of age) are available on the [Rail website](http://www.railcards.co.uk).

Cycling can be the cheapest, healthiest and fastest way of getting around London. Despite improvement to cycle routes London roads can be dangerous. Transport for London’s [website](http://www.london.gov.uk) provides good cycling code and advice about training.
This website also outlines the Barclays Cycle Hire scheme which has a docking station around the corner from the School on Bedford Square.

Additional information on cycling in London can be obtained from London Cycling Campaign Tel: 020 7234 9310 or on the LCC website. They also produce a list of shops that rent out bicycles. Evans cycles is a common bike shop around London. See their website Evans Cycles.

Unit Seminars and Workshops

Many Units conduct seminars and workshops for their groups in order to deepen some of the areas of research and design specific to the Unit. This knowledge and learning is outside of and in addition to the knowledge achieved through the required Complementary Studies courses on offer to the students.

Seminars are often related to the history and theory of architecture or the development of various media and technologies in architecture. In doing this Units often work closely with outside experts and professionals in their workshops, including experts in such fields as cultural theory, digital fabrication, graphic design, art as well as structures or material technology. Such workshops are conducted at AA Bedford Square, or Hooke Park, where there is more room to build one-to-one structures, as well as in foreign countries directly with students of other Schools.

Unit Trips / Travel

AA Undergraduate School and AA Graduate School Unit and Programme Trips

Optional Participation

- All Unit and Programme trips are optional components of student participation in Unit and Programme activities.
- Although participation is recommended (coursework, research and projects undertaken by students during Unit and Programme trips are presented for review and discussion in Juries and other learning activities both during and after trips) Unit and Programme staff will however assign alternative study and coursework to be undertaken by students who are unable to attend Unit and Programme trips so that all students can participate in the subsequent trip related learning activities.

Trip Planning by Unit and Programme Staff / Allowable Travel Dates

- Unit and Programme reasons for travel, destinations, dates of travel and anticipated costs must be included in the Undergraduate Year Long (extended) Unit Briefs and Graduate School Programme Guides prepared and delivered in advance of the start of the academic year. Alternative study and coursework for students unable to attend Unit and Programme must also be outlined at the start of the academic year.
- Dates of travel must be planned with reference to the ‘Academic Important Dates Calendar’. Travel is only permitted at times/in weeks which do not conflict with Undergraduate Complementary Studies Courses, Submission Hand-In, Graduate School Seminar Programmes and all other key compulsory academic activities.
- Site visits, short/day trips, Hooke Park visits must also be planned with reference to the academic calendar.
- Any travel undertaken in conflict with the calendar is not reimbursable by Unit or Programme budgets.
- Undergraduate Unit Masters and Graduate Programme Directors are responsible for the organisation of all trips with the assistance of the Undergraduate/Graduate Administrative Co-ordinators Offices. Trip planning cannot be delegated to students in the Unit/Programme.
- Adequate and advance planning will allow students to secure any necessary travel visas which can take six weeks to process.
- Full trip details are confirmed by the relevant Administrative Co-ordinator’s Office to the Secretary’s Office who will provide the AA Travel Insurance policy details. See Appendix C.

Acceptable Destinations and AA Travel Insurance

- Trip destinations can be planned at the discretion of the Unit/Programme staff and all AA students and staff are covered by the AA Travel Insurance policy providing the destinations conform to UK Foreign and Commonwealth Office (FCO) Travel Advice: http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/
Destinations designated as ‘No Travel’ or ‘Essential Travel Only’ do not meet AA Travel Insurance policy qualifications and the AA does not recommend travel by staff or students to these areas/countries.

FCO Travel Advice is regularly updated and Unit/Programme staff are responsible for checking destination advisories for any updates/changes to their chosen destinations.

Costs and Payment

- Student travel and trip costs (flights, accommodation, meals and sundry expenses) are the responsibility of each student.
- Early planning as confirmed in Trip Planning by Unit and Programme Staff / Allowable Travel Dates will assist with securing the lowest possible travel costs.
- Travel planning and pre-payment can be arranged with the AA Accounts Department who can undertake bookings with Travel Agencies known to the AA/used previously by the AA.
- Any pre-payment of student travel made by the AA Accounts Department must be re-paid by the relevant students within one month of the confirmed booking. Any unpaid/outstanding travel costs will be added to Student Fee invoices. The pre-paid costs of any cancelled travel or trips remains the responsibility of students.
- Travel costs for Unit/Programme staff are reimbursable through the Unit and Programme budgets provided they conform to the conditions outlined in Trip Planning by Unit and Programme Staff / Allowable Travel Dates and Acceptable Destinations and AA Travel Insurance. All necessary receipts for reimbursement must be presented to the AA Accounts Department by the relevant Unit/Programme Staff.
- Travel to other destinations, or at times that do not conform to the acceptable travel dates in the academic calendar will not be reimbursed through Unit and Programme Budgets.

The AA has secured the services of Key Travel, specialists in student and academic group travel. This provides one option for Staff to consider when planning Unit and Programme Trips:

Phone: +44 (0) 161 819 8935
Email: groups@keytravel.com
www.keytravel.com

Visas (Home Office/UK Visas and Immigration)

For further information please see the AA School Academic Regulations and access the Home Office/UKVI website for current information on:

Tier 4 (General) Visa - Applying for Entry Clearance

Applying for a Tier 4 (General) student visa in your home country.

- A Tier 4 visa allows the holder to come to the UK to study full time at the AA for graduate and undergraduate courses.
- A Tier 4 visa is normally issued for the full length of your course plus some extra time (3/4 months). For the 5 year undergraduate ARB/RIBA course the length of time will also include 24 months mandatory Professional experience (authorised work placement).

Tier 4 (General) Visa - Extension in the UK

- Applying for a Tier 4 (General) student visa extension in the UK. If you are already in the UK on a student visa, you may be able to apply for a Tier 4 General student visa extension: to continue your course at the AA, or to start a new course at the AA
- A Tier 4 visa will normally be issued for the remainder of an existing course/ full length of a new course plus some extra time.

Tier 4 (General) application form & guidance notes

It is imperative that all international students keep up to date with the rules and regulations of the Home Office/UKVI inclusive of letting the School know if any circumstances of their studies change. Contact details must also be up to date at all times, i.e. addresses (London and Main), email, mobile/main telephone number and passport details. Failure to comply with the UKVI procedures, rules and regulations could result in deportation from the UK. The UKVI website is: https://www.gov.uk/tier-4-general-visa
**Websites**

The majority of Undergraduate Units have their own dedicated websites and online materials, which include examples of student projects, Unit Briefs and additional information. Links to these sites can be found via the main school website. The operation and administration of these sites is the responsibility of the Units, Studios and Programmes running these sites. They are not the property or responsibility of the AA School or The Architectural Association, Inc. An extensive archive of past student projects is kept in the AA Photo Library.

The AA School is committed to utilizing online resources for maximizing internal communication within the school community and the larger AA membership, as well as for extending the School to a larger international audience of interested architects, students and others. The School coordinates these efforts through the work of its AA Digital Platforms team, which consists of designers, programmers and editors who coordinate the school’s main online digital platform, found on the website.

The website’s content management system feed event details, photos, news and notices to Facebook and Google Calendar. The AA users twitter to send reminders to subscribers about public events.

Undergraduate units, Graduate programmes, research clusters and student groups throughout the school are encouraged to produce and maintain their own microsites. Digital Platforms provides technical and structural support to over 50 AA related microsites. By allowing individual groups autonomy in design and structure we have built a truly diverse web presence.

We have over 1500 lectures online, 4500 daily unique visits to the site and over 3000 active participants on Facebook.

**Wood and Metal Workshop**

Term-time hours:
10am–1pm, 2–6pm Monday to Friday
T +44 (0)20 7887 4053
workshop@aaschool.ac.uk

The Wood and Metal Workshop is well equipped with standing machines, hand and power tools for working in wood, metal and some plastics. Facilities are available for welding, cutting and shaping steel and some other nonferrous metals. Machinery is present for precise working in hardwoods, softwoods and other panel products.

Workshop staff have experience in model-making and student support. They assist students in finding solutions to design and fabrication problems, and with regard to the properties and processing of materials. Emphasis is placed on the importance of thinking through making and on the feedback that occurs through the process of joining materials together and making with your hands; unforeseeable incidences can lead to new ideas, directions or realisation of a design.

Workshop facilities may be used by all students and members of staff who have completed a Workshop Induction. All First Year and new students will be required to attend an induction on safe working practices at the beginning of the academic year. Hand tools and portable power tools may be borrowed for short time periods of one to two days when available.

Ching’s Yard is used for large-scale fabricating projects.

For further information see the Workshop website.
APPENDIX A

Providing pastoral care, guidance and student support throughout the year

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AA Director of School
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E: brett@aaschool.ac.uk

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AA School Registrar
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Chair, Graduate Management Committee (GMC)
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Barbara Campbell-Lange
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E: barbara@campbell-lange.net

ADMINISTRATIVE OFFICES

The Directors office is on the 2nd floor, 36 Bedford Square
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APPENDIX B

Useful telephone numbers / websites / email addresses:

**Transport**
Oyster card: [www.tfl.gov.uk](http://www.tfl.gov.uk)  (Fares and Payments)

**Student Loan Company (SLC)**
Direct Gov: [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
SLC: [www.slc.co.uk](http://www.slc.co.uk)

**Insurance**
Endsleigh: [www.endsleigh.co.uk](http://www.endsleigh.co.uk)
Saxon: [www.saxoninsurance.com](http://www.saxoninsurance.com)
Cover 4 Students: [www.cover4insurance.com](http://www.cover4insurance.com)

**Citizens Advice Bureau (CAB)**
CAB: [www.nacab.org.uk](http://www.nacab.org.uk)

**Emergency Number**
Police, Fire, Ambulance: Tel: 999

**London Victim Support**
W: [www.vslondon.org](http://www.vslondon.org)

**Rape Crisis**
T: 0808 802 9999
W: [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

**Crime Stoppers**
T: 0800 555 11
W: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

**National Drugs Helpline**
T: 0300 123 6600
W: [www.talktofrank.com](http://www.talktofrank.com)

**Drinkline – Alcohol Concern**
T: 0300 123 1110

**Samaritans**
T: 08457 90 90 90
W: [www.samaritans.org](http://www.samaritans.org)
APPENDIX C

Travel Insurance

Unit Trips Abroad
In order to ensure adequate and ongoing insurance cover for tutors and students travelling on AA business, protocols have been implemented for booking unit travel. Most important is the requirement that the Secretary’s Office be notified of unit trips at least one month in advance of travel.

Please see additional details regarding the following four areas of concern:

Travel Insurance
The Unit Trip Form must be completed and e-mailed to the Secretary’s Office (cristian@aaschool.ac.uk) at least 1 month in advance of travel to ensure insurance cover. Funds for unit trips will not be released before completion of the insurance policy.

Students/staff who intend to borrow AV equipment, must present this form to the AV department (Joel) as proof of cover. If a claim for AA equipment was unsuccessful because said equipment was inadequately insured, the person in charge of the trip (e.g. the tutor on unit trips) is personally liable for its replacement. Claims for loss or theft should be accompanied by a police report. Students/staff will be expected to prove that the loss was not due to negligence on your or the unit’s part.

Students are responsible for insuring their own laptops.

AA staff (incl. part time, casual, etc) and AA students involved in the Visiting School will be covered as long as their names appear on the insurance form. Local Students participating in the Visiting School are not covered.

Medical assistance:
AA Tutors/staff should collect a Chubb Assistance Card (Medical Assistance) with all relevant information from the Secretary’s Office.

Visas:
Consular offices generally require proof of adequate medical cover / travel insurance. Students/staff can get this letter from the Secretary’s Office, but please do not leave it until the last minute.

NOTE: if a visa application is denied the consular office should be asked to state their reasons in writing; otherwise claims for travel expenses cannot be submitted.

Sketch Passport
The Secretary's Office can provide tutors and students with Sketch Passports. These signed and authorised documents ask for permission to study, measure and otherwise explore monuments and buildings abroad. It is written in English, French, Mandarin, Spanish and Arabic.

The Secretary’s Office strongly advises units travelling to sensitive countries and/or conducting research on government buildings, airports, or other secure buildings to obtain these passes for each individual in the group. Note that a passport photo will be required for processing.

Please see Cristian Sanchez in the Secretary’s Office at 32 Second Floor Front if you need more information on the range of cover provided.
APPENDIX D

Working out in Architecture

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

Alastair Robertson
AA Director of Professional Practice

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Introduction

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

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

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

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

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

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

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

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

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

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

Short periods of work experience, in vacations for example, can also be valuable, particularly if students establish a continuity of contact with the same office. Typically, the minimum period of work experience that adds real value to learning is around 5 months.

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

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

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

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

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

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

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

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

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

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

To sum up: you need to get as wide a range of experience as possible in your year out. You need to meet all the main players in the building game - and have time to find out what they do, how they do it and how they think. It is as much about experiencing a cultural journey as it is about technical development. You also need to build the basis of a good work-based portfolio. So make sure you keep samples and examples of the work you have done. The reason for this is that it will be extremely valuable when you are job hunting after Diploma School. Of course employers will be interested in your School portfolio, but you will build their confidence immensely if you can show them good examples of work you have done on live projects.
What the RIBA recommends your 'year out' should cover

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

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

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

2. Provide an office supervisor (normally referred to as a ‘mentor’) - an experienced architect who will be personally responsible for directing a student's work so that adequate experience is obtained. The supervisor should have 5 years experience themselves of architectural design and contract administration, who is readily approachable by the student, but well enough placed in the office structure to have a good knowledge of the overall work of the practice, and able to arrange involvement / experience for the student. This person will be responsible for signing the students PEDR record on a monthly basis. In some situations, and with the approval of the PSA, another construction professional can take on this role.

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

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

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

Advertised Jobs

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

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

The RIBA has a web based job and information service for architectural, design and project management professionals. http://www.ribaappointments.com/jobs/results.aspx that provides both students and practices with an electronic bulletin board for advertising their availability and skills (students) and student training vacancies (practices).

Developing your Network

At the AA you have a ready made network of qualified architects among the staff. You may also have friends or relatives that are in practice. The initial step in the process is to ask them for their suggestions about architects they personally know who might be prepared to talk to you about getting work experience. DON’T ASK THEM FOR A JOB - if you do and they don’t -they will may not only be embarrassed by having to turn you down but may also be defensive about giving you the contacts that you need. If you don’t and they do have work they think you could do - they will make the offer without being asked. This is the start of your network.

The next stage is to make personal contact (preferably face to face or by telephone) with the individual you have been referred to. The line you should take is that you need some advice on job search and they have been recommended to you as someone who could help DON’T ASK THEM FOR A JOB either, for the same reasons as stated above. Ask whether it would be possible to bring along your Curriculum Vitae (CV) and portfolio for them to look at and give their (hopefully) constructive comments on it. If they have a job they
think you would be suited for, they will probably make an offer. If they haven’t, you will get the benefit of their advice. However, you also want their suggestions on who you might approach for possible employment. **YOU WANT NAMED INDIVIDUALS WHO THEY KNOW PERSONALLY.** Don’t leave without them.

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

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

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

Being prepared means having:

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

**The Curriculum Vitae (CV)**

(See also Appendix 1)

CVs have a standard format - and employers expect you to comply with this:

- personal details and contact telephone number, address etc.
- basic educational details and qualifications listed in date order with GCSEs first
- work experience listed in the reverse order with your most recent experience first
- publications (if any)
- other interests, experiences (e.g. travel) and capabilities (e.g. language skills, sporting achievements)

Although some employers will ask for fuller details, you should keep your basic CV to two pages if you can.

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

At this stage, it is helpful to include all your work experience including holiday and part-time jobs. Also include any voluntary work you have done. Where your work experience is very limited, it is often helpful to expand a little on the student projects you have been involved in so the CV does not look too bare.
In presentation terms - be innovative, use colour - you want to catch the attention of the reader. However, be careful that the graphics and layout do not obscure the essential details you need to get across.

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

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

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

It might also be a good idea to set up a basic website. This will give you the opportunity to put up more stuff about yourself. Don’t use social media to set up your website as others can add unhelpful and embarrassing comments and they are difficult to navigate around. However social media like Linkedin are good for building networks.

Making Contact

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

How do you do this?

If you are 'cold-calling', that is if you have no introduction to the organisation, then telephone and ask the receptionist the name of the person who is responsible for recruitment (and how it is spelled) - and their job title - thank them and hang up. Ring back a little later and ask for their ‘secretary’ or PA - check that the information you have been given is right and if it is, ask when it would be a good time to telephone them directly - say thank you and hang up again. Avoid speaking to the person directly at this stage if you can - you are not prepared.

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

If you are following up an advertised job, you should also use this opportunity to ask whether there is a standard form of application and ask for one to be sent.
You now know who makes the employment decision, so how do you make personal contact quickly and effectively? Face to face is best and before a formal interview is better.

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

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

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

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

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

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

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

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

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

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

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

**Telephone Tips**

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

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

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

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

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

**The Portfolio**

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

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

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

What are the key things to get right in the portfolio?

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

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

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

- **Clear signposting helps** - make sure that each piece of work is clearly and simply described. (e.g. 2nd year project - April 1999 - Barcelona Fountain - isometric projection - scale / ABC Partnership - House for Godot in Fresnes - September 1999 -
How you present yourself is important - it’s not about posh frocks, suits and ties - it is about presenting the sort of image that the interviewer would expect you to present to their clients.

**Personal presentation**

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

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

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

**The interview**

There is no standard format for a job interview. In smaller offices, there may just be one person who will interview you and it may be very informal. In larger organisations and in public sector organisations it may be quite a formal process with several people involved. When you are offered an interview it is worth asking how many people will be on the panel.

Remember - the person interviewing you may be just as anxious as you are to perform well. They will usually have to justify their decision to colleagues and if they make a bad recruitment decision it is their credibility which is at stake - not yours.

**Presentational tips**

Make sure that you:

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

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

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

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

Most employers will appreciate it if you show an interest in learning new skills. In this context, it is a good idea to ask what opportunities there might be for you to do different sorts of work on different types of project.

Although you will need to know the basic terms under which you will be employed, avoid asking detailed questions at the interview about things like holidays, working hours, overtime and so on. These can be clarified after a job offer has been made. You can always turn the job down if they are unsatisfactory. If you are not an EU / EEA citizen, you will need to tell them about this and state that your mandatory practical training is covered by your Visa. Also, as an AA student, the A School is your Sponsor and no additional permission from UKVI is required. Tell them that they can verify this with the AA Registrar’s Office if they wish.

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

If you are changing jobs or have had previous experience, you may be asked why you left. Be careful what you say about previous employers and avoid casting them in a bad light (even if it is justified!). Draw out the positive things from the experience.
Finally, be as honest as you can with your answers and don’t be tempted to exaggerate what you have done and can do.

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

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

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

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

Be sure about your employment status

Employment status

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

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

Salaries

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

The most recent RIBA salary survey (2012) indicates the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual Salary</th>
<th>Hour Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1 / First Year Out Students</td>
<td>£17-21,000</td>
<td>c. £10-12</td>
</tr>
<tr>
<td>Part 2 Assistants / Recent Post Diploma</td>
<td>£23-27,000</td>
<td>c. £14-16</td>
</tr>
<tr>
<td>Part 2 / 1-2 Yrs Post Diploma</td>
<td>£27-31,000</td>
<td>c. £16-18</td>
</tr>
</tbody>
</table>

Higher figures can be achieved, but be careful, a high paying employer may want you to do a very specific type of work (e.g. CAD operating) and not be so prepared to give you a range of training and learning opportunities.

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

Priorities
What is important in the early stages of work experience is to gain an insight into:
- who does what in the construction industry
- how they do it
- how they work together
- how roles, relationships and responsibilities are defined
- what rules and procedures govern the design and construction process and
- the sequence of activities and key stages that are involved
You also need to learn the basic skills and procedures that enable you to pay your way as an employee.

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

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

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

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

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

It should be a 'formal' review in the sense that it is planned well in advance, the purpose of the review is clear and both you and your team leader have prepared for it properly.

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

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

**Never stop asking questions**

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

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

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

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

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

*Keep a record of everything you do*

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

*The Daybook*

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

*Project Materials*

You will probably produce quite a lot of technical material during your year out. It is a good idea to keep copies of as wide a sample of your work as possible. Technical drawings, reports, surveys, competition drawings, site photographs and so on. This material will be extremely important once you start job hunting after Part 2 or if you change jobs during your year out. While it may not be as intellectually or creatively interesting as your school work, it may be equally as important when you are going for a job. Be careful to ensure that your team leader knows what you are keeping copies of and why as there may be issues of confidentiality and cost involved.

*The PEDR*

You are required to regularly maintain the RIBA on-line PEDR (Professional Education and Development Record) file, and use it as the basis for meetings during your year out with your school Professional Studies Advisor. Ultimately you will be required to submit it as part of your Part 3 examination.

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

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

Visit your Professional Studies Advisor (PSA) regularly

It is a mandatory requirement that all year out students register with a PSA – even if you intend to switch schools you must remain registered with the AA until you transfer that registration to another course.

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

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

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

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

All AA students must notify the School if they move office or residential address. This is a legal requirement for students on UKVI Visas. Contact the Professional Practice Co-ordinator and supply details. There is a form you can download from the memory stick handed out at the end of 3rd year.
Overseas Work – Will It Count?

The Year Out is a good time to spread your wings a little, sample practice outside of the UK and, if you are a Home or EU / EEA student, to enjoy some memorable architectural study visits to enrich your Part 2 programme. If you are on a UKVI visa, then the AA advises against this as it reduces your entitlement to UK based work experience.

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

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

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

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

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

Other things to read


*A Student’s Guide to the First Year in An Architect’s Office* by Roger Harper available from RIBA Bookshops and Mail Order Publications T: 0207-251 0791
Appendix 1  

Example of a Curriculum Vitae

Curriculum Vitae

Marvin Hawkesthorne

Address: 22 Manor House Gardens, Oakley Road, London E7 5ST
Tel: 0208 986 4585
Mobile: 0736 843 719
e-mail: marvinh@cix.com

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

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

2005 - Architectural Association School of Architecture, London
Achievements RIBA Part 1
Boyarisky prize (2013)

Studio Projects

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

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

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

Employment July 11- Sept 11 - Mark Stephanopolis & Associates, Covent Garden
Architectural Technician

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

Conversion of basement flat in Islington for Pedersen family.
Budget £140,000,
Sketch schemes prepared.
Liaison with Planning officer.
Employment (Cont)

July 2012 - Sept 2012 - Barclay Homes plc, Reigate

**CAD Technician**

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

Other Experience

Sept 2006 - March 2009 - Barcaldine Downs, Queensland, Australia

- Jackaroo, Boundary rider, General Station Hand on 100,000 acre cattle station.


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

Computer Skills

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

Languages

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

Publications

- Eastern Promise in the East End of London.
  *Article on urban regeneration. AJ. March 2012*

- City of Sand Castles.
  *Photographs of Timbuktu. GQ Magazine. August 2012*

Exhibitions

- Photographs of Timbuktu - Courtauld Institute. April 2011

Competitions

- Headquarters and Stadium at Thirsk. November 2011
  *Horse Racing & Betting Levy Board. Highly Commended*

Travel

April 2011 - June 2011 - Trans-Sahara expedition following old trading route from Marrakesh in Morocco to Lagos in Nigeria

- Widely travelled in Europe and Australia

*Pleasuredrome St Petersburg*
Appendix 2  

RIBA Student membership

**Eligibility**

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

**Benefits**

Student membership is FREE and entitles you to a wide range of benefits and services to boost your development which include:

- being part of a prestigious and world renowned institute;
- free use of the RIBA library and Information centre;
- monthly RIBA Student newsletter featuring information about the latest architectural events taking place;
- preferential rates for seminars and lectures at the RIBA;
- access to RIBA Knowledge Communities and RIBAnet;
- discounted subscription to the RIBA Journal for only £37 a year;
- 10% discount at RIBA bookshops in store and online;
- exclusive funding opportunities available for students.

For details on any of these benefits and services, please call the Information Centre on 020 7307 3600.

**The Architecture Students Network**

It’s time for a new wave of students to take on the role of representing students, the new organisation is ASN, the Architecture Student Network. It can be found at theasn.org. TheASN is taking on all of the roles previously carried out by archaos, representing students to the RIBA, the ARB, schools of Architecture and Government.

The Architecture Students Network (TheASN) will be an independent network of student representatives from schools of architecture within the United Kingdom. The aims of the network will be to work to support and promote architecture student events, harness student opinion, and engage with other established, relevant educational organisations both nationally and internationally.

We work with The Standing Conference of Heads of Schools of Architecture (SCHOSA) in raising student issues and sit on the RIBA Architects for Change Committee promoting Equality and Diversity in the profession.

We are always looking for students to help with TheASN team. Do get in touch with us.
Appendix 3

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

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

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

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

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

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

To gain work experience after the completion of or exemption from Part 2 in the UK, candidates who are not nationals of the European Economic Area (EEA) or hold the status of 'UK resident' must have a valid permit to work from UKVI.

For workers from the European Economic Area and Switzerland
www.UKVI.homeoffice.gov.uk/workingintheuk/eea/
If you are a national of the European Economic Area (EEA) or Switzerland, you are free to enter and stay in the United Kingdom. If you are a national of a state that recently joined the EU you may have to register with the UKVI or apply for their permission before you start to work.

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

Students who experience difficulty with these arrangements should discuss the matter with the AA Registrar’s Office.
Appendix 5  Further Information

**Professional Studies Advisor**
Alastair Robertson AADipl AADipl(Trop Arch)
Professional Studies Advisor
Ty’r Wennol
Croes Faen
Penallt,
Monmouth NP25 4SB
Tel/Fax: 01600 715781
Mobile: 07774 102 676
E Mail: qwest@btconnect.com

**Appointments & enquiries**
Rob Sparrow
Professional Training Co-ordinator
Architectural Association
36 Bedford Square,
LONDON WC1B 3ES
Tel: 0207 636 0974
Fax: 0207 414 0782
E Mail: sparrow_ro@aaschool.ac.uk
www.aaschool.ac.uk

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

**RIBA**
Royal Institute of British Architects
66 Portland Place
LONDON W1N 4AD
Tel: 0207 580 5533
http://www.architecture.com/Explore/Home.aspx
RIBA Bookshop: 0171-251 0791
Books on-line: www.ribabookshop.com/
RIBA Electronic Logbook: www.pedr.co.uk
Jobs on line: www.architects-online.org/
Archaos: www.archaos.org

**ARB**
Architects Registration Board
8 Weymouth Street
LONDON WIN 3FB
Tel: 020 7580 5861
E-mail: Info@arb.org.uk
Website: www.arb.org.uk

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

**UK Border Agency**
(Information on Visa & Permit enquiries)
Immigration & Nationality Directorate
Lunar House
40, Wellesley Road
Croydon
CR9 2BY
Telephone: 0870 606 7766
Guidance & downloads of application forms
www.UKVI.homeoffice.gov.uk/workingintheuk/
The purpose of this guide

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